# How to View Details of Transactions in Batch Posting

There are two ways on how users can view or drill into the transaction details of a transaction in Batch Posting screen.

#### View Transaction Details of transaction via Batch Posting:

1. On the user's menu panel go to Common Info folder then click Batch Posting

Details								
atch No: BATCH	1-946							
Select All	Clear All 🔍 Open	믑 Layout 🔍 F	ilter Records (F3)					
Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description	
5/18/2016	General Journal	GJ-103177	0.00			george.olne		
5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66915	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66916	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66917	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66918	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66919	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66920	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66921	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66922	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66923	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66924	10.00			george.olne	Test	
5/11/2016	Imported Journal	GL66925	10.00			george olne	Test	

2. Select the transactions by clicking on it or the check box besides it. You can also click Select All button to select all transactions

¥	Select All 🗌 C	lear All 🔍 Open	믑 Layout 🔍	Filter Records (F3)							
	Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description			
	5/18/2016	General Journal	GJ-103177	0.00			george.olne				
~	5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test			
	5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test			
	5/11/2016	Imported Journal	GJ-66915	10.00			george.olne	Test			
	Disk <b>O</b> men bottom to some the details of the transportion										

# 3. Click Open button to open the details of the transaction

$\checkmark$	Select All	lear All	器 Layout 🔍	Filter Records (F3)				
	Date	Transaction type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
	5/18/2016	General Journal	GJ-103177	0.00			george.olne	
~	5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test
	5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test
	5/11/2016	Imported Journal	GJ-66915	10.00			george.olne	Test

eneral Journal - GJ-66913	3							^ ⊏
New Save Search Dele	te Undo Post Dupli	cate Reallocation Re	urring Import	Export Detail	is Add to Calendar Close			
Details Attachments (0)	Audit Log (0) Comm	ents (0) Recap Post	History					
Post Date 5/11/2016	Cu	rrency USD v Re	verse Date:		Recurring Templat	e: Record	No: GJ-6691	3
Description: Test								
× Remove 🔠 Layout	Q Filter Records (F3							
Account ID	Currency Rate Type	Account Description	I	Tra	insaction Description	0	oc Date	Foreign E
10003-0000-000		Fifth Third - Petro O	peration			5	/11/2016	
10010-0000-000		Common Capital				5	/11/2016	
•								
						Out of Balan	:e: 0.00	

#### View Transaction Details of transaction via Batch Posting Details:

1. On the user's menu panel go to Common Info folder then click Batch Posting

Details								
Batch No: BATC	H-946							
Select All	Clear All 🔍 Open	맘 Layout 🔍 F	ilter Records (F3)					5.7 2 3
Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description	
5/18/2016	General Journal	GJ-103177	0.00			george.olne		
5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66915	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66916	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66917	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66918	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66919	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66920	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66921	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66922	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66923	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66924	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66925	10.00			george.olne	Test	

# 2. Select the transactions by clicking on it or the check box besides it. You can also click Select All button to select all transactions

V	Select All	lear All 🔍 Open	멾 Layout 🔍 F	ilter Records (F3)				
	Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
	5/18/2016	General Journal	GJ-103177	0.00			george.olne	
~	5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test
	5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test
	5/11/2016	Imported Journal	GJ-66915	10.00			george.olne	Test

## 3. Click Post button

Batch Posting								^ □ ×
Post Recap Close								
Details								
Batch No: BATCH	-946							
Select All	lear All 🔍 Open	멾 Layout 🔍 🛛	Filter Records (F3)					5 A 2 N
Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description	
5/18/2016	General Journal	GJ-103177	0.00			george.olne		A
5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test	_
5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66915	10.00			george.olne	Test	
5/11/2016	Imported Journal	GJ-66916	10.00			george.olne	Test	

# Batch Posting Details screen will open with result

Batch Posting Details		^ □ X
Close		
Details		
Q Open 器 Layout Q Filter R	ecords (F3)	
Record No	Description	
GJ-66913	Transaction successfully posted.	
Posted = 1 Failed = 0		
⑦ Φ ♀ Ready		
10000000000000000000000000000000000000		en censo

4. Select the transactions by clicking on it or the check box besides it then click Open button

	Batch Posting Details	^	×
	Close		
	Details		
	Cocen III Layout C Filter Records (F3)		
	C Jord No Description		
	GJ-66913 Transaction successfully posted.		
ł			
1			
ł			

## Transaction screen will open where the transaction was created

General Journal - GJ-66913							^ □ ×
New Save Search Delet	e Undo Post Duplicate	Reallocation Recurring I	mport Export [	etails Add to Calendar			
Details Attachments (0)	Audit Log (0) Comments	(0) Recap Post History					
Post Date 5/11/2016	Curre	ncy USD v Reverse Dat	te:	Recurring	Femplate: Recor	d No: GJ-6691	3
Description: Test							
× Remove 🔠 Layout	Q Filter Records (F3)						
Account ID	Currency Rate Type	Account Description		Transaction Description		Doc Date	Foreign Debit
10003-0000-000		Fifth Third - Petro Operation				5/11/2016	
10010-0000-000		Common Capital				5/11/2016	
4							Þ
							0.
					Out of Bala	ince: 0.00	
⑦ ✿ ♡ ⊠ Ready						Page 1	of1 ▶ ▶

