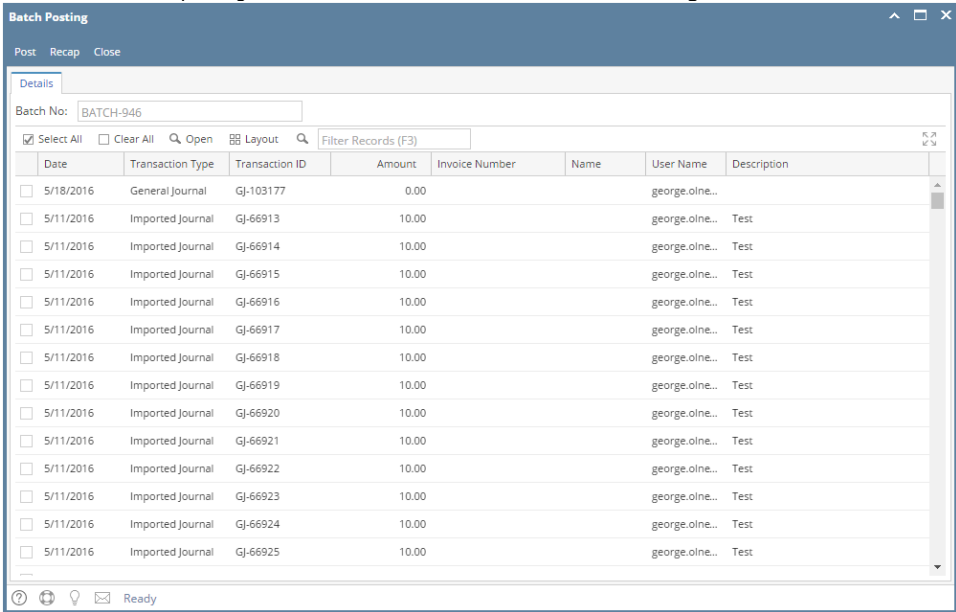


How to Open Batch Posting Details

Batch Posting Details displays the result of the posted transactions, either successful or failed. If posting of the transaction failed, an explanation on why it failed will be displayed. Users can also drill into the transaction record, see [How to View Details of Transactions in Batch Posting](#) link. **Here are the Steps on How to Open 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

<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Clear All	Open	Layout	<input type="text" value="Filter Records (F3)"/>				
<input type="checkbox"/>	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

Batch Posting window with the following details:

- Buttons: Post (highlighted), Recap, Close
- Batch No: BATCH-946
- Actions: Select All, Clear All, Open, Layout, Filter Records (F3)
- Table with columns: Date, Transaction Type, Transaction ID, Amount, Invoice Number, Name, User Name, Description

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
5/18/2016	General Journal	GJ-103177	0.00			george.olney...	
5/11/2016	Imported Journal	GJ-66913	10.00			george.olney...	Test
5/11/2016	Imported Journal	GJ-66914	10.00			george.olney...	Test
5/11/2016	Imported Journal	GJ-66915	10.00			george.olney...	Test
5/11/2016	Imported Journal	GJ-66916	10.00			george.olney...	Test

Batch Posting Details screen will open with result

Batch Posting Details window with the following details:

- Buttons: Close
- Tab: Details
- Actions: Open, Layout, Filter Records (F3)
- Table with columns: Record No, Description

Record No	Description
GJ-66913	Transaction successfully posted.

Posted = 1 Failed = 0

Ready

Here are the Steps on How to Open Batch Posting Details:

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

Batch Posting window with the following details:

- Buttons: Post, Recap, Close
- Batch No: BATCH-272
- Actions: Select All, Clear All, Open, Layout, Filter Records (F3)
- Table with columns: Date, Transaction Type, Transaction ID, Amount, Vendor Invoice Number, Vendor Name, User Name, Description

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	

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...
11/13/2015	Invoice	SI-24	14,097.25			brian
10/15/2015	Invoice	SI-19	93.63			brian
09/15/2015	Invoice	SI-16	216.68			brian
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...
11/13/2015	Invoice	SI-24	14,097.25			brian
10/15/2015	Invoice	SI-19	93.63			brian
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
08/31/2015	Payment	RCV-1	100.00			irelyadmin

