

How To Post General Journal

Posting via General Journal

Here are the steps on how to post journals via the General Journal screen:

1. After creating General Journal (see [How To Create New General Journal](#)), and the **Out of Balance** field is zero, click **Post** toolbar button
2. Once a journal is posted, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

Posting via Post Preview tab

Here are the steps on how to post journals via Recap tab:

1. After creating General Journal (see [How To Create New General Journal](#)), and the **Out of Balance** field is zero, click **Post Preview** tab.
2. Click **Post** toolbar button. Posting process will start.
3. Recap screen will close automatically. **Posted** will now be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

Posting via General Journal

Here are the steps on how to post journals via the General Journal screen:

1. After creating General Journal (see [How To Create New General Journal](#)), and the **Out of Balance** field is zero, click **Post** toolbar button
2. Once a journal is posted, **Posted** will be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.

Posting via Recap screen

Here are the steps on how to post journals via Recap screen:

1. After creating General Journal (see [How To Create New General Journal](#)), and the **Out of Balance** field is zero, click **Recap** toolbar button to open Recap screen.
2. Click **Post** toolbar button. Posting process will start.
3. Recap screen will close automatically. **Posted** will now be shown in the **Status Bar** and toolbar buttons used for editing and other editable fields will now be disabled.