How To Batch Post GL Transactions

1. Open the **Batch Posting** screen under General Ledger.
2. All of the unposted transactions type like : Adjusted Origin Journal, General Journal, Audit Adjustment, Imported Journal, Origin Journal and Recurring Journal will be automatically filtered.

3. Check the box right beside the Date field to select the record(s) to Batch Post.

Or you can click on Select All to select all records from the grid.

4. Click **Post**. The **Batch Posting Details** screen will display whether the records are posted or not. You can click on **Open** button to view the actual record.
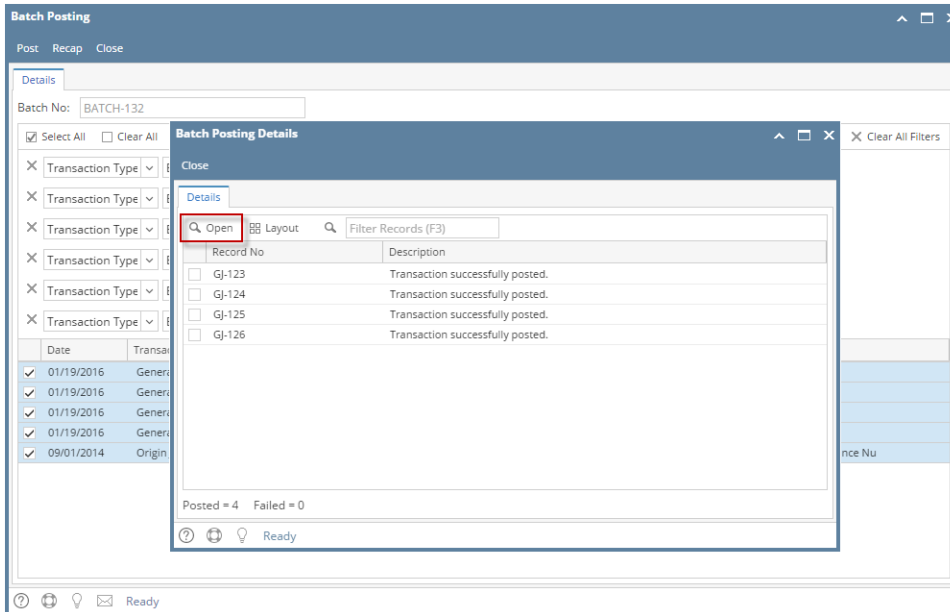
5. You can also click the **Recap** before posting the selected record(s) so you can review what will happen to the GL Entries when you post.
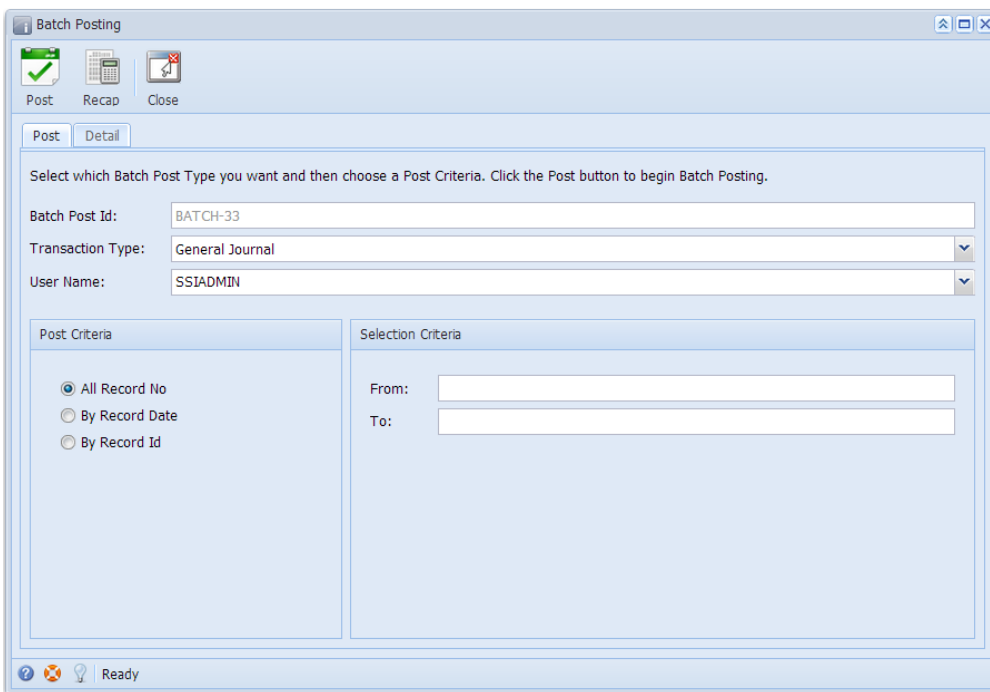
Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

1. Open Batch Posting screen by clicking **Batch Posting** from **General Ledger Activities** menu.
2. By default, **Transaction Type** is set to **General Journal**. Click on the combo box button and select different type if you are going to batch post different journal types.
3. **User Name** by default is set to the user you are currently logged in. To change user, click on the combo box button and select different user from the combo box list.

> ⚠ If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen

4. Set the Post Criteria.

Batch posting All Record No

a. If **All Record No** is selected, all unposted journals under the selected type as long as it is balanced will be displayed on the **Details** tab.

Batch Posting by Record Date

a. If **By Record Date** is selected, you have to enter From and To Date on **Selection Criteria** panel.

b. Click on the combo box button and select **From** and **To Date** from the mini calendar screen or manually enter dates. In this scenario, all transactions within the selected date range will be displayed on the **Details** tab.


Batch Posting by Record Id

a. If **By Record Id** is selected, you have to enter **From** and **To Record Id** on **Selection Criteria** panel.

b. Click on the combo box button to open the combo box where you can select unposted transactions from the list. In this scenario, all transactions within the selected Journal ID range will displayed in the **Details** tab.

5. On the **Details** tab, check the filtered transactions you want to batch post and click **Post** toolbar button.
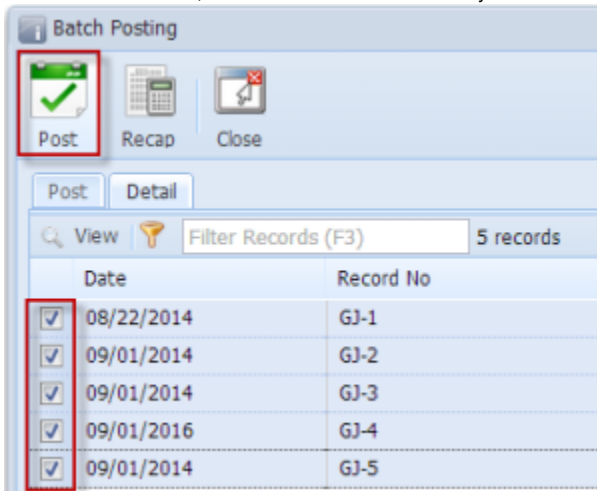
6. After batch posting has been completed, **Batch Posting Details** screen will open showing how many transactions were posted and how many fails.