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

Post Recap Close Details	
Details	
Batch No: BATCH-944	
☑ Select All □ Clear All Q. Open ⊞ Layout Q. Filter Records (F3)	К.Л Ц У
Date Transaction Type Transaction ID Amount Invoice Number Name User Name Description	
5/18/2016 General Journal GJ-103177 0.00 george.olne	^
5/11/2016 Imported Journal GJ-66911 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66912 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66913 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66914 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66915 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66916 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66917 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66918 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66919 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66920 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66921 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66922 10.00 george.olne Test	
5/11/2016 Imported Journal GJ-66923 10.00 george.olne Test	
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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

1.8			00) 4 [1]						12 3
	Date	Transaction Type	Transaction ID	Amount	Invoice Number	Name	User Name	Description	
	5/18/2016	General Journal	GJ-103177	0.00			george.olne		
~	5/11/2016	Imported Journal	GJ-66911	10.00			george.olne	Test	
~	5/11/2016	Imported Journal	GJ-66912	10.00			george.olne	Test	
	5/11/2016	Imported Journal	GJ-66913	10.00			george.olne	Test	
	5/11/2016	Imported Journal	GJ-66914	10.00			george.olne	Test	

3. Click Post button

t Recap Close											
etails											
tch No: BATCH-944											
Select All 🗌 Clear All	Q, Open	88 Layout	Q Filter R	Records (F3)							
Date Transa	ction Type	Transactio	n ID	Amount	Invoice N	umber	Name	User Name	Description		
5/18/2016 Genera	il Journal	GJ-103177		0.00				george.olne			
5/11/2016 Import	ed Journal	GJ-66911		10.00				george.olne	Test		
5/11/2016 Import	ed Journal	GJ-66912		10.00				george.olne	Test		
5/11/2016 Import	ed Journal	GJ-66913		10.00				george.olne	Test		
5/11/2016 Import	ed Journal	GJ-66914		10.00				george.olne	Test		
5/11/2016 Import	ed Journal	GJ-66915		10.00				george.olne	Test		
ch Posting De tch Posting Detail ose etails	tails so	creen w	ill open	with res	sult					^ [X
ch Posting De tch Posting Detail	tails so	Filter Re	rill open	with res	sult					^ [
ch Posting De ch Posting Detail ose letails Q Open III Layou Record No	tails so s	Filter Re	ill open cords (F3) Descriptic	with res	sult					~ [] X
ch Posting Detail cch Posting Detail ose etails Q Open 田 Layou Record No GJ-66911	tails so s	Filter Re	cords (F3) Descriptic	with res	sult	ted.				~ [×
cch Posting Detail cch Posting Detail ose etails Qopen III Layou Record No GJ-66911 GJ-66912	tails so	Filter Re	cords (F3) Descriptic Transactic	with res	fully post	ted.				~ □	X
ch Posting De ch Posting Detail ose retails Q Open III Layou Record No GJ-66911 GJ-66912	tails so a	Filter Re	cords (F3) Descriptic Transactic Transactic	with res	fully post	ted.				~ □	
ch Posting De tch Posting Detail ose etails Q Open 部 Layou Record No GJ-66911 GJ-66912	tails so s	Filter Re	cords (F3) Descriptic Transactic	with res	fully post	ted.				~ [
ch Posting De tch Posting Detail ose etails Q Open 田 Layou Record No GJ-66911 GJ-66912	tails so	Filter Re	cords (F3) Descriptic Transactic	with res	fully post	ted.				~ [
ch Posting De tch Posting Detail ose etails Q Open 田 Layou Record No GJ-66911 GJ-66912	tails so s	Filter Re	cords (F3) Descriptic Transactic	with res	fully post	ted.					
ch Posting De tch Posting Detail ose etails Q Open 田 Layou Record No GJ-66911 GJ-66912	tails so t	Filter Re	cords (F3) Descriptic Transactic	with res	fully post	ted.					