# View Transaction Details of transaction via Batch Posting:

1. On the user's menu panel go to Common Info folder then click Batch Posting

etails							
atch No: RATCH	1.272						
BATCI	1-272						
Select All	Clear All Q. Open	E Layout Q	Filter Records (F3)				
Date	Transaction Type.	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney	
10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv
09/15/2015	Invoice	SI-16	216.68			brian	
12/29/2015	Invoice	SI-37	10,000.00			george.olney	
12/18/2015	Invoice	SI-29	131.10			brian	
12/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie
08/31/2015	Payment	RCV-1	100.00			irelyadmin	
08/31/2015	Payment	RCV-2	236.00			irelyadmin	
11/05/2015	Payment	RCV-3	10,000.00			chris.pelz@ire	initial payment
12/09/2015	Payment	RCV-4	290.00			brian	
11/27/2015	Recurring Journal	GJ-35	100.00			MDelapaz	Duplicate of GJ-2
12/18/2015	Voucher	BL-26	4,897.55	1232	Brown Brothe	george.olney	1232
12/17/2015	Voucher	BL-19	0.00	12312321	abc user	george.olney	123123
12/21/2015	Voucher	BL-27	4,655.00	1232312	Brown Brothe	george.olney	
02/01/2016	Voucher	BL-31	0.00	1001	iRely LLC	AGADMIN	
02/01/2016	Voucher	BL-32	0.00	100223	iRely LLC	AGADMIN	
12/31/2015	Voucher	BL-29	0.00	1234	abc user	greg.marcom	Something else
11/03/2015	Voucher	BL-15	3,270.44	234MW	BP Oil North	Matt	
10/21/2015	Voucher	BL-13	10.00	0002121	NGL Supply C	irelyadmin	
10/15/2015	Voucher	BL-11	0.00	1231212	Frito-Lay	irelyadmin	

CK.		cur An a open	BB cayout 🔍 🗐	iter riecords (i 5)					
	Date	Transaction Type.	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description	
	11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney		4
~	10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv	
~	09/15/2015	Invoice	SI-16	216.68			brian		
	12/29/2015	Invoice	SI-37	10,000.00			george.olney		
	12/18/2015	Invoice	SI-29	131.10			brian		

## 3. Click Open button to open the details of the transaction

Detail	•												
Batch	3atch No: BATCH-272												
⊠ Se	elect All 🗌 Cle	ear All 🔍 Open	🗄 Layout 🔍 F	ilter Records (F3)									
C	)ate	Transaction Type.	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description					
1	1/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney		^				
✓ 1	0/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv					
V 0	9/15/2015	Invoice	SI-16	216.68			brian						
1	2/29/2015	Invoice	SI-37	10,000.00			george.olney						
1	2/18/2015	Invoice	SI-29	131.10			brian						
1	2/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie					

# 4. Transaction screen will open where the transaction was created

	Search Delete Undo Print		Email <del>-</del> Duplicat												
Details P	ayments (0) Attachments (0)	Audit Log Comm	ients												
Type:	Tank Delivery v Recu	rring: Bill To:	Home		~	Freight Term:		~	Invoice I	No:	SI-16	Split:			~
Customer:	Hana / Historica	<ul> <li>Ship To:</li> </ul>	Home		~	Deliver/Pickup:		~	PO Num	nber:	PO-1	BOL N	umber:		
Invoice Date	e: 09/15/201 🔲 Post: 09/15/	2015 🔲 Ship Via			~	Due Date:	10/15/201	5 🗉	Salespe	rson:		~ 0	urrency:	USD	~
Location:	0001 - Fort Wayne	✓ Terms:	1% 10, Net 30	✓ Accrual: 1	~	Ship Date:	09/15/201	5 🗵	Comme	nts:					~
+ Insert	Q, Open X Remove	I Recipe 📄 Get Pi	revious Details	Layout Q	Filte	r Records (F3)									
lte	Contrac Contrac Des	sc Site No	% Full New M	eter Prev Meter	r	Conversio Per	or UO!	0 Or	Shi	Dis	Tax	Pric	Tot	Tax Gro	a
H	PG Pro	p 0001	80.00	0.00 C	0.00	0.00	Ga	L 0.0	0 150	0.0	14.18	1.3	202		
H .			0.00	0.00 0	0.00	0.00		0.0	0.00	0.0	0.00	0.0	0.00		
Bill To:	Home	▲ Item:							Su	btotal:				202	2.50
	Fort Wavne. IN: 46803 United	<ul> <li>On Hand:</li> </ul>		On Order (P	20):				Sh	ipping	-			0	).00
Ship To:	Fort Wayne IN 46803 United	<ul> <li>▼</li> </ul>		back Order					To	tal:				216	5.68
000	Ready									N I	Page		1 of 2	•	M

#### View Transaction Details of transaction via Batch Posting Details:

1. On the user's menu panel go to Common Info folder then click Batch Posting

Batch Po	osting							^ 🗆	x
	Recap Close								
Davaila									
Details									
Batch N	Io: BATCH-	286							
<table-cell> Sel</table-cell>	ect All 🗌 CI	ear All 🔍 Open	E Layout Q	Filter Records (F3)	×				
Da	ate	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description	
12	2/29/2016	Invoice	51-41	2,000.00			iRely Admin		
02	2/04/2016	Voucher	BL-31	0.00	SSDS12	iRely LLC	AGADMIN		
12	2/31/2015	Voucher	BL-29	0.00	1234	ABC Trucking	greg.marco	Something else	
12	2/29/2015	Invoice	SI-37	10,000.00			george.olney		
12	2/21/2015	Voucher	BL-27	4,900.00	1232312	Brown Broth	george.olney		
12	2/18/2015	Voucher	BL-26	4,897.55	1232	Brown Broth	george.olney	1232	
12	2/18/2015	Invoice	SI-29	131.10			brian		
12	2/17/2015	Payable	PAY-2	500.00		ABC Trucking	george.olney		
12	2/17/2015	Voucher	BL-19	0.00	12312321	ABC Trucking	george.olney	123123	
12	2/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie	
11	1/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney		
11	1/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie	
11	1/05/2015	Payment	RCV-3	10,000.00			chris.pelz@ir	initial payment	
11	1/03/2015	Voucher	BL-15	3,270.44	234MW	BP Oil North	Matt		
10	0/21/2015	Voucher	BL-13	10.00	0002121	NGL Supply	irelyadmin		
10	0/15/2015	Voucher	BL-11	0.00	1231212	Frito-Lay	irelyadmin		
10	0/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank .	
09	9/15/2015	Invoice	SI-16	216.68			brian		
08	3/31/2015	Payment	RCV-1	100.00			irelyadmin		
80	3/31/2015	Payment	RCV-2	236.00			irelyadmin		
?	0 🖂	Ready							
5.0		1							_

