## How To Create Voucher Bach Entry

There are three ways to open a blank Voucher Batch Entry screen for new record:

- From Voucher Batch Search, click New toolbar button.
- · From an existing Voucher Batch record, click New toolbar button.
- From Purchasing (A/P) menu, click New Voucher Batch Entry under Create list.

Once you open the screen you are now ready to enter data for the new voucher batch record.

- 1. By default, AP Account is populated by the AP account set in Common Info > Company Locations screen > GL Accounts tab. Click AP Account combo box button and select different AP account if necessary.
- 2. Batch Date will be filled in by today's date automatically. Click date picker button and select new date or manually enter new date on the field if vou wish to change the value.
- 3. Enter Reference if necessary.
- 4. Add details on the grid.
  - a. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
  - b. Assign Invoice #. In any case that the entered Invoice number is already existing to the same vendor, this message will prompt on save:



- i. Select Yes to re-use the Invoice #.
- ii. Select No to enter new Invoice #.
- c. Terms will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
- d. Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar screen where you can select a different date. Manual entering of date is also allowed.
- e. Voucher Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar where you can select a different date. Manual entering of date is also allowed. This is the date where due date will be based depending on the terms selected in the Terms field.
- f. Due Date field will be automatically filled in based on the Terms used.
- g. GL Account will be filled in by the Account Id set for the selected vendor. Click combo box button and select another account if you wish to change the account used.
- h. Enter Description if necessary.
- i. Enter total amount of the vendor's Voucher in the Total field.
- 5. The over-all total of the Vouchers added in the grid will be displayed on the Batch Total field.
- 6. Click Save button. Voucher Batch No. field will now be filled in with a unique, system-generated ID automatically.

Here are the steps on how to create a Voucher Batch Entry:

1. From the Main Menu, expand Purchasing (Accounts Payable), then click Voucher Batch Entry to open Voucher Batch Search.

- 2. Click New toolbar button to open blank Voucher Batch Entry screen. 3. By default, AP Account is populated by the AP account set in Company Locations assigned to the user > GL Accounts tab. Click AP Account
- combo box button and select different AP account if necessary.
- 4. Batch Date will be filled in by today's date automatically. Click date picker button and select new date or manually enter new date on the field if you wish to change the value.
- 5. Enter Reference if necessary.
- 6. Add details on the grid.
  - a. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.

b. Assign Invoice #. In any case that the entered Invoice number is already existing to the same vendor, this message will prompt:



- i. Select Yes to re-use the Invoice #.
- ii. Select No to enter new Invoice #.
- c. Terms will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
- d. Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar screen where you can select a different date. Manual entering of date is also allowed.
- e. Voucher Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar where you can select a different date. Manual entering of date is also allowed. This is the date where due date will be based depending on the terms selected in the Terms field.
- f. Due Date field will be automatically filled in based on the Terms used.
- g. GL Account will be filled in by the Account Id set for the selected vendor. Click combo box button and select another account if you wish to change the account used.
- h. Enter Description if necessary.
- i. Enter total amount of the vendor's Voucher in the Total field.
- 7. The over-all total of the Vouchers added in the grid will be displayed on the **Batch Total** field.
- 8. Click **Save** button. **Voucher Batch No.** field will now be filled in with a unique, system-generated ID automatically.

A You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher Batch Entry)

Here are the steps on how to create a Voucher Batch Entry:

- 1. From the Main Menu, expand Purchasing, then click Voucher Batch Entry to open Search Voucher Batch Entry.
- 2. Click **New** toolbar button to open blank Voucher Batch Entry.

