

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**

The screenshot shows the 'Batch Posting' window with the 'Details' tab selected. The 'Batch No.' is 'BATCH-946'. The 'Filter Records (F3)' button is visible. The table lists transactions with columns: Date, Transaction Type, Transaction ID, Amount, Invoice Number, Name, User Name, and Description. The first transaction is dated 5/18/2016, General Journal, GJ-103177, Amount 0.00, Invoice Number, Name, User Name 'george.olne...', and Description. The second transaction is dated 5/11/2016, Imported Journal, GJ-66913, Amount 10.00, Invoice Number, Name, User Name 'george.olne...', and Description 'Test'.

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

The screenshot shows the 'Batch Posting' window with the 'Details' tab selected. The 'Batch No.' is 'BATCH-946'. The 'Filter Records (F3)' button is visible. The table lists transactions with columns: Date, Transaction Type, Transaction ID, Amount, Invoice Number, Name, User Name, and Description. The second transaction is selected, indicated by a blue background and a checked checkbox in the first column.

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 **Open** button to open the details of the transaction

The screenshot shows the 'Batch Posting' window with the 'Details' tab selected. The 'Batch No.' is 'BATCH-946'. The 'Filter Records (F3)' button is visible. The table lists transactions with columns: Date, Transaction Type, Transaction ID, Amount, Invoice Number, Name, User Name, and Description. The second transaction is selected, indicated by a blue background and a checked checkbox in the first column. The 'Open' button is highlighted with a red box.

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

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

The screenshot shows the 'General Journal - GJ-66913' window. The 'Details' tab is selected. The 'Post Date' is '5/11/2016', 'Currency' is 'USD', 'Reverse Date' is empty, 'Recurring Template' is unchecked, and 'Record No.' is 'GJ-66913'. The 'Description' is 'Test'. The table lists transactions with columns: Account ID, Currency Rate Type, Account Description, Transaction Description, Doc Date, and Foreign Debit. The first transaction is dated 5/11/2016, Account ID '10003-0000-000', Account Description 'Fifth Third - Petro Operation', Transaction Description, Doc Date '5/11/2016', and Foreign Debit. The second transaction is dated 5/11/2016, Account ID '10010-0000-000', Account Description 'Common Capital', Transaction Description, Doc Date '5/11/2016', and Foreign Debit.

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	

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 Posting

PostRecapClose

Details

Batch No: BATCH-946

☒ Select All☐ Clear All

Open

Layout

Filter Records (F3)

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
<input type="checkbox"/> 5/18/2016	General Journal	GJ-103177	0.00			george.olne...	
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66913	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66914	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66915	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66916	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66917	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66918	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66919	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66920	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66921	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66922	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66923	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66924	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66925	10.00			george.olne...	Test

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☐ Clear All

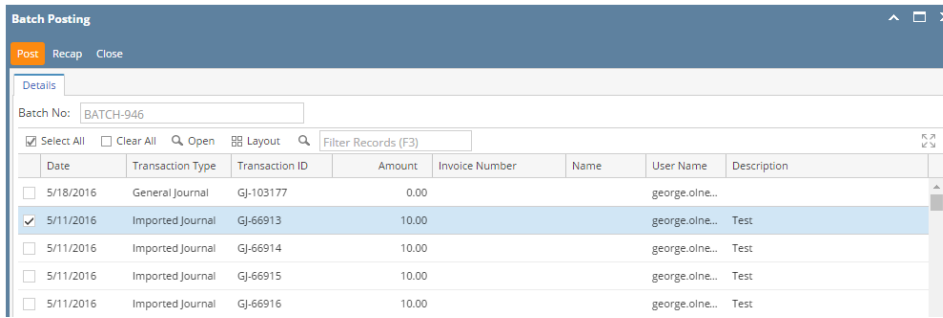
Open

Layout

Filter Records (F3)

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
<input type="checkbox"/> 5/18/2016	General Journal	GJ-103177	0.00			george.olne...	
<input checked="" type="checkbox"/> 5/11/2016	Imported Journal	GJ-66913	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66914	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66915	10.00			george.olne...	Test

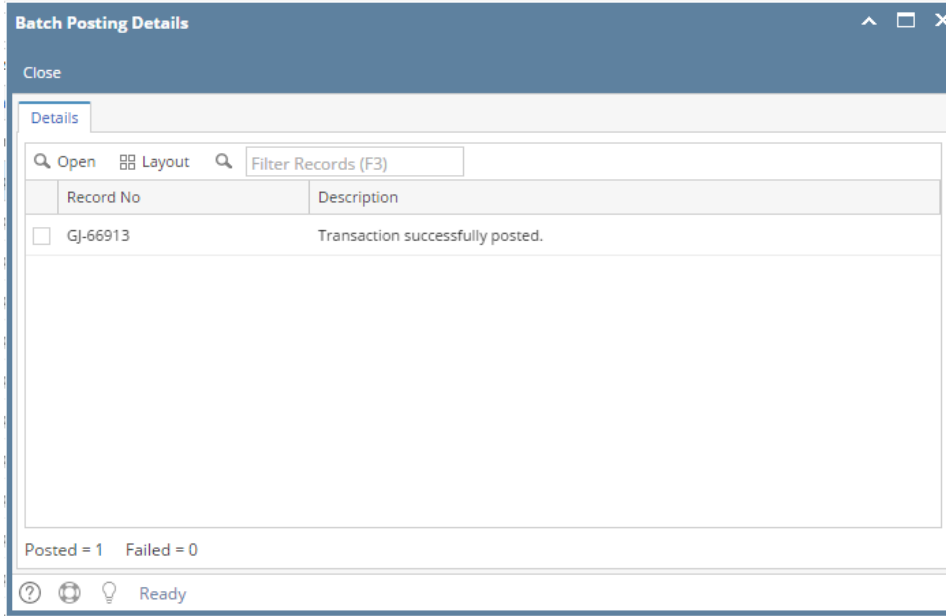
3. Click **Post** button



The screenshot shows the 'Batch Posting' window. At the top, there are buttons for 'Post', 'Recap', and 'Close'. Below these is a 'Details' tab. The 'Batch No:' field contains 'BATCH-946'. There are checkboxes for 'Select All' and 'Clear All', and buttons for 'Open' and 'Layout'. A search bar labeled 'Filter Records (F3)' is present. The main area is a table with the following columns: Date, Transaction Type, Transaction ID, Amount, Invoice Number, Name, User Name, and Description. The table contains five rows of data, with the second row (5/11/2016, Imported Journal, GJ-66913, 10.00) selected.