Posted = 2 Failed = 0

Mhen 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	1-286						
Select All	Clear All 🔍 Open	맘 Layout 🛛 🔍	Filter Records (F3)	×			
Date	Transaction Type	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description
12/29/2016	Invoice	51-41	2,000.00			iRely Admin	
02/04/2016	Voucher	BL-31	0.00	SSDS12	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
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

 Select the transactions by clicking of it of the origon box box because

 Select All
 Clear All
 Q, Open
 BL layout
 Q, Filter Records (F3)

 Date
 Transaction Type.4
 Transaction ID
 Amount
 Vendor Invoice Number
 Vendor Name
 User Name
 Description

 11/124/2015
 Dobit Memo
 BL-16
 5.00
 Frito-Lay
 george.olney....

 11/125/2015
 Invoice
 51-24
 14(097.25
 brian
 Origin:Muncle

 09/15/2015
 Invoice
 SI-16
 216.68
 brian
 Sental

 12/29/2015
 Invoice
 SI-37
 10(000.00
 george.olney....
 Origin:Muncie brian SERIAL # HERE Total Usage = Beg Tank Inv...

3. Click Post button

I	Batch	n Posting								□ ×
	Post	Recap Close								
ľ	Deta	ails								
l	Batc	h No: BATCH-	271							
l	V	Select All 🗌 C	lear All 🔍 Open	B Layout Q	Filter Records (F3)					
I		Date	Transaction Type.	Transaction ID	Amount	Vendor Invoice Number	Vendor Name	User Name	Description	
I		11/24/2015	Debit Memo	BL-16	5.00		Frito-Lay	george.olney		
I	\checkmark	11/13/2015	Invoice	SI-24	14,097.25			brian	Origin:Muncie	
I	\checkmark	10/15/2015	Invoice	SI-19	93.63			brian	SERIAL # HERE Total Usage = Beg Tank Inv	
I		09/15/2015	Invoice	SI-16	216.68			brian		
I		12/29/2015	Invoice	SI-37	10,000.00			george.olney		
I		12/18/2015	Invoice	SI-29	131.10			brian		- 11
ł		12/08/2015	Invoice	SI-26	12,438.75			irelyadmin	Origin:Muncie	- 11
l		08/31/2015	Payment	RCV-1	100.00			irelyadmin		- 11

Batch Posting Details screen will open with result

Batch Posting Details	^ □ ×
Close	
Details	
Q Open 昍 Layout Q Filter Records (F3)	
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	
⑦ ① P Ready	

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

C) Ba	atch Posting					* = ×
		Class				
Pos	с кесар	Close				
Bato	h No: BATC	H-757				
	Select All 📃	Clear All 🔍 View 🚆	Layout 🗸 💡 🛛 Fi	lter Records (F3)		
	Date	Transaction Type	Transaction ID	User Name	Description	
	08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	<u> </u>
	10/18/2015	Bill	BL-45683	AGADMIN		
	09/25/2015	Recurring Journal	GJ-469	AGADMIN		
	08/25/2015	General Journal	GJ-468	AGADMIN		
	06/30/2015	Imported Journal	GJ-341	AGDEMO	Imported from CSV file on 6/9/2015	
	06/10/2015	General Journal	GJ-343	AGDEMO	100	
	05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015	
	05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015	
	05/29/2015	Invoice	SI-8	AGADMIN		
	05/28/2015	General Journal	GJ-306	JANA	test	
	05/28/2015	General Journal	GJ-307	AGDEMO	Diana Turner	
	05/28/2015	General Journal	GJ-308	JANA		
	05/28/2015	General Journal	GJ-325	JANA		
	05/28/2015	General Journal	GJ-329	AGDEMO		
	05/19/2015	Payment	RCV-1367	AGDEMO	SS	
	05/14/2015	Bill	BL-45638	AGADMIN		-
		a hu		1.005110		

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

Ba	atch No: BATCH	-757				
5	🗸 Select All 📃 C	Clear All 🛛 🔍 View 🚆	Layout 👻 💡 🛛 Filter R	Records (F3)		
	Date	Transaction Type	Transaction ID	User Name	Description	
	08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	
	10/18/2015	Bill	BL-45683	AGADMIN		
8	09/25/2015	Recurring Journal	GJ-469	AGADMIN		
5	08/25/2015	General Journal	GJ-468	AGADMIN		
5	06/30/2015	Imported Journal	GJ-341	AGDEMO	Imported from CSV file on 6/9/2015	
	06/10/2015	General Journal	GJ-343	AGDEMO	100	
	05/31/2015	Imported Journal	GJ-292	GEORGE	Imported from CSV file on 5/12/2015	
	05/31/2015	Imported Journal	GJ-293	GEORGE	Imported from CSV file on 5/12/2015	
	05/29/2015	Invoice	SI-8	AGADMIN		
	05/28/2015	General Journal	GJ-306	JANA	test	
F	05/28/2015	General Journal	G1-307	AGDEMO	Diana Turner	

