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.

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.

> ⚠️ 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**.

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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.

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. **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.

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.

Batch Posting

Post   Recap   Close

| Post | Detail |

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

From: 02/01/2015
To: 02/10/2015

○ All Record ID
● By Transaction Date
○ By Record ID

Batch Posting

Post   Recap   Close

| Post | Detail |

View   Filter Records (F3)

	Date	Invoice 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.

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.

	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.

Posted = 4   Failed = 2

Ready