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

Batch Posting Details screen will open with result



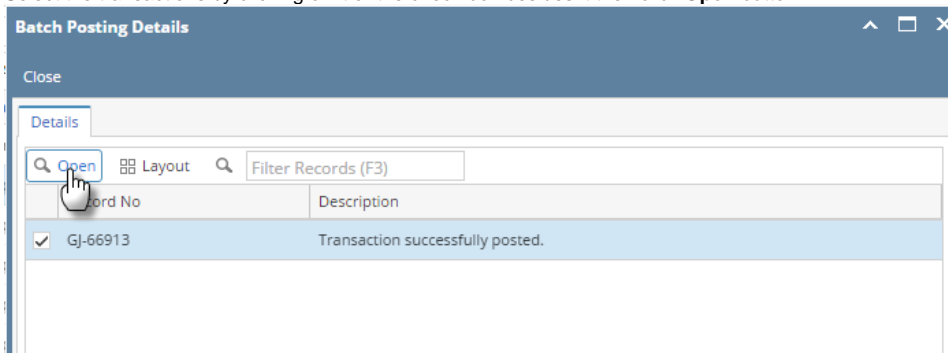
The screenshot shows the 'Batch Posting Details' window. At the top, there is a 'Close' button. Below it is a 'Details' tab. There are buttons for 'Open' and 'Layout', and a search bar labeled 'Filter Records (F3)'. The main area is a table with the following columns: Record No and Description. The table contains one row of data: GJ-66913, Transaction successfully posted. Below the table, it says 'Posted = 1 Failed = 0'. At the bottom, there are icons for help, refresh, and a lightbulb, followed by the text 'Ready'.

Record No	Description
GJ-66913	Transaction successfully posted.

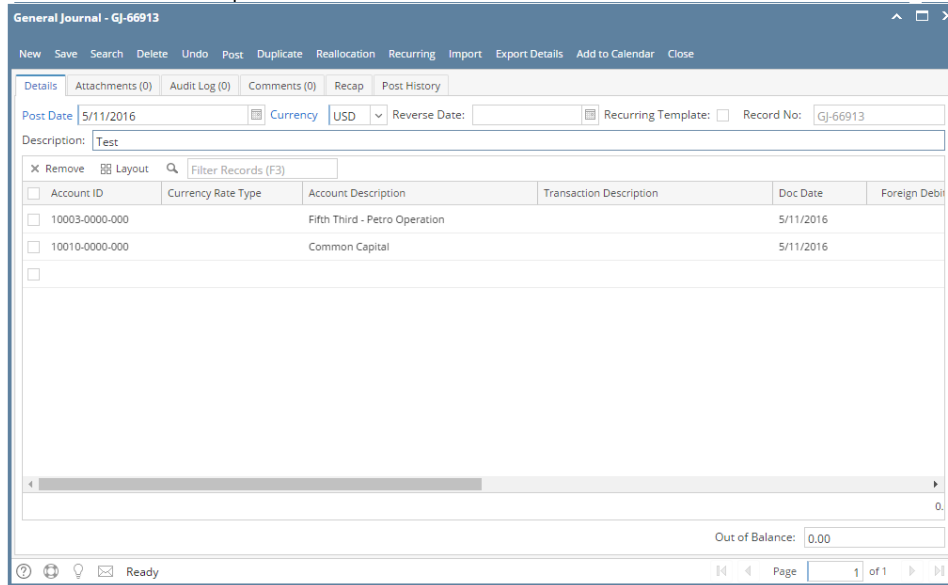
Posted = 1 Failed = 0

Ready

- Select the transactions by clicking on it or the check box besides it then click **Open** button

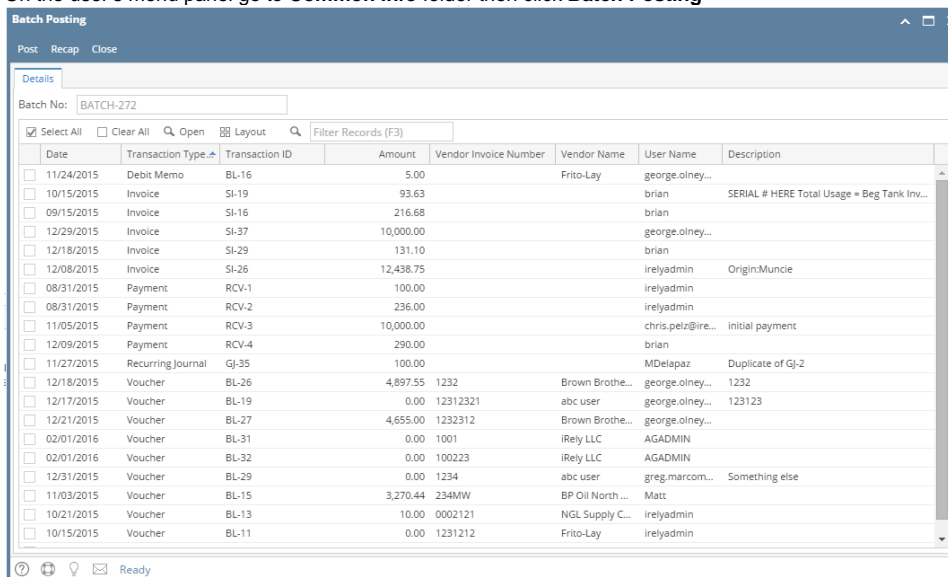


Transaction screen will open where the transaction was created



View Transaction Details of transaction via Batch Posting:

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



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

<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	<input type="button" value="Open"/>	<input type="button" value="Layout"/>	<input type="button" value="Filter Records (F3)"/>	
Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name
<input type="checkbox"/> 11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay
<input checked="" type="checkbox"/> 10/15/2015	Invoice	SI-19	93.63		george.olney...
<input checked="" type="checkbox"/> 09/15/2015	Invoice	SI-16	216.68		brian
<input type="checkbox"/> 12/29/2015	Invoice	SI-37	10,000.00		george.olney...
<input type="checkbox"/> 12/18/2015	Invoice	SI-29	131.10		brian

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

Details					
Batch No: BATCH-272					
<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	<input type="button" value="Open"/>	<input type="button" value="Layout"/>	<input type="button" value="Filter Records (F3)"/>	
Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name
<input type="checkbox"/> 11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay
<input checked="" type="checkbox"/> 10/15/2015	Invoice	SI-19	93.63		brian
<input checked="" type="checkbox"/> 09/15/2015	Invoice	SI-16	216.68		brian
<input type="checkbox"/> 12/29/2015	Invoice	SI-37	10,000.00		george.olney...
<input type="checkbox"/> 12/18/2015	Invoice	SI-29	131.10		brian
<input type="checkbox"/> 12/08/2015	Invoice	SI-26	12,438.75		irelyadmin

4. Transaction screen will open where the transaction was created

Invoice - 09/15/2015

New Save Search Delete Undo Print Add Shipment Email Duplicate Post Recap Close

Details Payments (0) Attachments (0) Audit Log Comments

Type: Tank Delivery Recurring: Bill To: Home Freight Term: Invoice No: SI-16 Split: PO Number: PO-1 BOL Number: Customer: Ship To: Home Deliver/Pickup: PO Number: PO-1 BOL Number: Invoice Date: 09/15/2015 Post: 09/15/2015 Ship Via: Due Date: 10/15/2015 Salesperson: Currency: USD Location: 0001 - Fort Wayne Terms: 1% 10, Net 30 Accrual: 1 Ship Date: 09/15/2015 Comments:

+ Insert Open X Remove Add Recipe Get Previous Details Layout Filter Records (F3)

Item	Contrac...	Contrac...	Desc...	Site No	% Full	New Meter...	Prev Meter...	Conversio...	Perfor...	UOM	Or...	ShL...	Dis...	Tax	Pric...	Tot...	Tax Gro...
LPG			Pro...	0001	80.00	0.00	0.00	0.00		Gal.	0.00	150...	0.0...	14.18	1.3...	202...	
					0.00	0.00	0.00	0.00			0.00	0.0...	0.0...	0.00	0.0...	0.00	

Bill To: Home Item: Subtotal: 202.50

Fort Wayne, IN 46803 United On Hand: On Order (PO): Shipping: 0.00

Ship To: Home Committed: Back Order: Tax: 14.18

Fort Wayne, IN 46803 United Total: 216.68

Ready

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**

Batch Posting									
Post Recap Close									
Details									
Batch No: BATCH-286									
<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	<input type="button" value="Open"/>	<input type="button" value="Layout"/>	<input type="button" value="Filter Records (F3)"/>					
Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description		
<input type="checkbox"/> 12/29/2016	Invoice	SI-41	2,000.00			irely Admin			
<input type="checkbox"/> 02/04/2016	Voucher	BL-31	0.00	55D512	irely LLC	AGADMIN			
<input type="checkbox"/> 12/31/2015	Voucher	BL-29	0.00	1234	ABC Trucking	greg.marco...	Something else		
<input type="checkbox"/> 12/29/2015	Invoice	SI-37	10,000.00			george.olney...			
<input type="checkbox"/> 12/21/2015	Voucher	BL-27	4,900.00	1232312	Brown Broth...	george.olney...			
<input type="checkbox"/> 12/18/2015	Voucher	BL-26	4,897.55	1232	Brown Broth...	george.olney...	1232		
<input type="checkbox"/> 12/18/2015	Invoice	SI-29	131.10			brian			
<input type="checkbox"/> 12/17/2015	Payable	PAY-2	500.00		ABC Trucking	george.olney...			
<input type="checkbox"/> 12/17/2015	Voucher	BL-19	0.00	12312321	ABC Trucking	george.olney...	123123		
<input type="checkbox"/> 12/08/2015	Invoice	SI-26	12,438.75		irelyadmin	Origin:Muncie			
<input type="checkbox"/> 11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney...			
<input type="checkbox"/> 11/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie		
<input type="checkbox"/> 11/05/2015	Payment	RCV-3	10,000.00			chris.pelz@ir...	initial payment		
<input type="checkbox"/> 11/03/2015	Voucher	BL-15	3,270.44	234MW	BP Oil North ...	Matt			
<input type="checkbox"/> 10/21/2015	Voucher	BL-13	10.00	0002121	NGL Supply ...	irelyadmin			
<input type="checkbox"/> 10/15/2015	Voucher	BL-11	0.00	1231212	Frito-Lay	irelyadmin			
<input type="checkbox"/> 10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank ...		
<input type="checkbox"/> 09/15/2015	Invoice	SI-16	216.68			brian			
<input type="checkbox"/> 08/31/2015	Payment	RCV-1	100.00			irelyadmin			
<input type="checkbox"/> 08/31/2015	Payment	RCV-2	236.00			irelyadmin			

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

Filter Records (F3)						
Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name
11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney...
<input checked="" type="checkbox"/>	11/13/2015	Invoice	SI-24	14,097.25		brian
<input checked="" type="checkbox"/>	10/15/2015	Invoice	SI-19	93.63		brian
<input type="checkbox"/>	09/15/2015	Invoice	SI-16	216.68		brian
<input type="checkbox"/>	12/29/2015	Invoice	SI-37	10,000.00		george.olney...

