

Create and Process a Batch - GL Transaction Processing

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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 AR period, and Type.

GL TRANSACTION PROCESSING										ACCOUNTING > GL TRANSACTION PROCESSING	
AR PERIOD		Aug 2022 - Partially Closed		LOAD							
Pending		In Progress 10		Posted		Summary					
TYPE		All		No Found Setup Errors		Search					
TYPE	REFERENCE #	AR PERIOD	DATE	COUNT	ERRORS	AMOUNT	DIVISIONS	POSTED BY			
TOTALS		1,844		149,127		108,588		\$ 5,850,477.83			
<input type="checkbox"/>	Billing Batch	19248	2022-08	08/01/2022	20	40	Fix Errors	\$ 139.37	CORPUS	David Jones 07/29/2...	
<input type="checkbox"/>	Billing Batch	19251	2022-08	08/01/2022	1	1	Fix Errors	\$ 3,676.89	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19256	2022-08	08/01/2022	1	1	Fix Errors	\$ 14,206.50	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19257	2022-08	08/01/2022	934	434	Fix Errors	\$ 1,389.20	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19258	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19259	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19260	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19261	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19265	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19266	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19268	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19269	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19270	2022-08	08/01/2022	1	1	Fix Errors	\$ 10.00	DAYTON	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19276	2022-08	08/01/2022	671	1,342	Fix Errors	\$ 4,096.70	CORPUS	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19278	2022-08	08/01/2022	1	2	Fix Errors	\$ 10.00	CORPUS	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19279	2022-08	08/01/2022	1	2	Fix Errors	\$ 10.00	CORPUS	Sarah Brown 08/01/...	
<input type="checkbox"/>	Billing Batch	19281	2022-08	08/01/2022	26	8	Fix Errors	\$ 194.23	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19283	2022-08	08/01/2022	26	8	Fix Errors	\$ 194.23	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19291	2022-08	08/01/2022	6	1	Fix Errors	\$(119.82)	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19292	2022-08	08/01/2022	3	1	Fix Errors	\$ 53.38	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19293	2022-08	08/01/2022	4	1	Fix Errors	\$ 59.27	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19294	2022-08	08/01/2022	8	1	Fix Errors	\$(42.01)	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19295	2022-08	08/01/2022	23	8	Fix Errors	\$(18.73)	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19299	2022-08	08/01/2022	4	1	Fix Errors	\$ 59.54	DAYTON	David Jones 08/01/2...	
<input type="checkbox"/>	Billing Batch	19300	2022-08	08/01/2022	16	2	Fix Errors	\$(57.55)	DAYTON	David Jones 08/01/2...	

Permissions

The following permissions are required to use the GL Transaction Processing screen:

Permission ID	Permission Name
114	GL Transaction Processing
115	Create GL Transaction Batch
116	Post GL Transaction Batch

Preliminary Work: Check for Errors

Billing batches cannot be included in GL processing if they contain any errors. Follow the steps below to resolve any setup errors identified by the system.

1. Review Setup Errors

GL account setup is reviewed when the GL Transaction Processing screen is opened. Setup errors will indicate missing accounts or incorrect configurations that need to be addressed. To review:

1. Select the 'Setup Errors' link to open the *GL Setup Errors* popup window.
2. Review the *Setup Warning* column for the reason an error was triggered. This is only informational and is not a link to the setup tools.
3. Leave the GL Transaction Processing tool and navigate to the location(s) setup is needed.
4. After setup has been fixed, return back to GL Transaction Processing and **load** the Pending screen again. This will trigger the system to review setup for GL accounts once again and clear the errors that were fixed.

The screenshot shows the 'GL TRANSACTION PROCESSING' interface. At the top, there's a 'LOAD' button and a 'Pending' tab. A 'Setup Errors (2)' popup is open, displaying a table of errors:

ID	NAME	AR ACTIVITY COUNT	SETUP WARNING
LATEFEE	Late Fee	10479	*** Charge Code is missing gl account
FLOBT	8 Yard Trash Service	15918	*** Service Code is missing gl account

2. Review Transaction Errors and Fix Errors



This step assumes **Setup Errors** have been reviewed and fixed and the Pending screen refreshed.

