

How do I post a transmittal batch to the previous month?

If you are entering gifts that were received in December then in the gift posting window of your gift entry posting window you will put the date that was on the check. Now it is January, but you want to transmit to General Ledger for December.

Post the gifts in their own batch if they are still pending and not sitting in the transmittal.

Note: Transmit this type of batch separately. Do not include current month batches

In the transmittal window there are three reports that must be generated before the update button becomes active to actually

Get this batch posted to GL (make sure you ONLY see this batch info when previewing)

Run Gifts/Pledge report

****FUND SUMMARY REPORT** is where you change the posting date and check off Last Month checkbox. This is the fund summary report.

The screenshot shows a software interface with two main panels: 'Report Options' and 'Posting Options'. The 'Report Options' panel includes fields for 'No. of Copies' (set to 1), 'Page Range' (1 to 9999), and buttons for 'Gifts/Pledges', 'Fund Summary', and 'Journal'. There is also a 'View Report' checkbox which is checked. The 'Posting Options' panel has radio buttons for 'Post by Campaign' (selected) and 'Post in Summary', and a checked checkbox for 'Export to External'. Below these panels is a table with columns for 'Transmit', 'Batch ID', and 'Post Ty'. A dialog box titled 'Transmittal Report / Update' is overlaid on the table. It has an 'Accounting Period' section with radio buttons for 'This Month (2019, January)' (selected), 'Last Month (2019, December)', and 'Last Year (2018, June)'. It also has a 'Posting Date' field set to '01-03-2019' and 'OK' and 'Cancel' buttons.

Last report is the Journal. Then, click the UPDATE button to transmit.