



Process

Documentation

Department:

Customer Support

Last Updated:

3/2/2026 10:19 AM

NAME OF PROCESS

Accounts Payable Batch Management

Use Case / Objectives

This article will walk you through how to [change information](#) on an entered or posted A/P invoice, [updating a batch control total](#), and [deleting an unposted batch](#).

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

[Accounts Payable => Transaction Processing => Account Transfer](#)

[Accounts Payable => Transaction Processing => Enter/Edit Invoices](#)

Change Information on an A/P Invoice

Use the steps in this section to update information on an A/P Invoice that has already posted but has not yet been paid. You can update things like an incorrect invoice number, batch description, or vendor information.

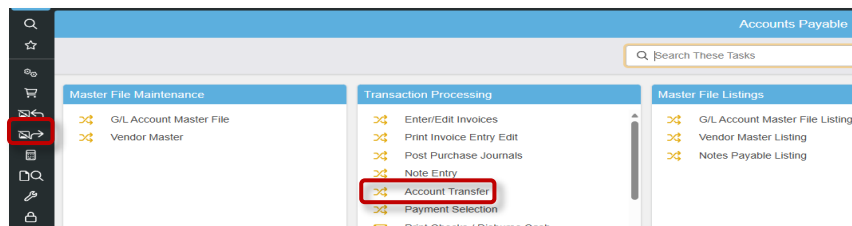
NOTE: You will need the *Invoice Number*, *Vendor Number*, and *Invoice Sequence Number*.

NOTE 2: You can find this information using the **Invoice Inquiry** option.

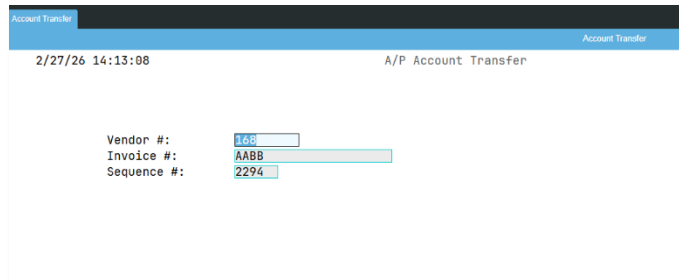
NOTE 3: For assistance with **Invoice Inquiry**, refer to the [Invoice Inquiry by Vendor \[RolePlay\] - PDF](#) article on the [InTempo Rental Resources Website](#).

Process Steps

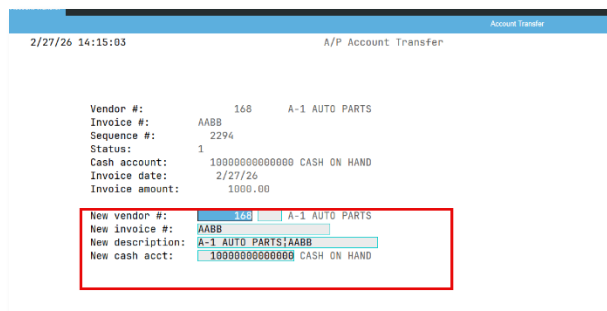
1. Log into the [RolePlay environment](#) using your credentials.
2. Click on the **Accounts Payable** menu option.
3. In the **Transaction Processing** section, click on the **Account Transfer** option.



4. On the **A/P Account Transfer** screen, type in the *Vendor #*, *Invoice #* and *Sequence #*.



5. Press Enter.
 - a. The **A/P Account Transfer - Details** screen opens displaying additional fields that can be updated. **NOTE:** Only the fields displaying as *open* can be updated.



6. Update the desired information by typing in the desired *open* fields.
 - a. *New Vendor #* updated.

Account Transfer
2/27/26 14:15:27 A/P Account Transfer

Vendor #: 168 A-1 AUTO PARTS
 Invoice #: AABB
 Sequence #: 2294
 Status: 1
 Cash account: 1000000000000 CASH ON HAND
 Invoice date: 2/27/26
 Invoice amount: 1000.00

New vendor #: 21 ALLSTATE INSURANCE
 New invoice #: AABB
 New description: ALLSTATE INSURANCE;AABB
 New cash acct: 1000000000000 CASH ON HAND

7. You can type in or update the *New Invoice #* field.

Account Transfer
2/27/26 14:15:27 A/P Account Transfer

Vendor #: 168 A-1 AUTO PARTS
 Invoice #: AABB
 Sequence #: 2294
 Status: 1
 Cash account: 1000000000000 CASH ON HAND
 Invoice date: 2/27/26
 Invoice amount: 1000.00

