



Process

Documentation

Department:

Customer Support

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NAME OF PROCESS

Setting up Recurring AP Batches

Use Case / Objectives

In this article, we will walk through how to setup recurring AP batches.

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 => Invoice Edit/Entry Recurring Batch

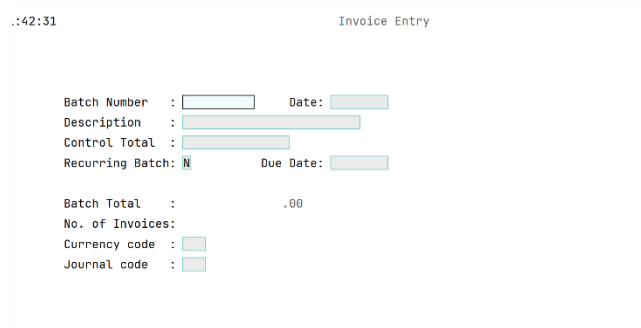
How to Setup AP Recurring Batches

Process Steps

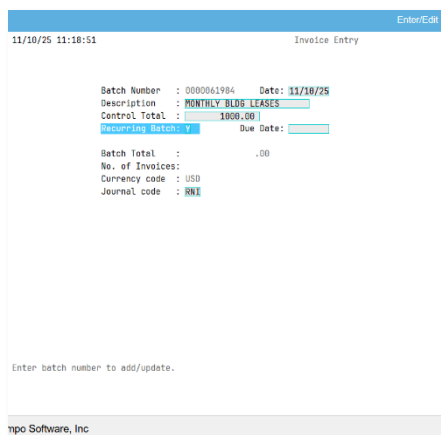
1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **Accounts Payable** menu does not appear automatically, select Accounts Payable from the left toolbar.
3. In the **Transaction Processing** section, click on Enter/Edit Invoices.



4. The **Invoice Entry - Launch** screen will open.

A screenshot of the 'Invoice Entry' screen. The fields are: Batch Number (empty), Date (empty), Description (empty), Control Total (empty), Recurring Batch (Y), Due Date (empty), Batch Total (0.00), No. of Invoices (empty), Currency code (empty), and Journal code (empty). The screen title is 'Invoice Entry' and the time is 11:42:31.

5. In the **Invoice Entry Batch** fields, you will key in the following:
 - a. **Batch number** or press F6 to Auto-Assign one.
 - b. **Description** for the Batch
 - c. Total amount of the Batch in the **Control Total** field
 - d. For the batch to be recurring, type Y in the **Recurring Batch** field.
 - e. Type in or select the Journal code by pressing F4 and then press Enter.

A screenshot of the 'Invoice Entry' screen with the following data entered: Batch Number: 0000061904, Date: 11/18/25, Description: MONTHLY BLDG LEASES, Control Total: 1000.00, Recurring Batch: Y, Due Date: (empty), Batch Total: 0.00, No. of Invoices: (empty), Currency code: USD, Journal code: RKT. The screen title is 'Invoice Entry' and the time is 11/18/25 11:18:51. At the bottom, it says 'Enter batch number to add/update.' and 'mpo Software, Inc'.

6. The Invoice Entry - Details screen displays.
7. On this screen, you will key in the following, pressing Enter when done:
 - a. Vendor Number
 - b. Invoice Number
 - c. Invoice Amount
 - d. Recurring Qty (this is the number of months that you want the invoice created)
 - e. Method of Payment
 - f. Multi. Invoice Y (Y/N)

11/10/25 11:21:25 Invoice Entry

Assignee No. : [] Name: []
 Vendor No. : 180 Name: Lets Building Rental
 Invoice Number: BUILDING LEASE Currency: USD
 Invoice Amount: 1000.00 Frght : [] Tax : []
 P.O. Number : [] Receiver #: []
 P.O. Reference: [] Account: []
 Sequence No. : [] Invoice code: []
 Type (I/C/N/D): I Delete Seq.#: []
 Recurring Qty.: 24 Payment Method: K CHECK
 Mult. Invoices: N (Y/N)

Name : Lets Building Rental
 Address : 1020 EASY STREET
 City/State/Zip: HOUSTON TX 77092

Batch Total : .00 # of Invoices:
 Control Total: 1,000.00

Review and press Enter to continue.

