How to Batch Post Sales Transactions

BATCH-992

BATCH-991

BATCH-990

Below are the steps to batch post Sales transactions.

POS Login

Batch Posting

Batch Printing

1. Open the Batch Posting integrated search grid from **Sales | Batch Posting menu**. This search grid will show by Batch Number all the previously batch posted transactions. Clicking the **Batch Number hyperlink** will bring you to the transaction's search grid pre-filtered by records included in the batch.

2. Click the Batch Post button to o	pen the Batch Posting screen. The screen is pre-filtered to show sales transactions only.					
Collapse All Menus	Batch Posting Batch Post Refresh Export Close					
🟠 Home	문 Layout 🔍 Filt	er Records (F3)	330 record(s)			
ා්් Favorites	Batch Number 🔻		Batch Date	Transaction Type		
Y Filter	BATCH-996		6/30/2016	Receive Payments		

- 3. On grid area, select the transactions to be posted.
- 4. Click the **Post button**. Once batch posting has been completed, the **Batch Posting Details screen** will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

6/30/2016

5/1/2016

6/30/2016

Receive Payments

Receive Payments

Invoice

Batch Posting									^ □ ×
Post Recap Clo	ise								
Details									
Batch No: BATC	H-1280								
Select All	Clear All 🔍 Open	멾 Layout Q Fi	ilter Records (F3)					K 개 🗙 Clear	All Filters
× Transaction	Type Y Contains	~ Invoice							
× Transaction	Type 🖌 Contains	 Credit Mem 	0						
× Transaction	Type Y Contains	 Payment 							
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	nvoice	SI-417	10.89		Brown Broth	irelyadmin			

Details		
Q Open III Layout Q Filte	r Records (F3)	
Record No	Description	
RCV-229	Transaction successfully posted.	
SI-434	Transaction successfully posted.	
SI-424	Transaction successfully posted.	

A You can also post a transaction from the Recap Transaction screen. To do this, click the **Recap button** to open the **Recap Transaction screen** and then click the **Post button**.

- 1. Open the Batch Posting integrated search grid from Sales | Batch Posting menu. This search grid will show by Batch Number all the previously batch posted transactions. Clicking the Batch Number hyperlink will bring you to the transaction's search grid pre-filtered by records included in the batch.
- 2. Click the Batch Post button to open the Batch Posting screen. The screen is pre-filtered to show sales transactions only.

	i21 Source Company							
IRELY ADMIN Collapse All Menus	Batch Posting							
	Batch Post Refresh Export Close	:						
☆ Home	맘 Layout Q Filter Records (F3)	330 record(s)						
ත් Favorites	Batch Number 🔻	Batch Date	Transaction Type					
Y Filter	BATCH-996	6/30/2016	Receive Payments					
POS Login	BATCH-992	6/30/2016	Receive Payments					
Batch Posting	BATCH-991	5/1/2016	Invoice					
Batch Printing	BATCH-990	6/30/2016	Receive Payments					

- 3. On grid area, select the transactions to be posted.
- 4. Click the **Post button**. Once batch posting has been completed, the **Batch Posting Details screen** will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

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ost Recap Close									
Details									
atch No: BATCH-447	1								
Select All 🗌 Clear		i 88 La	yout	C Filter Records (F3)					🗙 Clear All Filte
× Transaction Type	✓ Equals	~	Invoice						
× Transaction Type	✓ Equals	~	Credit N	lemo					
× Transaction Type	✓ Equals	~	Paymen	r					
					Mandan Investor N	Mandan Mana	Lines Marris	Description	
1	ransaction ayment	Transact	tion ID	Amount 14.40	Vendor Invoice N	Vendor Name	User Name irelyadmin	Description	
		SI-116		1.85			irelyadmin	IS-24 : SO-40	
		SI-119		1.50			irelyadmin		
01/14/2016 Ci	redit Memo	SI-97		1,768.50			irelyadmin		
- \	ivoice	SI-115		1.85			irelyadmin		
		SI-93		7,241.00			irelyadmin		
01/11/2016	Batch Postin Close		ils					^ 🗆	×
01/11/2016 IN	Batch Postin Close Details	ng Detai		Eilear Barorde (E2)				^ 🗆	×
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01/11/2016	Batch Postin Close Details	ng Detai EB Layo d No		Description	successfully posted.			~ □	×
01/11/2016	Batch Postin Close Details Q. Open Record	ng Detai EB Layo d No		Description Transaction	successfully posted.			~ □	×
01/11/2016	Batch Postin Close Details Q. Open Record DCV-3'	ng Detai III Layo d No 7		Description Transaction s Transaction s				~ □	
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01/11/2016 ii	Batch Postin Close Details Q. Open Record RCV-3' SI-97	ng Detai III Layo d No 7		Description Transaction s Transaction s	successfully posted.				
01/11/2016 ii	Batch Postin Close Details Q. Open Record RCV-3' SI-97	ng Detai B Layo d No 7	iut Q	Description Transaction s Transaction s	successfully posted.				
01/11/2016 I	Batch Postin Close Q. Open Recore RCV-3 SI-97 SI-116	Rig Detai	uut Q = 0	Description Transaction s Transaction s	successfully posted.			~ □	

You can also post a transaction from the Recap Transaction screen. To do this, click the **Recap button** to open the **Recap Transaction screen** and then click the **Post button**.

