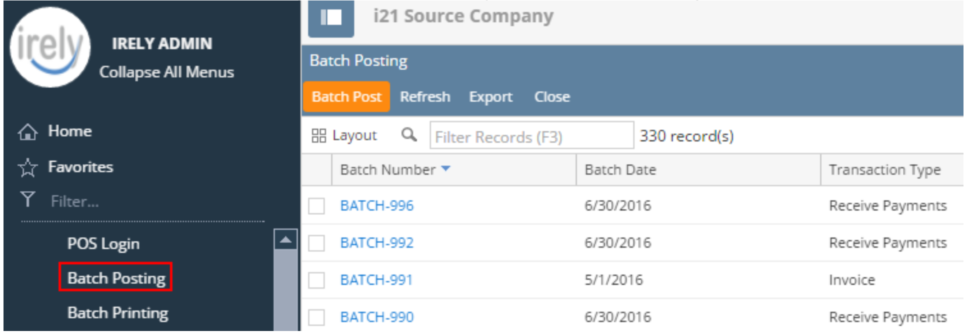
How to Batch Post Sales Transactions

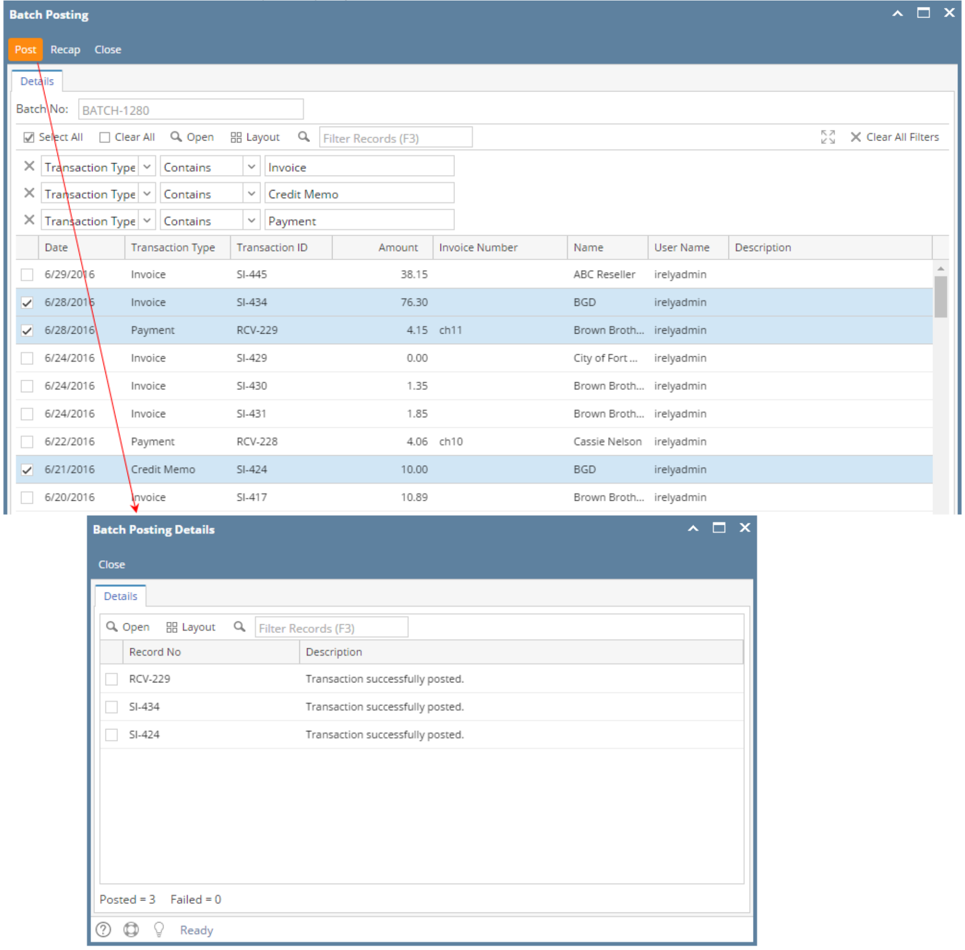
Below are the steps to batch post Sales transactions.

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.



