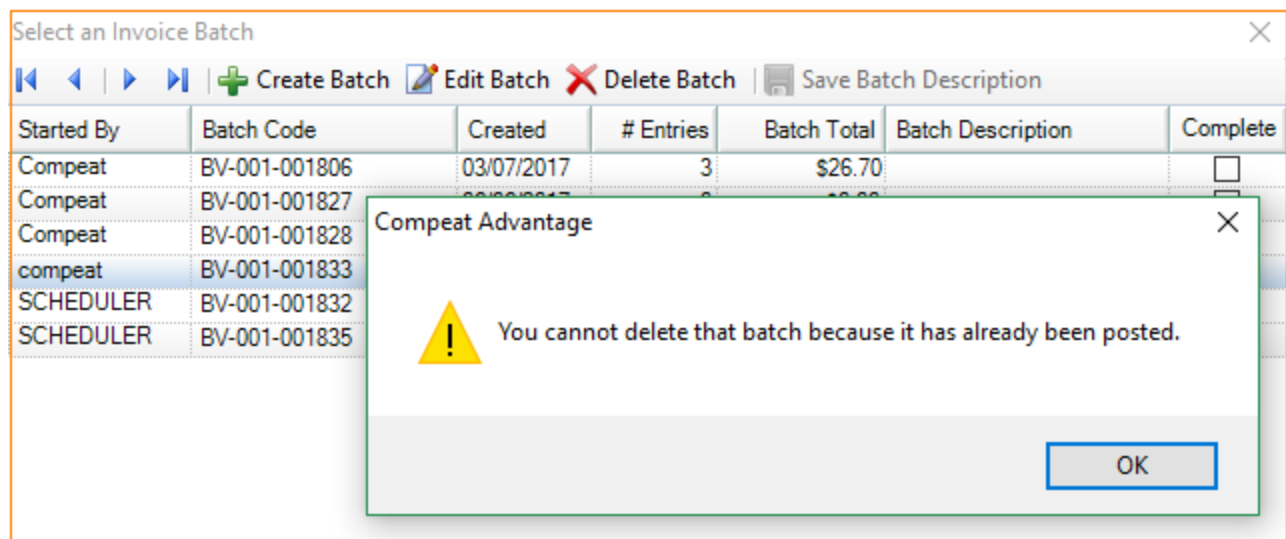




FAQ

[Home](#) / [FAQ](#) / I'm trying to post a batch, but am getting an error that the batch has already been posted.

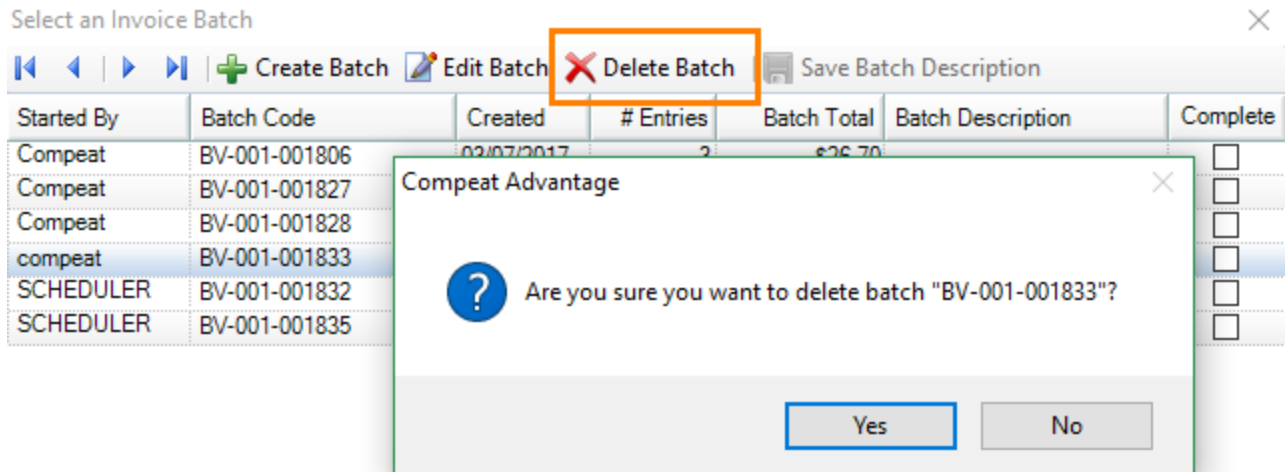
I'm trying to post a batch, but am getting an error that the batch has already been posted.



