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QNE KNOWLEDGE BASE

HOW TO SET-UP VALID POSTING PERIOD

Valid Posting Period let's the user to control the posting of account entries based on the set valid dates only. By using the Valid Posting Period, it may limit the encoding of Backlog Transactions or Advance Postings.
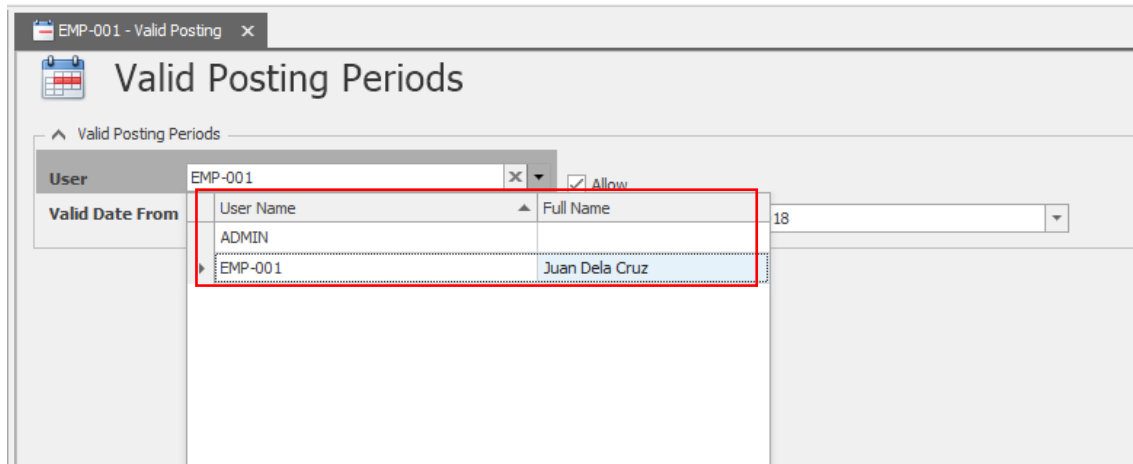
Using the Main Menu, go to Maintenance and select the Valid Posting Period on the ribbon.
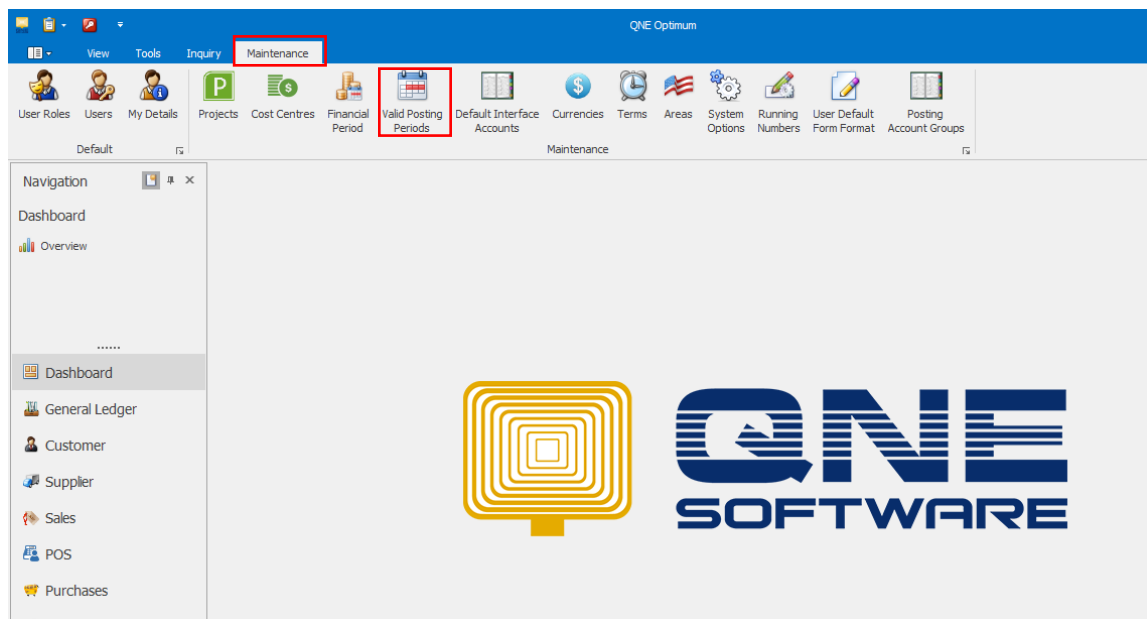
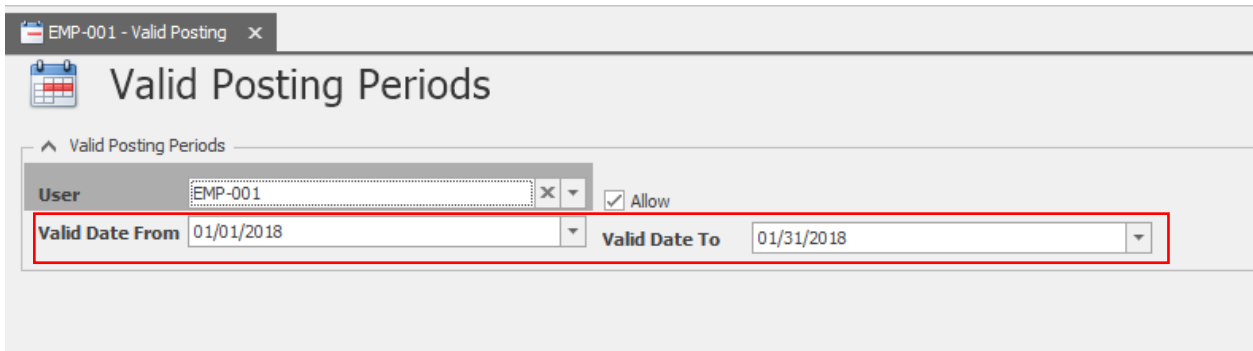To create a Valid Posting Period, click New under Records Creation.
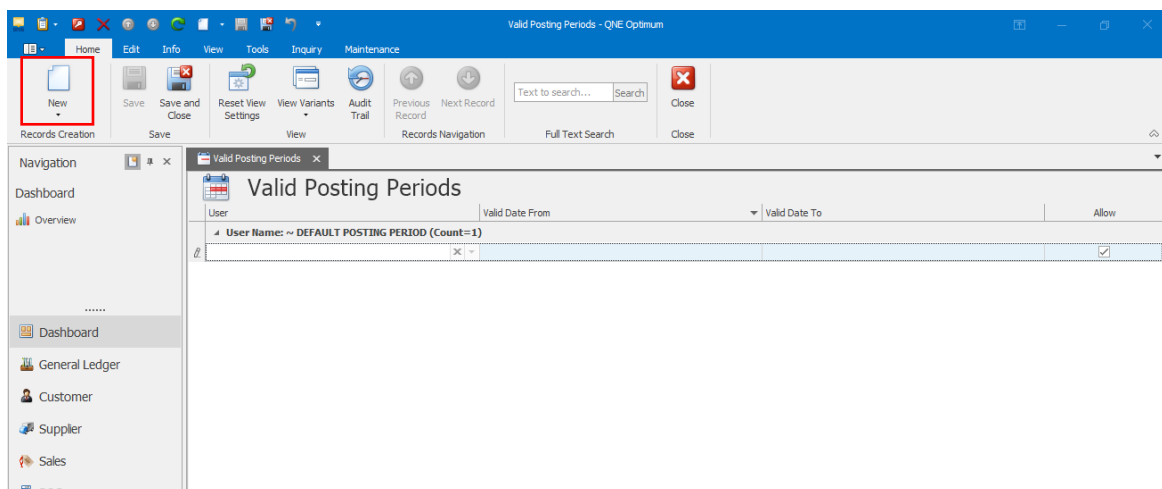
Select a user to whom valid posting control will take effect.