New vendor #: 21 ALLSTATE INSURANCE
New invoice #: AABB - 2345
 New description: ALLSTATE INSURANCE;AABB
 New cash acct: 1000000000000 CASH ON HAND

8. You can update the *New Description* field, but it typically defaults to the vendor name.

2/27/26 14:15:27 A/P Account Transfer

Vendor #: 168 A-1 AUTO PARTS
 Invoice #: AABB
 Sequence #: 2294
 Status: 1
 Cash account: 1000000000000 CASH ON HAND
 Invoice date: 2/27/26
 Invoice amount: 1000.00

New vendor #: 21 ALLSTATE INSURANCE
 New invoice #: AABB
New description: ALLSTATE INSURANCE;AABB
 New cash acct: 1000000000000 CASH ON HAND

9. Update the *New cash acct* field if necessary.

```

Account Transfer
2/27/26 14:21:30 A/P Account Transfer

Vendor #: 168 A-1 AUTO PARTS
Invoice #: AABB
Sequence #: 2294
Status: 1
Cash account: 10000000000000 CASH ON HAND
Invoice date: 2/27/26
Invoice amount: 1000.00

New vendor #: 21 ALLSTATE INSURANCE
New invoice #: AABB - 2345
New description: ALLSTATE INSURANCE|AABB
New cash acct: 1000000004400 CASH ACCOUNT BOFA EXTRA STUFF
    
```

NOTE: The *Cash Account* is tied to the *Pay Code*; therefore, you may need to update that value as well.

10. Once you have updated all the desired information, press Enter to update the record.
11. The record saves and either the **A/P Account Transfer** screen or the **Accounts Payable Menu** screen will display.

NOTE: To verify the information saved correctly, you can navigate to the **Invoice Inquiry** screen and find your invoice using the *updated* information.

```

Invoice Inquiry
2/27/26 14:22:40 Invoice Inquiry Sys: DEMO V12
Cmp: RM Loc: LGB

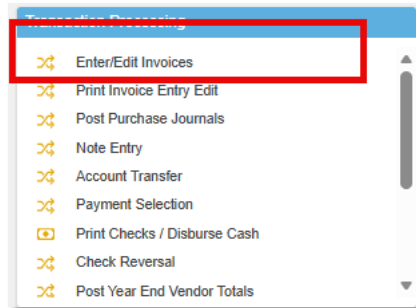
Assignee No. : Vendor No. : 21
Invoice No. : AABB - 2345
P.O. Number :
Recurring Qty: Paid: Mult. Invoices: N
1099 Income : (Y/N) Prepaid Code : N (Y/N)
Check Number : Check Date : 3/09/26
Disc. Percent: 2.00 Discount Date : 3/29/26
Invoice Date : 2/27/26 Due Date : 3/29/26
Invoice Desc.: ALLSTATE INSURANCE|AABB
8=DETAIL DESCRIPTION
--- Disbursements --- --- Discounts ---
0 Acct.# Amount D/C Acct.# Amount Equip.#
[ 1245-0100-0000-00 1,000.00 D 4850-0003-0001-00 20.00

2100-0001-0000-00 1,000.00 A/P Account ----- Messages -----
    
```

Editing the Control Total on a Batch

Process Steps

1. On the **Accounts Payable** menu screen, in the **Transaction Processing** section, click on the Enter/Edit Invoices option.



2. On the **Invoice Entry - Launch** screen either type in the Batch Number (including any leading zeroes) and press Enter to continue, or press F4 to look up the batch, typing 1 in the 0 field next to the desired batch and pressing Enter.

A screenshot of the 'Enter/Edit Invoices' screen. It shows a table with columns: Batch #, I, Description, Date, Control Total, and Batch Total. The last row is highlighted with a red box.

Batch #	I	Description	Date	Control Total	Batch Total
0000061814	Y	TEST	7/02/24	100.00	100.00
0000061865	N		7/19/24		
0000061866	N		7/19/24		
0000061869	N	TEST	8/29/24		
0000061924	N	ROLEPLAY TESTING	1/08/25	38,500.00	38,500.00
0000061925	N	TESTT	1/08/25	100.00	100.00
0000061959	N	DATE	7/09/25		
0000061980	N	TEST	10/20/25		
0000062019	N	TEST	1/16/26		
0000062041	N	ARTICLE 1	2/27/26		1,730.00

3. The **Enter/Edit Invoices - Invoice Entry** screen opens.

A screenshot of the 'Invoice Entry' screen. It displays various input fields for invoice details, including Assignee No., Vendor No., Invoice Number, Invoice Amount, P.O. Number, Sequence No., Type, and Name/Address. At the bottom, it shows summary information: Batch Total: 1,730.00, Control Total: .00, and # of Invoices: 3.

