How to Post Preview Transactions on Batch Posting Screen

- On the user's menu panel go to Common Info folder then click Batch Posting
 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 Preview toolbar button

| tch Posting | | | | | | | | ^ □ | |
|---------------------------|------------------------|------------------------|----------------|-----------|----------|-----------------|-------------|------------|------------|
| st Post Preview Close | | | | | | | | | |
| etails Logs | | | | | | | | | |
| tch No BATCH-8604 | | | | | | | | | |
| 🖉 Select All 🔄 Clear All | 🗋 Open Export 🗸 🕴 | 🗄 View 🔻 🛛 Filter (F3) | | | | | | | K 7 K 9 |
| Date Trans | action Type Transactio | on ID Total Amount | Invoice Number | Name | Location | User Name | Description | | |
| 02/28/2011 Gener | ral Journal GJ-103430 | 500.01 | 0 | | | irelyadmin | Test123 | | _ |
| 02/28/2011 Gener | ral Journal GJ-103374 | 4 10.0 | 0 | | | george.olney | test | | |
| 02/28/2011 Gener | ral Journal GJ-103367 | 7 10.0 | 0 | | | Michelle.Miller | test 3 | | |
| 01/01/2015 Vouch | ner BL-21464 | 0.0 | 0 SI-1 | iRely LLC | | joe.approver | | | |
| st Preview | screen will c | nen | | | | | | | |
| st Preview lose | | | | | | | | | × |
| etails | | | | | | | | | |
| xport • 🔠 View • | Filter (F3) | | | | | | | | к Л 2 У |
| ccount ld | Description | | Account Group | | Debit | Credit | Debit Units | Credit Uni | its |
| GJ-103374 | | | | | | | | | |
| 0003-0000-000 | test | | Cash Accounts | | 10 | 0 | 0 | | 0 |
| GJ-103430 | | | | | | | | | |
| 0003-0000-000 | Test | | Cash Accounts | | 500 | 0 | 0 | | 0 |
| 0003-4001-001 | Test | | Cash Accounts | | 0 | 500 | 0 | | 0 |
| | | | | | 510.00 | 500.00 | 0.00 | | 0.00 |
| | dv | | | | | | | | |

A If a transaction has missing accounts or not set up properly, Batch Posting Details screen will open with appropriate details of the error in transaction

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

| Batch Posting | | | | | | | ^ □ × |
|-------------------------------|----------------|--------------------|----------------|------|-------------|-------------|----------|
| Post Recap Close | | | | | | | |
| Details | | | | | | | |
| Batch No: BATCH-944 | | | | | | | |
| Select All 🗌 Clear All 🔍 Open | 음 Layout 🔍 Fi | ilter Records (F3) | | | | | кл КУ |
| 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 | |
| | | | | | | | |
| 🕐 🖓 🦞 🖂 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

| 1 | Select All | Clear All 🔍 Open | 品 Layout 이 오 | Filter Records (F3) | | | | | КЯ |
|---|-------------|------------------|----------------|---------------------|----------------|------|-------------|-------------|----|
| | Date | Transaction Type | Transaction ID | Amount | Invoice Number | Name | User Name | Description | |
| | 5/18/2016 | General Journal | GJ-103177 | 0.00 | | | george.olne | | - |
| 6 | / 5/11/2016 | Imported Journal | GJ-66911 | 10.00 | | | george.olne | Test | |
| 6 | / 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 Recap toolbar button

| Bat | ch Posting | | | | | | | | ^ □ × |
|-----|--------------------|------------------|----------------|---------------------|----------------|------|-------------|-------------|--------------|
| Po | st Recap Close | | | | | | | | |
| D | etails | | | | | | | | |
| Ba | tch No: BATCH | 944 | | | | | | | |
| 6 | 🛛 Select All 🛛 🗌 🕻 | lear All 🔍 Open | 음 Layout 🔍 | Filter Records (F3) | | | | | К.Я. К.У. |
| | Date | Transaction Type | Transaction ID | Amount | Invoice Number | Name | User Name | Description | |
| | 5/18/2016 | General Journal | GJ-103177 | 0.00 | | | george.oine | | ^ |
| V | 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 | |

