

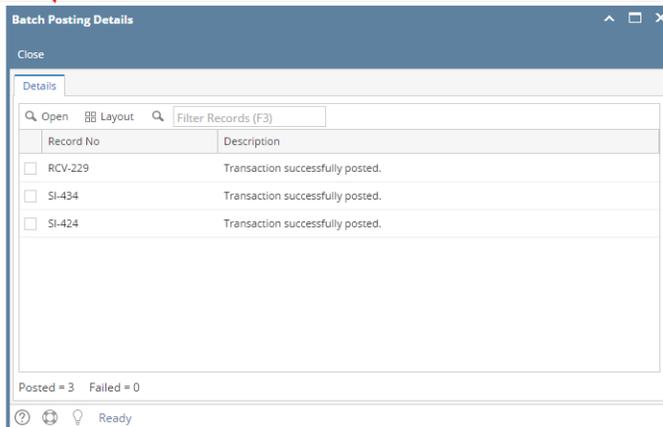
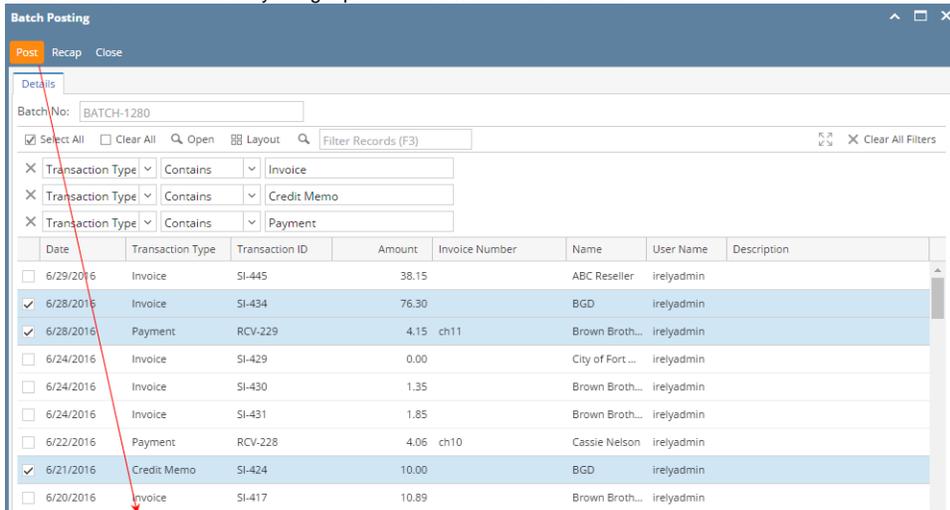
# How to Batch Post Sales Transactions

Below are the steps to batch post Sales transactions.

1. Open the Batch Posting integrated search grid from **Sales | Batch Posting** menu. This search grid will show by Batch Number all the previously batch posted transactions. Clicking the **Batch Number hyperlink** will bring you to the transaction's search grid pre-filtered by records included in the batch.
2. Click the **Batch Post** button to open the Batch Posting screen. The screen is pre-filtered to show sales transactions only.



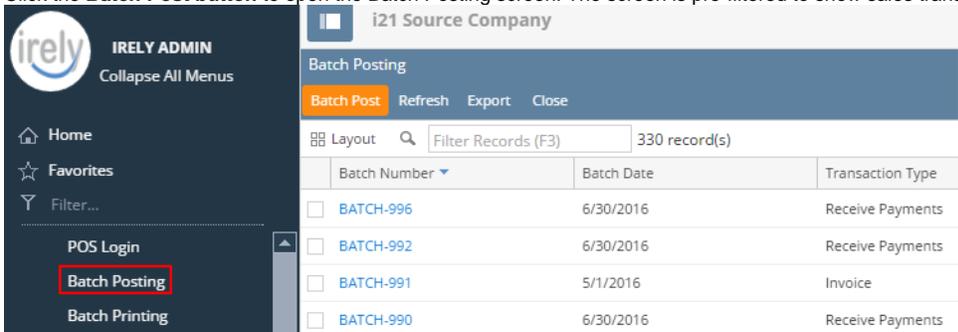
3. On grid area, select the transactions to be posted.
4. Click the **Post** button. Once batch posting has been completed, the **Batch Posting Details** screen will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.



