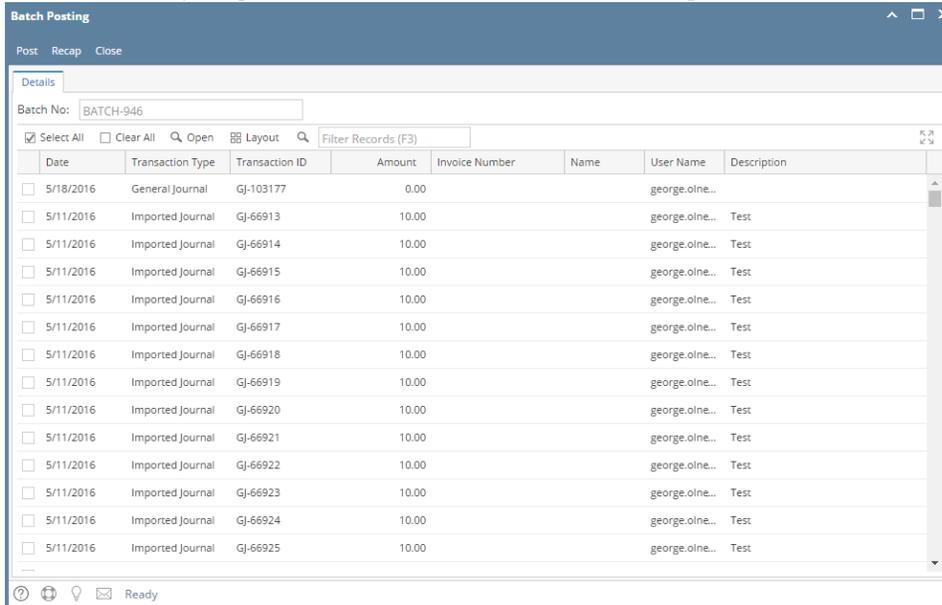


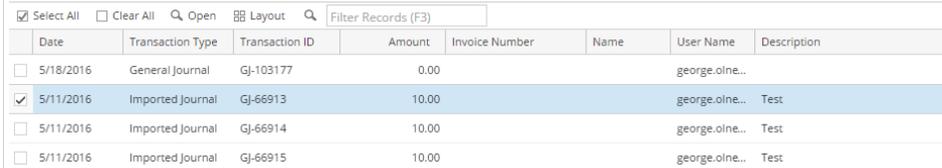
How to Open Batch Posting Details

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:**

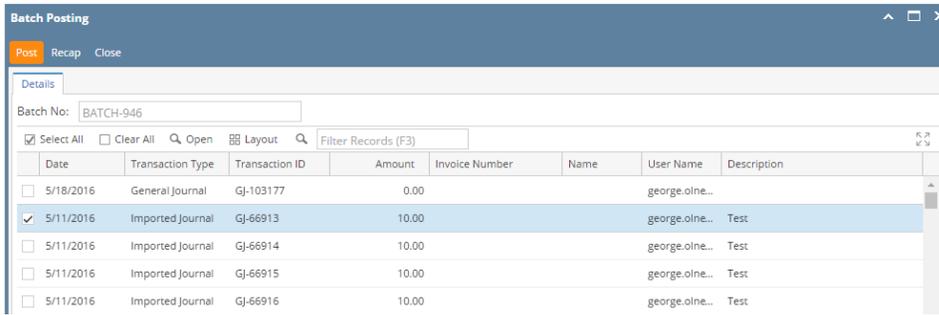
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



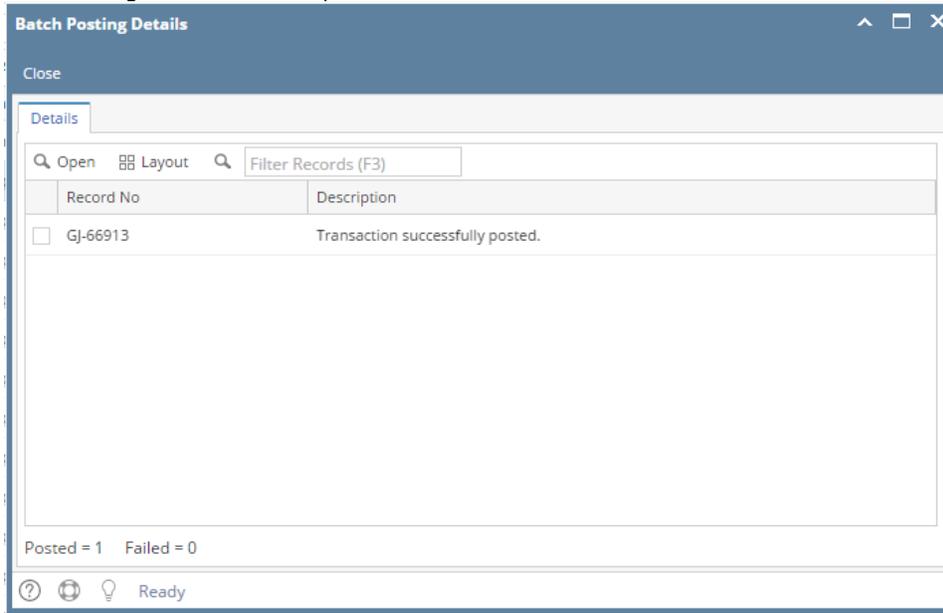
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