	Batch Number	Batch Date	Transaction Type
☐	BATCH-996	6/30/2016	Receive Payments
☐	BATCH-992	6/30/2016	Receive Payments
☐	BATCH-991	5/1/2016	Invoice
☐	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 No: BATCH-1280

Transaction Type Contains Invoice

Transaction Type Contains Credit Memo

Transaction Type 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	Invoice	SI-417	10.89		Brown Broth...	irelyadmin	

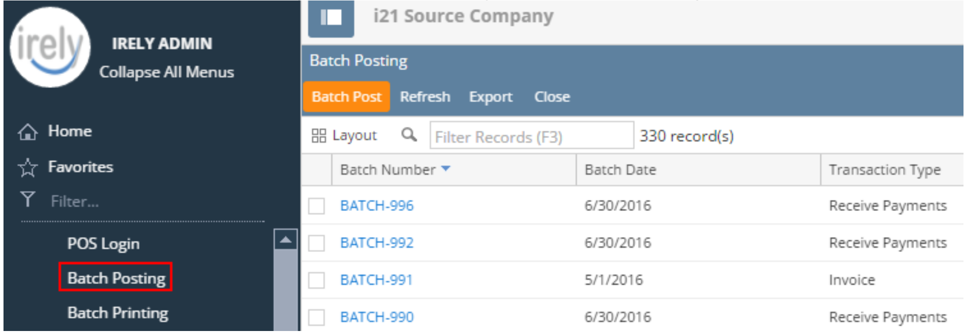
	Record No	Description
☐	RCV-229	Transaction successfully posted.
☐	SI-434	Transaction successfully posted.
☐	SI-424	Transaction successfully posted.

Posted = 3 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**.

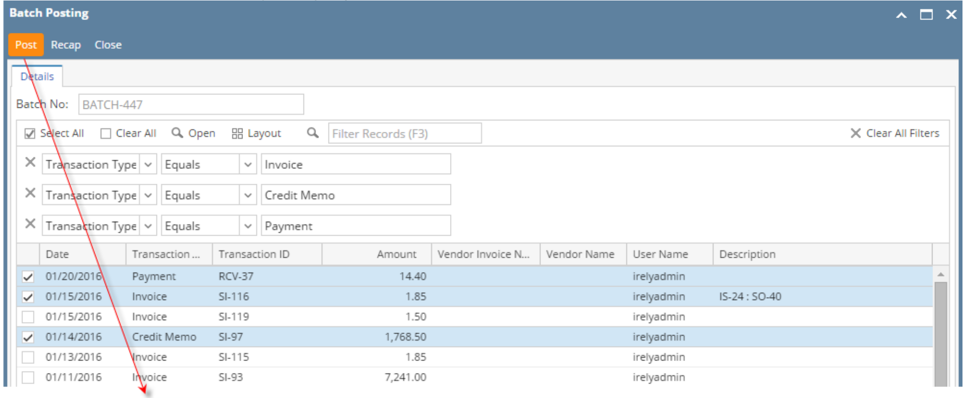
Below are the steps to batch post Sales transactions.

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 Number	Batch Date	Transaction Type
☐	BATCH-996	6/30/2016	Receive Payments
☐	BATCH-992	6/30/2016	Receive Payments
☐	BATCH-991	5/1/2016	Invoice
☐	BATCH-990	6/30/2016	Receive Payments

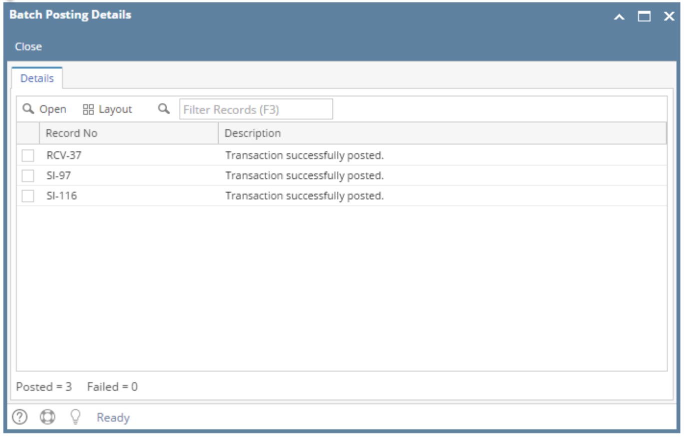
3. On grid area, select the transactions to be posted.
4. Click the **Post button**. Once batch posting has been completed, the **Batch Posting Details screen** will be displayed to give a summary of the result. Some transactions may not get posted for a number of reasons.



