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:
 - $^\circ~$ Posted status will be shown in the ${\it Status~Bar}$ 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

Voucher - Te:	st Vend OOLB/	or ARS										,	×□×
New Save	Search	Delete Undo	Print Duplicate	Pay Unpost Voi	id Reverse Debit	Memo Unpost P	Preview Em	ail Recurring Exp	oort Import Close				
Туре	*	Voucher	Autochinients (0)	Post Date	10/12/2017 Dis	able fields	Contact	Test Vendor		Voucher No	BL-	20864	
Vendor	*	Test Vendor		Terms	 CAD through ban 	ks ~	Ship From	* FWA		AP Account	* 200	00-0001-000	
Invoice No		testinvoice		Due Date	10/12/2017		Ship To	* 0001 - Fort Way	/ne Dianh	Withheld Am	ount		0.00
Invoice Date	• ·	10/12/2017	Recur	Reference			Location	* 0001 - Fort Way	ne	Currency	* USI)	
Check Comn	nents			Ship Via		~	Pay To	Test Vendor		Ordered By	irel	yadmin	
+ Insert	0. Onen	Q. Tay Details	X Remove Pt (Report 99 View	W Filter (F2)				-			5.3
Load #	- open	Contract	Contract Seq	PO#	Item No.	Description	Misc Desc	ription UOM	Ordered	Billed	Cost	Cost UOM	Gross/N
~	_	GRID			Admin Margin	Admin Margin	Admin Ma	rgin Bushels	200	200	10.00		
) F
Ship From					Remark	s			Subtotal				2,000.00
	United	States							Tax				0.00
									I otal				2,000.00
Ship To	4242 FI	agstaff Cove							Amount Paid:				0.00
	Fort Wa United	iyne, IN 46815 States							Amount Due:				2,000.00
									Due If Reid Bur			0.00	override
									Due il Palu by.				2,000.00
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	RACKED	MUG																
Details Pr	repaid ar	nd Debit memos	Attachments (0)	omments (0	0) Audit	Log (4)												
Type:		Voucher		Pos	ost Date:	6/29/2016			Contact		CRACKEDM	UG		Voucher No		BL-127		
Vendor		CRACKED MUG		Terms 5% 10 NET 30			~	Ship From		CRACKED MUG			AP Account:		20000-0000-000			
invoice No:		CM-5		Du	ue Date:	7/29/2016			Ship To		0001 - Fort	Wayne		Withheld Ar	mount:	USD		0.0
invoice Date	e:	6/29/2016	📰 Recur:	Re	eference:				Location	1	0001 - Fort	Wayne		Currency				
Check Comr	ments:			Shi	nip Via	UPS		~	Рау То		CRACKED N	IUG		Ordered By		irelyadmi	n	
+ Insert	Q, Oper	en Q, Tax Details	X Remove			BB Layout Q	Filter Records	(F3)										K.
Contra	ict	Item No.	Description	Misc Desc	scription	UOM	Ordered		Billed	Cos	t Currency	Exchange Ra	Cost	Cost UOM	Gross/I	Net UOM	Net Weight	t E
		MISCPARTS	Miscellaneous P	. Miscellan	neous P		100		100	USE		0.00	15.00				0.00	D
4	123 M	IAIN ADDRESS												6.44				
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< Ship From:	123 Mu Indianu United 4242 F Fort W	IAIN ADDRESS hapolis, IN 46204 d States Flagstaff Cove Wayne, IN 46815		Ap Re Ap	pproval equire App pproval Ne	proval: Stat	:us:							Subto Shipp Tax: Total:	ital: ing:		1,50	0.0
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Voucher - Cra	cked M	ug														^ □ ×
			Duplicate Pay	Jnpost Void	Reca											
Details Pre	epaid and	l Debit memos	Attachments (0)	Comments (0)	Aud	lit Log (2)										
Type:	1	/oucher		Post Date:	02/0	5/2016		1	Contact:	Cracked	Mug		Voucher No:		BL-50	
Vendor	0	Tracked Mug		Terms	Due	on Receipt	~	•	Ship From:	Cracked	Mug		AP Account:		20000-0	001-000
Invoice No:	1	NV-1111		Due Date:	02/0	5/2016			Ship To	0001 - Fo	ort Way	me	Withheld Am	ount:		0.00
Invoice Date:	. 0	2/05/2016		Reference:	Test			1	Location:	0001 - Fo	ort Way	me	Currency:		USD	
Check Comm	nents:			Ship Via	Truc	< c	~		Ordered By:	irelyadm	in		Recurring:			
di terreri. I	0.0000	O Tau Datail	N Bassaus D			DD 1 munut	0		D (E2)							
+ Insert	a, upen	G, Tax Details	Remove	Get previous a	etalis	BE Layout	G Filte	er h	Records (F3)	Contra	~~~	Const Alex LIGAL	Net Wele	Disco		T
Contrac	.t	LAROR	Description	labor	ption	Ordered	DIII	eu 50	15.0	Cost O	UM	Gross/Net 00M	Net Weig	Disco	d	1 dX
		MISCRAPTS	Miscellaneour	Labor		500		50	1 50.0	0			0.00		D90	0.00
		LABOR	Labor	Labor	/03	1			1 20.0	10			0.00		006	0.00
		CADON	20001	Eabor					. 2010				0.00		576	0.00
								_								
•																•
Ship From:	Indiana	oolis, IN 46201		Approval									Subtotal:			7,195.00
	United S	itates		Require App	roval:	Status:							Shipping:			0.00
				Approval No	tec.								Tax:			0.000000
Ship To:	4242 Fla Fort Wa	igstaff Cove vne. IN 46815		, pp. ovar ivo									I otal:	. –		7,195.00
	United S	tates											Amount Paid	D:		0.00
	_												Amount Due	2:		/,195.00
000		osted											N Pag	je	1	of 1 🕨 🕅

