

# 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 - ABC Reseller

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicateUnpostRecapRecurringClose

Details

Prepays and Credit Memos

Instructions

Payments (0)

Attachments (0)

Audit Log (2)

Comments (0)

Source:StandardRecurring:Location:0001 - Fort WaynePO Number:PO#02Invoice No:SI-461

Type:InvoiceBill To:ABC ResellerFreight Term:Deliver/Pickup:PickupSplit:

Customer:ABC ResellerShip To:ABC ResellerShip Date:7/1/2016Salesperson:Jared Smith

Invoice Date:7/1/2016Ship Via:UPSAccount:12000-0000-000Currency:USDAccrual:1

Post Date:7/1/2016Terms:5% 5, NetDue Date:7/31/2016Comments:Standard Invoice

+ InsertOpenX RemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

	Item No.	Contract No	Sequence	Description	Ordered	Order UOM	Shipped	UOM	Discount %	Tax	Sub Curr	Price	Total	Tax Group	Weight UOM
<input checked="" type="checkbox"/>	87G			87 Unleaded Ga...	0.00		100.00	Gallon	0.00%	22.81		1.850000	185.00	IN SST	
<input checked="" type="checkbox"/>				misc item	0.00		10.00		0.00%	0.00		5.130000	51.30		
<input checked="" type="checkbox"/>					0.00		0.00		0.00%	0.00		0.000000	0.00		

Bill To:ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204 United States

Ship To:ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204 United States

Item:  
On Hand:  
Committed:

On Order (PO):  
Back Order:

Subtotal:236.30  
Shipping:0.00  
Tax:22.81  
Total:259.11  
Amount Received:0.00  
Amount Due:259.11

Posted

Page1 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.

Invoice - ABC Reseller

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicatePostRecapRecurringClose

Details

Prepays and Credit Memos

Instructions

Payments (0)

Attachments (0)

Audit Log (1)

Comments (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.

- c. On Recap Transaction screen, click the **Post** button.

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.

Item No	Contract No	Contract Set	Description	Ordered	Order UOM	Shipped	UOM	Discount	Tax	Sub Currency	Price	Total	Weight UOM	Tax Group
87G			87 Unleaded Ga...	0.00		100.00	Gallon	0.00%	16.65		1.850000	185.00		IN SST
			sample misc ite...	0.00		10.00		0.00%	0.00		5.130000	51.30		
				0.00		0.00		0.00%	0.00		0.000000	0.00		

Bill To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204 United	Item:	D2D - #2 Dyed Diesel	Subtotal:	236.30
Ship To:	ABC Reseller Somewhere St. Indianapolis, IN, 46204 United	On Hand:	4,995.00	Shipping:	0.00
		Committed:	0.00	Tax:	16.65
				Total:	252.95

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.

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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](#).

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

**Invoice - ABC Reseller**

New Save Search Delete Undo Print Add Shipment Email ▾ Duplicate **Post** Recap Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (0) Comments (0)

#### 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** 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 ▾ Duplicate Post **Recap** Recurring Close

Details Instructions Payments (0) Attachments (0) Audit Log (0) Comments (0)

- On Recap Transaction screen, click the **Post** button.

**Recap Transaction**

**Post** Close

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 - ABC Reseller**

New Save Search Delete Undo Print Add Shipment Email ▾ Unpost Recap Close

Details Payments (0) Attachments (0) Audit Log (3) Comments (0)

Type: Standard Recurring: ☐ Bill To: ABC Reseller Freight Term: Pickup Invoice No: SI-132 Split:   
 Customer: ABC Reseller Ship To: ABC Reseller Deliver/Pickup:  PO Number: PO#01 BOL Number:   
 Invoice Date: 01/20/2016 Post: 01/20/2016 Ship Via: Trucks Due Date: 01/25/2016 Salesperson: Mike Moriarty Currency: USD  
 Location: 0001 - Fort Wayne Terms: 5% 5 Net 30 Ship Date: 01/20/2016 Comments: This is a sample standard Invoice.