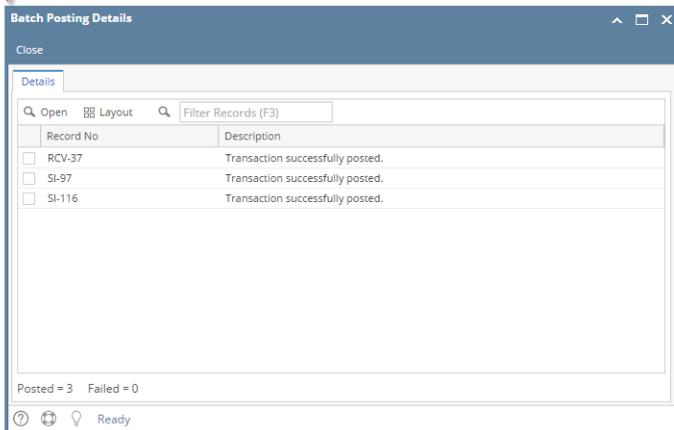
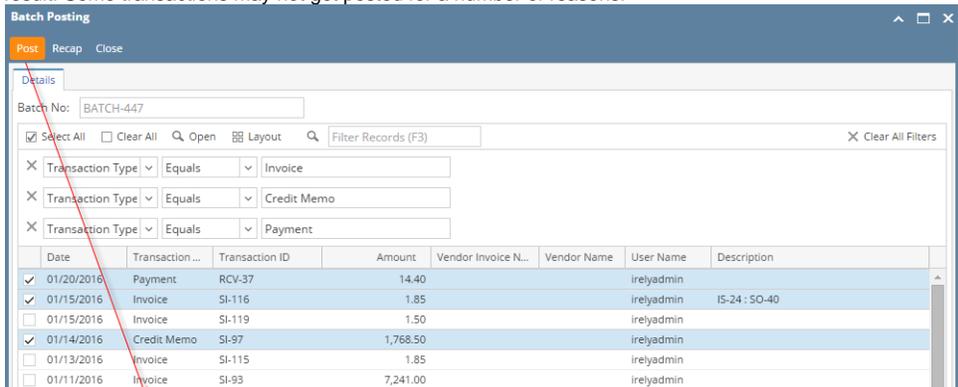
 You can also post a transaction from the Recap Transaction screen. To do this, click the **Recap** button to open the **Recap Transaction** screen and then click the **Post** button.

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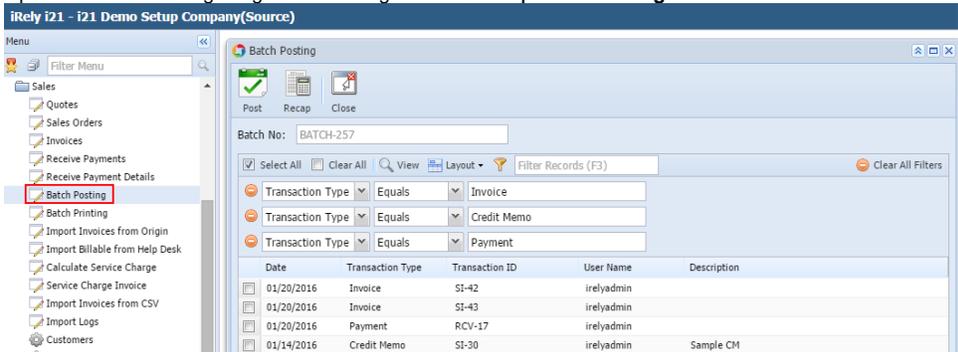
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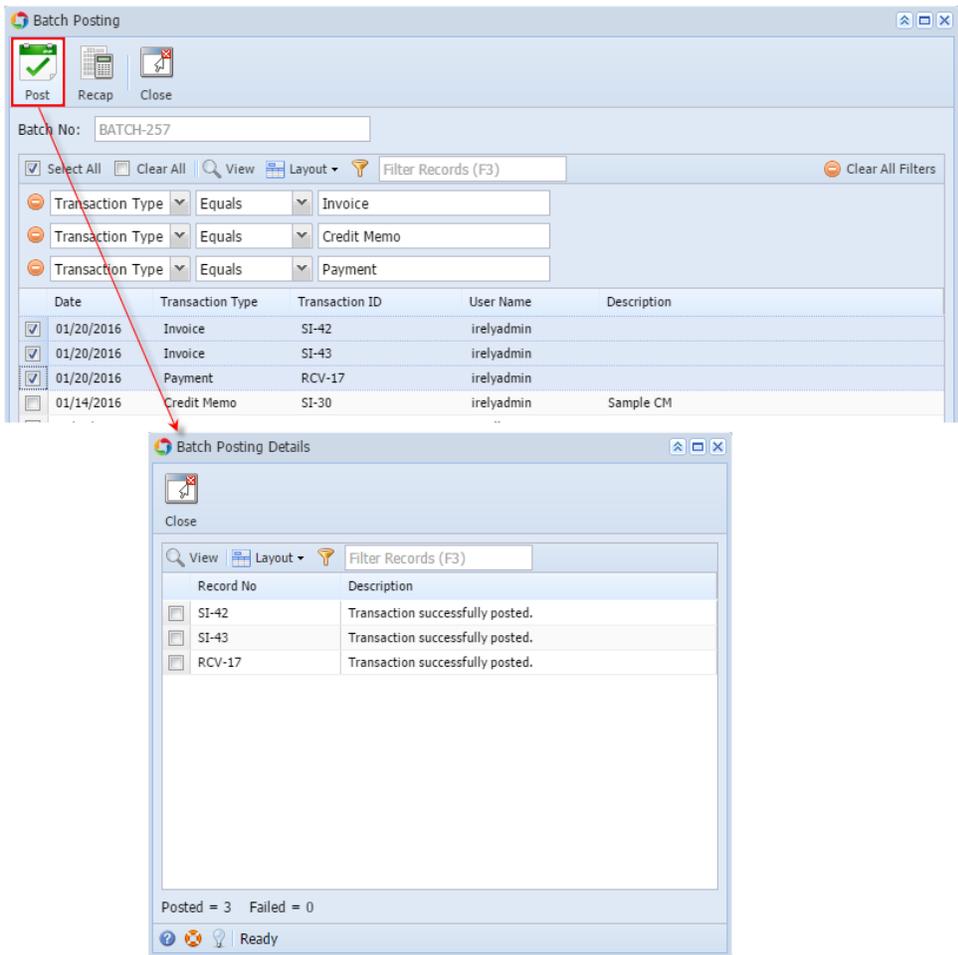
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 You can also post a transaction from the Recap Transaction screen. To do this, click the Recap button to open the **Recap Transaction screen** and then click the **Post** button.

