Last Modified on 07/02/2026 9:38 am EDT

A/P Invoice Batch List

Daily > Accounts Payable Invoices > A/P Invoice Batch List

Displays all unposted invoice batches, with options to add, edit, delete, or import invoices.

Once an invoice has been posted, if user permission allows, anything except the account and amount may be changed.

The invoice summary information is displayed in the top section; click to highlight an invoice line. In the bottom section, all distributions or line items are displayed in a grid.

New Dropdown Menu/New Batch: Click this button to enter invoices in a new batch.

New Dropdown Menu/Digital Invoice Capture: Click this button to navigate to your file's location and upload your image file.

New Dropdown Menu/Import: This menu allows you to import invoices from outside systems. It is especially helpful for importing credit card invoices. Contact SGA for assistance in setting up the import specs. Click here for more details about importing. A Payables import setup must be active to display in the selection dropdown.

Add to Batch: Click this button to enter additional invoices in the batch selected.

Edit: Double-click the invoice line (or click to highlight an invoice and click Edit). Make changes and click Save (or hit Enter) when done. Additional line/s may be added to the invoice by simply keying in an additional distribution line in the grid. Right-click on a distribution line to delete a row, reposition a row in the grid, or copy comments to all rows.

Delete: Deletes an invoice and all distribution lines. Click to highlight the invoice and click Delete to delete the invoice. To delete the entire batch, “X” from this screen goes back to the Invoice Batches screen. Click to highlight the batch and click Delete. You can only delete a posted batch with high-level Admin permissions.

If a P.O. has been tied to the invoice you wish to delete, the P.O. will be reopened as before the invoice was entered.

Post: You may post selected invoices from this screen by checking the box on the far left column and clicking Post.

Refresh: Reloads the current view or screen, allowing it to display updates or new information, such as newly created batches. It is handy if another user is entering invoices at the same time.

Reports: Click the drop-down arrow to print, preview, or export the list of invoices currently displayed on the screen to Excel.

Advanced Filters: This allows you to view a range of batches, either posted or unposted, for a selected range of months.