



# Process

# Documentation

*Department:*

Customer Support

*Last Updated:*

3/13/2026 2:21 PM

**NAME OF PROCESS**

## General Ledger Batch Management

**Use Case / Objectives**

This article will walk through updating unposted General Ledger Batches including [deleting a line](#), [updating a batch](#), and [deleting an entire batch](#).

**Configuration, Training, and Reporting**

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

Menu options to access:

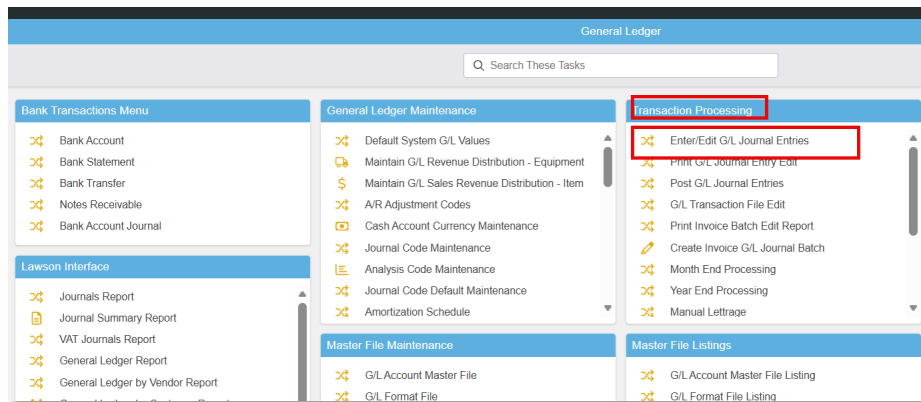
General Ledger => Transaction Processing => Enter/Edit G/L Journal Entries

General Ledger => Transaction Processing => Print G/L Journal Entry Edit

# Updating or Deleting Information on an Open/Not Posted Batch

## Process Steps

1. Log into the **RolePlay environment** using your credentials.
2. On the **General Ledger** menu, in the **Transaction Processing** section, click on the **Enter/Edit G/L Journal Entries** option.



3. On the **G/L Journal Transaction Entry - Launch** screen, click on **F04 Search** to see all the open/unposted batches.

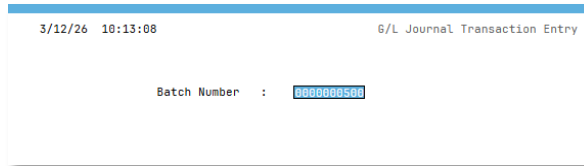


4. The **GL Batch Look Up** screen opens displaying a list of all open/unposted batches.

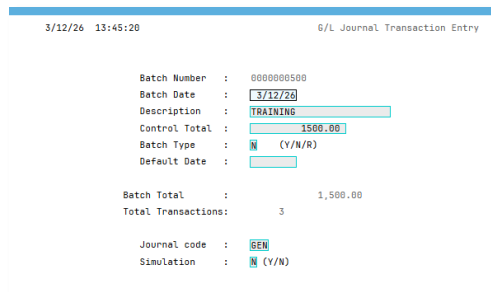
The screenshot shows the 'GL Batch Look Up' screen. The table below lists the batches, with the row for '000000500 N TRAINING' highlighted with a red box.

Batch #	Description	Date	Control Total	Batch Total
000000476	TESTING	1/08/25	100.00	100.00
000000479	TESTING	4/01/25		
000000495 Y	TESTING	11/01/25	1,000.00	1,000.00
000000500 N	TRAINING	3/12/26	1,500.00	1,500.00
0000011186 A	CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
0000011197 A	CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
0000011198 A	CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
0000011199 A	CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
0000011233 A	CASH RECEIPTS 10/07/25	10/07/25	1,500.00	1,500.00
0000011258 A	CASH RECEIPTS 10/29/25	10/29/25	1,200.00	1,200.00
0000011260 A	CASH RECEIPTS 10/31/25	10/31/25	2,561.76	2,561.76
0000011266 A	CASH RECEIPTS 11/16/25	11/16/25	1,456.00	1,456.00

