

How to Post Preview Transactions on 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 Preview** toolbar button

Batch Posting

Post **Post Preview** Close

Details Log

Batch No: BATCH-8604

☒ Select All ☐ Clear All Export Filter (F3)

Date	Transaction Type	Transaction ID	Total Amount	Invoice Number	Name	Location	User Name	Description
<input checked="" type="checkbox"/> 02/28/2011	General Journal	GJ-103430	500.000				irelyadmin	Test123
<input checked="" type="checkbox"/> 02/28/2011	General Journal	GJ-103374	10.000				george.olney...	test
<input type="checkbox"/> 02/28/2011	General Journal	GJ-103367	10.000				Michelle.Miller	test 3
<input type="checkbox"/> 01/01/2015	Voucher	BL-21464	0.000	SI-1	iRely LLC		joe.approver...	

Post Preview screen will open

Post Preview

Close

Details

Export Filter (F3)

Account Id	Description	Account Group	Debit	Credit	Debit Units	Credit Units
: GJ-103374						
10003-0000-000	test	Cash Accounts	10	0	0	0
: GJ-103430						
10003-0000-000	Test	Cash Accounts	500	0	0	0
10003-4001-001	Test	Cash Accounts	0	500	0	0
			510.00	500.00	0.00	0.00

? ⓘ Ready

⚠ 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 Layout

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.olney...	
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66911	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66912	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66913	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66914	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66915	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66916	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66917	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66918	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66919	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66920	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66921	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66922	10.00			george.olney...	Test
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66923	10.00			george.olney...	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

<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All <input type="button" value="Open"/> <input type="button" value="Layout"/> <input type="button" value="Filter Records (F3)"/>						
Date	Transaction Type	Transaction ID	Amount	Invoice Number	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

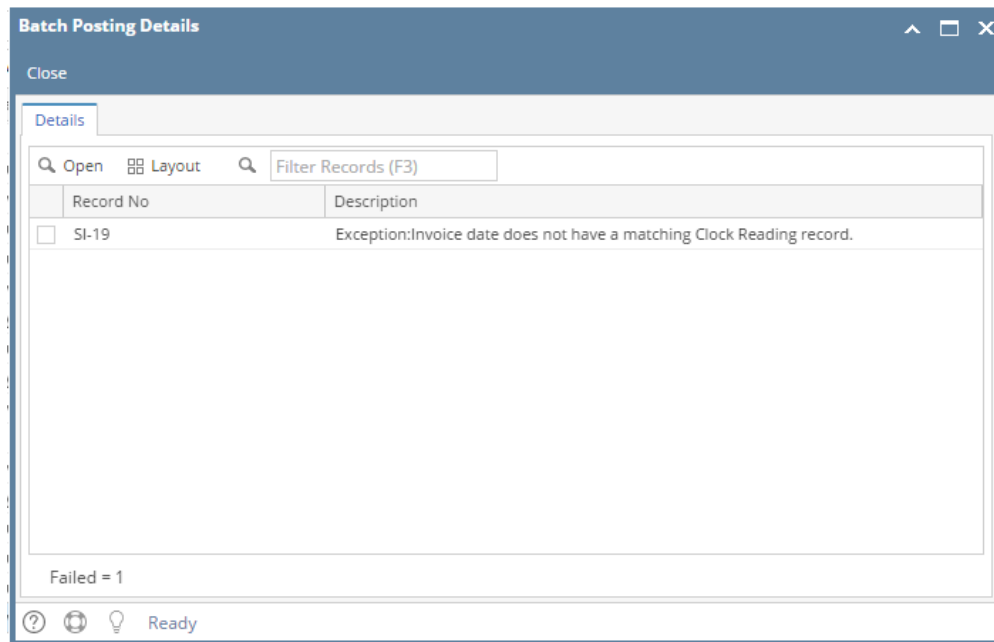
3. Click **Recap** toolbar button

Batch Posting						
<input type="button" value="Post"/> <input checked="" type="button" value="Recap"/> <input type="button" value="Close"/>						
Details						
Batch No: BATCH-944						
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Clear All <input type="button" value="Open"/> <input type="button" value="Layout"/> <input type="button" value="Filter Records (F3)"/>						
Date	Transaction Type	Transaction ID	Amount	Invoice Number	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
<input type="checkbox"/> 5/11/2016	Imported Journal	GJ-66915	10.00		george.olne...	Test