ate	Transaction Type.	Transaction ID	4				
			Amount	Vendor Invoice Number	Vendor Name	User Name	Description
1/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney	
1/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie
0/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv
9/15/2015	Invoice	SI-16	216.68			brian	
2/29/2015	Invoice	SI-37	10,000.00			george.olney	
1/ 0/ 9/ 2/	13/2015 15/2015 15/2015 29/2015	13/2015         Invoice           15/2015         Invoice           15/2015         Invoice           29/2015         Invoice	13/2015         Invoice         SI-24           15/2015         Invoice         SI-19           15/2015         Invoice         SI-16           29/2015         Invoice         SI-37	13/2015         Invoice         SI-24         14,097.25           15/2015         Invoice         SI-19         93.65           15/2015         Invoice         SI-16         216.68           29/2015         Invoice         SI-37         10,000.00	13/2015         Invoice         SI-24         14,097,25           15/2015         Invoice         SI-19         93,63           15/2015         Invoice         SI-16         216,68           20/2015         Invoice         SI-37         10,000,00	Invoice         SI-24         14,097.25           1s/2015         Invoice         SI-19         93.63           1s/2015         Invoice         SI-16         216.68           20/2015         Invoice         SI-37         10,000.00	J3/2015         Invoice         SI-24         14,097.25         brian           15/2015         Invoice         SI-19         93.63         brian           15/2015         Invoice         SI-16         216.68         brian           29/2015         Invoice         SI-37         10.000.00         george.olney

#### 3. Click Post button

atch	h Posting								
Post	Recap Close								
Deta	ails								
Batc	h No: BATCH	271							
¥	Select All	ilear All 🔍 Open	BB Layout Q Fi	lter Records (F3)					
	Date	Transaction Type.	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description	
	11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney		
~	11/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie	
~	10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv.	
	09/15/2015	Invoice	SI-16	216.68			brian		
	12/29/2015	Invoice	SI-37	10,000.00			george.olney		
	12/18/2015	Invoice	SI-29	131.10			brian		
	12/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie	
	08/31/2015	Payment	RCV-1	100.00			irelyadmin		
		-							

# Batch Posting Details screen will open with result

Batch Posting Details	^	×
Close		
Details		
Q Open ⊞ Layout Q Filter Records (F3)		
Record No Description		
SI-19 Exception:Invoice date does not have a matching Clock Reading record.		
SI-24 Transaction successfully posted.		
Posted = 1 Failed = 1		
⑦ ✿ ♀ Ready		