Below are the steps to batch post Sales transactions.

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1. Open the Batch Posting integrated search grid from Sales | Batch Posting menu.

iRely i21 - i21 Demo Setup C	ompar	ny(Sa	ource)					
Menu 🐕 🤿 Filter Menu		_	tch Posting					* •
Sales	*	Post		Close				
Invoices			h No: BATCH					
Receive Payments				Clear All 🔍 View		Records (F3)		🤤 Clear All Filter
Batch Posting					✓ Invoice			
Import Invoices from Origin Import Billable from Help Desk			Transaction Transaction Transaction Transaction		Credit Memo Payment			
Calculate Service Charge			Date	Transaction Type	Transaction ID	User Name	Description	
🥪 Service Charge Invoice			01/20/2016	Invoice	SI-42	irelyadmin		
🌈 Import Invoices from CSV			01/20/2016	Invoice	SI-43	irelyadmin		
Import Logs			01/20/2016	Payment	RCV-17	irelyadmin		
Customers			01/14/2016	Credit Memo	SI-30	irelyadmin	Sample CM	

- 2. On grid area, select the transactions to be posted.
- 3. Click the Post button. Once batch posting has been completed, the Batch Posting Details screen will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

🗸 Select All 📃 Cl	ear All 🛛 🔍 View 🚪	Layout 🗸 🍞 🛛 Filter Re	ecords (F3)		🤤 Clear All Filt
Transaction Type	pe 👻 Equals	✓ Invoice			
Transaction Ty	pe 👻 Equals	✓ Credit Memo			
Transaction Type	pe 👻 Equals	✓ Payment			
Date	Transaction Type	Transaction ID	User Name	Description	
01/20/2016	Invoice	SI-42	irelyadmin		
01/20/2016	Invoice	SI-43	irelyadmin		
01/20/2016	Payment	RCV-17	irelyadmin		
01/14/2016	Credit Memo	SI-30	irelyadmin	Sample CM	
	View Elay Record No	Description	s (F3) ccessfully posted.		
	🔲 SI-43		ccessfully posted.		
	RCV-17	Transaction su	ccessfully posted.		

You can also post a transaction from the Recap Transaction screen. To do this, click the Recap button to open the Recap Transaction ⁄!∖ screen and then click the Post button.

Below are the steps to batch post Sales transactions. Refer to Sales Batch Posting for the definition of each field.

- Open the Batch Posting screen from Sales | Batch Posting menu.
 Click the Transaction Type combo box button and select the transaction you want to post.
- 3. If necessary, click the User combo box button and select another user from the list.
- 4. Set the Post Criteria and Selection Criteria. You can post All Record ID, By Transaction Date, or By Record ID.

a. All Record ID. When this option is selected, the Selection Criteria section will remain blank. This option will post all transactions, based on the set transaction type, that are not yet posted.

Batch Posting		* 🗆 X				
· ·			Batch Pos	ting		
Post Recap Close				ap Close		
Post Detail			Post De			
Select which Batch Post Type you	u want and then choose a Post Criteria. Click the Post button to begin Ba	tch Posting.	Q View	🗄 Layout 🔹 🍸 🛛 Filter	Records (F3)	
Batch Post ID: BATCH-15			Date	Invoice Nun	ber Customer Num	Total
Transaction Type: Invoice		~	06/29/3	2015 SI-1	0001005007	12.22
			06/29/2	2015 SI-2	0001005008	64.65
User: BEVD		~	06/29/2	2015 SI-3	HOMEDEALER	5.93
			06/29/3	2015 SI-4	0001005007	137.78
Post Criteria	Selection Criteria		06/29/3	2015 SI-5	0001005008	22.00
			06/30/3	2015 SI-10	HOMEDEALER	20.90
			06/30/2	2015 SI-13	HOMEDEALER	215.50
			06/30/3	2015 SI-14	0001005007	19.60
			06/10/2	2015 SI-15	0001005010	47.76
All Record ID			06/02/2	2015 SI-16	0001005010	323.25
By Transaction Date By Record ID						

b. By Transaction Date. When this option is selected, the Selection Criteria section will display a From and To date field. Select the date range of the transactions that you want to post.