Then in the Valid Date from and To fields, specify a date validity in which the user is only allowed to do posting account.
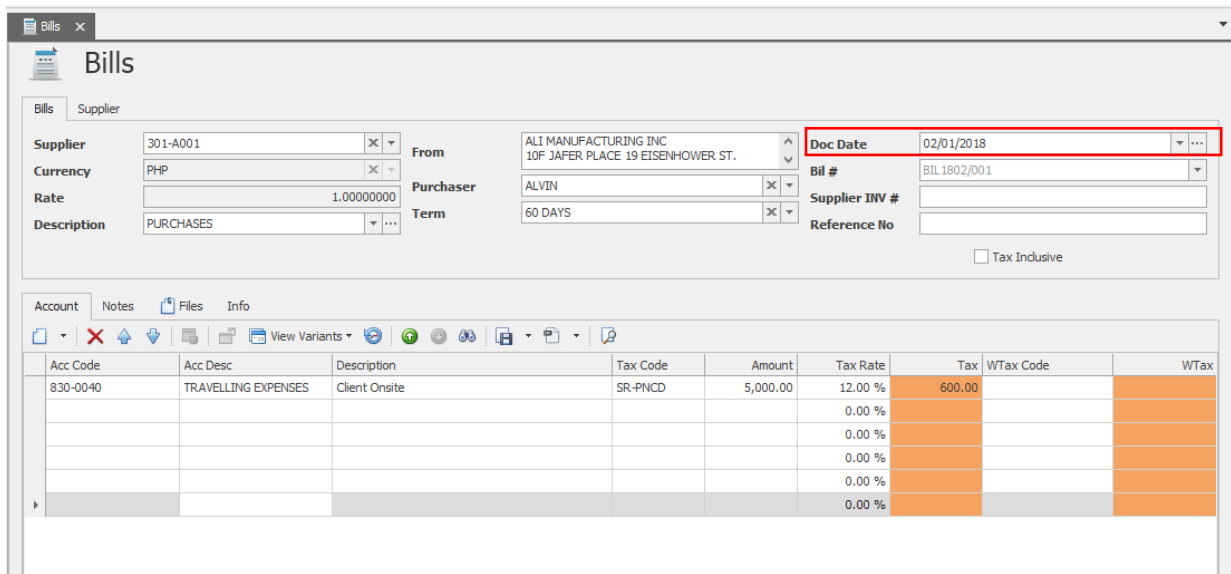
Once done, save the setup.

Now let the user enter a transaction wherein there is an automatic posting upon saving.
Change the document date beyond to the set allowed valid posting date range.
Sample date is: 02/01/2018

Trivia: Bills can be used to record supplier invoices without item. Can be used if services are rendered. It generates posting account journals that credit the Accounts Payable.

When the user tries to save the transaction, a validation error message will prompt stating that the date of the transaction is not a valid posting date that has been set.