
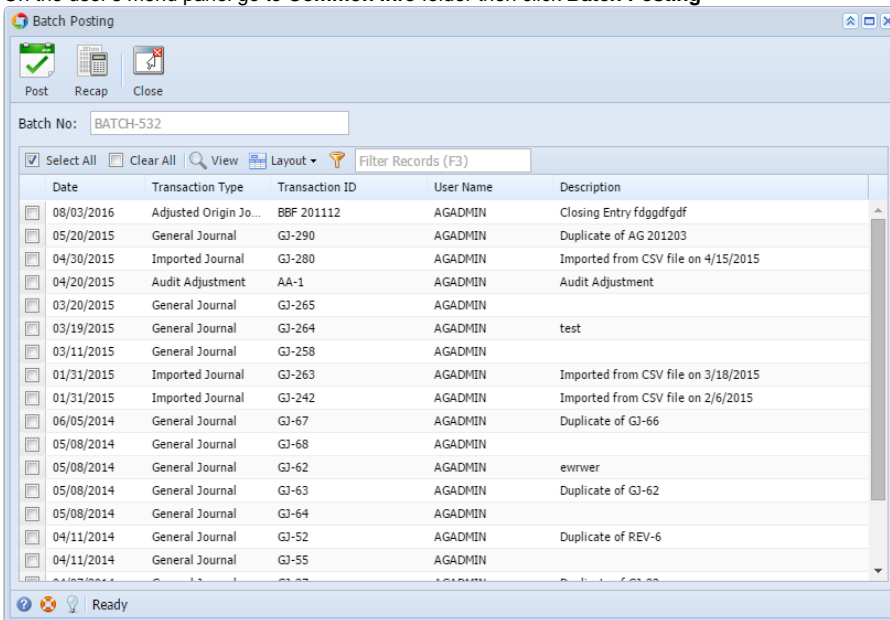


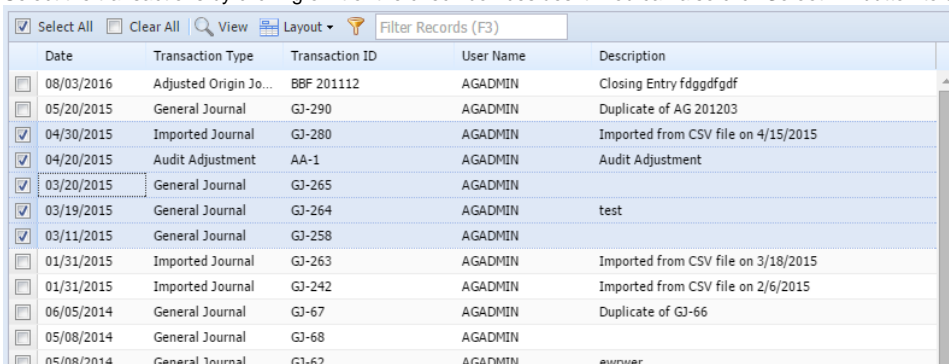
How to Post through Recap Transaction screen

 Posting in Recap Transaction is no longer available on version 15.3 and up

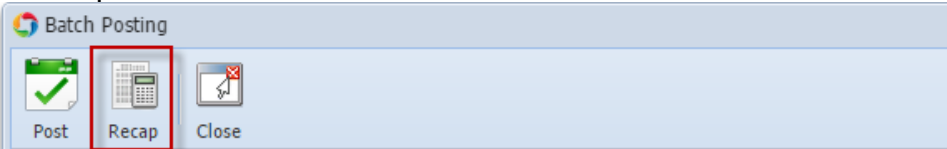
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



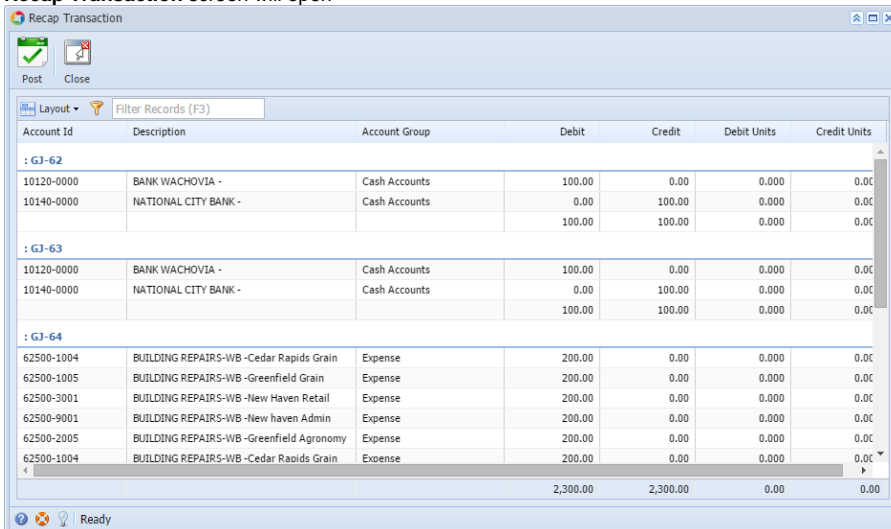
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



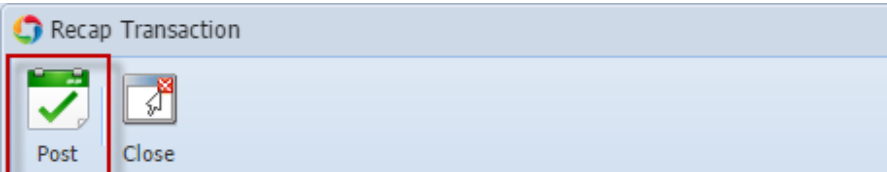
3. Click **Recap** button



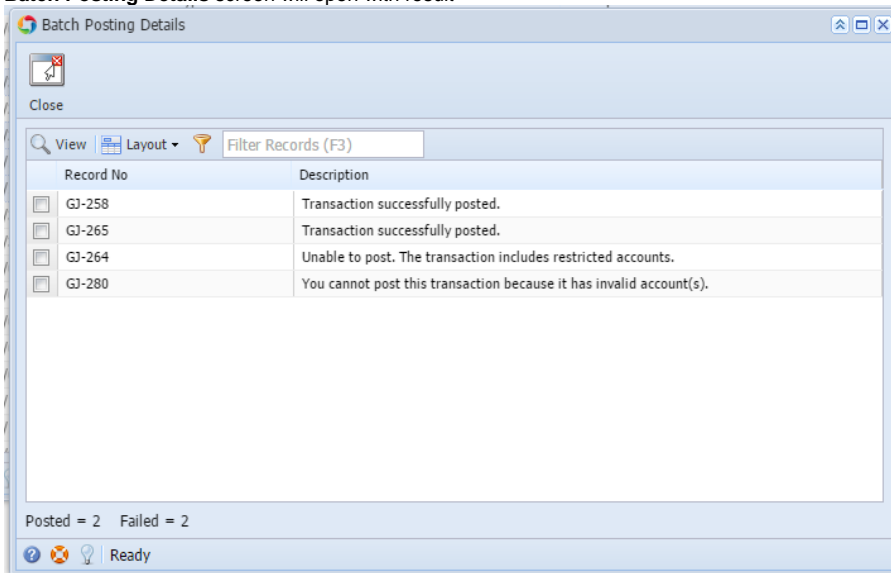
Recap Transaction screen will open



4. Click **Post** button



Batch Posting Details screen will open with result



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