

End of Day Processing - Posting Journal Entries by Batch

Overview

Effective, January 1, 2014, all N batches post automatically on the quarter hour.

For batches remaining temporarily unposted during the interval before the next quarter hour, the posting process is still available as follows:

After a batch is entered, reviewed, and approved, it must be posted to the General Ledger (G/L).

 Many users are set up so batches are self approved upon entry and immediately go to approved status (ready to post).

It is recommended you post each batch type for which you are responsible on a daily basis. In the Inventory module, the following transactions result in N batches requiring posting:

- ◆ Inventory Issues – II document types
- ◆ Inventory Cycle Counts – IP document types
- ◆ Inventory Cost changes – IB document types
- ◆ Inventory Adjustments – IA document types

 For information on why a batch may not post due to budget failure, please refer to the [Budget Failure Manual](#).

Navigation

Click Roles, Inventory.

(Citrix users – right click on the menu, choose View by Role, choose Inventory.)

Inventory > Inventory – Statewide > End of Day Processing-Post Transactions > Inventory G/L Journal Review

Steps

Start this instruction from the Post Journal Entries by Batch – Work With Batches window.

PeopleSoft
Inventory G/L Journal Review - Work With Batches

Batch Number / Type: [] IN INVENTORY

Unposted Batches Posted Batches All Batches Pending

No records fetched.

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
No records fetched.							

The Unposted Batches header option is selected as a default. Leave this option selected to display all unposted batches.

1. Click **Find**.

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Batch Number / Type: [] IN INVENTORY

Unposted Batches Posted Batches All Batches Pending

Records 1 - 10

Batch Type	Batch Number	Batch Date	Batch Status	Status Description	Difference Documents	Difference Amount	User ID
<input type="checkbox"/>	N	989428	10/25/2006	A	APPROVED	1-	64,376.20- NISKMCKAY
<input type="checkbox"/>	N	989309	10/17/2006	A	APPROVED	2-	37.88- NISRMOWVA
<input type="checkbox"/>	N	989307	10/17/2006	A	APPROVED	2-	37.88- NISRMOWVA
<input type="checkbox"/>	N	989306	10/17/2006	A	APPROVED	1-	18.94- NISRMOWVA
<input type="checkbox"/>	N	989283	10/12/2006	A	APPROVED	1-	0.43- DSI
<input type="checkbox"/>	N	989282	10/12/2006	A	APPROVED	1-	115.00- DCLINK
<input type="checkbox"/>	N	989281	10/12/2006	A	APPROVED	1-	535.00- DCLINK
<input type="checkbox"/>	N	989280	10/12/2006	A	APPROVED	1-	105.00- DCLINK
<input type="checkbox"/>	N	989279	10/12/2006	A	APPROVED	1-	115.00- DCLINK
<input type="checkbox"/>	N	989278	10/12/2006	A	APPROVED	1-	200.00- DCLINK

2. Choose the approved Batch Number to post.

3. Click **Row, Post by Batch**. The Printer Selection window appears.

4. Click **OK** to return to the Post Journal Entries by Batch - Work with Batches window.

5. Choose the **Posted Batches** header option.

Posting may take several hours, depending on volume

6. Click **Find** to display posted batches.

Verify the batch you posted displays in the detail area.

7. Click **Close**.