Batching Vouchers In Finex

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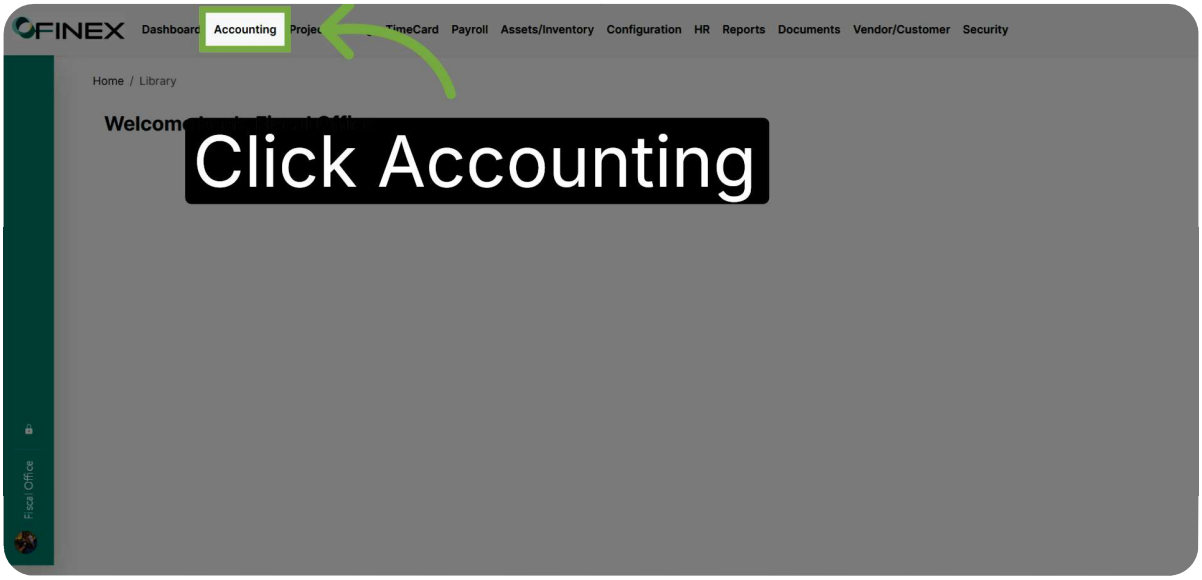
This tutorial guides you through batching Vouchers in Finex.