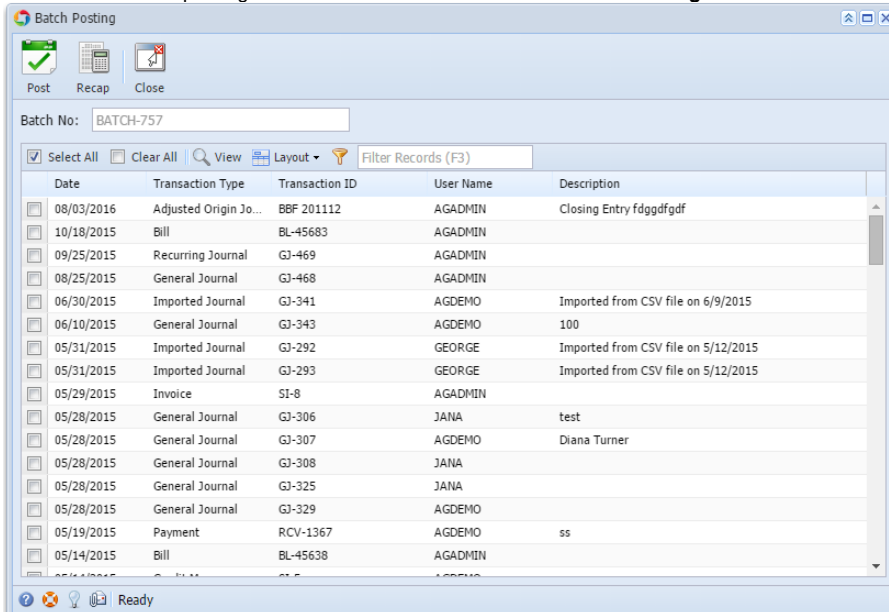
Batch Posting Details screen will open with result

Record No		Description
SI-19		Exception:Invoice date does not have a matching Clock Reading record.
SI-24		Transaction successfully posted.

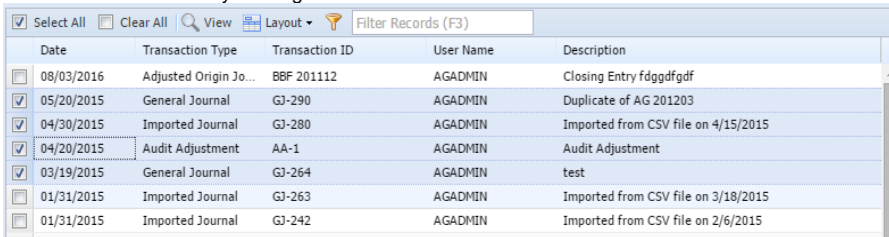
Posted = 1 Failed = 1

Here are the Steps on How to Open Batch Posting Details:

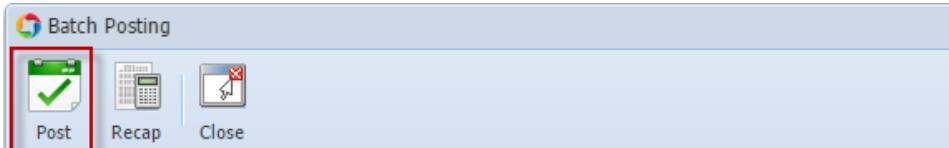
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