4. Select the transactions by clicking on it or the check box besides it then click Open button

	Batch Posting Details						^	□ ×
	Close							
I	Details							
	Q Open 器 Layout Q Filter	Records (F3)						
l	R rd No	Description						
	✓ SI-19	Exception:Invoice date do	es not have a	a matching Clo	ck Reading	record.		
l	SI-24	Transaction successfully p	osted.					
Г	Fransaction screen will open whe	ere the transaction was	created					
ſ	New Save Search Delete Undo Print Add Shipmen Details Payments (0) Attachments (0) Addit Log Cc	Email + Duplicate Post Recap Clo	se					^ □ ×
ſ	New Save Search Delete Undo Print Add Shipmen Details Payments (0) Attachments (0) Audit Log Co Type: Tank Delivery V Recurring: Bill T	e Email + Duplicate Post Recap Clo mments (0)	se Freight Term:	~	Invoice No:	SI-19	Split:	~ 🗆 ×
ĵ	New Save Search Delete Undo Print Add Shipmen Details Payments (0) Attachments (0) Audit Log Co Type: Tank Delivery v Recurring: Bill T Customer: v Ship	Email - Duplicate Post Recap Clo mments (0) o: Office	se Freight Term:	v	Invoice No: PO Number:	SI-19 PO-1	Split: BOL Numbe	~ □ ×
ĵ	New Seve Search Delete Undo Print Add Shipmenn           Details         Payments (0)         Attachments (0)         Audit Log         Cz           Type:         Tank Delivery         v         Recurring:         Bill           Customer:         v         Ship         Ship           Invoice Date:         10/15/201         Post:         10/15/2015         Ship	Email - Duplicate Post Recap Clo Imments (0) 0: Office	<ul> <li>Freight Term:</li> <li>Deliver/Pickup:</li> <li>Due Date:</li> </ul>	v ↓ ↓ ↓ ↓	Invoice No: PO Number: Salesperson:	SI-19 PO-1	Split: BOL Numbe	* • ×
ļ	New Seve Search Delete Undo Print Add Shippment           Details         Payments (0)         Attachments (0)         Audit Log         Cd           Type:         Tank Delivery         v         Recurring:         Bill           Customer:         v         Ship         Ship           Invoice Date:         10/15/201         Pest:         10/15/2015         Ship           Location:         0001 - Fort Wayne         v         Term	Email - Duplicate Post Recap Cic imments (0) o: Office	<ul> <li>Freight Term:</li> <li>Deliver/Pickup:</li> <li>Due Date:</li> <li>Ship Date:</li> </ul>	✓           ✓           11/14/2015           10/15/2015	Invoice No: PO Number: Salesperson: Comments:	SI-19 PO-1 SERIAL # HI	Split: BOL Numbe V Currer ERE Total U	* • × er: • · · · · · · · · · · · · · · · · · ·
Ĵ	New Save Search Delete Undo Print Add Shippener           Details         Payments (0)         Attachments (0)         Audit Log Cd           Type:         Tank Delivery         v         Recurring:         Bill           Customer:         v         Ship         Ship         Invoice Date:         10/15/201         Post:         10/15/201         Ship           Location:         0001 - Fort Wayne         v         Term           +         Insert:         Q Open         X Remove         Hadd Recipe         G	Email - Duplicate Post Recap Clo imments (0) 0: Office	se Freight Term: Deliver/Pickup: Due Date: Ship Date: er Records (F3	· ✓ 11/14/2015 □ 10/15/2015 □	Invoice No: PO Number: Salesperson: Comments:	SI-19 PO-1 SERIAL # HI	Split: BOL Numbe Currer ERE Total U	x I X ar: ky: USD V isage = Be; V
Ĵ	New Save Search Delete Undo Print Add Shippener           Details         Payments (0)         Attachments (0)         Audit Log         Cd           Type:         Tank Delivery         V Recurring:         Bill         Bill           Customer:         V         Ship         Ship         Invoice Date:         10/15/201         Post:         10/15/201         Ship           Location:         0001 - Fort Wayne         V Term         Invoice         Gene	Email         Duplicate         Post         Recap         Clivity           imments (0)         0         Office         1	se Freight Term: Deliver/Pickup: Due Date: Ship Date: er Records (F3) Conversio Per		Invoice No: PO Number: Salesperson: Comments:	SI-19 PO-1 SERIAL # HI Tax	Split: BOL Numbe V Currer ERE Total U Pric Tot.	<ul> <li>×</li> <li>×</li></ul>
ĵ	New Save Search Delete Undo Print Add Shippments         Openants         Openant	Email - Duplicate Post Recap Cic imments (0) 0: Office	se Freight Term: Deliver/Pickup: Due Date: Ship Date: er Records (F3) Conversio Pern 0.00 0.00		Invoice No: PO Number: Salesperson: Comments: ShL. Dis 0 50 0.0 0 0.00 0.0	SI-19 PO-1 SERIAL # HI Tax 6.13 0.00	Split:	<ul> <li>              ×</li></ul>

Subtotal: Shipping: Tax: Total:

|↓ ↓ Page

87.50 0.00 6.13 93.63

1 of 1

Batch Posting				
I				
Post Recap	Close			
Batch No: BAT	CH-757			
Select All	] Clear All 🛛 🔍 View 🚆	🖥 Layout 👻 🍸 🛛 Filter	Records (F3)	
Date	Transaction Type	Transaction ID	User Name	Description
08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf
10/18/2015	Bill	BL-45683	AGADMIN	
09/25/2015	Recurring Journal	GJ-469	AGADMIN	
08/25/2015	General Journal	GJ-468	AGADMIN	
06/30/2015	Imported Journal	GJ-341	AGDEMO	Imported from CSV file on 6/9/2015
06/10/2015	General Journal	GJ-343	AGDEMO	100
05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015
05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015
05/29/2015	Invoice	SI-8	AGADMIN	
05/28/2015	General Journal	GJ-306	JANA	test
05/28/2015	General Journal	GJ-307	AGDEMO	Diana Turner
05/28/2015	General Journal	GJ-308	JANA	
05/28/2015	General Journal	GJ-325	JANA	
05/28/2015	General Journal	GJ-329	AGDEMO	
05/10/2015	Payment	RCV-1367	AGDEMO	55

On Order (PO): Back Order:

Bill To:

Ship To:

🕐 🗘 🖗 🖂 Ready

ort Wavne. IN. 46815 Un

Fort Wayne, IN, 46815 Ur

Item:On Hand:

Committed:

```
2. Select the transactions by clicking on it or the check box besides it. You can also click Select All button to select all transactions
      🕼 Select All 📄 Clear All 🔍 View 🖶 Layout 👻 🖓 Filter Records (F3)
           Date
                               Transaction Type Transaction ID
                                                                                             User Name
                                                                                                                          Description

        06/30/2015
        Imported Journal
        GJ-341
        AGDEMO

        06/10/2015
        General Journal
        GJ-343
        AGDEMO

                                                                                                                          Imported from CSV file on 6/9/2015
                                                                                                                          100

        06/10/2015
        General Journal
        G-243
        AGDEMO

        Ø
        05/31/2015
        Imported Journal
        G-292
        GEORGE

        Ø
        05/31/2015
        Imported Journal
        G-293
        GEORGE

        Ø
        05/29/2015
        Invoice
        SI-8
        AGADMIN

        Ø
        05/29/2015
        Invoice
        SI-8
        AGADMIN

                                                                                                                         Imported from CSV file on 5/12/2015
                                                                                                                         Imported from CSV file on 5/12/2015
      05/28/2015
                               General Journal
                                                         GJ-306
                                                                                             JANA
                                                                                                                          test
3. Click View button to open the details of the transaction
      🕼 Select All 🔲 Clear All 🔽 View 🖶 Layout 🗸 🍸 Filter Records (F3)
            Date Transaction Type Transaction ID User Name
                                                                                                                 Description

        06/30/2015
        Imported Journal
        GJ-341
        AGDEMO

                                                                                                                         Imported from CSV file on 6/9/2015

        06/10/2015
        General Journal
        G3-343
        AGDEMO

        1 05/31/2015
        Imported Journal
        G3-292
        GEORGE

      06/10/2015
                                                                                                                          100
                                                                                                                          Imported from CSV file on 5/12/2015

        Imported Journal
        GLORGE
        GLORGE

        Imported Journal
        GJ-293
        GEORGE

                                                                                                                          Imported from CSV file on 5/12/2015
      05/29/2015 Invoice
                                                      SI-8 AGADMIN
      05/28/2015
                                 General Journal
                                                           GJ-306
                                                                                              JANA
                                                                                                                          test
4. General Journal screen will open where the transaction was created
       General Journal - GJ-293
                                                                                                                                                                                                     × □ ×
        New Save Search Delete Undo Post Duplicate Recap Reallocation Recurring Euport Import Close
         Details Attachments Audit Log
         Post Date: 05/31/2015 Currency: USD Y Reverse Date: Record No: GJ-293
                                                                                                        Transaction Type: Journal Entry
         Description: Imported from CSV file on 5/12/2015
                                                                                                                                                                                                        Y
          😑 Remove 🛛 🏪 Layout 🔹 🍸 Filter Records (F3)

        Account ID
        Account Description
        Transaction Description
        Doc Date

        10160-9001
        CASH ON HAND WOODBURN -New haven Admin
        CASH ON HAND WOODBURN -New haven Admin
        05/12/2015

        10160-9008
        CASH ON HAND WOODBURN -New haven Admin
        CASH ON HAND WOODBURN -New haven Admin
        05/12/2015

          Account ID Account Description
                                                                                                                                            Foreign Debit Foreign Credit
                                                                                                                                                                                      Rate
                                                                                                                                                                                                       Deb
                                                                                                                                                                                        1.00
                                                                                                                                                                                                        10
                                                                                                                                                                                        1.00
                                                                                                                                                      0.00
                                                                                                                                                                      0.00
                                                                                                                                                                                                         10
                                                                                                                                                                Out of Balance: 10.00
        🕜 🤹 🏆 🔃 Ready
                                                                                                                                                                        |4 4 Page 1 of 2 ▶ ▶
```

#### View Transaction Details of transaction via Batch Posting Details:

1. On the user's menu panel go to Common Info folder then click Batch Posting

🇊 Ba	atch Posting											
Pos	Post Recap Close											
Batc	h No: BATCH-7	757										
	Select All 📃 Cl	ear All 🔍 View 🚆	Layout - 💡 Filter Reco	rds (F3)								
	Date	Transaction Type	Transaction ID	User Name	Description							
	08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	<u> </u>						
	10/18/2015	Bill	BL-45683	AGADMIN								
	09/25/2015	Recurring Journal	GJ-469	AGADMIN								
	08/25/2015	General Journal	GJ-468	AGADMIN								
	06/30/2015	Imported Journal	GJ-341	AGDEMO	Imported from CSV file on 6/9/2015							
	06/10/2015	General Journal	GJ-343	AGDEMO	100							
	05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015							
	05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015							
	05/29/2015	Invoice	SI-8	AGADMIN								
	05/28/2015	General Journal	GJ-306	JANA	test							
	05/28/2015	General Journal	GJ-307	AGDEMO	Diana Turner							
	05/28/2015	General Journal	GJ-308	JANA								
	05/28/2015	General Journal	GJ-325	JANA								
	05/28/2015	General Journal	GJ-329	AGDEMO								
	05/19/2015	Payment	RCV-1367	AGDEMO	55							
	05/14/2015	Bill	BL-45638	AGADMIN		-						
	05/44/0045	o 19 M		1005110								
0	🌛 🏆 🕼 Read	ly										

Select All	ear All 🔍 View 🏪	Layout - Y Hilter Recor	rds (F3)		
Date	Transaction Type	Transaction ID	User Name	Description	
06/30/2015	Imported Journal	GJ-341	AGDEMO	Imported from CSV file on 6/9/2015	^
06/10/2015	General Journal	GJ-343	AGDEMO	100	
05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015	
05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015	
05/29/2015	Invoice	SI-8	AGADMIN		
05/28/2015	General Journal	GJ-306	JANA	test	

3. Click Post button

Batch Posting     Batch Posting     Recap     Close	
Batch Posting Details screen w	ill open with result
Batch Posting Details	
Close	
🔿 View 🕞 Lavout - 🖓 🗔tr	r Pacarde (E2)
Record No	Description
GJ-292	Unable to post. The transaction is out of balance.
GJ-293	Unable to post. The transaction is out of balance.
Posted = 0 Failed = 2	
🕜 😟 🏆 Ready	

