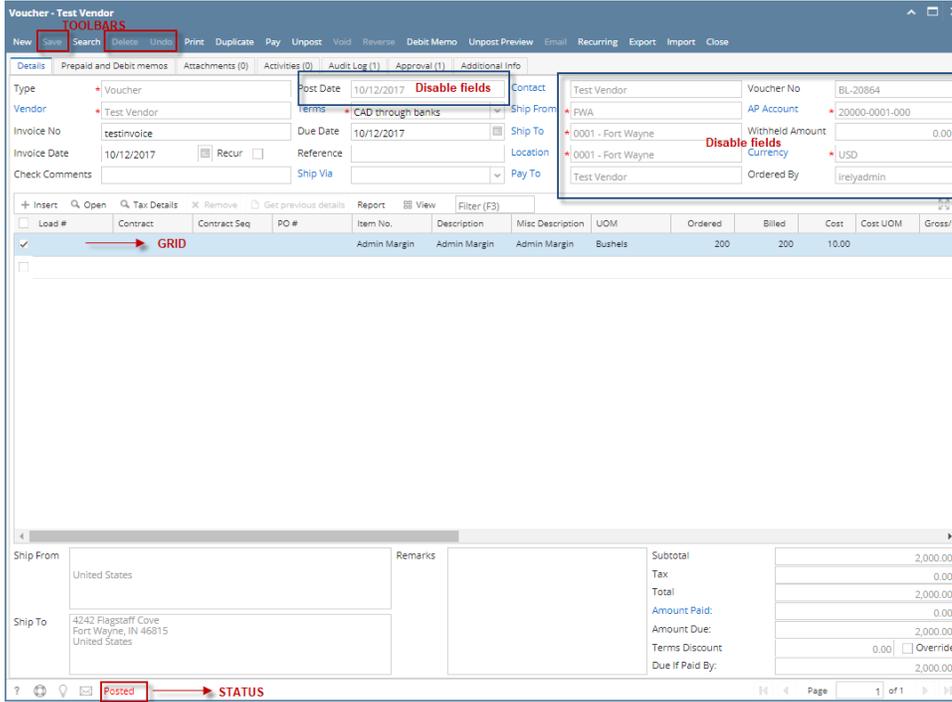


How To Post Voucher

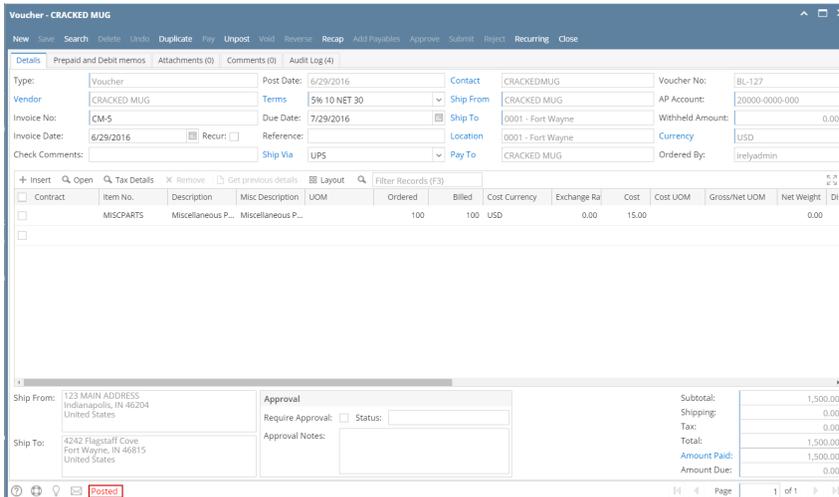
Here are the steps on how to post vouchers:

1. After creating **Voucher** record (see [How To Create Vouchers](#)), click **Post** toolbar button
2. Once voucher is already posted:
 - Posted status will be shown in the **Status Bar** located at the bottom of the screen.
 - Some of the **Toolbar buttons** used for editing are disabled
 - Editable Fields in Header will be disabled
 - Values on the grid cannot be edit



Here are the steps on how to post vouchers:

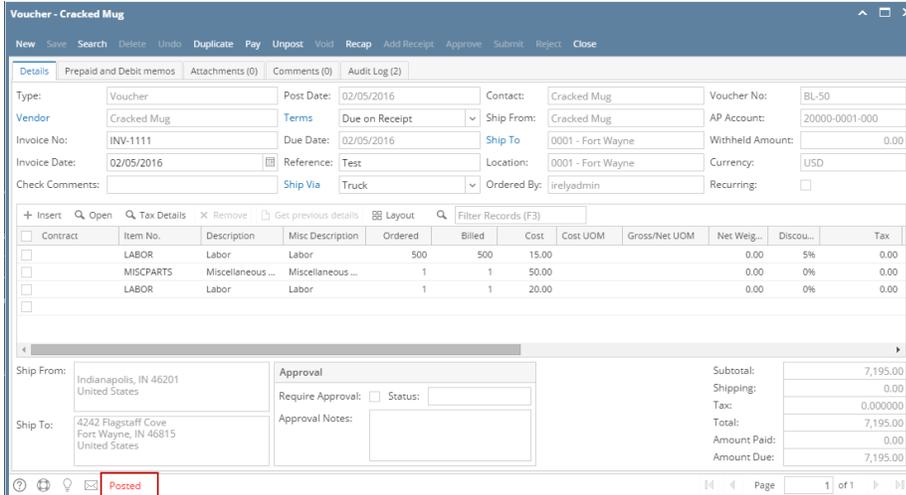
1. After creating **Voucher** record (see [How To Create Vouchers](#)), click **Post** toolbar button.
2. Once a voucher is posted, **Posted** status will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.



