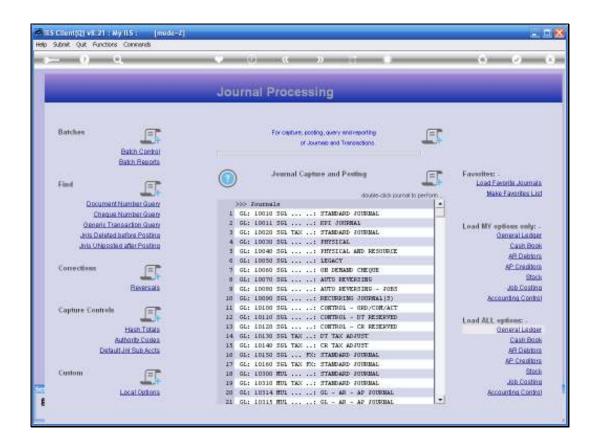
- <u>0</u> 9		• • • • • •	0.0
_	_	Journal Processing	
	LET.	For capture, pooling, query entireporting of Journey and Transactions.	2
Find	LET.	Journal Capture and Posting	Favoritest - Load Favorite Journals Make Favorites Lip
DocumentNue	nber Guery	>>> Journals	
Ctreque Nu	THE PARTY OF A CONTRACT OF	1 AR: 30010 SEL: CHARGES	
Qeneric Transa	1 Contraction of the second	I AR: 30010 SGL: CHARGES - TO AF CREDIT	Load MY options only: -
his Deleted ber	ins Posting	3 AR: 30030 SGL TAX: CHARGES 4 AR: 30040 HDL: CHARGES - EX AP CREDET	General Ledge
Joils UNicosted a	fax Postinu	A AR: 10040 HDL CHARGES - EX AF CREDET	Cash Book
		4 AR: 10050 SEL TAX FX: CHARGES	AR Debton
Corrections	(m ²)	7 AR: 10070 HUL TAX FX: CHARGES	8P. Creditor
		I AR: 30000 HUL FX: CHARGES - EX AF CREDIT	Stad
	Reversals	# AR: 30000 361: RECEIPT	Job Costine
		10 AR: 10100 MDL: RECEIPT	Accounting Control
Capture Controls	(FP	11 AR: 10110 SGL FX: RECEIPT	
Contraction of the		12 AR: 30120 SGL: RECEIPT - WITH DISCOUN	Load ALL options: -
t	tash Totala	13 AR: 30125 351 . WTAX: RECEIPT	General Ledge
Auth	ordy Codes	14 AR: JOLDO HUL FX: PECELPT	Cash Book
Default Jr	Sub Accts	15 AR: 30140 : BAD DEBTS	AR Debtoo
2000000	Contraction of the second	14 AR: 30150 SGL TAX FX: CREDIT MOTE	AP Creditors
Custom		17 AR: 30160 SGL TAX CREDIT MOTE 10 AR: 30170 SGL TAX CREDIT NOTE	Stock
0.094000		10 AR: JOITO SGI TAX: DIBIT NOTE	Job Costin
	and the second se		ALC CONTROL

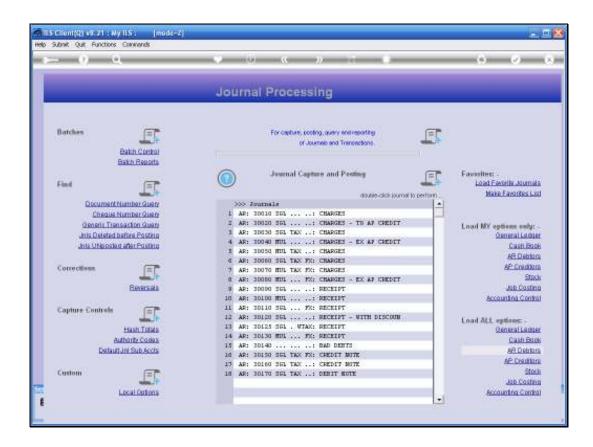
Slide notes: We say that the core Journal Options can be performed from the Journal Menu, and that in addition, most of these Journals can also be performed from their home applications. For example, General Ledger Journals may be performed here, as well as from the General Ledger menu. Debtors Journals can also be performed from here, or from the Debtors menu.



