

# Managing Unposted Transactions

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Version 14 offers many ways to search for an unposted transaction when you are in the entry screen. There are times when you will need to search for an unposted transaction to modify it or review it for accuracy.

This document explains the primary methods available. These include:

- Enter the key information about the transaction.
- Using the Search Transactions button
- Using the Batch Summary button
- Search by Batch code.

Certain types of transactions will have an “Open Items” page that will display all unposted transactions as well. There you will be able to call up the record in its entry screen. We will not go into this method here in this document as the instructions are specific to the type of record.

## Enter Key Information about the Transaction

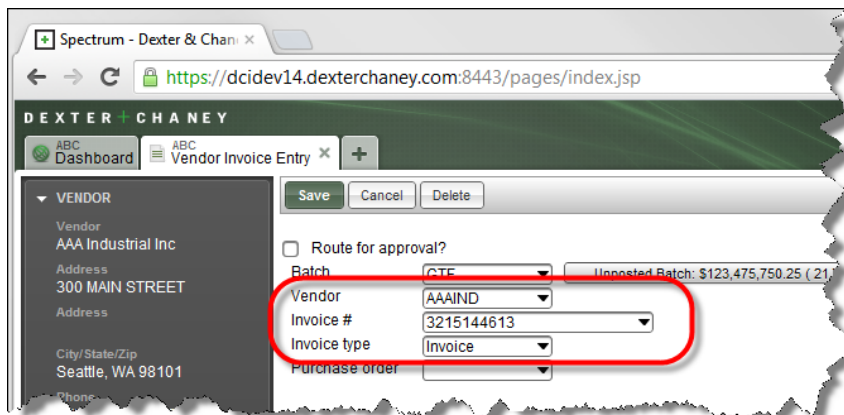
On data entry screens, enter the key fields and Spectrum will search for the unposted record. When the record exists, it is displayed. When the record does not exist, the system will add it for you.



### Important Rule – Does the Unposted Transaction Already Exist?

<b>No</b>	Spectrum is ready to accept the new transaction.
<b>Yes</b>	The transaction is brought up on the screen and can be edited as needed.

### Vendor Invoices Example



Key fields in Spectrum are those that form a unique combination. In Vendor Invoices for example, the Vendor, Invoice # and Invoice type all form a unique key that identifies a specific record.

### For existing Spectrum Users:

Data entry screens are now “modeless.” This means that you no longer have to switch to Add or Change mode when working with data. Spectrum will dynamically determine whether the unposted transaction already exists and place you into the appropriate mode.

## Using the Search Transactions Button

Certain entry screens will have a **Search Transaction** button. Clicking it brings up the **Search Unposted Transactions** window. Here you will see all unposted records regardless of their batch code.

Select the unposted transaction that you would like to edit.

The screenshot shows the 'Customer Invoice Entry' screen in the Dexter+Chaney software. A red arrow points to the 'Search Transactions' button. A modal window titled 'Search Unposted A/R Invoice Transactions' is open, displaying a table of transactions. The table has the following columns: Batch, Customer, Customer name, Invoice, Type, Invoice total, Status, and Grid. The total amount shown is \$47,477.60.