+ Insert Open Remove Add Recipe Get Previous Details Layout Filter Records (F3)

Item No	Contract	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Gro...
87G		87 Unleaded Gas...	Gallon	100.00	100.00	0.00%	14.80	1.850000	185.00	IN SST
		sample misc item		0.00	10.00	0.00%	0.00	5.130000	51.30	
				0.00	0.00	0.00%	0.00	0.000000	0.00	

Bill To: ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204 United

Ship To: ABC Reseller  
Somewhere St.  
Indianapolis, IN, 46204 United

Item: D2D - #2 Dyed Diesel  
On Hand: 0.00 On Order (PO): 0.00  
Committed: 1.00 Back Order: 0.00

Subtotal: 236.30  
Shipping: 0.00  
Tax: 14.80  
Total: 251.10

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

- 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.
- 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 - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email **Post** Recap Close

Details Payments (0) Attachments (0) Audit Log (0) Comments (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 - ABC Reseller

New Save Search Delete Undo Print Add Shipment Email **Recap** Close

Details Payments (0) Attachments (0) Audit Log (0) Comments (0)

- c. On Recap Transaction screen, click the **Post** button.

Recap Transaction

**Post** Close

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 - ABC Reseller

New Save Search Delete Undo Print Add Shipment... Email Unpost Recap Close

Details Attachments 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: 01/20/2016 Post: 01/20/2016 Ship Via: Trucks Due Date: 01/20/2016 Salesperson: 0001005049 Currency: USD

Location: 0001 - Fort Wayne Terms: Due on Receipt Ship Date: 01/20/2016 Comments: This is a sample standard invoice.

Item No	Contract...	Contract...	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total	Tax Group
87G			87 Unleaded Gase...	Gallon	100.00	100.00	0.00	12.95	1.850000	185.00	IN SST
			sample misc 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: ABC Reseller Somewhere St. Fortville, IN, 46040 United

Ship To: ABC Reseller Somewhere St. Fortville, IN, 46040 United

Item: LPG - Propane

On Hand: 24,231.00 On Order (PO): 0.00

Committed: 2,085.00 Back Order: 0.00

Subtotal: 236.60

Shipping: 0.00

Tax: 12.95

Total: 249.55

Posted

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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.

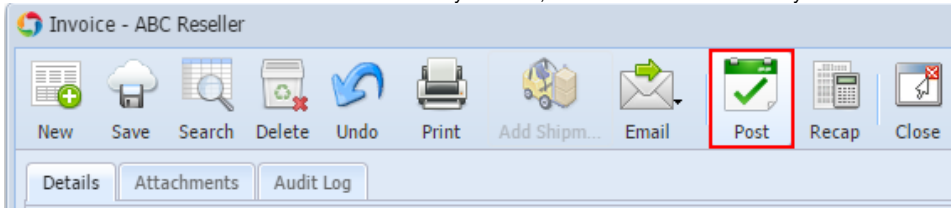
There are occasions when you cannot post an Invoice. Below are some of the possible reasons.

1. The **Company 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:**

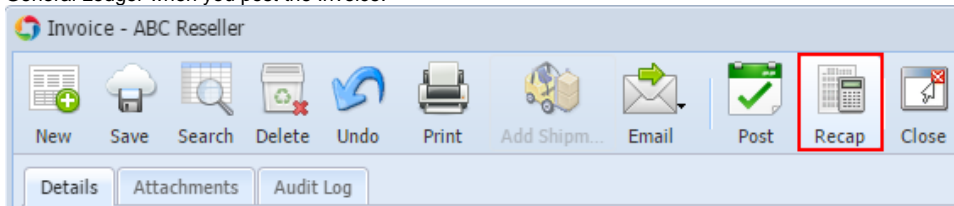
1. Open the Invoice record that you wish to post. If you have not created the Invoice yet refer to [How to Create Standard Invoice](#).
2. Click the **Post toolbar button**. If the Invoice is not yet saved, it will be saved automatically.



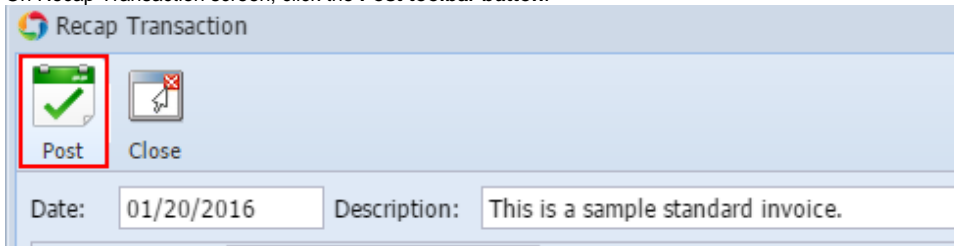
3. Click **OK** on the confirmation message.

#### **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.



- c. On Recap Transaction screen, click the **Post toolbar button**.