4. Select the transactions by clicking on it or the check box besides it then click View button

	Batch Posting Details						
	Close						
	🔍 View 📑 Layout 👻 🍸 Filter Rec	ords (F3)					
	Record No	Description					
	GJ-280	You cannot post this transaction b	cause it has inval	id account(s).			
	☑ GJ-264	Unable to post. The transaction inc	ludes restricted a	ccounts.			
	GJ-290	Unable to post. The transaction inc	ludes restricted a	ccounts.			
	Posted = 0 Exiled = 2						
	🕜 💆 🏆 Ready						
G	eneral lournal screen will one	on where the transaction y	uas created				
C	General Journal - GJ-292		vas createu				* 🗆 X
			71				
	New Save Search Delete Undo Post Duplicate	Recap Reallocation Recurring Export Import C	ose				
	Details Attachments Audit Log						
	Post Date: 05/31/2015 Currency: USD Y F	Record No:	GJ-292				
	Description: Imported from CSV file on 5/12/2015	Transa	ction Type: Journal Ent	try			*
	😑 Remove 🛛 🔠 Layout + 🂡 Filter Records (F3)						
	Account ID Account Description	Transaction Description	Doc Date	Foreign Debit	Foreign Credit	Rate	Deb
	10160-9001     CASH ON HAND WOODBURN -New     10160-9008     CASH ON HAND WOODBURN -New	haven Admin CASH ON HAND WOODBURN -New haven Lancaster CASH ON HAND WOODBURN -Newth Lanc	Admin 05/12/2015 aster 05/12/2015			1.00	10
			00/12/2020			100	
1							
П							

View Transaction Details of transaction via Batch Posting:

4

🕜 🔕 🏆 🚱 Ready

1. On the user's menu panel go to Common Info folder then click Batch Posting

🇊 Ba	atch Posting					* <b>–</b> ×
Post	t Recap C	<mark>کا</mark> lose				
Batc	h No: BATCH-	532				
	Select All 📃 Cl	ear All 🔍 View 🚆	Layout - 💎 Filter Reco	rds (F3)		
	Date	Transaction Type	Transaction ID	User Name	Description	
	08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	<b>_</b>
	05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203	
	04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015	
	04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment	
	03/20/2015	General Journal	GJ-265	AGADMIN		
	03/19/2015	General Journal	GJ-264	AGADMIN	test	
	03/11/2015	General Journal	GJ-258	AGADMIN		
	01/31/2015	Imported Journal	GJ-263	AGADMIN	Imported from CSV file on 3/18/2015	
	01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from CSV file on 2/6/2015	
	06/05/2014	General Journal	GJ-67	AGADMIN	Duplicate of GJ-66	_
	05/08/2014	General Journal	GJ-68	AGADMIN		
	05/08/2014	General Journal	GJ-62	AGADMIN	ewrwer	_
	05/08/2014	General Journal	GJ-63	AGADMIN	Duplicate of GJ-62	
	05/08/2014	General Journal	GJ-64	AGADMIN		
	04/11/2014	General Journal	GJ-52	AGADMIN	Duplicate of REV-6	
	04/11/2014	General Journal	GJ-55	AGADMIN		-
		a 19 1	01.07	LOLDUN		
0	🤰 🦅 🛛 Ready					

