



GENERAL LEDGER

POST PETTY CASH VOUCHER



NAYSA Financials V10

WELCOME TO



GENERAL LEDGER MODULE
NAYSA Financials V10

GENERAL LEDGER : Post Petty Cash Voucher**Post Petty Cash 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



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



How to navigate NAYSA?

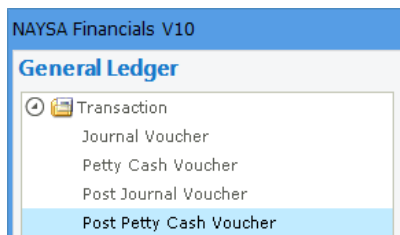
Let's us post Petty Cash Voucher transaction.

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

1. Click General Ledger to view the menu below.



2. Select Transaction.



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

Post Petty Cash Voucher Transaction

Select	BC	PCV No	PCV Date	Payee Code	Payee Name	Particular	Prepared By	Date Stamp	Time Stamp
<input checked="" type="checkbox"/>	HO	00000001		SU000008	CECIL	Purchase of Office Supplies			

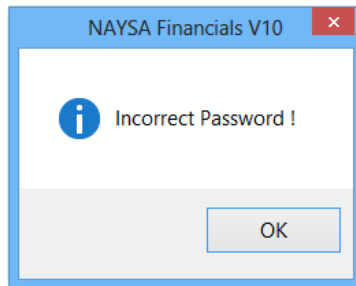
Posting Condition
 Password

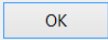
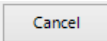
Progress Status

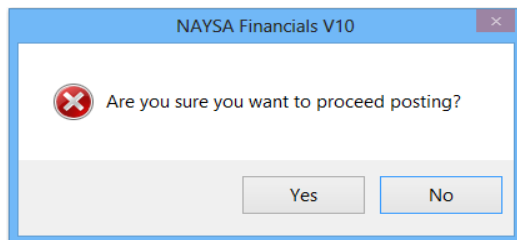
Warning !
 Before running this routine make sure you have done the following :
 1. Check and verified Petty Cash Journal and Recap
 2. Backup you data.

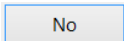
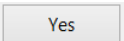
GENERAL LEDGER : Post Petty Cash Voucher

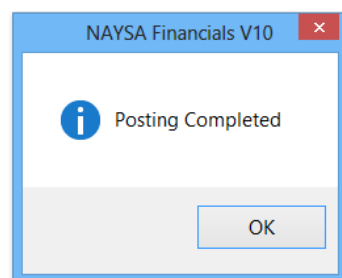
4. Click each box to select transaction to post.
5. To deselect, double click the box of selected transaction
6. Encode a password. If password is incorrect, a message below is displayed:



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:

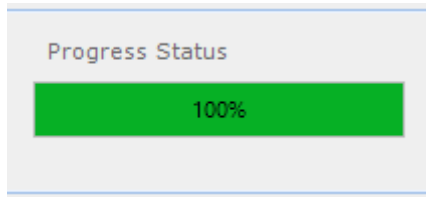


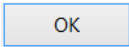

10. To cancel the posting of transaction, click the  button.
11. To proceed with the posting of transaction, click the  button.
12. A message below is displayed upon posting of transaction:



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

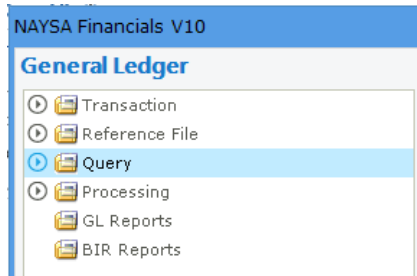


13. Click the  button to exit from the posting screen.
14. All posted transactions can still be viewed. To view a posted transaction, go to Journal Voucher transaction, click the Transaction History to select a record.
15. Click the  button to filter a record to select.
16. Double click a posted transaction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

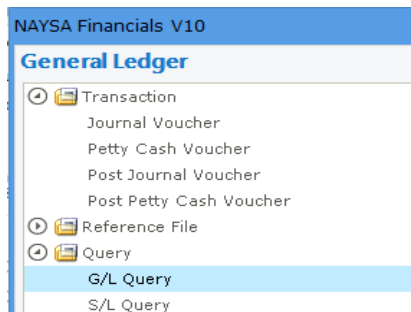
Now, let's us do GL Account Analysis of posted Petty Cash Voucher transaction.

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.

G/L Query

Filter

Branch: HEAD OFFICE Find Reset Print Starting Cut-Off: Ending Cut-Off:

Account Code: 20001 ACCOUNTS PAYABLE S/L Code: R/C Code: 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