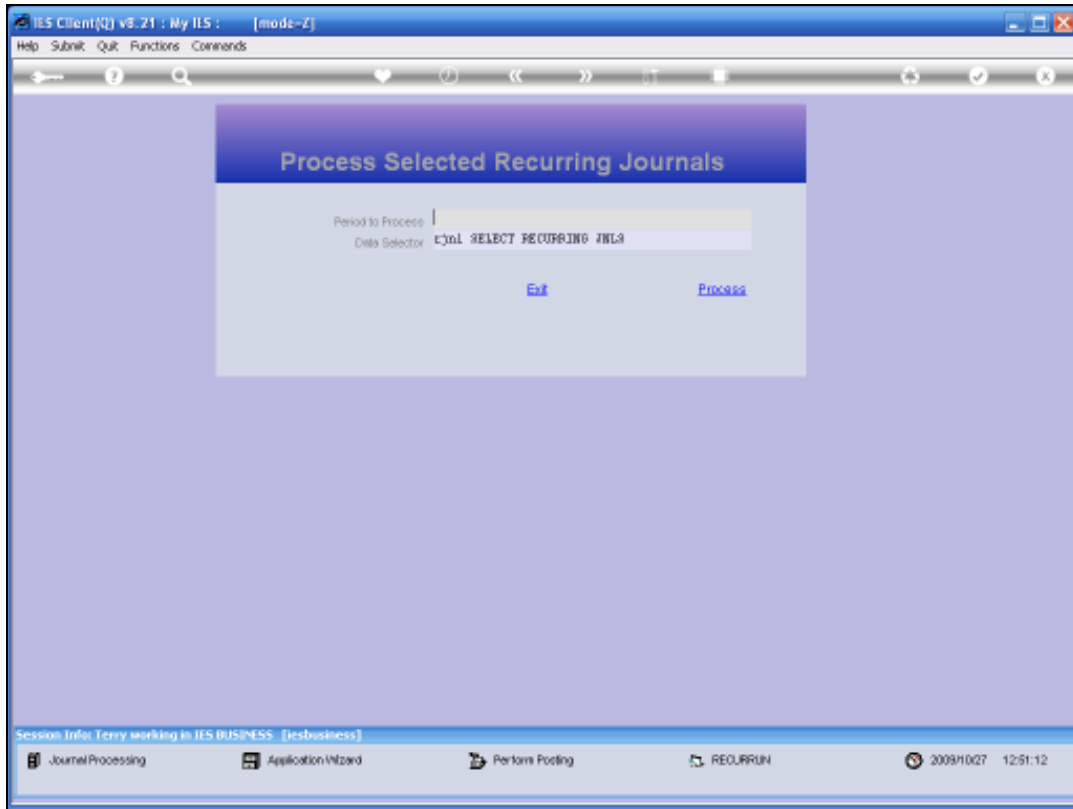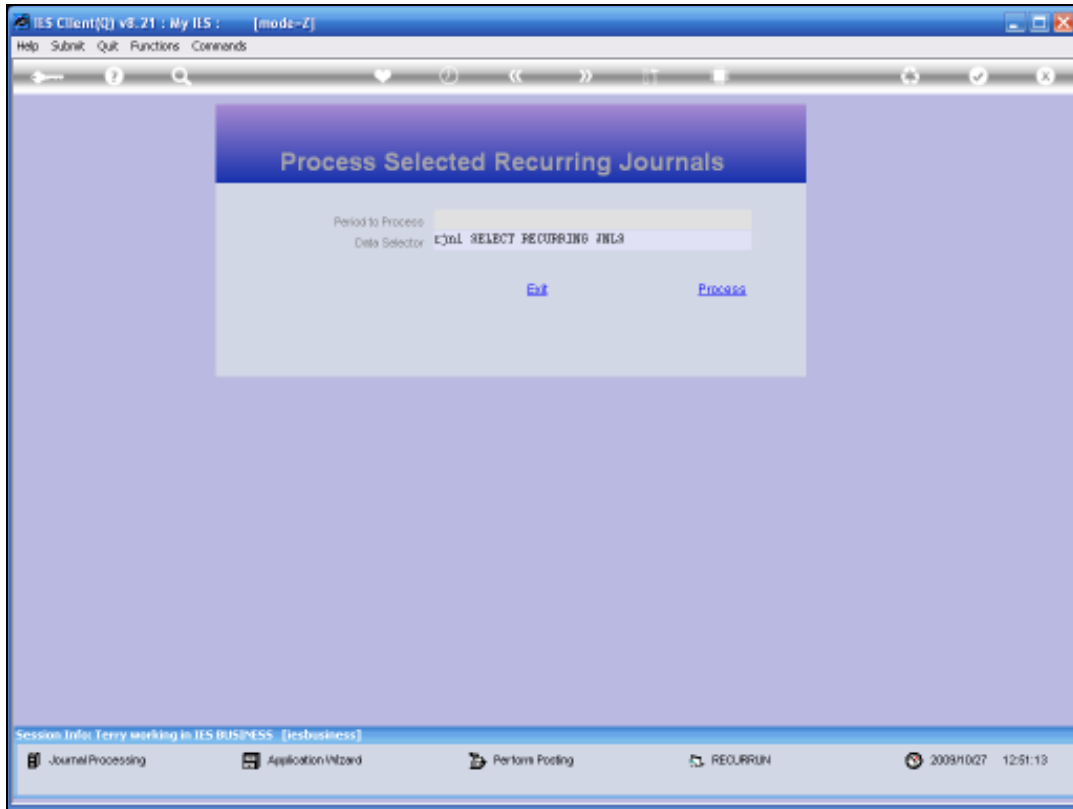Slide 1