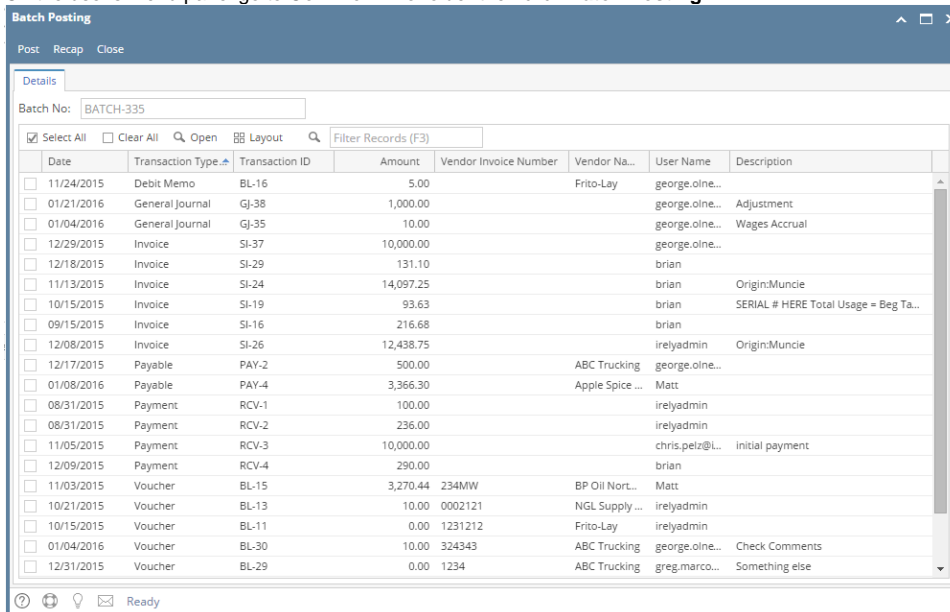
Recap Transaction screen will open

Recap Transaction						
Close						
Details						
<input type="button" value="Layout"/> <input type="button" value="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

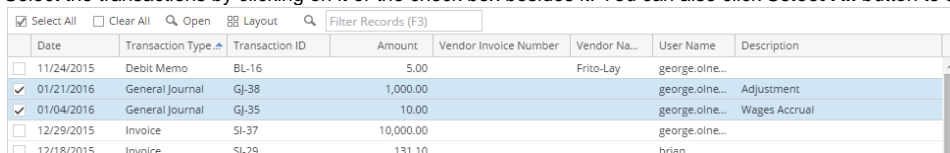
⚠ If a transaction has missing accounts or not set up properly, **Batch Posting Details** screen will open with appropriate details of the error in transaction:



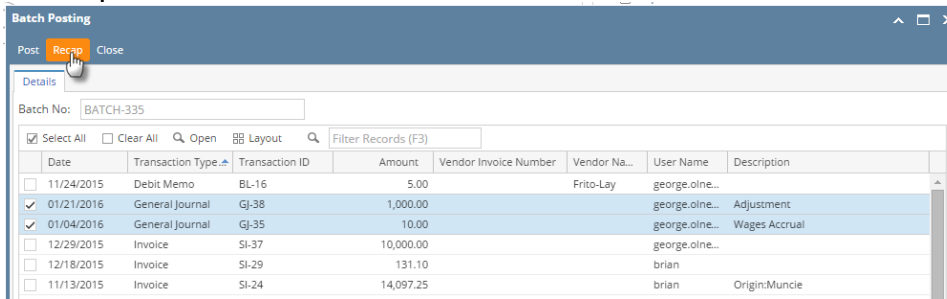
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



