

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 you 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:

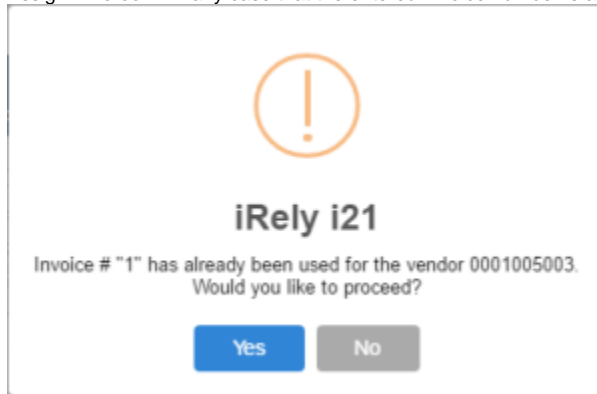


- i. Select **Yes** to re-use the Invoice #.
 - ii. Select **No** to enter new Invoice #.
- c. **Terms** will be automatically filled in by the Terms assigned to the selected vendor. If change is necessary, click on the combo box button and select different terms from the combo box list.
 - d. **Date** 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.



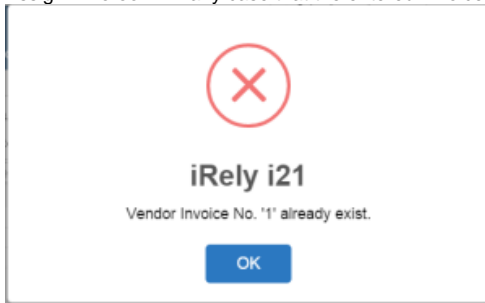
You can skip saving the record if the transaction is to be posted right away. This will be catered in the Posting process since it automatically saves the record before posting. (See [How To Post Voucher Batch Entry](#))

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.

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.

The screenshot shows the 'Voucher Batch Entry' form. The 'Detail' tab is active. The 'Batch Total' is 300.00 and the 'Batch Date' is 01/27/2016. Below the form fields is a table with the following data:

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.

The screenshot shows the 'Voucher Batch Entry' form with the 'Batch Total' field highlighted in yellow, showing the value 300.00. The table of vouchers is the same as in the previous screenshot.

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

The screenshot shows the 'Voucher Batch Entry' form with the 'Voucher Batch No.' field highlighted in yellow, showing the value BB-5. The 'Batch Total' field is still 300.00.

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:

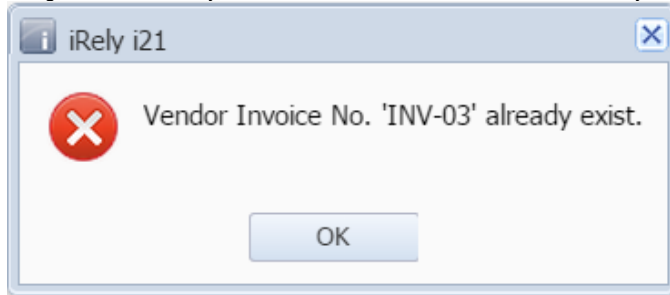
1. From the **Main Menu**, click **Purchasing > Bill Batch Entry**. If there's an existing record, docked **Search Bill Batch Entry** screen will open. Otherwise, blank **Bill Batch Entry** screen will open automatically.

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

- 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.
- 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.
- Enter **Reference** if necessary.
- Add details on the grid.

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	

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



- 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.
 - 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.
 - 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.
 - Due Date** field will be automatically filled in based on the **Terms** used.
 - 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.
 - Enter **Description** if necessary.
 - Select **Tax ID** to indicate what type of Sales tax will be applied to the specific vendor.
 - Enter total amount of the vendor's bill in the **Total** field.
- The over-all total of the bills added in the grid will be displayed on the **Batch Total** field.

Batch Total: 17.500000 Batch Date: 06/15/2015

Reference:

Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total
5% 10 Net 30	06/16/2015	06/16/2015	07/16/20...	93000-0000		None	10.00
Due on Receipt	06/16/2015	06/16/2015	06/16/20...	93000-0000		None	7.50

- 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](#))

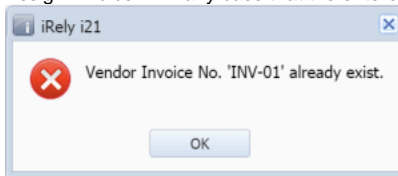
Here are the steps on how to create a bill batch entry:

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

- 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.
- 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.
- Enter **Reference** if necessary.
- Add details on the grid.

Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
0000000001	Test Vendor 1		3% 5 Net 15	02/18/20...	02/18/20...	03/05/20...	93000-0000		None	25.50	
0000000001	Test Vendor 1		3% 5 Net 15	02/18/20...	02/18/20...	03/05/20...	93000-0000		None	15.25	

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



- 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.
- 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.
- 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.
- Due Date** field will be automatically filled in based on the terms you have selected in the Terms field.
- Click **GL Account** combo box button and select account from the combo box list.
- Enter **Description** if necessary.
- Select **Tax ID** to indicate what type of Sales tax will be applied to the specific vendor.
- 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	Batch Date:	02/25/2015
Reference:			

Items	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	<input type="checkbox"/>
6 5 Net 15	02/25/20...	02/25/20...	03/12/20...	93000-0000		None	15.25	<input type="checkbox"/>

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

Bill Batch Entry

AP Account: 22222-0000
Batch Total:

Bill Batch Number: 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:

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

Accounts Payable

Bill Batch Entry

Filter Records (F3) 1 records

Account Id	Bill Batch Number	Total	Is Posted
22500-0000	BB-1	505.00	<input checked="" type="checkbox"/>

Bill Batch Entry -

AP Account: 22222-0000
Batch Total: 0.00
Batch Date: 02/18/2015

Bill Batch Number:
Reference:

Delete

Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
<input type="checkbox"/>											<input type="checkbox"/>

- 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.
- Enter **Reference** if necessary.
- Add details on the grid.

Delete

Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
<input type="checkbox"/>	0000000001	Sample Co.	Due on Receipt	09/16/20...	09/16/20...	09/16/20...	66600-9099		None	100.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	0000000001	Sample Co.	Due on Receipt	09/16/20...	09/16/20...	09/16/20...	66600-9099		None	150.00	<input type="checkbox"/>
										0.00	<input type="checkbox"/>









- 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.
- 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.
- 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.
- 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.
- Due Date** field will be automatically filled in based on the terms you have selected in the Terms field.
- Click **GL Account** combo box button and select account from the combo box list.
- Enter **Description** if necessary.
- Select **Tax ID** to indicate what type of Sales tax will be applied to the specific vendor.
- 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	Batch Date:	09/16/2014					
Reference:								
Items	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	100.00	<input type="checkbox"/>
ie on Receipt	09/16/20...	09/16/20...	09/16/20...	66600-9099		None	150.00	<input type="checkbox"/>

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


Bill Batch Entry -

New Save Search Delete Undo Print Tools Post

AP Account: 25050-0000 Batch Total:

Bill Batch Number: 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](#))