

## A/R Batches

Last Modified on 03/31/2022 3:46 pm EDT

Menu option is Daily > A/R Transactions. Displays any invoice or receipt batches that have not yet been posted.

A batch may contain transactions to multiple months, multiple object types, etc. The system will post the transactions according to the month assigned on each transaction.

**New Invoice Batch:** To enter an invoice in a new batch.

**New Receipt Batch:** To enter a receipt in a new batch.

**Add to Batch:** Allows you to enter additional invoices/receipts to the batch you have highlighted.

**Delete:** Deletes the batch that is highlighted.

**Post:** Highlight the batch and click Post.

**Import:** Allows importing either receipt or invoice batches. Import specs are defined in **Setup > Imports > A/R Imports**.

**Filter:** Can be used to select a range of batches to view.

**Reports:** Simply prints a list of the batch numbers shown. Use Detail Report Writer for any A/R-related transaction reports.

**Double-click on a batch to view the entries.**

**New/Edit/Delete:** You may add additional entries to a batch or edit any field of information by double clicking the entry, or by highlighting the entry and click Edit. To delete an entry, highlight the entry and click Delete.

**Print:** Prints the detailed information in this batch.

**Print Receipt:** Prints the individual receipt selected. (Available if Use Receipt# is set in Options)

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