Sales Batch Posting

The **Batch Posting** screen is used to post some or all the transactions that are not yet posted. This is the same as manually posting a transaction on the screen, except that you are posting multiple transactions at a time.

Open the Batch Posting search screen from **Sales | Batch Posting menu**, and then click the **Batch Post button** on the integrated search grid. Note that a Batch Posting screen opened from Sales module is filtered by Invoice, Credit Memo, and Payment transactions types.

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Bat	ch No: BATCH-	-1280									
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×	Transaction Ty	γpe ~ Contains	~ Invoice								
×	Transaction Ty	/pe × Contains	✓ Credit Men	no							
×	Transaction Ty	vpe 🗠 Contains	✓ Payment								
	Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description			
	6/29/2016	Invoice	SI-445	38.15		ABC Reseller	irelyadmin		A		
	6/28/2016	Invoice	SI-434	76.30		BGD	irelyadmin				
	6/28/2016	Payment	RCV-229	4.15	ch11	Brown Broth	irelyadmin				
	6/24/2016	Invoice	SI-429	0.00		City of Fort	irelyadmin				
	6/24/2016	Invoice	SI-430	1.35		Brown Broth	irelyadmin				
	6/24/2016	Invoice	SI-431	1.85		Brown Broth	irelyadmin				
	6/22/2016	Payment	RCV-228	4.06	ch10	Cassie Nelson	irelyadmin				
	6/21/2016	Credit Memo	SI-424	10.00		BGD	irelyadmin				
	6/20/2016	Invoice	SI-417	10.89		Brown Broth	irelyadmin				
	6/18/2016	Invoice	SI-416	1.76		Brown Broth	irelyadmin				
	6/17/2016	Credit Memo	SI-415	1.85	po01	Apple Spice	irelyadmin	sample credit memo head	er comment.		
0		Ready									

The Batch Posting search grid will list down all previously posted transactions by batch. Clicking the Bath Number hyperlink will open the search grid of that specific transaction filtered by batch number.

Pages

• How to Batch Post Sales Transactions

Open the Batch Posting search screen from Sales | Batch Posting menu.

iRely i21 - i21 Demo Setup Company(Source)											
Menu 🔇											
😤 🗇 Filter Menu 🔍		G Batch Posting									
🚞 Sales											
📝 Quotes											
Ales Orders		Post Recap Close									
🥜 Invoices											
🥜 Receive Payments		Batch No: BATCH-250									
Receive Payment Details		Select All	🕅 Select All 🔲 Clear All 🔍 View 🚟 Lavout 🔹 🍸 Filter Records (F3)						Clear All Filters		
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📝 Import Billable from Help Desk			tion Type	Y Equals	× Daymont		+				
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nvoice Charge Invoice		Date	Transa	action Type	Tra	insaction	ID	User Name		Description	
Import Invoices from CSV		01/14/2	016 Credi	t Memo	SI	-30		irelyadmin		Sample CM	
/ Import Logs		12/15/2	015 Invoid	ce	SI	-28		BDellosa			
Customers		12/14/2	12/14/2015 Invoice		SI-27			BDellosa			
Customer Contact List		11/05/2	11/05/2015 Payment		RCV-3		chris.pelz@ire	ely.com	initial payment		
Sales Reps		10/15/2	015 Invoid	ce	SI	-19		brian		SERIAL # HERE Total Usage = Beg Tank Inv End Tank	
Market Zone		09/15/2	015 Invoid	ce	SI	-16		brian			
Comment Maintenance		08/31/2	08/31/2015 Payment		R	RCV-1		irelyadmin			
Service Charges		08/31/2	015 Paym	ent	R	CV-2		irelyadmin			
Customer Groups											
Account Status Codes											
Q Quote Templates											
Bundles											
Product Types											
Tax Report		0 🔮 🖓 🛈	Ready								
Customer Aging Report											

The **Batch Posting** screen is used to post some or all the transactions that are not yet posted. This is the same as manually posting a transaction on the screen, except that you are posting multiple transactions at a time.

Open the AR Batch Posting screen from Sales | Batch Posting menu.

Menu	«	🌀 Batch Posting						
🚆 🗇 Filter Menu	a							
Purchasing			<u></u>					
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Sales Orders Quotes Invoices Credit Memos Receive Payments		Deat Detail						
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		Select which Batch Post Type you want and then choose a Post Criteria. Click the Post button to begin Batch Posting.						
		Batch Post ID:	BATCH-1					
Receive Payment Details		Transaction Type: Invoice						
Batch Posting		User						
/ Import Invoices from Origin		0.00011	0210					
Import Billable from Help Desk		Post Criteria		Selection Criteria				
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Sales Reps	4							
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Tax Report								
Customer Aging Report								
Customer Inquiry Report								
Customer Statements Report								
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Payment History Report								

Field Description

Batch Post ID - this is a read-only and system generated field.

Transaction Type - the combo list box will show different transactions such as Invoice, Credit Memo, and Payment. This will show Invoice by default.

User - this field will default to the user name of the user who is currently logged in.

Men the 'Allow User to Only Post Transactions they created' is enabled, changing of use is not allowed. Refer to How to Set User to Only Post Transactions they Created in Users Screen

Post Criteria - this section is used to set the criteria for posting. The options are All Record ID, By Transaction Date, and By Record ID.

- All Transaction ID This option will post all transactions, based on the set transaction type, that are not yet posted.
 - By Transaction Date This option will post transactions within the provided date range.
 - By Transaction ID This option will post transactions that are within the provided range of transaction IDs.

Selection Criteria - this section is where you can enter the date range or record number range that will be posted. If Post Criteria is By Transaction Date, this section will show a From and To date field. And, if the Post Criteria is set to By Transaction ID, this section will show a From and To transaction ID combo box field.

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🖃 🚞 Accounts Receivable	Batch Posting								
🖃 🚞 Activities									
Sales Order	Sales Order								
- Invoice	Post Recap	Close							
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Credit Memo									
	Select which Bate	Select which Batch Post Type you want and then choose a Post Criteria. Click the Post button to begin Batch Posting.							
Receive Payment Detail									
Batch Posting	Batch Post ID:	BATCH-403 Invoice							
Maintenance	Transaction Type								
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Open the AR Batch Posting screen from Accounts Receivable > Activities > Batch Posting menu.