4. Press F12 to return to the **Batch Information** screen.

2/27/26 13:51:06 Invoice Entry

Batch Number : 0000062041 Date: 2/27/26
 Description : ARTICLE 1
 Control Total : 1730.00
 Recurring Batch: N Due Date:

Batch Total : 1,730.00
 No. of Invoices: 3
 Currency code : USD
 Journal code : APY

5. Type in the updated value in the *Control Total* field.

2/27/26 13:51:06 Invoice Entry

Batch Number : 0000062041 Date: 2/27/26
 Description : ARTICLE 1
 Control Total : 1730.00
 Recurring Batch: N Due Date:

Batch Total : 1,730.00
 No. of Invoices: 3
 Currency code : USD
 Journal code : APY

6. Press Enter to advance to the **Enter/Edit Invoices - Invoice Entry** screen.

2/27/26 13:50:27 Invoice Entry Sys: []
 Cmp: []
 Mode: []

Assignee No. : Name:
 Vendor No. : Name:
 Invoice Number: Currency: USD
 Invoice Amount: Freight : Tax :
 P.O. Number : Receiver #:
 P.O. Reference: Account:
 Sequence No. : Invoice code:
 Type (I/C/N/D): I Delete Seq.#:
 Payment Method:
 Mult. Invoices: N (Y/N)

Name :
 Address :
 City/State/Zip:

Batch Total : 1,730.00 # of Invoices: 3
 Control Total: .00

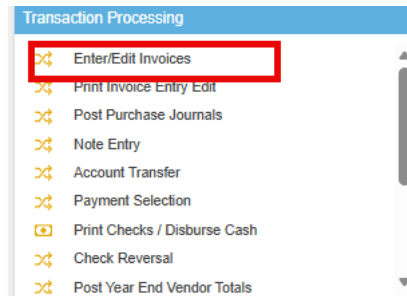
7. At this point you can press F3 to exit and the changes will save.

Deleting an Invoice from an A/P Batch

Process Steps

If you are currently working on an A/P Batch or you have an open A/P Batch, you can delete an invoice(s) out of the batch if necessary by following the steps below.

1. On the **Accounts Payable** menu screen, in the **Transaction Processing** section, click on the Enter/Edit Invoices option.



2. On the **Invoice Entry - Launch** screen either type in the Batch Number (including any leading zeroes) and press Enter to continue, or press F4 to look up the batch, typing 1 in the **O** field next to the desired batch and pressing Enter.

The screenshot shows the 'Enter/Edit Invoices' screen with an 'AP Batch Look Up' table. The table has columns for 'Batch #', 'Description', 'Date', 'Control Total', and 'Batch Total'. The last two rows are highlighted with a red box.

Batch #	Description	Date	Control Total	Batch Total
0000061814	Y TEST	7/02/24	100.00	100.00
0000061865	N	7/19/24		
0000061866	N	7/19/24		
0000061869	N TEST	8/29/24		
0000061924	N ROLEPLAY TESTING	1/08/25	38,500.00	38,500.00
0000061925	N TESTT	1/08/25	100.00	100.00
0000061959	N DATE	7/09/25		
0000061980	N TEST	10/20/25		
0000062019	N TEST	1/16/26		
0000062041	N ARTICLE 1	2/27/26		1,730.00

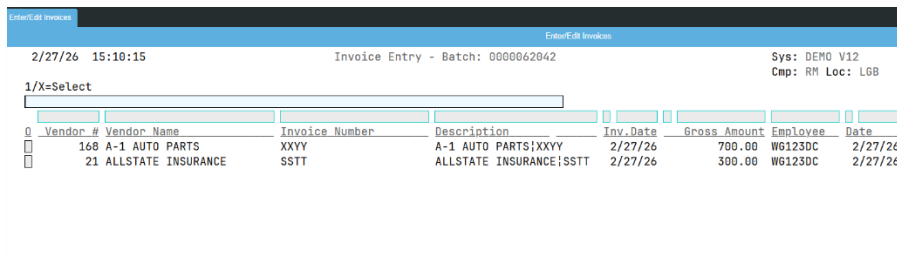
3. The **Enter/Edit Invoices - Invoice Entry** screen opens.