3. Click **Post** button

Filter Records (F3)						
Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name
11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney...
<input checked="" type="checkbox"/>	11/13/2015	Invoice	SI-24	14,097.25		brian
<input checked="" type="checkbox"/>	10/15/2015	Invoice	SI-19	93.63		brian
<input type="checkbox"/>	09/15/2015	Invoice	SI-16	216.68		brian
<input type="checkbox"/>	12/29/2015	Invoice	SI-37	10,000.00		george.olney...
<input type="checkbox"/>	12/18/2015	Invoice	SI-29	131.10		brian
<input type="checkbox"/>	12/08/2015	Invoice	SI-26	12,438.75		irelyadmin
<input type="checkbox"/>	08/31/2015	Payment	RCV-1	100.00		irelyadmin

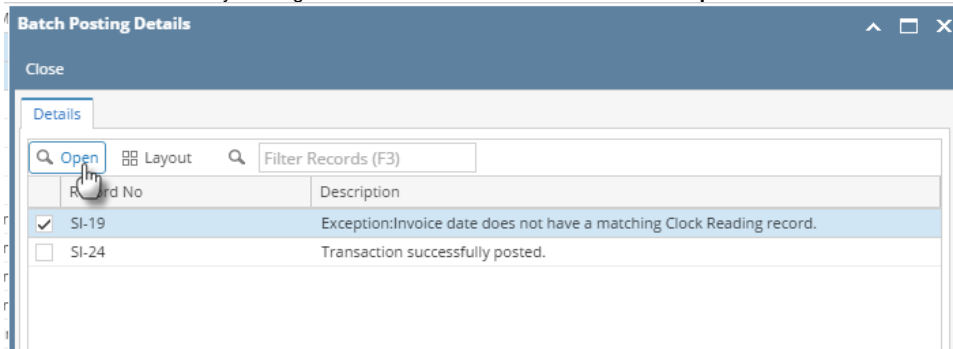
Batch Posting Details screen will open with result

Record No		Description
<input type="checkbox"/>	SI-19	Exception:Invoice date does not have a matching Clock Reading record.
<input type="checkbox"/>	SI-24	Transaction successfully posted.

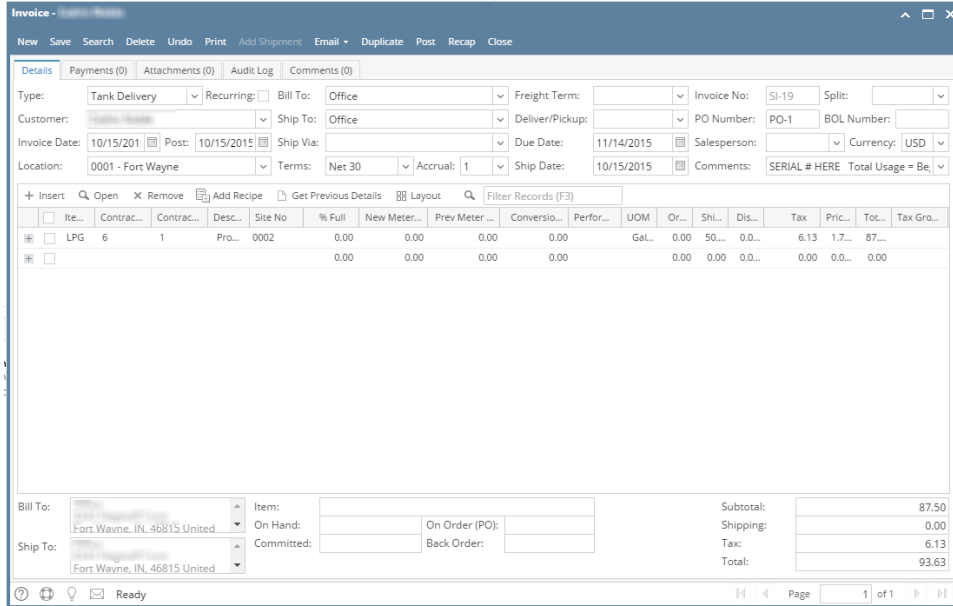
Posted = 1 Failed = 1

Ready

- Select the transactions by clicking on it or the check box besides it then click **Open** button

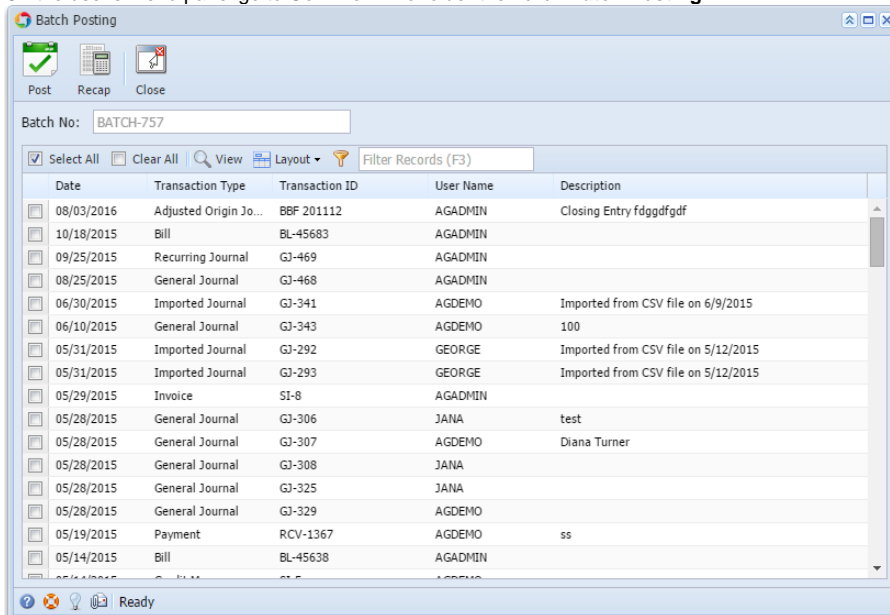


Transaction screen will open where the transaction was created

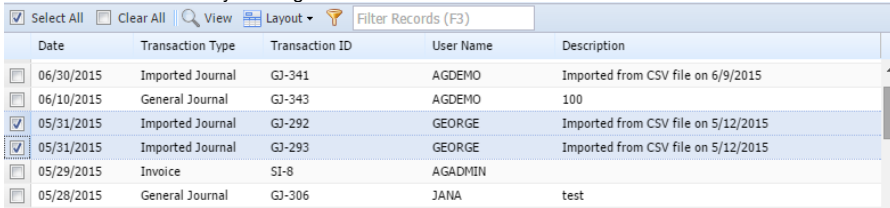


View Transaction Details of transaction via Batch Posting:

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



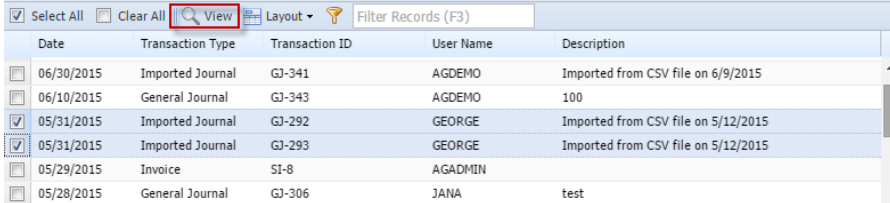
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



The screenshot shows a table of transactions with columns: Date, Transaction Type, Transaction ID, User Name, and Description. The 'View' button in the top toolbar is highlighted with a red box. The table contains several rows of transaction data.

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

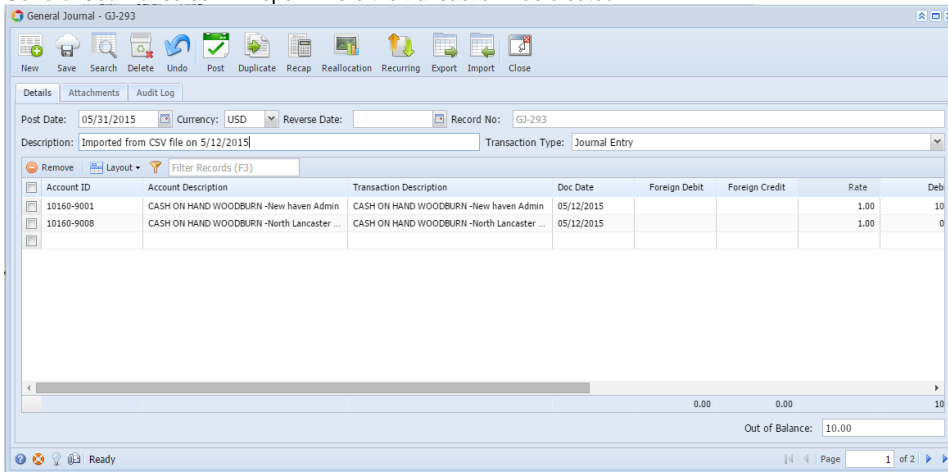
3. Click **View** button to open the details of the transaction



This screenshot is identical to the previous one, showing the transaction list with the 'View' button highlighted in red.

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

4. **General Journal** screen will open where the transaction was created

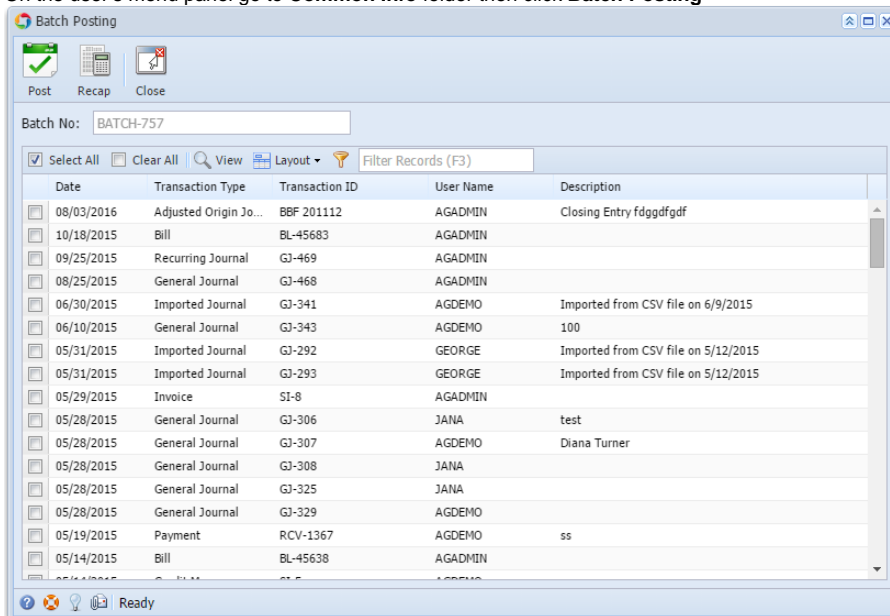


The screenshot shows the 'General Journal' window for transaction GJ-293. It includes a toolbar with various actions like New, Save, Search, etc. Below the toolbar, there are fields for Post Date (05/31/2015), Currency (USD), Reverse Date, and Record No (GJ-293). The Description field contains 'Imported from CSV file on 5/12/2015'. A table below shows the transaction details with columns: Account ID, Account Description, Transaction Description, Doc Date, Foreign Debit, Foreign Credit, Rate, and Debit. The bottom of the window shows 'Out of Balance: 10.00'.

Account ID	Account Description	Transaction Description	Doc Date	Foreign Debit	Foreign Credit	Rate	Debit
10160-9001	CASH ON HAND WOODBURN -New haven Admin	CASH ON HAND WOODBURN -New haven Admin	05/12/2015			1.00	10
10160-9008	CASH ON HAND WOODBURN -North Lancaster ...	CASH ON HAND WOODBURN -North Lancaster ...	05/12/2015			1.00	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**



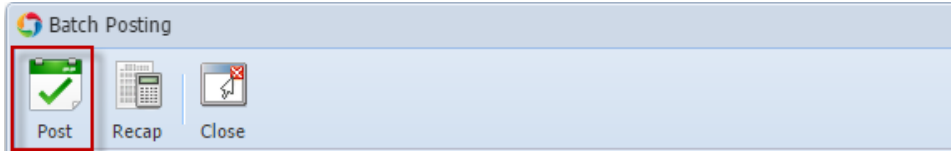
The screenshot shows the 'Batch Posting' window. It has a toolbar with Post, Recap, and Close buttons. Below the toolbar, there is a 'Batch No:' field with the value 'BATCH-757'. A table below shows a list of transactions with columns: Date, Transaction Type, Transaction ID, User Name, and Description. The table contains many rows of transaction data.