Slide notes: What is important to note, is that the User does not automatically have access to all the Journal Options, but instead has access to the Journal Options specifically included on the User's Business Profile for Journals.

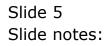
- 0 Q	🗢 (i) 🤇 👋 👘	0 0
	Journal Processing	
Batches	For capiture, society, overy enviressoring of Journalis and Transactions	
Bakh Reports	Journal Capiture and Penting	Favorites: - Load Favorite Journals Make Favorites List
Discurrent Number Guerr Chealas Number Guerr Generic Transaction Guerr Julis Deleted before Posting Julis Unacoded Jafer Posting	>>>> Fournels A Control of Contro	Load MY options only: General Leater Cash Book AC Debon
Corrections		AP Creation Stack Jab Costine Accounting Contest
Capture-Controls Hasin Totals Authorite Coasis Default and Saub Accts		Load ALL spitions: Convailable Cash Book AR Clobhna AR Cradhara
Custom		Stock Job Costnu Accounting Contra

Slide notes: When Journals Options are loaded from the ALL section, then we see all the Journal types for that Category, and when it is loaded from the MY Options, then we see the specific Journal Options allowed or available for the current User.



Slide notes: So that means that although a User may load and look at all the available Journal Options, the User can only perform the Options listed on his or her personal Journal Business Profile.

- 0 9	👻 Ü « » 🗇 🖷	e e
	Journal Processing	
Batches	Tor capture, pooling, overy analysporting of Journey and Transactions	6
Find I	Journal Capture and Posting	Favorites: . Load Favorite Journal Make Favorites Lis
Document Number Query	>>> Journals	1
Cheque Number Query Generic Transactor Query	1 AR: 30010 SEL: CHARGES	1 or 200 or 10
Juis Deleted before Postero	AR: JOLIO JEL FX: RECEIPT	Load NY options only: General Ladar
Joils UNitiosted after Posting	4 AR: 10120 S61: RECEIPT - WITH DISCOUN	Cash Boo
2014 STREET BREET STREET	AR: BOL25 SGL . WTAX: RECEIPT	AR Debton
Corrections		AP Creditor
		Stoc
Reversals		Jab Costin
		Accounting Control
Capture Controls		
Hash Totals		Load ALL eptions: . General Lador
Authority Codes		Cash Boo
Default JN Sub Accts		AR Debtor
and a second second second second		AP Creation
Custom		Stoc
-		Jab Costin
Local Ostiona		Accounting Control



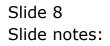
Help Subnit Quit Function				_ 0 🛛
()		0 « » a u	0	Ø (X)
1 Main 2 Datak	Auto Queries & Proties			
			L Business P	ipdate totilas
Liteer Code			SETTINGS	
User Name	Gordon Blomeen	E-Mail Autoreon		
Address Ao	PASSWORD CONTROL	User Oroup	ENG: English	
Pessword Roll Pessw (Devs)	8A940883 0	Multi Secolono Rep Whoe Lin		
Last Passw Date				
	PRIVILEGES and STATUSES		TASK DESK STATUS	
	Force Password Change	SuperUper	task esecutive	
	Enable User Audit Trail	Developer User Systems Autorinistrator	COMPANY INDICATORS	
	Profile Only, Not A Real User May Override Global Pall Setting?	Alerter Administrator Company Number Com Administrator Department		
		Telephone		
200 E				

Slide notes: The Journal Business Profile is discussed in the User Access tutorials, but for interest sake, we show here briefly what it is about.

