

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.

Batch Posting

PostRecapClose

Details

Batch No: BATCH-133

☒ Select All☐ Clear All

OpenLayout

Filter Records (F3)

Transaction Type

Equals

Adjusted Origin Journal

Transaction Type

Equals

General Journal

Transaction Type

Equals

Audit Adjustment

Transaction Type

Equals

Imported Journal

Transaction Type

Equals

Origin Journal

Transaction Type

Equals

Recurring Journal

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

Batch Posting

PostRecapClose

Details

Batch No: BATCH-132

☒ Select All☐ Clear All

OpenLayout

Filter Re

Transaction Type

Equals

Adjusted Origin Journ

Transaction Type

Equals

General Journal

Transaction Type

Equals

Audit Adjustment

Transaction Type

Equals

Imported Journal

Transaction Type

Equals

Origin Journal

Transaction Type

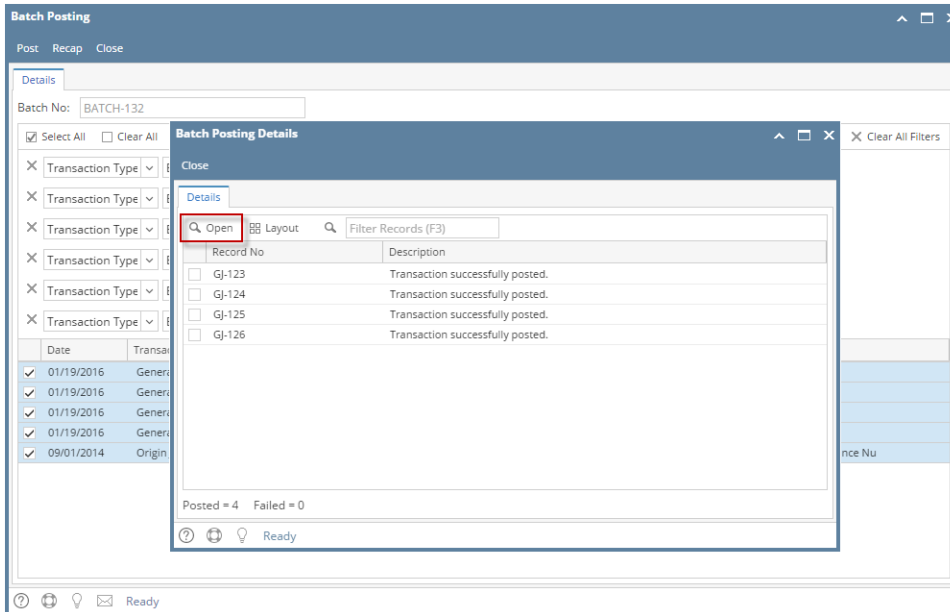
Equals

Recurring Journal

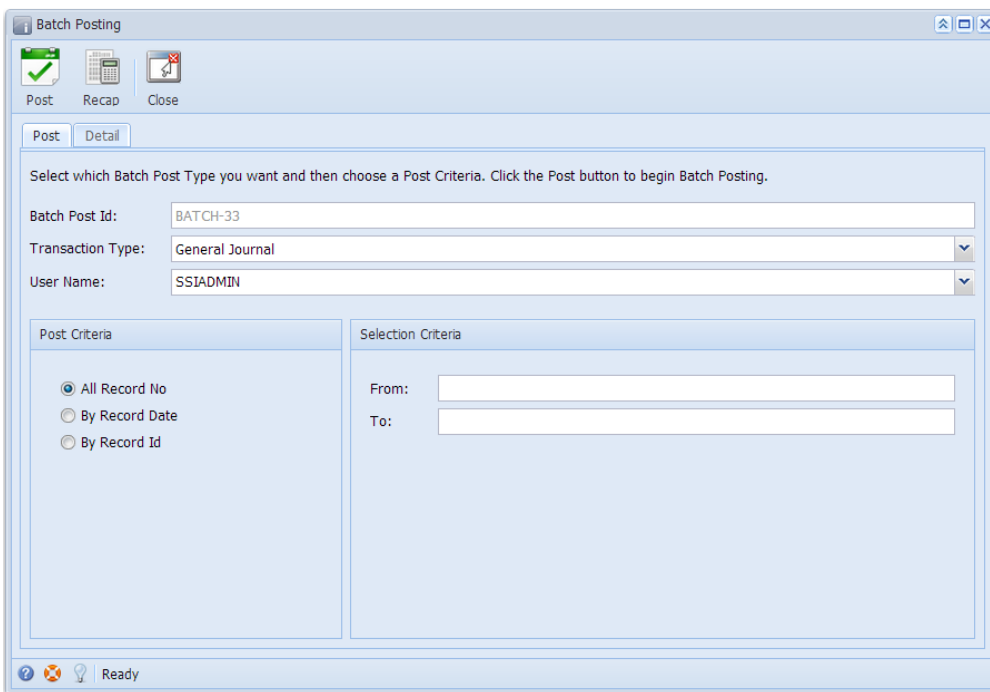
	Date	Transaction T...	Transaction ID
<input checked="" type="checkbox"/>	01/19/2016	General Journal	Gj-123
<input checked="" type="checkbox"/>	01/19/2016	General Journal	Gj-124
<input checked="" type="checkbox"/>	01/19/2016	General Journal	Gj-125
<input checked="" type="checkbox"/>	01/19/2016	General Journal	Gj-126
<input checked="" type="checkbox"/>	09/01/2014	Origin Journal	AP 2746 201409

