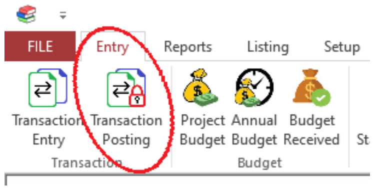
Posting and Un-posting Voucher

It is recommended to post the voucher once it is approved by authorized person. If any correction required it should be adjusted by adjustment transaction booking/ Voucher.

If every voucher need to be checked before posting then use *Transaction Entry* screen in which you can check the voucher details and post it one by one.

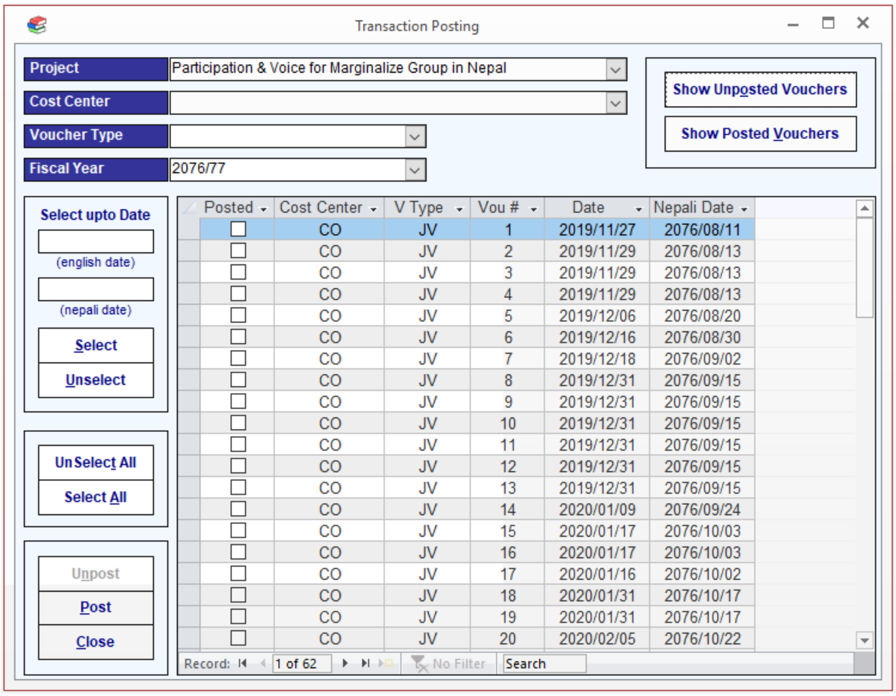
In this section we will discuss about posting multiple voucher at once.



Process for Posting

- Go to *Entry* menu
- Click on *Transaction Posting*

Transaction Entry dialog box will open.

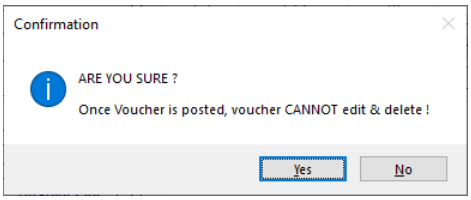


To Post

- Select Project from *Project* drop-list
- Select Cost Center, Voucher Type and Fiscal Year to narrow down selection but it is not mandatory.
- Click *Show Unposted Vouchers*. All the unposted voucher will be listed of the Project
- Mark the voucher/s which need to be posted.

  You can also mark/unmark voucher by:

  - Click *Select All* to mark all listed vouchers
  - Click *Unselect All* to unmark all listed vouchers
  - Type the date up to when you want to select / unselect voucher then click *Select* to select voucher/s or click *Unselect* to unselect voucher.



- Click on *Post* button to post all marked vouchers.
- Confirmation message will be pop-up.
- Click *Yes* to confirm and *No* to cancel.

  Note:

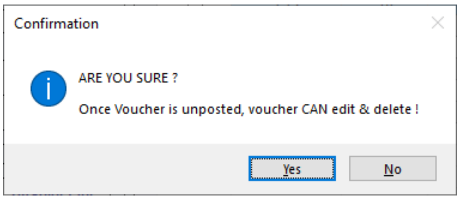
  1. Post button will enabled only if user level is L1-Administrator and L2-Supervisor

To Un-post

- Select Project from *Project* drop-list
- Select Cost Center, Voucher Type and Fiscal Year to narrow down selection but it is not mandatory.
- Click *Show Posted Vouchers*. All the posted voucher will be listed of the Project.
- Unmark the voucher/s which need to be unposted.

  You can also mark/unmark voucher by:

  - Click *Select All* to mark all listed vouchers
  - Click *Unselect All* to unmark all listed vouchers
  - Type the date up to when you want to select / unselect voucher then click *Select* to select voucher/s or click *Unselect* to unselect voucher.
- Click on *Unpost* button to un-post all not-marked vouchers.
- Confirmation message will be pop-up.
- Click *Yes* to confirm and *No* to cancel.



Note:

1. Post button will enabled only if user level is L0-Adm Master