

GL Transaction Processing

Last Modified on 06/29/2026 11:45 am PDT

Pathway: [Accounting](#) > [GL Transaction Processing](#)

GL Transaction Processing consists of four screens that allow you to review all transactions posted in Navusoft by GL Account, and create new GL batches to post to your general ledger. Transactions displayed on the screen are organized by A.R. period, and Type.

GL TRANSACTION PROCESSING							ACCOUNTING > GL TRANSACTION PROCESSING	
AR PERIOD: Sep 2022		LOAD						
Pending		In Progress		Posted		Summary		
TYPE: All		Setup Errors (2)					Search	
TYPE	REFERENCE #	AR PERIOD	DATE	COUNT	ERRORS	POSTED BY		
Billing Batch	20548	2022-09	09/01/2022	4	4	David Navarro 08/29/2022 1:59 pm		
Billing Batch	20755	2022-09	09/01/2022	1	Fix Errors	David Navarro 09/01/2022 8:15 am		
Billing Batch	20756	2022-09	09/01/2022	20		David Navarro 09/01/2022 8:27 am		
Billing Batch	20758	2022-09	09/01/2022	4		David Navarro 09/01/2022 9:09 am		
Billing Batch	20759	2022-09	09/01/2022	8		David Navarro 09/01/2022 9:10 am		
Billing Batch	20761	2022-09	09/01/2022	4		David Navarro 09/01/2022 9:38 am		
Billing Batch	20763	2022-09	09/01/2022	4		David Navarro 09/01/2022 9:54 am		
Billing Batch	20765	2022-09	09/01/2022	3		David Navarro 09/01/2022 9:57 am		
Billing Batch	20766	2022-09	09/01/2022	1		David Navarro 09/01/2022 9:58 am		
Billing Batch	20769	2022-09	09/01/2022	30		David Navarro 09/01/2022 10:34 am		
Billing Batch	20770	2022-09	09/01/2022	3		David Navarro 09/01/2022 10:47 am		
Billing Batch	20772	2022-09	09/01/2022	4		David Navarro 09/01/2022 10:49 am		
Billing Batch	20773	2022-09	09/01/2022	3		David Navarro 09/01/2022 10:50 am		
Billing Batch	20775	2022-09	09/01/2022	4		David Navarro 09/01/2022 10:53 am		
Billing Batch	20777	2022-09	09/01/2022	12		David Navarro 09/01/2022 11:00 am		
Billing Batch	20783	2022-09	09/01/2022	3		David Navarro 09/01/2022 1:08 pm		
Billing Batch	20786	2022-09	09/01/2022	3		David Navarro 09/01/2022 1:17 pm		

Permissions

The following permissions are required to use this tool:

Permission ID	Name	Description
114	GL Transaction Processing	Users can view the GL Transaction Processing tool but cannot process a batch.
115	Create GL Transaction Batch	Users can view and use the GL Transaction Processing tool.
116	Post GL Transaction Batch	Users can post GL batches.

Field Descriptions

The following fields display in the Pending, In Progress, Posted and Summary tabs of GL Transaction Processing.

Field	Description
Pending	
Type	Indicates the batch transaction type.
Reference #	The batch ID.
AR Period	The period in time when the transaction took place.

Field	Description
Date	The date the batch was created.
Count	The total count of GL Accounts the batch includes.
Errors & Fix Errors	The number of GL Account setup errors. Select Fix Errors to resolve the errors if setup is correct and the errors are expected.
Posted By	The name of the user who posted the batch.
In Progress	
GL Batch ID	References the batch number assigned when the GL batch was created.
AR Period	The accounts receivable period the GL batch belongs to.
Created By	The name of the user who created the GL batch.
Note	The note added to the GL batch when it was created.
Posted	
GL Batch ID	References the batch number assigned when the GL batch was created.
AR Period	The accounts receivable period the GL batch belongs to.
Created By	The name of the user who created the GL batch.
Posted By	The name of the user the GL batch was posted by.
Note	The note added to the batch when the batch was created.
Summary	
GL Account	The GL account to which the transactions apply.
Pending Count	The total pending transaction count not in a GL batch.
Pending Debit	The total debit amount for all transactions not in a GL batch.
Pending Credit	The total credit amount for all transactions not in a GL batch.
In Progress Count	The total number of transactions that are In Progress for a GL batch.
In Progress Debit	The total debit amount for a GL batch that is In Progress.
In Progress Credit	The total credit amount for a GL batch that is In Progress.
Posted Count	The total number of transactions that were posted in a GL batch.

Field	Description
Posted Debit	The total debit amount for a posted GL batch.
Posted Credit	The total credit amount for a posted GL batch.

Related Articles

[Create a GL Batch](#)