Recap Transaction screen will open

| Recap Transaction | | | | | ~ □ × |
|--------------------------------|---------------|-------|--------|-------------|--------------|
| | | | | | |
| Details | | | | | |
| 멾 Layout Q Filter Records (F3) | | | | | |
| Account Id Description | Account Group | Debit | Credit | Debit Units | Credit Units |
| : GJ-66911 | | | | | |
| 10003-0000-000 | Cash Accounts | 10.00 | 0.00 | 0.000 | 0.000 |
| 10010-0000-000 | Asset | 0.00 | 10.00 | 0.000 | 0.000 |
| | | 10.00 | 10.00 | 0.000 | 0.000 |
| : GJ-66912 | | | | | |
| 10003-0000-000 | Cash Accounts | 10.00 | 0.00 | 0.000 | 0.000 |
| 10010-0000-000 | Asset | 0.00 | 10.00 | 0.000 | 0.000 |
| | | 10.00 | 10.00 | 0.000 | 0.000 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | 20.00 | 20.00 | 0.00 | 0.00 |
| ⑦ ① ② Ready | | | | | |

A If a transaction has missing accounts or not set up properly, Batch Posting Details screen will open with appropriate details of the error in transaction:

| Batch Posting Details | ^ □ X |
|---|-------|
| Close | |
| Details | |
| Q Open ⊞ Layout Q Filter Records (F3) | |
| Record No Description | |
| SI-19 Exception:Invoice date does not have a matching Clock Reading rec | ord. |
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| | |
| Failed = 1 | |
| ⑦ ✿ ♀ Ready | |

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

| ti | ails | | | | | | | |
|----|--------------|-------------------|----------------|---------------------|-----------------------|--------------|--------------|------------------------------------|
| tc | h No: BATCH- | 335 | | | | | | |
| / | Select All | lear All 🔍 Open | B Layout Q | Filter Records (F3) | | | | |
| | Date | Transaction Type. | Transaction ID | Amount | Vendor Invoice Number | Vendor Na | User Name | Description |
| | 11/24/2015 | Debit Memo | BL-16 | 5.00 | | Frito-Lay | george.olne | |
| | 01/21/2016 | General Journal | GJ-38 | 1,000.00 | | | george.olne | Adjustment |
| | 01/04/2016 | General Journal | GJ-35 | 10.00 | | | george.olne | Wages Accrual |
| | 12/29/2015 | Invoice | SI-37 | 10,000.00 | | | george.olne | |
| | 12/18/2015 | Invoice | SI-29 | 131.10 | | | brian | |
| | 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 Ta |
| | 09/15/2015 | Invoice | SI-16 | 216.68 | | | brian | |
| | 12/08/2015 | Invoice | SI-26 | 12,438.75 | | | irelyadmin | Origin:Muncie |
| | 12/17/2015 | Payable | PAY-2 | 500.00 | | ABC Trucking | george.olne | |
| | 01/08/2016 | Payable | PAY-4 | 3,366.30 | | Apple Spice | Matt | |
| | 08/31/2015 | Payment | RCV-1 | 100.00 | | | irelyadmin | |
| | 08/31/2015 | Payment | RCV-2 | 236.00 | | | irelyadmin | |
| | 11/05/2015 | Payment | RCV-3 | 10,000.00 | | | chris.pelz@i | initial payment |
| | 12/09/2015 | Payment | RCV-4 | 290.00 | | | brian | |
| | 11/03/2015 | Voucher | BL-15 | 3,270.44 | 234MW | BP Oil Nort | 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 | |
| | 01/04/2016 | Voucher | BL-30 | 10.00 | 324343 | ABC Trucking | george.olne | Check Comments |
| | 12/31/2015 | Voucher | BL-29 | 0.00 | 1234 | ABC Trucking | greg.marco | Something else |

