

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

Voucher - Test Vendor

TOOLBARS

New Save Search Delete Undo Duplicate Pay Unpost Void Reverse Debit Memo Unpost Preview Email Recurring Export Import Close

Details Prepaid and Debit memos Attachments (0) Activities (0) Audit Log (1) Approval (1) Additional Info

Type: Voucher Post Date: 10/12/2017 **Disable fields** Contact: Test Vendor Voucher No: BL-20864

Vendor: Test Vendor Terms: CAD through banks Ship From: PWA AP Account: 20000-0001-000

Invoice No: testinvoice Due Date: 10/12/2017 Ship To: 0001 - Fort Wayne Withheld Amount: 0.00

Invoice Date: 10/12/2017 Recur: Reference: Location: 0001 - Fort Wayne **Disable fields** Currency: USD

Check Comments: Ship Via: Pay To: Test Vendor Ordered By: irelyadmin

Insert Open Tax Details Remove Get previous details Report View Filter (F3)

Load # Contract Contract Seq PO # Item No. Description Misc Description UOM Ordered Billed Cost Cost UOM Gross/h

GRID

Admin Margin Admin Margin Admin Margin Bushels 200 200 10.00

Ship From: United States Remarks: Subtotal: 2,000.00

Ship To: 4242 Flagstaff Cove Fort Wayne, IN 46815 United States Tax: 0.00

Amount Due: 2,000.00

Due If Paid By: 2,000.00

Posted **STATUS**

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Voucher - CRACKED MUG

New Save Search Delete Undo Duplicate Pay Unpost Void Reverse Recap Add Payables Approve Submit Reject Recurring Close

Details Prepaid and Debit memos Attachments (0) Comments (0) Audit Log (4)

Type: Voucher Post Date: 6/29/2016 Contact: CRACKED MUG Voucher No: BL127

Vendor: CRACKED MUG Terms: 5% 10 NET 30 Ship From: CRACKED MUG AP Account: 20000-0000-000

Invoice No: CM-5 Due Date: 7/29/2016 Ship To: 0001 - Fort Wayne Withheld Amount: 0.00

Invoice Date: 6/29/2016 Recur: Reference: Location: 0001 - Fort Wayne Currency: USD

Check Comments: Ship Via: UPS Pay To: CRACKED MUG Ordered By: irelyadmin

Insert Open Tax Details Remove Get previous details Layout Filter Records (F3)

Contract Item No. Description Misc Description UOM Ordered Billed Cost Currency Exchange Rate Cost Cost UOM Gross/Net UOM Net Weight Dis

MISC PARTS Miscellaneous P... Miscellaneous P... 100 100 USD 0.00 15.00

Ship From: 123 MAIN ADDRESS Indianapolis, IN 46204 United States Approval: Require Approval: Status: Approval Notes:

Ship To: 4242 Flagstaff Cove Fort Wayne, IN 46815 United States Subtotal: 1,500.00

Shipping: 0.00

Tax: 0.00

Total: 1,500.00

Amount Paid: 1,500.00

Amount Due: 0.00

Posted

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- 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.

The screenshot shows a 'Bill' window with the following details:

Details Tab:

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

Table:

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		

Summary:

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

Status Bar: Posted