

How to Post Preview GL Entries when to post Meter Reading

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

Batch Posting

PostPost PreviewClose

Details

Batch NoBATCH-1714

☒ Select All☐ Clear All

Filter (F3)

Clear All Filters

Transaction Type

Equals

Meter Reading

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

?

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

Batch Posting

PostPost PreviewClose

Details

Batch NoBATCH-1714

☒ Select All☐ Clear All

Filter (F3)

Clear All Filters

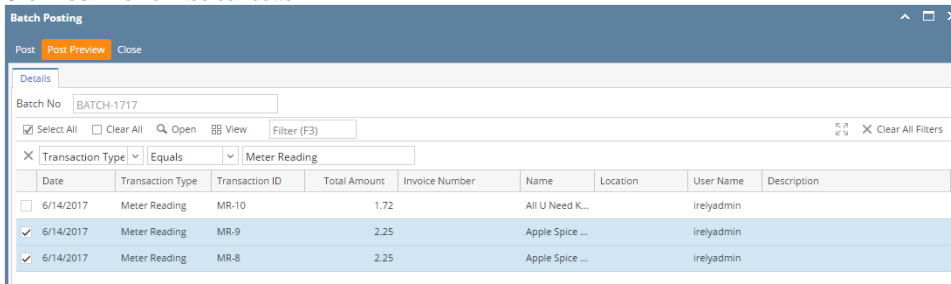
Transaction Type

Equals

Meter Reading

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

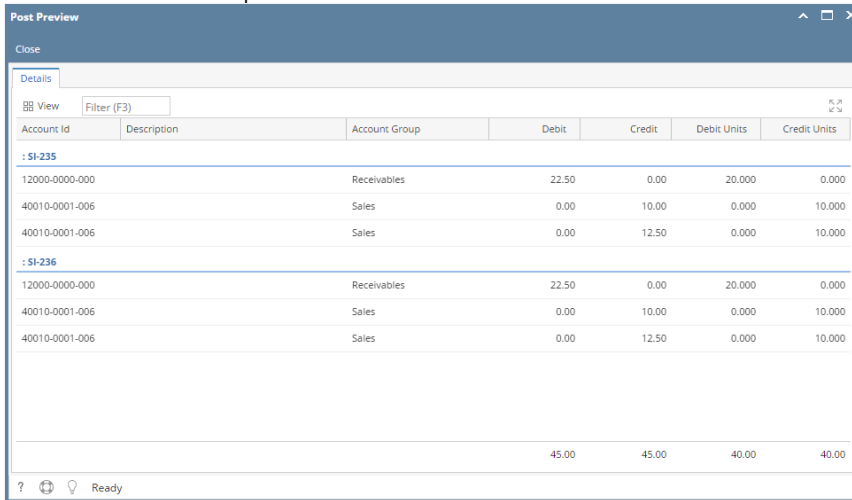
3. Click **Post Preview** toolbar button



The **Batch Posting** window displays a list of transactions for batch BATCH-1717. The 'Transaction Type' is set to 'Meter Reading'. The list includes three transactions, with the last two 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 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	

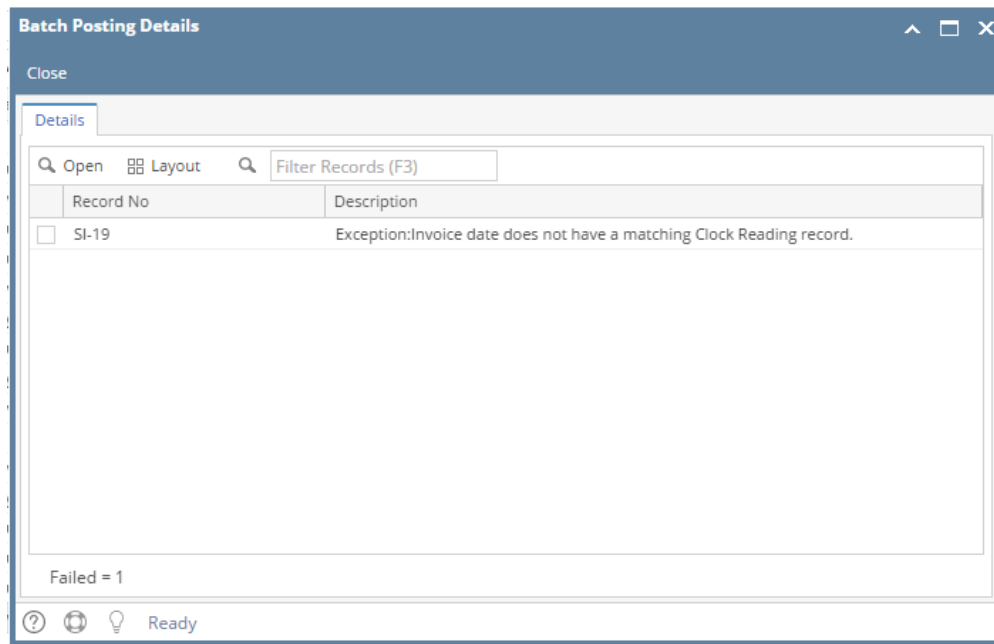
Post Preview screen will open



The **Post Preview** window displays a detailed view of the selected transactions, showing account IDs, descriptions, and amounts.

Account Id	Description	Account Group	Debit	Credit	Debit Units	Credit Units
: SI-235						
12000-0000-000		Receivables	22.50	0.00	20.000	0.000
40010-0001-006		Sales	0.00	10.00	0.000	10.000
40010-0001-006		Sales	0.00	12.50	0.000	10.000
: SI-236						
12000-0000-000		Receivables	22.50	0.00	20.000	0.000
40010-0001-006		Sales	0.00	10.00	0.000	10.000
40010-0001-006		Sales	0.00	12.50	0.000	10.000
			45.00	45.00	40.00	40.00

⚠ If a transaction has missing accounts or not set up properly, **Batch Posting Details** screen will open with appropriate details of the error in transaction:



The **Batch Posting Details** window displays an error message for record SI-19.

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

Failed = 1