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

| V | Select All 🗌 Cl | ear All 🔍 Open | 맘 Layout 이 오. | Filter Records (F3) | | | | | |
|---|-----------------|-------------------|----------------|---------------------|-----------------------|-----------|-------------|---------------|---|
| | Date | Transaction Type. | Transaction ID | Amount | Vendor Invoice Number | Vendor Na | User Name | Description | |
| | 11/24/2015 | Debit Memo | BL-16 | 5.00 | | Frito-Lay | george.olne | | - |
| ~ | 01/21/2016 | General Journal | GJ-38 | 1,000.00 | | | george.olne | Adjustment | |
| ~ | 01/04/2016 | General Journal | GJ-35 | 10.00 | | | george.olne | Wages Accrual | |
| | 12/29/2015 | Invoice | SI-37 | 10,000.00 | | | george.olne | | |
| | 12/18/2015 | Invoice | 51-29 | 131.10 | | | brian | | |

3. Click Recap toolbar button

| | ooloal oatto | | | | | | | |
|-------------------|---------------------|----------------|---------------------|----------------------|-------------|-------------|---------------|--------------|
| Batch Posting | | | | | | | | ^ □ × |
| Post Recap Close | | | | | | | | |
| U | | | | | | | | |
| Details | | | | | | | | |
| Batch No: BATCH- | -335 | | | | | | | |
| Select All | lear All 🔍 Open | E Layout Q | Filter Records (F3) | | | | | |
| Date | Transaction Type | Transaction ID | Amount | Vendor Invoice Numbe | r Vendor Na | User Name | Description | |
| 11/24/2015 | Debit Memo | BL-16 | 5.00 | | Frito-Lay | george.olne | 1 | * |
| ✓ 01/21/2016 | General Journal | GI-38 | 1,000.00 | | | george.olne | Adjustment | |
| ✓ 01/04/2016 | General Journal | GI-35 | 10.00 | | | george.olne | Wages Accrual | |
| 12/29/2015 | Invoice | SI-37 | 10,000.00 | | | george.olne | 0 | |
| 12/18/2015 | Invoice | SI-29 | 131.10 | | | brian | | |
| 11/13/2015 | Invoice | 51-24 | 14,097.25 | | | brian | Origin:Muncie | |
| . | | | | | | | | |
| lecap mans | action scree | en will oper | 1 | | | | | |
| Recap Transaction | | | | | | | | ~ □ X |
| | | | | | | | | |
| Close | | | | | | | | |
| Details | | | | | | | | |
| | | | | | | | | |
| E Layout Q | Filter Records (F3) | | | | | | | |
| Account Id | Description | | Account | Group | Debit | Credit | Debit Units | Credit Units |
| : GI-35 | | | | | | | | |
| 54100-0002-000 | test | | Pavroll E | arnings | 10.00 | 0.0 | 0 0.000 | 0.000 |
| 52000-0004-000 | test | | Pavroll C | logs | 0.00 | 10.0 | 0.000 | 0.000 |
| | | | | | 10.00 | 10.0 | 0 0.000 | 0.000 |
| | | | | | | | | |
| : GJ-38 | | | | | | | | |
| 15000-0000-003 | test | | Inventor | ies | 1,000.00 | 0.0 | 0 0.000 | 0.000 |
| 15000-0000-005 | test | | Inventor | ies | 0.00 | 1,000.0 | 0 0.000 | 0.000 |
| | | | | | 1,000.00 | 1,000.0 | 0 0.000 | 0.000 |
| | | | | | | | | |
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| | | | | | 1,010.00 | 1,010.0 | 0.00 | 0.00 |
| | | | | | | | | |
| ⑦ ① ② Rea | dy | | | | | | | |

1 If a transaction has missing accounts or not set up properly, Batch Posting Details screen will open with appropriate details of the error in transaction:

| | Batch | n Posting | Details | | | | ~ □ × | |
|---|-------|-----------|------------|----------|---------------------------|---|-------|---|
| | Close | | | | | | | |
| | Deta | ails | | | | | | |
| | Q, | Open 🗄 | 음 Layout 🔍 | Filter l | lecords (F3) | | | |
| | | Record N | lo | | Description | | | I |
| 1 | | SI-19 | | | Exception:Invoice date do | es not have a matching Clock Reading reco | ord. | l |
| 1 | | | | | | | | l |
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| | Fa | ailed = 1 | | | | | | |
| | ? | 0 0 | Ready | | | | | 1 |
| | | | | | | | | 4 |