0.00

0.00

Out of Balance: 20.00

4 Page

20

1 of 1 | ▶ | ▶|

Date 08/03/2016	Transaction Type						
08/03/2016		Transaction ID	User Name	Description			
	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fd	ggdfgdf		
05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG	201203		
04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015			
04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustmer	nt		
03/20/2015	General Journal	GJ-265	AGADMIN				
03/19/2015	General Journal	GJ-264	AGADMIN	test			
03/11/2015	General Journal	GJ-258	AGADMIN				
01/31/2015	Imported Journal	GJ-263 AGADMIN		Imported from CSV file on 3/18/2015			
01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from (	CSV file on 2/6/2015		
06/05/2014	General Journal	GJ-67	AGADMIN	Duplicate of GJ-	66		
05/08/2014	General Journal	GJ-68	AGADMIN				
05/08/2014	General Journal	G1-62	AGADMIN	ewrwer			
ck View bu	tton to open the d	letails of the tra	Insaction				
Select All	Clear All 🔍 View 🔒	Layout - 💡 Filter	Records (F3)				
Date	Transaction Type	Transaction ID	User Name	Description			
08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fd	ggdfgdf		
05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG	201203		
04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from (	CSV file on 4/15/2015		
04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustmer	nt		
03/19/2015	General Journal	G1-264	AGADMIN	test			
General Journa	i - GJ-290	Post Duplicate Day	ran Peallocation Perurri	e Expert Import	Close	×	
General Journa	Gearch Delete Undo	Post Duplicate Rec	cap Reallocation Recurri	ng Export Import	Close	×	
General Journa	inearch Delete Undo	Post Duplicate Red	cap Reallocation Recurrin	ng Export Import	Close	×	
General Journa       New       Save       Details       Attack       Post Date:       05       Description:	i - GJ-290 iearch Delete Undo iments /20/2015 I Curren plicate of AG 201203	Post Duplicate Red	cap Reallocation Recurrin	g Export Import Record No: ype: Journal Entry	<b>Close</b>		
I General Journa New Save S Details Attach Post Date: 05 Description: Du	i - GJ-290 iearch Delete Undo iments /20/2015 Curren iplicate of AG 201203 Layout ~ Y Filter Ri	Post Duplicate Red	cap Reallocation Recurrin	p Export Import Record No: ype: Journal Entry	GJ-290	×	
General Journa New Save S Details Attach Post Date: 05 Description: Du C Remove Account ID	iearch Delete Undo ments /20/2015  ☐ Curren plicate of AG 201203 ☐ Layout ~     Filter Ri Description	Post Duplicate Red	cap Reallocation Recurrin	p Export Import  Record No:  ype: Journal Entry  Doc Date	GJ-290 Debit	Credit	
General Journa     New Save S     Details Attach     Post Date: 05     Description: 0     Account ID     10201-0000	i - GJ-290 iearch Delete Undo uments /20/2015  ☐ Curren plicate of AG 201203 ☐ Layout ~ ♥ Filter Ru Description APPLY PAYMEI	Post Duplicate Red	cap Reallocation Recurrin rerse Date:	g Export Import Record No: ype: Journal Entry Doc Date 05/20/2015	GJ-290 GJ-290 Debit 27,357.46	Credit 0.00	
General Journa     New Save S     Details Attach     Post Date: 05     Description: 0     Account ID     10201-0000     10201-0000	20/2015 Curren plicate of AG 201203 Layout • Y Filter R Description APPLY PAYNEL POST INVOICE	Post Duplicate Red	cap Reallocation Recurrin rerse Date: Transaction T	pg Export Import  Record No:  poc Date  05/20/2015  05/20/2015	GJ-290 GJ-290 Debit 27,357.46 6 6.00	Credit 0.00	
General Journal Composition C	i - GJ-290 i - GJ	Post Duplicate Real Post Duplicate Real Composition of the second seco	cap Reallocation Recurrin rerse Date:	pg Export Import  Record No:  Doc Date  05/20/2015  05/20/2015	Close GJ-290 GJ-290 CJ-290 CJ-27,357,46 G2.00 C2,478,90	Credit 0.00 0.00 0.00	
General Journa     New Save      Details Attact Post Date: 05 Description: Du     Account ID     10201-0000     10201-0000     10201-0000     10201-0000     10201-0000	APPLY PAYMEL     OTHER INC 00	Post Duplicate Real Post Duplicate Real Composition of the second seco	eap Reallocation Recurrin	Image: second	Close GJ-290 GJ-290 CJ-27,357,46 C27,357,46 C2.00 C2,476,90 C2,476,90 C2,1.00	Credit 0.00 0.00 0.00 0.00	
Ceneral Journal Control Contr	I co-290 I c	Post Duplicate Ree  Post Duplicate Ree  Ree  Rev: USD  Rev  Rev  Rev  Rev  Rev  Rev  Rev  Rev	erse Date:	Import           Im	Close GJ-290 GJ-290 CJ-27,357,46 C20,0 C27,357,46 C20,0 C2,478,90	Credit 0.00 0.00 0.00 0.00 0.00	
General Journa     New Save     Sa		Post Duplicate Ree August Duplicate Ree August Duplicate Ree Rev Rev Rev Rev Rev Rev Rev	erse Date:	Import           Im	GJ-290           GJ-290           QDebit           27,357.46           62.00           72,478.90           72,478.90           21.00           6,594.97           36.80	Credit 0.00 0.00 0.00 0.00 0.00 0.00	
General Journa     New Save     Save     Control     Contro     Control     Control	APPLY PAYME     OF APPLY     OF APPLY PAYME     OF APPLY      OF APPLY      OF APPLY      OF APPLY	Post Duplicate Rev Lucy: USD Rev accords (F3) NTS ES S NTS S S S S S S S S S S S S S	erse Date:	Import           Im	Close           GJ-290           GJ-290           Close           Debit           27,357.46           62.00           72,478.90           72,478.90           6,594.97           36.80           435,924.12	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
General Journa           New Save           Details           Attack           Post Date:           05           Description:           Du           Account ID           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000	APPLY PAYNEL     A	Post Duplicate Rev Locy: USD M Rev accords (F3)	erse Date:	Import           Im	Close           G3-290           G3-290           Composition           Debit           27,357,46           62.00           72,478,90           21.00           6,594,97           36,80           435,592,412           254,918,56	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
General Journa           New Save           Details           Attact           Post Date:           D5           Description:           Duccription:	APPLY PAYMER     O     APPLY PAYMER     O     APPLY PAYMER     APPLY	Post Duplicate Red Accy: USD Rev accords (F3) Accords ES Accords (F3) Accords RTTS	erse Date:	Import           g         Export           Export         Import           Import         Import </td <td>Close           G3-290           G3-290           Conservation           Debit           27,357,46           62,00           72,478,90           21,00           65,594,97           36,80           435,5924,12           254,918,56           195,00</td> <td>Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.</td> <td></td>	Close           G3-290           G3-290           Conservation           Debit           27,357,46           62,00           72,478,90           21,00           65,594,97           36,80           435,5924,12           254,918,56           195,00	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
General Journa     New Save     Details     Attact Post Date:     O5 Description:     Du     Remove     Account ID     10201-0000	APPLY PAYMER     OF A	Post Duplicate Red Accy: USD  Rev accords (F3) NTS ES S NTS	cap Reallocation Recurrin	Import           g         Export         Import           Import	Close           G1-290           G1-290           Close           Debit           1           27,357.46           6.62.00           72,478.90           21.00           6,594.97           36.60           435,924.12           3435,924.12           195.00           205,813.64	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
General Journa           New Save           Details           Attact           Post Date:         05           Description:         Du           Questription:         Du           10201-0000         10201-0000           10201-0000         10201-0000           10201-0000         10201-0000           10201-0000         10201-0000           10201-0000         10201-0000           10201-0000         10201-0000           10201-0000         10201-0000           10201-0000         10201-0000		Post Duplicate Rea     Complexity     Post Duplicate Rea     PostDuplicate Rea     PostDupli	erse Date:	yg Export Import ■ Record No: ype: Journal Entry 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015 05/20/2015	Close           GJ-290           GJ-201           GJ-201           GJ-205           GJ-	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
General Journa           New Save           Details           Attact           Post Date:           05           Description:           Du           Account ID           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000           10201-0000		Post         Duplicate         Rev           Post         Duplicate         Rev           ucy:         USD         N         Rev           accords (F3)         N         N           rss         N         N           secords (F3)         N         N           rss         N         N           rsss <td>erse Date:</td> <td>Import           Import           Im</td> <td>Close Close Close</td> <td>Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.</td> <td></td>	erse Date:	Import           Im	Close	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	
General Journa     New Save     Details     Attact      Post Date:     O     Construction:     Ductor     Description:     Ductor     Duct	APPLY PAYME     POST INVOICE     APPLY PAYME     O     APPLY	Post         Duplicate         Rev           Post         Duplicate         Rev           Current         Rev         Rev           Revorts         Image: Current         Rev           Revorts         Image: Current         Rev           Revorts         Image: Current         Rev           Revorts         Image: Current         Image: Current           Revorts         Image: Current         Image:	erse Date: Transaction T	Import           Im	Close           Close           GJ-290           GJ-290           Close           Debit           Close	Credit 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.	