Batch No: BATCH-447

Transaction Type Equals Invoice
Transaction Type Equals Credit Memo
Transaction Type Equals Payment

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



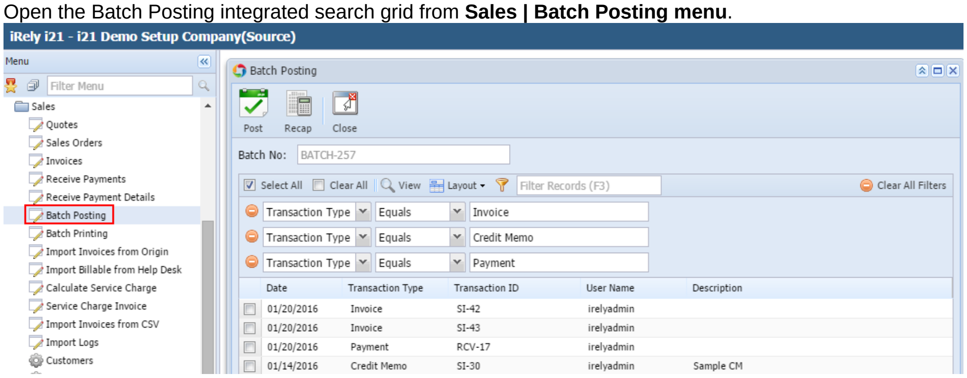
	Record No	Description
☐	RCV-37	Transaction successfully posted.
☐	SI-97	Transaction successfully posted.
☐	SI-116	Transaction successfully posted.

Posted = 3 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.

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

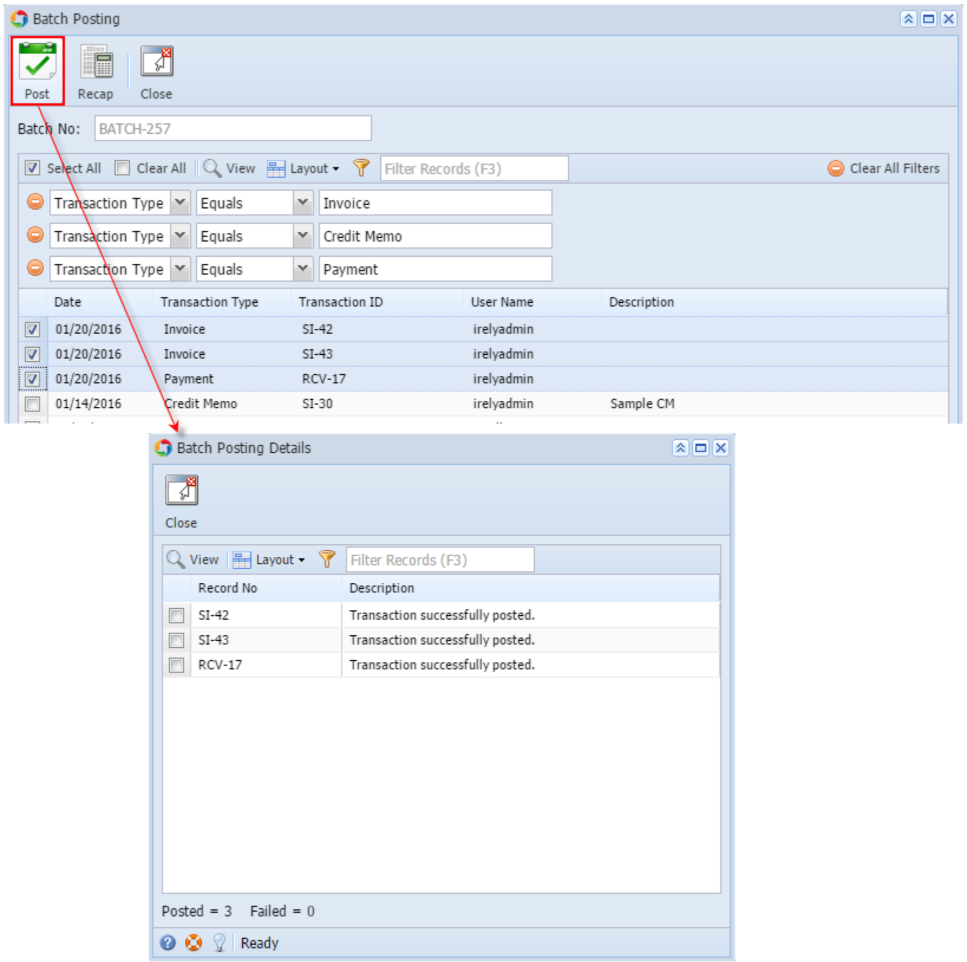


Batch No: BATCH-257

Transaction Type Equals Invoice
Transaction Type Equals Credit Memo
Transaction Type 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

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.



