

How To Post Voucher Batch Entry

Here are the steps on how to post bills by batch via Voucher Batch Entry screen:

1. After creating **Voucher Batch Entry** record (see [How To Create Voucher Batch Entry](#)), click **Post** toolbar button.
2. **Batch Posting Details** screen will open showing the corresponding voucher transaction created and its **Description**.
 - a. If posting is successful, *'Transaction successfully posted'* description is displayed.
 - b. If posting fails, reason why transaction is not posted will be displayed.
3. Once a voucher batch record is posted, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

The screenshot shows the 'Voucher Batch Entry' window. At the top, there's a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Duplicate', 'Unpost', and 'Close'. Below the menu bar, there's a 'Detail' tab. The main area contains fields for 'AP Account' (20000-0001-000), 'Batch Total' (215.00), 'Batch Date' (10/18/2017), 'Voucher Batch No' (BB-8), and 'Reference'. Below these fields is a table with columns: Vendor No., Vendor Name, Invoice #, Terms, Date, Voucher Date, Due Date, GL Account, Description, Total, and Posted. The table contains three rows of data, all with a yellow background in the 'Posted' column. At the bottom of the window, there's a status bar with a red box around the word 'Posted' and a page indicator 'Page 1 of 1'.

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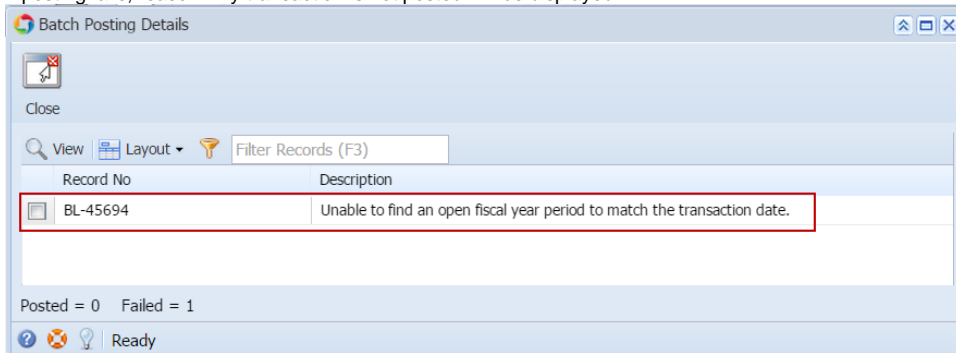
The screenshot shows the 'Voucher Batch Entry' window. At the top, there's a menu bar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Duplicate', 'Pay', 'Unpost', and 'Close'. Below the menu bar, there's a 'Detail' tab. The main area contains fields for 'AP Account' (20000-0000-000), 'Batch Total' (130.00), 'Batch Date' (01/27/2016), 'Voucher Batch No' (BB-6), and 'Reference'. Below these fields is a table with columns: Vendor No., Vendor Name, Invoice #, Terms, Date, Voucher Date, Due Date, GL Account, Description, Tax ID, Total, and Posted. The table contains two rows of data, both with a yellow background in the 'Posted' column. At the bottom of the window, there's a status bar with a red box around the word 'Posted' and a page indicator 'Page 1 of 1'.

Here are the steps on how to post bills by batch via Bill Batch Entry screen:

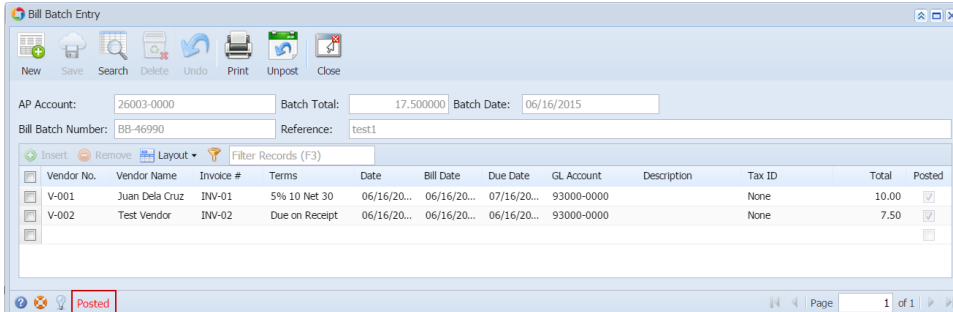
1. After creating **Bill Batch Entry** record (see [How To Create Voucher Batch Entry](#)), click **Post** toolbar button.
2. **Batch Posting Details** screen will open showing the corresponding bill transaction created and its **Description**.
 - a. If posting is successful, *'Transaction successfully posted'* description is displayed.