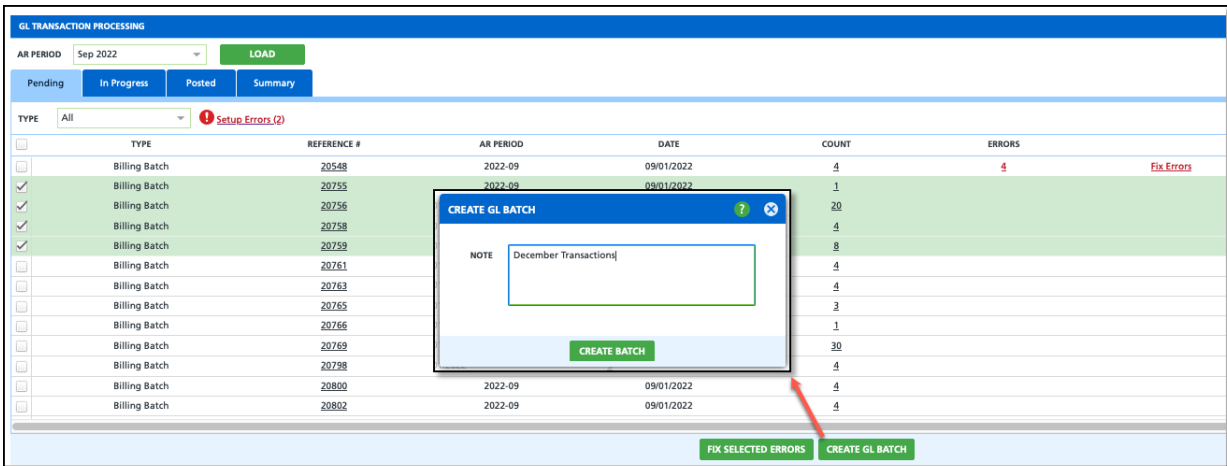
If an error count appears in a batch's Errors column after the setup has been corrected, select the error to view the affected GL account. If the setup and expected GL changes are accurate, click **Fix Errors**.

The screenshot shows the 'GL TRANSACTION PROCESSING' interface. A table of billing batches is displayed. A red box highlights the 'ERRORS' column for batch 20548, which has a count of 4. A 'Fix Errors' link is visible next to it. A popup window titled 'GL PROCESSING - PENDING - BILLING BATCH - 20548 (ERRORS ONLY)' is open, showing a table of errors:

GL ACCOUNT	DIVISION	PERIOD	COUNT	ERRORS	DEBIT AMOUNT	CREDIT AMOUNT
120000000	HOUSTON	2022-09	4	4	149.26	0.00

Create a GL Batch

After a batch has been created, it is available to view and Post from the *In Progress* tab.



Pending tab - Create the batch

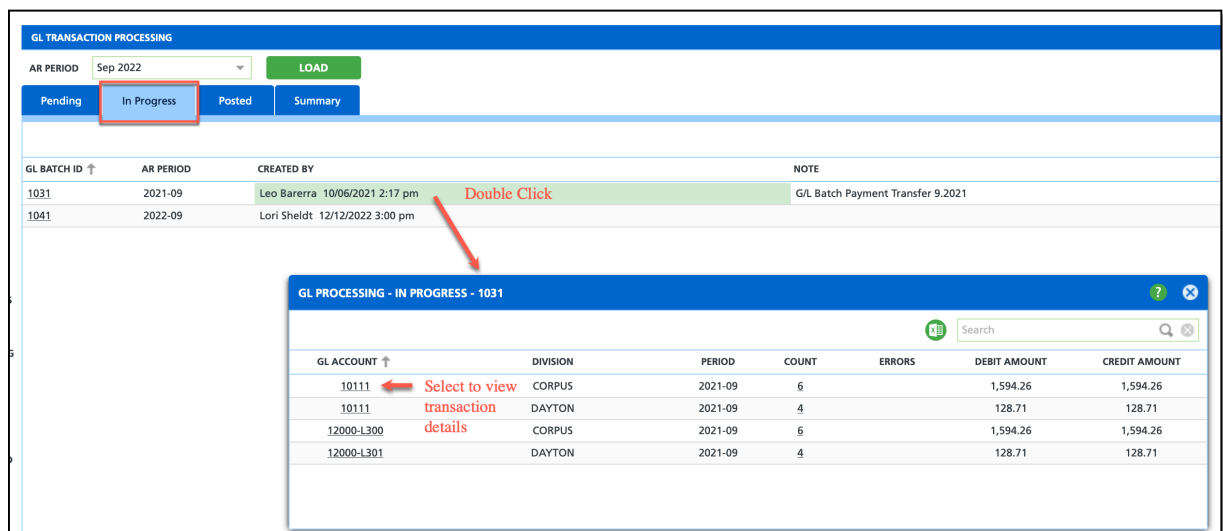
Use the Pending tab to create new GL batches.

1. Select the **AR Period**. Only transactions from the selected period will display.
2. Select **Type** to filter and display a specific type of transaction on the screen.
3. Select all the **transactions** you would like to include in the batch.
 - To select all transactions, check the empty box in the upper left-hand corner of the header.
 - Otherwise, check the box to the left of each transaction that the batch should include.
4. Select **Create GL Batch** and a Confirmation window will display.
 - Enter a note to display along with the batch.
 - Select Create Batch.