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	
05/19/2015	Payment	RCV-1367	AGDEMO	ss
05/14/2015	Bill	BL-45638	AGADMIN	

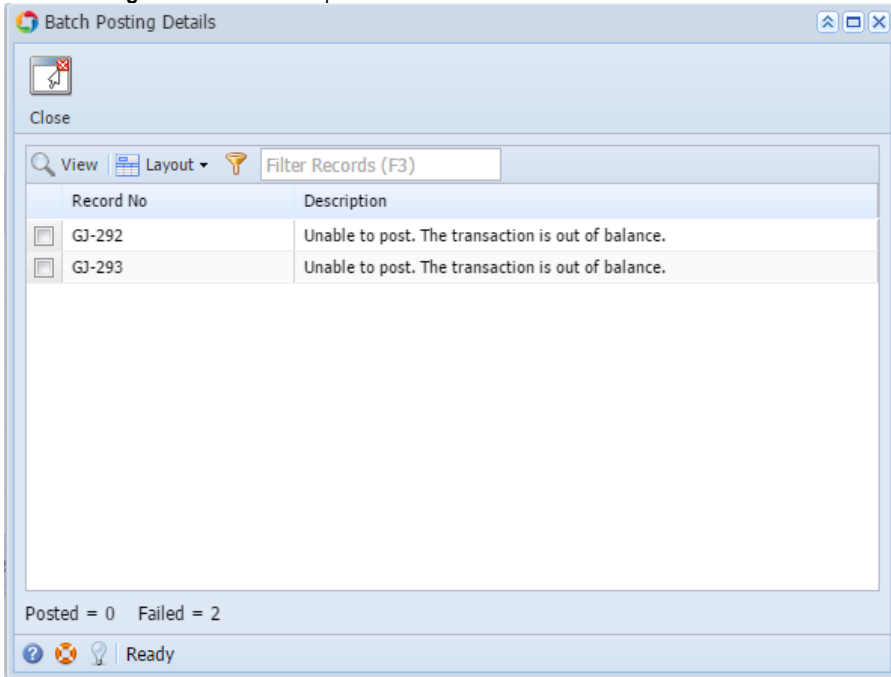
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions

<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	View	Layout ▾		<input type="text" value="Filter Records (F3)"/>
Date	Transaction Type	Transaction ID	User Name	Description	
<input type="checkbox"/> 06/30/2015	Imported Journal	GJ-341	AGDEMO	Imported from CSV file on 6/9/2015	
<input type="checkbox"/> 06/10/2015	General Journal	GJ-343	AGDEMO	100	
<input checked="" type="checkbox"/> 05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015	
<input checked="" type="checkbox"/> 05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015	
<input type="checkbox"/> 05/29/2015	Invoice	SI-8	AGADMIN		
<input type="checkbox"/> 05/28/2015	General Journal	GJ-306	JANA	test	

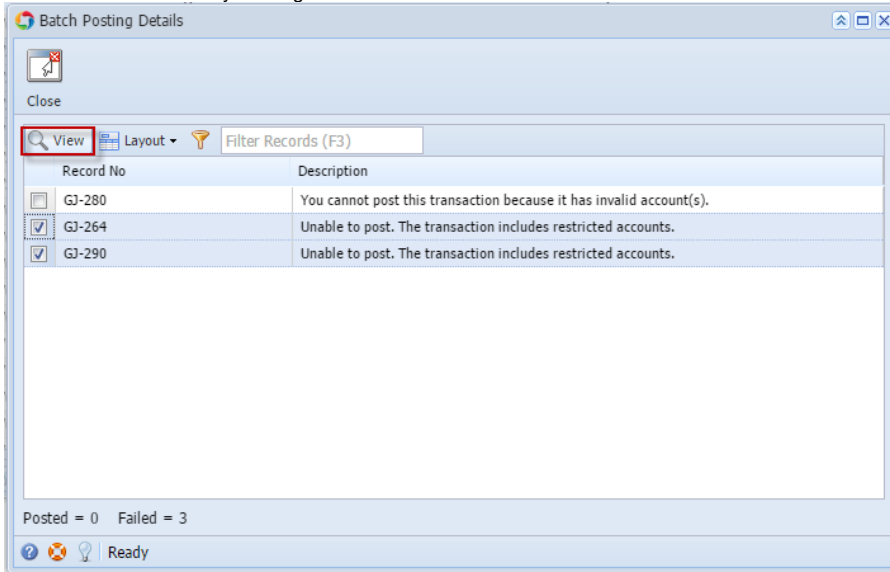
3. Click **Post** button



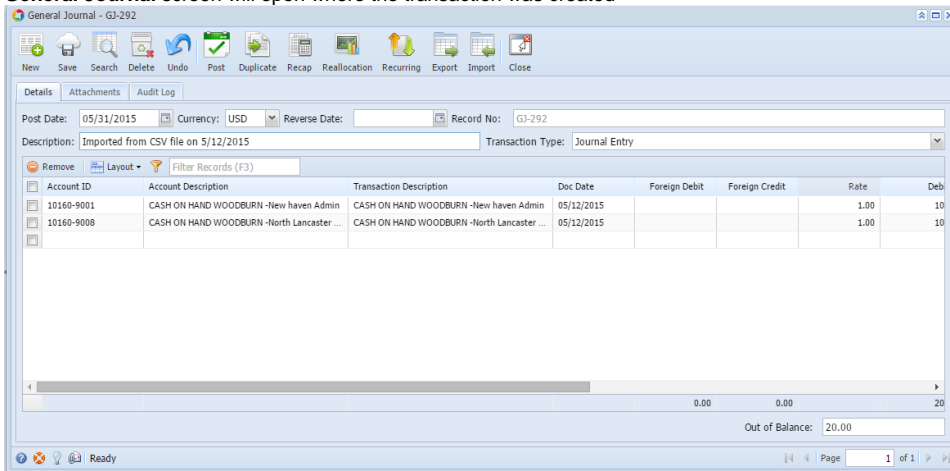
Batch Posting Details screen will open with result



