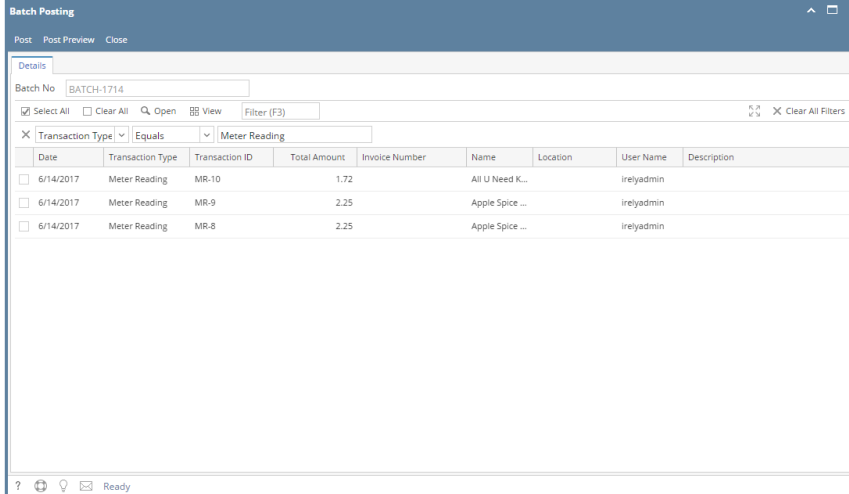


How to Post Meter Reading through Batch Posting

Note: If the user is only allowed to post transactions that he created, other transactions created by others users will not be displayed.

Here's the steps on posting meter reading records through Batch Posting:

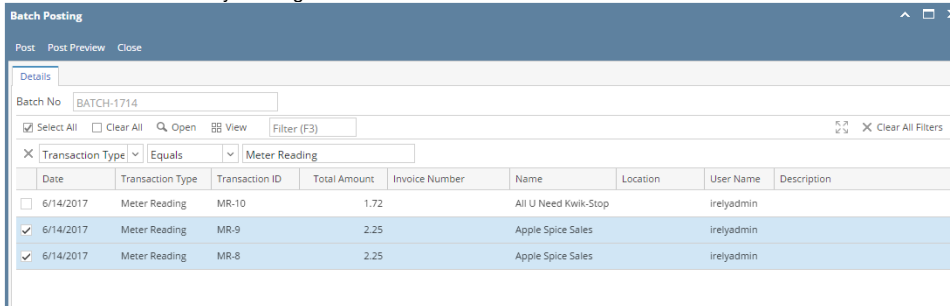
1. Open **Batch Posting** screen from **Meter Billing > Batch Posting**. Noticed that Transaction Type is filtered equal to Meter Reading.



The screenshot shows the 'Batch Posting' window with the 'Details' tab selected. The 'Batch No' is 'BATCH-1714'. The 'Transaction Type' is filtered to 'Meter Reading'. The table below shows three transactions:

Date	Transaction Type	Transaction ID	Total Amount	Invoice Number	Name	Location	User Name	Description
6/14/2017	Meter Reading	MR-10	1.72		All U Need K...		irelyadmin	
6/14/2017	Meter Reading	MR-9	2.25		Apple Spice ...		irelyadmin	
6/14/2017	Meter Reading	MR-8	2.25		Apple Spice ...		irelyadmin	

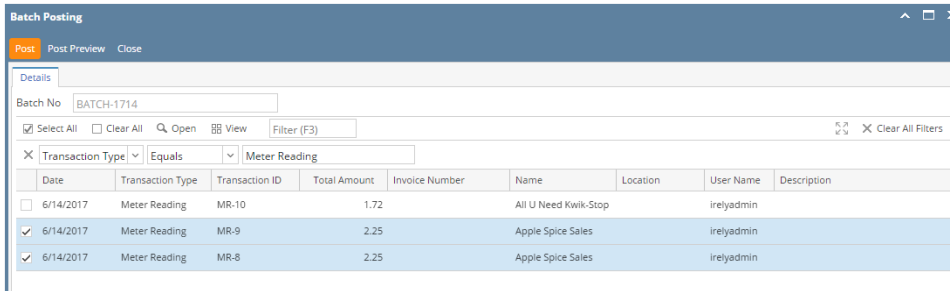
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



The screenshot shows the 'Batch Posting' window with the 'Details' tab selected. The 'Batch No' is 'BATCH-1714'. The 'Transaction Type' is filtered to 'Meter Reading'. The table below shows three transactions, with MR-9 and MR-8 selected:

Date	Transaction Type	Transaction ID	Total Amount	Invoice Number	Name	Location	User Name	Description
6/14/2017	Meter Reading	MR-10	1.72		All U Need Kwik-Stop		irelyadmin	
6/14/2017	Meter Reading	MR-9	2.25		Apple Spice Sales		irelyadmin	
6/14/2017	Meter Reading	MR-8	2.25		Apple Spice Sales		irelyadmin	

3. Click **Post** button



The screenshot shows the 'Batch Posting' window with the 'Details' tab selected. The 'Batch No' is 'BATCH-1714'. The 'Transaction Type' is filtered to 'Meter Reading'. The table below shows three transactions, with MR-9 and MR-8 selected. The 'Post' button is highlighted in orange.

Date	Transaction Type	Transaction ID	Total Amount	Invoice Number	Name	Location	User Name	Description
6/14/2017	Meter Reading	MR-10	1.72		All U Need Kwik-Stop		irelyadmin	
6/14/2017	Meter Reading	MR-9	2.25		Apple Spice Sales		irelyadmin	
6/14/2017	Meter Reading	MR-8	2.25		Apple Spice Sales		irelyadmin	

Batch Posting Details screen will open with result. Take note that Invoice transactions reflected on the Record No column since posting the Meter Reading will create and post its associated Invoice.

Batch Posting Details

Close

Details

Open

View

Filter (F3)

Record No	Description
<input type="checkbox"/> SI-235	Transaction successfully posted.
<input type="checkbox"/> SI-236	Transaction successfully posted.

Posted = 2 Failed = 0

?

Ready