3. Click **Post** button

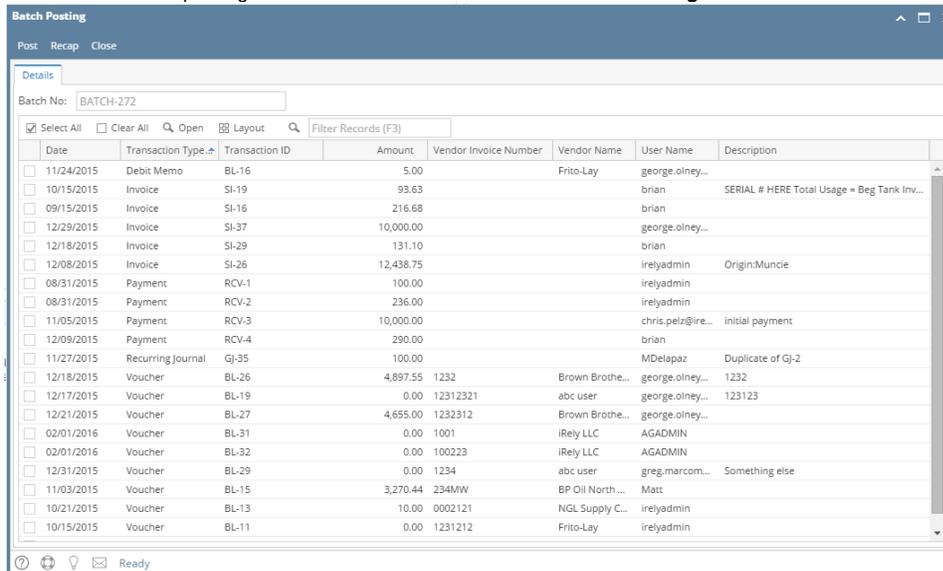


Batch Posting Details screen will open with result



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

Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
<input type="checkbox"/>	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	Origin:Muncie
<input checked="" type="checkbox"/>	10/15/2015	Invoice	SI-19	93.63		brian	SERIAL # HERE Total Usage = Beg Tank Inv...
<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

Batch Posting

Post Recap Close

Details

Batch No: BATCH-271

Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
<input type="checkbox"/>	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	Origin:Muncie
<input checked="" type="checkbox"/>	10/15/2015	Invoice	SI-19	93.63		brian	SERIAL # HERE Total Usage = Beg Tank Inv...
<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	Origin:Muncie
<input type="checkbox"/>	08/31/2015	Payment	RCV-1	100.00		irelyadmin	

Batch Posting Details screen will open with result

Batch Posting Details

Close

Details

Open Layout Filter Records (F3)

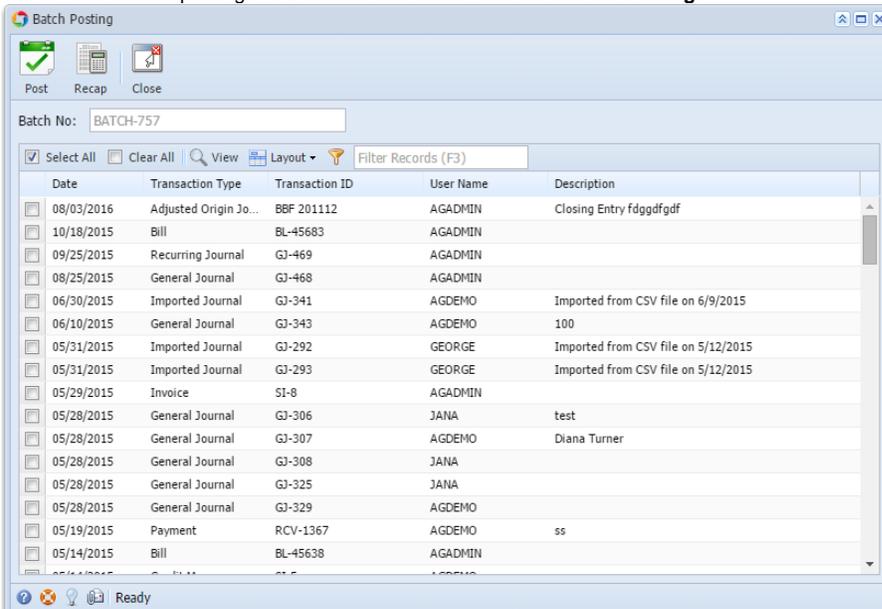
Record No	Description
<input type="checkbox"/> SI-19	Exception:Invoice date does not have a matching Clock Reading record.
<input type="checkbox"/> SI-24	Transaction successfully posted.