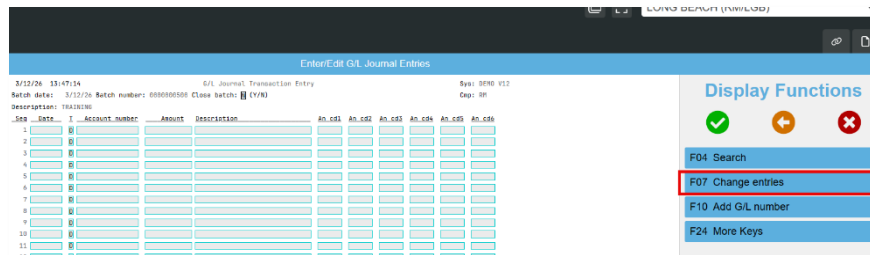
- Type 1 in the **O** field next to the Batch you need to update and press enter.
- The **G/L Journal Transaction Entry - Launch** screen displays and the selected batch will populate the **Batch** field.



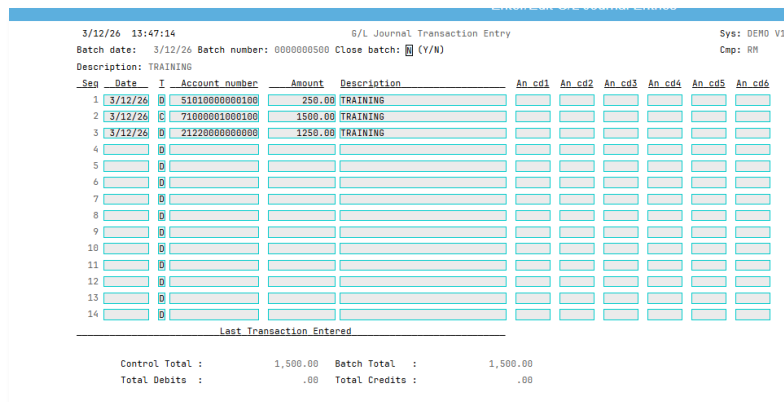
- Press Enter to view the batch information.



- If desired, update the **Control Total** and **Description** by typing in the corresponding fields.
- If you change the date you may want to make sure to change the dates on the lines on the later screens as well.
- Press Enter to open the **G/L Journal Transaction Entry** screen.
- You can enter more lines here if you want to add to the existing batch.
- Press **F7** on your keyboard or click on F07 Change entries in the **Display Functions** menu to display current entries on the batch.



- The screen will refresh to display the details of the batch.



14. You can add additional lines here if desired.
15. If you changed the date on the earlier screen you will want to change the dates here to match.
16. If you enter additional lines, you will need to press Enter to update the *Batch Total*, *Total Debits*, and *Total Credits* at the bottom of the screen depending on what information you added.
17. To delete a line from the batch, type X on the line where the D/C is for transaction type (column header T).

Seq	Date	T	Account number	Amount	Description	An cd1	An cd2	An cd3	An cd4	An cd5	An cd6
1	3/12/26	X	50100000000100	250.00	TRAINING						
2	3/12/26		000001000100	1500.00	TRAINING						
3	3/12/26	D	21220000000000	1250.00	TRAINING						
4		D									
5		D									
6		D									
7		D									
8		D									
9		D									
10		D									
11		D									
12		D									
13		D									
14		D									

Control Total : 1,500.00 Batch Total : 1,500.00  
 Total Debits : .00 Total Credits : .00

18. Press Enter to update the totals at the bottom less the line with the X on it.

Seq	Date	T	Account number	Amount	Description	An cd1	An cd2	An cd3	An cd4	An cd5	An cd6
1	3/12/26	X	51010000000100	250.00	TRAINING						
2	3/12/26	C	71000001000100	1500.00	TRAINING						
3	3/12/26	D	21220000000000	1250.00	TRAINING						
4		D									
5		D									
6		D									
7		D									
8		D									
9		D									
10		D									
11		D									
12		D									
13		D									
14		D									

Control Total : 1,500.00 Batch Total : 1,250.00  
 Total Debits : 1,250.00 Total Credits : 1,500.00

19. Press F3 to Exit and then follow the same steps to view the Batch, you will see the line no longer displays in the list.