Batch No: BATCH-257

Transaction Type Equals Invoice
Transaction Type Equals Credit Memo
Transaction Type 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

	Record No	Description
☐	SI-42	Transaction successfully posted.
☐	SI-43	Transaction successfully posted.
☐	RCV-17	Transaction successfully posted.

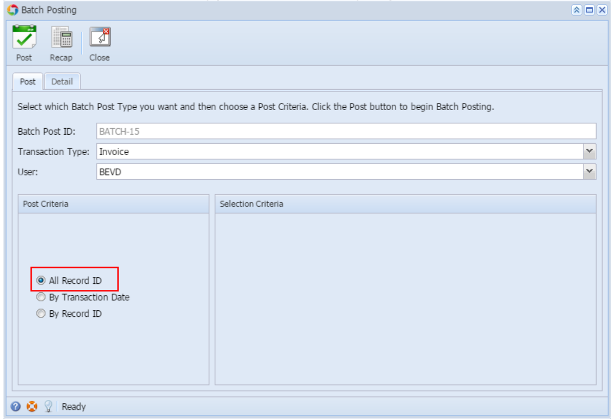
Posted = 3 Failed = 0

> ⚠ 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.

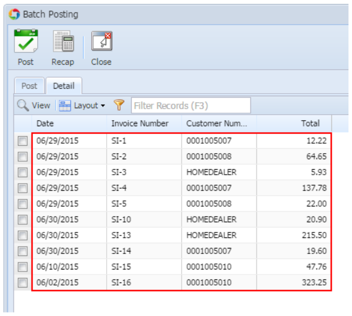
a. **All Record ID**. When this option is selected, the Selection Criteria section will remain blank. This option will post all transactions, based on the set transaction type, that are not yet posted.



Select which Batch Post Type you want and then choose a Post Criteria. Click the Post button to begin Batch Posting.

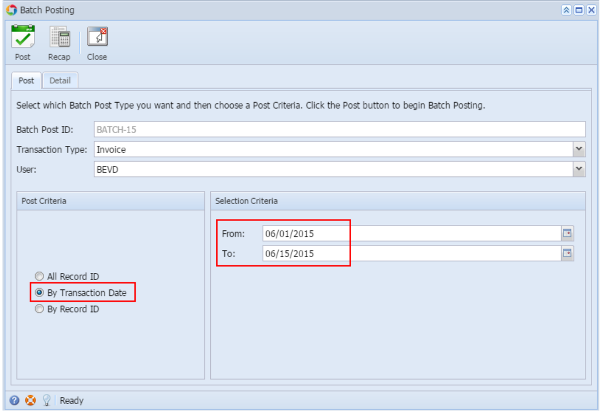
Batch Post ID: BATCH-15
Transaction Type: Invoice
User: BEVD

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



	Date	Invoice Number	Customer Num...	Total
☐	06/29/2015	SI-1	0001005007	12.22
☐	06/29/2015	SI-2	0001005008	64.65
☐	06/29/2015	SI-3	HOMEDEALER	5.93
☐	06/29/2015	SI-4	0001005007	137.78
☐	06/29/2015	SI-5	0001005008	22.00
☐	06/30/2015	SI-10	HOMEDEALER	20.90
☐	06/30/2015	SI-13	HOMEDEALER	215.50
☐	06/30/2015	SI-14	0001005007	19.60
☐	06/10/2015	SI-15	0001005010	47.76
☐	06/02/2015	SI-16	0001005010	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.

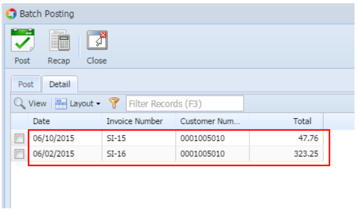


Select which Batch Post Type you want and then choose a Post Criteria. Click the Post button to begin Batch Posting.

