



Process Documentation

Department:

Customer Support

Last Updated:

8/12/2025 8:57 AM

NAME OF PROCESS

Deleting an Unposted A/R Batch [Roleplay]

Use Case / Objectives


If you've set up a batch by mistake or no longer need it, deleting it is a quick and easy way to ensure your records stay clean and uncluttered. This article covers how to delete an unposted A/R Batch in Roleplay. Please note that this process assumes that the initial batch has already been created.

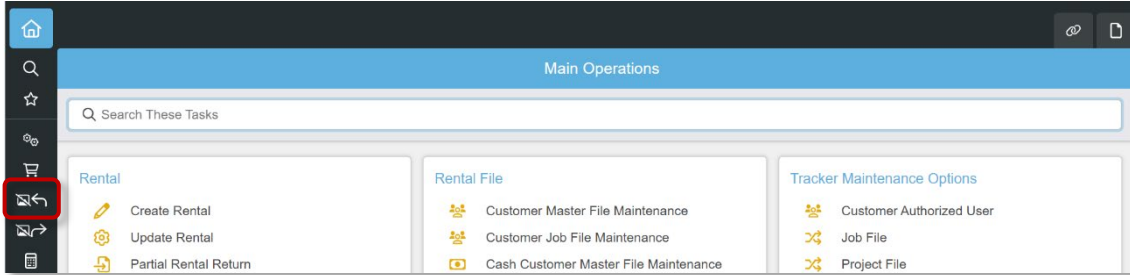
Menu options to access:

Accounts Receivable, Post Customer Payments

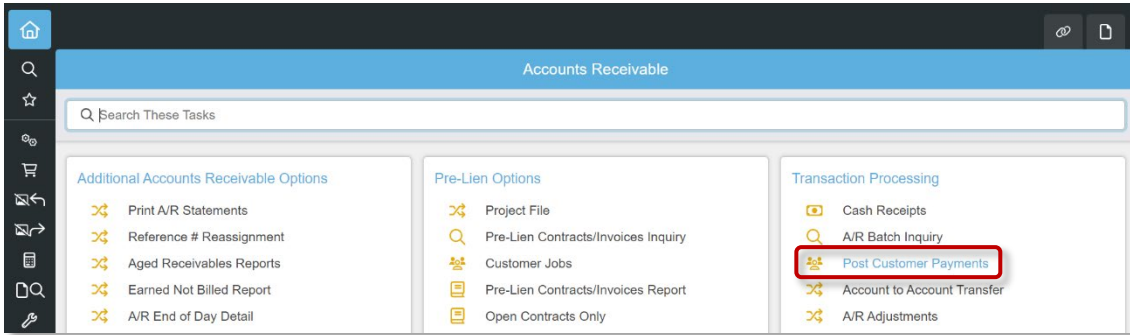
Deleting an Unposted A/R Batch [RolePlay]

Process Steps

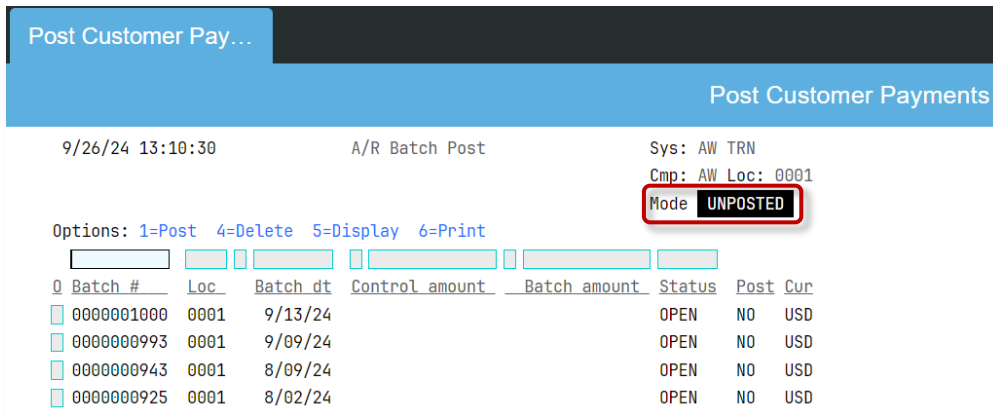
1. Log into the [Roleplay Environment](#).
2. It will open the **Main Operations** screen upon logging in. Click on the **Accounts Receivable** menu .



- a. In the **Transaction Processing** section, click on **Post Customer Payments**.



3. The **A/R Batch** screen displays the **UNPOSTED** batches.



- a. In the *Options column*, type 4 on the batch to delete and press enter.
- b. There will be a message at the bottom of the screen after pressing enter once to alert you that you're about to delete the batch.
- c. Press enter again to confirm; this concludes the process of deleting an unposted batch.

Mode **UNPOSTED**

Options: 1=Post **4=Delete** 5=Display 6=Print

| Q | Batch # | Loc | Batch dt | Control amount | Batch amount | Status | Post | Cur |
|-------------------------------------|------------|------|----------|----------------|--------------|--------|------|-----|
| <input type="checkbox"/> | 0000001000 | 0001 | 9/13/24 | | | OPEN | NO | USD |
| <input type="checkbox"/> | 0000000993 | 0001 | 9/09/24 | | | OPEN | NO | USD |
| <input checked="" type="checkbox"/> | 0000000943 | 0001 | 8/09/24 | | | OPEN | NO | USD |
| <input type="checkbox"/> | 0000000925 | 0001 | 8/02/24 | | | OPEN | NO | USD |

WARNING: Batch will be deleted. Press Enter to continue with the delete.