

# How to Batch Post Sales Transactions

Below are the steps to batch post Sales transactions.

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.

IRELY ADMIN  
Collapse All Menus

Home  
Favorites  
Filter...

POS Login  
**Batch Posting**  
Batch Printing

i21 Source Company

Batch Posting  
Batch Post Refresh Export Close

Layout Filter Records (F3) 330 record(s)

	Batch Number	Batch Date	Transaction Type
<input type="checkbox"/>	BATCH-996	6/30/2016	Receive Payments
<input type="checkbox"/>	BATCH-992	6/30/2016	Receive Payments
<input type="checkbox"/>	BATCH-991	5/1/2016	Invoice
<input type="checkbox"/>	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.

Batch Posting  
Post Recap Close

Details  
Batch No: BATCH-1280

Select All Clear All Open Layout Filter Records (F3) 5/2 X Clear All Filters

X Transaction Type Contains Invoice  
X Transaction Type Contains Credit Memo  
X Transaction Type Contains Payment

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
<input type="checkbox"/>	6/29/2016	Invoice	SI-445	38.15	ABC Reseller	irelyadmin	
<input checked="" type="checkbox"/>	6/28/2016	Invoice	SI-434	76.30	BGD	irelyadmin	
<input checked="" type="checkbox"/>	6/28/2016	Payment	RCV-229	4.15 ch11	Brown Broth...	irelyadmin	
<input type="checkbox"/>	6/24/2016	Invoice	SI-429	0.00	City of Fort ...	irelyadmin	
<input type="checkbox"/>	6/24/2016	Invoice	SI-430	1.35	Brown Broth...	irelyadmin	
<input type="checkbox"/>	6/24/2016	Invoice	SI-431	1.85	Brown Broth...	irelyadmin	
<input type="checkbox"/>	6/22/2016	Payment	RCV-228	4.06 ch10	Cassie Nelson	irelyadmin	
<input checked="" type="checkbox"/>	6/21/2016	Credit Memo	SI-424	10.00	BGD	irelyadmin	
<input type="checkbox"/>	6/20/2016	Invoice	SI-417	10.89	Brown Broth...	irelyadmin	

Batch Posting Details  
Close

Details  
Open Layout Filter Records (F3)

Record No	Description
<input type="checkbox"/> RCV-229	Transaction successfully posted.
<input type="checkbox"/> SI-434	Transaction successfully posted.
<input type="checkbox"/> SI-424	Transaction successfully posted.

Posted = 3 Failed = 0  
Ready



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.

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.

**Batch Posting**

Buttons: Batch Post, Refresh, Export, Close

Layout Filter Records (F3) 330 record(s)

Batch Number	Batch Date	Transaction Type
<input type="checkbox"/> BATCH-996	6/30/2016	Receive Payments
<input type="checkbox"/> BATCH-992	6/30/2016	Receive Payments
<input type="checkbox"/> BATCH-991	5/1/2016	Invoice
<input type="checkbox"/> 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.

**Batch Posting**

Buttons: Post, Recap, Close

Batch No: BATCH-447

Details

Buttons: Select All, Clear All, Open, Layout, Filter Records (F3), Clear All Filters

Transaction Type: Invoice

Transaction Type: Credit Memo

Transaction Type: Payment

Date	Transaction...	Transaction ID	Amount	Vendor Invoice N...	Vendor Name	User Name	Description
<input checked="" type="checkbox"/> 01/20/2016	Payment	RCV-37	14.40			irelyadmin	
<input checked="" type="checkbox"/> 01/15/2016	Invoice	SI-116	1.85			irelyadmin	IS-24 : SO-40
<input type="checkbox"/> 01/15/2016	Invoice	SI-119	1.50			irelyadmin	
<input checked="" type="checkbox"/> 01/14/2016	Credit Memo	SI-97	1,768.50			irelyadmin	
<input type="checkbox"/> 01/13/2016	Invoice	SI-115	1.85			irelyadmin	
<input type="checkbox"/> 01/11/2016	Invoice	SI-93	7,241.00			irelyadmin	

**Batch Posting Details**

Buttons: Close

Details

Buttons: Open, Layout, Filter Records (F3)

Record No	Description
<input type="checkbox"/> RCV-37	Transaction successfully posted.
<input type="checkbox"/> SI-97	Transaction successfully posted.
<input type="checkbox"/> SI-116	Transaction successfully posted.

Posted = 3 Failed = 0

Ready



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.

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

The screenshot shows the i21 Demo Setup Company(Source) interface. On the left, the 'Menu' pane has 'Batch Posting' highlighted under the 'Sales' category. The main window displays the 'Batch Posting' screen. At the top, there are buttons for 'Post', 'Recap', and 'Close'. Below these, the 'Batch No' is set to 'BATCH-257'. There are checkboxes for 'Select All' and 'Clear All', and a 'Filter Records (F3)' button. Below this, there are three dropdown menus for 'Transaction Type', each set to 'Equals'. The main area contains a table with columns: Date, Transaction Type, Transaction ID, User Name, and Description. The table lists four transactions: 01/20/2016 Invoice SI-42, 01/20/2016 Invoice SI-43, 01/20/2016 Payment RCV-17, and 01/14/2016 Credit Memo SI-30.

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.