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8. On the Invoice Entry - G/L Distribution screen, key in the following, pressing Enter when done:
 - a. Invoice Date
 - b. G/L Account Number

11/10/25 14:01:17 Invoice Entry

Recurring Qty: 24 Posted: [] Mult. Invoices: Y
 1099 Income: [] (Y/N) Prepaid Code : N (Y/N) Due Date 12/01/25
 Check Number : [] Check date : []
 Disc. Percent: [] Disc. Date : [] Halt Code: []
 Invoice Date : 11/01/25 14:01:56
 Invoice Desc.: Lets Building R:BUILDING LEASE Employee: WC440LB
 Batch number.: 0000051984 Close batch: [] (Y/N) Date : 11/10/25
 AP Reference number: []

Type option, press Enter.
 2=Cost update B=Detail Description

Account Number	Amount	D/C	Description	Equip#	Type	I	Tax Cd
12650000000000	1000.00		RENT			Y	
						Y	
						Y	
						Y	
						Y	
2120000001000	1000.00		A/P Account				

Press ENTER to confirm

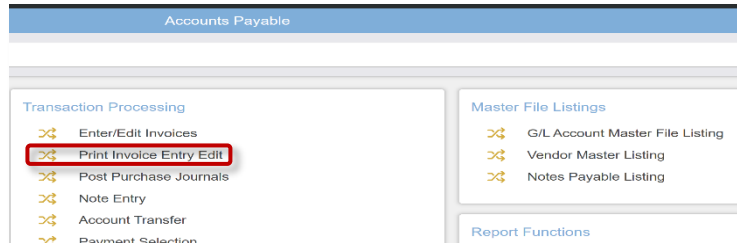
to InTempo Software, Inc

9. The entry saves and a BLANK Invoice Entry - Details screen displays where you can enter another batch or exit.

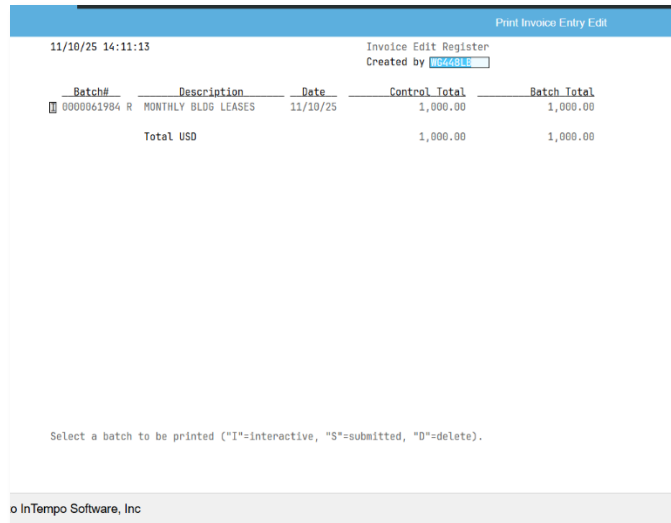
Print Batch

Process Steps

1. From the **Accounts Payable** menu, click on the **Print Invoice Entry Edit** option in the **Transaction Processing** section.



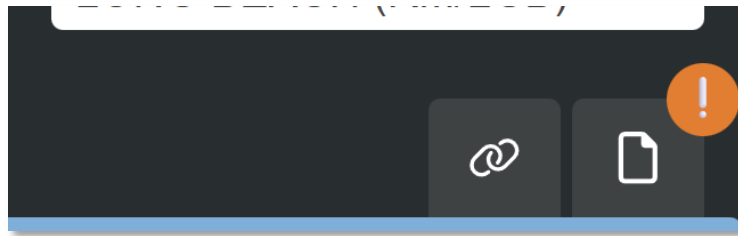
2. On the **Invoice Edit Register** screen, type I or S (Interactive or Submitted) in the field next to the Batch you want to print and press Enter.



3. On the **Submit Job** screen, select Printer you want to print to or use the default in your settings and press Enter.



