

# 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.

Batch Posting

PostRecapClose

Details

Batch No: BATCH-1280

☒ Select All

☐ Clear All

Open

Layout

Filter Records (F3)

Clear All Filters

Transaction Type

Contains

Invoice

Transaction Type

Contains

Credit Memo

Transaction Type

Contains

Payment

|                          | Date      | Transaction Type | Transaction ID | Amount | Invoice Number | Name             | User Name  | Description                        |
|--------------------------|-----------|------------------|----------------|--------|----------------|------------------|------------|------------------------------------|
| <input type="checkbox"/> | 6/29/2016 | Invoice          | SI-445         | 38.15  |                | ABC Reseller     | irelyadmin |                                    |
| <input type="checkbox"/> | 6/28/2016 | Invoice          | SI-434         | 76.30  |                | BGD              | irelyadmin |                                    |
| <input type="checkbox"/> | 6/28/2016 | Payment          | RCV-229        | 4.15   | ch11           | Brown Broth...   | irelyadmin |                                    |
| <input type="checkbox"/> | 6/24/2016 | Invoice          | SI-429         | 0.00   |                | City of Fort ... | irelyadmin |                                    |
| <input type="checkbox"/> | 6/24/2016 | Invoice          | SI-430         | 1.35   |                | Brown Broth...   | irelyadmin |                                    |
| <input type="checkbox"/> | 6/24/2016 | Invoice          | SI-431         | 1.85   |                | Brown Broth...   | irelyadmin |                                    |
| <input type="checkbox"/> | 6/22/2016 | Payment          | RCV-228        | 4.06   | ch10           | Cassie Nelson    | irelyadmin |                                    |
| <input type="checkbox"/> | 6/21/2016 | Credit Memo      | SI-424         | 10.00  |                | BGD              | irelyadmin |                                    |
| <input type="checkbox"/> | 6/20/2016 | Invoice          | SI-417         | 10.89  |                | Brown Broth...   | irelyadmin |                                    |
| <input type="checkbox"/> | 6/18/2016 | Invoice          | SI-416         | 1.76   |                | Brown Broth...   | irelyadmin |                                    |
| <input type="checkbox"/> | 6/17/2016 | Credit Memo      | SI-415         | 1.85   | po01           | Apple Spice ...  | irelyadmin | sample credit memo header comment. |

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)

**Batch Posting**

Batch No: BATCH-250

Select All Clear All View Layout Filter Records (F3) Clear All Filters

Transaction Type Equals Invoice

Transaction Type Equals Credit Memo

Transaction Type Equals Payment

| Date       | Transaction Type | Transaction ID | User Name            | Description   |
|------------|------------------|----------------|----------------------|---|
| 01/14/2016 | Credit Memo      | SI-30          | irelyadmin           | Sample CM   |
| 12/15/2015 | Invoice          | SI-28          | BDelloso             |   |
| 12/14/2015 | Invoice          | SI-27          | BDelloso             |   |
| 11/05/2015 | Payment          | RCV-3          | chris.pelz@irely.com | initial payment   |
| 10/15/2015 | Invoice          | SI-19          | brian                | SERIAL # HERE Total Usage = Beg Tank Inv. - End Tank... |
| 09/15/2015 | Invoice          | SI-16          | brian                |   |
| 08/31/2015 | Payment          | RCV-1          | irelyadmin           |   |
| 08/31/2015 | Payment          | RCV-2          | irelyadmin           |   |

Ready

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.

**Batch Posting**

Post Detail

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

Transaction Type: Invoice

User: BEVD

**Post Criteria**

☒ All Record ID

☐ By Transaction Date

☐ By Record ID

**Selection Criteria**

Ready

## 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.



When the 'Allow User to Only Post Transactions they created' is enabled, changing of user 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.

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 **Accounts Receivable > Activities > Batch Posting menu**.