In Progress - Review batches

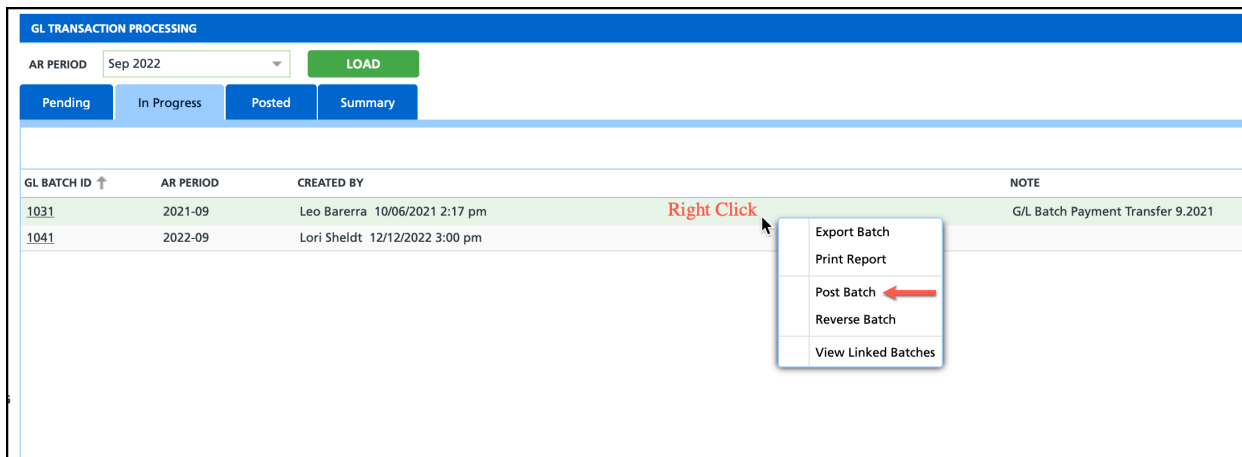
Use the **In Progress** tab to review GL batches before posting. Both this screen and the **Posted** screen offer drill-down functionality, allowing you to view details by GL account and then by transaction.

If necessary, you can reverse a batch from **In Progress** back to **Pending** by right-clicking on the batch row and selecting **Reverse Batch**.



Post a GL Batch

To post a GL batch after it has been reviewed, the following steps must be followed.

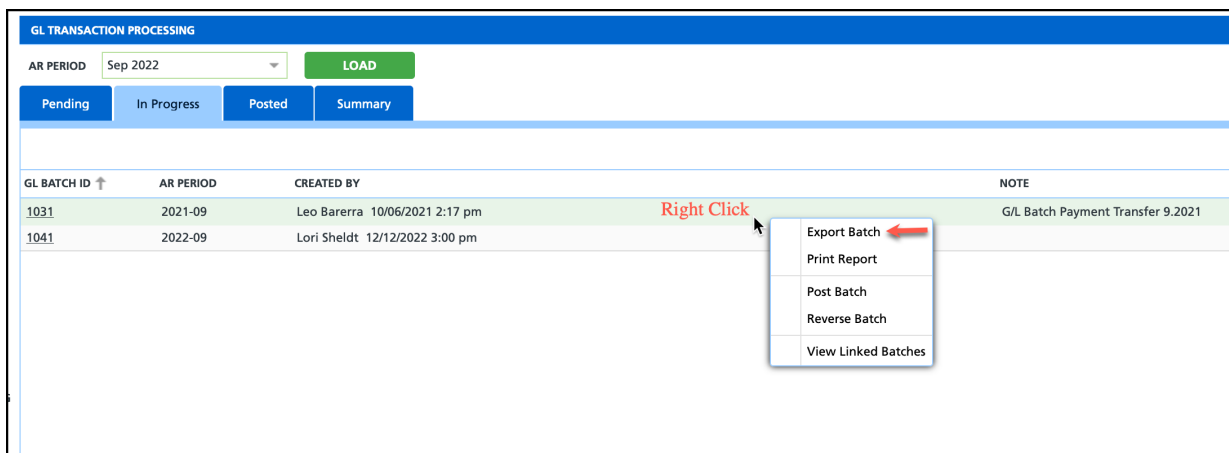


From the In Progress tab:

1. Right click on the batch that is ready to be posted.
2. Select the **Post Batch** from the list of options that display.
3. When the Confirmation window Select **Yes** to confirm. The batch is now posted and will display in the **Posted** tab.

