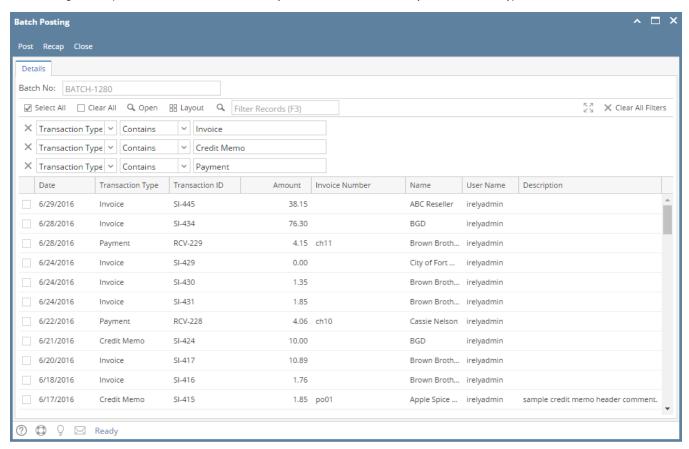# Sales Batch Posting

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.

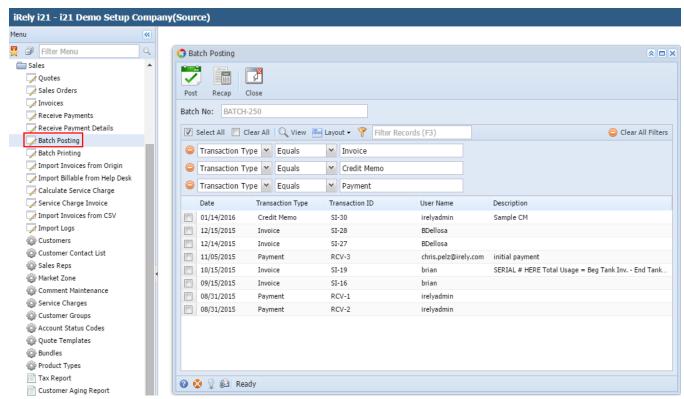| Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
6/29/2016	Invoice	SI-445	38.15		ABC Reseller	irelyadmin	
6/28/2016	Invoice	SI-434	76.30		BGD	irelyadmin	
6/28/2016	Payment	RCV-229	4.15	ch11	Brown Broth...	irelyadmin	
6/24/2016	Invoice	SI-429	0.00		City of Fort ...	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 header comment.

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
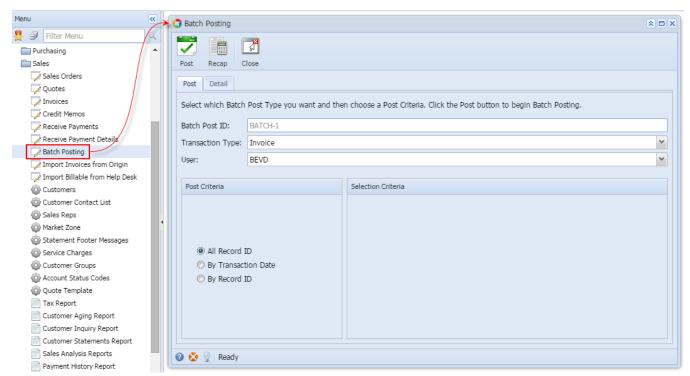
- How to Batch Post Sales Transactions

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

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**.

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 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.

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**.