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A/R Invoice Batch List

Daily > Accounts Receivable Invoices > A/R Invoice Batch List

Displays all unposted invoice batches, with options to create new batches, import, add, edit, delete, or post a batch.

Once an invoice has been posted, if user permission allows, anything except the AR Type, account, and amount may be changed.

The invoice summary information is displayed in the top section; click to highlight an invoice line. In the bottom section, all distributions or line items are displayed in a grid.

New Dropdown Menu/New Invoice Batch: Click this button to enter invoices in a new batch.

New Dropdown Menu/Import: This menu allows you to import invoices from outside systems. An AR Invoice import setup must be active to display in the selection dropdown. Contact SGA for assistance in setting up the import specs. Click here for more details about importing.

Add to Batch: Click this button to enter additional invoices in the batch selected.

Edit: Double-click the invoice line (or click to highlight an invoice and click Edit). Make changes and click Save (or hit Enter) when done. Additional lines may be added to the invoice by simply entering an additional distribution line in the grid. Right-click on a distribution line to delete a row, reposition a row in the grid, or copy comments to all rows.

Delete: Deletes the batch that is highlighted. You can only delete a posted batch if you have high-level Admin permissions.

Post: You may post selected batches from this screen by checking the box on the far left column and clicking Post.

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. It is convenient if another user is entering invoices simultaneously.

Reports: Click the drop-down arrow to follow the link to the Detail Reports, or to print, preview, or export the list of invoices currently displayed on the screen to Excel.

Advanced Filters: This allows you to view a range of batches, either posted or unposted, for a selected range of months.