D 4	-				01/27/2016	20000.00	00.000					
oucher Batch Entr	У											
New Save Searct	Delete Undo	Print Post Clo	ise									
Detail												
AP Account:	20000-0000-000	✓ Bat	ch Total:	0.00 B	atch Date: 01/2	7/2016	0					
/oucher Batch No:		Refe	erence:									
+ Insert × Ren	iove 🔠 Layout	Q Filter Reco	rds (F3)									
+ Insert X Rem	Vendor Name	G. Filter Reco     Invoice #	rds (F3) Terms	Date	Voucher Date	Due Date	GL Account	Description	Tax ID	Total	Posted	

- 3. By default, AP Account is populated by the AP account set in Company Locations assigned to the user > GL Accounts tab. Click AP Account combo box button and select different AP account if necessary.
- 4. Batch Date will be filled in by today's date automatically. Click date picker button and select new date or manually enter new date on the field if you wish to change the value.
- 5. Enter Reference if necessary.
- 6. Add details on the grid.
  - a. Click **Vendor** combo box button and select existing Vendor from the combo box list. **Name** of the selected vendor will be displayed on the Vendor Name field.

b. Assign Invoice #. In any case that the entered Invoice number is already existing to the same vendor, this message will prompt:



- c. Terms will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
- d. Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down
- button next to this field to open the mini calendar screen where you can select a different date. Manual entering of date is also allowed.
  e. Voucher Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar where you can select a different date. Manual entering of date is also allowed. This is the date where due date will be based depending on the terms selected in the Terms field.
- f. Due Date field will be automatically filled in based on the Terms used.
- g. GL Account will be filled in by the Account Id set for the selected vendor. Click combo box button and select another account if you wish to change the account used.
- h. Enter Description if necessary.
- i. Select **Tax ID** to indicate what type of tax will be applied to the specific vendor.
- j. Enter total amount of the vendor's Voucher in the Total field.

tail											
Account:	20000-0000-000	✓ Batch	n Total:	300.00 Bat	ch Date: 01/2	7/2016					
ucher Batch No:		Refer	ence:								
Insert 🗙 Rem	ove 🗄 Layout	Q Filter Recor	ds (F3)								
Vendor No.	Vendor Name	Invoice #	Terms	Date	Voucher Date	Due Date	GL Account	Description	Tax ID	Total	Posted
0001005078	Cracked Mug	INV-20	Net 15	01/27/20	01/27/2016	02/11/20	60000-0000-003		None	100.00	
0001005079	CC Jitters	INV-21	Net 15	01/27/20	01/27/2016	02/11/20	60000-0000-003		None	200.00	

7. The over-all total of the Vouchers added in the grid will be displayed on the Batch Total field.

Voucher Batch Ent	ry											, L ,
New Save Searc	h Delete Undo											
Detail												
AP Account:	20000-0000-000	∽ Bat	ch Total:	300.00 Ba	tch Date: 01/2	7/2016						
Voucher Batch No:		Re	erence:									
+ Insert 🗙 Ren	nove 🔡 Layout	Q Filter Rec	ords (F3)									
Vendor No.	Vendor Name	Invoice #	Terms	Date	Voucher Date	Due Date	GL Account	Description	Tax ID	Total	Posted	
0001005078	Cracked Mug	INV-20	Net 15	01/27/20	01/27/2016	02/11/20	60000-0000-003		None	100.00		
0001005079	CC Jitters	INV-21	Net 15	01/27/20	01/27/2016	02/11/20	60000-0000-003		None	200.00		
0028	Edited								- II -	Page	1 of 1	$\mathbb{P} = \mathbb{N}$

8. Click Save button. Voucher Batch No. field will now be filled in with a unique, system-generated ID automatically.

voucn	er bau	ch entry					
New	Save	Search	Delete	Undo	Print	Dupl	icate
Detai	i						
AP Ac	count:	2	20000-00	00-000		$\sim$	Bat
Vouci	her Bat	ch No: 🛛	3B-5				Ref

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher Batch Entry)

Here are the steps on how to create a bill batch entry:

1. From the Main Menu, click Purchasing > Bill Batch Entry. If there's an existing record, docked Search Bill Batch Entry screen will open. Otherwise, blank Bill Batch Entry screen will open automatically.