View Transaction Details of transaction via Batch Posting Details:

## 1. On the user's menu panel go to Common Info folder then click Batch Posting

🇊 Ba	itch Posting					* 🗆 X
Pos	t Recap	Close				
Batc	h No: BATCH	1-532				
	Select All	Clear All 🔍 View 🖷	Layout - 🍸 Filte	er Records (F3)		
	Date	Transaction Type	Transaction ID	User Name	Description	
	08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	
	05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203	
	04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015	
	04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment	
	03/20/2015	General Journal	GJ-265	AGADMIN		
	03/19/2015	General Journal	GJ-264	AGADMIN	test	
	03/11/2015	General Journal	GJ-258	AGADMIN		
	01/31/2015	Imported Journal	GJ-263	AGADMIN	Imported from CSV file on 3/18/2015	
	01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from CSV file on 2/6/2015	
	06/05/2014	General Journal	GJ-67	AGADMIN	Duplicate of GJ-66	
	05/08/2014	General Journal	GJ-68	AGADMIN		
	05/08/2014	General Journal	GJ-62	AGADMIN	ewrwer	
	05/08/2014	General Journal	GJ-63	AGADMIN	Duplicate of GJ-62	
	05/08/2014	General Journal	GJ-64	AGADMIN		
	04/11/2014	General Journal	GJ-52	AGADMIN	Duplicate of REV-6	
	04/11/2014	General Journal	GJ-55	AGADMIN		-
	0.4/07/0044		0.07	101000	n I: i (nin	

```
🕜 🤨 🏆 Ready
```

# 2. Select the transactions by clicking on it or the check box besides it. You can also click Select All button to select all transactions

	Select All 📃 Cle	ear All 🔍 View 🏪	Layout - Y Filter Recor	ds (F3)		
	Date	Transaction Type	Transaction ID	User Name	Description	
	08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	
V	05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203	
V	04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015	
V	04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment	
	03/19/2015	General Journal	GJ-264	AGADMIN	test	
	01/31/2015	Imported Journal	GJ-263	AGADMIN	Imported from CSV file on 3/18/2015	
	01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from CSV file on 2/6/2015	

# 3. Click Post button



# Batch Posting Details screen will open with result

🕽 Batch Posting Details 🔹 🗖 🗙					
Close					
🔍 View 🔚 Layout 🗸 🍞 Filter Rec	ords (F3)				
Record No	Description				
🗐 GJ-280	You cannot post this transaction because it has invalid account(s).				
GJ-264	Unable to post. The transaction includes restricted accounts.				
GJ-290	Unable to post. The transaction includes restricted accounts.				
Posted = 0 Failed = 3					
🕜 🤨 🏆 Ready					

4. Select the transactions by clicking on it or the check box besides it then click View button

Batch Posting Details		
Close		
🔍 View 🖶 Layout 🗸 🍸 🛛 Filter Rec	ords (F3)	
Record No	Description	
GJ-280	You cannot post this transaction because it has invalid account(s).	
☑ GJ-264	Unable to post. The transaction includes restricted accounts.	
☑ GJ-290	Unable to post. The transaction includes restricted accounts.	
Posted = 0 Failed = 3		
🕜 😟 🏆 Ready		
General Journal screen will op	an where the transaction was created	

General Journal screen will open where the transaction was created General Journal - GJ-290

🕽 General Journal - GJ-290 🌸 🗆 🗴						
	7 🕢 📅 🗣 📑 🔳 1					
New Save Search Del	ete Undo Post Duplicate Recan Reallocation Rec	urring Export Import	Close			
		anny Deport Import	0.000			
Details Attachments						
Post Date: 05/20/2015	Currency: USD Y Reverse Date:	Record No:	GJ-290			
Description: Duplicate of A	AG 201203 Transactic	on Type: Journal Entry		~		
C Remove Layout •	THITER RECORDS (F3)		- 1.0			
Account ID	Description	Doc Date	Debit	Credit		
10201-0000	APPLY PAYMENTS	05/20/2015	27,357.46	0.00		
10201-0000	POST INVOICES	05/20/2015	62.00	0.00		
10201-0000	APPLY PAYMENTS	05/20/2015	72,478.90	0.00		
10201-0000	OTHER INC 000000002	05/20/2015	21.00	0.00		
10201-0000	APPLY PAYMENTS	05/20/2015	6,594.97	0.00		
10201-0000	POST INVOICES	05/20/2015	36.80	0.00		
10201-0000	APPLY PAYMENTS	05/20/2015	435,924.12	0.00		
10201-0000	APPLY PAYMENTS	05/20/2015	254,918.56	0.00		
10201-0000	OTHER INC 000000001	05/20/2015	195.00	0.00		
10201-0000	APPLY PAYMENTS	05/20/2015	205,813.64	0.00		
10201-0000	OTHER INC 000000004	05/20/2015	956.31	0.00 🔻		
			10 968 968 15	19 968 968 15		
			15,500,500.15	15,500,500.13		
		Out o	of Balance: 0.00			
2 📀 🖓 Ready   4   4   Page 1 of 1   ▶  ▶]						