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

| Post | Recap | Close | | | | |
|------|----------------|--------------------|-------------------|--------------|-------------------------------------|--|
| atcl | h No: BATCH | -757 | | | | |
| 1 | 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 | |
| | 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 | 55 | |
| | 05/14/2015 | Bill | BL-45638 | AGADMIN | | |
| _ | 05/44/0045 | 6 . I'' M | or 5 | 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

| | Select All | ear All 🛛 🔍 View 🏪 | Layout • Y Filter Reco | rds (F3) | | |
|--|------------|--------------------|------------------------|-----------|-------------------------------------|---|
| | Date | Transaction Type | Transaction ID | User Name | Description | |
| | 02/10/2015 | General Journal | GJ-243 | AGDEMO | TEST | • |
| | 01/31/2015 | Imported Journal | GJ-254 | AGDEMO | Imported from CSV file on 2/17/2015 | |
| | 01/31/2015 | Imported Journal | GJ-255 | AGDEMO | Imported from CSV file on 2/17/2015 | |
| | 01/31/2015 | Imported Journal | GJ-263 | AGADMIN | Imported from CSV file on 3/18/2015 | |
| | 01/31/2015 | Imported Journal | GJ-223 | AGDEMO | Imported from CSV file on 1/20/2015 | |
| | 01/31/2015 | Imported Journal | GJ-224 | AGDEMO | Imported from CSV file on 1/20/2015 | |
| | | | | | | |

3. Click Recap toolbar button

| 🌀 Batch Posting | | | | | | | |
|-----------------|-------|-------|--|--|--|--|--|
| | | 7 | | | | | |
| Post | Recap | Close | | | | | |

Recap Transaction screen will open

| 🌀 Recap Transac | tion | | | | | * 🗆 × |
|-----------------|---------------------|---------------|-------|--------|-------------|--------------|
| | | | | | | |
| Close | | | | | | |
| | 2 mit m 1 (m) | | | | | |
| Layout - Y | Filter Records (F3) | | - 10 | | - 1000 | |
| Account Id | Description | Account Group | Debit | Credit | Debit Units | Credit Units |
| : GJ-254 | | | | | | |
| 10120-0000 | 170000000000 | Cash Accounts | 10.00 | 0.00 | 0.000 | 0.000 |
| 10130-0000 | 180000000000 | Cash Accounts | 0.00 | 10.00 | 0.000 | 0.000 |
| | | | 10.00 | 10.00 | 0.000 | 0.000 |
| : GJ-255 | | | | | | |
| 10140-0000 | 170000000000 | Cash Accounts | 10.00 | 0.00 | 0.000 | 0.000 |
| 10130-0000 | 180000000000 | Cash Accounts | 0.00 | 10.00 | 0.000 | 0.000 |
| | | | 10.00 | 10.00 | 0.000 | 0.000 |
| : GJ-263 | | | | | | |
| 10120-0000 | 2131000010101 | Cash Accounts | 10.00 | 0.00 | 0.000 | 0.000 |
| 10120-0000 | 631350000000 | Cash Accounts | 0.00 | 10.00 | 0.000 | 0.000 |
| | | | 10.00 | 10.00 | 0.000 | 0.000 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | 30.00 | 30.00 | 0.00 | 0.00 |
| 🕜 🤨 🤶 Read | dy | | | | | |

1 If a transaction has missing accounts or not set up properly, Batch Posting Details screen will open with appropriate details of the error in transaction:

| Batch Posting Details | | | | |
|--------------------------------------|--|--|--|--|
| | | | | |
| Close | | | | |
| 🔍 View 🖶 Layout 🗸 🍸 Filter Records (| F3) | | | |
| Record No | Description | | | |
| SI-5 | KCI-10-10 is missing a GL account setup for Write-Off Sold account category. | | | |
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| Eailed = 1 | | | | |
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| 🥝 😒 🟆 Ready | | | | |