2. If Search Bill Batch Entry screen opens, click New toolbar button to open blank Bill Batch Entry screen.

Menu	K BII Ba				
Priter Menu	4	1 R 😂 🖬 🛛			
System Manager	Ne	Wew Refresh Close			
Common Info	🚽 🔠 Li	wout Y Filter Records (F3) 46,988 records			
ashboard	8	Sill Batch Number Date Account Id		Total	Postec
Ceneral Ledger		38 Coll Rately Entry			
Enancial Reports	E 8	a constant unity		<u>^</u>	
Cash Management	m e	** 📪 🖓 🛆 🚍 📢 🗮 📅 🖪			
Credit Card Reconciliation	E S				
inventory		New Save Search Delete Undo Print Post Close			
Purchasing		AP Account: 25003-0000 × Batch Total: 0.000000 Batch Data: 05/15/2015			
Purchase Orders					
Bill Batch Entry	-	Bil Batch Number: Reference:			
🍃 Bills		w O Insert ⊖ Remove A Layout • 🍸 Filter Records (F3)			
Recurring Transactions		A Contract of the second secon	Tax ID	Total Por	sted
🌈 Batch Posting					
🍞 Pay Bills					-
🏹 Pay Bill Details		50 <sup>-</sup>			
nint Checks		50°			
🏹 Paid Bills History		30:			
Vendor Expense Approval		🕫 🖉 🚫 Ready	14 4 Page	1 of 1	P 14
Tennest Dille Frem Ovinin		8			· · · · · · · · · · · · · · · · · · ·

- 3. By default, AP Account is populated by the AP account set in System Manager > Company Preferences > Account Payable. Click AP Account combo box button and select different AP account if necessary.
- 4. Batch Date will be filled in by today's date automatically. Click date picker button and select new date or manually enter new date on the field if you wish to change the value.
- 5. Enter Reference if necessary.

## 6. Add details on the grid.

0	Insert 🤤 Rei	move 🏪 Layout	• 🍸 Filter	Records (F3)								
	Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
	V-001	Juan Dela Cruz	INV-01	5% 10 Net 30	06/16/2015	06/16/2015	07/16/20	93000-0000		None	10.00	
	V-002	Test Vendor	INV-02	Due on Receipt	06/16/2015	06/16/2015	06/16/20	93000-0000		None	7.50	
(m)												(177)

- a. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
- b. Assign Invoice #. In any case that the entered Invoice number is already existing to the same vendor, this message will prompt:

🚺 iRely	i21 🗙
	Vendor Invoice No. 'INV-03' already exist.
	ОК

- c. Terms will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
- d. Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down
- button next to this field to open the mini calendar screen where you can select a different date. Manual entering of date is also allowed. e. Bill Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar where you can select a different date. Manual entering of date is also allowed. This is
- the date where due date will be based depending on the terms selected in the Terms field. f. Due Date field will be automatically filled in based on the Terms used.
- g. GL Account will be filled in by the Account Id set for the selected vendor. Click combo box button and select another accountif you wish to change the account used.
- h. Enter Description if necessary.
- i. Select Tax ID to indicate what type of Sales tax will be applied to the specific vendor.
- j. Enter total amount of the vendor's bill in the Total field.

## 7. The over-all total of the bills added in the grid will be displayed on the Batch Total field.

Batch Total:	17.5	500000 Batch	Date: 06/	15/2015			
Reference:							
ords (F3)							
erms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total
10 Net 30	06/16/2015	06/16/2015	07/16/20	93000-0000		None	10.00
e on Receipt	06/16/2015	06/16/2015	06/16/20	93000-0000		None	7.50

8. Click Save button. Bill Batch Number field will now be filled in with a unique, system-generated ID automatically.



You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher Batch Entry)

Here are the steps on how to create a bill batch entry:

- From the Main Menu, click Accounts Payable Activities > Bill Batch Entry. If there's an existing record, Search Bill Batch Entry screen will open. Otherwise, Bill Batch Entry screen will open automatically.
- 2. If Search Bill Batch Entry screen opens, click New toolbar button to open blank Bill Batch Entry screen.