The screenshot shows the 'Batch Posting Details' window. At the top, there's a menu bar with 'Close'. Below the menu bar, there's a 'View' button and a 'Layout' dropdown menu. The main area contains a table with columns: Record No. and Description. The table contains two rows of data, both with a yellow background in the 'Description' column. At the bottom of the window, there's a status bar with a red box around the word 'Posted' and a page indicator 'Page 1 of 1'.

b. If posting fails, reason why transaction is not posted will be displayed.

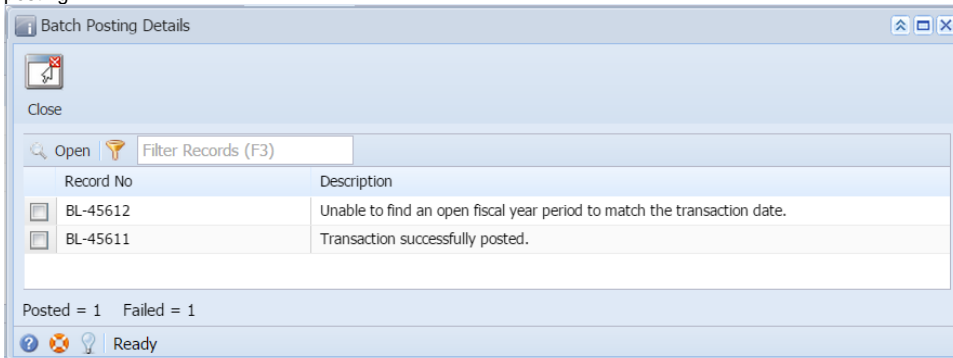


3. Once a bill batch record is posted, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

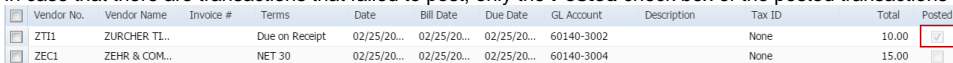


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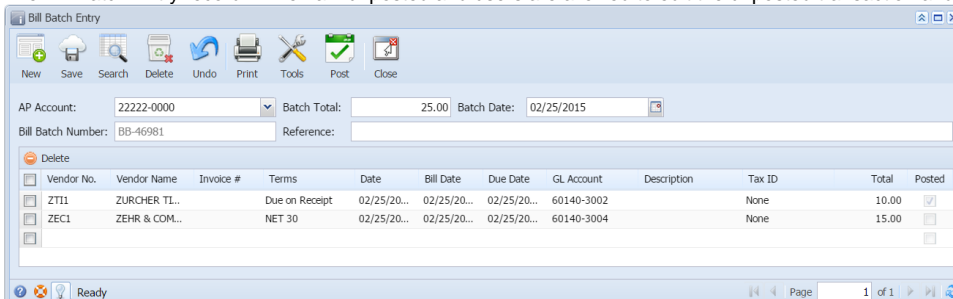
1. After creating **Bill Batch Entry** record (see [How To Create Voucher Batch Entry](#)), click **Post** toolbar button.
2. **Batch Posting Details** screen will open showing the corresponding bill transaction created and if transaction is successfully posted or if it fails posting.



3. In case that there are transactions that failed to post, only the **Posted** check box of the posted transactions will be checked.



4. The **Bill Batch Entry** record will remain unposted and users are allowed to edit the unposted transaction and then post again.



5. After modification, click again the **Post** button.

6. Once all details of the bill batch record is posted, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

Bill Batch Entry

New Save Search Delete Undo Print Tools Unpost Close

AP Account: 22222-0000 Batch Total: 25.00 Batch Date: 02/25/2015

Bill Batch Number: BB-46981 Reference:

Delete

Vendor No.	Vendor Name	Invoice #	Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
ZTT1	ZURCHER TL...		Due on Receipt	02/25/20...	02/25/20...	02/25/20...	60140-3002		None	10.00	<input checked="" type="checkbox"/>
ZEC1	ZEHR & COM...		NET 30	02/25/20...	02/25/20...	02/25/20...	60140-3004		None	15.00	<input checked="" type="checkbox"/>

Posted

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