Slide notes: We will now see how to perform a Posting of Recurring Journals. Although Recurring Journals are posted automatically without Journal capture, we do have to tell the system when to do it, and which ones to post. For example, by using different selection flags, we could post different selections of Recurring Journals at different times of the month. Or, of course, we can post them all at the same time.
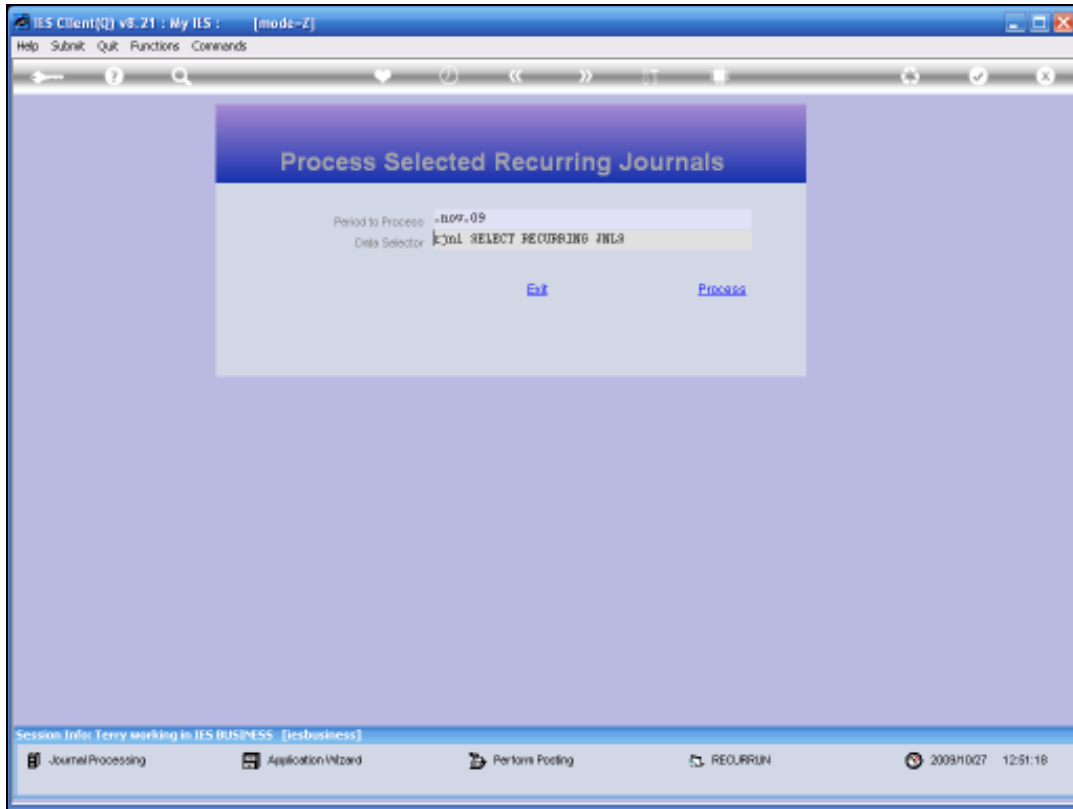
Slide 2