4. When the **ORANGE** indicator displays by your **Manage My Files** icon, your file is ready to view.

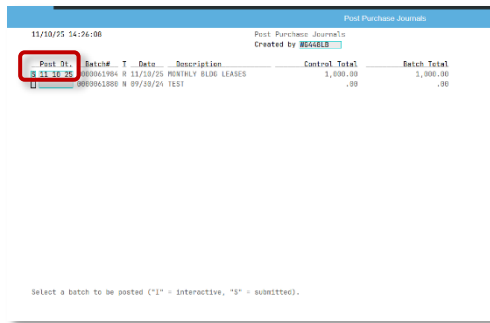


5. Click on the **Manage My Files** icon then click on the **Open** icon to view your file.

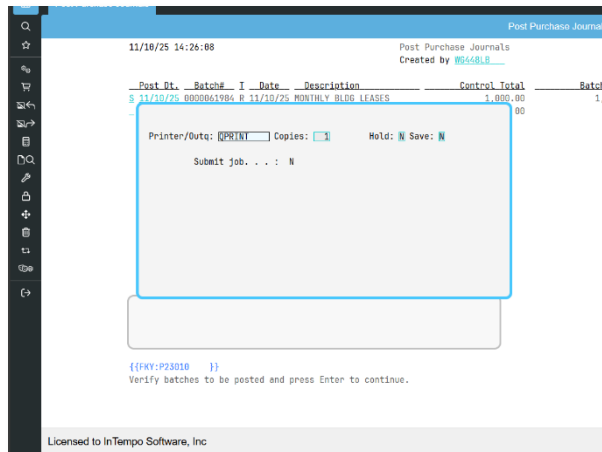
Post Batch

Process Steps

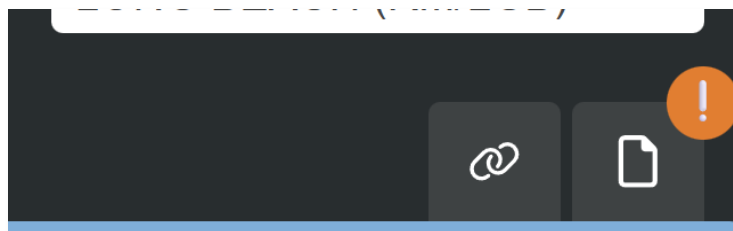
1. Next you will want to Post the Batch by returning to the **Account Payable** menu and clicking on the Post Purchase Journals option in the Transaction Processing section.
2. On the **Post Purchase Journals** screen, type I or S (Interactive or Submitted) next to the Batch you want to post.
3. Type in the Post Dt field and press Enter. Select Printer you want to print to or use the default in your settings then press enter twice.



4. On the **Submit Job** screen, select Printer you want to print to or use the default in your settings and press Enter.

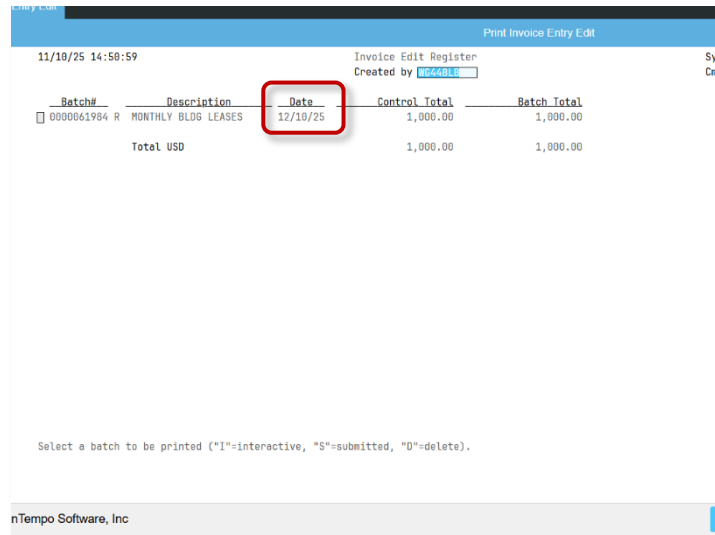


5. When the **ORANGE** indicator displays by your **Manage My Files** icon, your file is ready to view.



6. Click on the Manage My Files icon then click on the Open icon to view your file.

NOTE: Once you post the Batch you created, a Batch for the next month will be created and can be viewed on the **Invoice Edit Register** screen. For this example, a batch was created and posted for November; therefore, a new batch has been created for December.



11/10/25 14:58:59 Invoice Edit Register Sys:
Created by [B668B] Cmp:

Batch#	Description	Date	Control Total	Batch Total
0000061984 R	MONTHLY BLDG LEASES	12/10/25	1,000.00	1,000.00
Total USD			1,000.00	1,000.00

Select a batch to be printed ("I"=interactive, "S"=submitted, "D"=delete).