Go to www.finexweb.com

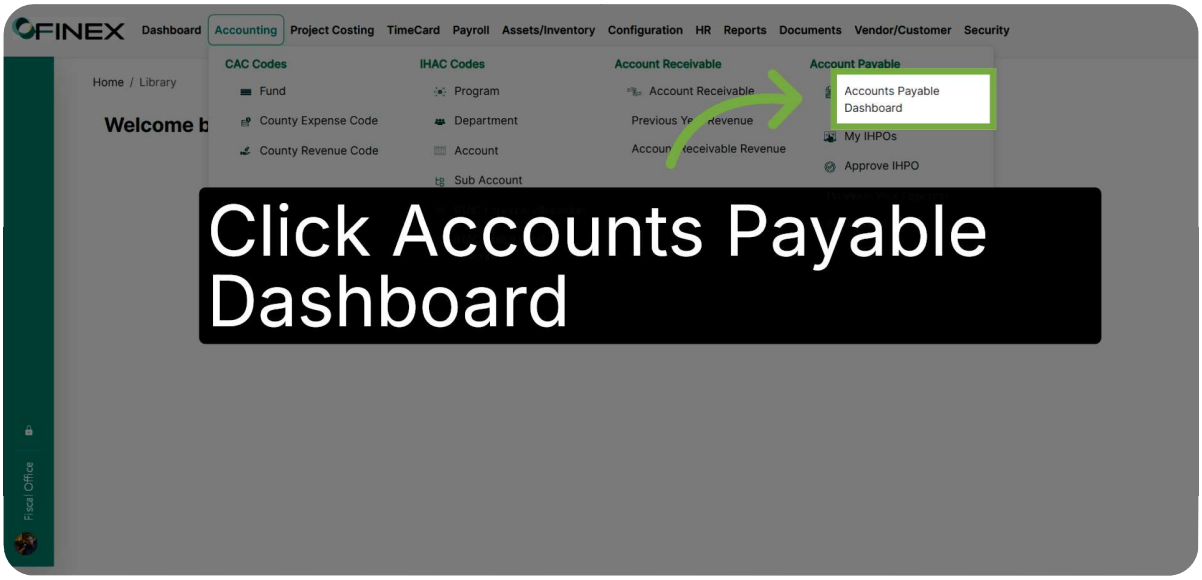
01 Access Accounting Section

Click Accounting to access the financial section of Finex.



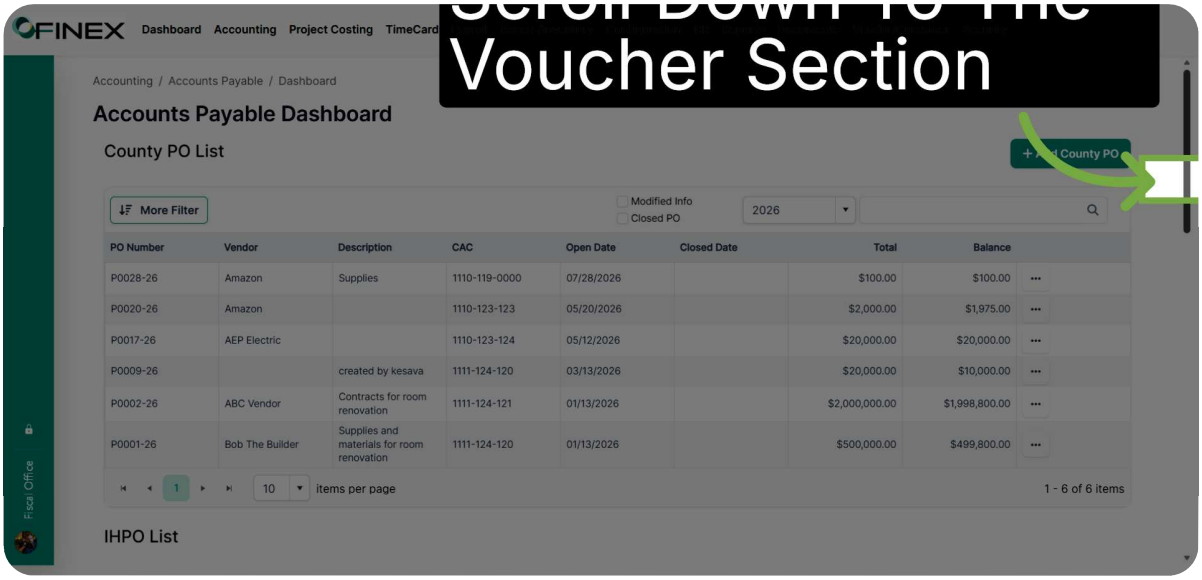
02 Open Accounts Payable Dashboard

Click the Accounts Payable Dashboard to access where you can batch your Vouchers.