3. Click Post button

G Batch Posting

~		F
Post	Recap	Close

Batch Posting Details screen will open with result

G Batch Posting Details						
Close						
🔍 View 🖶 Layout 🔹 🍸 🛛 Filter Records (F3)						
Record No	Description					
GJ-341	You cannot post this transaction because it has invalid account(s).					
GJ-343	Unable to post. The transaction is out of balance.					
GJ-468	You cannot post this transaction because it has inactive account id 10150-0000.					
GJ-469	Transaction successfully posted.					
GJ-191	Unable to find an open accounting period to match the transaction date.					
Posted = 1 Failed = 4						
🕜 😟 💡 Ready						

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

Batch Posting					2
Post Recan	Close				
i ost i i i i i i i i i i i i i i i i i i i					
Batch No: BATCH	-532				
Select All	Clear All 🔍 View 🚆	Layout 🔹 🍸 🛛 Filter	Records (F3)		
Date	Transaction Type	Transaction ID	User Name	Description	
08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	
05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203	
04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015	
04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment	
03/20/2015	General Journal	GJ-265	AGADMIN		
03/19/2015	General Journal	GJ-264	AGADMIN	test	
03/11/2015	General Journal	GJ-258	AGADMIN		
01/31/2015	Imported Journal	GJ-263	AGADMIN	Imported from CSV file on 3/18/2015	
01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from CSV file on 2/6/2015	
06/05/2014	General Journal	GJ-67	AGADMIN	Duplicate of GJ-66	
05/08/2014	General Journal	GJ-68	AGADMIN		
05/08/2014	General Journal	GJ-62	AGADMIN	ewrwer	
05/08/2014	General Journal	GJ-63	AGADMIN	Duplicate of GJ-62	
05/08/2014	General Journal	GJ-64	AGADMIN		
04/11/2014	General Journal	GJ-52	AGADMIN	Duplicate of REV-6	
04/11/2014	General Journal	GJ-55	AGADMIN		
-		01.07	1010100	n I: 1 Col 22	

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 📃 Cle	ear All 🔍 View 🚆	Layout • 🍸 Filter Recor	ds (F3)		
Date	Transaction Type	Transaction ID	User Name	Description	
08/03/2016	Adjusted Origin Jo	BBF 201112	AGADMIN	Closing Entry fdggdfgdf	
05/20/2015	General Journal	GJ-290	AGADMIN	Duplicate of AG 201203	
04/30/2015	Imported Journal	GJ-280	AGADMIN	Imported from CSV file on 4/15/2015	
04/20/2015	Audit Adjustment	AA-1	AGADMIN	Audit Adjustment	
03/20/2015	General Journal	GJ-265	AGADMIN		
03/19/2015	General Journal	GJ-264	AGADMIN	test	
03/11/2015	General Journal	GJ-258	AGADMIN		
01/31/2015	Imported Journal	GJ-263	AGADMIN	Imported from CSV file on 3/18/2015	
01/31/2015	Imported Journal	GJ-242	AGADMIN	Imported from CSV file on 2/6/2015	
06/05/2014	General Journal	GJ-67	AGADMIN	Duplicate of GJ-66	
05/08/2014	General Journal	GJ-68	AGADMIN		
05/08/2014	General Journal	G1-62	AGADMIN	ewrwer	

3. Click Post button

Batch Posting	
Post Recap Close	
Batch Posting Details screen will open with result	
Batch Posting Details	
Close	
🔍 View 🚆 Layout 👻 🍸 Filter Reco	ords (F3)
Record No	Description
GJ-258	Transaction successfully posted.
GJ-265	Transaction successfully posted.
GJ-264	Unable to post. The transaction includes restricted accounts.
GJ-280	You cannot post this transaction because it has invalid account(s).
Posted = 2 Failed = 2	
🕐 这 👷 Ready	