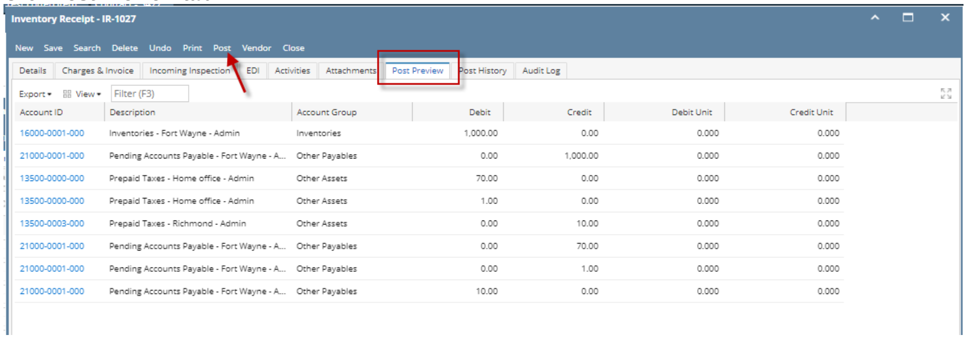
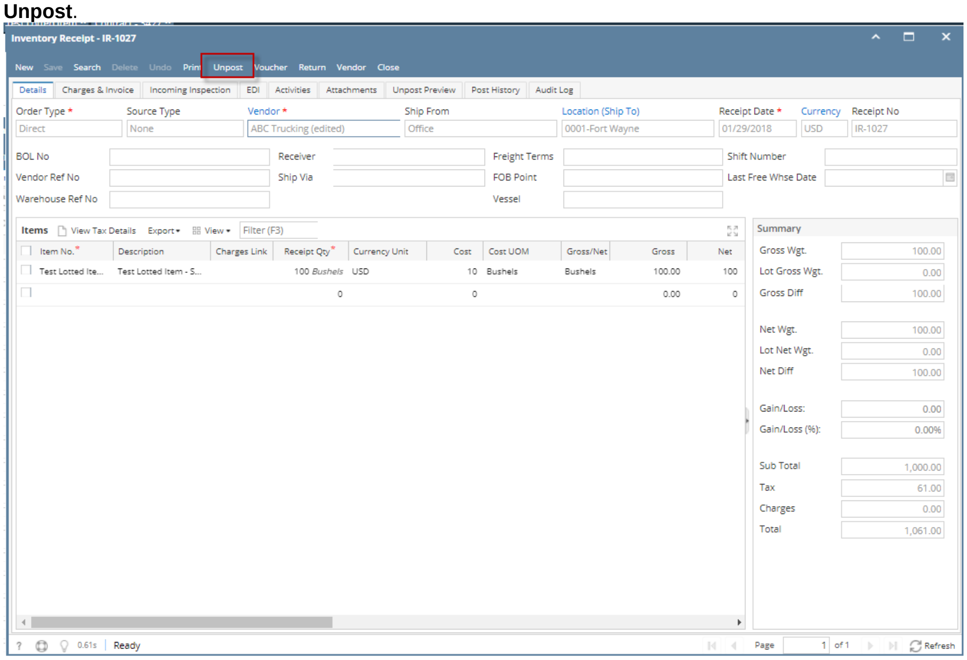
How to Post Inventory Receipt

Posting the Inventory receipt means recording the entries of that transaction to the General Ledger Account Detail and increasing the On Hand and Available stock qty.

1. User can preview GL entries that will be posted to GL before posting the receipt.
2. Click **Post Preview tab.**



3. Click **Post** in the Inventory Receipt screen.
4. The Inventory Receipt transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.



You cannot Post an Inventory Receipt for the following reasons.

>No open Fiscal Year or Fiscal Year Period that matched the Inventory Receipt date.

>Inventory related GL Accounts setup are missing that will cause the entries to go unbalanced.

>You are trying to post transaction not created by you and **Allow User to only Post Transactions they created** option is checked on User Security screen > Settings screen.