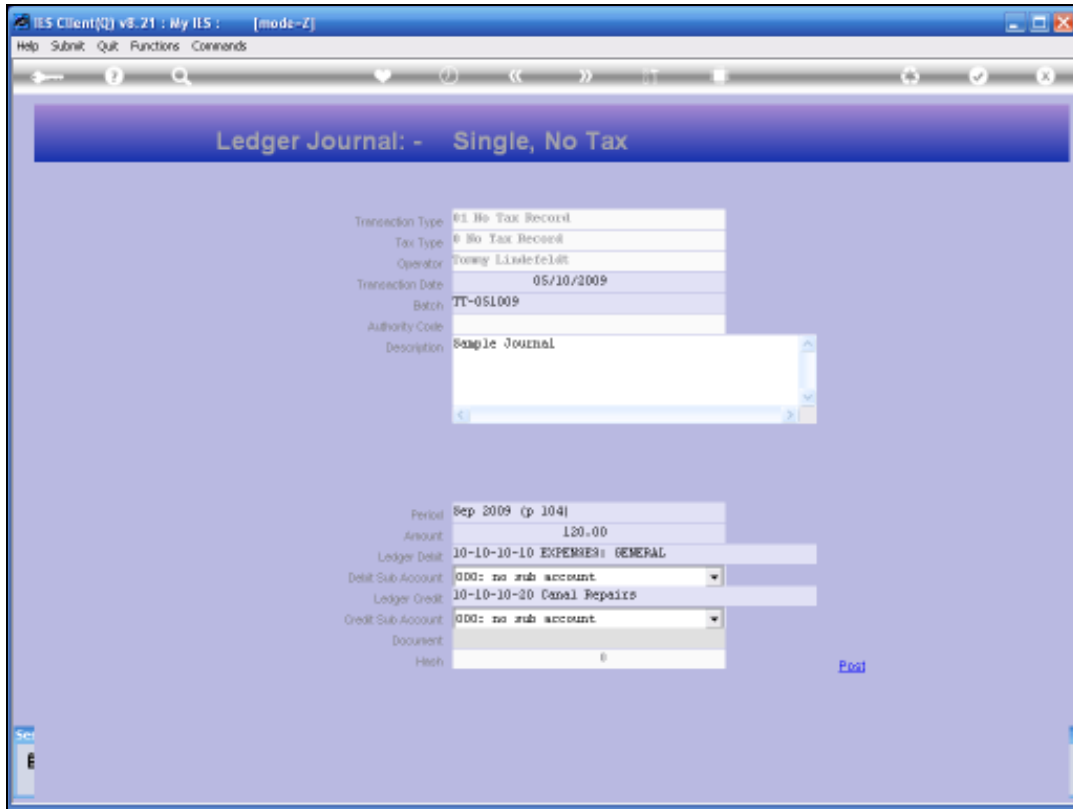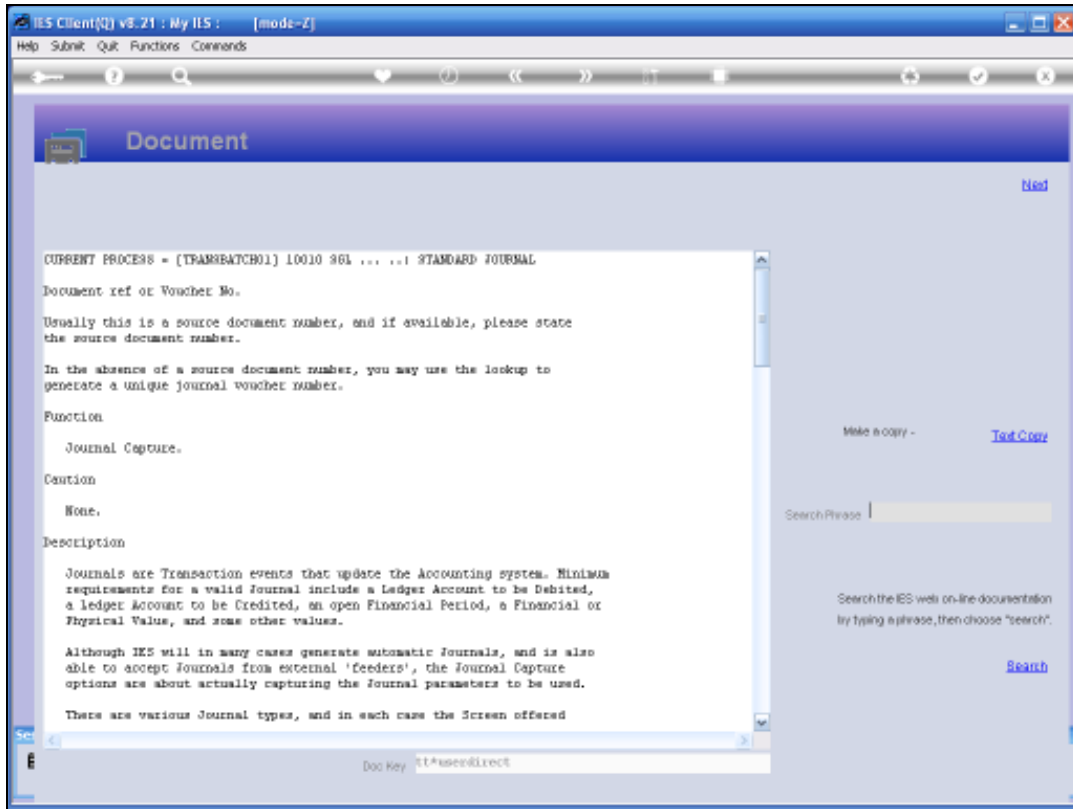Slide 1

Slide notes: The DOCUMENT NUMBER field is found on all Journal screens, and it is a forced input. It is not possible to capture