Batch Post ID: BATCH-15
Transaction Type: Invoice
User: BEVD

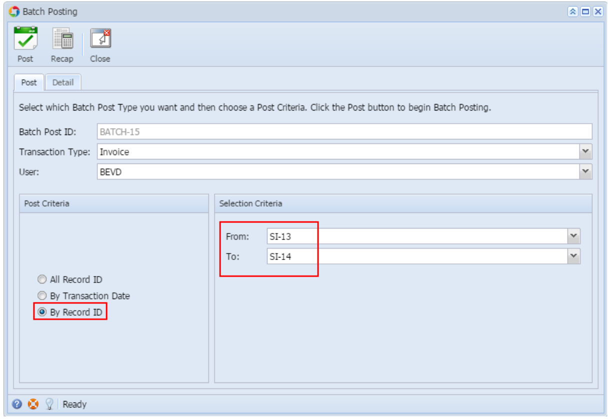
From: 06/01/2015
To: 06/15/2015

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



	Date	Invoice Number	Customer Num...	Total
☐	06/10/2015	SI-15	0001005010	47.76
☐	06/02/2015	SI-16	0001005010	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.

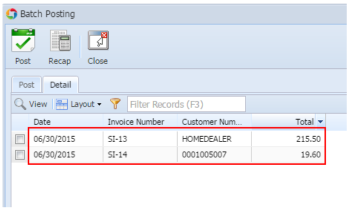


Select which Batch Post Type you want and then choose a Post Criteria. Click the Post button to begin Batch Posting.

Batch Post ID: BATCH-15
Transaction Type: Invoice
User: BEVD

From: SI-13
To: SI-14

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



	Date	Invoice Number	Customer Num...	Total
☐	06/30/2015	SI-13	HOMEDEALER	215.50
☐	06/30/2015	SI-14	0001005007	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**.

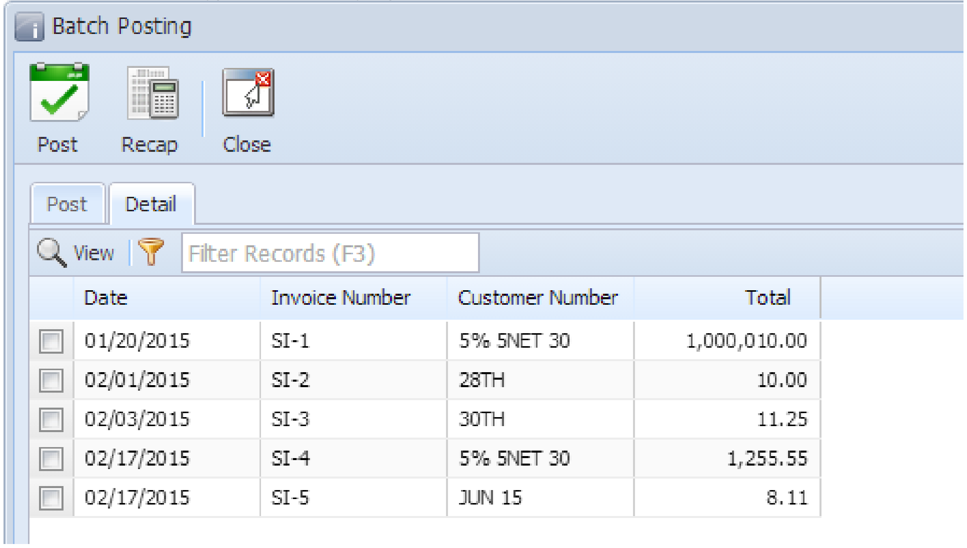
a. If you are currently on the **Post tab**, this will post all the transactions listed in the Detail tab.
b. If you are currently on the **Detail tab**, first, check the transactions you want to post before clicking the Post or Recap button.

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.

