

Accounting Core: Accounts Payable – Post Invoices

Introduction

In the Accounts Payable module, once invoices are entered and saved, the next step for payment processing is to post the invoices. Below are the steps outlining how to post an invoice in the Accounts Payable module. Following posting, a journal entry is created to reflect the accounts affected by the invoice. It's important to note that if the database requires invoice approval, this step must be completed before or after posting the invoice.

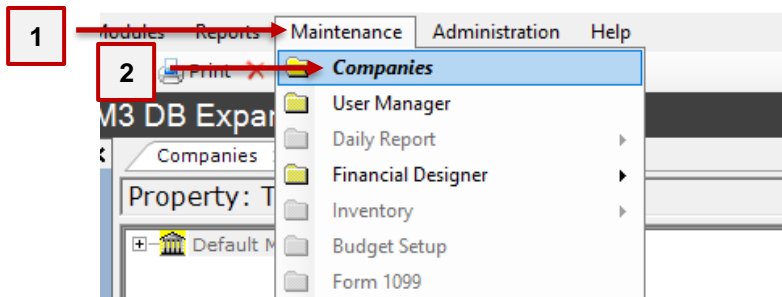
Objective

Demonstrate the steps needed to post an invoice.

Steps

Follow the steps below to post invoices in the Accounts Payable module.

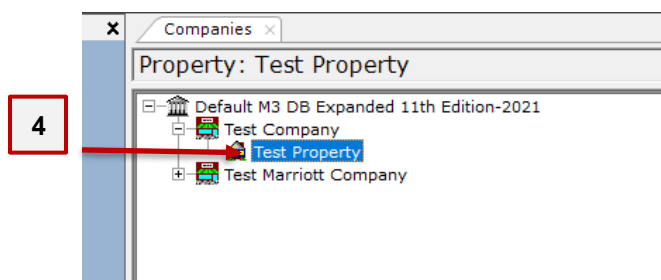
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**. Note: if preferred to complete on property level, continue the next two steps. If not, click on desired Company level.



3. Expand the company / property tree by clicking on the (+) symbol.

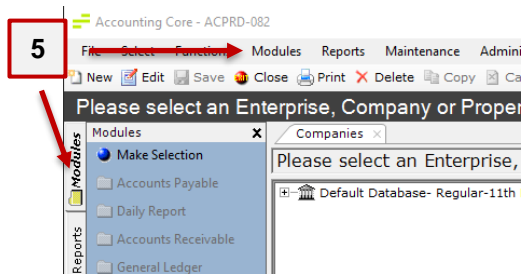


4. Click on the desired **property**.

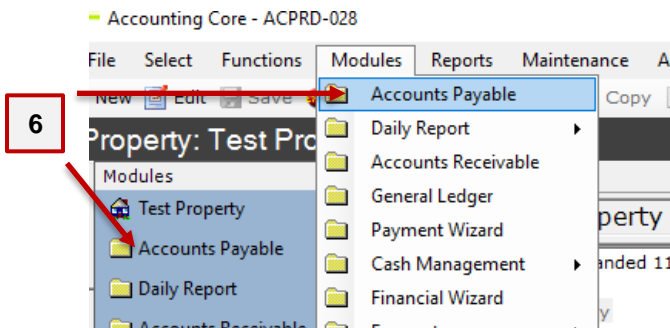


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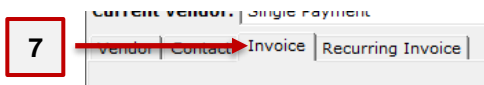
5. Click **Modules**.



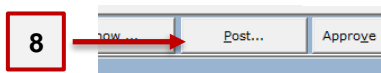
6. Click **Accounts Payable**.



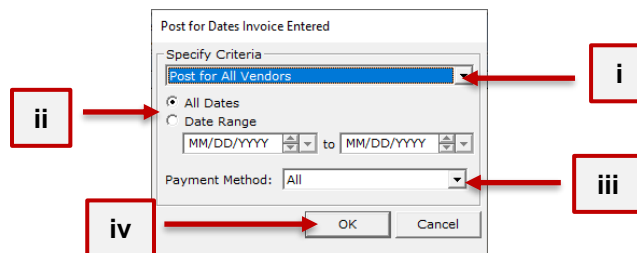
7. Select the **Invoice** tab.



8. Click **Post** near the left side of the blue bar in the center of the screen.

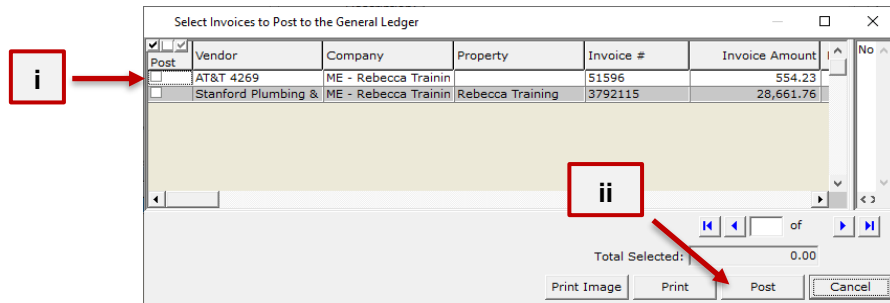


- a. A dialog box will appear. This box specifies the criteria for populating the list of pending invoices to display.
 - i. Leave the "**Post for All Vendors**" selected from the drop-down. Note: other options can be selected.
 - ii. Select the radio button for either **All Dates** or the Date Range (and enter the range of dates to search).
 - iii. Leave "**All**" in the Payment Method. Note: other options can be selected.
 - iv. Click **OK**.

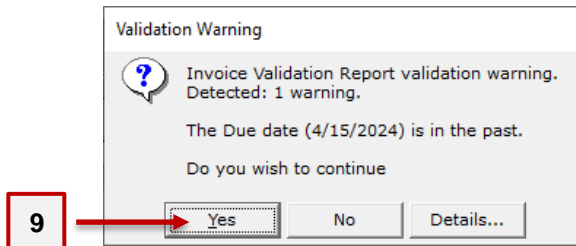


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- b. A new dialog box will appear with a list of all invoices in Pending status according to the selections made above.
 - i. Place a **check mark** in the box to the left of the invoice(s) which are to be posted.
 - ii. Click **Post**. Note: The invoices can also be printed from this screen if desired, prior to posting them, by clicking **Print**.



9. If any invoice due dates are in the past, a validation warning will appear confirming whether the user wishes to continue posting the invoice(s); click **Yes**, as appropriate.



Note: The invoice(s) will appear in the General Ledger under the Posted Journal Entries.