

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

Post

Recap

Close

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**.