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



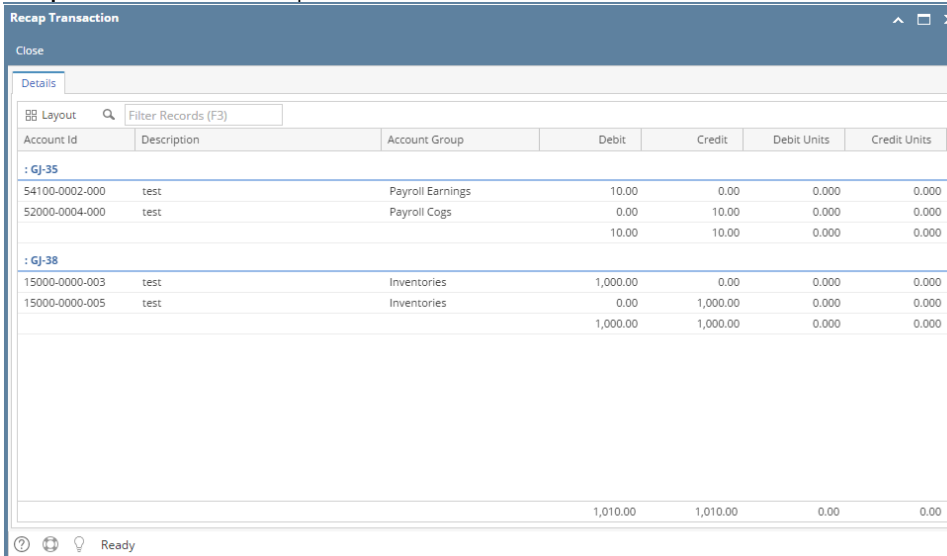
3. Click **Recap** toolbar button



The **Batch Posting** window is shown with the **Recap** button highlighted in the toolbar. The window displays a list of transactions for batch BATCH-335.

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

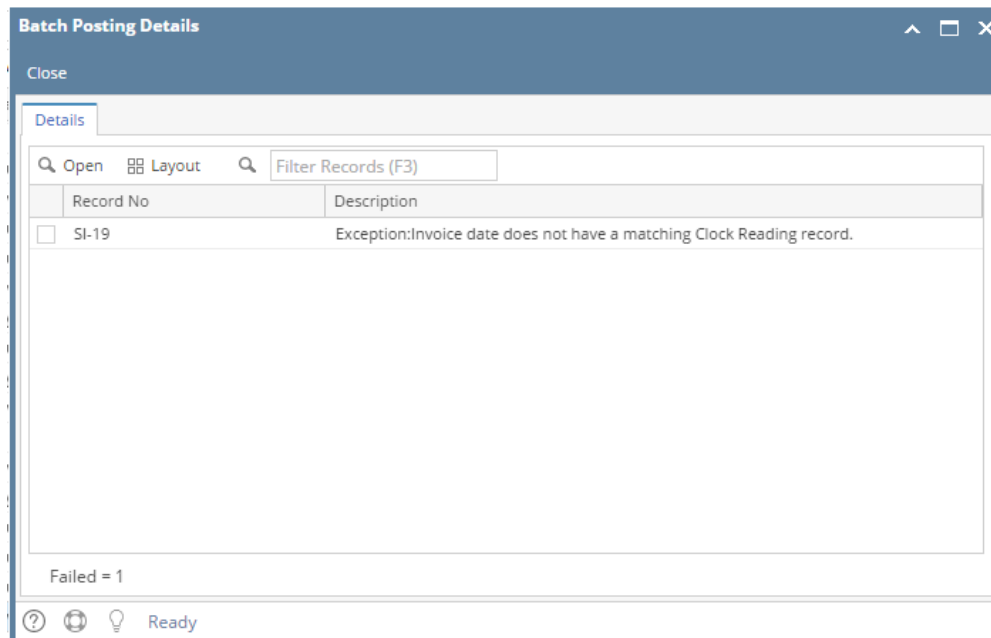
Recap Transaction screen will open



The **Recap Transaction** window displays a detailed breakdown of the selected transactions, showing account IDs, descriptions, and debit/credit amounts.

Account Id	Description	Account Group	Debit	Credit	Debit Units	Credit Units
: Gj-35						
54100-0002-000	test	Payroll Earnings	10.00	0.00	0.000	0.000
52000-0004-000	test	Payroll Cogs	0.00	10.00	0.000	0.000
			10.00	10.00	0.000	0.000
: Gj-38						
15000-0000-003	test	Inventories	1,000.00	0.00	0.000	0.000
15000-0000-005	test	Inventories	0.00	1,000.00	0.000	0.000
			1,000.00	1,000.00	0.000	0.000
			1,010.00	1,010.00	0.00	0.00

⚠ 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:

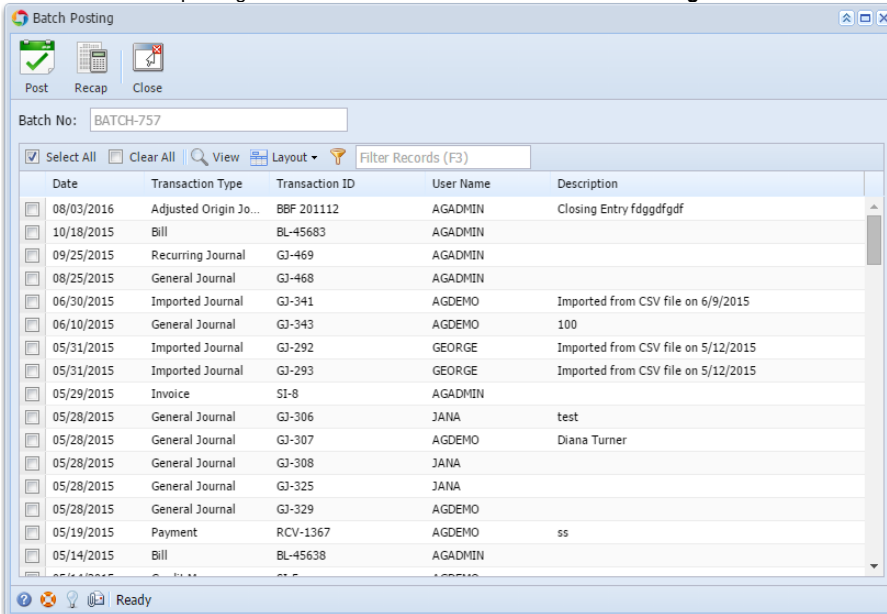


The **Batch Posting Details** window displays an error message for record SI-19.

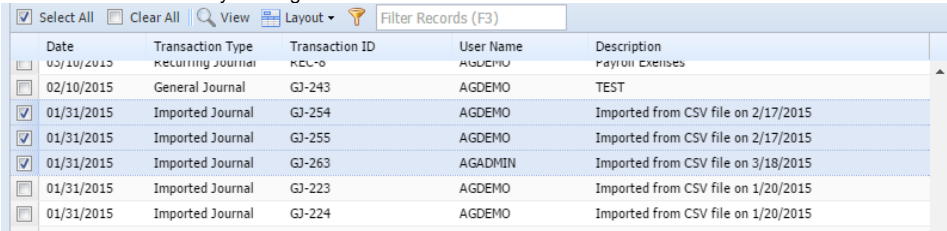
Record No	Description
SI-19	Exception: Invoice date does not have a matching Clock Reading record.

Failed = 1

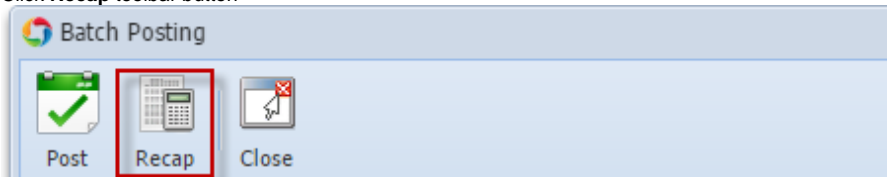
1. On the user's menu panel go to **Common Info** folder then click **Batch Posting**



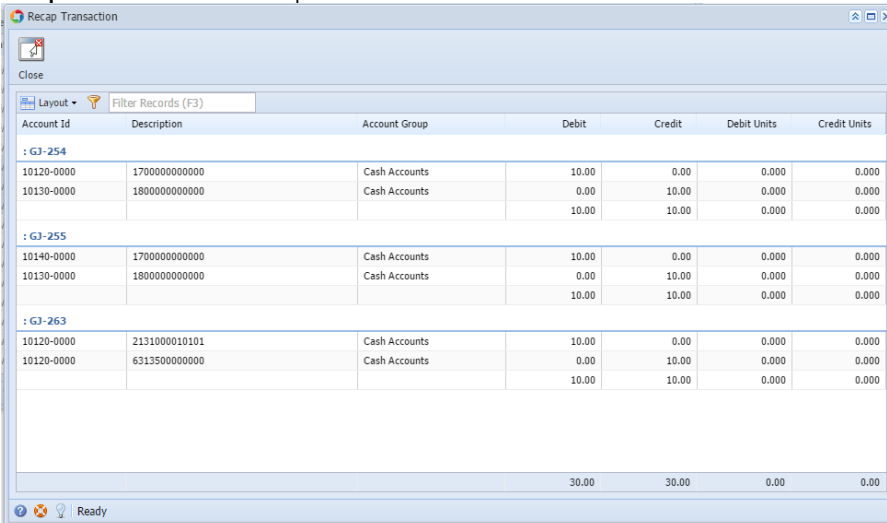
2. Select the transactions by clicking on it or the check box besides it. You can also click **Select All** button to select all transactions



3. Click **Recap** toolbar button



Recap Transaction screen will open



⚠ 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
<input type="checkbox"/> SI-5	KCI-10-10 is missing a GL account setup for Write-Off Sold account category.

Failed = 1

Ready