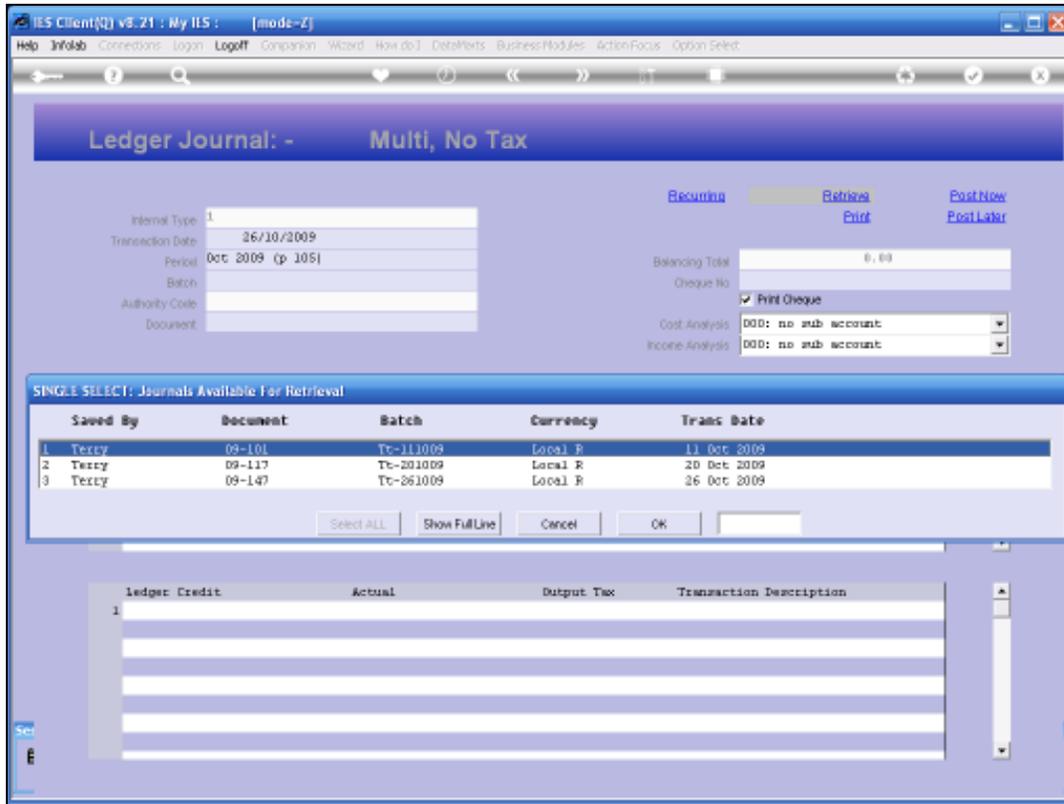


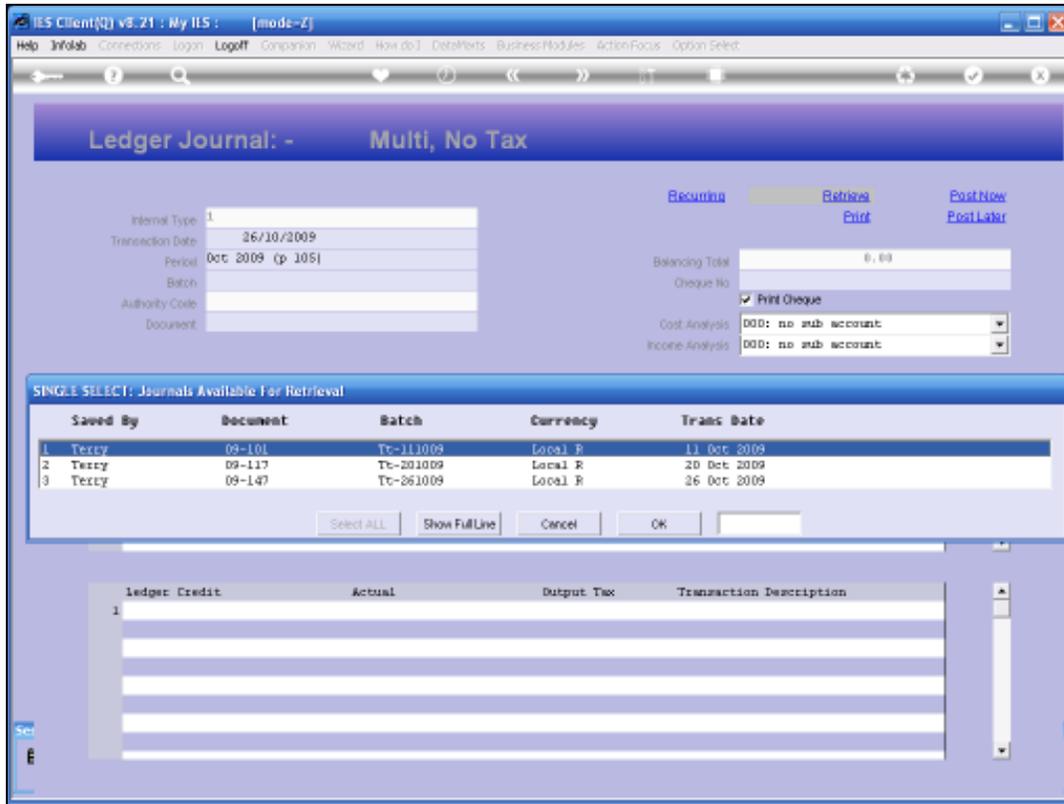
Slide 1

Slide notes: Although Journals are always posted in real-time, we have additional options on Multi Journals, which we can refer to as 'delayed posting' options.



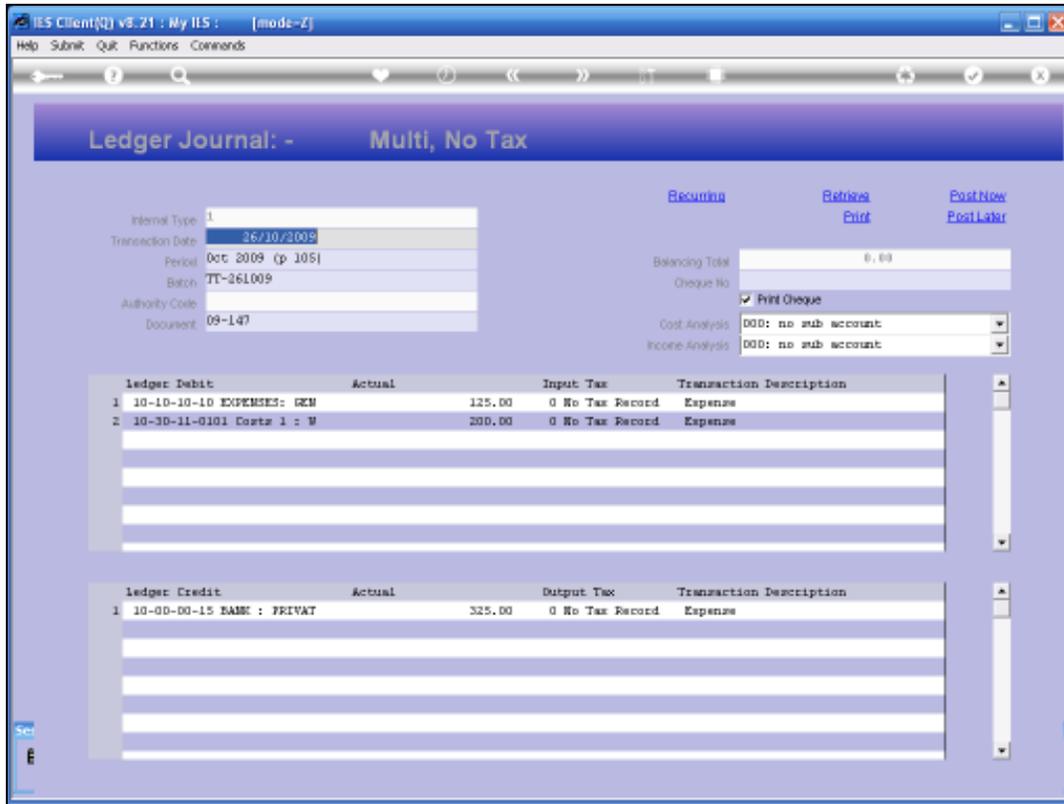
Slide 2

Slide notes: For example, we can retrieve previously saved Journals to perform further work on them or to post them. These will be Journals for which we have previously used the 'Post Later' function, and that have not yet expired. If a Journal is left too long on the 'Post Later' queue it will expire and be removed by the system, but dependent on the local setting chosen for your system, these Journals can stay on the 'Post Later' queue for up to 30 days before being posted.



