**Accounts Payable – Accounting – A/P Invoice Batch-to-Open**

1. Go to: **Accounts Payable\Accounts Payable\Accounting – A/P Invoice Batch-to-Open.**



1. Set your batch update parameters and options.



1. Click the **Process Validation** button.



1. Read and print reports (**A/P Invoice Report** and **Invoice Accounting Register**) as needed. Click **Update Accounting.**



1. At this point, your invoices have been changed from **Batch** to **Open** status. If there were POs attached to your invoices, Skyward will prompt you to process POs. That is an optional step at this point. We will create documentation for that soon.