

How to Post Transactions

Note: If the user is only allowed to post transactions that he created, other transactions created by others users will not be displayed.

Here is how to Post through main Batch Posting screen:

1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**

Batch Posting

PostRecapClose

Details

Batch No: BATCH-944

☒ Select All☐ Clear All

Open

Layout

Filter Records (F3)

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
<input type="checkbox"/> 5/18/2016	General Journal	GJ-103177	0.00			george.olne...	
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66911	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66912	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66913	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66914	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66915	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66916	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66917	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66918	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66919	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66920	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66921	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66922	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66923	10.00			george.olne...	Test

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

☒ Select All☐ Clear All

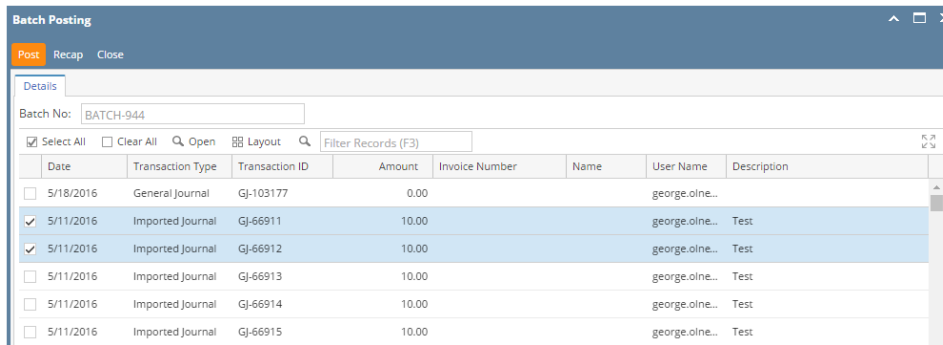
Open

Layout

Filter Records (F3)

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
<input type="checkbox"/> 5/18/2016	General Journal	GJ-103177	0.00			george.olne...	
<input checked="" type="checkbox"/> 5/11/2016	Imported Journal	GJ-66911	10.00			george.olne...	Test
<input checked="" type="checkbox"/> 5/11/2016	Imported Journal	GJ-66912	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66913	10.00			george.olne...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66914	10.00			george.olne...	Test

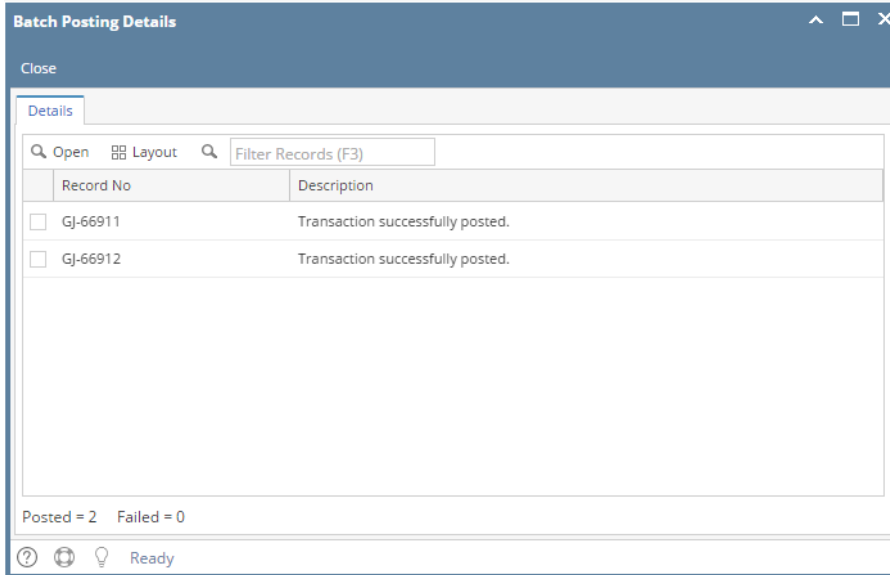
3. Click **Post** button



The screenshot shows the 'Batch Posting' window with the 'Post' button highlighted. The 'Batch No' is 'BATCH-944'. The table below lists transactions with columns: Date, Transaction Type, Transaction ID, Amount, Invoice Number, Name, User Name, and Description. Two transactions are selected with checkboxes.

Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description
5/18/2016	General Journal	GJ-103177	0.00			george.oline...	
5/11/2016	Imported Journal	GJ-66911	10.00			george.oline...	Test
5/11/2016	Imported Journal	GJ-66912	10.00			george.oline...	Test
5/11/2016	Imported Journal	GJ-66913	10.00			george.oline...	Test
5/11/2016	Imported Journal	GJ-66914	10.00			george.oline...	Test
5/11/2016	Imported Journal	GJ-66915	10.00			george.oline...	Test

Batch Posting Details screen will open with result



The screenshot shows the 'Batch Posting Details' window. It displays the results of the batch posting for transactions GJ-66911 and GJ-66912, both of which were successfully posted. The status at the bottom indicates 'Posted = 2' and 'Failed = 0'.

Record No	Description
GJ-66911	Transaction successfully posted.
GJ-66912	Transaction successfully posted.

Posted = 2 Failed = 0



When a transaction is successfully posted, it will no longer appear in the Batch Posting list

Here is how to Post through main Batch Posting screen:

1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**

Batch Posting window showing a list of transactions for BATCH-286. The window has a 'Post' button highlighted in red. The table below shows the transactions:

Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
12/29/2016	Invoice	SI-41	2,000.00			iRely Admin	
02/04/2016	Voucher	BL-31	0.00	SSD512	iRely LLC	AGADMIN	
12/31/2015	Voucher	BL-29	0.00	1234	ABC Trucking	greg.marco...	Something else
12/29/2015	Invoice	SI-37	10,000.00			george.olney...	
12/21/2015	Voucher	BL-27	4,900.00	1232312	Brown Broth...	george.olney...	
12/18/2015	Voucher	BL-26	4,897.55	1232	Brown Broth...	george.olney...	1232
12/18/2015	Invoice	SI-29	131.10			brian	
12/17/2015	Payable	PAY-2	500.00		ABC Trucking	george.olney...	
12/17/2015	Voucher	BL-19	0.00	12312321	ABC Trucking	george.olney...	123123
12/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie
11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney...	
11/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie
11/05/2015	Payment	RCV-3	10,000.00			chris.pelz@ir...	initial payment
11/03/2015	Voucher	BL-15	3,270.44	234MW	BP Oil North ...	Matt	
10/21/2015	Voucher	BL-13	10.00	0002121	NGL Supply ...	irelyadmin	
10/15/2015	Voucher	BL-11	0.00	1231212	Frito-Lay	irelyadmin	
10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank ...
09/15/2015	Invoice	SI-16	216.68			brian	
08/31/2015	Payment	RCV-1	100.00			irelyadmin	
08/31/2015	Payment	RCV-2	236.00			irelyadmin	

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 window showing the same list of transactions as before, but with the 'Post' button highlighted in red. The table below shows the transactions with the 'Post' button highlighted in red:

Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney...	
11/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie
10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv...
09/15/2015	Invoice	SI-16	216.68			brian	
12/29/2015	Invoice	SI-37	10,000.00			george.olney...	

3. Click **Post** button

Batch Posting window showing the same list of transactions as before, but with the 'Post' button highlighted in red. The table below shows the transactions with the 'Post' button highlighted in red:

Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney...	
11/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie
10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv...
09/15/2015	Invoice	SI-16	216.68			brian	
12/29/2015	Invoice	SI-37	10,000.00			george.olney...	
12/18/2015	Invoice	SI-29	131.10			brian	
12/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie
08/31/2015	Payment	RCV-1	100.00			irelyadmin	