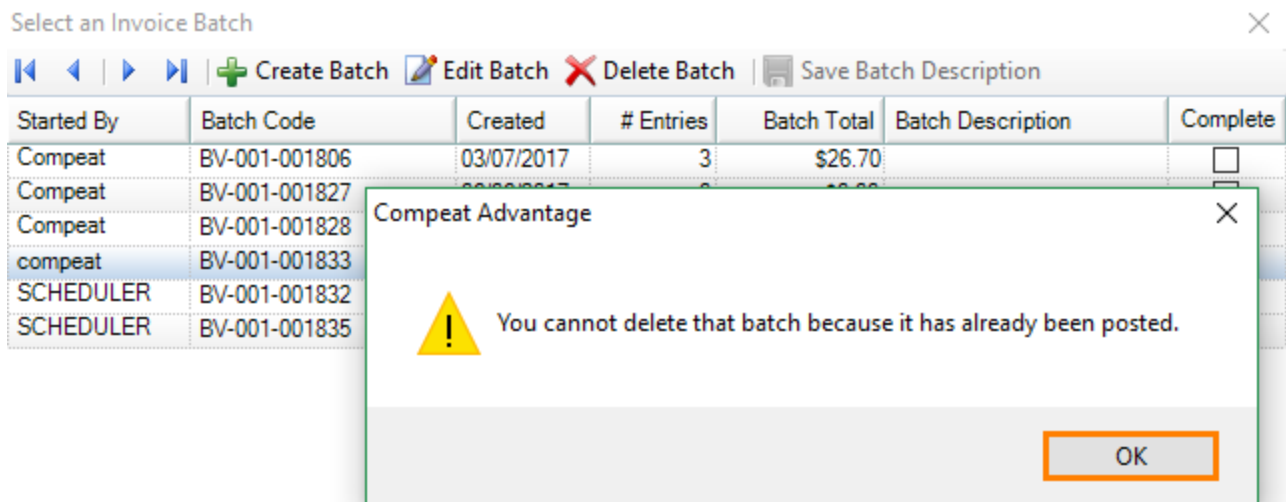
Started By	Batch Code	Created	# Entries	Batch Total	Batch Description	Complete
Compeat	BV-001-001806	03/07/2017	3	\$26.70		<input type="checkbox"/>
Compeat	BV-001-001827					
Compeat	BV-001-001828					
compeat	BV-001-001833					
SCHEDULER	BV-001-001832					
SCHEDULER	BV-001-001835					

If you receive the above error, then the batch you wish to post has already been posted by another user. You need to remove it from the listing in your

