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Chapter 3 - Invoice Batch List

Learn how to manage the flow of entered invoices, posting groups of invoices to the general ledger, importing invoices from an outside system, and reviewing existing invoices that have been entered and saved by another user.

Video Tutorial

Click the play button below for a video tutorial.

Your browser does not support HTML5 video.

NOTE: *If viewing from the right-side navigation, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button above to begin the tutorial.*
