Posting Vouchers In Finex

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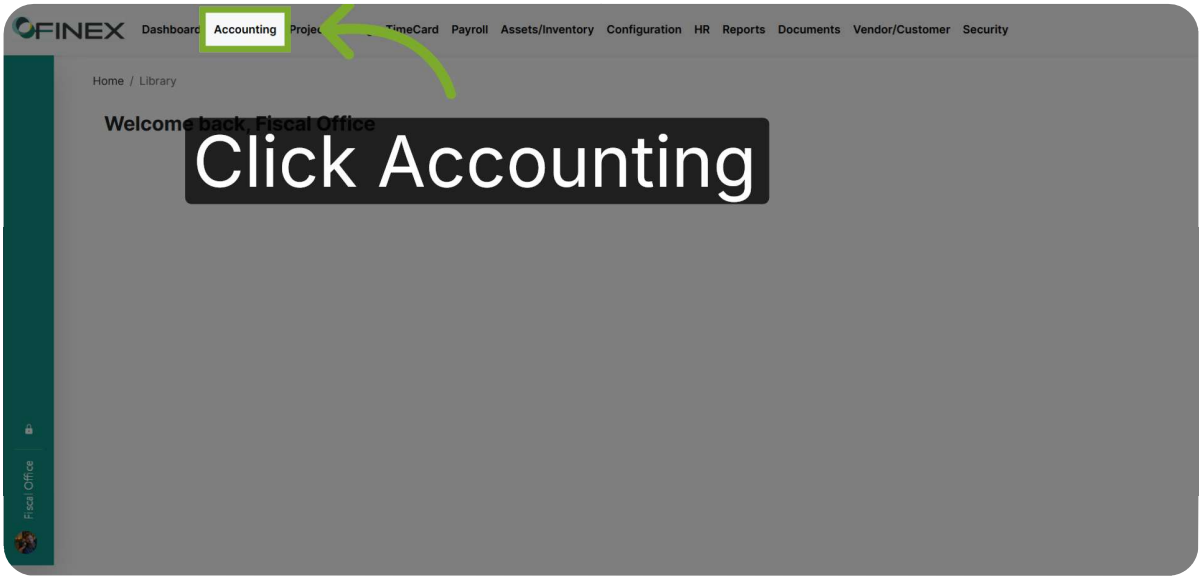
This tutorial guides you through posting Vouchers in Finex.

Go to www.finexweb.com

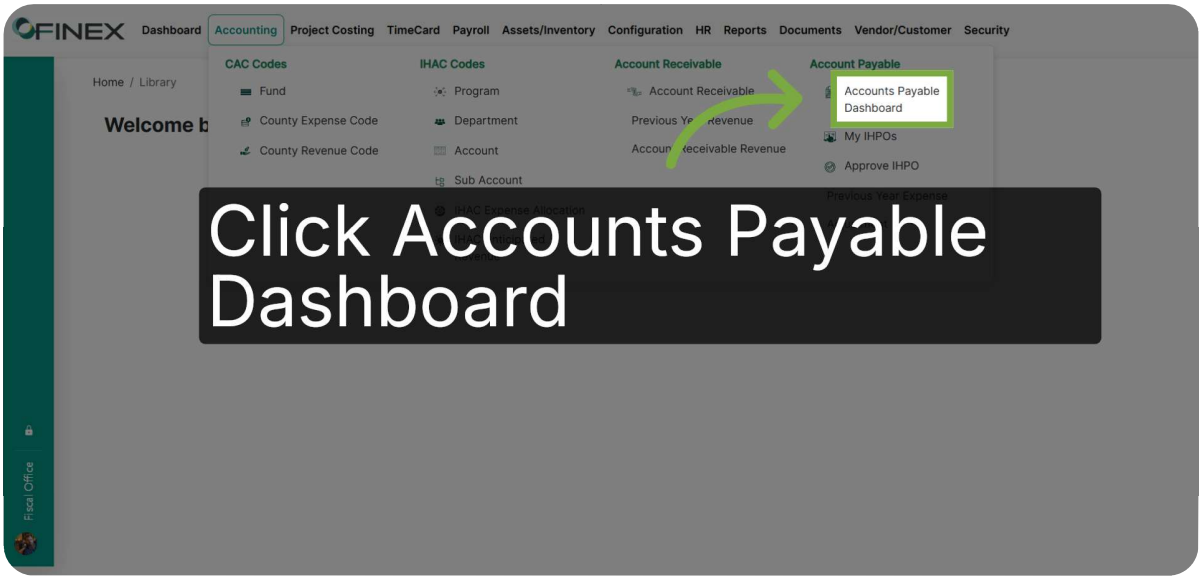
01 Navigate To Accounting Section

Click Accounting to access the financial section of Finex.



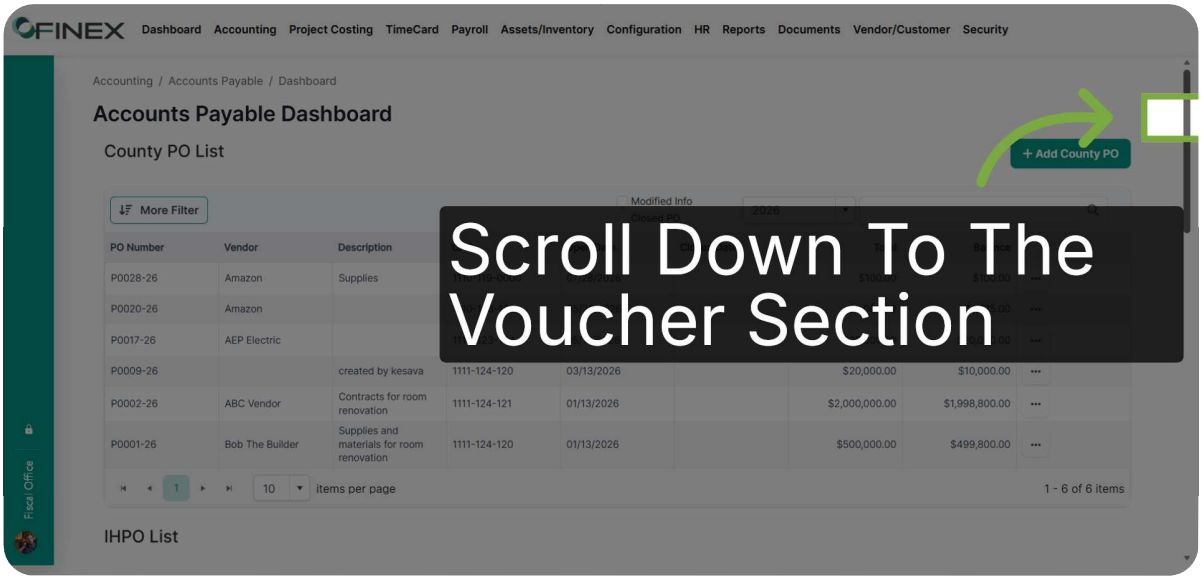
02 Open Accounts Payable Dashboard

Click the Accounts Payable Dashboard to access where you can manage Vouchers.



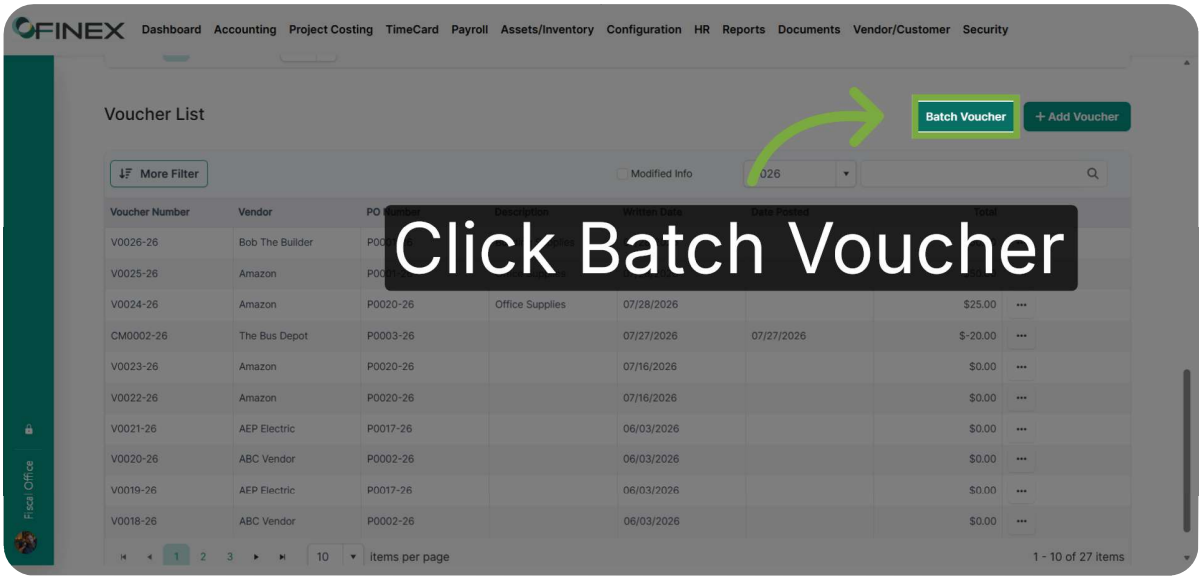
03 Scroll To The Bottom Of The Accounts Payable Dashboard

Scroll to the bottom of the Accounts Payable Dashboard to access the Voucher section.



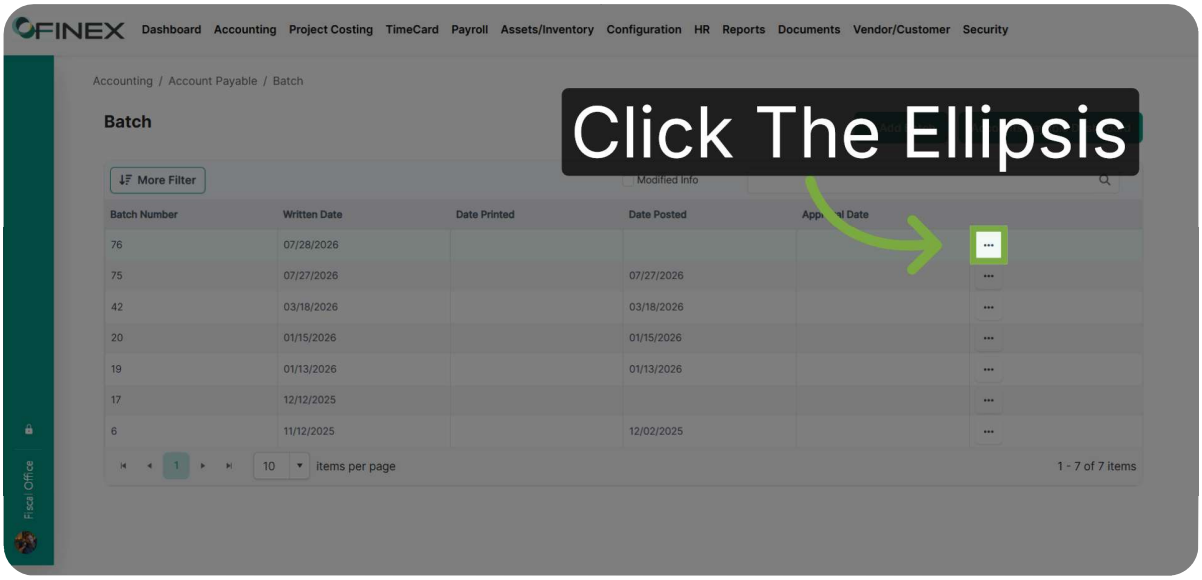
04 Select Batch Voucher

Click Batch Voucher to access your batches of Vouchers.



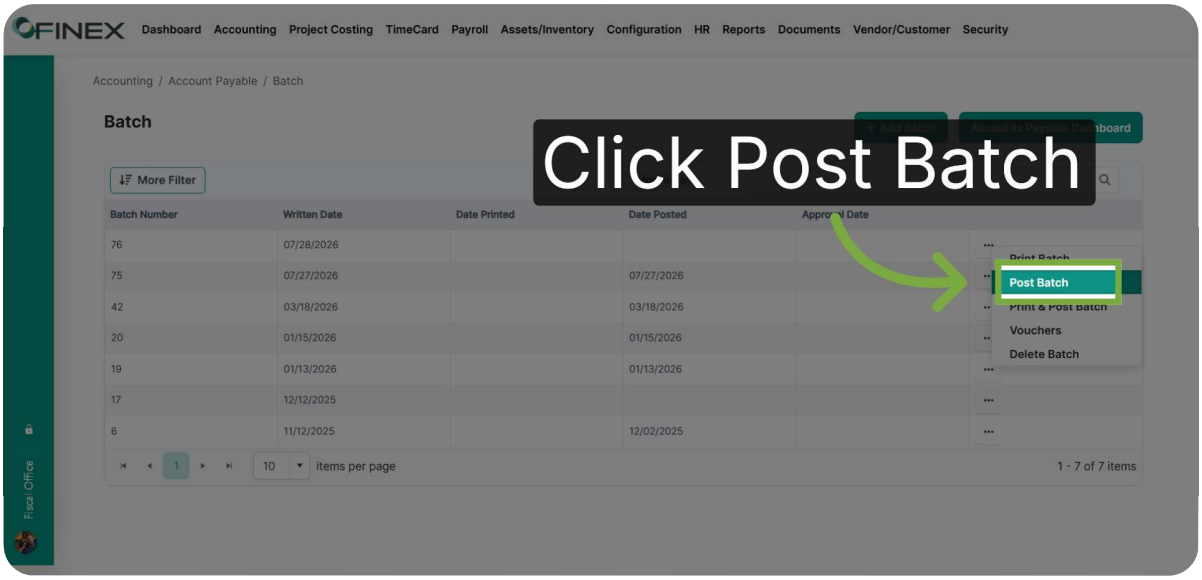
05 Access Batch Options

Click the ellipsis to access the batch options menu.



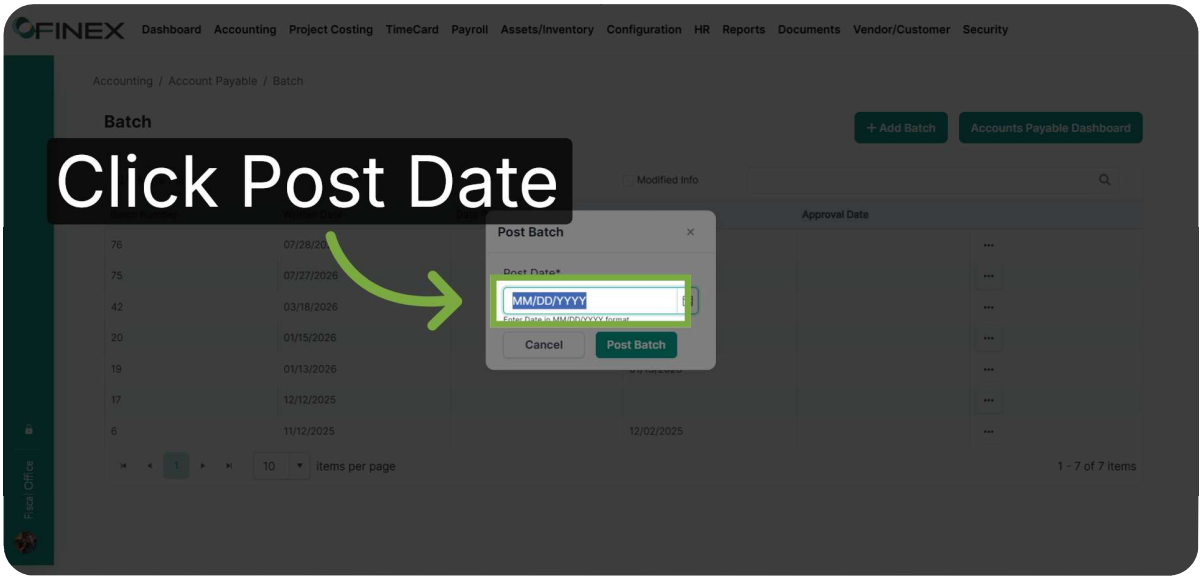
06 Select Post Batch

Click Post Batch to start the process of posting a batch of Vouchers.



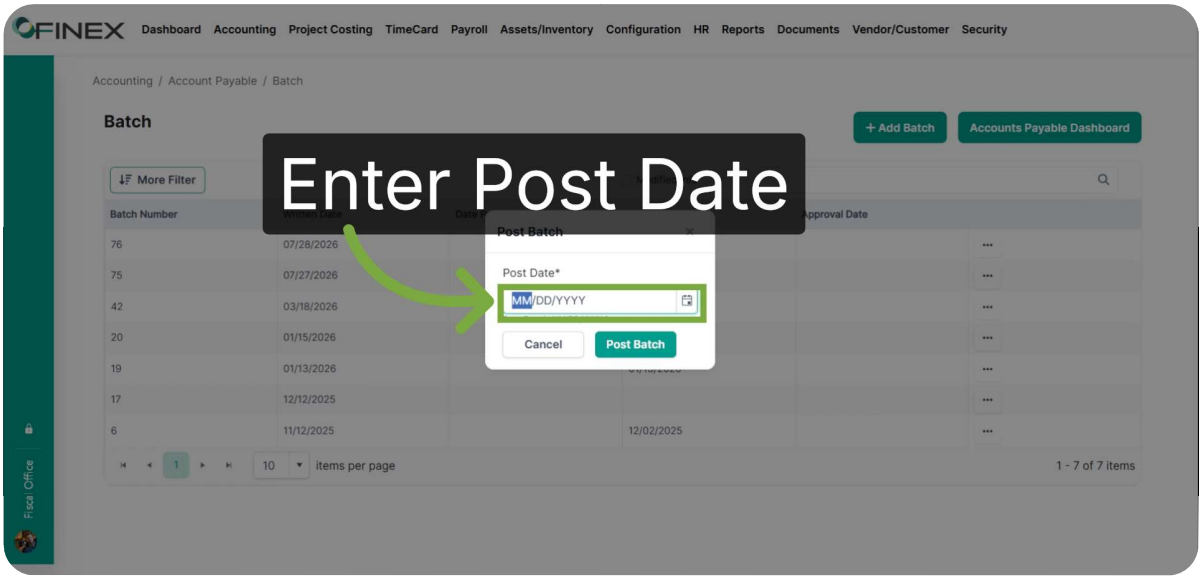
07 Select Post Date

Click the Post Date field.



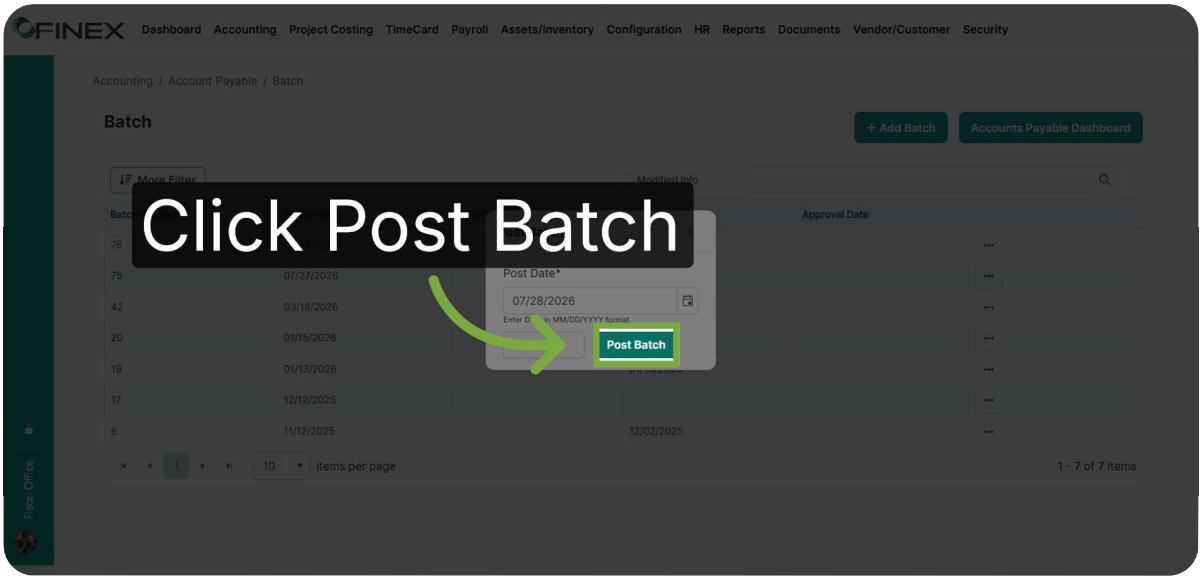
08 Enter Post Date

Enter the post date for your batch.



09 Select Post Batch

Click Post Batch to finish posting your batch of Vouchers.



You have now successfully posted a batch of Vouchers in Finex.

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