

07

Batch Payments

Odoo 19 Enterprise · Accounting

Batch payments group multiple individual payments into a single bank deposit or transfer. This simplifies reconciliation when many payments are processed together.

1 When to use batch payments

Use batch payments when depositing multiple cheques to the bank in one trip, when processing multiple vendor payments in a single bank transfer, or when submitting a SEPA Direct Debit batch file. Batch payments make reconciliation easier because the bank statement shows one line matching one batch, not many individual payments.

2 View batch payments

[Accounting](#) > [Customers](#) > [Batch Payments](#)

The batch payments list shows all batches with their reference, bank, date, total amount, and status. Vendor batch payments are found under Vendors > Batch Payments. Group by Bank Journal or State for a clearer overview.

3 Create a new batch payment

[Accounting](#) > [Customers](#) > [Batch Payments](#) > **NEW**

Click New and fill in the batch details. Then add individual payments to the batch using the Add a line option in the Batch Content section.

BATCH PAYMENT FIELDS

Batch Type *	Inbound: collecting payments from customers. Outbound: sending payments to vendors.
Bank *	The bank journal for this batch.
Payment Method *	Manual for cheques. Batch Deposits for bank deposits. SEPA Direct Debit for SEPA batches.
Date	Date of the batch. Defaults to today.
Reference	Internal reference for the batch.

4 **Validate and print**

VALIDATE

Click Validate to confirm the batch. Status changes from New to Sent. Click Print to generate a deposit slip or batch summary for your bank. The batch can then be reconciled when the corresponding bank statement line appears.