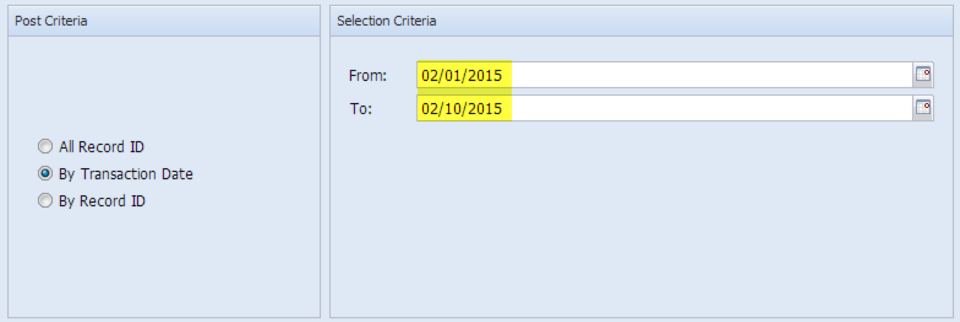
1. Open the Batch Posting screen from **Accounts Receivable > Activities > Batch Posting menu**.
2. Click the **Transaction Type combo box button** and select the transaction you want to post.
3. If necessary, click the **User combo box button** and select another user from the list.

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.



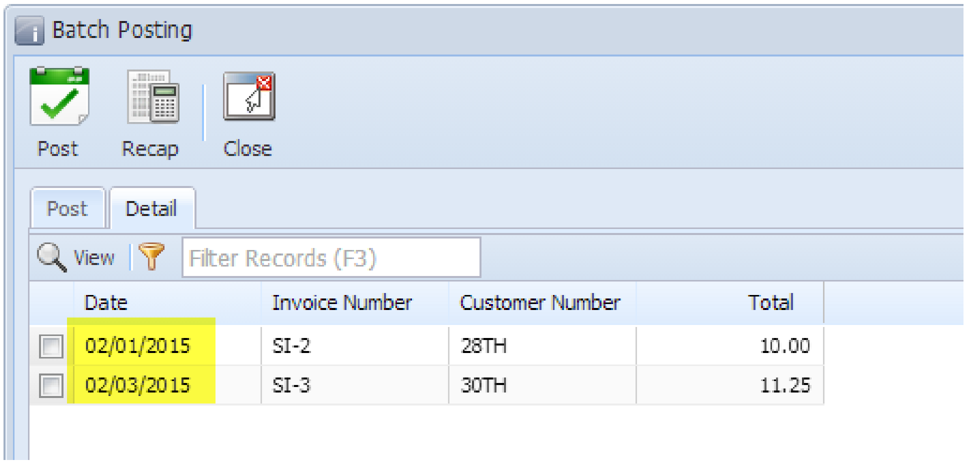
	Date	Invoice Number	Customer Number	Total
☐	01/20/2015	SI-1	5% 5NET 30	1,000,010.00
☐	02/01/2015	SI-2	28TH	10.00
☐	02/03/2015	SI-3	30TH	11.25
☐	02/17/2015	SI-4	5% 5NET 30	1,255.55
☐	02/17/2015	SI-5	JUN 15	8.11

   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.



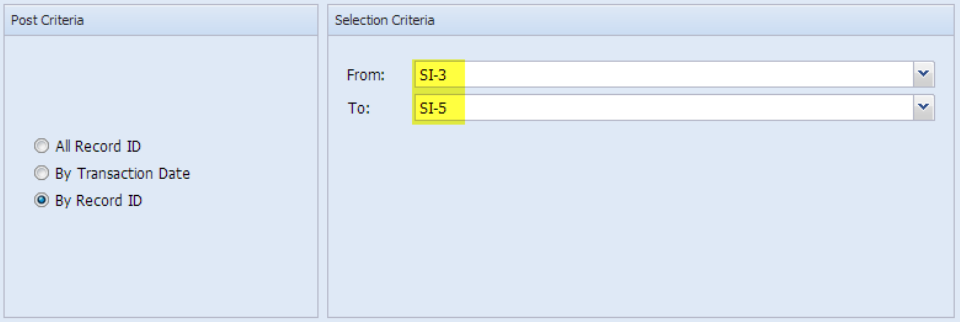
○ All Record ID
● By Transaction Date
○ By Record ID