C) E	atch I	Posting									* 🗆 X					
Po			Close													
P	ost	Detail			ou want ar	nd then	choose a F	Post Criteria. Click the P	Post button to begin Batch I	Posting.						
Ba	tch P	ost ID:	BA	TCH-15												
Tr	ansac	tion Type	e: Inv	/oice							~					
U	er:		BE	JEVD N						*						
	lost Cr	iteria					Selection C	-	7					7		
							From: To:	06/01/2015 06/15/2015				Po	st Recap ost Detail	Close		
	0	All Record	d ID						-			Q	View 🔠 La	iyout - 🍸 🛛 Filter Reco		
		By Transa		Date									Date	Invoice Number	Customer Num	Total
	0	By Record	d ID										06/10/2015		0001005010	47.76
													06/02/2015	SI-16	0001005010	323.25
	•	Ready														
	01.5	7 Ready														

c. By Record ID. When this option is selected, the Selection Criteria section will display a From and To combo box field. Select the transaction number from the combo list box.

Batch Posting	* • ×
Post Recap Close	
Post Detail	
Select which Batch Post Type yo	want and then choose a Post Criteria. Click the Post button to begin Batch Posting.
Batch Post ID: BATCH-15	
Transaction Type: Invoice	
User: BEVD	Y.
Post Criteria	Selection Criteria
C All Record ID D By Transaction Date By Record ID	From: SF13 Image:
🙆 🐴 🖉 Randy	

- 5. Go to the Detail tab to review the list of transactions based on the set Post Criteria and Selection Criteria.
- 6. Click the Post button.

You can also post a transaction from the Recap Transaction screen. To do this, click the Recap button to open the Recap Transaction /!\ screen and then click the Post button.

- a. If you are currently on the Post tab, this will post all the transactions listed in the Detail tab.
- b. If you are currently on the Detail tab, first, check the transactions you want to post before clicking the Post or Recap button.

Once batch posting has been completed, the Batch Posting Details screen will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

Below are the steps to batch post Accounts Receivable transactions. Refer to Sales Batch Posting for the definition of each field.

- Open the Batch Posting screen from Accounts Receivable > Activities > Batch Posting menu.
 Click the Transaction Type combo box button and select the transaction you want to post.
- 3. If necessary, click the User combo box button and select another user from the list.

- 4. Set the Post Criteria and Selection Criteria. You can post All Record ID, By Transaction Date, or By Record ID.
 a. All Record ID. When this option is selected, the Selection Criteria section will remain blank. This option will post all transactions, based on the set transaction type, that are not yet posted.

Batch Posting								
Post Recap Close								
Post Detail								
🔍 View 💡 Filter R	View 💡 Filter Records (F3)							
Date	Invoice Number	Customer Number	Total					
01/20/2015	SI-1	5% 5NET 30	1,000,010.00					
02/01/2015	SI-2	28TH	10.00					
02/03/2015	SI-3	30TH	11.25					
02/17/2015	SI-4	5% 5NET 30	1,255.55					
02/17/2015	SI-5	JUN 15	8.11					

b. By Transaction Date. When this option is selected, the Selection Criteria section will display a From and To date field. Select the date range of the transactions that you want to post.

Post Criteria	Selection Criteria	Selection Criteria					
 All Record ID By Transaction Date By Record ID 		/01/2015 /10/2015		3			
Batch Posting							
Post Recap Close							
Post Detail							
🔍 View 💡 Filter Record	s (F3)						
Date Invoi	ce Number	Customer Number	Total				
02/01/2015 SI-2		28TH	10.00				
02/03/2015 SI-3		30TH	11.25				

c. By Record ID. When this option is selected, the Selection Criteria section will display a From and To combo box field. Select the transaction number from the combo list box.

Post Criteria	Selection Criteria			
 All Record ID By Transaction Date By Record ID 	From: SI-3 To: SI-5		 ✓ 	
Batch Posting				
Post Recap Close				
Post Detail				
Q View 💡 Filter Records (F3)				
Date 1	Invoice Number	Customer Number	Total	
02/03/2015	SI-3	30TH	11.25	
02/17/2015	SI-4	5% 5NET 30	1,255.55	
02/17/2015	SI-5	JUN 15	8.11	

- 5. Go to the Detail tab to review the list of transactions based on the set Post Criteria and Selection Criteria.
- 6. Click the **Post** button.

You can also post a transaction from the Recap Transaction screen. To do this, click the Recap button to open the Recap Transaction ∕∆ screen and then click the Post button.

- a. If you are currently on the **Post tab**, this will post all the transactions listed in the Detail tab.b. If you are currently on the **Detail tab**, first, check the transactions you want to post before clicking the Post or Recap button.

Once batch posting has been completed, the **Batch Posting Details screen** will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.

i Ba	tch Posting Details		
ß	3		
Close	2		
[]	Open 💡 Filter Record	ds (F3)	
	Record No	Description	
	SI-6	You cannot post a Invoice with zero amount.	
	SI-2	The account id on one of the details is not specified.	
	SI-1	Transaction successfully posted.	
	SI-3	Transaction successfully posted.	
	SI-4	Transaction successfully posted.	
	SI-5	Transaction successfully posted.	
Poste	ed = 4 Failed = 2		
0 🍕	🦻 🏆 🛛 Ready		