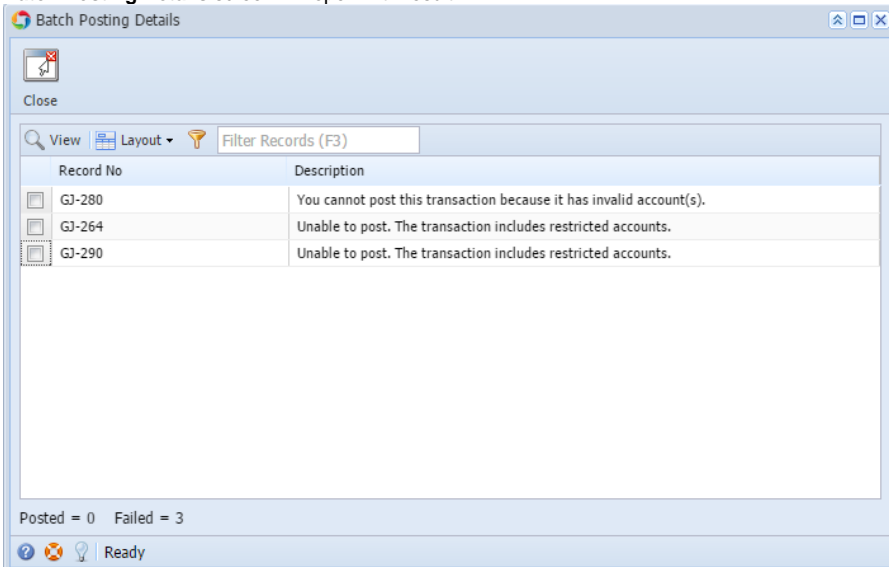
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



3. Click **Post** button

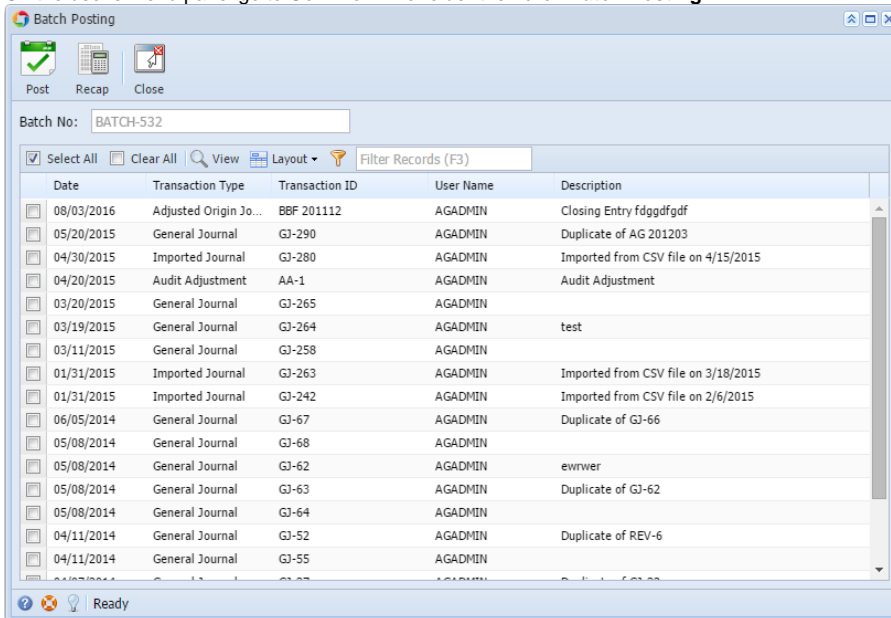


Batch Posting Details screen will open with result

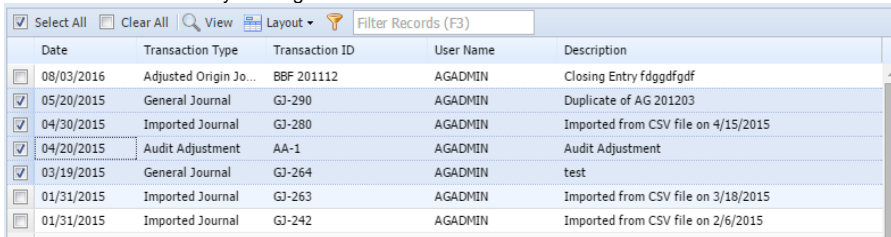


Here are the Steps on How to Open Batch Posting Details:

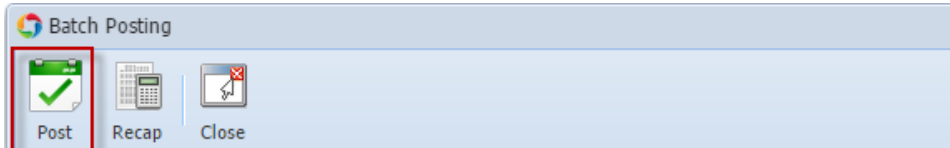
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



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