				 Image: A start of the start of
1 Main 2 DataW	lartz 1 Data Gueries 4 Protiles			
			Busines	Update o Profiles Copy From And
Lizer Code	202		SETTINGS	Ap.) Creditors Pro Ar.) Debtors Pro Auto Stock (reb
	Gordon Blomean	E-Mail Aukireoo		Auth(batch/has Batch Access A
Address Ao	Gordon	Timeout	600 ENG: English	Batch Access Ar Budget Profile
	PASSWORD CONTROL	Language Prer User Oroup		Cheques Profile
		Mutti Sessione		Concrete Oper Hospital Profile
Peopword	88940883	Rep White Lin	50	Inventory Man
Roll Photow (Days)				Job Costing Pro Journal Profile
Last Passw Date Last Passw done by				Ledger Profile
	PRIVILEGES and STATUSES		TASK DESK STATUS	Manufacture O Medical Profile Payroll Personal Autho
	E Frank Street Street	E Annalise	task esecutive	Purchase Requi Purchase Order
	Force Password Change Enable User Audit Trai Suspended From Logon	Super User Developer User Systems Aufministrator	COMPANY INDICATORS	Purchase Orde Purchase Orde Retail And Disb
	Profile Only, Not A Real User	Alerter Administrator Company Number		Service Jobs
	May Override Global Poll Setting?	Crn Administrator Department		Task Profile None Of These
		Telephone		TRANS OF THEM

Slide notes: From the User's master record, we can select Business Profiles and then select the Journal Profile for the User.

Help Subnit Quit Function		0 « » IT 🖷	0	• • ×
1 Main 2 DataW	fartz 1 Data Gueries 1 Profiles		_	
			Busines	Update a Profilian Copy From Another L
Lizer Code	2004		SETTINGS	Ap.) Creditors Profile Ar.) Debtors Profile Auto Stock (retail Tra
	Gordon Blomean	E-Mail Aukiress Travout	600	Auto Stock (retail fra Auth(batch/hash Pro Batch Access And Us
A007055 A0	PASSWORD CONTROL	Language Pref User Group	ENG: English	Budget Profile Charques Profile Concrete Operations
	BA940083	Muti Sessione Rep White Lin		Hospital Profile Inventory Manageme
Roll Presew (Drys) Last Passw Date Last Presew done by	0 PRIVILEGES and STATUSES		TASK DESK STATUS	Job Costing Profile Journal Profile Ladger Profile Manufacture On Den Medical Profile Payvoll Personal Authority Cr
	Force Password Change	SuperUser	task esecutive	Purchase Request Pro Purchase Orders: Op
	Enable User Audit Trail Suspended Fron Logon	Developer User Systems Avinihistrator	COMPANY INDICATORS	Purchase Orders: Dd Purchase Orders: Mo Retail And Disbibutio
	Profile Only, Not A Real User May Overvide Globel Poll Setting?	Company Number Com Administrator Deportment Telephone		Service Jobe Task Profile None Of These
50 E		radjinana		



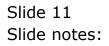
	Functions Commands		
) Q.	- Ti « » 🕐 🔍	• • •
	JOURNAL PROP	ILE FOR USERS	
			Save
			Select Journal Types
Uper Code			
User Name	Jordon Bloneau	Reversal Privilege Level: -	Multi Journals: -
		C May not Reverse Journals	Disatow Posting
	Unpost / Remove: -	May Reverse Own Journals in Curre	
		Chine Barrier Anna Inner Alexandria	
Unitiost	1: May not Unpost	May Reverse Own Journels in any O May Reverse any Journels in Ourrent	
		May Reverse any Journals in any Op	
10110	NALS ALLOWED TO PROCES		
	MALS ALLOWED TO PROCES	Journal Rans	
	transbatch01-E1j	10050 SGL: LEGARY	-
	transbatch01	10010 SGL: STANDARD JOURNAL	_
3	transbatch01fs	10150 SGL FX: STANDARD JOURNAL	
4	transbatch16b	10020 SGL TAX STANDARD JOURNAL	
5	transbatch16fs	10160 SGL TAX FX: STANDARD JOURNAL	
6	transbatch32	10060 SGL: DN DEMAND CHEQUE	
7	mjnl	10300 MUL: STANDARD JOURNAL	
а	mjnlv	10310 HUL TAX STANDARD JOURNAL	
9	transbatch01p	10D4D SGL: PHYSICAL AND RESOURCE	
10	transbatch01pb	10D3D SGL: PHYSICAL	
11	vadjust-i	10130 SGL TAX: DT TAX ADJUST	
12	vadjust-o	10140 SGL TAX: UR TAX ADJUST	
13	transbatch01p1	10110 SGL: CONTROL - DT RESERVED ACCT	
	transbatch01p1cr	10120 SGL: CONTROL - CR RESERVED ACCT	
	transbatch0loca	10100 SGL: CONTROL - DRD/COM/ACT	
	transother05		
17	transbatch01arev	10070 SGL: AUTO REVERSING	

