How to Post Invoice

When you post an Invoice, the system will update your General Ledger with the data from the Invoice. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. There are two ways to post an Invoice: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Invoice.

Invoice - Al	nvoice - ABC Reseller															
New Save	e Sear		lo Print			imail Dup	licate Unpo	st Recap	Recurring Clo	se						
Details	Prepaid	and Credit Mem	os Instru	uctions	Payment	s (0) Atta	thments (0)	Audit Log ((2) Comments	(0)						
Source:	Sta	ndard	Recurr	ing:	Location:	0001 - For	t Wayne		PO Number:	PO#0	02		Invoice No:	SI-461		
Type:	Inv	oice			Bill To:	ABC Resel	er		Freight Term	1:			Deliver/Pickup:	Pickup	Split:	
Customer	AB	C Reseller			Ship To:	ABC Resel	er		Ship Date:	7/1/2	2016		Salesperson:	Jared Sm	ith	
Invoice Da	te: 7/1	/2016			Ship Via:	UPS			Account	1200	0-0000-00	0	Currency:	USD	Accrual:	1
Post Date:	7/1	/2016			Terms:	5% 5, Net	Due Date:	7/31/2016					Comments:	Standard	l Invoice	
L. Lawrence	0.0							. 0 5								5.7
- insert	tem No	Contract No		Desc	rintion	Ordered	Order LIOM	Shinned	Iter Records (F3	iscount %	Tax	Sub Cu	Price	Total	Tax Group	⊻ ⊻ Weight LIOM
	876	contracting	bequence	87 Ur	nleaded Ga	0.00	onder oom	100.00	Gallon	0.00%	22.81	Sub Cu	1.850000	185.00	IN SST	Weight Com
	570			misc	item	0.00		10.00	Gallon	0.00%	0.00		5 130000	51 30	111 331	
				misc	item	0.00		10.00		0.00%	0.00		0.000000	0.00		
± _						0.00		0.00		0.00%	0.00		0.000000	0.00		
1																•
Bill To:	ABC R	seller			ltem:								Subtotal:			236.30
	Somev	here St. polis, IN, 46204	United Sta	ates	On Hand:			On Orc	ler (PO):				Shipping:			0.00
					Committe	d:		Back O	rder:				Tax:			22.81
Ship To:	ABC Re	seller											Total:			259.11
	Indian	mere St. apolis, IN, 46204	United Sta	ates									Amount Recei	ved:		0.00
													Amount Due:			259.11
0	0 🖂	Posted												Page	1 0	f1 🕨 🕅

Notice that once you have posted the Invoice, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

There are occasions when you cannot post an Invoice. Below are some of the possible reasons.

- 1. The Company Configuration | Sales | General details are not properly setup.
- 2. The GL Accounts on Item, or Company Configurations are not configured.
- 3. No open fiscal year period that match the transaction date.
- 4. There is an unbalanced debit and credit amount.

Post Invoice using Post button:

- 1. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
- 2. Click the Post button. If the Invoice is not yet saved, it will be saved automatically.

Invoic	e - AB(C Reselle	r												
New	Save	Search	Delete	Undo	Print	Add Sh	ipment	Email	Duplicate	Post	Recap			Close	
Detai	ls P	repaids a	nd Credit	Memos	Instr	uctions	Paym	ents (0)	Attachmen	ts (0)	Audit Lo	og (1)	Con	nments (0)	

Post Invoice using Recap button:

a. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.

b. Click the **Recap button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Invoice.

	Invoice - A	ABC Re	eseller													
	New Sa	ve Se	earch	Delete	Undo	Print	Add Shi	pment	Email	Duplicate	Post	Recap	Recur	ring	Close	
	Details	Prepa	aids and	d Credit	Memos	Instr	uctions	Paym	ents (0)	Attachme	nts (0)	Audit L	og (1)	Con	nments (0)
с.	On Recap	Trans	sactior	n scree	n, click	the P	ost but	ton.								
	Recap	Tran	isact	ion												
	Post	Clos	e													
	-															
	Detai	s														
	Date:	7	/1/20	16		De	scripti	on:	Stand	lard Invo	oice					