Export a GL Batch

The option to export a batch to Excel is available using right-click functionality. If exporting to upload into Quick Books or SAP, this is the recommended export option vs selecting the Excel icon from the GL Batch details (accessed by selecting the GL Batch ID).



To Export:

1. Select the In Progress tab if the batch has not been posted, or the Posted tab if it has.
2. Right click on the batch you would like to export.
3. Select **Export Batch** from the list of options that display and the Batch will be exported to Excel.

Summary

A view summarizing all GL account activity for a selected period and batch status is available in the summary screen.

GL TRANSACTION PROCESSING										
AR PERIOD		Sep 2022		LOAD						
Pending		In Progress		Posted		Summary				
GL ACCOUNT ↑	ERRORS	PENDING COUNT	PENDING DEBIT	PENDING CREDIT	IN PROGRESS COUNT	IN PROGRESS DEBIT	IN PROGRESS CREDIT	POSTED COUNT	POSTED DEBIT	POSTED CREDIT
00000-L301-D200								283		2,830.00
10111		11,520	3,370,476.79	17,152.69				2	114.12	
12000-L300		57,715	864,097.29	806,211.75				686	4,719.75	1.22
12000-L300-D200		3	429.84	80.07						
12000-L301		195,450	1,477,915.80	1,356,630.15	1	10.00		350	23,615.87	114.12
12000-L301-D200		5	203.28	255.37						
12000-L302		19,196	1,285,675.10	1,265,904.81						
12000-L302-D200		10	6,619.41	6,619.41						
1200000000	4	4	149.26							
12100-L300-D200		2		139.86						
12100-L301-D200		3		204.07						
24010-L301-D200		8		525.53						
24030-L301-D100		492	16.76	7,800.98						
24030-L301-D200		11		106.01						

View GL Account Details

To review the details of an account, select the underlined credit or debit value from the column in review and the details will display.

GL TRANSACTION PROCESSING										
AR PERIOD		Sep 2022		LOAD						
Pending		In Progress		Posted		Summary				
GL ACCOUNT ↑	ERRORS	PENDING COUNT	PENDING DEBIT	PENDING CREDIT	IN PROGRESS COUNT	IN PROGRESS DEBIT	IN PROGRESS CREDIT	POSTED COUNT	POSTED DEBIT	POSTED CREDIT
00000-L301-D200										
10111		11,520	3,370,476.79	17,152.69						
12000-L300		57,715	864,097.29	806,211.75						
12000-L300-D200		3	429.84	80.07						
12000-L301		195,450	1,477,915.80	1,356,630.15	1	10.00				
12000-L301-D200		5	203.28	255.37						
12000-L302		19,196	1,285,675.10	1,265,904.81						
12000-L302-D200		10	6,619.41	6,619.41						
1200000000	4	4	149.26							
12100-L300-D200		2		139.86						
12100-L301-D200		3		204.07						
24010-L301-D200		8		525.53						
24030-L301-D100		492	16.76	7,800.98						
24030-L301-D200		11		106.01						

GL PROCESSING - PENDING - ACCOUNT: 10111											
GL BATCH	AR TYPE	SOURCE BATCH	INVOICE #	ACCOUNT ID	ACCOUNT NAME	SITE ID	SITE NAME	CODE	EXPECTED GL ACCOUNT	DEBIT AMOUNT	CREDIT AMOUNT
	Payment	9455	755537	32422	Example Account	32422001	Example Account			109.36	0.00
	Payment	9456	755543	32480	Example Account	32480001	Example Account			227.35	0.00
	Payment	9736	755547	32547	Example Account...	32547001	Example Account...			118.30	0.00
	Payment	9455	755555	32594	Example Account...					98.87	0.00
	Payment	9455	755556	32596	Example Account...	32596001	Example Account...			138.65	0.00
	Payment	9454	749788	32602	Example Account					324.75	0.00
	Payment	9684	755561	32605	Example Account...	32605001	Example Account...			124.88	0.00
	Payment	9487	755563	32637	Example Account...					172.66	0.00
	Payment	9492	755566	32656	Example Account...					1.30	0.00
	Payment	9389	755566	32656	Example Account...					149.13	0.00
	Payment	9386		32696	Example Account...	32696001	Example Account...			150.00	0.00
	Payment	9456	755574	32714	Example Account...					69.58	0.00
	Payment	9456	755575	32729	Example Account...					63.20	0.00
	Payment	9834	755577	32737	Example Account...					281.48	0.00
	Payment	9456	755578	32739	Example Account...					97.70	0.00
	Payment	9558	755579	32744	Example Account					3,236.35	0.00
	Payment	9454	755579	32744	Example Account					188.20	0.00

Related Articles

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