

Batch Posting

Category: Batch Posting | Created: June 10, 2026 | Updated: September 01, 2026

Batch Posting

Screen Location - Main Menu > Banking > Batch Posting

1. Double-click the Batch Posting menu item to open up the Batch Posting screen.
2. The criteria for what checks are being displayed is being dictated by the To and From date, as well as the Bank Account selector at the top of the screen.
3. Open a check directly for editing by clicking the "Edit" button at the far right of each record line.
4. Select checks to Post by clicking the checkbox labeled "Post"
5. You can select all checks by hitting the "Select All" button at the bottom of this screen.
6. Post all selected checks by hitting the "Post Selected Transactions" button next the "Select All" at the bottom of the screen.
7. Exit the Check Writer Batch Posting screen by clicking "Done".

Check Writer Batch Posting

Date to
 Bank Account

Edit	Post	Transaction	Date	Payment	Deposit	Memo
	☐	Check-244	11/1/2018	\$88.88	\$0.00	
	☐	Check-172455	11/15/2018	\$1,000.00	\$0.00	
	☐	Check-172465	1/3/2019	\$0.00	\$0.00	
	☐	Check-172466	1/3/2019	\$0.00	\$0.00	
	☐	Check-172467	1/3/2019	\$0.00	\$0.00	
	☐	Check-172468	1/3/2019	\$0.00	\$0.00	
	☐	Check-172489	4/2/2019	\$388.50	\$0.00	
	☐	Check-172506	12/30/2019	\$100.00	\$0.00	
	☐	Check-172526	6/29/2020	\$0.00	\$0.00	
	☐	Check-172561	4/2/2021	\$0.00	\$0.00	
	☐	Check-172563	5/17/2021	\$100.00	\$0.00	
	☐	Deposit	2/19/2020	\$0.00	\$50.00	
	☐	Adjustment	10/9/2018	\$0.00	\$0.00	
	☐	Adjustment	10/9/2018	\$0.00	\$0.00	
	☐	Adjustment	2/9/2019	\$0.00	\$0.00	
	☐	Adjustment	10/15/2020	\$0.00	\$0.00	
	☐	Adjustment	5/3/2021	\$22.00	\$0.00	

Select All

Post Selected Transactions

Done

Transaction 1 of 17 No Filter

Please call or [Email](#) us for Information on this topic.