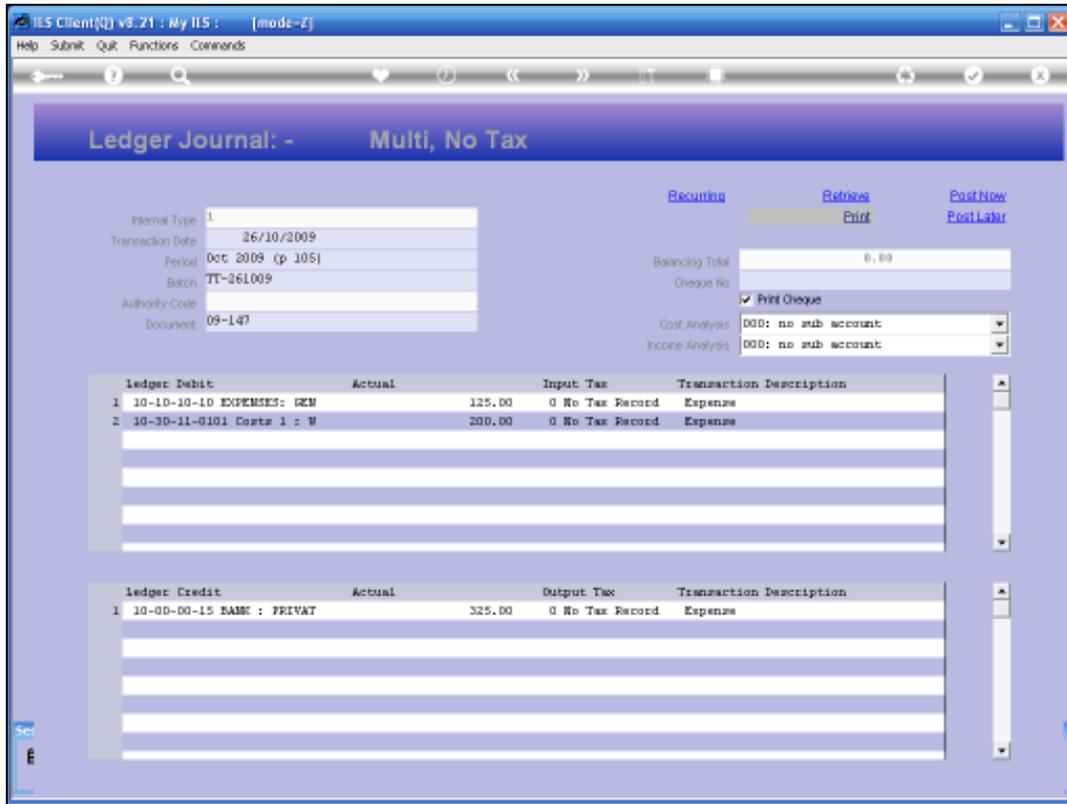
Slide 3

Slide notes: When we select a prior saved Journal, it is loaded onto the current Journal screen. Prior saved Journals that are available for loading are also dependent on the User's Journal Profile, and may include only one's own Journals, or even other Users' Journals as well.