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. Message if you want to automatically create payment will prompt.

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?	Do you want to create payment for this bil	?
	Yes No	

- a. Select Yes. Posted bill will close and created payment will be displayed via Pay Bills Detail screen.
- **b.** Select **No**. Bill will be posted but payment will not be created.
- 3. 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 Bill				
New Save Search Delete Undo Pri	int Unpost Recap Add Receipt Approv	e Reject Close		
Details Attachments				
Vendor ID: Date:	Invoice Date: Currency: Invoice No:	PO Number:	Transaction Type:	Bill No:
000000001 02/26/2015	02/26/2015 USD		Bill	BL-45615
Shin From:	Shin To:			
01 Test Drive	FW Test Avenue	Ordered By: AGADMIN	Contact:	01
Edison, OH 43320	Fort Wayne, IN 46801 United States	Ship Via: UPS Ground	Due Date:	03/13/2015
		Terms: 3% 5 Net 15	AP Account:	22222-0000
		Location: 01	Withheld Amount:	0.00
Reference:		Approval Notes:		
Remove Filter Records (F3)				
Description Ordered Re	ceived Discoun Tax	Cost Total Account ID	Comments Weigh	Volume Bin Location
test 1	1 0% None	15.25 15.25 93000-0000	0	0
	I 0% None	12.30 12.30 93000-0000	0	0
4				•
			Subtotal:	27.55
			Shipping:	0.00
			Tax:	0.00
			l otal:	27.55
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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.

iisabieu.							
📷 Bill							* 🗆 ×
New Save S	earch Delete Undo	Print Unpost	Recap Close				
Details Attachr	ments						
Bill No:	Vendor ID:	Date:	Invoice Date:	Currency:	Invoice No:	PO Number:	Transaction Type:
BL-45609	Test Vendor	12/10/2014	12/10/2014	USD	INV-01		Bill
Ship From:	S	ship To:					
		123 Test Drive		Ordered By:	AGADMIN	Contact:	Con 01
		United States	5	Ship Via:	UPS Ground	Due Date:	01/09/2015
				Terms:	2/10 Net 30	AP Account:	22222-0000
Reference:				Location:		Withheld Amou	int: 0.00
		1					
🔵 Delete 💡	Filter Records (F3)						
Description	Qty Ordere	Qty Receiv Disc	oun Tax	Co	st Total	Account ID Co	omments Weig.
test 1	10	10	0% None	25	5.00 250.00	60100-4001	
test 2	5	5	0% None	15	5.00 75.00	60100-4001	
•							Þ
						Subtotal:	325.00
						Shipping:	0.00
						Tax:	0.00
						Total:	325.00
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