The screenshot shows the 'Batch Posting' screen with the 'Post' button highlighted by a red box and a red arrow. Below the 'Batch Posting' screen, the 'Batch Posting Details' screen is shown. It has a 'Close' button at the top. Below that, there are buttons for 'View', 'Layout', and 'Filter Records (F3)'. The main area contains a table with columns: Record No and Description. The table lists three records: SI-42, SI-43, and RCV-17, all with the description 'Transaction successfully posted.' At the bottom, it shows 'Posted = 3' and 'Failed = 0'.



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.

1. Open the Batch Posting screen from **Sales | Batch Posting** menu.
2. 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.

The screenshot shows the 'Batch Posting' window. The 'Post' tab is active. Under 'Post Criteria', 'All Record ID' is selected. The 'Selection Criteria' section is empty. The 'Batch Post ID' is 'BATCH-15', 'Transaction Type' is 'Invoice', and 'User' is 'BEVD'. A secondary window on the right shows a list of transactions with columns: Date, Invoice Number, Customer Num., and Total. The list includes transactions from 06/29/2015 to 06/02/2015, with a total of 323.25.

- 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.

The screenshot shows the 'Batch Posting' window. The 'Post' tab is active. Under 'Post Criteria', 'By Transaction Date' is selected. The 'Selection Criteria' section displays 'From: 06/01/2015' and 'To: 06/15/2015'. The 'Batch Post ID' is 'BATCH-15', 'Transaction Type' is 'Invoice', and 'User' is 'BEVD'. A secondary window on the right shows a list of transactions with columns: Date, Invoice Number, Customer Num., and Total. The list includes transactions from 06/10/2015 to 06/02/2015, with a total of 323.25.

- 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.

The screenshot shows the 'Batch Posting' window. The 'Post' tab is active. Under 'Post Criteria', 'By Record ID' is selected. The 'Selection Criteria' section displays 'From: SI-13' and 'To: SI-14'. The 'Batch Post ID' is 'BATCH-15', 'Transaction Type' is 'Invoice', and 'User' is 'BEVD'. A secondary window on the right shows a list of transactions with columns: Date, Invoice Number, Customer Num., and Total. The list includes transactions from 06/30/2015 to 06/30/2015, with a total of 19.60.

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.

1. Open the Batch Posting screen from **Accounts Receivable > Activities > Batch Posting** menu.
2. 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.

The screenshot shows the 'Batch Posting' window. At the top, there are three icons: a green checkmark (Post), a calculator (Recap), and a red X (Close). Below these are three buttons: 'Post', 'Recap', and 'Close'. The 'Post' button is active. Below the buttons are two tabs: 'Post' and 'Detail'. The 'Post' tab is selected. Below the tabs is a search bar with a magnifying glass icon and the text 'Filter Records (F3)'. Below the search bar is a table with the following data:

	Date	Invoice Number	Customer Number	Total
<input type="checkbox"/>	01/20/2015	SI-1	5% 5NET 30	1,000,010.00
<input type="checkbox"/>	02/01/2015	SI-2	28TH	10.00
<input type="checkbox"/>	02/03/2015	SI-3	30TH	11.25
<input type="checkbox"/>	02/17/2015	SI-4	5% 5NET 30	1,255.55
<input type="checkbox"/>	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.

The screenshot shows the 'Batch Posting' window. At the top, there are three icons: a green checkmark (Post), a calculator (Recap), and a red X (Close). Below these are three buttons: 'Post', 'Recap', and 'Close'. The 'Post' button is active. Below the buttons are two tabs: 'Post' and 'Detail'. The 'Post' tab is selected. Below the tabs is a search bar with a magnifying glass icon and the text 'Filter Records (F3)'. Below the search bar is a table with the following data:

	Date	Invoice Number	Customer Number	Total
<input type="checkbox"/>	02/01/2015	SI-2	28TH	10.00
<input type="checkbox"/>	02/03/2015	SI-3	30TH	11.25

The screenshot shows the 'Batch Posting' window. At the top, there are three icons: a green checkmark (Post), a calculator (Recap), and a red X (Close). Below these are three buttons: 'Post', 'Recap', and 'Close'. The 'Post' button is active. Below the buttons are two tabs: 'Post' and 'Detail'. The 'Post' tab is selected. Below the tabs is a search bar with a magnifying glass icon and the text 'Filter Records (F3)'. Below the search bar is a table with the following data:

	Date	Invoice Number	Customer Number	Total
<input type="checkbox"/>	02/01/2015	SI-2	28TH	10.00
<input type="checkbox"/>	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

☐ All Record ID  
☐ By Transaction Date  
☒ By Record ID



Selection Criteria

From: SI-3  
To: SI-5

Batch Posting

    
Post Recap Close

Post Detail

 View  Filter Records (F3)

	Date	Invoice Number	Customer Number	Total
<input type="checkbox"/>	02/03/2015	SI-3	30TH	11.25
<input type="checkbox"/>	02/17/2015	SI-4	5% 5NET 30	1,255.55
<input type="checkbox"/>	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.

Batch Posting Details

Close

Open

Filter Records (F3)

	Record No	Description
<input type="checkbox"/>	SI-6	You cannot post a Invoice with zero amount.
<input type="checkbox"/>	SI-2	The account id on one of the details is not specified.
<input type="checkbox"/>	SI-1	Transaction successfully posted.
<input type="checkbox"/>	SI-3	Transaction successfully posted.
<input type="checkbox"/>	SI-4	Transaction successfully posted.
<input type="checkbox"/>	SI-5	Transaction successfully posted.

Posted = 4   Failed = 2

?

Ready