Below are the steps to batch post Sales transactions. Refer to [Sales Batch Posting](#) for the definition of each field.

1. Open the Batch Posting screen from **Sales | Batch Posting** menu.
2. Click the **Transaction Type** combo box button and select the transaction you want to post.
3. If necessary, click the **User** combo box button and select another user from the list.
4. Set the **Post Criteria** and **Selection Criteria**. You can post All Record ID, By Transaction Date, or By Record ID.

- a. **All Record ID.** When this option is selected, the Selection Criteria section will remain blank. This option will post all transactions, based on the set transaction type, that are not yet posted.

Batch Posting

Post Recap Close

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-15

Transaction Type: Invoice

User: BEVD

Post Criteria

Selection Criteria

All Record ID

By Transaction Date

By Record ID

Ready

Batch Posting

Post Recap Close

View Layout Filter Records (F3)

Date	Invoice Number	Customer Num.	Total
06/29/2015	SI-1	0001005007	12.22
06/29/2015	SI-2	0001005008	64.65
06/29/2015	SI-3	HOMEDALER	5.93
06/29/2015	SI-4	0001005007	137.78
06/29/2015	SI-5	0001005008	22.00
06/30/2015	SI-10	HOMEDALER	20.90
06/30/2015	SI-13	HOMEDALER	215.50
06/30/2015	SI-14	0001005007	19.60
06/10/2015	SI-15	0001005010	47.76
06/02/2015	SI-16	0001005010	323.25

- b. **By Transaction Date.** When this option is selected, the Selection Criteria section will display a From and To date field. Select the date range of the transactions that you want to post.

Batch Posting

Post Recap Close

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-15

Transaction Type: Invoice

User: BEVD

Post Criteria

Selection Criteria

From: 06/01/2015

To: 06/15/2015

All Record ID

By Transaction Date

By Record ID

Ready

Batch Posting

Post Recap Close

View Layout Filter Records (F3)

Date	Invoice Number	Customer Num.	Total
06/10/2015	SI-15	0001005010	47.76
06/02/2015	SI-16	0001005010	323.25

- c. **By Record ID.** When this option is selected, the Selection Criteria section will display a From and To combo box field. Select the transaction number from the combo list box.