a Journal without a Document Number.
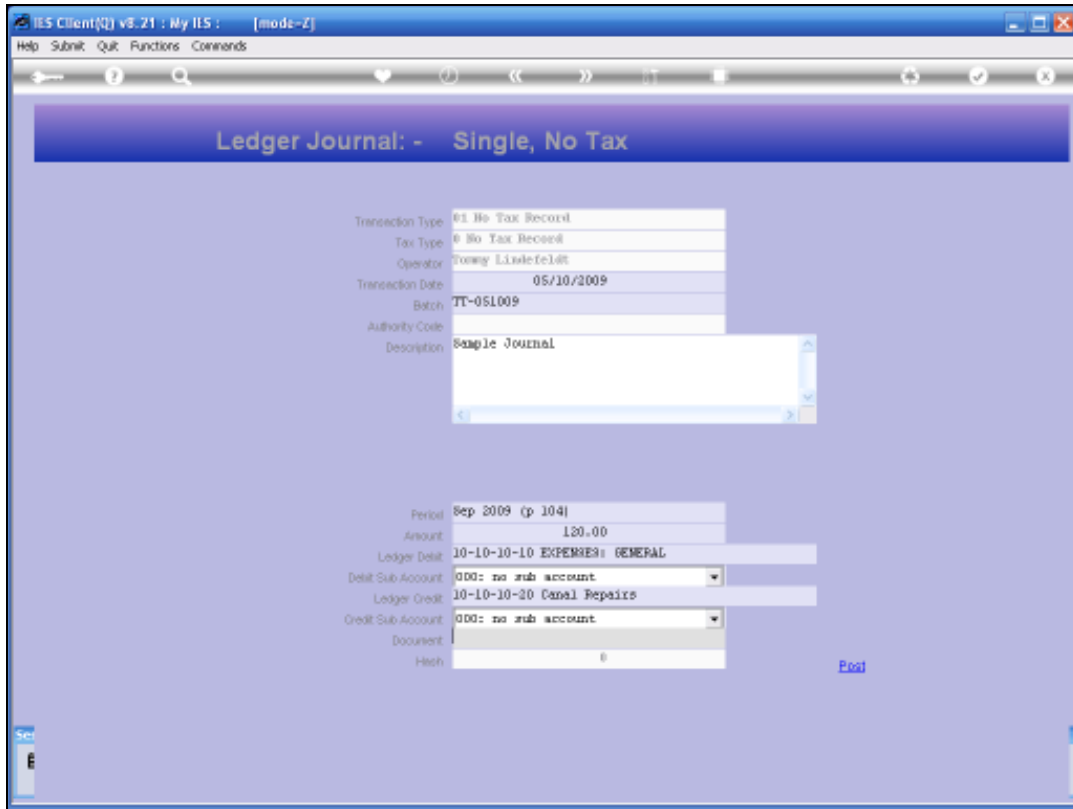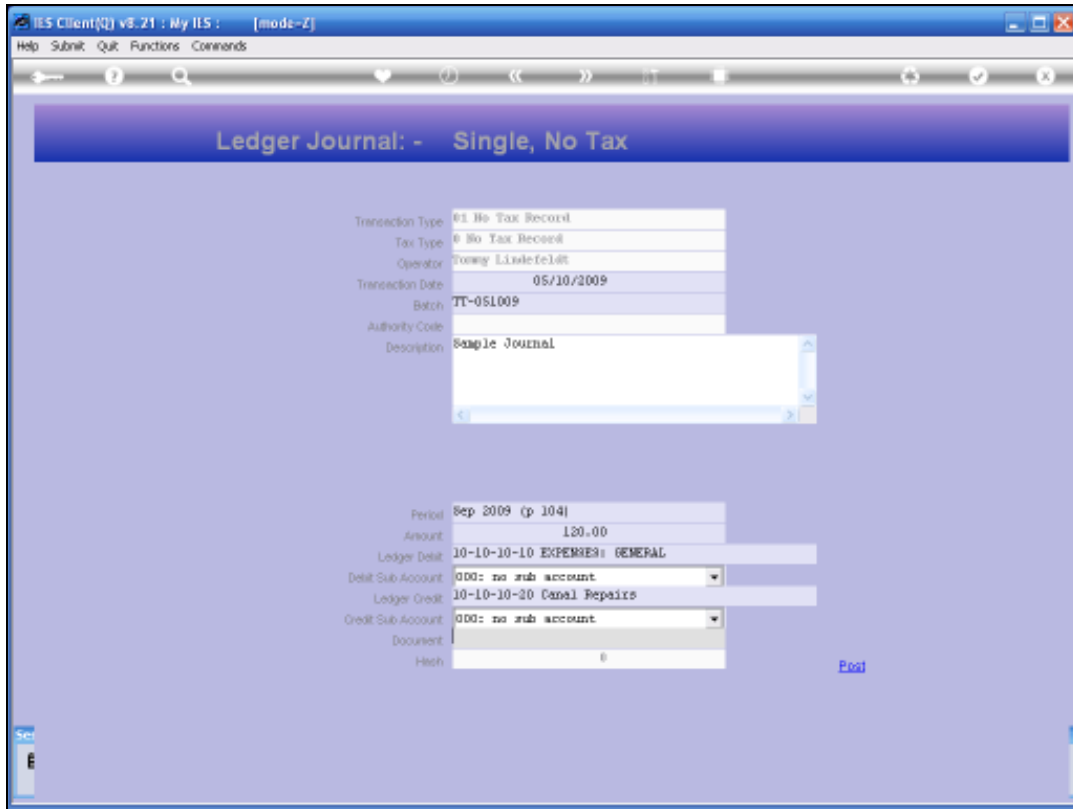
Slide 2

Slide notes:

Slide 3

Slide notes: The Help explains how the Document Number usually