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Reference Glossary

Field Definitions for Tasks

Invoice Entry - 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.

Invoice Entry - Details

- **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.

Invoice Entry - G/L Distribution

- *Recurring Quantity* - Displays the number of times that this invoice will recur.
- *Posted* - Indicates whether the invoice batch has been posted.
- *Multiple Invoices* - Indicates whether this invoice number will be entered multiple times with different amounts and due dates.
- *1099 Income* - Indicate whether this invoice represents 1099 income for the vendor.
- *Prepaid Code* - Indicate whether this invoice was already manually paid. If you enter Y, this invoice cannot be selected for payment. If you need to enter multiple invoices or credit memos for the same prepaid check, enter the invoices/credit memos as if they were not prepaid (leave this field blank), and then use the Payment Selection program to change the prepaid status of each invoice/credit memo using payment function code 5.
- *Due Date* - Enter the invoice due date. If you entered a due date on the Batch Header screen, and you leave this field blank, the system defaults the due date from the batch header. If you did not enter a due date on the Batch Header screen, and you leave this field blank, the system calculates a due date based on the invoice date and the number of days entered in the Term Days field in Vendor Master Maintenance.
- *Check Number* - If the invoice was prepaid, enter the number of the check used for payment.
- *Check Date* - If the invoice was prepaid, enter the date and time of the check used for payment.
- *Discount Percent* - Enter the percentage to use to calculate the discount on the gross amount of the invoice.
- *Discount Date* - Enter the date up to which the discount can be taken.

- **Halt Code** - If applicable, enter the halt code to prevent the invoice from being selected for payment. Based on certain circumstances when you enter the invoice header, the system might default a halt code into this field. Valid codes include:
 - H1 - Items on the purchase order have not been received
 - H2 - Invoice amount does not equal the purchase order amount
 - H3 - Invalid purchase order number
 - H4 - An invoice against this purchase order already exists
 - H5 - Same invoice amount found on another invoice (Use control record CKINV\$ to turn this halt code off)
 - H6 - An invoice for this receiver number already exists
 - H7 - Vendor is on hold

With the appropriate security setting, you can change the halt code status of an invoice in the Payment Selection program.

- **Invoice Date** - Enter the date from the invoice.
- **Invoice Description** - Enter or accept the description of the invoice. Settings in control record IP210T determine how the invoice description defaults.
- **Employee** - Displays the name of the user who entered the invoice.
- **Batch Number** - Displays the batch number entered on the first screen.
- **Close Batch** - Indicate whether to close the batch after saving this invoice.
- **Date** - Displays the date that the invoice was entered in the batch.
- **Account Number** - Enter or accept the general ledger account number to be debited or credited when this invoice is posted. Various settings in control records IP210T, IP2102, and IP2103 dictate how the G/L account numbers are defaulted and whether they can be modified on this screen. Control record IP210T also contains a setting to indicate whether the vendor master record should be updated with G/L account numbers entered for this invoice.
- **Amount** - Displays the amount from the invoice that applies as a debit or credit to the corresponding G/L account.
- **Debit/Credit** - Indicates whether the amount is debited or credited to the corresponding G/L account.
- **Description** - Displays a description of the G/L account.
- **Equipment Number** - Displays the number of the equipment from the purchase order. If the equipment number does not default from the purchase order, or if the item that was purchased is not equipment but is related to a specific piece of equipment, you can enter the equipment number.
- **Type** - Displays the Type code assigned to the equipment at receipt. Valid codes include:
 - C - Customer Owned
 - F - Floored
 - G - Consignment
 - L - Lease

- N - New
- - Non-rental Asset
- R - Rental
- S - Sub-leased
- T - Trade In
- *Invoiced* - Indicate if the equipment has been fully invoiced for capitalization purposes. An asset's monthly depreciation amount is estimated and calculated as an accrual until it is verified that its initial cost has been completely entered by setting this Invoiced flag to Y, or by setting the Fully Invoiced flag on the Equipment Maintenance - Cost screen to Y. This ensures that when freight or other adjustments for the asset are entered in Accounts Payable Invoice Entry during the first part of the asset's life, they are calculated as accruals and reversed accordingly. Once all costs for the asset have been entered, set at least one of the "Invoiced" flags to Y, and the system brings the asset's depreciation up to date according to the true and final cost when the asset is next depreciated.
- *Messages* - If applicable, enter a brief message about the invoice.