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



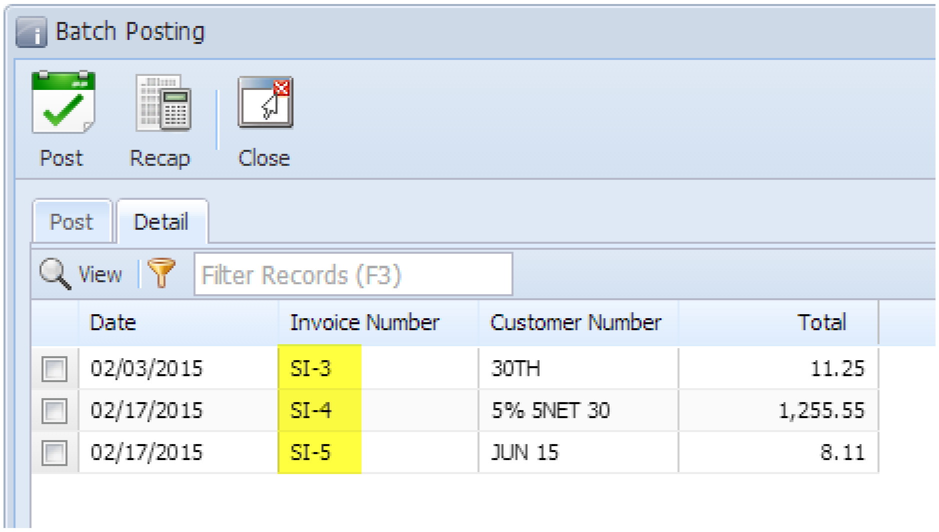
	Date	Invoice Number	Customer Number	Total
☐	02/01/2015	SI-2	28TH	10.00
☐	02/03/2015	SI-3	30TH	11.25

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.



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

From: SI-3
To: SI-5



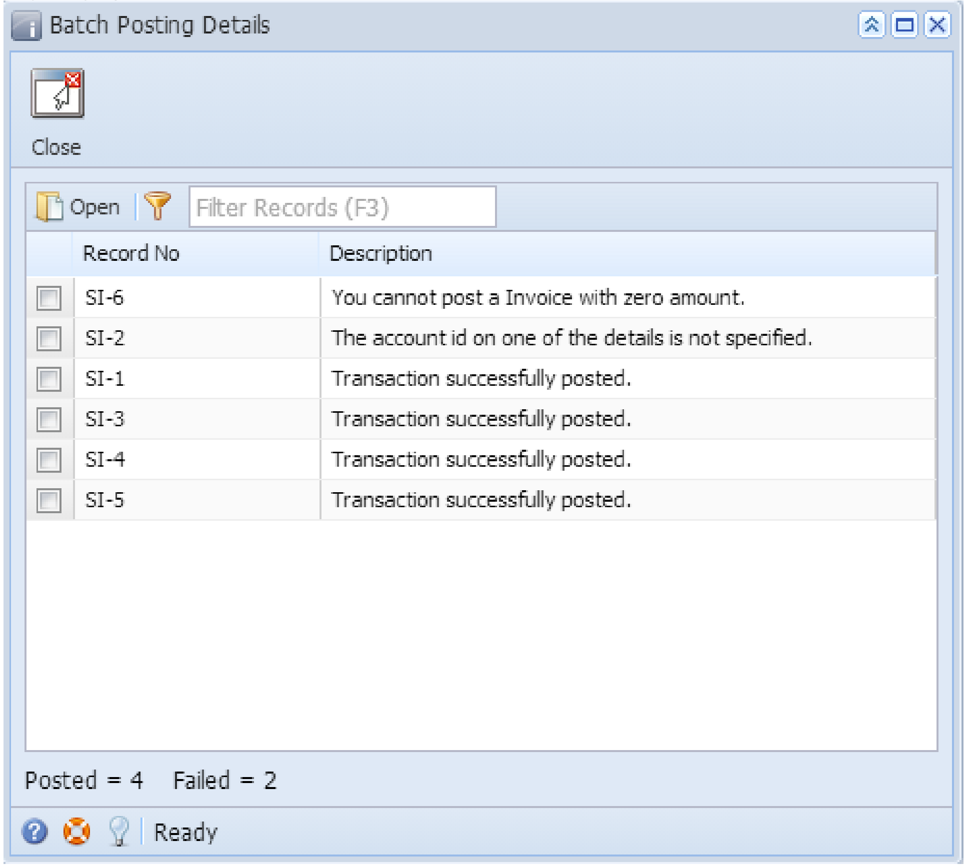
	Date	Invoice Number	Customer Number	Total
☐	02/03/2015	SI-3	30TH	11.25
☐	02/17/2015	SI-4	5% 5NET 30	1,255.55
☐	02/17/2015	SI-5	JUN 15	8.11

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.



	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