- Select the transactions by clicking on it or the check box besides it then click **View** button

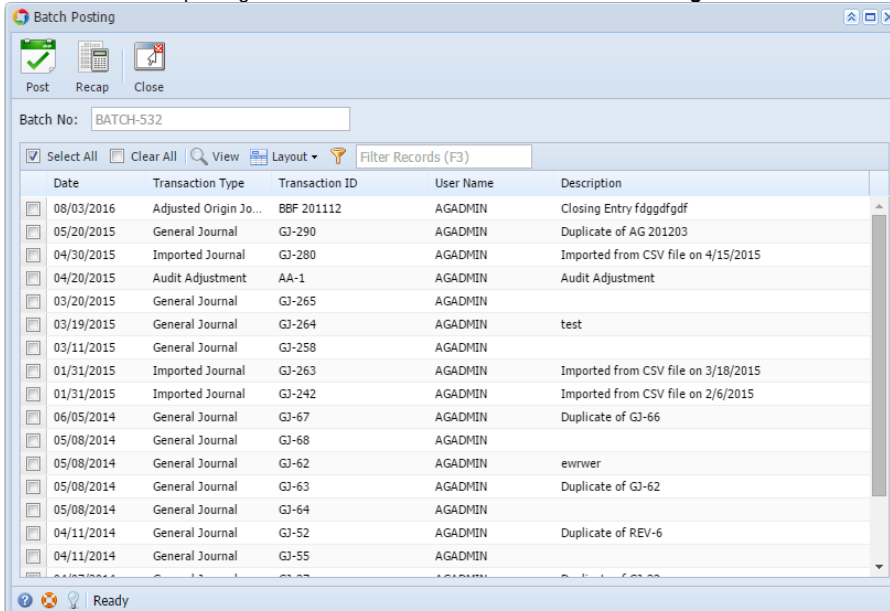


General Journal screen will open where the transaction was created



View Transaction Details of transaction via Batch Posting:




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



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

<input checked="" type="checkbox"/>	Select All	<input type="checkbox"/>	Clear All		View		Layout		Filter Records (F3)
	Date	Transaction Type	Transaction ID	User Name	Description				
<input type="checkbox"/>	08/03/2016	Adjusted Origin Jo...	BBF 201112	AGADMIN	Closing Entry fdggdfgdf				
<input type="checkbox"/>	05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203				
<input checked="" type="checkbox"/>	04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015				
<input checked="" type="checkbox"/>	04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment				
<input checked="" type="checkbox"/>	03/20/2015	General Journal	GJ-265	AGADMIN					
<input checked="" type="checkbox"/>	03/19/2015	General Journal	GJ-264	AGADMIN	test				
<input checked="" type="checkbox"/>	03/11/2015	General Journal	GJ-258	AGADMIN					
<input type="checkbox"/>	01/31/2015	Imported Journal	GJ-263	AGADMIN	Imported from CSV file on 3/18/2015				
<input type="checkbox"/>	01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from CSV file on 2/6/2015				
<input type="checkbox"/>	06/05/2014	General Journal	GJ-67	AGADMIN	Duplicate of GJ-66				
<input type="checkbox"/>	05/08/2014	General Journal	GJ-68	AGADMIN					
<input type="checkbox"/>	05/08/2014	General Journal	GJ-62	AGADMIN	ewrwer				

3. Click **View** button to open the details of the transaction

<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	<div> View</div>	<div> Layout</div>	<div> Filter Records (F3)</div>
Date	Transaction Type	Transaction ID	User Name	Description
<input type="checkbox"/> 08/03/2016	Adjusted Origin Jo...	BBF 201112	AGADMIN	Closing Entry fdggdfgdf
<input checked="" type="checkbox"/> 05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203
<input checked="" type="checkbox"/> 04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015
<input type="checkbox"/> 04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment
<input type="checkbox"/> 03/19/2015	General Journal	GJ-264	AGADMIN	test

General Journal screen will open where the transaction was created

General Journal - GJ-290

Details

Attachments

Post Date: 05/20/2015

Currency: USD

Reverse Date:

Record No: GJ-290

Description: Duplicate of AG 201203

Transaction Type: Journal Entry

Filter Records (F3)

<input type="checkbox"/>	Account ID	Description	Doc Date	Debit	Credit
<input type="checkbox"/>	10201-0000	APPLY PAYMENTS	05/20/2015	27,357.46	0.00
<input type="checkbox"/>	10201-0000	POST INVOICES	05/20/2015	62.00	0.00
<input type="checkbox"/>	10201-0000	APPLY PAYMENTS	05/20/2015	72,478.90	0.00
<input type="checkbox"/>	10201-0000	OTHER INC 0000000002	05/20/2015	21.00	0.00
<input type="checkbox"/>	10201-0000	APPLY PAYMENTS	05/20/2015	6,594.97	0.00
<input type="checkbox"/>	10201-0000	POST INVOICES	05/20/2015	36.80	0.00
<input type="checkbox"/>	10201-0000	APPLY PAYMENTS	05/20/2015	435,924.12	0.00
<input type="checkbox"/>	10201-0000	APPLY PAYMENTS	05/20/2015	254,918.56	0.00
<input type="checkbox"/>	10201-0000	OTHER INC 0000000001	05/20/2015	195.00	0.00
<input type="checkbox"/>	10201-0000	APPLY PAYMENTS	05/20/2015	205,813.64	0.00
<input type="checkbox"/>	10201-0000	OTHER INC 0000000004	05/20/2015	956.31	0.00
				19,968,968.15	19,968,968.15