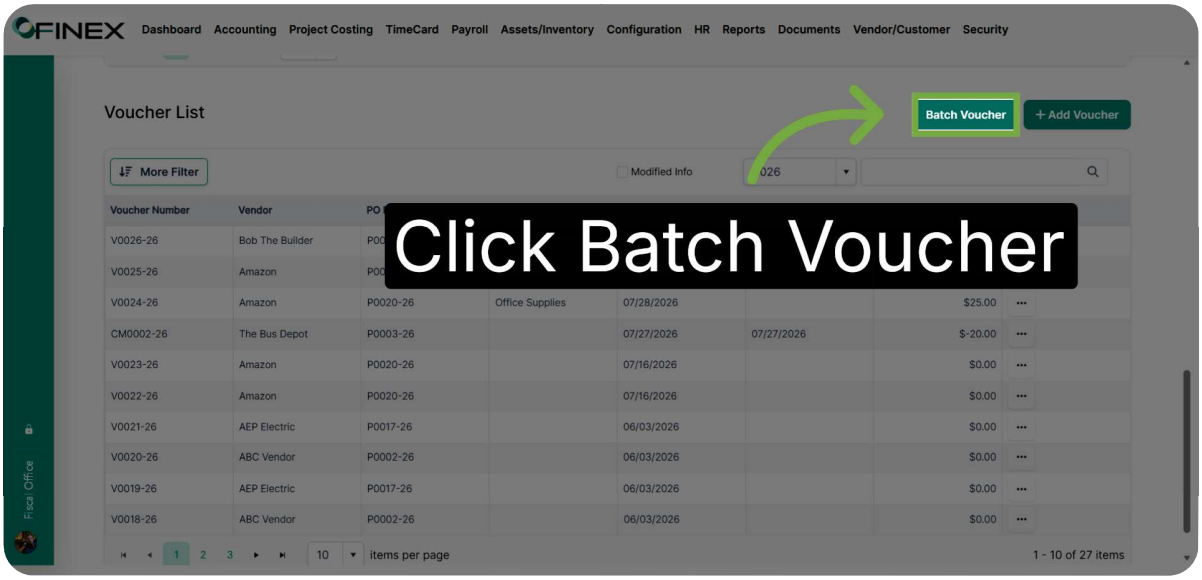
03 Scroll To The Bottom Of The Accounts Payable Dashboard

Scroll to the bottom of the Accounts Payable Dashboard to access the Voucher section.



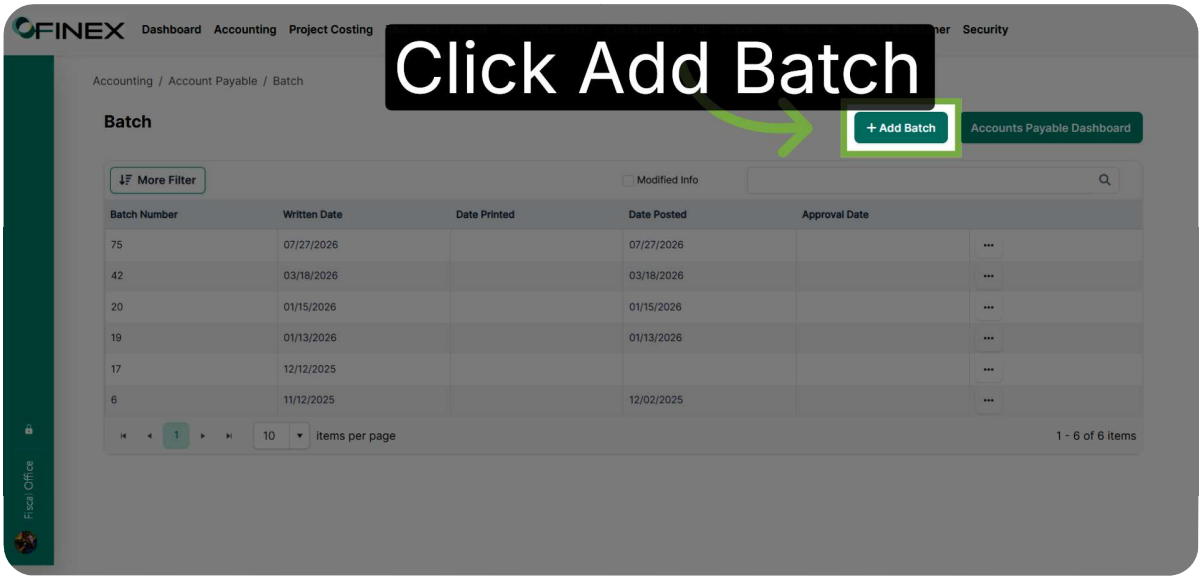
04 Select Batch Voucher

Click Batch Voucher to access where you can batch your Vouchers.