Slide notes: And on the Journal Profile, the Administrator can select exactly which Journal Options should appear for the selected User, and may then be performed by that User.

	it Functions Commands		
	e .	• • • • • • • • •	() Ø
	JOURNAL PROP	FILE FOR USERS	
			Save
			Select-Journal Types
User Code			Ledger
			Stack.
User Name	Gordon Bloneau	Reversal Privilege Level: -	Multi Jeannals: - Cash Book
		Children and Browners Investor	Ar Debtors
	Unpost / Remove: -	C May not Reverse Journals	Disalow Pooling Ap Creditors
		C May Reverse Own Journals in Ourrent Period	Allow Auto Reversing Jt Job Costing
Unpost	1: May not Unpost	 May Reverse Own Journals in any Open Perio 	Al Retrieve Any Accounting Co Law And Law
		May Reverse any Journals in Current Period	None Of Theo
		May Reverse any Journals in any Open Period	
JOUR	INALS ALLOWED TO PROCE	\$\$	
	Journal Processes Allowed	Journal Wame	
	transbatch01-f1j	10050 5GL: LEGALY	
	transbatch01	10010 SGL: STANDARD JOURNAL	
	transbatch01fs	10150 SGL FX: STANDARD JOURNAL	
4	transbatch16b	10020 SGL TAX: STANDARD JOURNAL	
5	transbatch16fs	1016D SGL TAX FX: STANDARD JOURNAL	
	transbatch32	10D6D SGL: DN DEMAND CHEQUE	
7		1030D MUL: STANDARD JOURNAL	
a		10310 MUL TAX: STANDARD JOURNAL	
9		10D40 SGL: PHYSICAL AND RESOURCE	
10		10D3D 5GL: PHYSICAL	
11		10130 SGL TAX: DT TAX ADJUST 10140 SGL TAX: DR TAX ADJUST	
12	vadjust-o transbatch01p1	10140 SGL TAX UN TAX ADJUST 10110 SGL CONTROL - DT RESERVED ACCT	
14		10110 SGL: CONTROL - DI MESERVED ACCT 10120 SGL: CONTROL - CR RESERVED ACCT	
14		10120 SGL: CONTROL - DRD/CON/ACT	
	transpatcher05	anamo ante con complete e deby complete	
10		10070 SGL: AUTO REVERSING	
17		AND/O DOL MUIU MEVENDING	

Slide 10 Slide notes:

Subni	r qur	Functions Commands				
	9) Q	• 0	« » it 🖬	0	~
		JOURNAL PRO	FILE FOR USE	RS		
						Save
					SelectJour	
User	Code					Ledger
Useri	Nane I	Gordon Bloneau		Reversal Privilege Level: -	Multi Journals: -	Stack.
						Cash Book. Ar Debtore
		Unpost / Remove: -		C May not Reverse Journals	Disalow Posting	An Creditors
		subservice and sector		C May Reverse Own Journals in Current Period	Allow Auto Reversing Ju	
	inner I	i: May not Unpost	*	C May Reverse Own Journals in any Open Period	Retrieve Any	Accounting Con
	ntios. J	a. may not onpose	-	C May Reverse any Journals in Current Period		Law And Legal
				May Reverse any Journals in any Open Period		None Of These
				 Hot here of any continue in any open renorm 		
	*****	NALS ALLOWED TO PROCE Journal Processes Allows				
		transbatch01-f1j	10050 5GL	- 185578		-
		transbatch01		: STANDARD JOURNAL		_
		transbatch01fx		- STANDARD JOURNAL		
	-	transbatch16b		: STANDARD JOURNAL		
	5	transbatch16fs	10160 SGL TAX FX	: STANDARD JOURNAL		
	6	transbatch32	10060 5GL	: ON DEMAND CHEQUE		
	7	sjnl		: STANDARD JOURNAL		
	а	ajnlv	10310 MUL TAX	: STANDARD JOURNAL		
	9	transbatch01p	10D4D 5GL	: PHYSICAL AND RESOURCE		
	10	transbatch01pb	10030 5GL	: PHYSICAL		
	11	vadjust-i	10130 SGL TAX	: DT TAX ADJUST		
	12	vadjust-o	10140 SGL TAX	: UR TAX ADJUST		
		transbatch01p1		: CONTROL - DT RESERVED ACCT		
		transbatch0lplcr	1012D 5GL	: CONTROL - CR RESERVED ACCT		
		transbatch0loca	10100 5GL	: CONTROL - DRD/CON/ACT		
		transother05				
	17	transbatch01arev	10070 5GL			
	18	transbatch011jarev	10080 5GL	: AUTO REVERSING - JOHS		*



