



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.

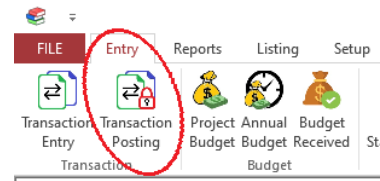
If every voucher need to be checked before posting then use [Transaction Entry](#) screen in which you can check the voucher details and post it one by one.

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.



Posted	Cost Center	V Type	Vou #	Date	Nepali Date
☒	CO	JV	1	2019/11/27	2076/08/11
☐	CO	JV	2	2019/11/29	2076/08/13
☐	CO	JV	3	2019/11/29	2076/08/13
☐	CO	JV	4	2019/11/29	2076/08/13
☐	CO	JV	5	2019/12/06	2076/08/20
☐	CO	JV	6	2019/12/16	2076/08/30
☐	CO	JV	7	2019/12/18	2076/09/02
☐	CO	JV	8	2019/12/31	2076/09/15
☐	CO	JV	9	2019/12/31	2076/09/15
☐	CO	JV	10	2019/12/31	2076/09/15
☐	CO	JV	11	2019/12/31	2076/09/15
☐	CO	JV	12	2019/12/31	2076/09/15
☐	CO	JV	13	2019/12/31	2076/09/15
☐	CO	JV	14	2020/01/09	2076/09/24
☐	CO	JV	15	2020/01/17	2076/10/03
☐	CO	JV	16	2020/01/17	2076/10/03
☐	CO	JV	17	2020/01/16	2076/10/02
☐	CO	JV	18	2020/01/31	2076/10/17
☐	CO	JV	19	2020/01/31	2076/10/17
☐	CO	JV	20	2020/02/05	2076/10/22

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.

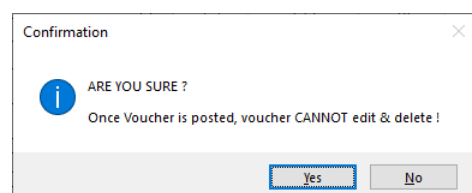
You can also mark/unmark voucher by:

- 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

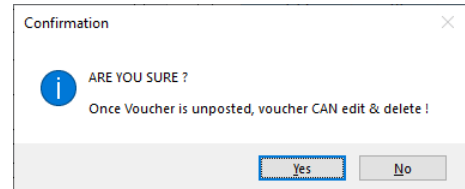


To Un-post

- 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