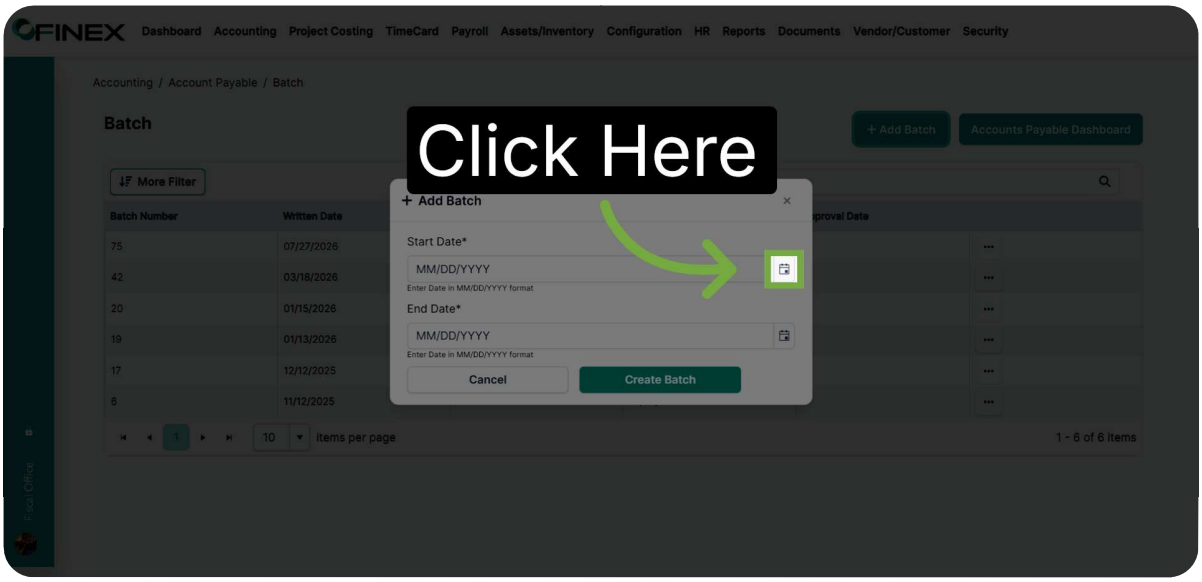
05 Select Add Batch

Click Add Batch to start the process of batching your Vouchers.



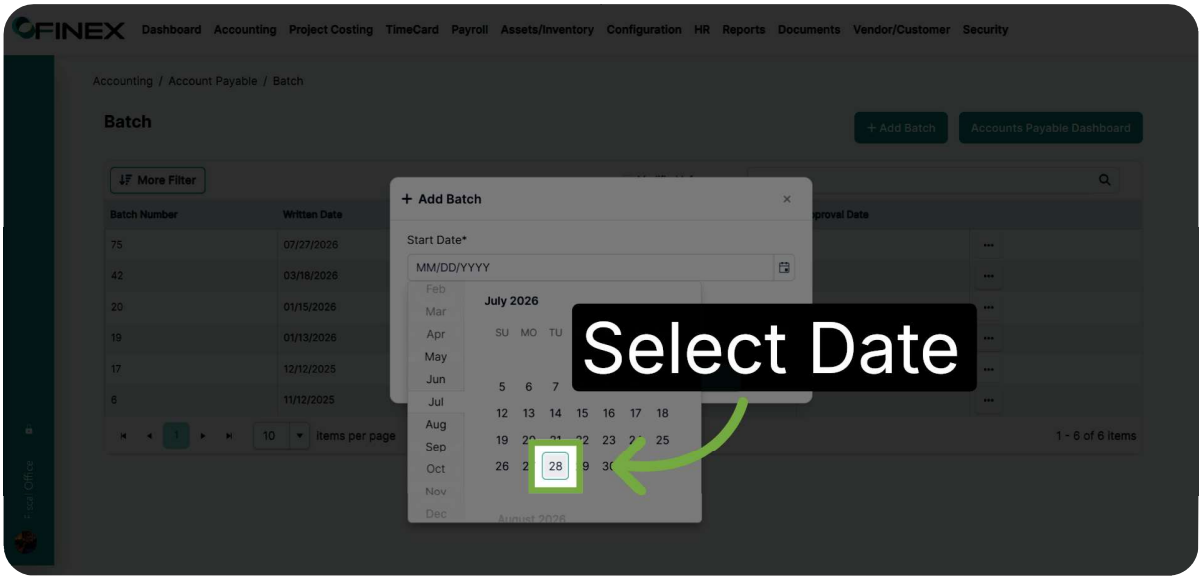
06 Select Start Date Picker

Click the Calendar Icon to start the process of selecting the start date for your batch. You can also manually type in the start date, if you prefer.