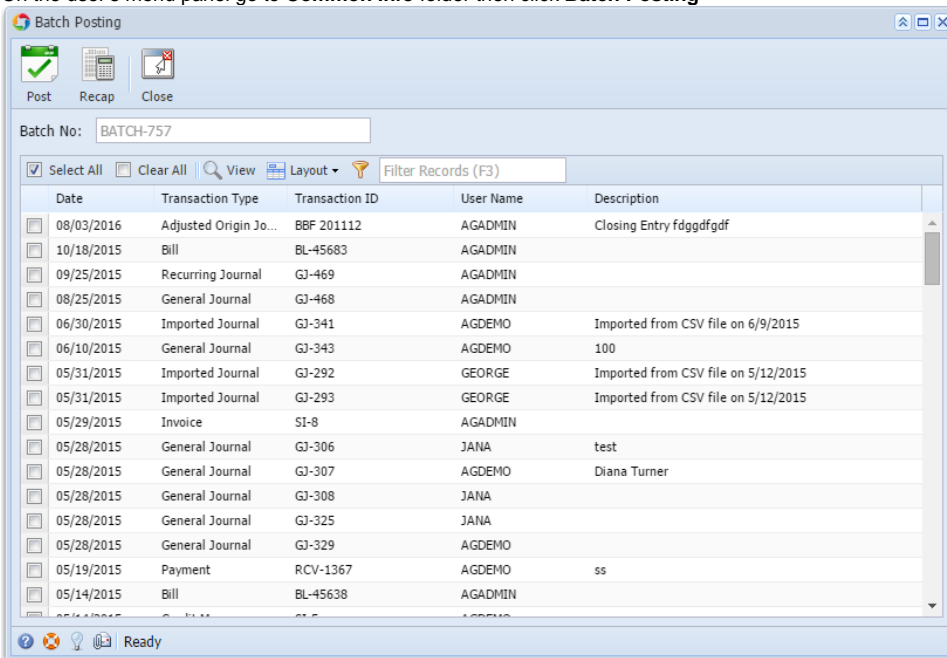
Batch Posting Details screen will open with result

Batch Posting Details window showing the results of the batch posting. The window has a 'Close' button. The table below shows the results:

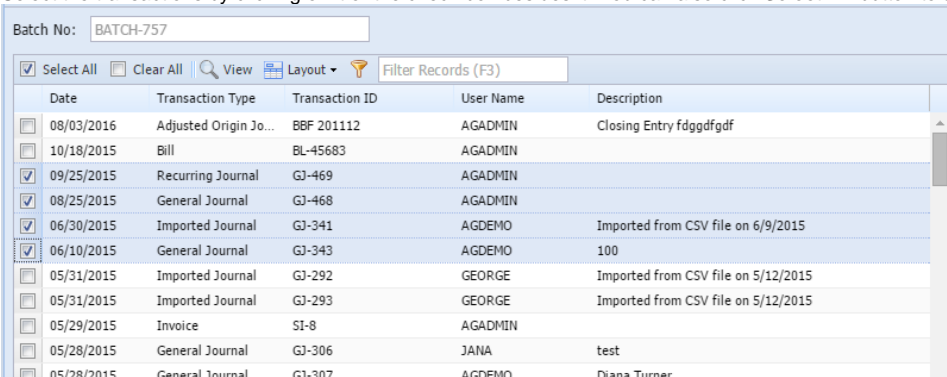
Record No	Description
SI-19	Exception:Invoice date does not have a matching Clock Reading record.
SI-24	Transaction successfully posted.

Posted = 1 Failed = 1

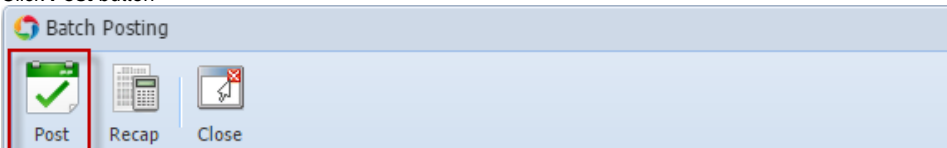
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



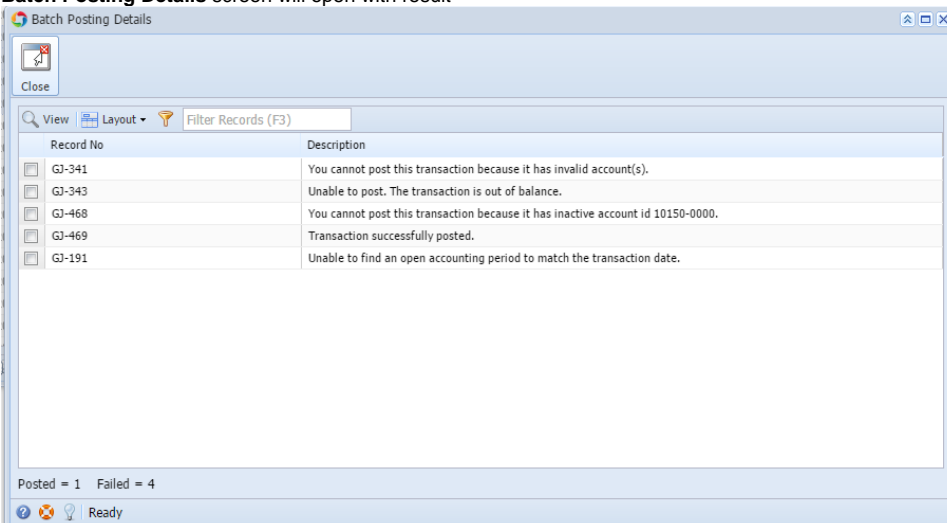
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