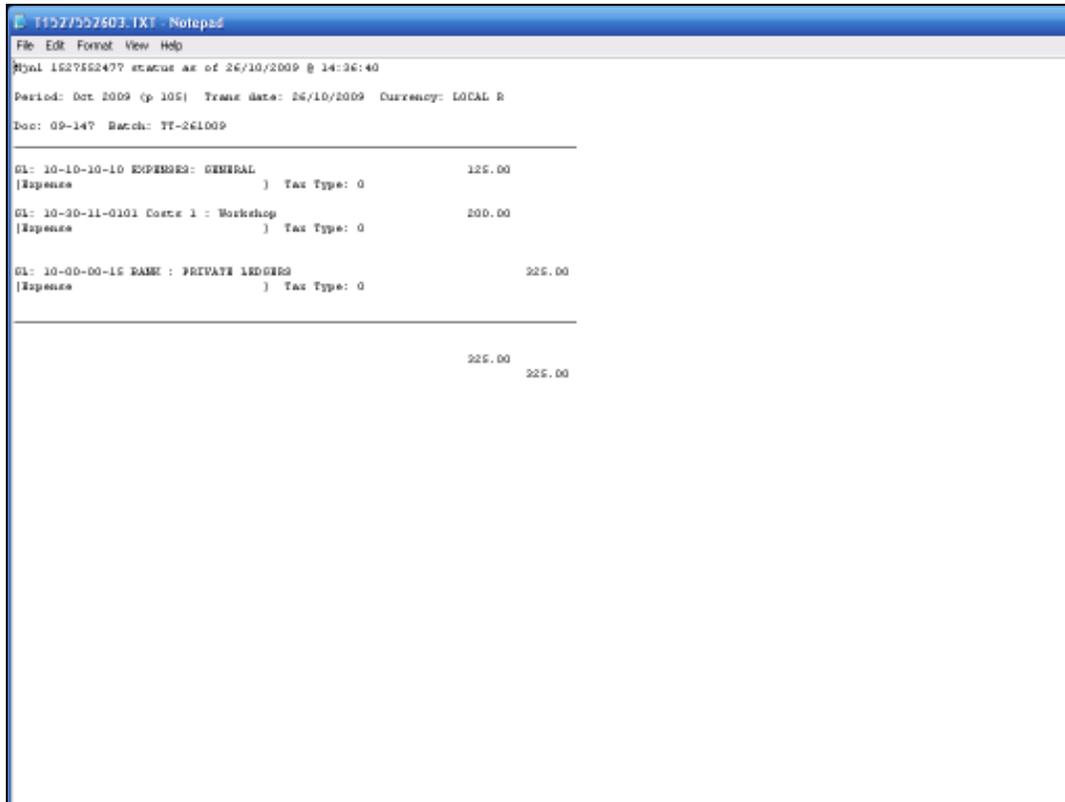


Slide 4

Slide notes: Now that the Journal has been loaded, we can perform all normal functions on the Journal, i.e. more lines, printing, posting, deleting or saving it again with 'Post Later'. Multi Journals also have an automatic and invisible save function, where after each captured line the system will automatically save the latest copy of the Journal to the 'Post Later' queue.

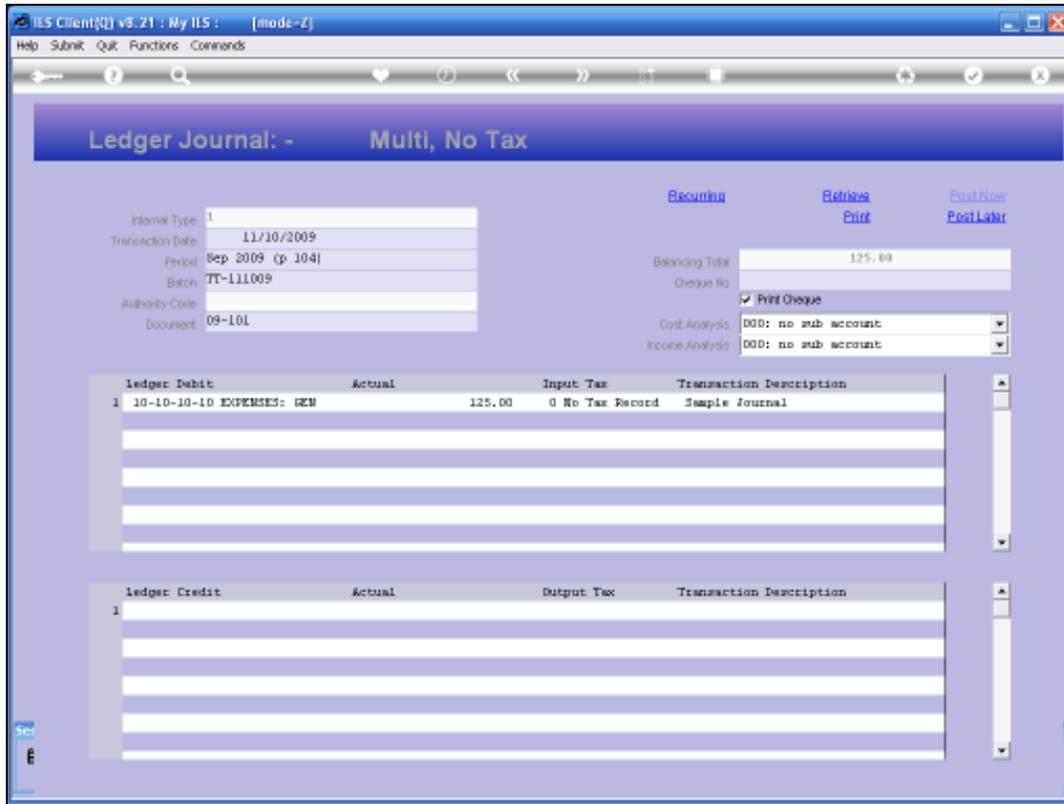


Slide 5
Slide notes:



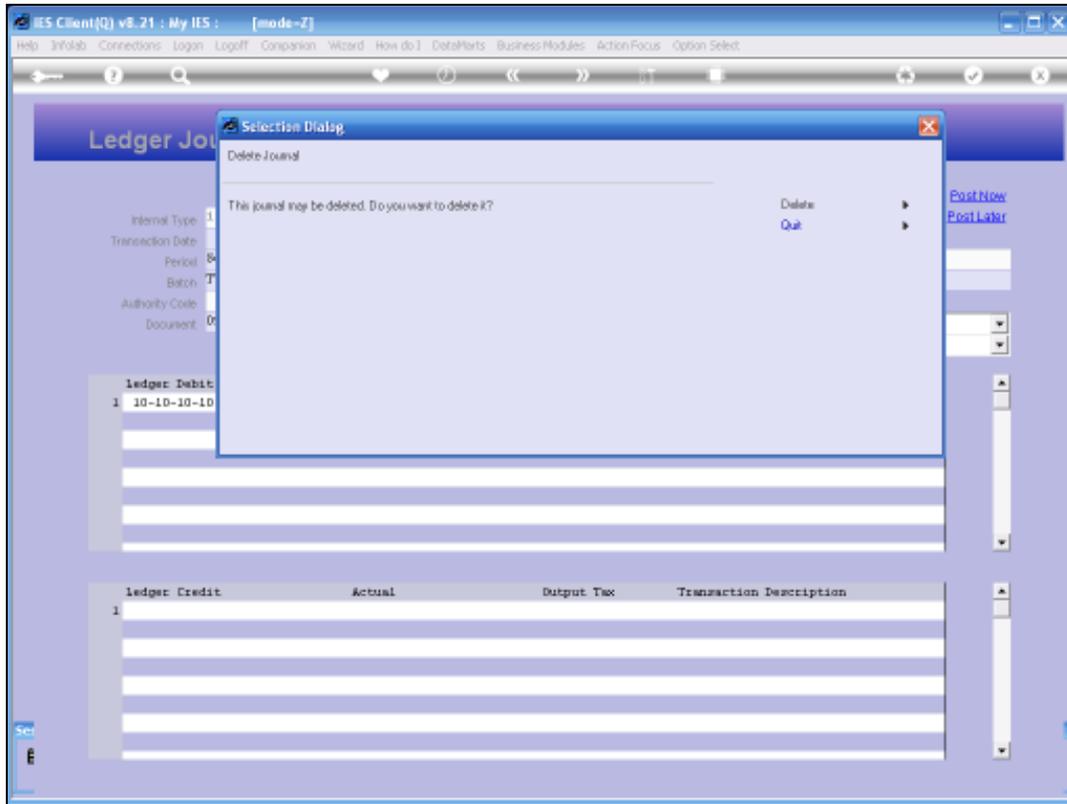
Slide 6

Slide notes: The Print option is useful for checking Journal details before it is actually posted. The User Journal Profile can also be set that a User can only use 'Post Later' and cannot perform the real posting. So in that case, another User, after being satisfied that the Journal is correct, will then use the 'Post Now' function to finally post the Journal.



