Posting a Journal Batch

| Responsibility:	GL Dept Supervisor
Navigate:	Journals → Post
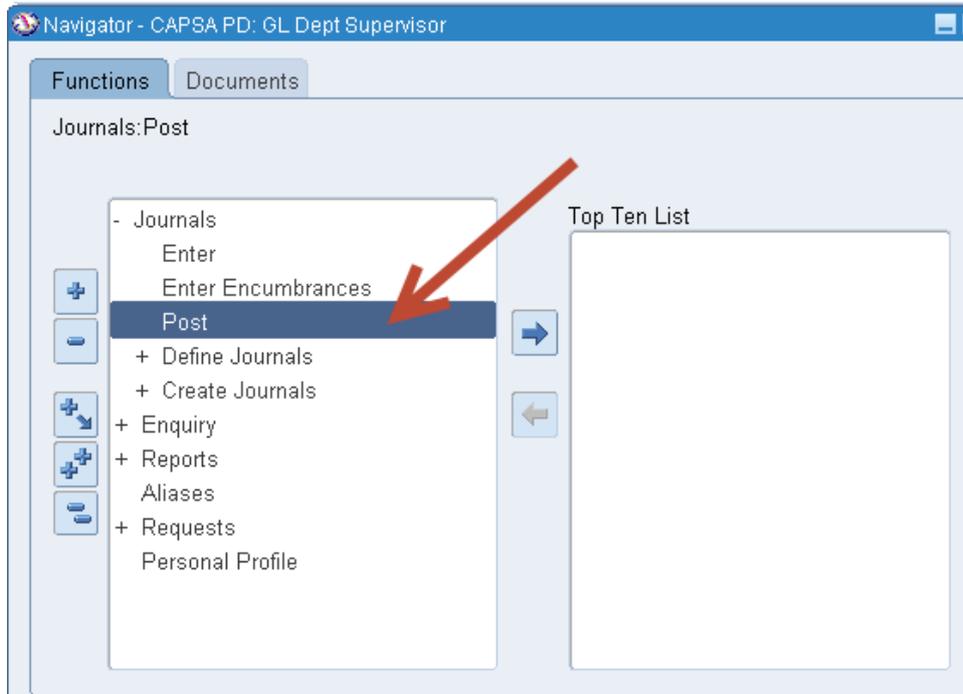
Post Journals screen

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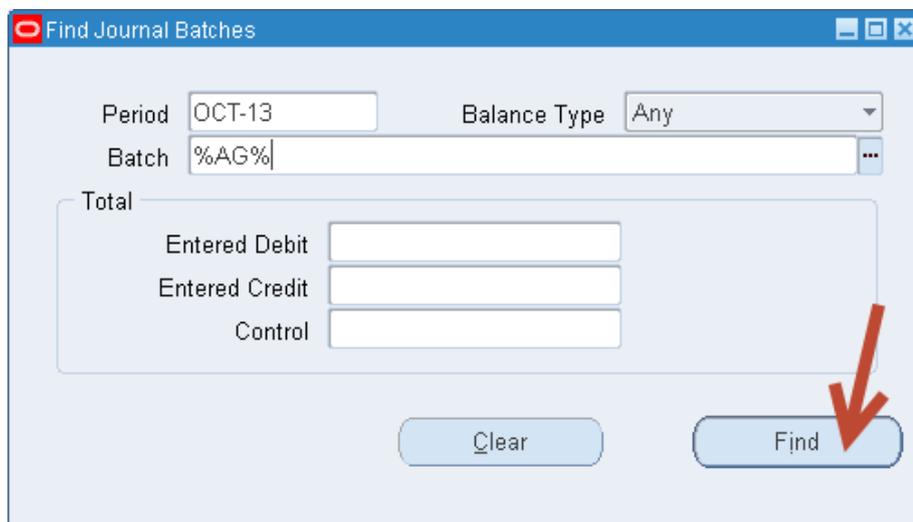
2.   Review the Period Status and Post Status to determine if a batch is available for posting. (see example below)

