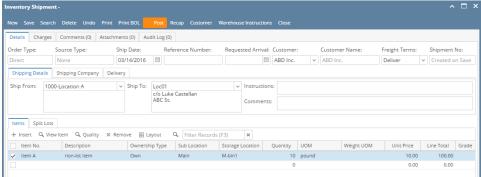
How to Post Inventory Shipment

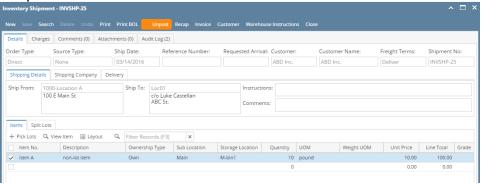
Posting the Inventory Shipment means recording the entries of that transaction to the General Ledger Account Detail and decreasing the On Hand and Available stock qty.

There are 2 ways on how to post the Inventory Shipment. Each is shown below.

- I. From Inventory Shipment screen
 - 1. Click Post in the Inventory Shipment screen.

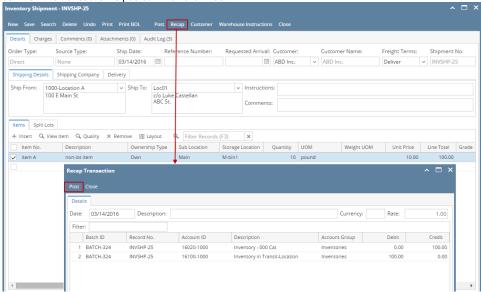


2. The Inventory Shipment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as **Unpost**.



II. From Recap Transaction screen

 Click Recap in the Inventory Shipment screen. This will open the Recap Transaction screen to give you preview on what the GL entries would be when this transaction is posted. Then click Post.



2. The $\mbox{\bf Recap Transaction screen}$ will automatically be closed.

3. The Inventory Shipment transaction will then be disabled to lock user from modifying the transaction. You will notice that the button will now read as Unpost.

