



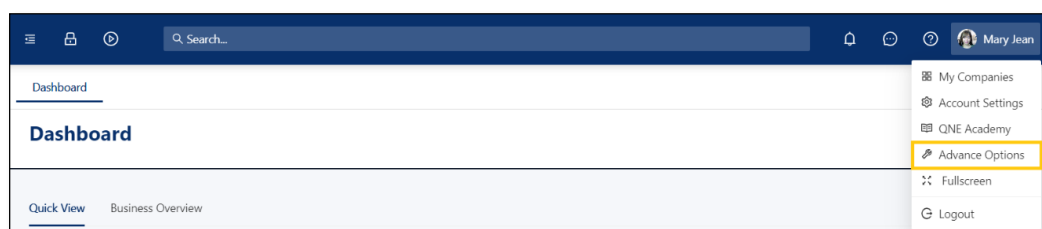
How to Set-up Valid Posting Period

Overview:

Valid Posting Period allows the user to control the posting of account entries based on the set valid dates in the System. By using the Valid Posting Period, it may limit the encoding of Backlog Transactions or Advance Postings. This function can be setup for all users or for specific user only.

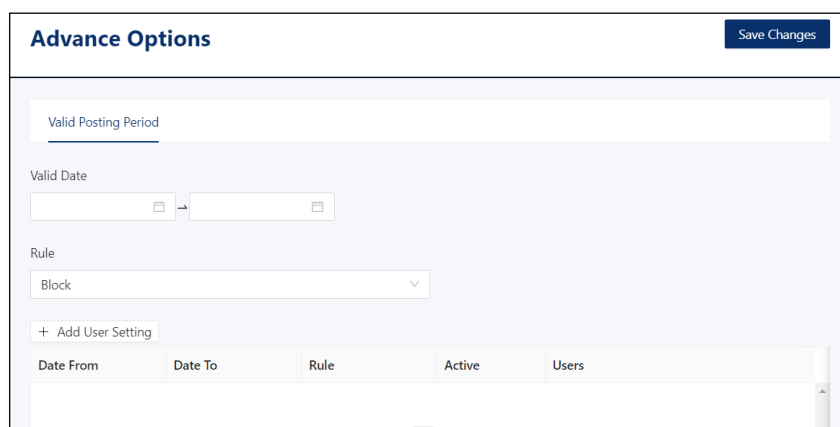
Procedure:

In System's Header, click *Account Option* then choose '*Advance Options*'



How to set-up for all users

In the *Valid Posting Period* tab, select a **Valid Date** and **Rule**



Advance Options Save Changes

Valid Posting Period

Valid Date
 →

Rule
 Block

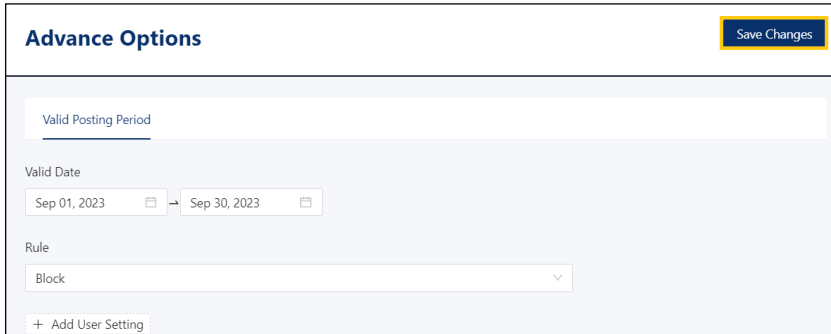
+ Add User Setting

Date From	Date To	Rule	Active	Users

- Valid Date** – The date on which a user is allowed to post a transaction within a specified date range.
- Rule** - Validation options: How the system handles the posting of transactions when they are not within the valid date. Below are the options
 - Block** – Unable to proceed with the saving of the transaction if it's outside the valid posting date.

- ii. **Warning** – A prompt message will inform the user that the date is not valid, but it still allows the user to proceed with the saving.
- iii. **Need Password** – Authorized credentials will be required if the date is not valid before the user can proceed with the saving of the transaction.

Once done, click *Save Changes*



Advance Options Save Changes

Valid Posting Period

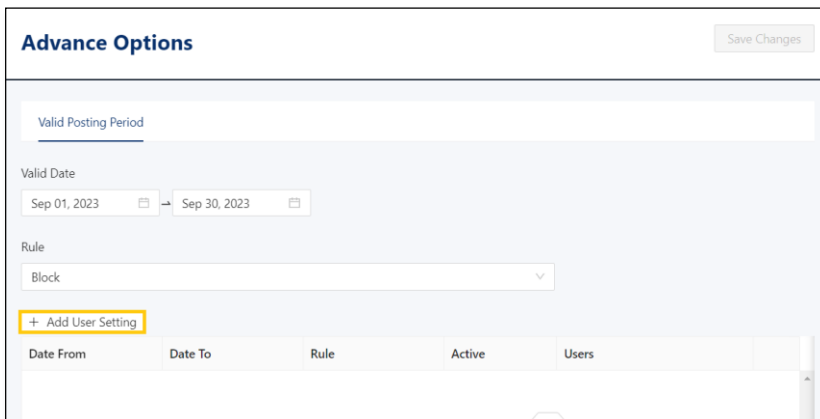
Valid Date
 Sep 01, 2023 → Sep 30, 2023

Rule
 Block

+ Add User Setting

How to set-up per User

In the *Valid Posting Period* tab, click **+ Add User Settings**



Advance Options Save Changes

Valid Posting Period

Valid Date
 Sep 01, 2023 → Sep 30, 2023

Rule
 Block

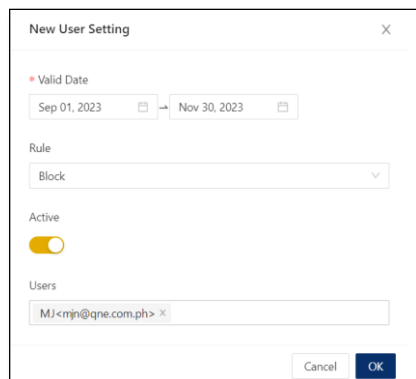
+ Add User Setting

Date From	Date To	Rule	Active	Users

Supply all required fields:

- a. *Valid Date*
- b. *Rule*
- c. *Users – One or multiple users*

Once done, click *OK*



New User Setting

Valid Date
Sep 01, 2023 → Nov 30, 2023

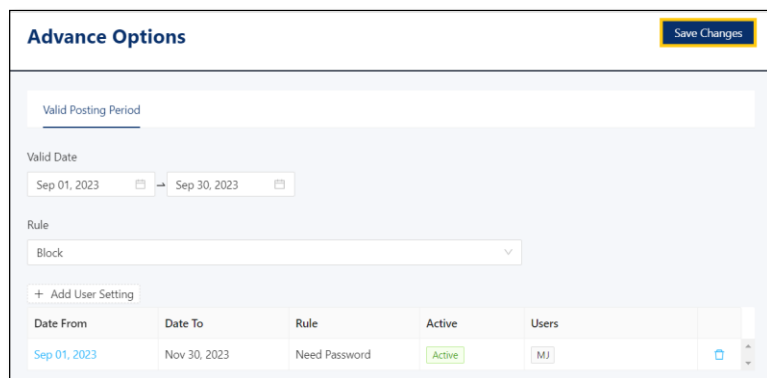
Rule
Block

Active
☒

Users
MJ <mjn@qne.com.ph>

Cancel OK

Next, click **Save Changes** in Valid posting Period Screen



Advance Options **Save Changes**

Valid Posting Period

Valid Date
Sep 01, 2023 → Sep 30, 2023

Rule
Block

+ Add User Setting

Date From	Date To	Rule	Active	Users
Sep 01, 2023	Nov 30, 2023	Need Password	Active	MJ

Application:

User is now unable to post a transaction if it's not within the valid date



Transaction Date is not a valid posting period

Valid posting date of your company is Sep 1, 2023 to Sep 30, 2023.

Cancel



For further concerns regarding this matter, please contact support to assist you or create ticket thru this link <https://support.qne.com.ph>