Here are the steps on how to post vouchers:

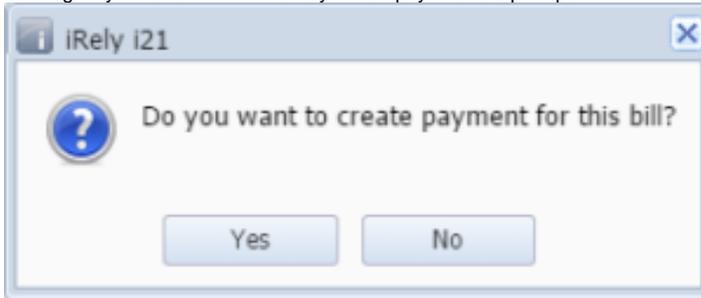
1. After creating **Voucher** record (see [How To Create Vouchers](#)), click **Post** toolbar button.

- Once a voucher is posted, **Posted** status will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.



Here are the steps on how to post bills:

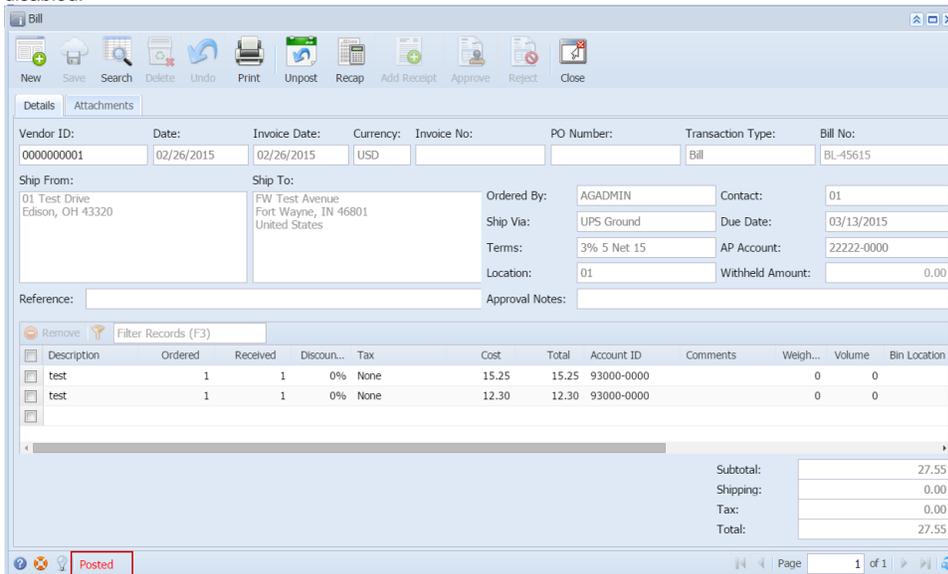
- After creating **Bill Entry** record (see [How To Create Vouchers](#)), click **Post** toolbar button.
- Message if you want to automatically create payment will prompt.



- Select **Yes**. Posted bill will close and created payment will be displayed via Pay Bills Detail screen.
 - Select **No**. Bill will be posted but payment will not be created.
- Once a bill is posted, **Posted** status will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

Here are the steps on how to post bills:

- After creating **Bill Entry** record (see [How To Create Vouchers](#)), click **Post** toolbar button.
- Once a bill is posted, **Posted** status will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.



Here are the steps on how to post bills:

1. After creating **Bill Entry** record (see [How To Create Vouchers](#)), click **Post** toolbar button.
2. Once a bill is posted, **Posted** status will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

Bill

New Save Search Delete Undo Print Unpost Recap Close

Details Attachments

Bill No: BL-45609 Vendor ID: Test Vendor Date: 12/10/2014 Invoice Date: 12/10/2014 Currency: USD Invoice No: INV-01 PO Number: Transaction Type: Bill

Ship From: Ship To: 123 Test Drive De Graff, OH 43318 United States Ordered By: AGADMIN Contact: Con 01 Ship Via: UPS Ground Due Date: 01/09/2015 Terms: 2/10 Net 30 AP Account: 22222-0000 Reference: Location: Withheld Amount: 0.00

Delete Filter Records (F3)

Description	Qty Ordere...	Qty Receiv...	Discoun...	Tax	Cost	Total	Account ID	Comments	Weig..
test 1	10	10	0%	None	25.00	250.00	60100-4001		
test 2	5	5	0%	None	15.00	75.00	60100-4001		

Subtotal: 325.00
Shipping: 0.00
Tax: 0.00
Total: 325.00

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