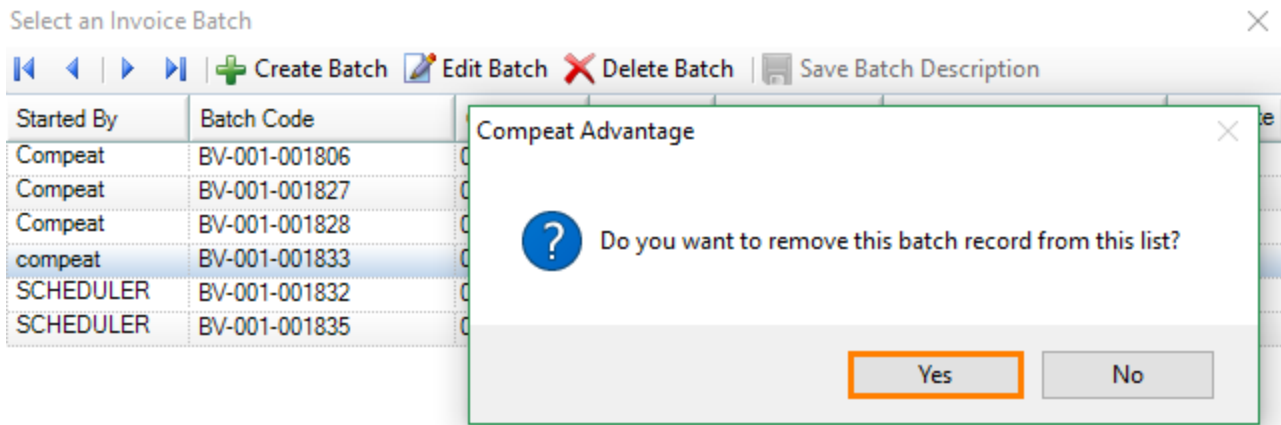
Select an Invoice Batch screen. Deleting the batch from the listing does not delete the batch.



1. Go to **Transactions > AP Invoices** (or select **AP Invoices** in the left-hand menu).
2. Locate the batch in question and highlight it.
3. Click **Delete** Batch.



4. Select **Yes** when prompted to delete.
5. The system warns that you cannot delete the batch since it has been posted. Click **OK**.
6. A prompt asks whether you wish to remove this batch record from the list. Click **Yes**.



Once finished, the batch in question should disappear from the **AP Batch** listing. Again, these steps did not delete or remove the batch itself, but rather removed it as a batch pending posting.

Was this Helpful ?

yes

no

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How do I make a vendor a 1099 vendor?

How do I make an vendor's invoice with a different 1099 box type than the default?

I am trying to import vendor files but Compeat says the directory doesn't exist. What do I do?

Items aren't auto-populating when I place orders. What do I do?

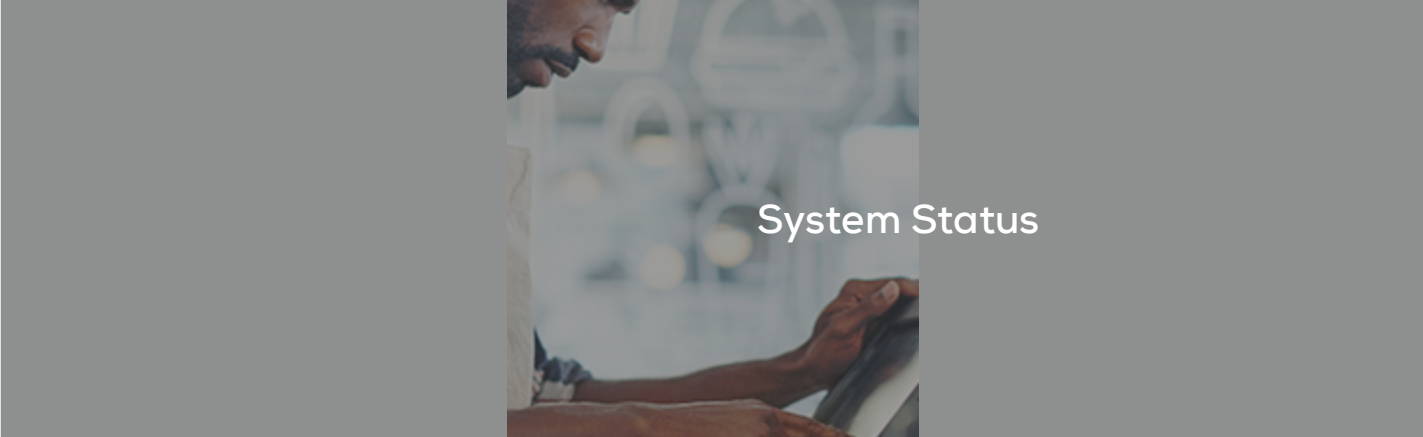
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