😑 🚞 Accounts Payable				•			-	
Activities	Search Bill	Batch					2	
Pay Bill Detail			7					
Pay Bills			<u></u>					
Bill Batch Entry	New Oper	Selected Refresh C	LIOSE					
Batch Posting	Filter F	Records (F3)	46,984 records					
- 📰 Print Checks	Bill Bat	ch Number	Date	Account Id	Total	Ts Posted	Liser Id	
- Import Bills from C	rigin		05/12/2014	26000-0000	1.00		ACADATA	
- 📰 Bill Entry	Bill Batch Entry							* 🗆 X
Paid Bills History			. G. 📖 🥅					
- Call Recurring Transac		, 😕 i 🚍 🦼	x 🗸 🗹					
Purchase Order	New Save Search Delet	e Undo Print T	ools Post Close					
🗄 🚞 Maintenance								
🗄 🚞 Reports	AP Account: 22222-00	00 👻	Batch Total:	0.00 Batch Date: 02/18/2015				
🗃 🚞 Accounts Receivable	Bill Batch Number:		Reference:					
🗃 🚞 Help Desk	0-							
🗄 🚞 Ag Accounting	Remove							
😠 🚞 Petrolac	Vendor No. Vendor Na	me Invoice# Te	erms Date	Bill Date Due Date GL Account	t Description	Tax ID	Total	Posted
🕀 🚞 Grain Accounting								
🗃 🚞 Contact Point								
Accounts Payable								
H Payroll								
😠 🚞 General Ledger	🙆 🐴 🕗 Roadu					14 4 Dago	1 of 1	b bl

- By default, AP Account is populated by the AP account set in Company Preference > Account Payable. Click AP Account combo box button and select different AP account if necessary.
- 4. Batch Date will be filled in by today's date automatically. Click date picker button and select new date or manually enter new date on the field if you wish to change the value.
- 5. Enter Reference if necessary.

б.	Add	details	on	the	gria.	
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9	Remove											
	Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
	000000001	Test Vendor 1		3% 5 Net 15	02/18/20	02/18/20	03/05/20	93000-0000		None	25.50	
	000000001	Test Vendor 1		3% 5 Net 15	02/18/20	02/18/20	03/05/20	93000-0000		None	15.25	

- a. Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
- b. Assign Invoice #. In any case that the entered Invoice number is already existing, this message will prompt:



- c. Terms will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
- d. Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar screen where you can select a different date. Manual entering of date is also allowed.
- e. Bill Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar where you can select a different date. Manual entering of date is also allowed. This is the date where due date will be based depending on the terms selected in the Terms field.
- f. Due Date field will be automatically filled in based on the terms you have selected in the Terms field.
- g. Click GL Account combo box button and select account from the combo box list.
- h. Enter Description if necessary.
- i. Select Tax ID to indicate what type of Sales tax will be applied to the specific vendor.
- j. Enter total amount of the vendor's bill in the Total field.

7. The over-all total of the bills added in the grid will be displayed on the Batch Total field.

Batch Total:		40.75 Batc	h Date: 02/	25/2015				
Reference:								
erms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
6 5 Net 15	02/25/20	02/25/20	03/12/20	93000-0000		None	25.50	
6 5 Net 15	02/25/20	02/25/20	03/12/20	93000-0000		None	15.25	

8. Click Save button. Bill Batch Number field will now be filled in with a unique, system-generated ID automatically.

Bill Batch Entry											
						$\bigcirc$		×		<b>V</b>	
I	New	Save	Sear	rch	Delete	Undo	Print	Т	ools	Post	
I		5	н.,								
l	AP Account:			22222-0000					Batch Total:		
I											
	Bill Bat	tch Numb	er:	BB-46981					Reference:		

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher Batch Entry)

Here are the steps on how to create a bill batch entry:

- 1. From the Main Menu, click Accounts Payable Activities > Bill Batch Entry. If there's an existing record, Search Bill Batch Entry screen will open. Otherwise, Bill Batch Entry screen will open automatically.
- 2. If Search Bill Batch Entry screen opens, click New toolbar button to open blank Bill Batch Entry screen.

de Casti Matiagement							
Accounts Payable	Search Bill Batch						
Activities							
Pay Bil Detail		× 🛶 - 🗠					
Pay Bils	New Open Selecter Refr	esh Export Close					
Bil Batch Entry	Filter Records (E3)	1 records					
Batch Post	in the receives (r b)	11000105					
Print Checks	Account Id		Bill Batch Number 🔺		10[3]	Is Posted	
Import Bills from Origin	25050-0000		88-1		505.00	$\checkmark$	
Bill Entry	+						
😠 🔛 Maintenance 🛛 📰 Bill Ba	ch Entry -						803
🕀 🧰 Reports							
🗄 🔜 Accounts Receivable 🛛 💦		1 🗶 🏹 🍞					
Help Desk	Sava Saarch Dalata Lindo Prin	at Tools Post Close					
Customer Portal	sure search server ondo rin	1000 1000 0000					
AP Accounting AP Acco	ant: 22222-0000	Batch Total:	0.00 Batch Date: 02/18/2015				
😠 🚞 Petrolac							
Grain Accounting     Bill Batcl	Number:	Reference:					
🕀 🚞 Contact Point 🛛 🔤 Dele	te						
😠 🔛 Accounts Payable 👘 🗸 Ve	ndor No. Vendor Name Invoice #	Terms Date	Bill Date Due Date GLAccount	Description	Tax ID	Total	Posted
B Payrol Review							
😠 🔛 General Ledger							
B EFxed Assets							
B Store Accounting							
a 📄 Time Entry	Ready				A A Page	1 of 2	ыа

- By default, AP Account is populated by the AP account set in Company Preference > Account Payable. Click AP Account combo box button and select different AP account if necessary.
- 4. Enter Reference if necessary.
- 5. Add details on the grid.

0	Delete													
	Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted		
	000000001	Sample Co		Due on Receipt	09/16/20	09/16/20	09/16/20	66600-9099		None	100.00			
~	0000000001	Sample Co		Due on Receipt	09/16/20	09/16/20	09/16/20	66600-9099		None	150.00			
											0.00			

- Click Vendor combo box button and select existing Vendor from the combo box list. Name of the selected vendor will be displayed on the Vendor Name field.
- b. Terms will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
- c. Date will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar screen where you can select a different date. Manual entering of date is also allowed.
- d. **Bill Date** will be filled in automatically with today's date, but can be changed to reflect a different date if necessary. Click the drop down button next to this field to open the mini calendar where you can select a different date. Manual entering of date is also allowed. This is the date where due date will be based depending on the terms selected in the Terms field.
- e. Due Date field will be automatically filled in based on the terms you have selected in the Terms field.
- f. Click GL Account combo box button and select account from the combo box list.
- g. Enter Description if necessary.
- h. Select Tax ID to indicate what type of Sales tax will be applied to the specific vendor.
- i. Enter total amount of the vendor's bill in the Total field.

6. The over-all total of the bills added in the grid will be displayed on the **Batch Total** field.

Batch Total:		250.00 Ba	tch Date: 0	9/16/2014									
Reference:													
erms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted					
ie on Receipt	09/16/20	09/16/20	09/16/20	66600-9099		None	100.0	0					
ie on Receipt	09/16/20	09/16/20	09/16/20	66600-9099		None	150.0	0					
Click Save b	outton. Bill	Batch N	umber fie	ld will now be	filled in with a	unique, system	-generated ID	automatic					
📑 Bill	Batch	Entry	-										
		P I	Q	G.	S		X	-					
New	Sav	ve S	earch	Delete	Undo	Print	Tools	Post					
AP Account: Bill Batch Number:			250	50-0000	Batch Total:								
			r: BB-	2	Reference:								
	Delete												

You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See How To Post Voucher Batch Entry)