Batch Posting

Post Recap Close

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-15

Transaction Type: Invoice

User: BEVD

Post Criteria

Selection Criteria

From: SI-13

To: SI-14

All Record ID

By Transaction Date

By Record ID

Ready

Batch Posting

Post Recap Close

View Layout Filter Records (F3)

Date	Invoice Number	Customer Num.	Total
06/30/2015	SI-13	HOMEDALER	215.50
06/30/2015	SI-14	0001005007	19.60

- Go to the **Detail** tab to review the list of transactions based on the set Post Criteria and Selection Criteria.
- Click the **Post** button.



You can also post a transaction from the Recap Transaction screen. To do this, click the Recap button to open the **Recap Transaction screen** and then click the **Post** button.

- If you are currently on the **Post** tab, this will post all the transactions listed in the Detail tab.
- If you are currently on the **Detail** tab, first, check the transactions you want to post before clicking the Post or Recap button.

Once batch posting has been completed, the **Batch Posting Details** screen will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

Below are the steps to batch post Accounts Receivable transactions. Refer to [Sales Batch Posting](#) for the definition of each field.

- Open the Batch Posting screen from **Accounts Receivable > Activities > Batch Posting** menu.
- Click the **Transaction Type** combo box button and select the transaction you want to post.
- If necessary, click the **User** combo box button and select another user from the list.

4. Set the **Post Criteria** and **Selection Criteria**. You can post All Record ID, By Transaction Date, or By Record ID.

a. **All Record ID**. When this option is selected, the Selection Criteria section will remain blank. This option will post all transactions, based on the set transaction type, that are not yet posted.

The screenshot shows the 'Batch Posting' window with the 'Post' button selected. The 'Selection Criteria' section is empty. The table below shows the following data:

Date	Invoice Number	Customer Number	Total
<input type="checkbox"/> 01/20/2015	SI-1	5% 5NET 30	1,000,010.00
<input type="checkbox"/> 02/01/2015	SI-2	28TH	10.00
<input type="checkbox"/> 02/03/2015	SI-3	30TH	11.25
<input type="checkbox"/> 02/17/2015	SI-4	5% 5NET 30	1,255.55
<input type="checkbox"/> 02/17/2015	SI-5	JUN 15	8.11

b. **By Transaction Date**. When this option is selected, the **Selection Criteria** section will display a **From** and **To** date field. Select the date range of the transactions that you want to post.

The screenshot shows the 'Batch Posting' window with the 'By Transaction Date' radio button selected. The 'Selection Criteria' section displays the following date range:

From: 02/01/2015  
To: 02/10/2015

The screenshot shows the 'Batch Posting' window with the 'By Transaction Date' selection criteria. The table below shows the filtered data:

Date	Invoice Number	Customer Number	Total
<input type="checkbox"/> 02/01/2015	SI-2	28TH	10.00
<input type="checkbox"/> 02/03/2015	SI-3	30TH	11.25

- c. **By Record ID.** When this option is selected, the **Selection Criteria** section will display a **From** and **To** combo box field. Select the transaction number from the combo list box.

The screenshot shows the 'Batch Posting' window. On the left, the 'Post Criteria' section has three radio buttons: 'All Record ID', 'By Transaction Date', and 'By Record ID' (which is selected). On the right, the 'Selection Criteria' section has two dropdown menus: 'From:' with 'SI-3' selected and 'To:' with 'SI-5' selected. Below these sections is a toolbar with 'Post', 'Recap', and 'Close' buttons. A 'Post' button is also visible in a sub-tabbed area. Below the toolbar is a 'Filter Records (F3)' search bar. At the bottom is a table with columns: Date, Invoice Number, Customer Number, and Total. The table contains three rows of data, with the 'Invoice Number' column highlighted in yellow.

	Date	Invoice Number	Customer Number	Total
<input type="checkbox"/>	02/03/2015	SI-3	30TH	11.25
<input type="checkbox"/>	02/17/2015	SI-4	5% 5NET 30	1,255.55
<input type="checkbox"/>	02/17/2015	SI-5	JUN 15	8.11

5. Go to the **Detail tab** to review the list of transactions based on the set Post Criteria and Selection Criteria.  
6. Click the **Post** button.



You can also post a transaction from the Recap Transaction screen. To do this, click the Recap button to open the **Recap Transaction screen** and then click the **Post** button.

- a. If you are currently on the **Post tab**, this will post all the transactions listed in the Detail tab.  
b. If you are currently on the **Detail tab**, first, check the transactions you want to post before clicking the Post or Recap button.

Once batch posting has been completed, the **Batch Posting Details** screen will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