Batch	Customer	Customer name	Invoice	Type	Invoice total	Status	Grid
	007COR	007 Bonding Corporation	66	Invoice	0.00	Unprinted	
WAN	007COR	007 Bonding Corporation	123	Invoice	21,790.00	Printed	02
WAN	007COR	007 Bonding Corporation	1312	Invoice	13,662.33	Printed	02
RRO	BENJOH	Johnny Bench	5027	Credit	0.00	Printed	01
RRO	BREBUL	Brewer Bulldozing	10	Credit	724.83	Printed	03
RRO	BREBUL	Brewer Bulldozing	10	Invoice	724.83	Printed	03
JBC	CLEROG	Roger Clemens	58	Invoice	0.00	Printed	02
JBC	KINCOU	King County Public Works Dept	43	Invoice	590.00	Printed	02
JBC	LAKCON	Lakeview Consortium	34	Invoice	5,410.00	Printed	02
NAS	RYANOL	Nolan Ryan	35	Invoice	1,995.67	Printed	02
NAS	RYANOL	Nolan Ryan	36	Invoice	2,164.56	Printed	02
NAS	RYANOL	Nolan Ryan	37	Invoice	1,163.15	Printed	02
RRO	SEALIB	Seattle Library System	8	Credit	3,000.00	Printed	03
RRO	SEALIB	Seattle Library System	14	Credit	16.00	Printed	03
RRO	SEALIB	Seattle Library System	14	Invoice	16.00	Printed	03
RRO	SEALIB	Seattle Library System	16	Invoice	2,655.93	Printed	03
JTH	SEALIB	Seattle Library System	38	Invoice	495.00	Printed	02
JTH	SEALIB	Seattle Library System	39	Invoice	550.96	Printed	02
JTH	SEALIB	Seattle Library System	40	Invoice	0.00	Printed	02
JTH	SEALIB	Seattle Library System	41	Invoice	0.00	Printed	02
JTH	SEALIB	Seattle Library System	42	Invoice	0.00	Printed	02

**TIP:** Don't forget that you can use the **Search Bar** to refine your results.

## Using the Batch Summary Button

Entry screens that are batch driven will have a **Batch Summary** button. Clicking it brings up the **Unposted Batch Detail Inquiry** window. Here you will see all unposted records for your batch code.

Select the unposted transaction that you would like to edit.

The screenshot shows the 'Customer Invoice Entry' screen in the Dexter+Chaney software. A red arrow points to the 'Batch Summary' button, which displays 'Batch Summary: \$77,337.50 (3 Transactions)'. A pop-up window titled 'Unposted A/R Invoice Detail Inquiry' is open, showing a table of unposted transactions. The table has columns for Batch, Customer code, Customer name, Invoice, Type, Invoice total, Status, and G/L date.

Batch	Customer code	Customer name	Invoice	Type	Invoice total	Status	G/L date
GTF	007COR	007 Bonding Corporation	146	Invoice	27,237.50	Unprinted	12/
GTF	KINCOU	King County Public Works Dept	143	Invoice	100.00	Printed	12/
GTF	LAKCON	Lakeview Consortium	145	Invoice	50,000.00	Unprinted	12/

## Search By Batch Code

To see a list of all unposted batches, open the search window on the Batch code field. This will display the **Search Unposted Cash Receipt Batches**. Highlight a batch and click **Details** will bring you to the **Unposted Cash Receipts Detail Inquiry** window.

Select the unposted transaction you would like to edit.

The screenshot shows the 'Customer Invoice Entry' window in the DEXTER+CHANEY software. The 'Batch' dropdown menu is set to 'GTF'. A red arrow points from this dropdown to a dialog box titled 'Search Unposted A/R Invoice Batches'. This dialog box contains a table with the following data:

Batch	Transaction count	Total amount
EJH	2	361.98
GTF	3	77,337.50
JBC	1	0.00
JTH	5	1,045.96
MS	5	63,953.14
RRO	8	344.07-
WAN	2	35,452.33

A red arrow points from the 'Details' button in this dialog box to the 'Unposted A/R Invoice Detail Inquiry' window. This window displays a detailed table of transactions for the selected batch (MS):

Batch	Customer code	Customer name	Invoice	Type	Invoice total	Status	GL
MS	007COR	007 Bonding Corporation	86	Invoice	54,475.00	Printed	02/
MS	007COR	007 Bonding Corporation	94	Invoice	5,000.00	Printed	02/
MS	007COR	007 Bonding Corporation	106	Invoice	2,695.00	Printed	12/
MS	1234	Bob's Site	89	Invoice	1,514.80	Printed	02/
MS	LAKCON	Lakeview Consortium	97	Invoice	268.34	Printed	12/