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Invoice - Al	BC Reselle	r														^ □ ×
New Save	e Search		Print Add S		imail + I	Duplicate Unp	iost Recap i		g Close							
Details	Instructions	Payments (0)	Attachment	s (0) Aud	it Log (2)	Comments (0)									
Type:	Stand	ard	Recurrin	g: 🔄 Bill 1	To: AB	C Reseller			Freight Term:	Deliver		Invoice N	o: SI-	199 S	plit:	
Customer	ABC R	eseller		Ship	To: AB	C Reseller			Deliver/Pickup:			PO Numb	per: PC	D#02 B	OL Number:	
Invoice Da	ite: 04/21	/2016 Post:	04/21/2016	i Ship	Via: UP	S			Due Date:	05/21/201	16	Salespers	ion: Jar	red Smith	Currency	/: USD
Location:	0001 -	Fort Wayne		Tern	ns: 5%	5, Net 30	Accrual: 1		Ship Date:	04/21/201	16	Commen	ts: Sa	mple Standa	rd Invoice.	
+ Insert	Q. Open	X Remove	Add Recipe		revious De	tails 88 Lavo	ut Q. Filt	er Recor	rds (F3)							
	Item No	Contract No Cont	tract Se Descri	ption	Ordered	i Order UON	A Shipped	UOM	Discount	Tax	Sub Curr	ency	Price	Total	Weight UOM	Tax Group
+ 4	87G		87 Un	leaded Ga	ı 0.	00	100.00	Gallon	0.00%	16.65		1	.850000	185.00	-	IN SST
+			sampl	e misc ite	0.	00	10.00		0.00%	0.00		5	.130000	51.30		
+					0.	00	0.00		0.00%	0.00		C	0.000000	0.00		
	APC Pass	ller														
Bill To:	Somewhe	re St.	ited V	Item: On Hand:	D2D	- #2 Dyed Dies	el	(PO):	5.0	00		Sut	ototal: pping:			236.30
Ship To:	ABC Rese	nis, nv, 40204 Un ller	a lited	Committe	ed:	-,55	.00 Back Ord	er:	0.0	00		Tax	c.			16.65
2.04	Somewhe	ere St. olis. IN. 46204 Un	ited									Tot	al:			252.95
00	Q 🖂 🖡	osted												Page	1 of	1 []

Notice that once you have posted the Invoice, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

There are occasions when you cannot post an Invoice. Below are some of the possible reasons.

- 1. The Company Configuration | Sales | General details are not properly setup.
- 2. The GL Accounts on Item, or Company Configurations are not configured.
- 3. No open fiscal year period that match the transaction date.
- 4. There is an unbalanced debit and credit amount.

Post Invoice using Post button:

1. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.

2. Click the Post button. If the Invoice is not yet saved, it will be saved automatically.



Post Invoice using Recap button:

c.

- a. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
- b. Click the Recap button to open the Recap Transaction screen. This screen will show a preview of what will be entered in the General Ledger when you post the Invoice.

Invoice - ABC Reseller													
New	Save	Search	Delete	Undo	Print	Add Shipme	ent Email -	Duplicate	Post	Recap	Recurring	Close	
Detail	s In	structions	s Paym	nents (0)	Atta	thments (0)	Audit Log (0) Comm	ents (0)				
On Recap Transaction screen, click the Post button .													
Recap Transaction													
Post	CI	ose											
Det	ails												
Date	e:	01/20/	2016		Des	cription:	This is a	a sample	stan	dard Ir	nvoice.		

When you post an Invoice, the system will update your General Ledger with the data from the Invoice. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. There are two ways to post an Invoice: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Invoice.