Slide notes: However, it is quite safe to repeat the posting for any Month, i.e. if it happens by accident, because a Recurring Journal will not be posted twice for the same Month. The system will recognize if the Journal has already been posted.
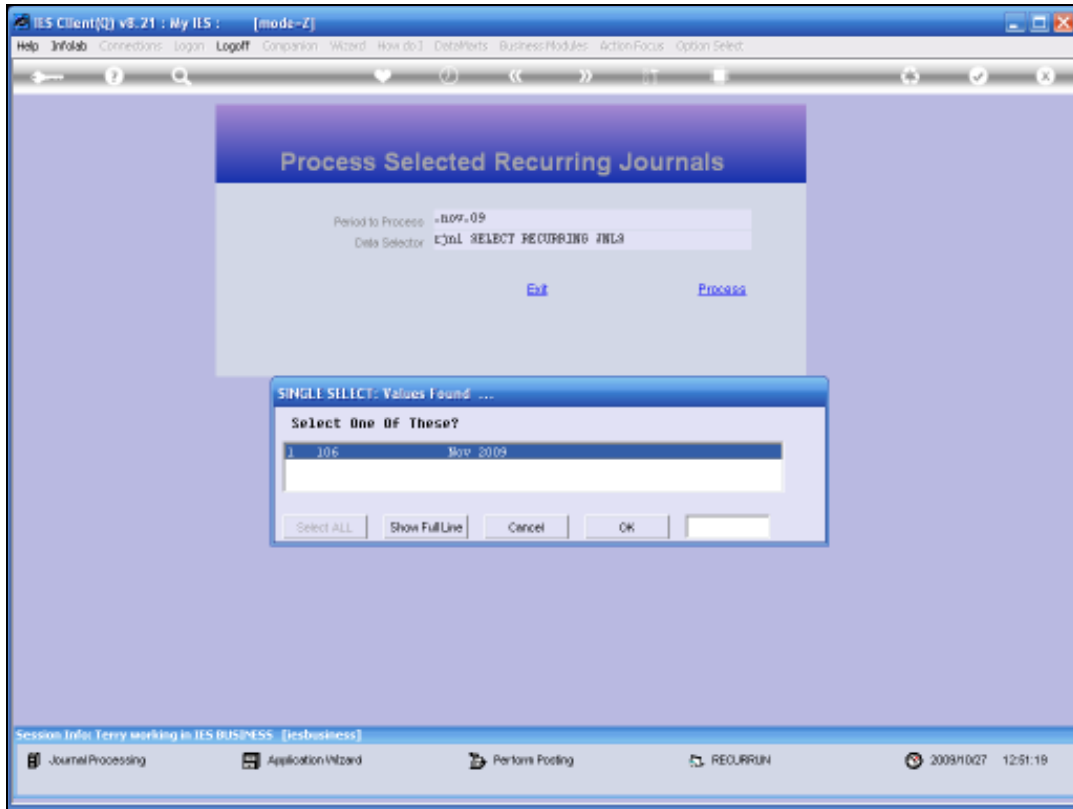
Slide 3
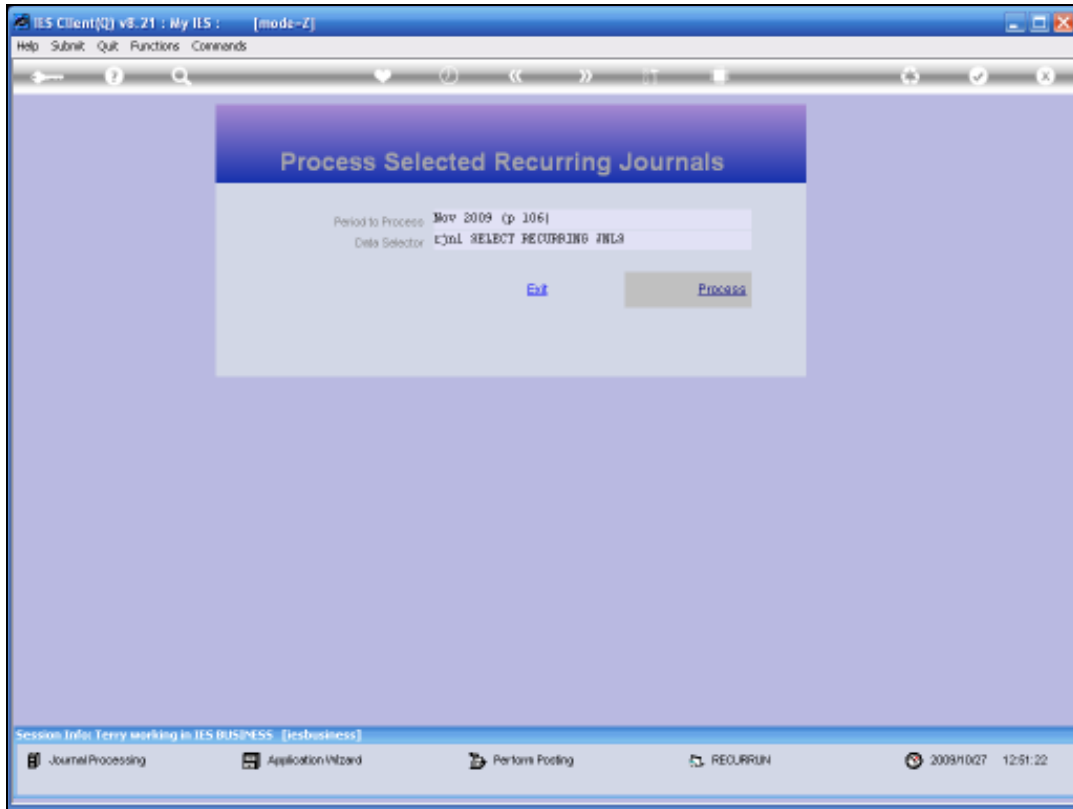
Slide notes: So we select the Posting Month.
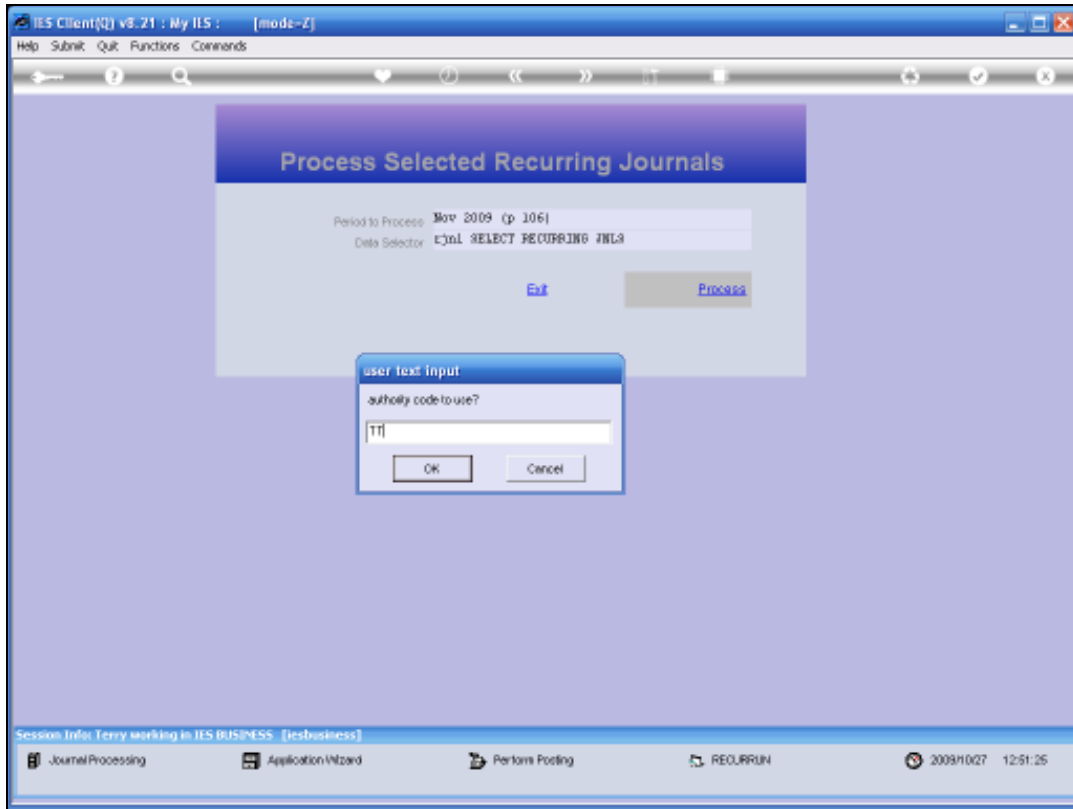
Slide 4
Slide notes:

Slide 5

Slide notes:
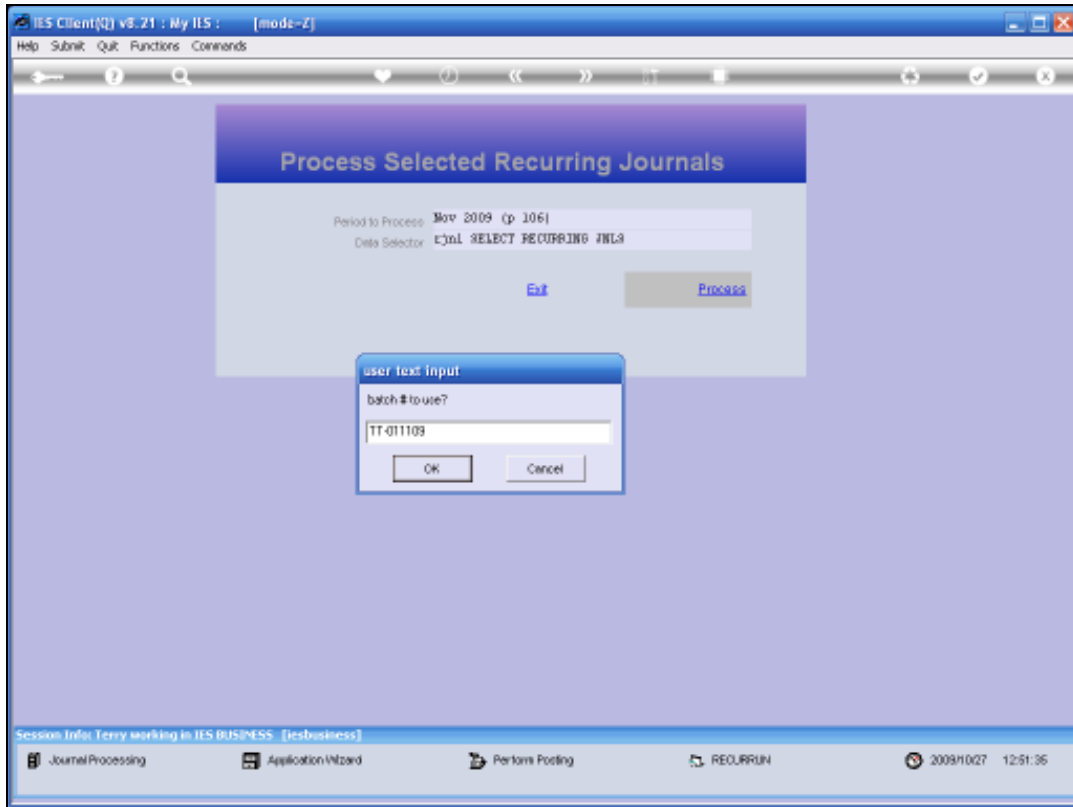
Slide 6
Slide notes:

Slide 7

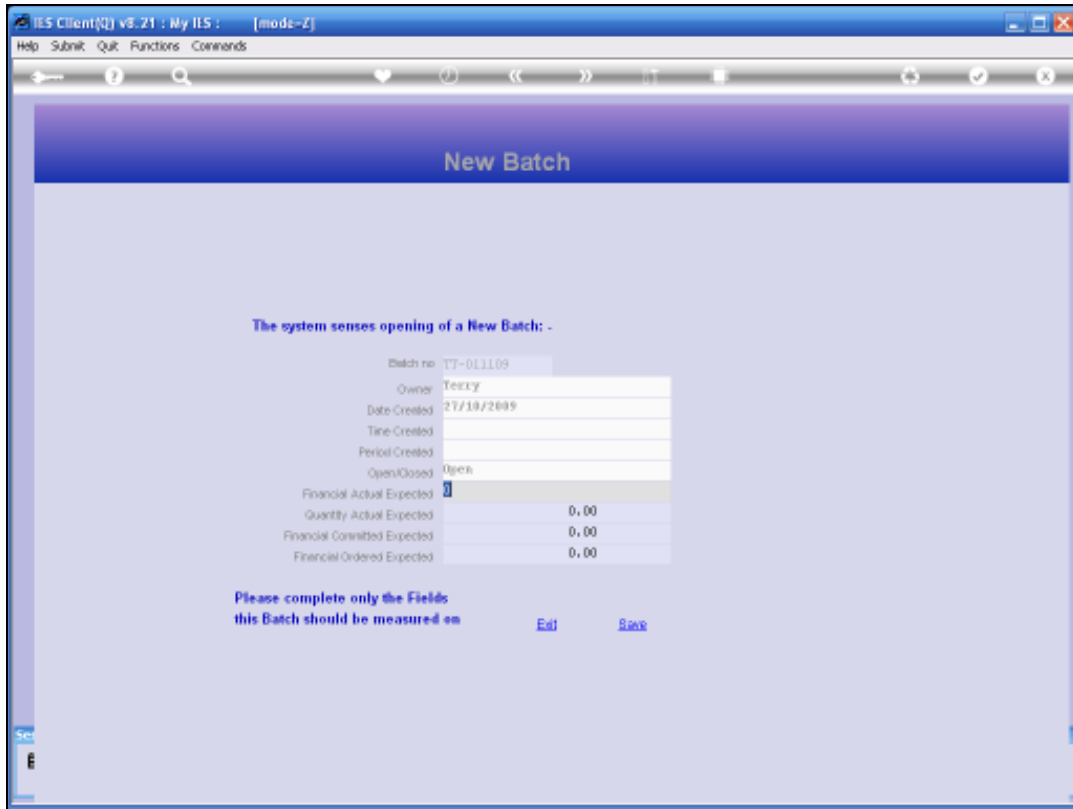Slide notes: If the Authority Code system is active, then an Authority Code is required.