3. Click **Post** button



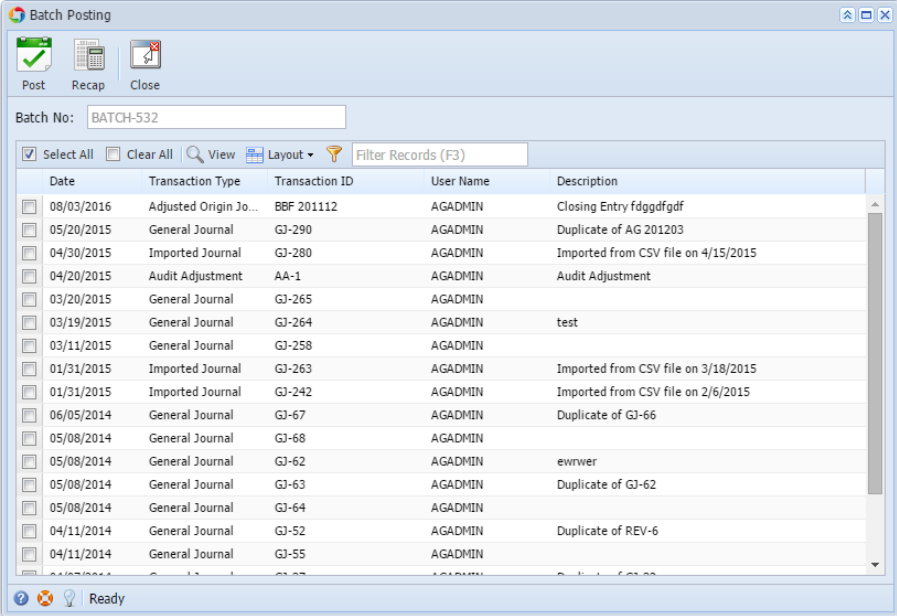
Batch Posting Details screen will open with result



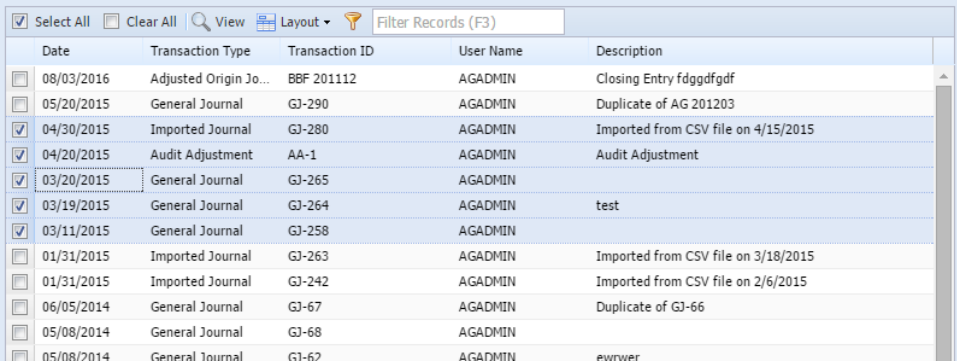
There are two ways in Posting transactions in Batch Posting screen. First is through the main screen Post button and second is on Recap screen. See [How to Post through Recap Transaction screen](#).

Here is how to Post through main Batch Posting screen:

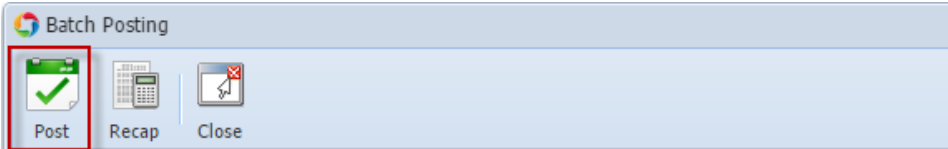
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



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



3. Click **Post** button



Batch Posting Details screen will open with result