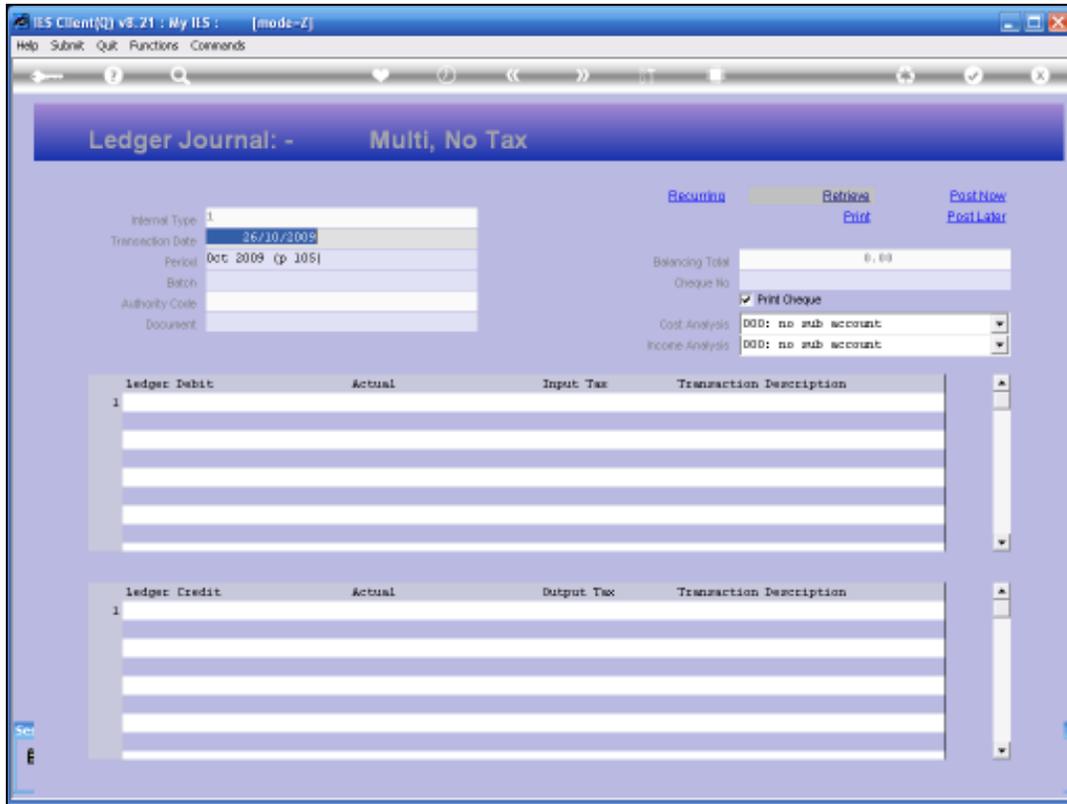
Slide 7

Slide notes: A current Journal that is not yet posted is still on the 'Post Later' queue, and if we decide that this Journal should be cancelled and not posted, then we can delete it.



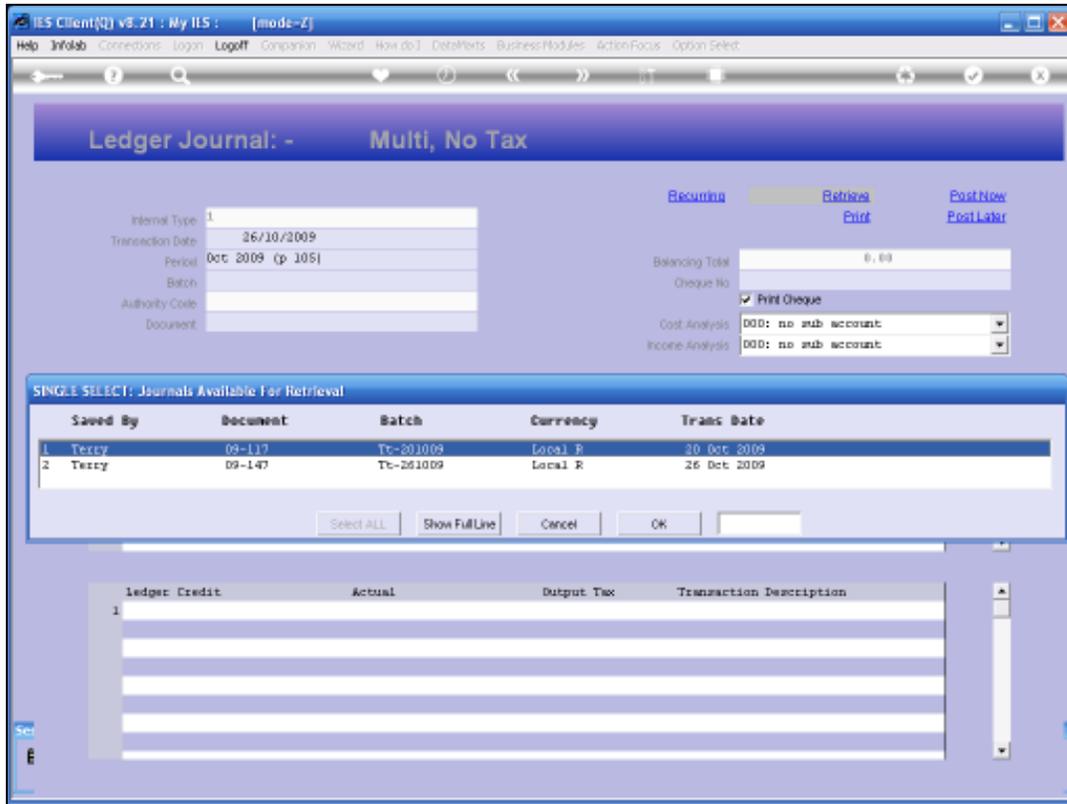
Slide 8

Slide notes: Just choose DELETE.

