

How to Confirm and Post the Corresponding Account Streams

This video will show users how to Confirm and Post the corresponding Account Streams.

Navigate to Accounting, Account Streams.
Right Click to Confirm, Post, or Reopen from List View.

STEP-BY-STEP:

1. Go to Accounting menu
 2. Select Account Streams
 3. Select a fiscal period streams document
 4. Right Click to Confirm, Post, or Reopen the streams document from the List View
 5. User can also Double Click open the streams document to view the details, and Confirm, Post, or Reopen the streams from the Document View.
 6. In the List View, user can filter to view Drafted/Confirmed Stream, Posted Streams, or All.
 7. In the List View, user can search for a document using keywords
 8. Users can also select to process multiple streams documents in the List View.
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