Invoice - AB	BC Reseller														^ □ ×
New Save	Search Dele		Print Add	Shipment Er	mail - L	Inpost Red	ap Close								
Details	Payments (0)	Attachment	ts (0) Audit	Log (3) Com	nments (0)										
Type:	Standard		Recurring:	Bill To:	ABC Res	seller			Freight Term:	Pickup	Invoi	ce No:	SI-132	Split:	
Customer:	ABC Resell	er		Ship To:	ABC Res	seller			Deliver/Pickup:		PO N	lumber:	PO#01	BOL Number	:
Invoice Dat	te: 01/20/2016	6 Post:	01/20/2016	Ship Via:	Trucks				Due Date:	01/25/2016	Sales	person:	Mike Mo	riarty Current	y: USD
Location:	ocation: 0001 - Fort Wayne Terms: 5% 5 Net 30 Ship Date: 01/20/2016 Comments: This is a sample standard Invoice.														
+ Insert	+ Insert 🔍 Open 🗙 Remove 🗄 Add Recipe 🕒 Get Previous Details 🔠 Layout 🔍 Filter Records (F3)														
	tem No	Contrac	Contrac	Description	1	MOU	Ordere	d	Shipped	Discount	Tax		Price	Total	Tax Gro
+ 8	87G			87 Unleaded	d Gas	Gallon	10	0.00	100.00	0.00%	14.80	1	1.850000	185.00	IN SST
+				sample miso	c item			0.00	10.00	0.00%	0.00	5	5.130000	51.30	
+								0.00	0.00	0.00%	0.00	(0.000000	0.00	
Bill To:	ABC Reseller		<u>▲</u> [:	tem:	D2D - #2	Dyed Diese	el					Subtotal	:		236.30
	Indianapolis. I	N. 46204 U	nited 🔻 🕻	On Hand:		0.00	On Order (PC):	0.00			Shipping	g:		0.00
Ship To:	ABC Reseller		_ (ommitted:		1.00	Back Order:		0.00			Tax:			14.80
	Indianapolis, I	 N, 46204 Ui	nited 🔻									Total:			251.10
00	🖓 🖂 Poste	d											< Page	1 of	1 🕨 🕅

Notice that once you have posted the Invoice, the Post button label will read Unpost. This gives you the option to Unpost the Posted transaction in case you need to make a change.

There are occasions when you cannot post an Invoice. Below are some of the possible reasons.

- 1. The Company Configuration | Sales | General details are not properly setup.
- The GL Accounts on Item, or Company Locations are not configured.
 No open fiscal year period that match the transaction date.
- 4. There is an unbalanced debit and credit amount.

Post Invoice using Post button:

- 1. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
- 2. Click the Post button. If the Invoice is not yet saved, it will be saved automatically.

Invoice -	nvoice - ABC Reseller													
New Sa	ve Search	Delete	Undo		Add Shipmen	t Email -	Post	Recap	Close					
Details	Payments ((0) Atta	chments	(0)	Audit Log (0)	Comments	(0)							

Post Invoice using Recap button:

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- a. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
- b. Click the Recap button to open the Recap Transaction screen. This screen will show a preview of what will be entered in the General Ledger when you post the Invoice.

Invoice - ABC Reseller													
New Save Search Delete Undo Print Add Shipment Email - Post Recap	Close												
Details Payments (0) Attachments (0) Audit Log (0) Comments (0)													
On Recap Transaction screen, click the Post button .													
Recap Transaction													
Post Close													

Post C	lose		
Details]		
Date:	01/20/2016	Description:	This is a sample standard Invoice.

When you post an Invoice, the system will update your General Ledger with the data from the Invoice. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. There are two ways to post an Invoice: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Invoice.

Invoice - AB) Invoice - ABC Reseller														
				📩 🐻											
New Save	Search Delete Undo	Print Ad	d Shipm	Email Unpost I	Recap Close										
Details Att	achments Audit Log														
Type:	Standard	Recurring: 📃	Bill To:	ABC Reseller		Freight Term:	Truck	Invoice No:	SI-44						
Customer:	0001005066		Ship To:	ABC Reseller		Deliver/Pickup:		PO Number:		BOL Number:					
Invoice Date:	Invoice Date: 01/20/2016 Post: 01/20/2016 Ship Via: Trucks Due Date: 01/20/2016 Salesperson: 0001005049 Currency: USD														
Location:	ocation: 0001 - Fort Wayne Terms: Due on Receipt Ship Date: 01/20/2016 Comments: This is a sample standard invoice.														
🗿 Insert 🔾	💿 Insert 🔍 View 😑 Remove 📳 Get Previous Details 🖶 Layout 🗸 🍸 Filter Records (F3)														
Item	No Contract	Contract D	escription	UOM	Ordered	Shipped	Discount	Тах	Price	Total	Tax Group				
+ 🗖 87G		٤	87 Unleaded	Gaso Gallon	100.00	100.00	0.00	12.95	1.850000	185.00	IN SST				
+ 🔽		:	sample misc i	item	0.00	10.00	0.00	0.00	5.160000	51.60					
+					0.00	0.00	0.00	0.00	0.000000	0.00					
Bill To: AB So	mewhere St.	▲ Item	1: L	.PG - Propane				Subtota	el :		236.60				
Eo	rtville. TN. 46040 United	♥ On I	Hand:	24,231.00	On Order (PO):	0.00		Shippin	g:		12.05				
Ship To: AB So	hip To: ABC Reseiler A Committee: 2,055.00 Back Order: 0.00 1dX: 12.39 Somewhere St. Total: 240.55														
EO	rtville. IN. 46040 United							Total.			2.0100				
🕜 😟 🏆 🗈	Posted								[4 4 P	age 1	of 1 📔 🕅				