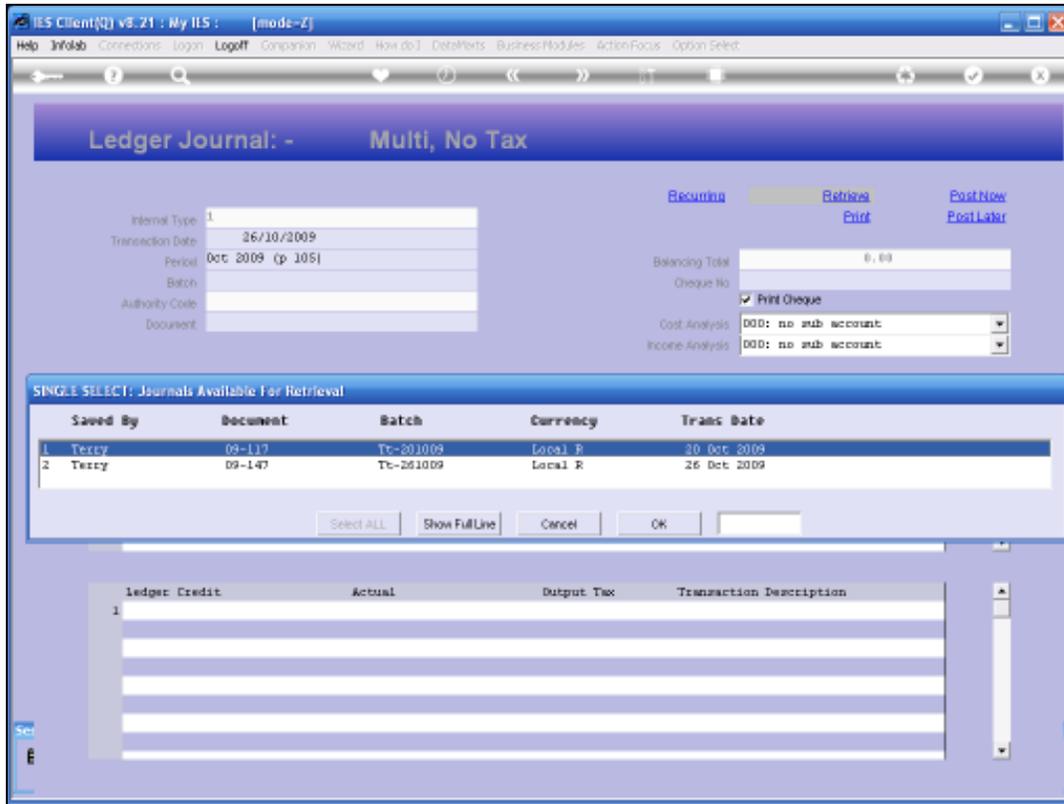


Slide 9

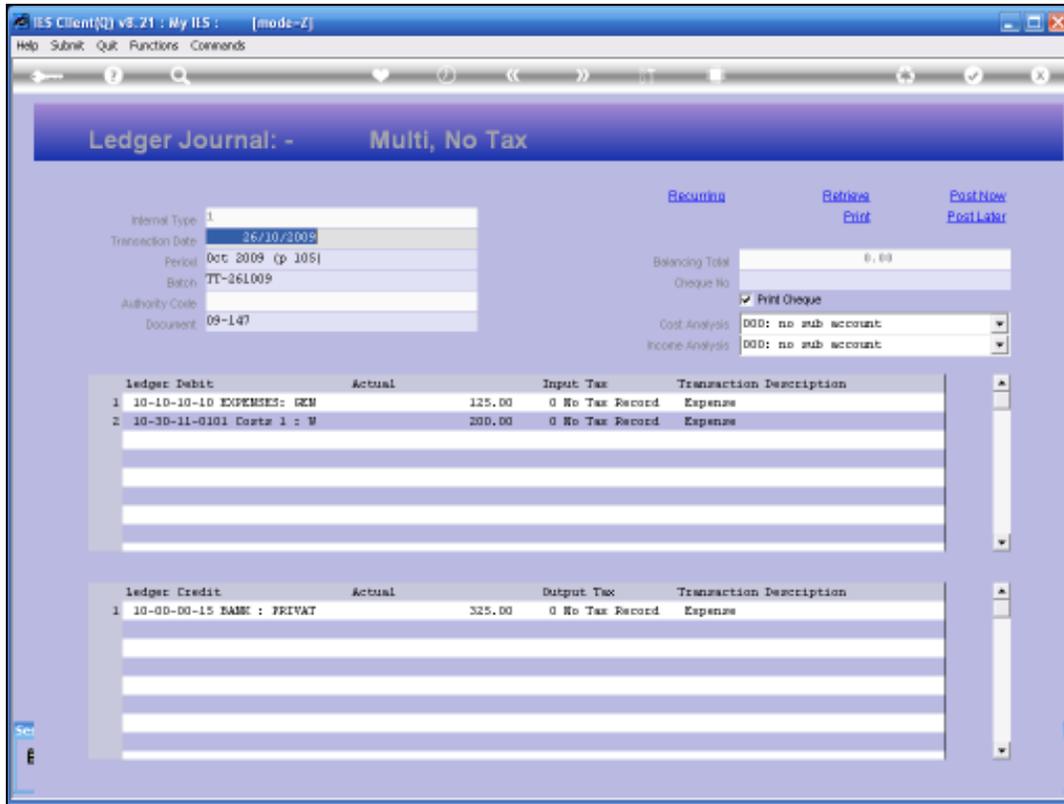
Slide notes: Let's retrieve a saved Journal again.