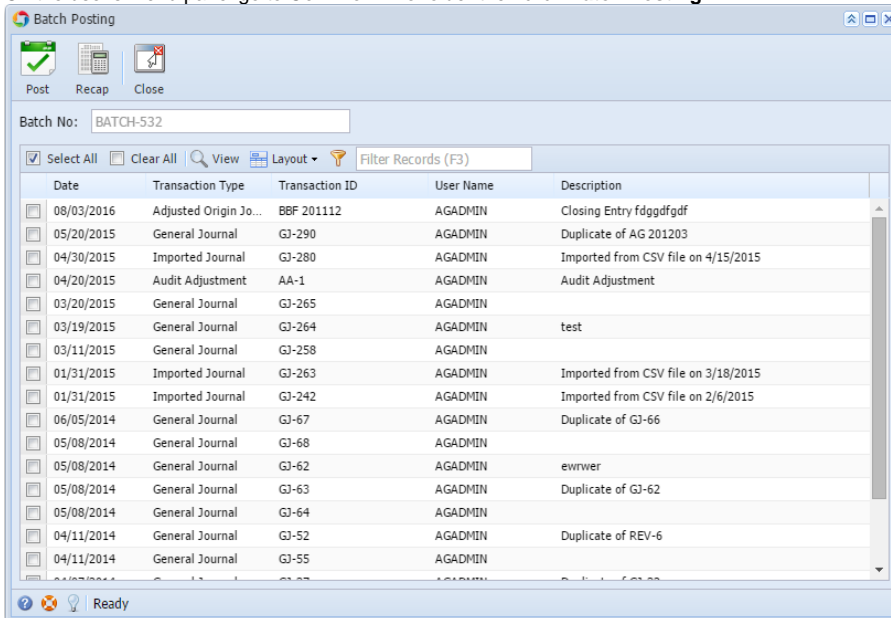
Out of Balance: 0.00

Ready

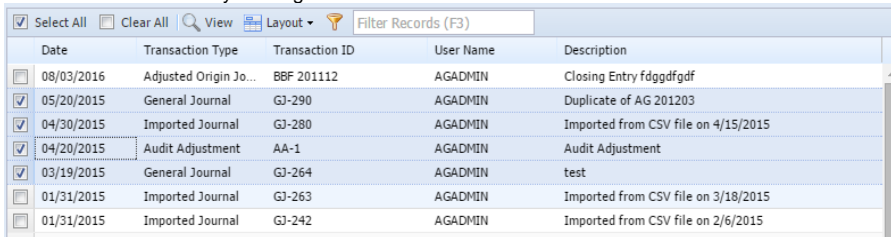
Page 1 of 2

View Transaction Details of transaction via Batch Posting Details:

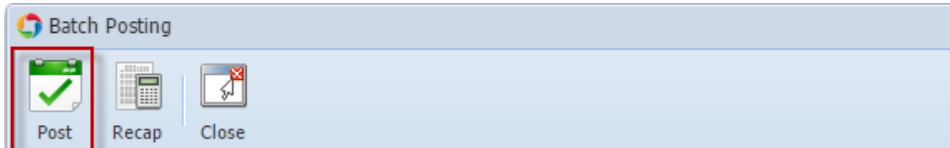
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



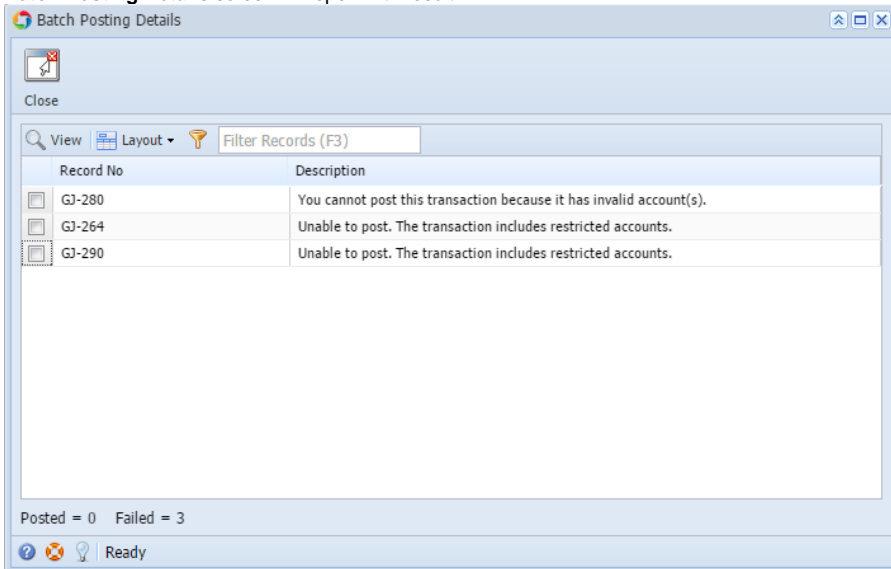
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



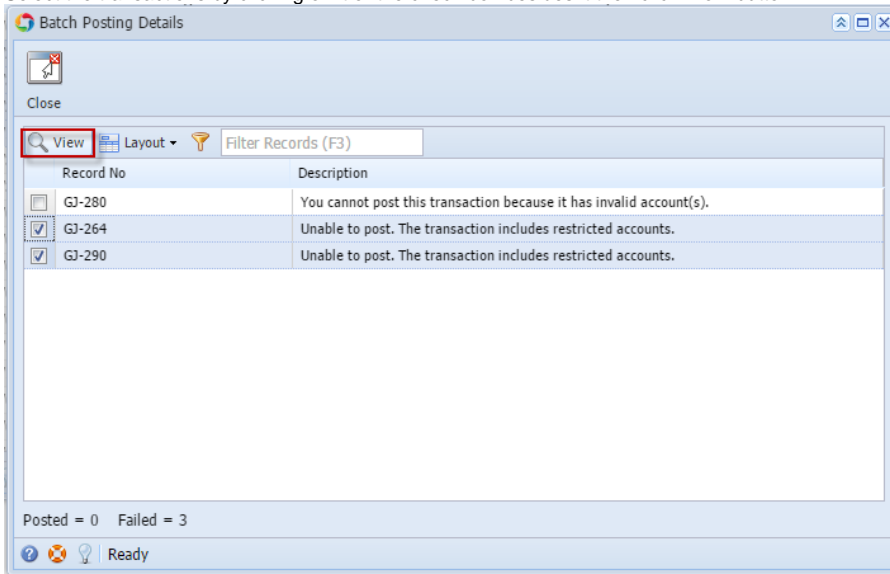
3. Click **Post** button



Batch Posting Details screen will open with result



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



General Journal screen will open where the transaction was created