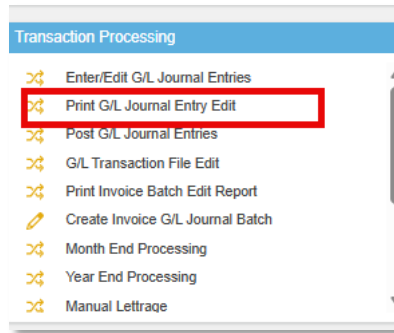
Seq	Date	T	Account number	Amount	Description	An cd1	An cd2	An cd3	An cd4	An cd5	An cd6
1	3/12/26	D	71000001000100	1500.00	TRAINING						
2	3/12/26	D	21220000000000	1250.00	TRAINING						
3		D									
4		D									
5		D									
6		D									
7		D									
8		D									
9		D									
10		D									
11		D									
12		D									
13		D									
14		D									

Control Total : 1,500.00 Batch Total : 1,250.00  
 Total Debits : 1,250.00 Total Credits : 1,500.00

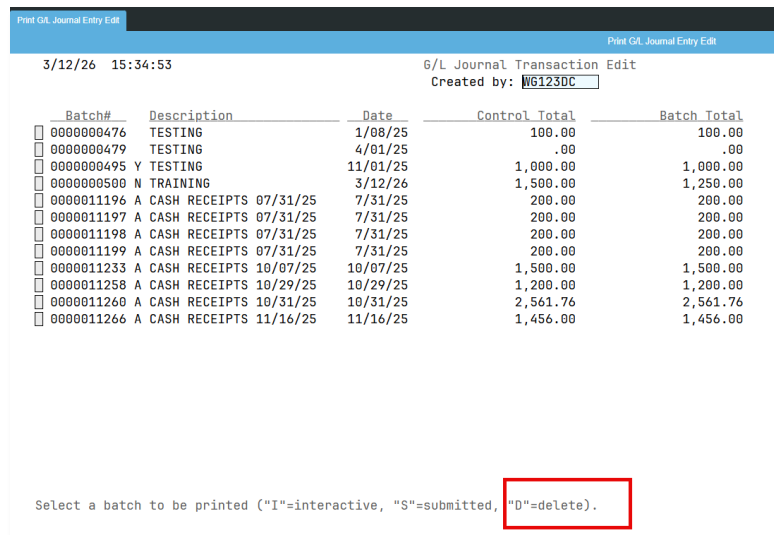
## Deleting an Unposted G/L Batch

### Process Steps

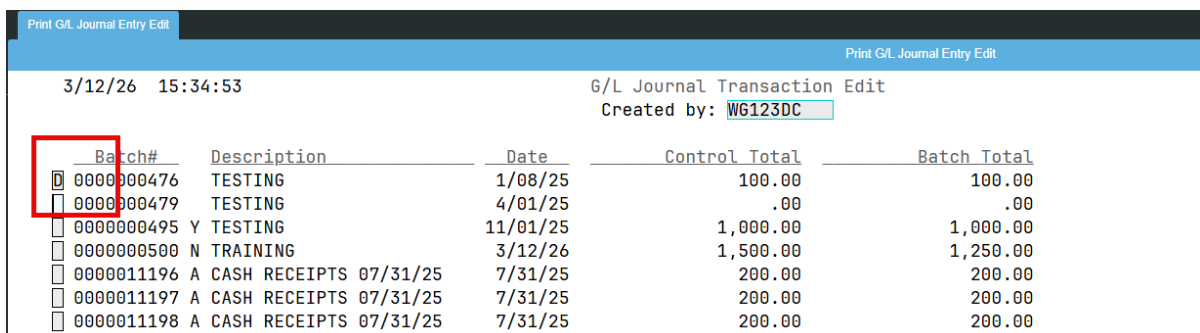
1. On the **General Ledger** menu, in the **Transaction Processing** section, click on the Print G/L Journal Entry Edit option.