Slide 10
Slide notes:



Slide 11
Slide notes:



Slide 12

Slide notes: And when the Journal is quite ready for final posting, then we can choose POST NOW. When this option is used, and if all validations are passed, then and only then is the Journal actually posted and Account updates performed.

IES Client(0) v8.21 : My IES : [mode-Z]

Help Submit Quit Functions Commands

Ledger Journal: - Multi, No Tax

Internal Type: 1
Transaction Date: 26/10/2009
Period: Oct 2009 (p 105)
Batch: TT-261009
Authority Code:
Document: 09-147

Recurring Retrieve PostNew
Print PostLabor

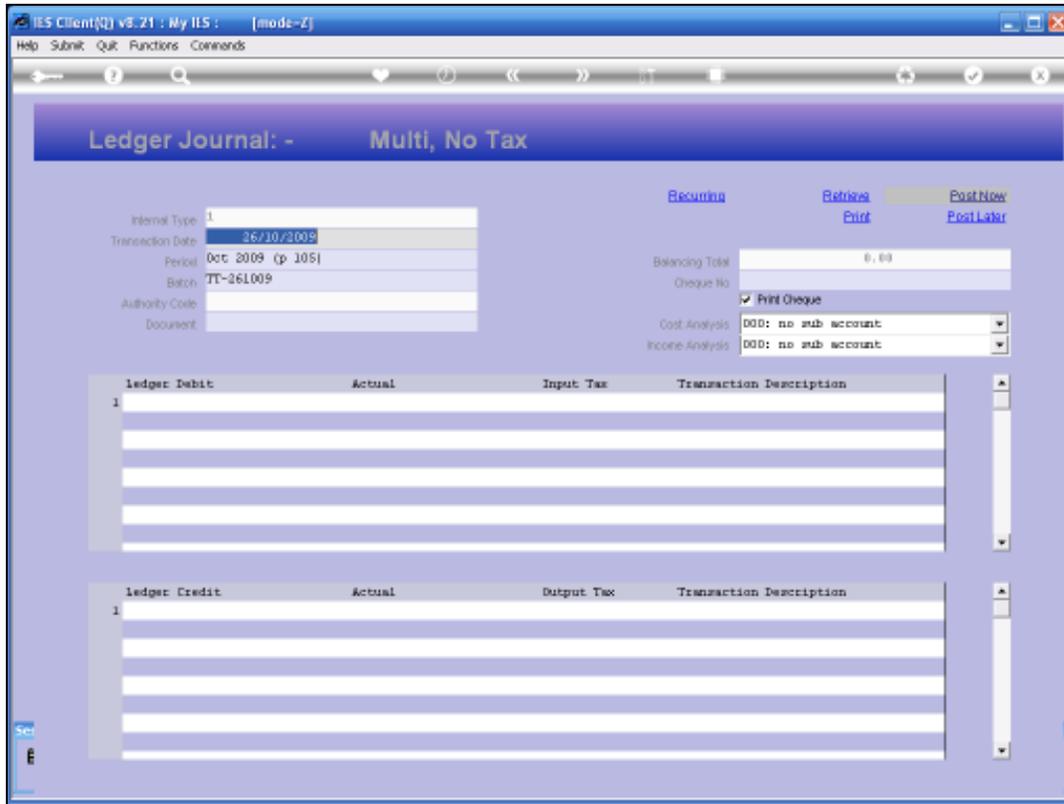
Balancing Total: 0.00
Cheque No:
 Print Cheque
Cost Analysis: 000: no sub account
Income Analysis: 000: no sub account

Ledger Debit		Actual	Input Tax	Transaction Description
1	10-10-10-10 EXPENSES: GEN	125.00	0 No Tax Record	Expense
2	10-30-11-0101 Costs 1 : W	200.00	0 No Tax Record	Expense

Ledger Credit		Actual	Output Tax	Transaction Description
1	10-00-00-15 BARR : PRIVAT	325.00	0 No Tax Record	Expense

Slide 13

Slide notes:



Slide 14

Slide notes: Now that the Journal has been posted, it is no longer available on the Post Later queue for retrieval.