	• 0 • • • • • • •	
JOURN	AL PROFILE FOR USERS	
		Save
		Select Journal Types
ULTI SILLCT: les Busine	is Journals	
Select Journal Typ	15	
Transbatch01	10010 Spl Stenderd Journal	
Transbatch01kpi	10010 Sql Rpi Journal	
Transbatchi 6b	10020 Sql Tex Standard Journal	
Transbatch01pb	10030 Sg1: Physical	
Transbatch01p	10040 Sql Physical And Resource	
Transbatch01-f1j	10050 Sg1: Legary	
Transbatch32	10060 Sg1 On Demand Cheque	
Transbatch01arev	10070 Sg1: Auto Reversing	
Transbatch011jarev		
Recurjul-wiz Transbatch0loca	10090 Sg1: Recurring Journal(x)	
Transbatch01p1	10100 Sg1: Control - Ord/com/sot 10110 Sg1: Control - Dt Reserved Acct	
Teansbatch01p1ce	10120 Sq1 Control - Cr Reserved Acot	
Vadjurt-1	10130 Sg1 Tam: Dt Tax Adjust	
Vedjust-o	10140 Sql Tex Cr Tex Adjust	
Transbatch01fm	10150 Sg1 Fx: Standard Journal	
Transbatch16fm	10160 Sgl Tax Fx: Standard Journal	
Mjnl	10300 Mul: Standard Journal	
Hjalv	10310 Nul Tax Standard Journal	
		-
	Select ALL Show Full Line Cancel OK	
14 CEMERDACCE	•	
15 transbatch		
16 transother		
17 transbatch	largy 10070 SGL: AUTO REVERSING	

Slide 12 Slide notes:

	LE FOR USERS	Select Journal Ty	lave page
NULTISHICT: Iss Husiness Journals Select Journal Types Transbatch01 10010 Sg1	LE FOR USERS		
VULTI SELECT: les Business Journals Select Journal Types Transbatch01 10010 5g1	LE FOR USERS		
AULTI SILICT: Iss Business Journels Select Journal Types Transbatch01 10010 8g1			
Select Journal Types			
Select Journal Types		Select Journal Te	2982
Select Journal Types			
Transbatch01 10010 8g1			
Transbatch01 10010 Sg1			
	. Standard Journal		1
	.: Xpi Journal		
	. Standard Journal		
Transbatch01pb 10030 5g1			
	. Physical And Resource		
Transbatch01-f1j 10050 5g1			
	. Du Demand Cheque		_
	.: Auto Reversing		
	Auto Beversing - Jobs Recurring Journal(s)		
	.: Control - Ord/com/est .: Control - Dt Reserved Acrt		
	Control - Dr Reserved Acot		
	.: Dt Tax Adjust		
	Cr Tex Adjust		
	N: Standard Journal		
	N: Standard Journal		
	.: Standard Journal		
	Standard Journal		
njnivioto ini ide :	TT President operation		
	Select ALL Show Full Line Cancel DK		
14 transpacencipier	10120 DOG CONTROL - IN REMERSED W.C.I		_
15 transbatch0loca	10100 SGL: COMTROL - ORD/COM/ACT		
16 transother05			
17 transbatch0larev	10070 SGL: AUTO REVERSING		

