



Process

Documentation

Department:

Customer Support

Last Updated:

11/19/2025 12:11 PM

NAME OF PROCESS

Viewing and Posting AP Invoice Batches

Use Case / Objectives

This process document will walk you through how to view and post A/P invoice 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.

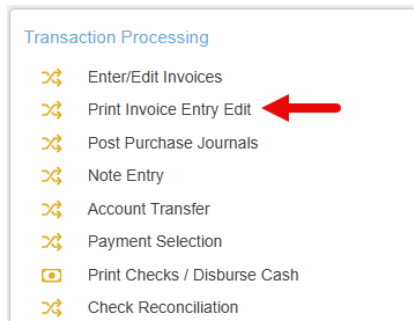
Menu options to access:

Accounts Payable->Transaction Processing->Print Invoice Entry Edit
Accounts Payable->Transaction Processing->Post Purchase Journals

Print the Invoice Entry

Process Steps

1. Log into the [RolePlay environment](#) using your credentials.
2. If the **Accounts Payable** menu screen is not display, click on the **Accounts Payable** option in the left menu bar.
3. In the **Transaction Processing** section, select the **Print Invoice Entry Edit** option to display the available batches.



a. The Invoice Edit Register screen opens.

10/22/25 11:00:54 Invoice Edit Register
Created by []

Batch#	Description	Date	Control Total	Batch Total
<input type="checkbox"/> 0000061814 R TEST		7/02/24	100.00	100.00
<input type="checkbox"/> 0000061865 N		7/19/24	.00	.00
<input type="checkbox"/> 0000061866 N		7/19/24	.00	.00
<input type="checkbox"/> 0000061868 N VOID CHECK		7/19/24	1,000.00	1,000.00
<input type="checkbox"/> 0000061869 N TEST		8/29/24	.00	.00
<input type="checkbox"/> 0000061880 N TEST		9/30/24	.00	.00
<input type="checkbox"/> 0000061904 N VOID CHECK FOR VIDEO DEM		12/10/24	137.49	.00
<input type="checkbox"/> 0000061905 N VOID CHECK VIDEO DEMO		12/10/24	500.00	.00
<input type="checkbox"/> 0000061907 N TEST		12/10/24	150.00	.00
<input type="checkbox"/> 0000061908 N TEST		12/10/24	2,000.00	.00
<input type="checkbox"/> 0000061909 N TEST		12/10/24	2,000.00	.00
<input type="checkbox"/> 0000061913 N TEST		12/11/24	150.00	.00
<input type="checkbox"/> 0000061924 N ROLEPLAY TESTING		1/08/25	38,500.00	38,500.00
<input type="checkbox"/> 0000061925 N TESTT		1/08/25	100.00	100.00
<input type="checkbox"/> 0000061959 N DATE		7/09/25	.00	.00
Total USD			39,700.00	39,700.00

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

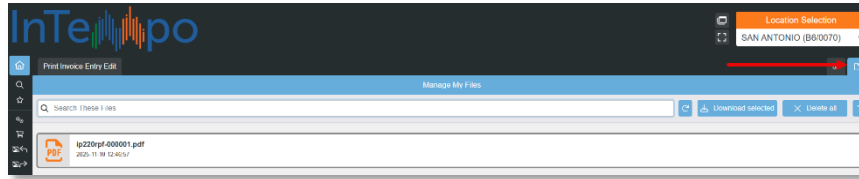
4. Type S next to the batch you want to work with and press Enter. This will create a report that is sent to your **PUSH** file. From there, you can print or view the document.

10/17/25 18:41:42 Print Invoice Entry Edit
Invoice Edit Register
Created by []

Batch#	Description	Date	Control Total	Batch Total
<input type="checkbox"/> 0000028004 N LL 10.18.25 DEPT OF TREA		10/18/23	.00	.00
<input type="checkbox"/> 0000030114 N 12-19-24 TK		12/18/24	.00	.00
<input checked="" type="checkbox"/> 0000030837 N DELETE		3/28/25	.00	.00
Total USD			.00	.00

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

- Open your **PUSH** file window by clicking on the Manage My Files icon.



- This will show your current **PUSH** files, sorted by date. Locate the file and then click the view icon to view the file.

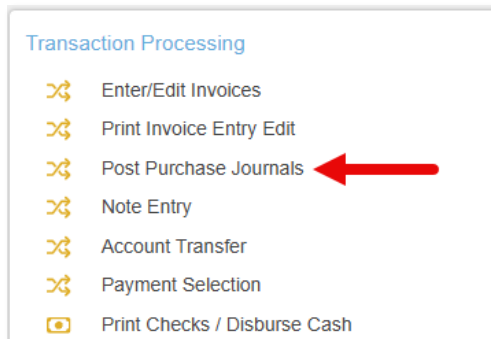


- The **Invoice Edit Register** opens for the batch you selected above.

Copy-Loc.	Company/Location Name	Invoice Description	Inv Date	Due Date	Qty	Type	Halt	Amount
Vendor #	Vendor Name	Invoice #	Seq #					
Assign #	Assignee Name	P. O. #						
	Address 1	Ref #	Prepaid					
	Address 2	Disc. #	Check #	Cr/				
	City/State/Zip	Date	DateDr					
				Copy-Account #	Amount			
						Disc-Account #	Amount	
								Miscellaneous -
								Equipment# C/L Description

Batch Number :	000032107	Date:	9/26/25	Type:	N	Currency:	USD
Description :	DELETE						
Control Total :			.00				
Batch Total :			.00				
Total Invoices:							

- Once the batch has been reviewed and any errors have been corrected you are ready to post the batch invoices to the general ledger.
- From the **Accounts Payable** menu, click on the **Post Purchase Journals** option in the **Transaction Processing** section.



- On the **Post Purchase Journals** screen, type S next to the batch you want to post and type your **username** is in the **Created By** field.

Post Dt.	Batch#	I	Date	Description	Control Total	Batch Total
<input type="checkbox"/>	0000020266	N	04/20/20	TEST	.00	.00
<input checked="" type="checkbox"/>	10 17 25	N	08/20/19	TEST	100.00	.00
<input type="checkbox"/>	0000030522	N	02/18/25	BATCH SELECTED	.00	.00
Total USD					100.00	.00

11. Press Enter.
12. Verify the batch.
13. Press Enter again to post the batch.