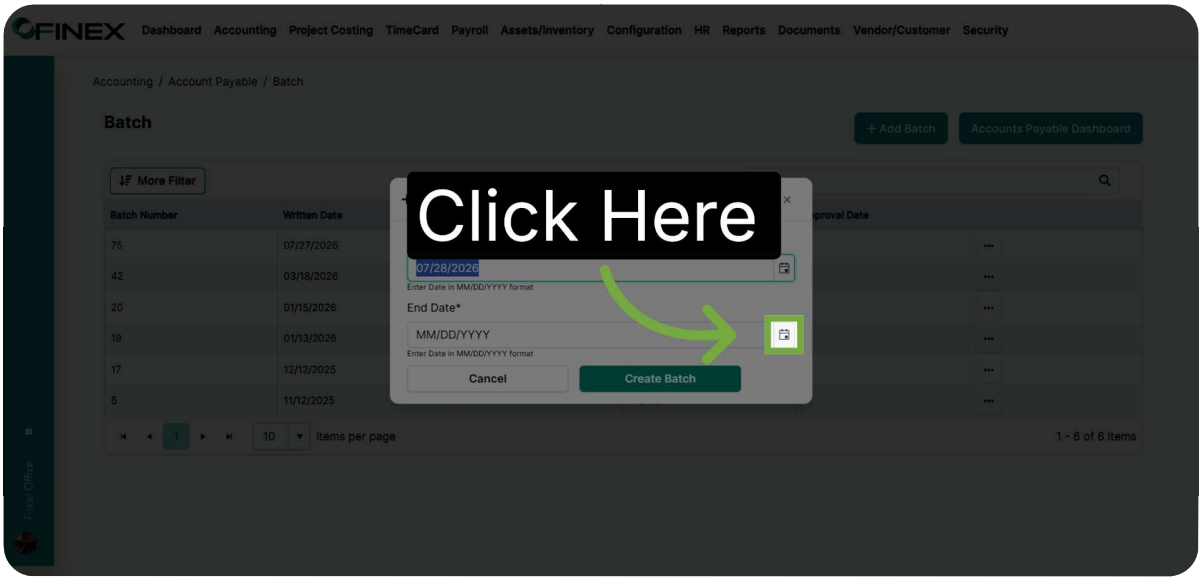
07 Select Batch Start Date

Click the desired date to pick the start date for your batch.



