## **GL - Posting Detail after Batch Posting Process**

1. After a batch posting process is performed (See How To Batch Post GL Transactions) Batch Posting Detail screen opens.

| Batch Posting   | ^ □ ×               |
|---|---------------------|
| Post Recap Close  |                     |
| Details   |                     |
| Batch No: BATCH-124   |                     |
| Select All Clear All Q. Open III Layout Q. Filter Records (F3)    | 🗙 Clear All Filters |
| X Transaction Type v Equals v Adjusted Origin Journal             |                     |
| X Transaction Type v Equals v General Journal                     |                     |
| X Transaction Type v Equals v Audit Adjustment                    |                     |
| X Transaction Type v Equals v Imported Journal                    |                     |
| X Transaction Type v a Batch Posting Details                      |                     |
| X Transaction Type v l Close                                      |                     |
| Date Transa Details   |                     |
| ✓ 09/01/2014 Origin Q. Open BB Layout Q. Filter Records (E3)      | nce Nu              |
| Record No Description   |                     |
| AP 2746 201409 Unable to post. The transaction is out of balance. |                     |
|   |                     |
|   |                     |
|   |                     |
|   |                     |
|   |                     |
|   |                     |
| ⑦ ۞ ♀   |                     |
|   |                     |
| Posted = 0 Failed = 1   |                     |
| ⑦ Ø P Ready   |                     |

- 1. The screen shows which transaction is successfully posted and which is not along with its reason on the Description column.
- 2. Unposted transactions can also be opened from here by selecting the transaction you want to drill down and then click the **Open** action button.

| Batch Posting Details                 |   | ~ □ ×                      |
|---------------------------------------|---|----------------------------|
| Close                                 |   |                            |
| Details                               |   |                            |
| Q Open 🔠 Layout 🔍 Filter              | Records (F3)  |                            |
| Record No                             | Description   |                            |
| AP 2746 201409                        | Unable to post. The transaction is out of balance.              |                            |
| General Journal - A<br>New Save Searc | P 2746 201409<br>h Delete Undo Post Duplicate Recap Reallocatio | on Recurring Export Import |
| Details Attachm                       | ents (0) Audit Log (0) Comments (0)                             |                            |
| Post Date 09/01/                      | 2014 🔲 Currency: USD 🗸 Rev                                      | verse Date:                |
| Description:                          |   |                            |
| Posted = 0 Fa × Remove 🗄              | Layout Q Filter Records (F3)                                    |                            |
|                                       | Account Description T   | ransaction Description     |