Posted = 1 Failed = 1

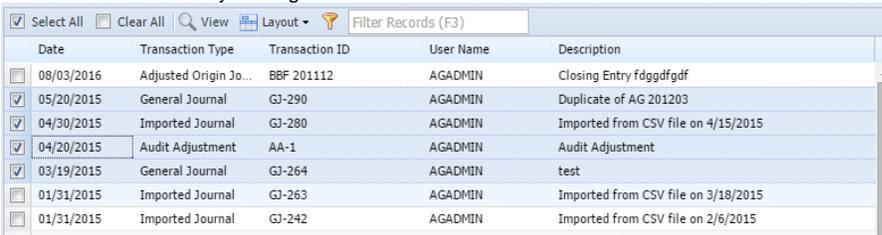
Ready

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**



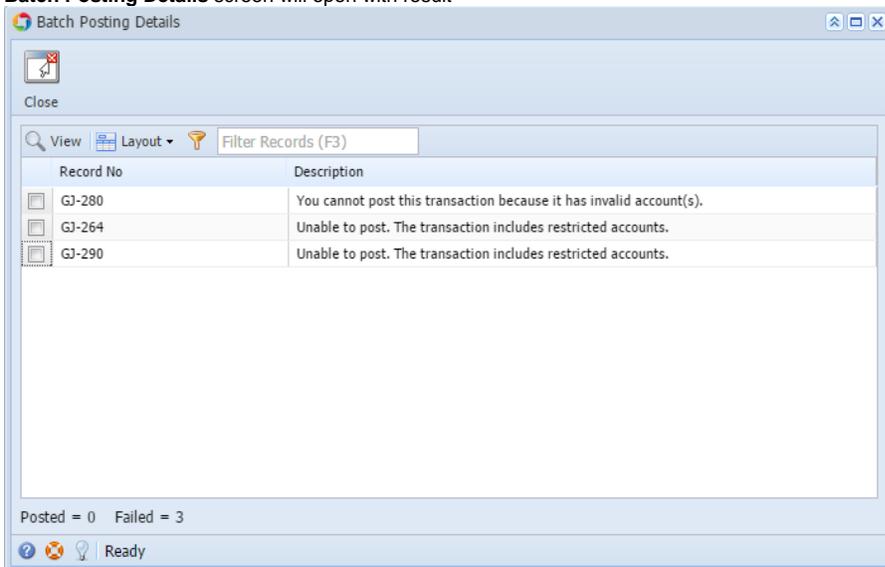
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



3. Click **Post** button

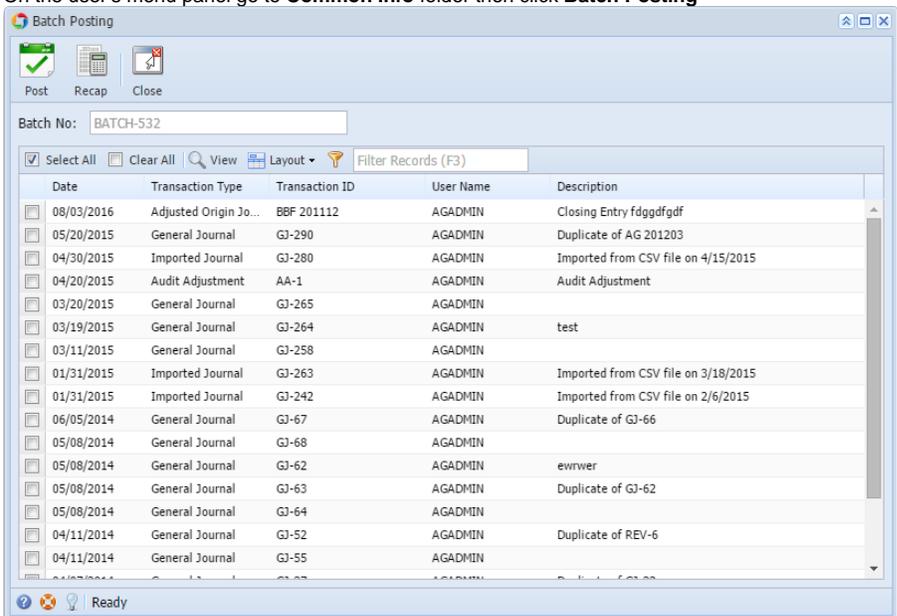


Batch Posting Details screen will open with result



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

