# POST TRANSACTIONS TO THE GENERAL LEDGER

## OVERVIEW

To provide proper segregation of duties, many companies have different individuals responsible for accounts receivable, accounts payable, payroll, inventory, fixed assets, and the general ledger. Most accounting software packages, including *Microsoft Dynamics GP*, have separate modules for each of these areas.

Because the general ledger in *Microsoft Dynamics GP* is a separate module, the program posts transactions in a two-step process. First, posted transaction entry windows update subsidiary records such as customer records, vendor records, and perpetual inventory records. Next, groups of transactions are posted to the general ledger through the Series Posting window. Posting to the general ledger through the Series Posting window is discussed in this section.

## QUICK REFERENCE TABLE

| Step | Box or Other Location | Procedure |
|------|----------------------|-----------|
| **A** | Navigation Pane buttons | Click *Financial* → *Transactions* → *Series Post*. |
| **B** | Mark All | Click the Mark All button. |
| **C** | Post | Click the Post button. |

**Series Posting Window** Ⓐ *Financial → Transactions → Series Post*

## DETAILED INSTRUCTIONS

**A. Click *Financial → Transactions → Series Post***

▶ *Click Financial → Transactions → Series Post to open the Series Posting window.*

**B. Click the Mark All button**

When the Series Posting window opens, a listing of all transactions that have not been posted to the general ledger appears in the scrolling window. *Microsoft Dynamics GP* allows you to either select individual transaction lines for posting or select all unposted transactions using the Mark All button. The Mark All button is used for this project.

▶ *Click the Mark All button. After clicking the Mark All button, the Available check box next to each transaction should be checked. If it is not, click the Mark All button again.*

**C. Click the Post button**

▶ *Click the Post button to post all transactions to the general ledger. As each transaction posts, it disappears from the scrolling window.*

## POSTING REVIEW

After clicking the Post button in the Series Posting window, you can determine if a specific transaction has been posted to the general ledger by completing the steps that follow.

▶ *Click Financial → Inquiry → Detail.*

▶ *Use the Account lookup button to select one of the posting accounts for the selected transaction or type the account number.*

▶ *If the default year in the Year box is not correct, use the adjacent drop-down list to select the correct year or type the correct year.*

▶ *Locate the transaction in the scrolling window and click once on its line.*

▶ *Zoom on the Journal Entry description field to open the Transaction Entry Zoom window for the selected transaction.*

The window that appears shows the general journal entry posted to the general ledger when the transaction was posted through the Series Posting window. It is not possible to change information through the Transaction Entry Zoom window. For all transactions except general journal entries, you can zoom to the original transaction entry window by doing the following:

▶ *Zoom on the Source Document description field to open an inquiry window for the originating transaction.* Although you can review the originating transaction through the inquiry window, you cannot edit or delete it.

▶ *Close all inquiry windows.*