Slide 8

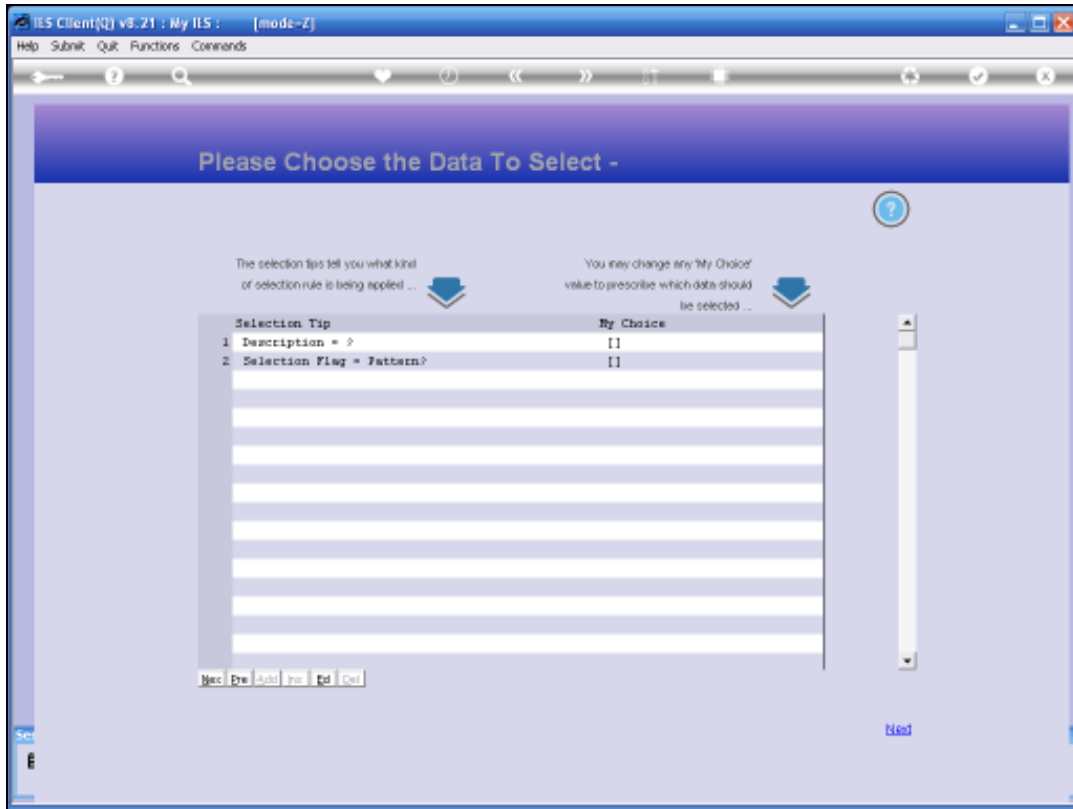Slide notes: And the same applies for Batch Numbers.
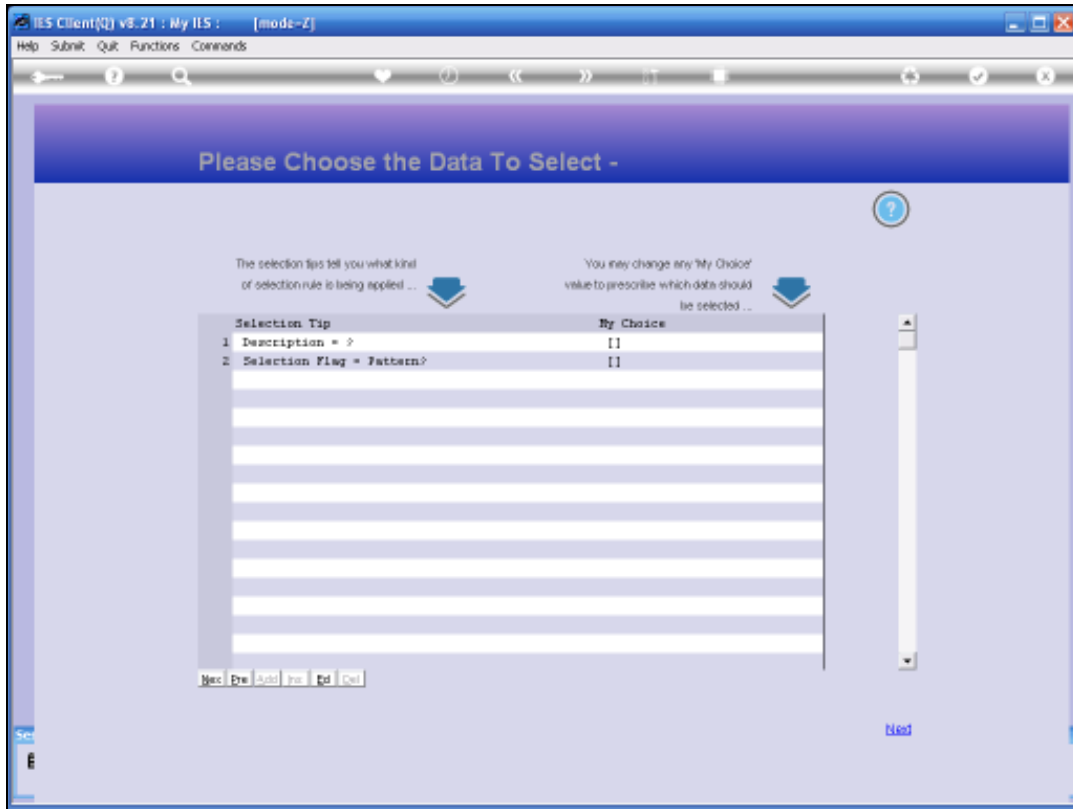
Slide 9
Slide notes:

Slide 10

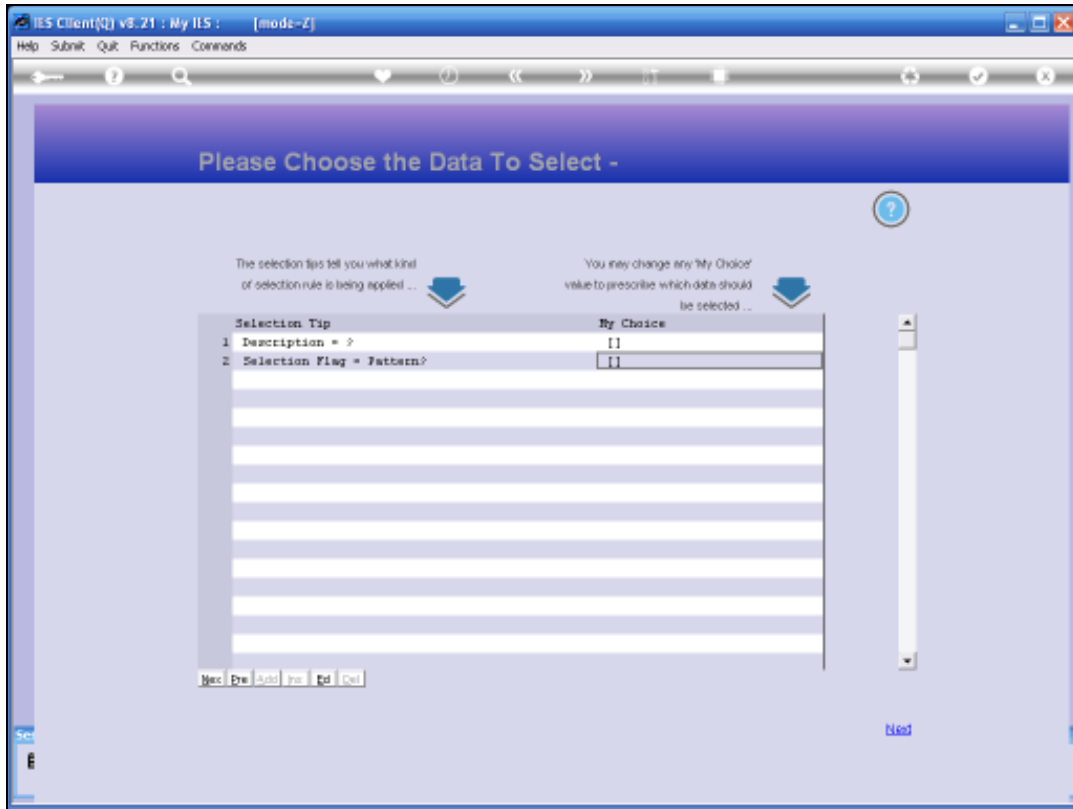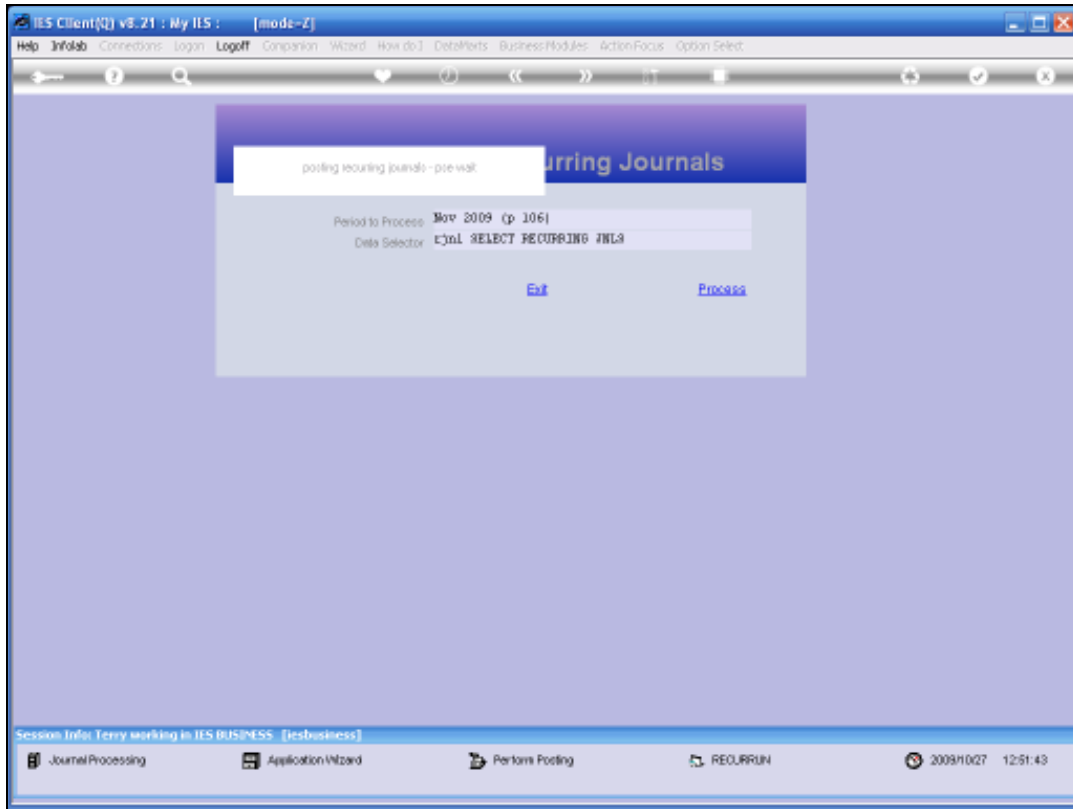Slide notes: If the Batch is new, it will automatically be opened.