The screenshot shows the 'Invoice Entry' screen with various input fields for invoice details. The fields include Assignee No., Vendor No., Invoice Number, Invoice Amount, P.O. Number, P.O. Reference, Sequence No., Type (I/C/N/O), Mult. Invoices, Name, Address, City/State/Zip, Frght, Tax, Currency, Receiver #, Account, and Delete Seq.#. At the bottom, there is a summary section showing 'Batch Total: 1,000.00' and '# of Invoices: 2'. A note at the bottom says 'Enter vendor # and invoice information or press F4 to search.'

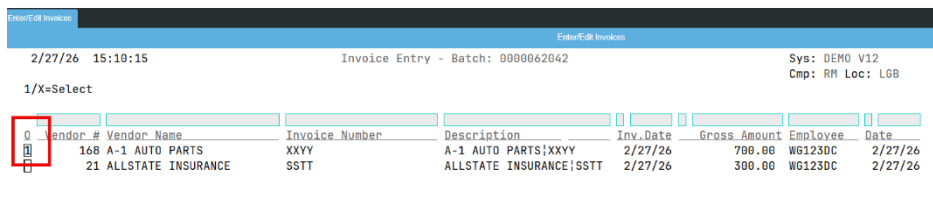
- Press **F7** on your keyboard or click on **F07 Select** in the **Display Functions** menu.



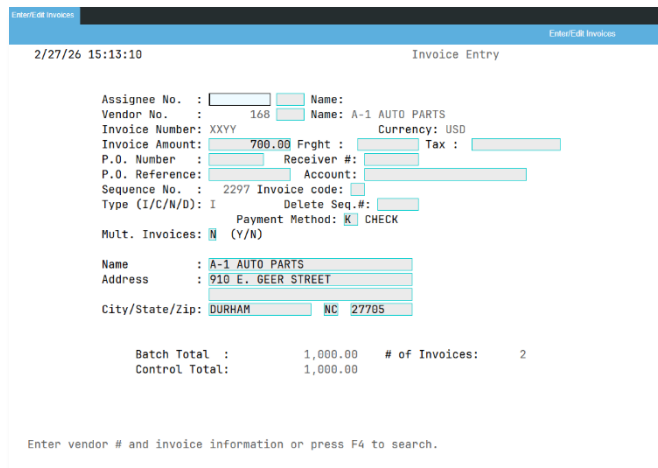
- The **Enter/Edit Invoices - Invoice Selection** screen opens, displaying all the invoices in the selected batch.



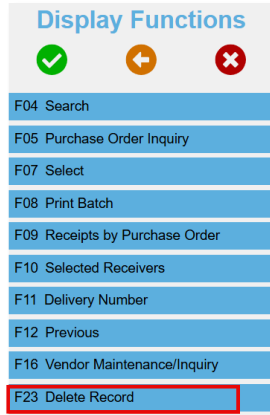
- Type **1** in the **0** field next to the invoice you would like to remove from the batch.



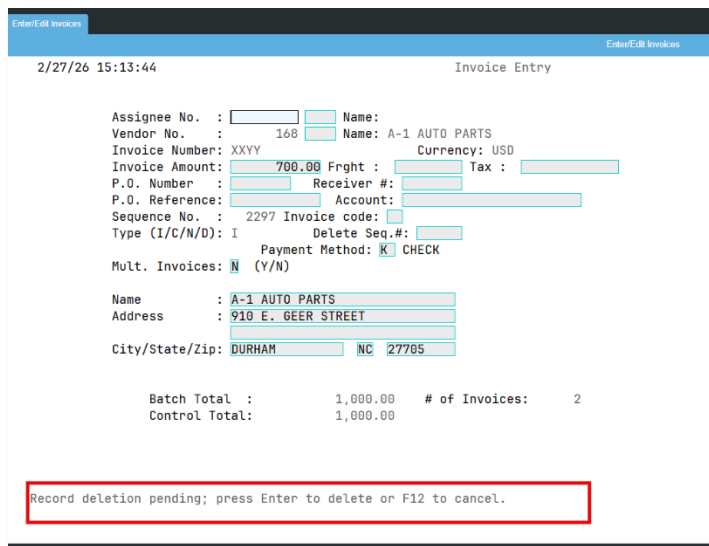
- Press **Enter** and the **Enter/Edit Invoices - Invoice Entry** screen opens for the selected invoice.



- Press **F23** (shift+F11) on your keyboard or click on **F23 Delete Record** in the **Display Functions** menu.

