Bulk Validate Invoice

💾 Wed, Jan 17, 2024 🛛 🖿 Invoices Sub Menu

If there are a large amount of Invoices that need to be validated then it is possible to perform a Bulk Validate using the "Bulk Validate Invoices" button. Below are steps on this process:

1. After clicking "Bulk Validate Invoices", choose the Client whose Invoices are to be validated. For more information on selecting Clients, see the <u>Client Selection</u> page.

2. Next, a message will appear asking: "Are you sure you wish to validate all approved invoices for <Client Name>?". To proceed, click "Yes". Clicking "No" will cancel the validation.

Bulk Validate Invoices			
Are you sure you wish to validate all approved invoices for Demo Commercial?			
	<u>Y</u> es <u>N</u> o		

3. Just before performing the validation, a summary of what is being changed will appear. Again, proceed by clicking "Yes" and cancel with "No".

Bulk Valida	te Invoices - Confirm		
1	Below is a summary of all the approved invoices that will be validated: Total Net Value: <u>£11,910.79</u>		
	Total Vat Value:	£2,382.16	
	Total Gross Value:	£14,292.95	
	Number of Invoices:	215	
	Are you sure you wish to continue?		
		Yes <u>N</u> o	

4. Once complete, a final summary of the changes will be displayed.



Note: Sometimes, due to the amount of Invoices being validated, the validation process can take a little while. If that is the case a message will appear stating that process will continue in the background so there is no need to wait for them to finish.

Online URL: https://ostarasystems.knowledgebase.co/article.php?id=366