Slide 13 Slide notes:

Q Q	🔍 🕖 🕊 👋 🕅 I	
IOUR	IAL PROFILE FOR USERS	
JOURI	AL PROFILE FOR USERS	
		Save
		Select Journal Types
VULTI SELECT: les Busin	ss Journais	
Select Journal Ty	в	
Transbatch01	10010 Sg1 Standard Journal	1
Transbatch01kpi	10011 5g1: Kpi Journal	
Transbatch16b	10020 Sgl Tax Standard Journal	
Transbatch01pb	10030 Sg1: Physical	
 Transbatch01p 	10040 Sgl Physical And Resource	
Transbatch01-f1j	10050 Sg1: Legary	
Transbatch32	10060 Sgl On Demand Cheque	
Transbatch0larev	10070 Sg1: Auto Reversing	
Transbatch011jarev		
Recurjn1-wiz	10090 Sg1: Recurring Journal(s)	
Transbatch0loca	10100 Sg1 Control - Ord/com/est	
Transbatch01p1	10110 Sg1: Control - Dt Reserved Acct	
Transbatch01p1cr	10120 Sg1 Control - Cr Reserved Acot	
Vedjurt-i	10130 Sg1 Tax: Dt Tax Adjust	
_ Vedjust-o	10140 Sgl Tax Cr Tax Adjust	
Transbatch01fs Transbatch16fx	10150 Sg1 Fx: Standard Journal	
	10160 Sg1 Tax FN: Standard Journal 10300 Bul: Standard Journal	
Hjnl	10300 Mul: Standard Journal 10310 Mul Tax Standard Journal	
⊡ Mjalv	10910 Bul ide iii stdubded Jodenal	
	Select ALL Show Full Line Cancel OK	
14 transbate		
16 transothe		
17 transbatel	Glargy 10070 SGL: AUTO REVERSING	

Slide 14 Slide notes:

anne da	t Functions Commands		
()) 9	• 0 « » it =	6 Ø
	JOURNAL PROF	ILE FOR USERS	
			Bave
			Select-Journal Types
User Code			
User Name	Gordon Bloneau	Reversal Privilege Level: -	Multi Journals: -
		C May not Reverse Journals	Disalow Posting
	Unpost / Remove: -	May Reverse Own Journals in Current Period	Allow Auto Reversing Journels
		China Barran Anna Israel Israel Anna Barran	Retrieve Any
Unjiost	1: May not Unpost	May Reverse Own Journals in any Open Period May Reverse any Journals in Current Period	I Noticite with
	NALO BULOBER TO PROCE	May Reverse any Journals in any Open Period	
JOOR	NALS ALLOWED TO PROCES Journal Processes Allowed	Journal Rass	
	transbatch01-flj	10050 SGL: LEGACY	-
	transbatch01	10010 SGL: STANDARD JOURNAL	
-	transbatch01fs	10150 SGL FO: STANDARD JOURNAL	
-	transbatch16b	10020 SGL TAX STANDARD JOURNAL	
5	transbatchiffs	1016D SGL TAX FO: STANDARD JOURNAL	
6	transbatch32	10060 SGL: ON DEMAND CHEQUE	
2	sinl	1030D MUL: STANDARD JOURNAL	
a	ajnly	10310 MUL TAX STANDARD JOURNAL	
9	transbatch01p	10040 SGL: PHYSICAL AND RESOURCE	
10	transbatch01pb	10030 SGL: PHYSICAL	
11	vadjust-i	10130 SGL TAX: DT TAX ADJUST	
12	vadjust-o	10140 SGL TAX: UR TAX ADJUST	
13	transbatch01p1	10110 SGL: CONTROL - DT RESERVED ACCT	
14	transbatch01p1cr	10120 SGL: CONTROL - CR RESERVED ACCT	
	transbatch0loca	10100 SGL: CONTROL - DRD/CON/ACT	
16	transother05		
	transbatch01arev	10070 SGL: ANTO REVERSING	

Slide notes: Therefore, the Journals that a User has access to are those Journals specifically included in the personal Journal Business Profile.