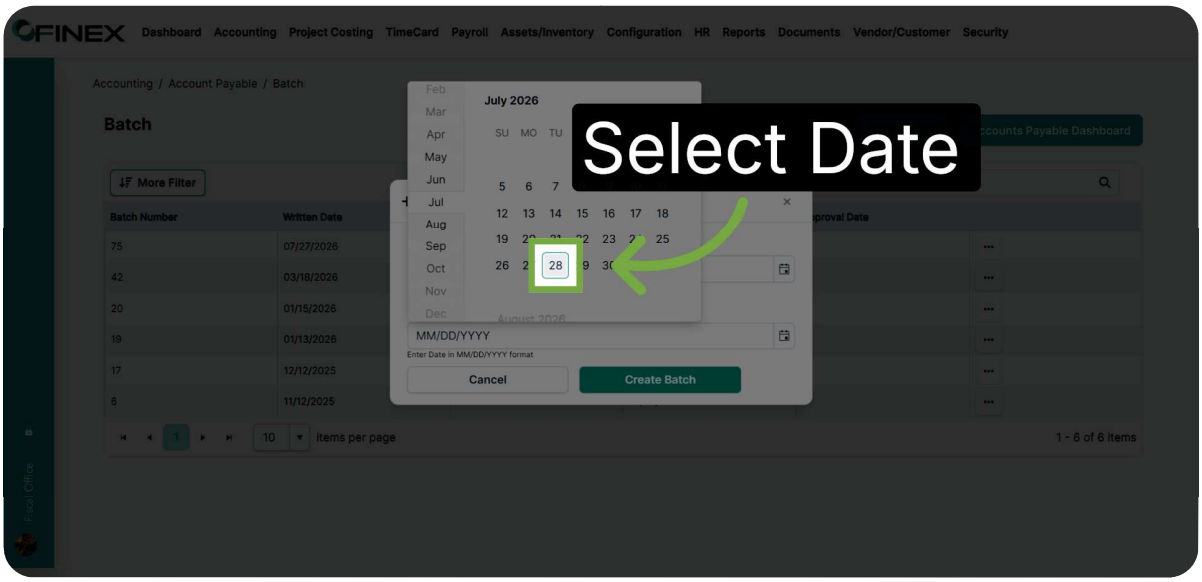
08 Select End Date Picker

Click the calendar icon to start the process of selecting the end date for your batch. You can also manually type in the end date if you prefer.



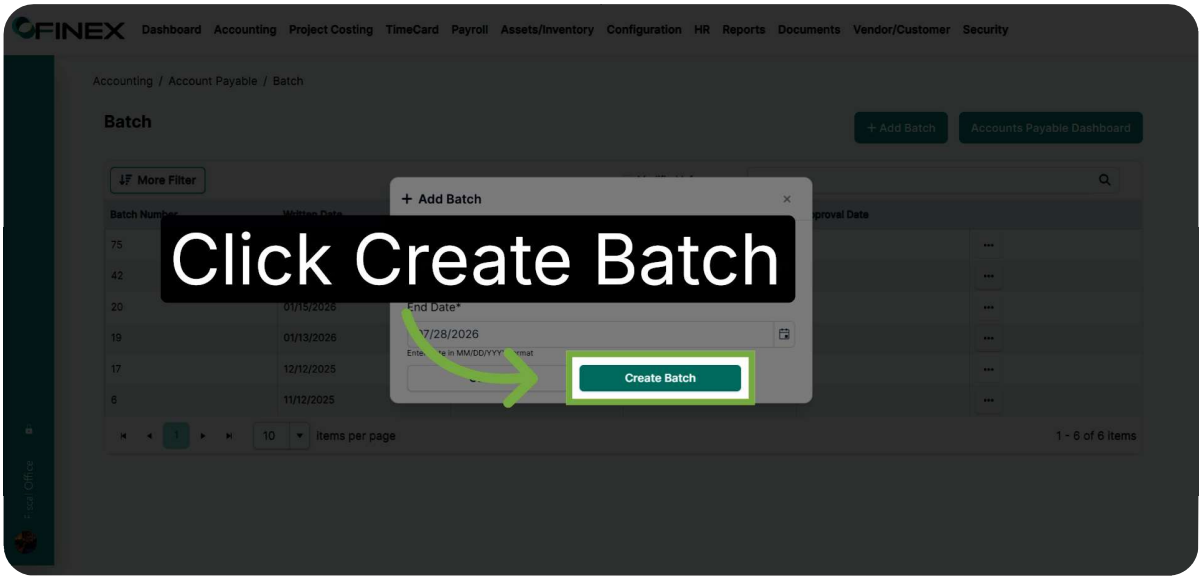
09 Select Batch End Date

Click the desired date to pick the end date for your batch.