Slide 11

Slide notes: On the criteria we can optionally specify which selection flag to use. In other words, unless we wish to post ALL Recurring Journals at the same time, we should indicate accordingly.
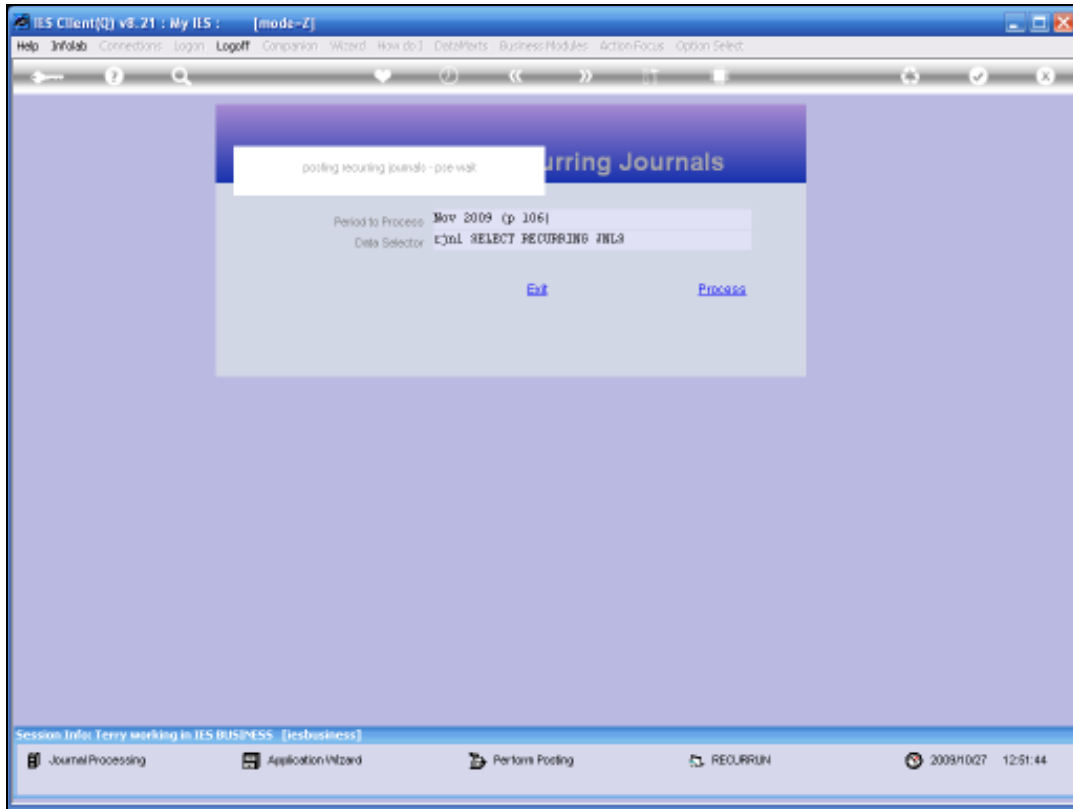
Slide 12
Slide notes:

Slide 13

Slide notes:

Slide 14

Slide notes: The system is now posting.

Slide 15
Slide notes:

Slide 16

Slide notes: And a quick check on a Query will reveal that a November posting has taken place.

Slide 17

Slide notes:

Slide 18

Slide notes: So that's how the posting of Recurring Journals is easily performed.