> ***Important***   ***You must only post your own department's journals (You may be able to see other departments' journal batches)***
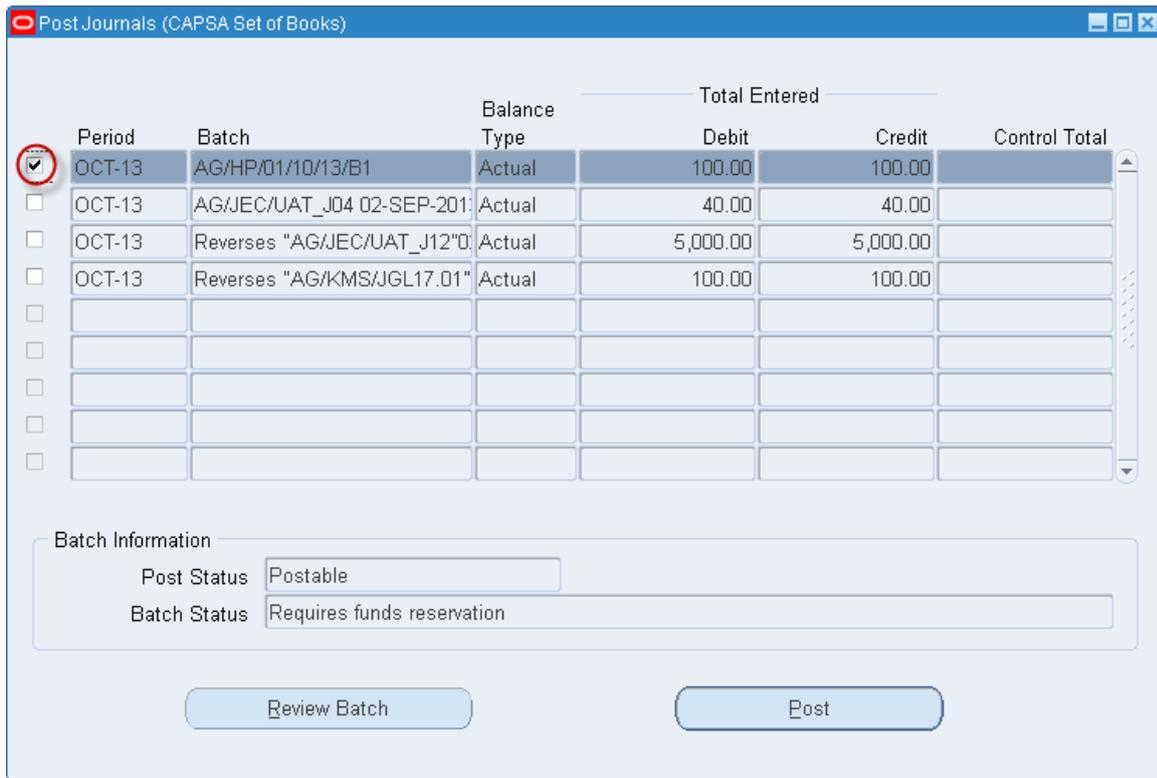
The batch information says the selected journal is **Postable**.

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**
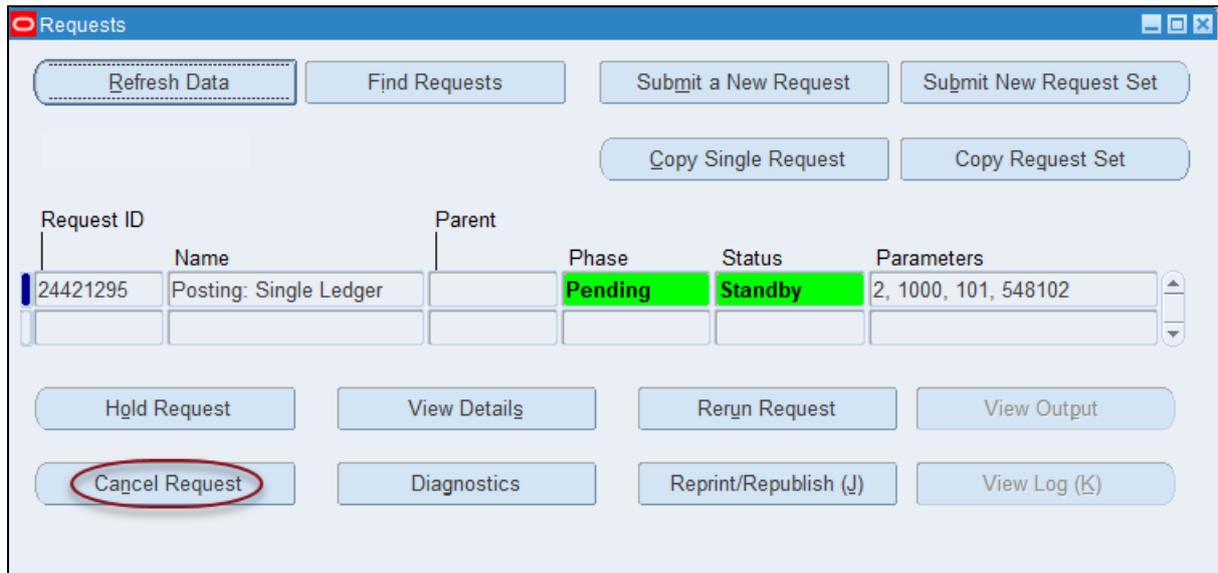
The post status resets to *Postable*.