

How to Enter Separate Posting Date for Bills and Credits

02/12/2024 5:43 pm EST

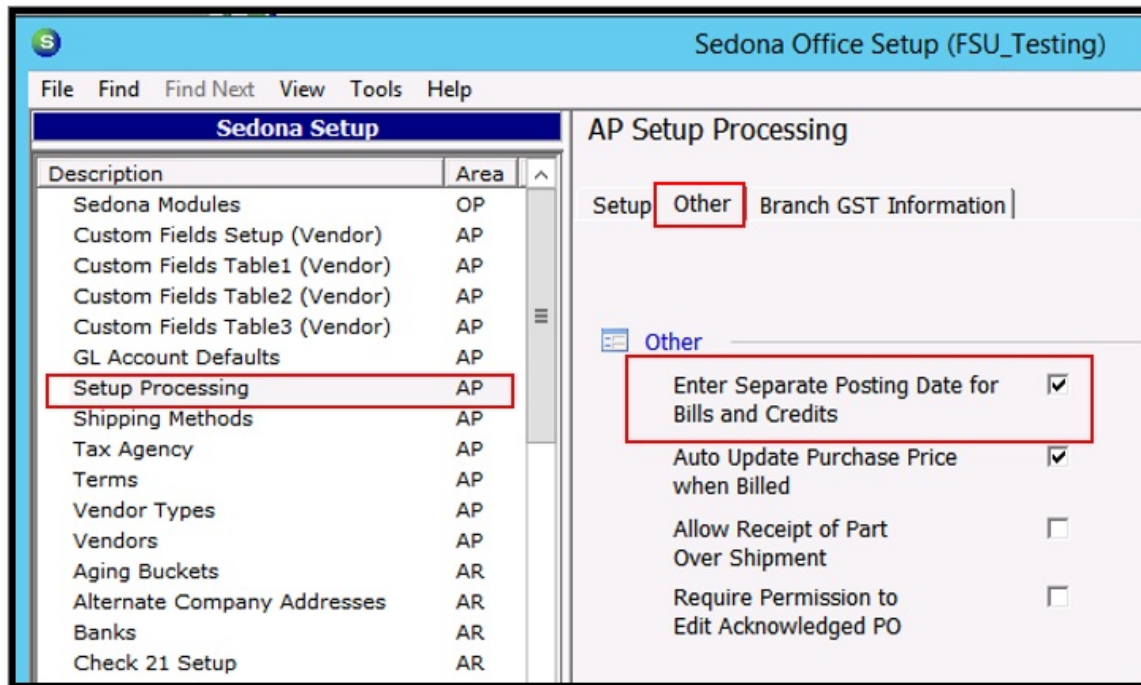
Sedona Office has an option that allows a Vendor Bill or Credit to be posted to the General Ledger that is different than the Vendor Bill Date.

SedonaSetup

To turn this feature on, Go to SedonaSetup – Accounts Payable – AP Setup Processing.

Select the “Other” Tab and click the checkbox for “Enter Separate Posting Date for Bills and Credits.”

Select “Apply.”



Accounts Payable

When creating a New Vendor Bill or Credit enter the “Posting Date” which must be in an accounting period with an Open or Re-Opened Status.

Vendor Bill

Bills

Vendor: AT & T Category: Recurring

Vendor Bill
 Vendor Address: AT & T, PO Box 2969, Omaha, NE 68103

Reference #: 12/11/23 Branch: 9900

Terms: Net 30 Amount: 550.00 GST (15.0%): 0.00 Manual GST

Bill Date: 12/11/2023 Payment Due: 1/10/2024 Posting Date: 12/15/2023

Eligible for Discount Amt: 550.00 Costing: []

Parts: 0.00 Expense: 550.00 Documents: [] Show Branches Show Job Cost

GL Account	Description	Qty	Rate	Amount	Branch
6905	Telephone-AT&T	1	550.00	550.00	9900

December 2023

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 12/11/2023

Memo: []

Total Balance Due: 550.00

Copy Expenses **Apply** Save Close

Vendor Credit

Credit

Vendor: AT & T Category: Recurring

Vendor Credit
 Vendor Address: AT & T, PO Box 2969, Omaha, NE 68103

Reference #: 12/12/23 Branch: 9900

Amount: 300.00 GST (15.0%): 0.00 Manual GST

Credit Date: 12/11/2023 Posting Date: 12/11/2023

Costing: []

Parts: 0.00 Expense: 0.00 Documents: [] Show Branches Show Job Cost

GL Account	Description	Qty	Rate	Amount	Branch
*					

December 2023

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: 12/11/2023

Memo: []

Total Balance Due: 0.00

Copy Expenses **Apply** Save Close