2. The **GL Journal Transaction Edit** screen opens displaying a list of all open/unposted batches.



3. As noted at the bottom of the screen, type D (delete) in the field in front of the batch you want to delete.



4. Press Enter and the message shown below displays.

Print G/L Journal Entry Edit

3/12/26 15:34:53 G/L Journal Transaction Edit  
Created by: WG123DC

Batch#	Description	Date	Control Total	Batch Total
<input checked="" type="checkbox"/> 000000476	TESTING	1/08/25	100.00	100.00
<input type="checkbox"/> 000000479	TESTING	4/01/25	.00	.00
<input type="checkbox"/> 000000495	Y TESTING	11/01/25	1,000.00	1,000.00
<input type="checkbox"/> 000000500	N TRAINING	3/12/26	1,500.00	1,250.00
<input type="checkbox"/> 000001196	A CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
<input type="checkbox"/> 000001197	A CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
<input type="checkbox"/> 000001198	A CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
<input type="checkbox"/> 000001199	A CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
<input type="checkbox"/> 000001233	A CASH RECEIPTS 10/07/25	10/07/25	1,500.00	1,500.00
<input type="checkbox"/> 000001258	A CASH RECEIPTS 10/29/25	10/29/25	1,200.00	1,200.00
<input type="checkbox"/> 000001260	A CASH RECEIPTS 10/31/25	10/31/25	2,561.76	2,561.76
<input type="checkbox"/> 000001266	A CASH RECEIPTS 11/16/25	11/16/25	1,456.00	1,456.00

Batch Deletion Pending ---> 000000476

5. Press Enter again and the batch description will change to show it has been selected.

Print G/L Journal Entry Edit

3/12/26 15:34:53 G/L Journal Transaction Edit  
Created by: WG123DC

Batch#	Description	Date	Control Total	Batch Total
<input checked="" type="checkbox"/> 000000476	BATCH SELECTED	1/08/25	100.00	100.00
<input type="checkbox"/> 000000479	TESTING	4/01/25	.00	.00
<input type="checkbox"/> 000000495	Y TESTING	11/01/25	1,000.00	1,000.00
<input type="checkbox"/> 000000500	N TRAINING	3/12/26	1,500.00	1,250.00

6. To verify the batch has been deleted, press F3 to exit, then go back to the **GL Journal Transaction Edit** screen.
7. The deleted batch no longer displays in the list.

Print G/L Journal Entry Edit

3/12/26 15:41:32 G/L Journal Transaction Edit  
Created by: WG123DC

Batch#	Description	Date	Control Total	Batch Total
<input type="checkbox"/> 000000479	TESTING	4/01/25	.00	.00
<input type="checkbox"/> 000000495	Y TESTING	11/01/25	1,000.00	1,000.00
<input type="checkbox"/> 000000500	N TRAINING	3/12/26	1,500.00	1,250.00
<input type="checkbox"/> 000001196	A CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00
<input type="checkbox"/> 000001197	A CASH RECEIPTS 07/31/25	7/31/25	200.00	200.00

## Reference Glossary

### Field Definitions for Tasks

#### Enter/Edit G/L Journal Entries - Launch

- **Batch Number** - Enter the number of the G/L journal entry batch that you want to enter or edit. If you do not know the number of the batch you want to edit, press F4 to advance to the **G/L Batch Lookup** screen to search for it. The lookup screen lists all manual journal batches entered in this program, and it also lists **A/R Adjustment batches** (Type A) that were entered in the **Accounts Receivable** application, and **Sales Journal batches** (Type S) that were automatically created when a sales invoice is entered in the **Operations** application.
- **Batch Date** - Enter or accept the date of the batch creation. This date is not the date of the transactions within the batch, nor the posting date.
- **Description** - Enter a brief description for the batch. For example, June 25, 2010, journal entries.
- **Control Total** - Enter the total of all transactions for the batch. This total is compared to the total that the program calculates as transactions are entered for the batch. If the two totals do not match, the batch cannot be posted.
- **Batch Type** - Enter the code that represents the type of batch you are entering. Valid codes are:
  - Y - Recurring: After the batch is posted, the system creates a new batch each month that is just like the original but dated for that month. You can edit and post these monthly batches, or you can delete them.
  - N - Non-recurring: A one-time batch.
  - R - Accrual/Reversal: After the batch is posted, the system creates a new batch for the next month with the signs reversed. This type of batch does not continue into the next year. You must re-enter Accrual/Reversal batches as appropriate in the new year.
- **Default Date** - Optionally, enter a date to default on the batch's detail transactions.
- **Batch Total** - Displays the batch total as calculated by the system. This total must match the control total you entered, or you cannot post the batch.
- **Total Transactions** - Displays the total number of detail transactions you entered for the batch. The following fields are only available when the *Use expanded screen* field is set to Y in control record **APGLFM**.
- **Journal Code** - If applicable, enter a journal code that applies to all of the journal entries in the batch.
- **Simulation** - Indicate whether you want to run a simulation for the batch so that transactions do not affect the G/L journal file (**GLJRNLF**) and the G/L master file (**IGMSTRFL**).