

## POST LEDGERS

---

<b>Application</b>	Chreos Client
<b>Module</b>	Clients
<b>Access</b>	“General ledger   Post ledgers”
<b>Minimum service pack</b>	SP44
<b>This document</b>	Post Ledgers Ref 6.8 Release 2 Published August 2009

---

### Overview

In order to see the effect of transactions from Debtors, Creditors, Point of Sale, completed Banking and Inventory in the General Ledger accounts these ledgers need to be posted. They can be posted once or many times each month. They should be posted prior to doing any Bank reconciliations and prior to producing any General ledger reports on Profit & Loss, Balance Sheet etc.

---

### To Post a Ledger

- Select the ledger(s) to be posted by checking the corresponding check box. There are the following options:
  - **Debtor's Ledger.**
  - **Creditor's Ledger.**
  - **Point of Sale.**
  - **Completed Banking.**
  - **Inventory.**
- Select the date for each option that transactions are to be processed up to.
- Click the [Validate] button to validate all transactions for posting up to the specified date. If there are any problems with transactions missing required GL account details a list of these will pop up at the end of the validation process with a description of what the problem is. In the same pop up screen Chreos will specify where this list will be saved for later viewing. Please contact Chreos support for help on how to fix these problems because the ledger will not post if there are validation problems.
- Click the [Post to GL] button to post all transactions up to the specified date.

- Note: If posting a ledger up to a future date a warning notice will appear. Click the [OK] button to proceed.

*This information sheet is a support document related to the use of Chreos from Wild Software Ltd only. It does not in any way constitute, nor is it intended to constitute or be used as, accounting or legal advice. Because Chreos is subject to a process of continuous improvement Wild Software Ltd can not guarantee that the user's version of Chreos will be identical to the one described herein.*

*Copyright © Wild Software Ltd, 2009*