

Edit Posting Month

Last Modified on 10/02/2020 12:06 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.

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| Batch No | Date | Account Code | Type | Amount | Reserved (Levy Number) | Description | Reference | Extra Details | Posting Period |
|----------|----------|--------------|------|--------|------------------------|--------------------|-----------|---------------|----------------|
| 002 | 17/01/20 | 02100016 | D | 15.00 | | Arrears 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 | | Arrears 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 | | Arrears 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 | | Arrears 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 | | Arrears Notice Fee | M0000025 | -1 | 23 |
| 002 | 17/01/20 | 11004 | D | -15.00 | | 02100020-Committed | MA000025 | -1 | 23 |

Posting Month: January

Save Changes Edit Close