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

Batch Posting							^ □ ×
Post Recap Close							
Details							
Batch No: BATCH-946							
🖉 Select All 🗌 Clear All 🔍 Open	吕 Layout Q, F	ilter Records (F3)					К.Л 22 У
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

\checkmark	Select All	ear All 🔍 Open	E Layout Q	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

3. Click Post button

Batch Posting								^ □	x
Post Recap Clos									
Details									
Batch No: BATCH	H-946								
Select All	Clear All 🔍 Open	멾 Layout 🔍 F	Filter Records (F3)					K 7 K 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		1
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-66916	10.00
Batch Postin	ng Details so	creen will op	en with result

Batch Posting Details	~ □ ×
Close	
Details	
Q Open 昍 Layout Q Filter R	ecords (F3)
Record No	Description
GJ-66913	Transaction successfully posted.
Posted = 1 Failed = 0	
⑦ ۞ ♀ 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

Details							
atch No: BATCH	272						
Select All	lear All Q. Open	BR Layout Q Fi	iter 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	

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 🗌 Cl	ear All 🔍 Open	E Layout Q F	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	
~	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	
~ !!								

3. Click Post button

atc	h Posting								
osi	: Recap Close								
De	tails								
Bat	ch No: BATCH-	271							
¥	Select All	lear All 🔍 Open	B 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		-
~	11/13/2015	Invoice	51-24	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 昍 Layout Q, Filter F	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 〇 ♀ 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

	Recan	Close				
tel	No: BATCH	L757				
	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		
1	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	
1	05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015	
1	05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015	
1	05/29/2015	Invoice	SI-8	AGADMIN		
1	05/28/2015	General Journal	GJ-306	JANA	test	
	05/28/2015	General Journal	GJ-307	AGDEMO	Diana Turner	
1	05/28/2015	General Journal	GJ-308	JANA		
	05/28/2015	General Journal	GJ-325	JANA		
1	05/28/2015	General Journal	GJ-329	AGDEMO		
1	05/19/2015	Payment	RCV-1367	AGDEMO	55	
	05/14/2015	Bill	BL-45638	AGADMIN		
-		a 19 M	a	1.005140		

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 📃 Cle	ear All 🔍 View 🚆	Layout • 💡 Filter Recor			
	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	
	03/19/2015	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							
I		ß					
Post	Recap	Close					

Batch Posting Details screen will open with result

🇊 Batch Posting Details		
Close		
🔍 View 🚆 Layout 👻 🍸 Filter Reco	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		

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

🏮 Ba	atch Posting					
Pos	Becan	Close				
105	e neeup	close				
Batc	h No: BATC	H-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	<u> </u>
	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		-
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🕜 🤨 🏆 Ready
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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	
	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 Records (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				