

Posting a Journal Batch

Responsibility: Navigate: GL Dept Supervisor Journals → Post

🕉 Navigator - CAPSA PD: GL Dept Supervisor	E 1
Functions Documents	
Journals:Post	
 Journals Enter Enter Encumbrances Post + Define Journals + Create Journals + Enquiry + Reports Aliases + Requests Personal Profile 	Top Ten List

Post Journals screen

1. The first screen that opens is a find screen. Query back the journal batch or batches that you want to post. If you wish to query all un-posted journals for your department enter %the dept code% in the batch field and click on **Find**.

🗢 Find Journal B	Batches			
Period Batch	OCT-13 %AG%	Balance Type	Any	•
Total E	ntered Debit ntered Credit Control]]	
		Clear		Find

2. Review the Period Status and Post Status to determine if a batch is available for posting. (see example below)

Important You must only post your own department's journals (You may be able to see other departments' journal batches)

		Balance	Total Entered		
Period	Batch	Туре	Debit	Credit	Control Total
OCT-13	AG/HP/01/10/13/B1	Actual	100.00	100.00	
OCT-13	AG/JEC/UAT_J04 02-SEP-201	l Actual	40.00	40.00	
OCT-13	Reverses "AG/JEC/UAT_J12"(): Actual	5,000.00	5,000.00	
OCT-13	Reverses "AG/KMS/JGL17.01	" Actual	100.00	100.00	
		i			i.
Batch Informa Pos Batc	tion t Status Postable h Status Requires funds reserv	ation			

The batch information says the selected journal is **Postable**.

- 3. If applicable, check the *Control Total* for the journal batch. As a general rule, you will not be able to post journal batches that do not have entered debits and credits that agree with the control total.
- 4. Click on the small box on the left hand side of the row containing the batch you wish to post. A **tick** will appear in the box (as above).
- 5. Click on **Post** to initiate a concurrent process that posts this batch to the General Ledger.
- 6. If you wish to review the journal prior to posting, click on **Review Batch** to drill down into the batch header and from there to the journal detail.

Cancelling Posting

To cancel a journal batch-posting request, verify that the concurrent request for a batch has a Post Status of *Pending*.

If so, then cancel the concurrent request by:

- Clicking on View menu (above the toolbar) → Requests → Find button
- Click on Cancel Request

Requests					l	_ 🗆 🗙
<u>R</u> efresh Data	Find Requests	Subn	nit a New Reques	st	Submit New Request Se	et
			y Single Reques	t	Copy Reguest Set	
Request ID I	Parent					
Name		Phase Ponding	Status	Para	ameters	
2442 1233 Fusting. Singi		renuing	Stanuby	2, 10	00, 101, 340102	17
Hold Request	View Details		Rerun Request		View Output	
Cancel Request	Diagnostics	R	eprint/Republish	(<u>J</u>)	View Log (<u>K</u>)	

The post status resets to Postable.