



# ACCOUNTS PAYABLE

## POST CHECK VOUCHER

**WELCOME TO**



**ACCOUNTS PAYABLE MODULE**  
**NAYSA Financials V10**

**ACCOUNTS PAYABLE : Post Check Voucher****Post Check Voucher transaction**

Only authorized process owner can process transaction.



1. Once transactions have been posted, editing of details is disabled.
2. Viewing of posted transactions is available.
3. Upon posting of transactions, the following Management Reports are updated:
  - Details of each transaction can be generated in the General Ledger Report.
  - Summary of each GL Account can be generated in the Trial Balance and Financial Statement (Balance Sheet and Income Statement)
  - Summary of each Subsidiary Ledgers can be generated per GL Account Schedule
4. Posting of transaction also updates the Vendor Ledger in a per invoice details. The following reports are updated:
  - Details of each transaction can be generated in AP Aging Detailed
  - Summary of AP Aging per Vendor



1. Have you checked and verified the Journal and Recap?
2. Are you sure you want to post the transaction?

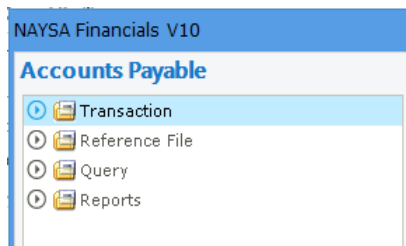


How to navigate NAYSA?

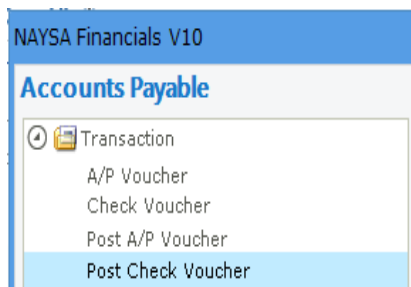
Let's us post Check Voucher transaction.

By navigating from menu, select **Accounts Payable>Transaction**

1. Click General Ledger to view the menu below.



2. Select Transaction.



3. Select Post Check Voucher to start posting the transaction. A screen below is displayed.

Post Check Voucher Transaction Cut-Off: APRIL 2018

Select	BC	CV No	CV Date	Payee Code	Payee Name	With A/P	Bank Code	Check No	Particular	Prepared By	Date Stamp	Time Stamp
<input checked="" type="checkbox"/>	HO	00000001		SJ000002		Y	11014	1000				

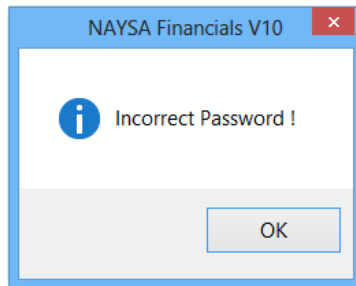
**Posting Condition**  
 Password

**Progress Status**

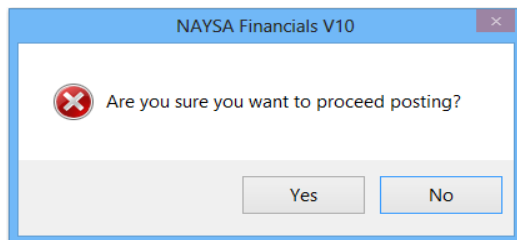
**Warning !**  
 Before running this routine make sure you have done the following :  
 1. Check and verified Cash Disbursement Journal and Recap  
 2. Backup you data.

**ACCOUNTS PAYABLE : Post Check Voucher**

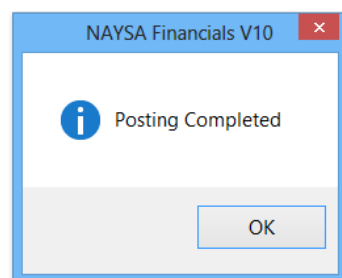
4. Click each box to select transaction to post.
5. To deselect, double click the box of selected transaction
6. Encode a password. If password is incorrect, a message below is displayed:



7. Click the  button to encode a valid password.
8. To cancel the posting of transaction, click the  button.
9. Encode a valid password, a message below is displayed:

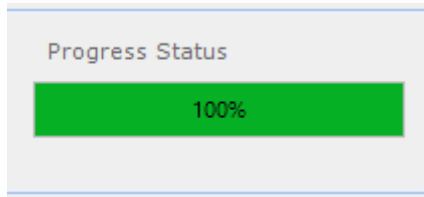


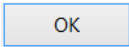

10. To cancel the posting of transaction, click the  button.
11. To proceed with the posting of transaction, click the  button.
12. A message below is displayed upon posting of transaction:



**ACCOUNTS PAYABLE : Post Check Voucher**

At the bottom of the screen, NAYSA displays the progress status as shown below:

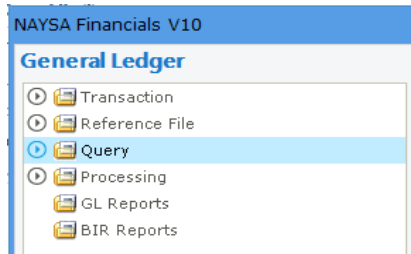


13. Click the  button to exit from the posting screen.
14. All posted transactions can still be viewed. To view a posted transaction, go to Accounts Payable Voucher transaction, click the Transaction History to select a record.
15. Click the  button to filter a record to select.
16. Double click a posted transaction to view.
17. NAYSA tags the status as **Closed Transaction** and disable the editing in the viewing screen.

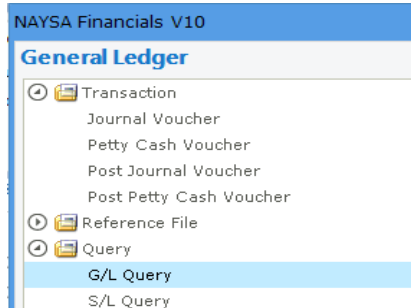
Now, let's us do GL Account Analysis of posted Check Voucher transaction.

By navigating from menu, select **General Ledger>Query**

1. Click General Ledger to view the menu below.



2. Select Query and view submenu.



3. Select GL Query to do GL Account Analysis. A screen below is displayed.

The screenshot shows the 'G/L Query' window. The filter criteria are set to Branch: HEAD OFFICE, Account Code: 20001, and Acct Name: ACCOUNTS PAYABLE. The window displays a table of account analysis results.

BC	Cut-Off	DT	Doc No	Doc Date	Acct Code	Acct Name	Particular	RC Code	SL Code	Debit	Credit
Co...	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Equals: ▼
HO			00000001		20001	ACCOUNTS PAYABLE			SU000002	0.00	982.14

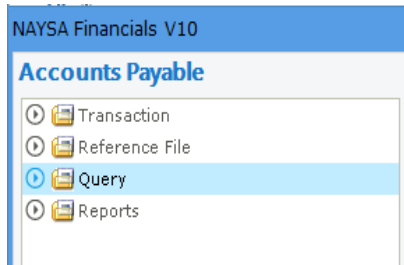
  

SL Ref No	Cust/Vend Code	Cust/Vend Name	RC Name	SL Name	User ID	Date Stamp	Time Stamp
Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Contains: ▼	Equals: ▼	Contains: ▼
67676	SU000002	ASIA INSURANCE PHILIPPINES CORPORATION		ASIA INSURANCE PHILIPPINES C...			1631

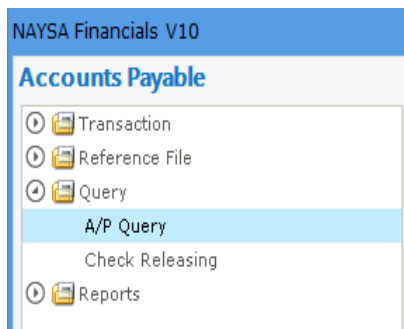
Now, let's us view the Vendor Ledger of posted Accounts Payable Voucher transaction.

By navigating from menu, select **Accounts Payable>Query**

1. Click Accounts Payable to view the menu below.



2. Select Query and view submenu.



3. Select AP Query to view Vendor Ledger. A screen below is displayed.

**A/P Query**

Filter

Branch: HEAD OFFICE Find Reset Print

Payee Name: ASIA INSURANCE PHILIPPINES CORPORATION

Starting Cut-Off: Ending Cut-Off: View Document

Total Debit: 0.00 Total Credit: 3,437.50 Ending Balance: 3,437.50

BC	Cut Off	DT	Doc No	Doc Date	SI No	SI Date	Particular	Debit	Credit	Balance
Con...	Cont...	Cont...	Contains:	Equals:	Contains:	Equals:	Contains:	Equals:	Equals:	Equals:
HO		APV	00000003		343434			0.00	2,455.36	2,455.36
HO		APV	00000001		67676			0.00	982.14	982.14

Payee Code	Payee Name	A/P Acct	Account Name	Curr	Rate	PO No	RR No	VAT Code	VAT Amt	EWT Code	EWT Amt	User ID	Date Stamp	Time Stamp
Contains:	Contains:	Cont...	Contains:	Con...	Equ...	Con...	Co...	Contains:	Equals:	Contai...	Equals:	Contai...	Equals:	Contains:
SU000002		20001	ACCOUNTS PAYABLE	PHP	1.00			PS	267.86	SU	44.64			
SU000002		20001	ACCOUNTS PAYABLE	PHP	1.00			PS	107.14	SU	17.86			