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

- 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.



- 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:

- Open Batch Posting screen by clicking **Batch Posting** from **General Ledger Activities** menu.
- 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.
- 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](#)

- 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.

The 'Post Criteria' dialog box shows three radio buttons: 'All Record No' (selected), 'By Record Date', and 'By Record Id'. Below it, the 'Details' tab is active, showing a table with 3 records. The table has columns for Date, Record No, and Description. The records are: 08/22/2014, GJ-1, test desc header; 09/01/2014, GJ-2, ; and 09/01/2014, GJ-3, .

Date	Record No	Description
08/22/2014	GJ-1	test desc header
09/01/2014	GJ-2	
09/01/2014	GJ-3	

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.

The 'Post Criteria' dialog box shows three radio buttons: 'All Record No', 'By Record Date' (selected), and 'By Record Id'. The 'Selection Criteria' panel shows 'From: 08/01/2014' and 'To: 08/31/2014'. Below it, the 'Details' tab is active, showing a table with 1 record. The table has columns for Date, Record No, and Description. The record is: 08/22/2014, GJ-1, test desc header.

Date	Record No	Description
08/22/2014	GJ-1	test desc header

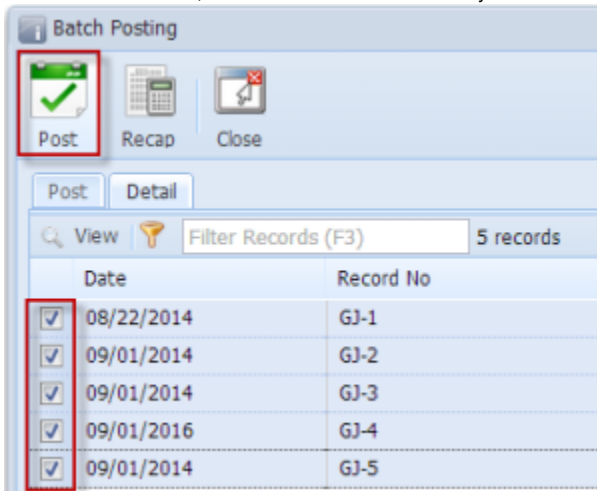
Batch Posting by Record Id

- 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.

The 'Post Criteria' dialog box shows three radio buttons: 'All Record No', 'By Record Date', and 'By Record Id' (selected). The 'Selection Criteria' panel shows 'From: GJ-1' and 'To: GJ-3'. Below it, the 'Details' tab is active, showing a table with 3 records. The table has columns for Date, Record No, and Description. The records are: 08/22/2014, GJ-1, test desc header; 09/01/2014, GJ-2, ; and 09/01/2014, GJ-3, .

Date	Record No	Description
08/22/2014	GJ-1	test desc header
09/01/2014	GJ-2	
09/01/2014	GJ-3	

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.