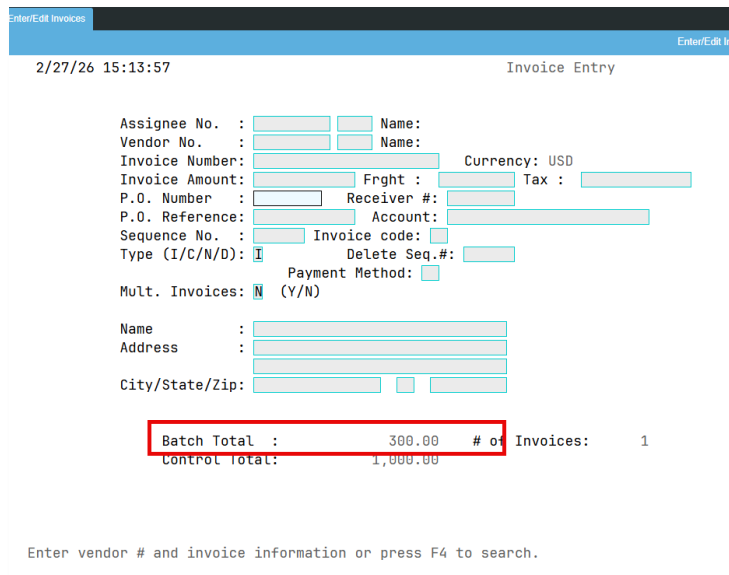


9. A message displays at the bottom of the screen saying to press enter or F12 to cancel.



10. Press enter to remove the invoice.

11. The *Batch Total* adjusted to remove the selected invoice.



Reference Glossary

Field Definitions for Tasks

Account Transfer - Launch/Details

- **Vendor Number** - Enter the number of the vendor whose invoice you want to transfer. If you do not know the number, press F4 to search for it.
- **Invoice Number** - Enter the number of the vendor invoice you want to transfer.
- **Sequence Number** - Enter the system-assigned sequence number for the vendor's invoice. This sequence number is found using Invoice Inquiry.
- **Status** - Displays the code for the current status of the vendor invoice. Only status 1 invoices can be transferred.
- **Cash Account** - Displays the G/L cash account number associated with the vendor invoice.
- **Invoice Date** - Displays the date the invoice that was assigned to the invoice when it was entered.
- **Invoice Amount** - Displays the total amount of the vendor invoice.
- **New Vendor Number** - If applicable, enter the number of the new vendor to which you are transferring the invoice. You can also enter the code for an alternate payment address for the vendor.
- **New Invoice Number** - If applicable, enter the new number for the invoice. Use this feature if the vendor changes the invoice number or if it was originally entered incorrectly.
- **New Description** - If applicable, enter a new description for the invoice.
- **New Cash Account** - If applicable, enter the new G/L cash account number for the invoice. If you do not know the number, press F4 to search for it.

Enter/Edit Invoices - Launch

- **Batch Number** - Enter the number of the batch you want to edit or create. Press F4 to search for the correct batch number. Press F6 to have the system automatically assign a number to a new batch.
- **Date** - Enter the date you are entering the new batch. This is not an invoice date or a posting date.
- **Description** - Enter a brief, meaningful description for the new batch.
- **Control Total** - Enter the total of all invoices in the batch. This figure is compared to the calculated figure in the **Batch Total** field to ensure the batch is in balance and ready for posting.
- **Recurring Batch** - Indicate if this is a recurring batch where all of the invoices in the batch are recurring. If Y is entered here, for each invoice in the batch, you must enter how many times you want that invoice to recur.

- **Due Date** - If all invoices in the batch have the same due date, enter it here. Otherwise, you can enter each invoice's due date later in the program. If you enter a date here, and you do not enter one on the invoice, the date entered here defaults as that invoice's due date.
- **Batch Total** - Displays the system calculated total of all invoices in the batch. This is compared to the figure entered in the Control Total field to ensure the batch is in balance and ready for posting.
- **Number of Invoices** - Displays the number of invoices entered in the batch. For a new batch, this field is blank until you return to the screen after entering invoices.
- **Currency Code** - Enter the code for the currency in which the invoices are being entered in the batch.
- **Journal Code** - If applicable, enter the journal code you want assigned to the batch.

