ACCOUNTS PAYABLE
POST ACCOUNTS PAYABLE VOUCHER

NAYSA-SOLUTIONS
INCORPORATED

NAYSA Financials V10

WELCOME TO

ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

Post Accounts Payable 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?
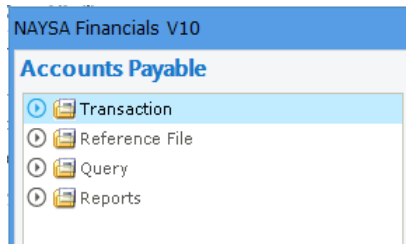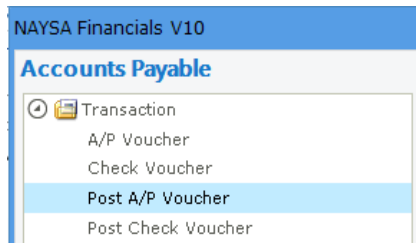2. Are you sure you want to post the transaction?

How to navigate NAYSA?

Let's us post Accounts Payable 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 Accounts Payable Voucher to start posting the transaction. A screen below is displayed.

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:
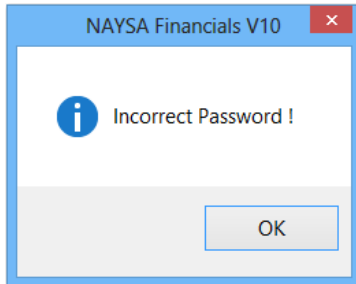
7. Click the [OK] button to encode a valid password.

8. To cancel the posting of transaction, click the [Cancel] button.

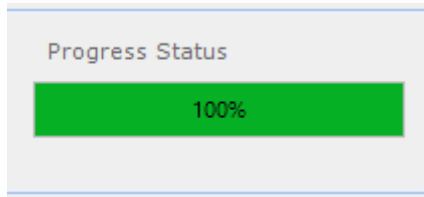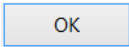9. Encode a valid password, a message below is displayed:
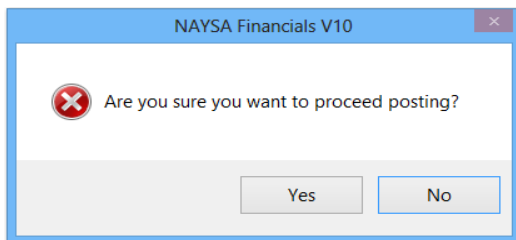
10. To cancel the posting of transaction, click the [No] button.

11. To proceed with the posting of transaction, click the [Yes] button.

12. A message below is displayed upon posting of transaction:
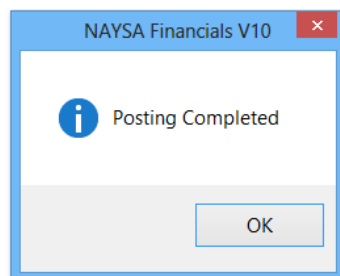
At the bottom of the screen, NAYSA displays the progress status as shown below:

Progress Status

100%

13. Click the [OK] 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 [Filter] 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 Accounts Payable Voucher transaction.

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

1. Click General Ledger to view the menu below.
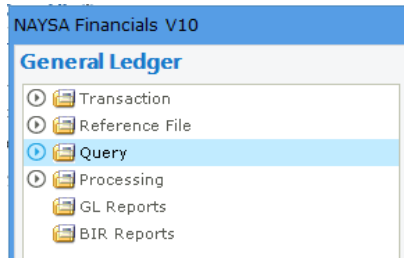
2. Select Query and view submenu.
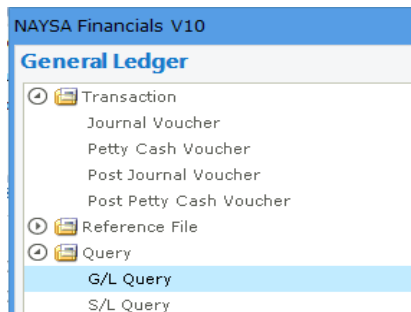
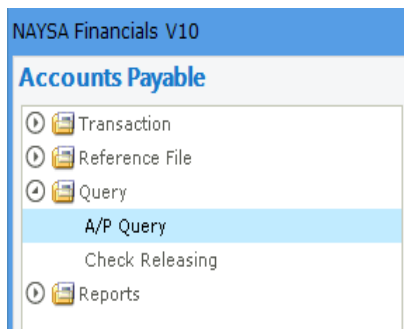3. Select GL Query to do GL Account Analysis. A screen below is displayed.

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.
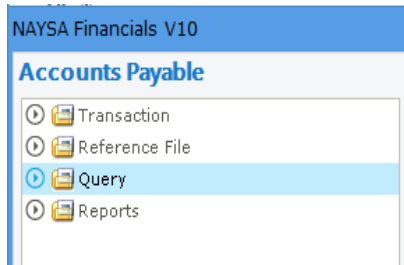
2. Select Query and view submenu.

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