



WEBB COUNTY

Business Office

Batch Creation, Invoice Entry & Validation

Batches are groups of transactions that share the same batch number and batch date. Each transaction has its own entry number, vendor number, date, and details.

- Log in into New Worlds System
 - <https://nwprod.webbcountytexas.gov/nwerp/>
- Financial Management
 - Accounts Payable
 - Invoice Entry Batches
- Click on “New”
- Functional Department
- Batch Description
 - It’s not mandatory to enter a batch description
- Vendor
- Date & Due Date
- Paying Bank
 - FB-WC Gen Oper – Webb County General Operating
- Item
- Description
- Amount
- GL Account

Invoice Batch List									
my Tasks	Validated	Approvals	Department	Batch Number	Batch Date	Invoice Count	Gross Invoice		
	✓	0 of 1 at 2	341st - 341st District Court	2020-0004898	12/16/2019	1	\$750.00		
		0 of 1 at 1	341st - 341st District Court	2020-00013422	05/29/2020		\$0.00		
	✓	Approved	341st - 341st District Court	2020-00013428	05/29/2020	2	\$361.10		
	✓	0 of 1 at 2	406th - 406th District Court	2020-00012741	05/13/2020	1	\$9,625.00		
	✓	0 of 1 at 1	406th - 406th District Court	2020-00013488	06/01/2020	1	\$9,100.00		
	✓	Approved	49th - 49th District Court	2020-00013343	05/27/2020	1	\$55.00		
	✓	Approved	BLDG MNT - Building Maintenance	2020-00013429	05/29/2020	1	\$22.95		
	✓	0 of 1 at 2	BLDG MNT - Building Maintenance	2020-00013434	05/29/2020	4	\$846.48		
	✓	Approved	BLDG MNT - Building Maintenance	2020-00013450	05/29/2020	1	\$1,252.50		
	✓	Approved	CA - County Attorney	2020-00013468	05/29/2020	1	\$2,028.00		
	✓	0 of 1 at 2	CAA - CAA/Community Social Services	2020-00012137	05/01/2020	7	\$570.04		
	✓	Approved	CAA - CAA/Community Social Services	2020-00013376	05/28/2020	1	\$88.00		
	✓	0 of 1 at 2	CAA - CAA/Community Social Services	2020-00013378	05/28/2020	4	\$363.79		
	✓	Approved	CAA - CAA/Community Social Services	2020-00013442	05/29/2020	1	\$140.00		
	✓	Approved	CAA - CAA/Community Social Services	2020-00013447	05/29/2020	1	\$102.14		
	✓	Approved	CAA - CAA/Community Social Services	2020-00013477	05/29/2020	1	\$1,283.89		
	✓	0 of 1 at 2	CCL2 - County Court at Law #2	2020-00011203	04/14/2020	6	\$4,500.00		
	✓	0 of 1 at 2	CCL2 - County Court at Law #2	2020-00011208	04/14/2020	1	\$10,000.00		
	✓	Approved	CCT - Commissioner's Court	2020-00013435	05/29/2020	1	\$5,000.00		
	✓	0 of 1 at 1	CNTS PCT 2 - Constable Pct 2	2020-00012332	05/06/2020	1	\$326.54		
	✓	0 of 1 at 1	CNTS PCT 2 - Constable Pct 2	2020-00013484	06/01/2020	1	\$250.00		
	✓	0 of 1 at 1	CNTS PCT 4 - Constable Pct 4	2020-00013073	05/20/2020	1	\$126.50		
	✓	0 of 1 at 2	CP2 - Commissioner Precinct 2	2020-00011952	04/29/2020	1	\$561.17		
	✓	0 of 1 at 2	CP2 - Commissioner Precinct 2	2020-00011953	04/29/2020	1	\$561.17		
	✓	0 of 1 at 1	DA - District Attorney	2020-00013485	06/01/2020	1	\$3,004.00		

1 - 50 of 80 records

New Delete Import Import Purchasing Card

Invoice Batch

Invoice Batch List
Invoice Batch

General

Batch	Invoice Defaults
Department BUS - Business Office	Date 06/15/2020
Date 06/15/2020	Due Date 06/15/2020
Number	G/L Date 06/15/2020
Total	Received Date
Batch Description	Paying Bank
Default Vendor	Item
Vendor	Description
Remittance	Amount
	G/L Account
	<input type="checkbox"/> Retain Entries
	<input type="checkbox"/> Use G/L Defaults
	Due Date Based on Balance Period

Save Save/New Delete Reset

Batch Icons