Enter/Edit Invoices - Invoice Entry

- **Assignee Number** - If applicable, enter a payee for the invoice other than the vendor. Enter zero (0) if the assignee is not a vendor in the vendor master file. Use the **Name** and **Address** fields at the bottom of the screen to designate who payment should go to. This is usually done for a one-time vendor; the information is not added to the vendor master file. If the assignee is a vendor in your vendor master file, enter the appropriate vendor number that is different from the vendor from whom the items were purchased. If you enter a vendor number from your master file, use the field to the right of **Assignee Number** to enter the sequence number of the appropriate address to which payment should be sent. Leave the field blank to send payment to the vendor's main address.
- **Vendor Number** - Enter the number of the vendor from whom you received the invoice. If you do not know the number, press F4 to search for it. If payment will not be sent to the vendor's main address, use the field to the right of **Vendor Number** to enter the sequence number of the appropriate address to which payment should be sent. The name and address are displayed in the fields at the bottom of the screen. If the **Always dft vendor** field is set to Y in control record **IP2102**, you can skip this field and let the system fill it in after you enter the purchase order number referenced on the invoice.
- **Invoice Number** - Enter the number on the vendor's invoice.
- **Currency** - Displays the currency code entered on the batch header screen.
- **Invoice Amount** - Enter the total amount of the vendor's invoice, including freight and taxes. Enter a negative sign for a credit.
- **Freight Amount** - Enter the total freight amount from the invoice. This amount was included in the **Invoice Amount**.
- **Tax Amount** - If applicable, enter the total tax amount from the invoice. This amount was included in the **Invoice Amount**.
- **Purchase Order Number** - Enter the purchase order number for which the invoice was sent. If you do not know the number, press F4 to search for it.

- **Receiver Number** - If applicable, enter the receiver number from the purchase order for the items on the invoice. If you do not know the receiver number, press F4 to search for it. If you want to reference all receivers for the purchase order, leave the field blank.
- **Purchase Order Reference** - If applicable, enter any reference between the purchase order and the invoice.
- **Account** - If applicable, enter the account number the vendor has assigned to your organization.
- **Sequence Number** - If you are retrieving a pending invoice, enter the invoice's sequence number. The sequence number is found on the Invoice Inquiry screen.
- **Invoice Code** - Enter a user-defined code that categorizes the invoice. The invoice code is code **AP** set up in **Reason Code File Maintenance**. Make this code a required field in control record **IP210T**.
- **Type** - Indicate the type of invoice you are entering. Valid codes for this program are:
 - I - Invoice
 - C - Credit (see Special Topics below)
 - D - Delete (must enter a Delete Sequence Number)
- **Delete Sequence Number** - If you enter **D** in the **Type** field, enter the sequence number of the invoice to delete. The sequence number is found on the Invoice Inquiry screen.
- **Recurring Quantity** - If you marked the invoice batch as recurring on the **Enter/Edit Invoices - Launch** screen, enter the number of times that this invoice should recur.
- **Payment Method** - Enter the code that represents the method of payment for this invoice. If you do not know the code, press F4 to search for it.
- **Multiple Invoices** - Indicate whether you are going to enter this invoice number multiple times with different amounts and due dates.
- **Invoice OCR** - Enter the Optical Character Recognition reference number - used in European banking.
- **Name** - Displays the name of the vendor. If you enter a zero (0) in the **Assignee Number** field, enter the name of the assignee.
- **Address** - Displays the street address of the vendor. If you enter a zero (0) in the **Assignee Number** field, enter the address to which payment should be made.
- **City/State/Zip (Postal Code)** - Displays the city, state, and postal code of the vendor. If you enter a zero (0) in the **Assignee Number** field, enter the city, state, and postal code where payment should be made.
- **Batch Total** - Displays the system calculated total of all invoices in the batch. This is compared to the figure in the **Control Total** field to ensure the batch is in balance and ready for posting.
- **Number of Invoices** - Displays the number of invoices entered in the batch.
- **Control Total** - Displays the total of all invoices in the batch. This figure is compared to the calculated figure in the **Batch Total** field to ensure the batch is in balance and ready for posting.

Enter/Edit Invoices - Invoice Selection

- *Vendor Number* - Displays the number of the vendor who sent the invoice.
- *Vendor Name* - Displays the name of the vendor who sent the invoice.
- *Invoice Number* - Displays the number from the vendor's invoice.
- *Description* - Displays the description of the invoice.
- *Invoice Date* - Displays the date entered from the invoice.
- *Gross Amount* - Displays the total amount of the invoice including freight, taxes, and other charges.
- *Employee* - Displays the name of the user who entered the invoice.
- *Date* - Displays the date the invoice was entered into the system.