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There are occasions when you cannot post an Invoice. Below are some of the possible reasons.

- 1. The Company Preferences | Sales | General account details are not properly setup.
- 2. The GL Accounts on Item, or Company Locations are not configured.
- 3. No open fiscal year period that match the transaction date.

4. There is an unbalanced debit and credit amount.

Post Invoice using Post button:

- 1. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
- 2. Click the Post toolbar button. If the Invoice is not yet saved, it will be saved automatically.

🌖 Invoid	Invoice - ABC Reseller													
•	P	Q	0	5			<u>.</u>			Å				
New	Save	Search	Delete	Undo	Print	Add Shipm	Email	Post	Recap	Close				
Details	Details Attachments Audit Log													
Clink OK a	-			~ ~										

3. Click **OK** on the confirmation message.

Post Invoice using Recap button:

c.

- a. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
- b. Click the **Recap toolbar button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Invoice.

	🗊 Invoice - ABC Reseller													
	•	P	Q	0	S			.			ß			
	New	Save	Search	Delete	Undo	Print	Add Shipm	Email	Post	Recap	Close			
	Details	Atta	achments	Audit	Log									
С	On Recap Transaction screen, click the Post toolbar button .													
	🇊 Reca	ap Trai	nsaction											
	Post	Clos	se											
	Date:	01/	20/201	6	Descri	ption:	This is a sa	mple star	ndard invo	oice.				

d. Click **OK** on the confirmation message.

When you post an Invoice, the system will update your General Ledger with the data from the Invoice. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. There are two ways to post an Invoice: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Invoice.

🗊 Invoice - Home Dealers							* - ×
New Save Search Delete Undo Pri	int Email Unpost I	Recap Close					
Details Attachments							
Customer: Location:		Invoice Date:	Post Date:	Cu	rrency:	Invoice No:	
HOMEDEALER 1000-Loc	ation A	06/29/2015	06/29/20	15 US	SD	SI-3	
Bill To: US	Ship To: PH						
US	PH		Salesperson:	JAS	PO Numl	ber: PO1	
18 Central St. Edison, OH, 43320 United States	5th Ave. Makati, NCR, 1227 Phil	lippines	Ship Via:	UPS Ground	Terms:	Due 28	th of the Month
			Ship Date:	06/29/2015	Due Date	e: 07/28/2	2015
			Freight Term:		Deliver/F	Pickup:	
Comments: This is a sample Invoice.			2				
😑 Remove 🔠 Layout 🗸 🍸 Filter Record	ds (F3)						
Item No Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Installation service type	Day	0.00	0 1.00	3.0	0.00	6.11	5.93
sample miscellar	neous it	0.00	2.00	0.0	0.00	5.00	10.00
		0.00	0.00	0.0	0 0.00	0.00	0.00
					Subtotal		15.020000
					Shinning		0.00000
					Tax:		0.000000
					Total:		15.930000
🛿 🧔 🦉 Posted					M	A Page	1 of 1 > >

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There are occasions when you cannot post an Invoice. Below are some of the possible reasons.

- 1. The Company Preferences | Accounts Receivable account details are not properly setup.
- 2. The GL Accounts on Item, or Company Locations are not configured.
- 3. The Invoice has zero amount.
- 4. No open fiscal year period that match the transaction date.
- 5. There is an unbalanced debit and credit amount.