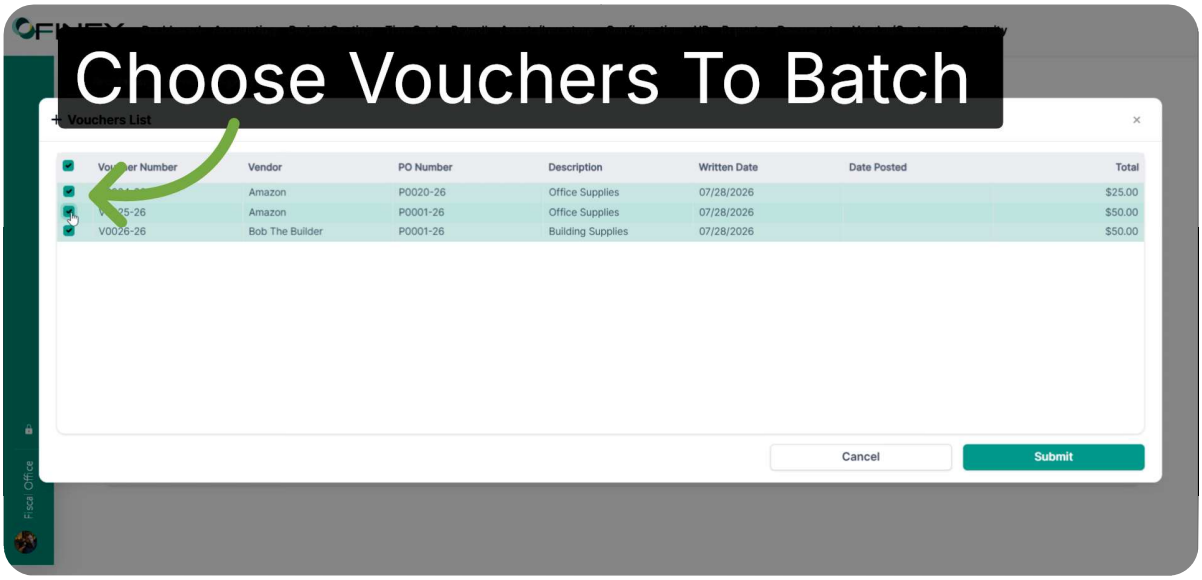
10 Select Create Batch

Click Create Batch.



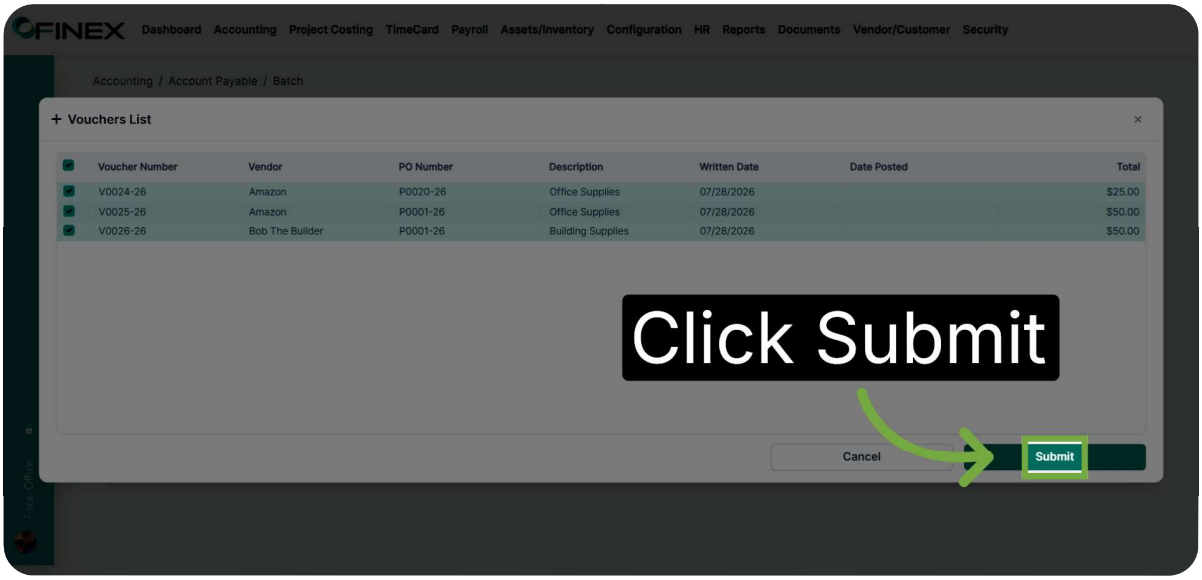
11 Choose Vouchers To Batch

Choose the Vouchers you would like to batch from the list. If you would like to not include a Voucher in the batch, uncheck the box to the left of the Voucher.



12 Select Submit

Click Submit to finish the process of batching your Vouchers.



You have now successfully completed batching Vouchers in Finex.

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