



ACCOUNTS PAYABLE

POST ACCOUNTS PAYABLE VOUCHER

ACCOUNTS PAYABLE : Post Accounts Payable Voucher

WELCOME TO



ACCOUNTS PAYABLE MODULE
NAYSA Financials V10

ACCOUNTS PAYABLE : Post Accounts Payable Voucher**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?

ACCOUNTS PAYABLE : Post Accounts Payable Voucher

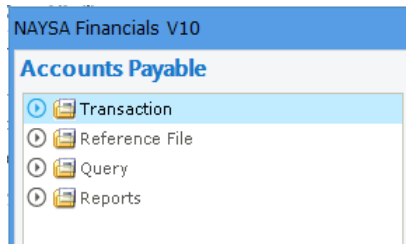


How to navigate NAYSA?

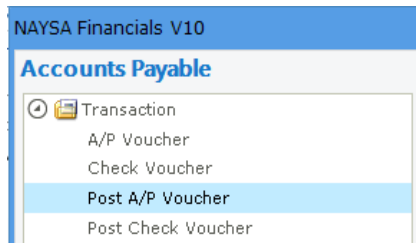
Let's us post Accounts Payable Voucher transaction.

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.

Post A/P Voucher Transaction

Select	BC	APV No	APV Date	AP Type	Payee Code	Payee Name	Particular	Prepared By	Date Stamp	Time Stamp
<input checked="" type="checkbox"/>	HO	00000002		Purchases	SU000022					

Posting Condition

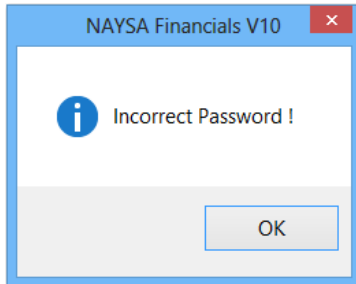
Password OK Cancel

Progress Status

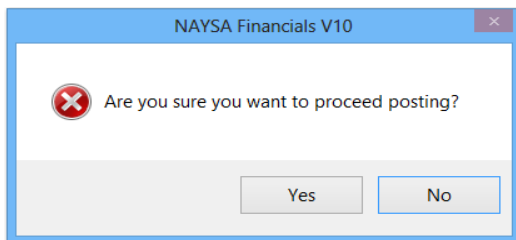
Warning !
 Before running this routine make sure you have done the following :
 1. Check and verified A/P Voucher Journal and Recap
 2. Backup you data.

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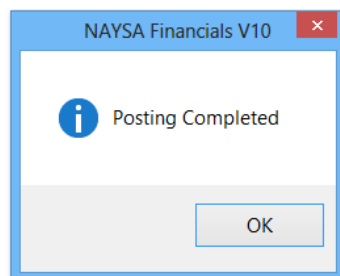
4. Click each box to select transaction to post.
5. To deselect, double click the box of selected transaction
6. Encode a password. If password is incorrect, a message below is displayed:



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:

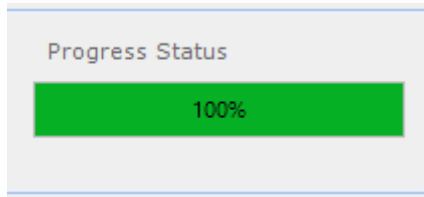


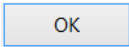

10. To cancel the posting of transaction, click the button.
11. To proceed with the posting of transaction, click the button.
12. A message below is displayed upon posting of transaction:



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



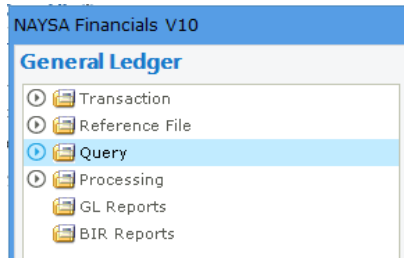
13. Click the  button to exit from the posting screen.
14. All posted transactions can still be viewed. To view a posted transaction, go to Accounts Payable Voucher transaction, click the Transaction History to select a record.
15. Click the  button to filter a record to select.
16. Double click a posted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

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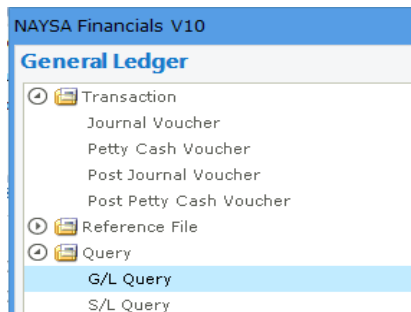
Now, let's us do GL Account Analysis of posted Accounts Payable Voucher transaction.

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.

GL Query

Filter

Branch: HEAD OFFICE

Account Code: 20001 ACCOUNTS PAYABLE

S/L Code:

R/C Code:

Find Reset Print

Starting Cut-Off:

Ending Cut-Off:

View Document

Beginning Balance: 0.00

Total Debit: 0.00

Total Credit: 982.14

Ending Balance: -982.14

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

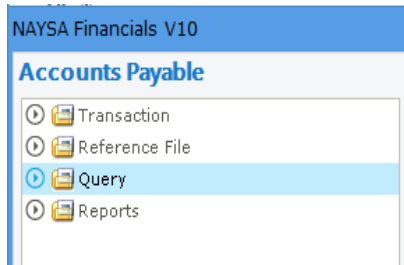
SL Ref No	Cust/Vend Code	Cust/Vend Name	RC Name	SL Name	User ID	Date Stamp	Time Stamp
Contains:	Contains:	Contains:	Contains:	Contains:	Contains:	Equals:	Contains:
67676	SU000002	ASIA INSURANCE PHILIPPINES CORPORATION		ASIA INSURANCE PHILIPPINES C...			1631

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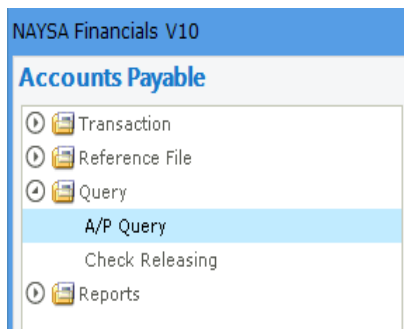
Now, let's us view the Vendor Ledger of posted Accounts Payable Voucher transaction.

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			