

Invoice Batch Post

Category: Invoice Batch Post | Created: March 21, 2026 | Updated: September 01, 2026

Invoice Batch Posting

Use this option to speed your invoice processing procedure. Invoice Batch Posting is one of the few places in the system that restricts a single user at a time. If another user has this screen open, you will be notified with an option to override and open the screen anyway. **WARNING:** Two users processing invoices at the same time may have unpredictable results. Be sure only one user is processing at a time.

This process consists of:

1. Posting the invoices
2. Printing or emailing the invoices

Screen Location - Main Menu > Accounts Receivable > Invoice Batch Post

Invoice Posting

Selected Period: 2/13/2018 to 2/22/2018

Edit	Sel	Sold To Customer	Invoice #	Date	Invoice Amt
Invoice	☒	Bigley Backhoe & Crane	180213-46	02/13/18	\$39.44
Invoice	☒	Discovery Landscape & Pond	180213-69	02/13/18	\$18.75
Invoice	☒	Dirt Dudes Inc.	180213-70	02/13/18	\$20.33
Invoice	☒	Southern Dump Systems	180213-71	02/13/18	\$7.16
Invoice	☒	Cowlitz Indian Tribe	180213-72	02/13/18	\$17.25
Invoice	☒	K Street Contractors	180213-73	02/13/18	\$51.38
Invoice	☒	Lechase Construction Services, LLC	180213-74	02/13/18	\$73.60

Buttons: Unselect All, **Post Selected**, Process Batch, Done

Footer: Invoices 1 of 7, No Filter, Search

- 1) If necessary, adjust your **Selected Period** date range filter.
- 2) Select the invoices to process, either by clicking the **Select All** button, or clicking the checkbox in the **Sel** column for each individual invoice.
- 3) Click the **Post Selected** button to [Post](#) the selected invoices. After the posting is complete, you will be redirected to the Process Batch screen.

Invoice button - On each invoice line to open that invoice.

Process Batch button - Click this button if you want to bypass posting and reprint one or more invoices in a previously processed batch.

Process Batch - This screen will list all customers who are part of a posting batch.

Summary Invoice Print

Process Batch **Print Options** **Messages**

Batch No 1043 **Email Body** If you have any questions, please call (360) 896-6699
 2/13/2018 kweeks Paul Sieloff

Sel	Customer	Individual	Summary	Custom	Delivery
☒	Columbia Construction	Style 7	None	None	E-Mail
☒	Eastern Shores Excavation	Style 7	None	None	E-Mail
☒	Caine Transfer, Inc.	Style 7	None	None	Paper
☒	Discovery Landscape & Pond	Style 1	None	None	Paper
☒	Dirt Dudes Inc.	Style 7	None	None	Paper
☒	Cowlitz Indian Tribe	Style 1	None	None	Paper
☒	K Street Contractors	Style 7	None	None	E-Mail
☒	Davison Brothers	Style 1	None	None	Paper

Record: 1 of 8 No Filter Search

Process Invoices **Done**

Batch No. - This will be the system-generated batch number assigned to this batch of invoices. Drop down to recall a previous batch. User who created and create date will appear below the **Batch No.**

Email Body - For emailed invoices, this will be the body of the email.

Sel - Selection checkbox - These will be automatically selected for new batches. Manually select if you are recalling a previous batch.

Customer - Customer name for one or more invoices in this batch.

Individual - This is the standard invoice print style to be used for this customer.

Summary - This is the summary print style to be used for this customer. The customer must have a summary invoice number generated for their invoices by checking the Summary Invoice checkbox in the customer [Invoice Processing options](#).

Custom - Requires custom programming. If HaulWare has provided a custom invoice print style, this option will be available and allow you to select the custom style.

Delivery - This option determines whether your customer prefers a Paper invoice or E-Mail. E-Mail requires that you have have at least one contact in the [Contact Information tab](#) with an email address and Email Invoice checked.

Simply click the **Process Invoices** button to print and email the invoices in this batch for each selected customer.

This completes the invoicing process. You are now ready to [Receive Payments](#) from your customers.