If the grid details contains an item with Item type set as Inventory, the Freight Terms on header area and UOM in grid area are required details in posting.

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- 2. Click the Post toolbar button. If the Invoice is not yet saved, it will be saved automatically.

🗊 Invoi	ce - Hor	me Deale	rs							
New	Save	Search	Delete	S Undo	Print	Email	Post	Recap	Close	
Details	Atta	achments								

Post Invoice using Recap button:

a. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.

b. Click the **Recap toolbar button** to open the **Recap Transaction screen**. This screen will show a preview of what will be entered in the General Ledger when you post the Invoice.

	Invoice - Home Dealers	
	Naw Save Gardo Delata Lindo Drint Email Doct De	
	Details Attachments	cap
c.	Click the Post toolbar button.	
	C Recap Transaction	
	Post Close	
	Date: 06/29/2015 Description:	
	Eayout - 💎 Filter Records (F3)	

When you post an Invoice, the system will update your General Ledger with the data from the Invoice. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without unposting it first. There are two ways to post an Invoice: 1) using the Post button, and 2) using the Recap button. Below is a sample posted Invoice.

Invoice									
New Save Sea	rch Delete Undo	Print Unpost	Recap Close						
Details Attachme	nts								
Invoice Type:	Customer:	Location:	Invoice Date:	Post Dat	te:	Sales Rep:	Currency	: Invoice N	lo:
Invoice	100000001	01	02/26/2015	02/26/	2015	WIH	USD	SI-3	
Bill To:		Ship To:							
US Attack Carls Descent		PH		Ship Date:	02/26/20	015 PO I	Number:	PO12	
18 Central St.		Paseo de Roxas St	0	Ship Via:	UPS Grou	und Terr	ms:	5% 5 NET 3	80
Edison, OH, 43320)	Makati, NCR, 1227		Comments:	This is a	test Invoice comme	ents.		
😂 Delete <table-cell> 💡 Fi</table-cell>	lter Records (F3)								
Location	Item No	D D	escription	UOM		Ordered	Shipped	Price	Total
01	SWITCH	н с	n/Off Light Kit Swite	ch EACH		2.00	2.00	20.92	41.84
01		S	ample miscellaneous	it		1.00	1.00	10.11	10.11
						Subt	otal:		51.95
						Shipp	ping:		0.00
						Tax:			0.00
						Tota	1:		51.95
🕗 🧕 🦿 Saved							Page	1 of 1	

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2. Click the Post toolbar button. If the Invoice is not yet saved, it will be saved automatically.

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	P	Q	0	5		7		ß
New	Save	Search	Delete	Undo	Print	Post	Recap	Close

Post Invoice using Recap button:

- Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to How to Create Standard Invoice.
 Click the Recap toolbar button to open the Recap Transaction screen. This screen will show a preview of what will be entered in the General Ledger when you post the Invoice.

👕 Invoi	ce							
	P	Q	0	S		$\overline{\checkmark}$		ß
New	Save	Search	Delete	Undo	Print	Post	Recap	Close

3. Click the Post toolbar button.

👕 Rei	cap Transaction	ı					* 🗆 X
Post	Close						
Date:	02/26/201	5 Descript	ion: This is a te	st Invoice comments.	Currency: US	D Rate:	
?	Filter Records	(F3)					
	Batch ID	Transaction ID	Account ID	Description	Account Group	Debit	Credit
1	BATCH-398	SI-3	51100-1111	This is a test Invoice comments.	Cost of Goods Sold	11.52	0.00
2	BATCH-398	SI-3	51100-1111	This is a test Invoice comments.	Cost of Goods Sold	138.00	0.00
3	BATCH-398	SI-3	13000-1111	This is a test Invoice comments.	Inventories	0.00	11.52
4	BATCH-398	SI-3	13000-1111	This is a test Invoice comments.	Inventories	0.00	138.00
5	BATCH-398	SI-3	12000-1111	This is a test Invoice comments.	Receivables	51.95	0.00
6	BATCH-398	SI-3	45700-1111	This is a test Invoice comments.	Other Revenues	0.00	10.11
7	BATCH-398	SI-3	41600-1111	This is a test Invoice comments.	Sales	0.00	41.84
1							
							,
0 6	🦻 🏆 🛛 Ready						