# Purchasing - Posting Detail after Posting/Unposting Voucher Batch Entry

#### **Posting Voucher Batch Entry**

After posting a Voucher Batch Entry (See How To Post Voucher Batch Entry), Batch Posting Detail screen opens. The screen shows the vouchers along with its reason on the Description column if it is successfully posted or not.

Voucher Batch Entry			~ □ ×
New Save Search Delete Undo Print Duplicate Pay	Unpost Close		
Detail			
AP Account: 20000-0000 Batch To	tal: 30.00 Batch Date: 01/26/2016		
Voucher Batch No: BB-2 Reference	e:		
+ Insert X Remove III Layout Q Filter Records (			
Vendor N Batch Posting Details	· · · · · · · · · · · · · · · · · · ·	Total	Posted
0001005C 0001005C 0005C		20.00	
Details		20.00	
	1 (72)		
Q Open III Layout Q Filter Record	Is (F3) Description		
BL-60	Transaction successfully posted.		
BL-61	Transaction successfully posted.		
Posted = 2 Failed = 0		✓ Page 1	1 of 1 🕨 🕅
🕐 🗘 🖓 🖂 Ready			

# **Unposting Voucher Batch Entry**

After unposting a Voucher Batch Entry (See How To Unpost Voucher Batch Entry), Batch Posting Detail screen opens. The screen shows the vouchers along with its reason on the Description column if it is successfully unposted or not.

oucher Batch Entry					∧ □ >
New Save Search Delete Undo Pr	rint Duplicate Post Close				
Detail					
AP Account: 20000-0000-000 /oucher Batch No: BB-2	V Batch Total:	30.00 Batch Date: 01/26/2016			
+ Insert X Remove 🔠 Layout	Q Filter Records (F3)				
Vendor N				Total	Posted
Batch Posting Details			~ □ ×	10.00	
00010050 Close				20.00	
Details					
Q Open 🔠 Layout	Q Filter Records (F3)		]		
Record No	Description				
BL-60	Transaction s	successfully unposted.			
BL-61	Transaction s	successfully unposted.			
Unposted = 2 Failed =	= 0				
	adu			4 Page 1	1 of 1 ▶ ▶

### **Posting Bill Batch Entry**

After posting a Bill Batch Entry (See How To Post Voucher Batch Entry), Batch Posting Detail screen opens.

	arch Delete Undo Print	Tools Unpost Cl								
P Account:	27010-0000	Batch Total:	950.0	0						
ll Batch Number:	BB-60440	Reference:								
Vendor No.	Vendor Name Invoice	# Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
000000001	Sample Company	Due on Receipt	06/10/2014	06/10/2014	06/10/2014	60330-3001			500.00	<b>V</b>
000000002	Sample Vendor	Due on Receipt	06/10/2014	06/10/2014	06/10/2014	60330-3001			450.00	
	Close Q Open Y Filter Rec Record No	ords (F3) Descrip	tion							
	BL-33 BL-34		tion successfu tion successfu							
🔕 💡 Edited	Posted = 2 Failed = 0									

The screen shows the bills along with its reason on the **Description** column if it is successfully posted or not.

Record No	Description
EL-33	Transaction successfully posted.
BL-34	Transaction successfully posted.

#### **Unposting Bill Batch Entry**

After unposting a Bill Batch Entry (See How To Unpost Voucher Batch Entry), Batch Posting Detail screen opens.

Bill Batch Entry									â 🗆
New Save Sea	rch Delete Undo Print Tools Pa								
AP Account: Bill Batch Number:	27010-0000 Satch Tota BB-60440 Reference		00						
😑 Delete									
Vendor No.	Vendor Name Invoice # Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Posted
000000001	Sample Company Due on I			06/10/2014	60330-3001			500.00	
☑ 000000002	Sample Vendor Due on I	eceipt 06/10/2014	06/10/2014	06/10/2014	60330-3001			450.00	
	Batch Posting Details								
	🔍 Open 🍞 Filter Records (F3)								
	Record No	Description							
	EL-33	PAY-35 payment wa	s already made	on this bill.					
	EL-34	Transaction successf	ully unposted.						
) 这 🖗 Edited	Unposted = 1 Failed = 1							of 1	
Y Y Edited	🕜 Help Ready						=	ori	

The screen shows the bills along with its reason on the Description column if it is successfully unposted or not.

Record No	Description
EL-33	PAY-35 payment was already made on this bill.
EL-34	Transaction successfully unposted.

## **Posting Bill Batch Entry**

After posting a Bill Batch Entry (See How To Post Voucher Batch Entry), Batch Posting Detail screen opens.

	arch Delete Undo Print		<b>j</b> ose							<u></u>
P Account:	27010-0000	Batch Total:	950.0	D						
ll Batch Number:	BB-60440	Reference:								
Vendor No.	Vendor Name Invoice	e # Terms	Date	Bill Date	Due Date	GL Account	Description	Tax ID	Total	Postec
000000001	Sample Company	Due on Receipt	06/10/2014	06/10/2014	06/10/2014	60330-3001			500.00	<b>V</b>
000000002	Sample Vendor	Due on Receipt	06/10/2014	06/10/2014	06/10/2014	60330-3001			450.00	
	Batch Posting Details							× □ ×		
	🔍 Open 🍞 Filter Re	cords (F3)								
	Record No	Descrip								
	BL-33		tion successfu							
	EL-34	Transac	tion successfu	ly posted.						
	Posted = 2 Failed = 0									

The screen shows the bills along with its reason on the Description column if it is successfully posted or not.

	Record No	Description
	BL-33	Transaction successfully posted.
	BL-34	Transaction successfully posted.

### **Unposting Bill Batch Entry**

After unposting a Bill Batch Entry (See How To Unpost Voucher Batch Entry), Batch Posting Detail screen opens.

Bill Batch Entry							â 🗆
	arch Delete Undo Print Tools	Post Close					
AP Account:	27010-0000 Y Batch	n Total: 950.00	0				
Bill Batch Number:	BB-60440 Refer	rence:					
😑 Delete							
Vendor No.	Vendor Name Invoice # Ter	rms Date	Bill Date Due Date	GL Account Description	Tax ID	Total	Posted
000000001	Sample Company Du	e on Receipt 06/10/2014	06/10/2014 06/10/2014	60330-3001		500.00	
0000000002	Sample Vendor Du	e on Receipt 06/10/2014	06/10/2014 06/10/2014	60330-3001		450.00	
	Batch Posting Details  Cose  Cose  Cose  Record No	3) Description					
	BL-33	PAY-35 payment was Transaction successful	already made on this bill. Iy unposted.				
🤉 😧 💡 Edited	Unposted = 1 Failed = 1					of 1	E EN T
	🕜 Help Ready						

The screen shows the bills along with its reason on the Description column if it is successfully unposted or not.

Record No		Description
	BL-33	PAY-35 payment was already made on this bill.
	BL-34	Transaction successfully unposted.