

## GL.030.010 - BATCH JOURNAL POST

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To identify what journals post when running the batch journal posting process.</li> <li>To identify the last step in the journal entry process.</li> <li>To post journals in batch.</li> </ul>
<b>Description</b>	When users run the batch journal posting process, the system posts only journals that fit the request criteria and are marked to post. Journal posting is the last step of journal entry processing. After journal posting, it is no longer possible to edit the entry.
<b>Security Role</b>	<b>BOR_GL_JOURNAL_POSTING</b>
<b>Dependencies/Constraints</b>	None
<b>Additional Information</b>	None

## Procedure

Below are step by step instructions on how to post all online journal entries from a Ledger group.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>General Ledger</b> link.
4.	Click the <b>Journals</b> link.
5.	Click the <b>Process Journals</b> link.
6.	Click the <b>Post Journals</b> link.
7.	Click the <b>Add a New Value</b> tab.
8.	Enter a Run Control ID in the <b>Run Control ID</b> field.
9.	Click the <b>Add</b> button. The system navigates to the Post Journals Request page. Use the Post Journals Request page to specify which journals to post or unpost based on business unit, ledger group, accounting period/fiscal year, source, journal ID and journal date.
10.	Click the <b>Always</b> Process Frequency option.
11.	Enter a Description in the <b>Description</b> field.
12.	There is an option to click the <b>Skip Open Item Reconciliation</b> checkbox. However, USG recommends leaving the Skip Open Item Reconciliation checkbox unchecked to ensure the open item subledger balances are correct at all times.
13.	Click the <b>Run</b> button.
14.	Use the <b>Process Scheduler Request</b> page to enter or update parameters, such as server name and process output format.  <i><b>Note:</b> If users access this page for a second time, the fields automatically populate based on values selected the last time this process ran.</i>
15.	Click the <b>OK</b> button.
16.	Verify the <b>Process Instance</b> number appears. This number helps identify which process ran when checking the status.
17.	Click the <b>Process Monitor</b> link. The system navigates to the Process Monitor page and defaults to the Process List tab.
18.	Click the <b>Refresh</b> button and verify the Run Status posts as Success.