



**BENEFIT PLAN SYSTEMS LLC**

## For First Time Users of Batch Payments

### What are Batch Payments?

Users of COBRAEAS And GIBS have used Batch Payments since the late 1990's. This functionality was made available in The-TPA in August 2025.

Posting Payments has been a manual process, that involved locating each Participant or Client and then locating the outstanding Billing and manually Posting the Payment.

Batch Payments provide you with a fast and easy way to enter Payments.

The Payments are placed in a temporary Transaction File for you to review and edit, if necessary, until you are ready to have them Posted to the Billings as a Batch.

### New Batch Payments features

- You can mark a Batch Payment as IGNORED. An Ignored Payment will not be processed and will remain in the Transaction File after other Payments have been Posted. This will allow you to process most of the Payments and then deal with the Ignored Payments on a case-by-case basis.
- You can now run the process on one Batch Payment which allows you to Post one Payment while others are being validated.
- There is an option to **sum** the Batch Payments in the Transaction File, separated by Validated vs those with Errors and those which are Ignored.
- You can jump easily from a Batch Payment to the Posting Screen, for the Client or Participant who has submitted the Batch Payment. This allows you to quickly check the outstanding Billings, and then just as quickly jump back to the same Batch Payment.
- You can browse the Posting Log from Batch Payments.
- As a reminder, Importing records into the Batch Payments Transaction File is easy. The system creates and uses a Layout which you modify. (See below).

### Preparing for Batch Payments

Before running Batch Payments, you need to add Batch Payments **abilities** to yourself. (Menu - Administrator - User Security). There are three separate levels:

Access: Users can access Batch Payments and add records to the Transaction file.  
Forcing In: Users can mark a Batch Payment to be 'Forced Paid', even if the amounts don't exactly match.  
Posting: Users can run the Batch Payment Posting.

After you have used it for a while, there are two [default] settings that you might change.

- Produce Batch Posting TRACE change from Yes to No (although, this can be handy).
- Suppress Full Explanations on Output change from No to Yes.

The Log that is produced from Batch Posting contains the output from the 1st and 2nd passes and is overwritten each time it's run. Therefore, after a successful Posting, you might want to copy the Log from the LOGS folder to a permanent place.

## Importing Batch Payments

There is a special Import function just for Batch Payments.

On the Batch Payments browse window, hold SHIFT and Right-Mouse-Click.

Select Create Batch Payments Import Specifications. It will create the default layout and open it in Notepad.

The file contains extensive documentation. Please make any necessary modifications, then save your changes and exit.

You can modify the Layout at any time, by SHIFT + Right Click - Modify.

It will even create a sample Import file for you, based on your current Import specs.

To Import the data; Right-click and select Import.

If your layout is not correct, right-click and choose EMPTY and try again.

