

# Edit Posting Month

Last Modified on 13/06/2025 3:53 pm AEST

Editing the Posting Month will allow you to change the posting month for any transaction in the current year for a building. Use with caution if this building is a GST registered building. Changing the posting can cause GST issues and the financial's may become unbalanced, please contact support before proceeding if you are unsure if changing the posting month is the correct action.

**Note:** Ensure a **Data Storage** of the property is created before proceeding.

## View Posting Month of a Transaction

1. Search or select **Edit Posting Month**.
2. All transactions for the current financial year will be listed.
3. To view the posting month for a transaction click on the transaction and refer to the Posting Month listed. Alternately refer to the Posting Period column, noting that 17 is July, 18 August, 19 September etc.

## Edit the Posting Month of a Transaction

1. Search or select **Edit Posting Month**.
2. Locate the transaction ensuring this is highlighted by clicking on the transaction directly.
3. Click **Edit**.
4. Select the new posting month for this transaction (All Posting Periods of a journal set should be adjusted).
5. Click **OK**.
6. Repeat for all journals in this set.
7. Click **Close** to exit.
8. Review **Financial Statements** or a **Transaction List** to ensure required outcome has been reached.

Help

Transaction List

Batch No	Date	Account Code	Type	Amount	Reserved (Levy Number)	Description	Reference	Extra Details	Posting Period
002	17/01/20	02100016	D	15.00		Arears Notice Fee	M0000021	-1	23
002	17/01/20	11004	D	-15.00		02100016-Committed	MA000021	-1	23
002	17/01/20	02100017	D	15.00		Arears Notice Fee	M0000022	-1	23
002	17/01/20	11004	D	-15.00		02100017-Committed	MA000022	-1	23
002	17/01/20	02100018	D	15.00		Arears Notice Fee	M0000023	-1	23
002	17/01/20	11004	D	-15.00		02100018-Committed	MA000023	-1	23
002	17/01/20	02100019	D	15.00		Arears Notice Fee	M0000024	-1	23
002	17/01/20	11004	D	-15.00		02100019-Committed	MA000024	-1	23
002	17/01/20	02100020	D	15.00		Arears Notice Fee	M0000025	-1	23
002	17/01/20	11004	D	-15.00		02100020-Committed	MA000025	-1	23

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Posting Month January

Save Changes

Edit

Close