- 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 Print Email Unpost Recap Close

Details Attachments

Customer: HOMEDEALER Location: 1000-Location A Invoice Date: 06/29/2015 Post Date: 06/29/2015 Currency: USD Invoice No: SI-3

Bill To: US Ship To: PH

US  
18 Central St.  
Edison, OH, 43320 United States

PH  
5th Ave.  
Makati, NCR, 1227 Philippines

Salesperson: JAS PO Number: PO1

Ship Via: UPS Ground Terms: Due 28th of the Month

Ship Date: 06/29/2015 Due Date: 07/28/2015

Comments: This is a sample Invoice. Freight Term: Deliver/Pickup:

Remove Layout Filter Records (F3)

Item No	Description	UOM	Ordered	Shipped	Discount	Tax	Price	Total
Installation	service type	Day	0.00	1.00	3.00	0.00	6.11	5.93
	sample miscellaneous it...		0.00	2.00	0.00	0.00	5.00	10.00
			0.00	0.00	0.00	0.00	0.00	0.00

Subtotal: 15.930000

Shipping: 0.000000

Tax: 0.000000

Total: 15.930000


Posted

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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Invoice - Home Dealers

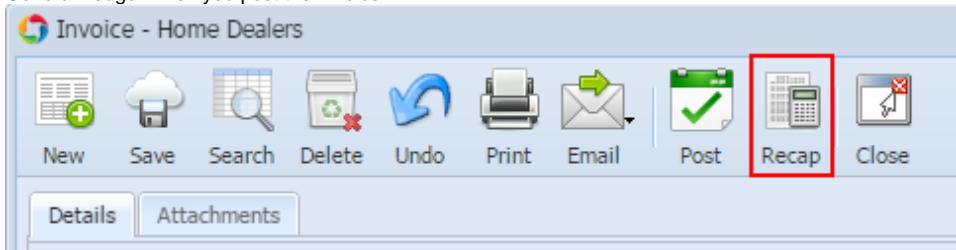
New Save Search Delete Undo Print Email **Post** Recap Close

Details Attachments

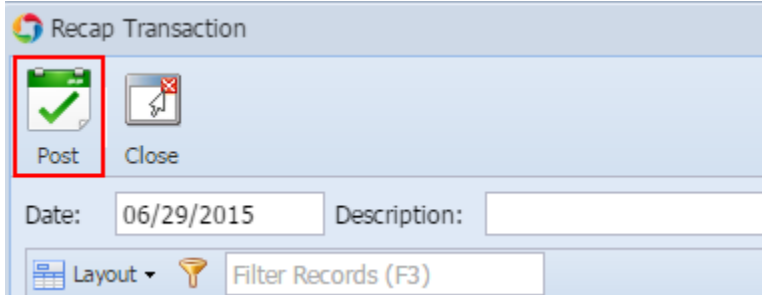
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- c. Click the **Post toolbar button**.



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Invoice

New Save Search Delete Undo Print Unpost Recap Close

Details Attachments

Invoice Type: Customer: Location: Invoice Date: Post Date: Sales Rep: Currency: Invoice No:

Invoice 1000000001 01 02/26/2015 02/26/2015 WIH USD SI-3

Bill To: Ship To:

US PH  
Attn: Carla Brown Attn: Amaya Castro  
18 Central St. Paseo de Roxas St.  
Edison, OH, 43320 Makati, NCR, 1227

Ship Date: 02/26/2015 PO Number: PO12  
Ship Via: UPS Ground Terms: 5% 5 NET 30  
Comments: This is a test Invoice comments.

Location	Item No	Description	UOM	Ordered	Shipped	Price	Total
01	SWITCH	On/Off Light Kit Switch ...	EACH	2.00	2.00	20.92	41.84
01		Sample miscellaneous it...		1.00	1.00	10.11	10.11

Subtotal: 51.95  
Shipping: 0.00  
Tax: 0.00  
Total: 51.95

Page 1 of 1

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**Post Invoice using Recap 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 **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.



3. Click the **Post toolbar button**.

A screenshot of the 'Recap Transaction' window. The window title is 'Recap Transaction'. It has a 'Post' button (green checkmark) and a 'Close' button (document with red X) in the top left. Below these are fields for 'Date' (02/26/2015), 'Description' (This is a test Invoice comments.), 'Currency' (USD), and 'Rate'. A 'Filter Records (F3)' button is also present. The main area contains a table with 7 rows of transaction data.

	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