is the link to the source document for the Journal.
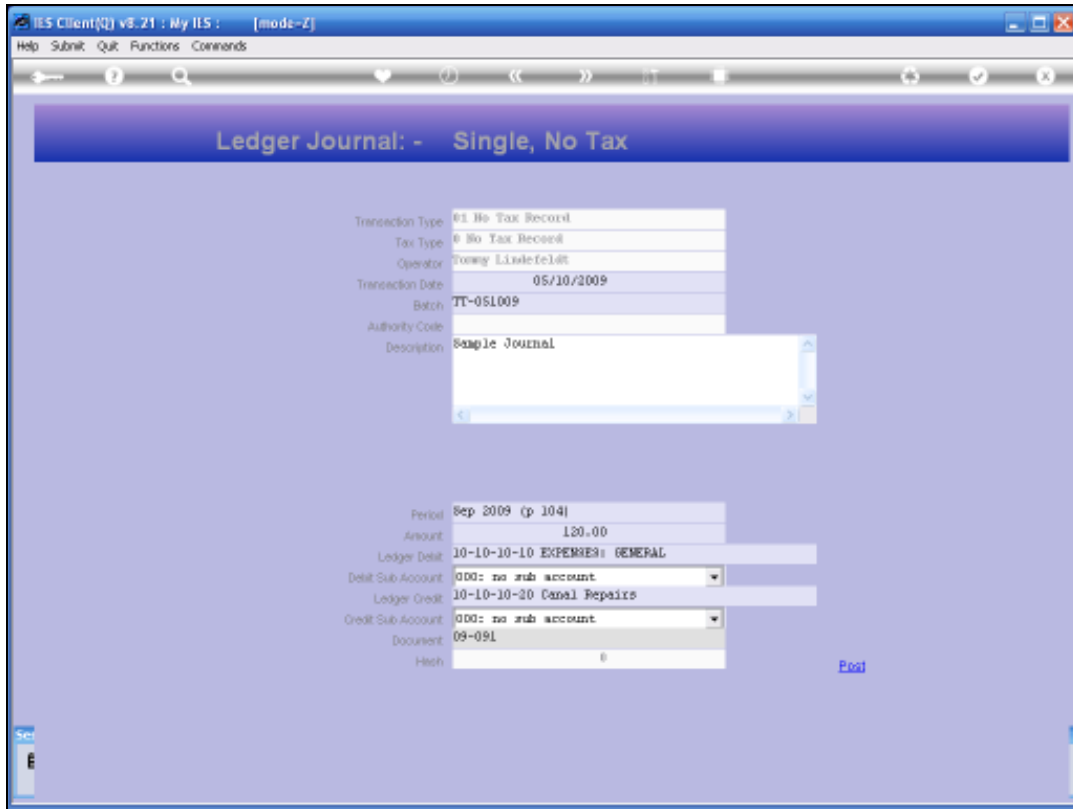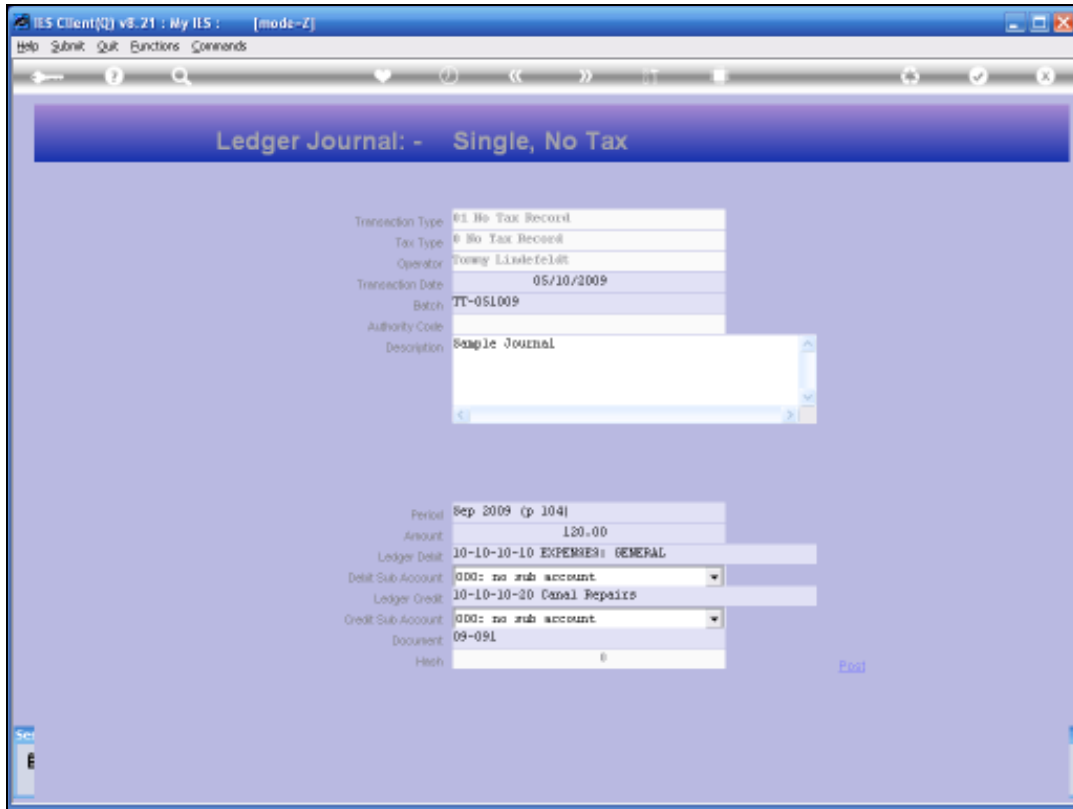
Slide 4

Slide notes: In the event that there is no logical or specific Document Number prescribed for the Journal, then we use the lookup, and in this case the system will supply a unique Document Number for the Journal.

Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7
Slide notes: