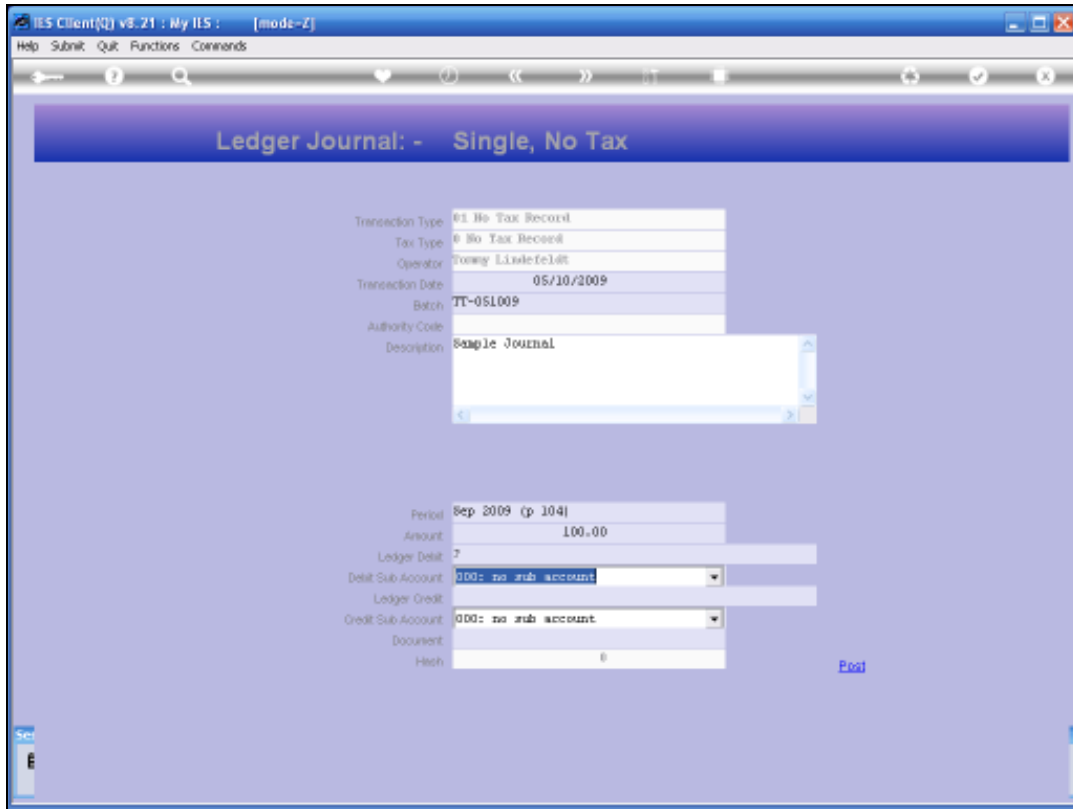


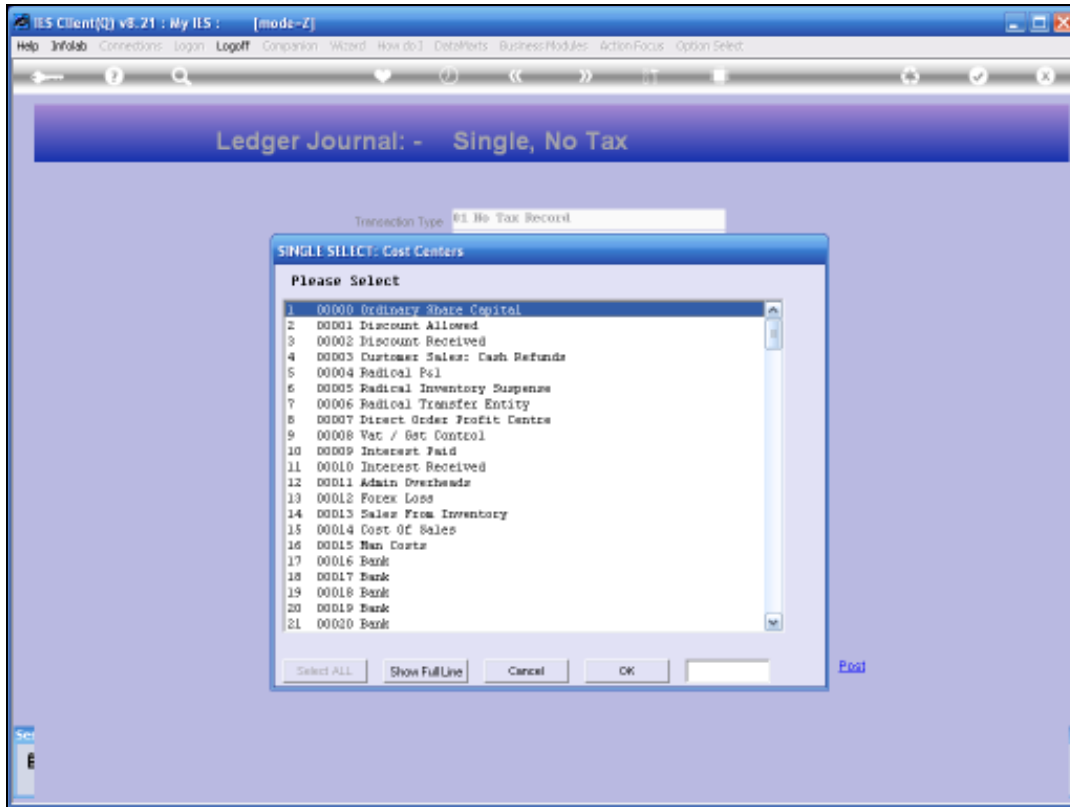
Slide 1

Slide notes: A Journal is always about 1 or more Accounts to debit and credit, and therefore we will always find Account Code fields on a Journal. These Account Codes can be for General Ledger, Debtors, Creditors, Jobs, Stock and others, and these fields always support the various and multiple lookup methods available for such accounts.

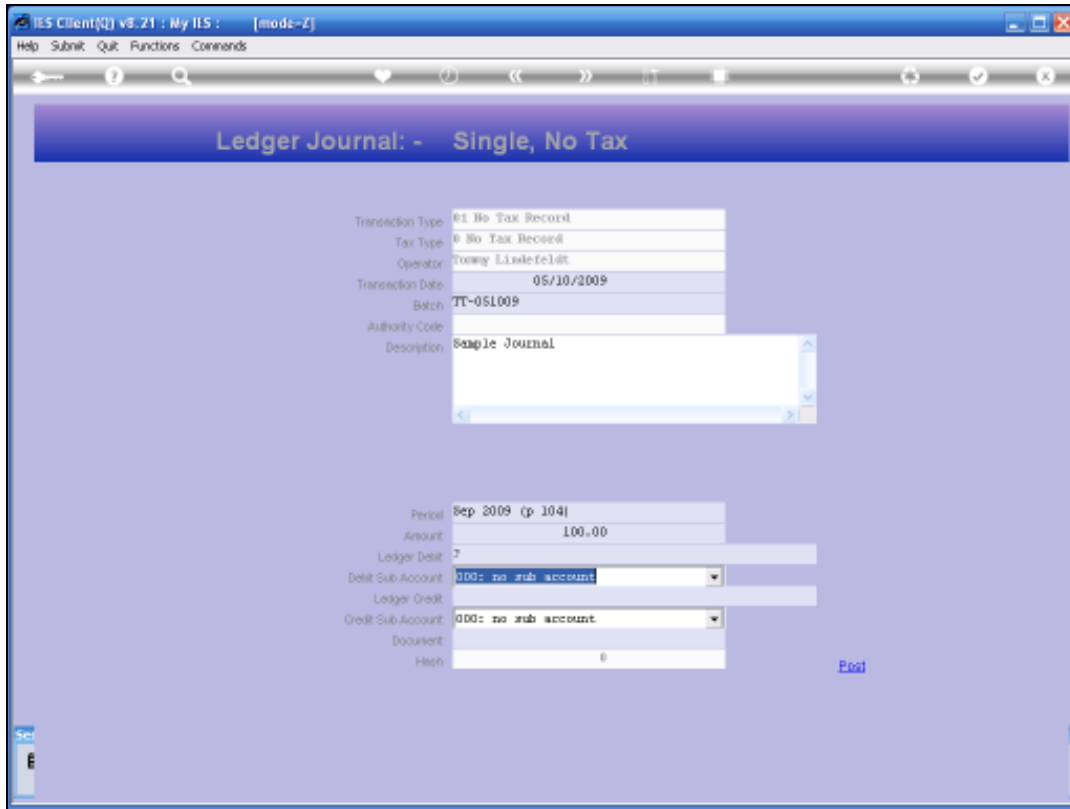


Slide 2

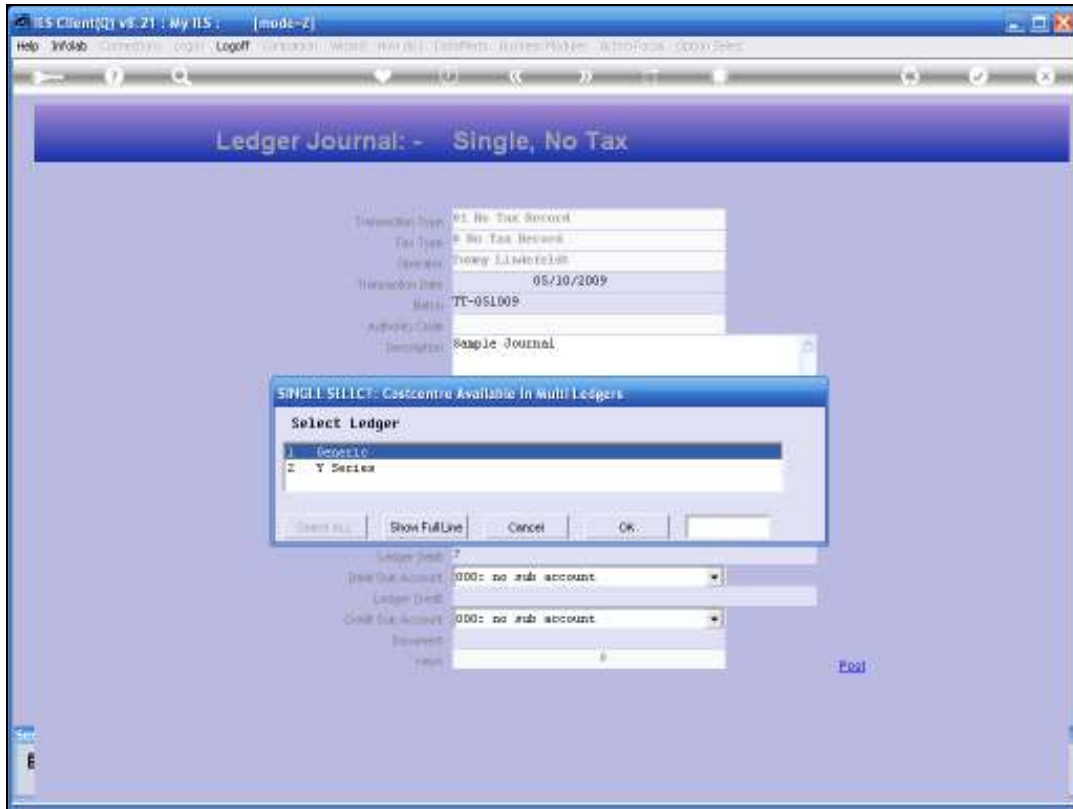
Slide notes: One example for a GL Account lookup is the question mark (?), which leads into a hierarchical lookup with multiple selection steps until the correct Account is found.



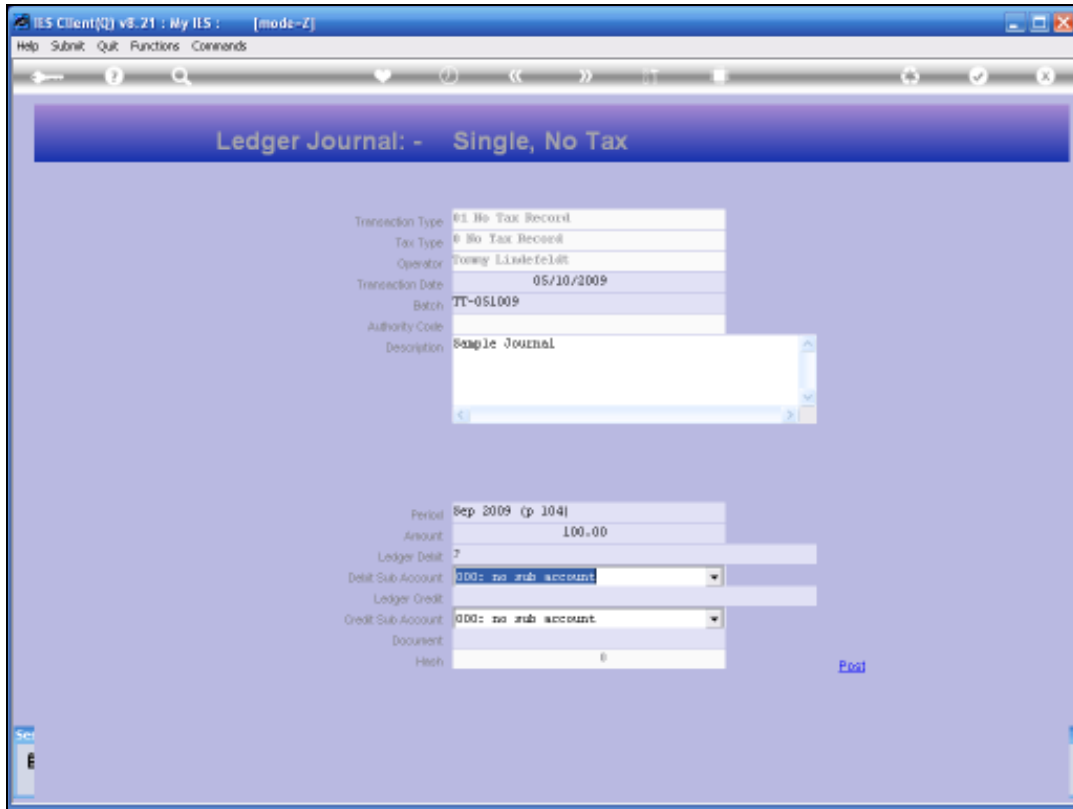
Slide 3  
Slide notes:



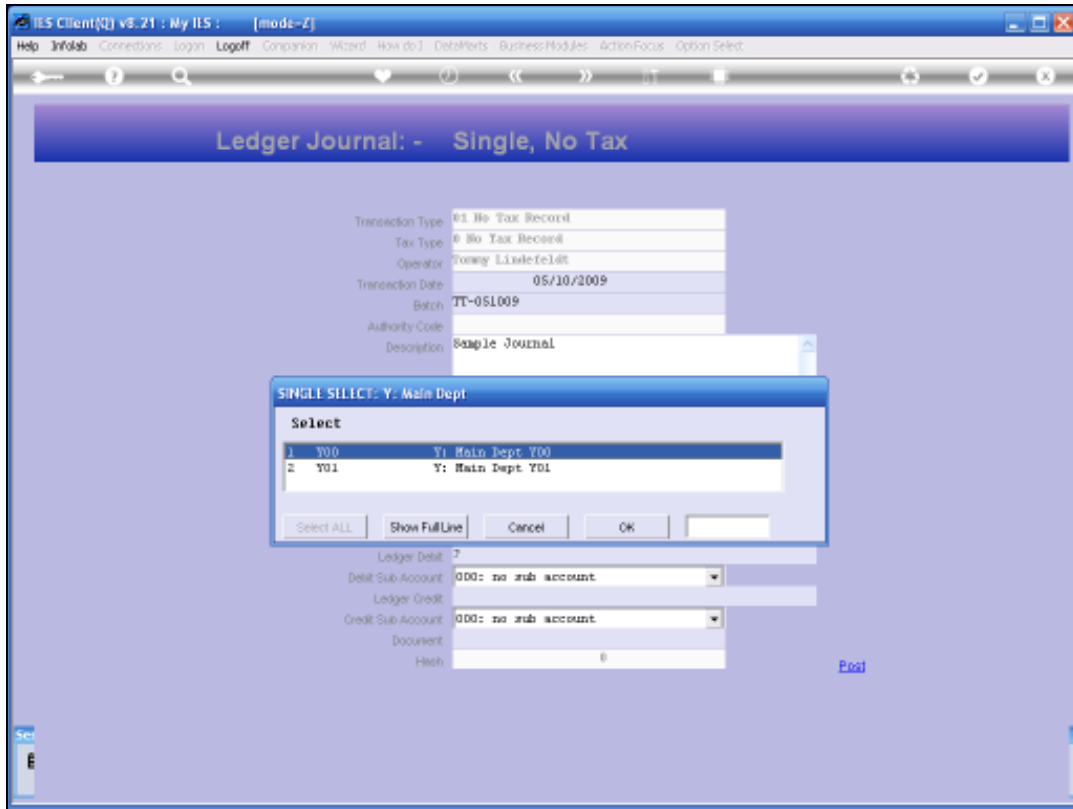
Slide 4  
Slide notes:



Slide 5  
Slide notes:



Slide 6  
Slide notes:



Slide 7  
Slide notes:

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

Help Submit Quit Functions Commands

Ledger Journal: - Single, No Tax

Transaction Type	01 No Tax Record
Tax Type	0 No Tax Record
Operator	Tommy Linsfeldt
Transaction Date	05/10/2009
Batch	TT-05L009
Authority Code	
Description	Sample Journal

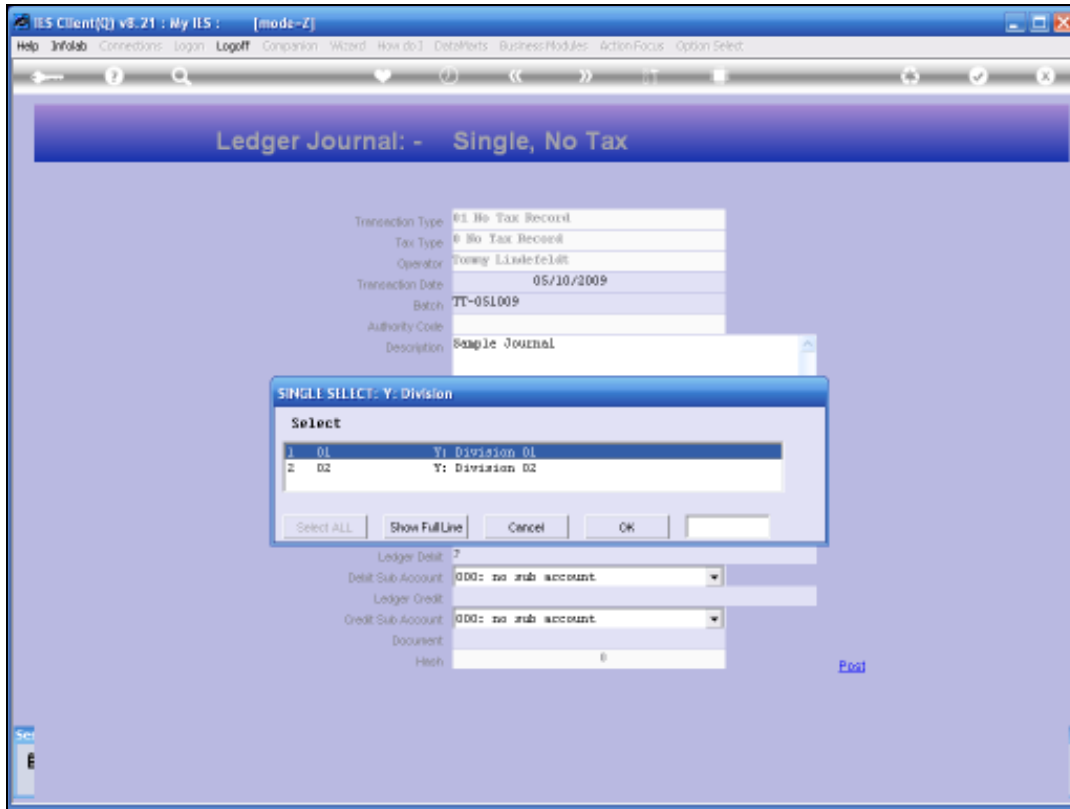
  

Period	Sep 2009 (p 104)
Amount	100.00
Ledger Debit	7
Debit Sub Account	000: no sub account
Ledger Credit	
Credit Sub Account	000: no sub account
Document	
Hash	0

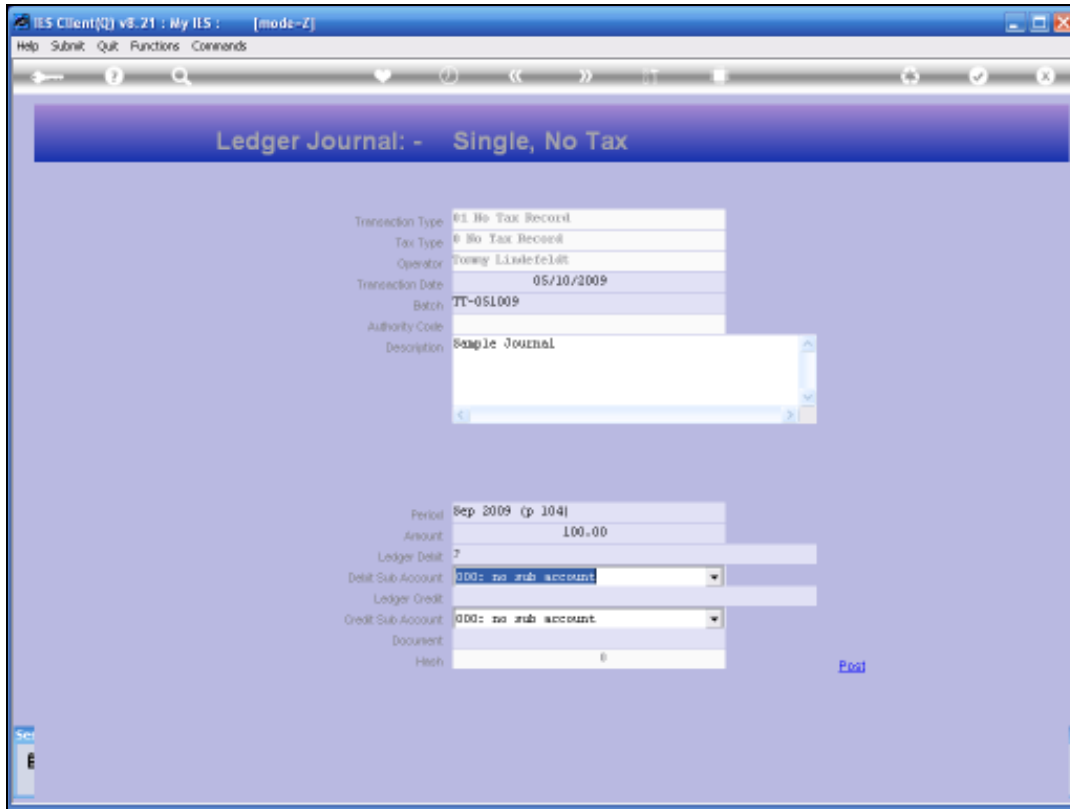
Print

Slide 8  
Slide notes:



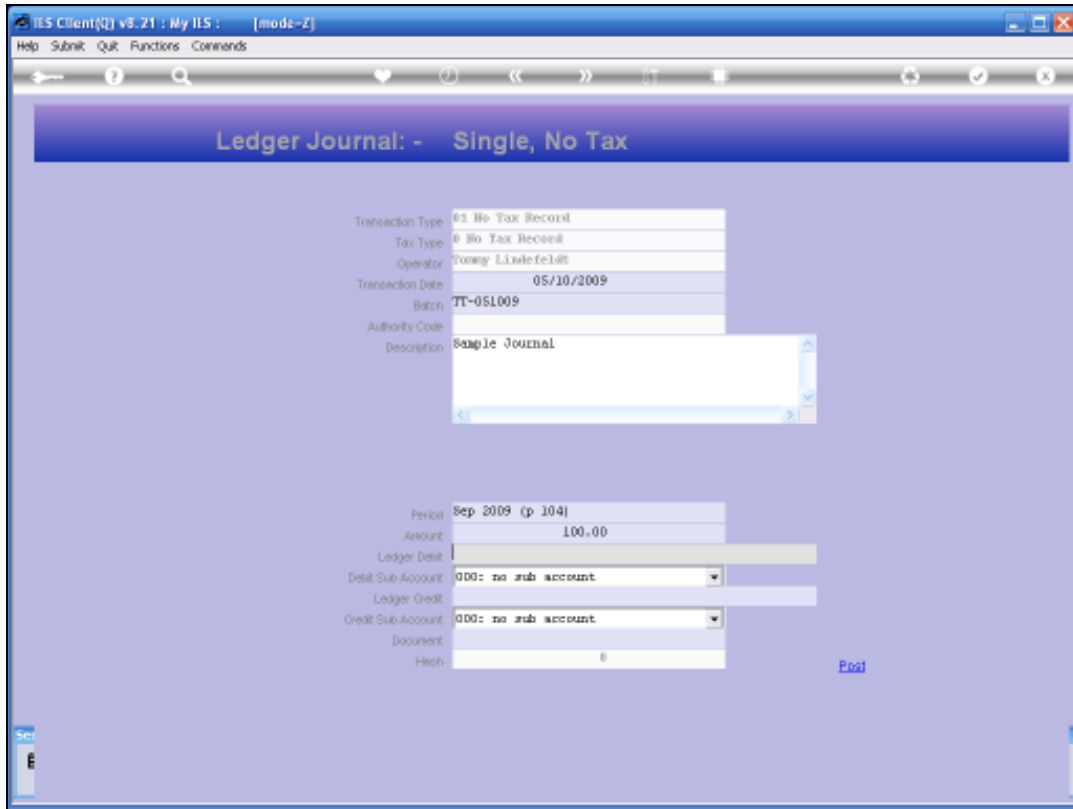


Slide 9  
Slide notes:



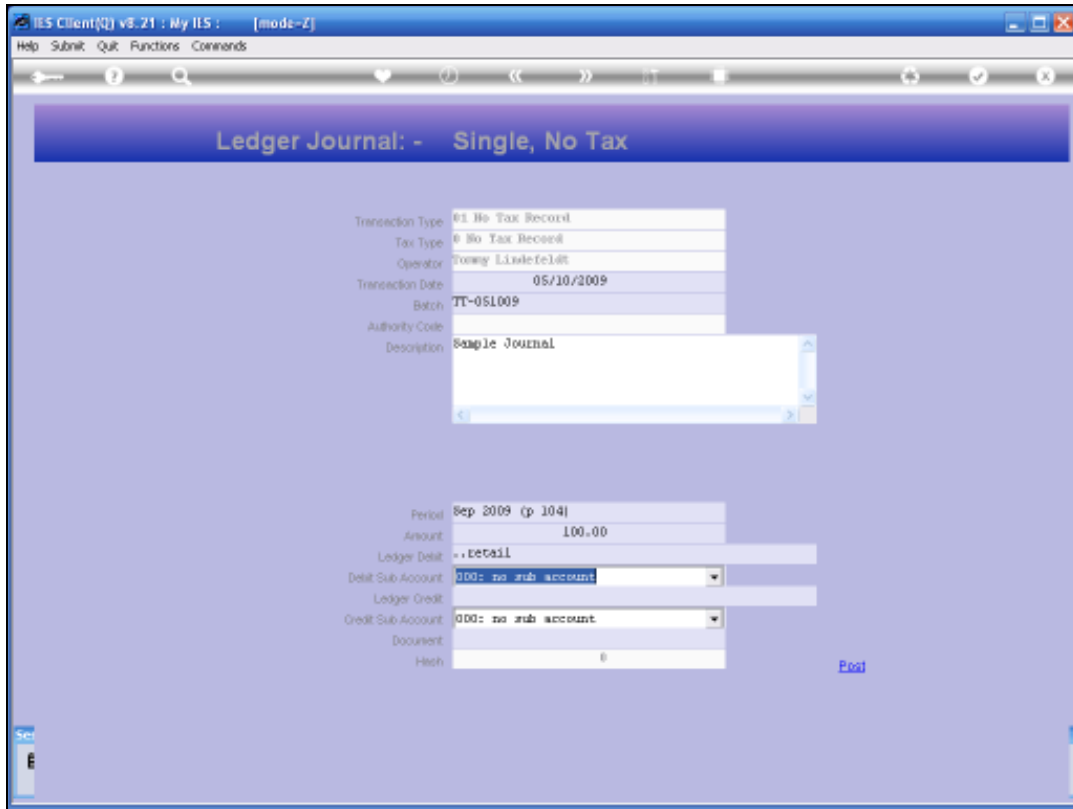
Slide 10

Slide notes:



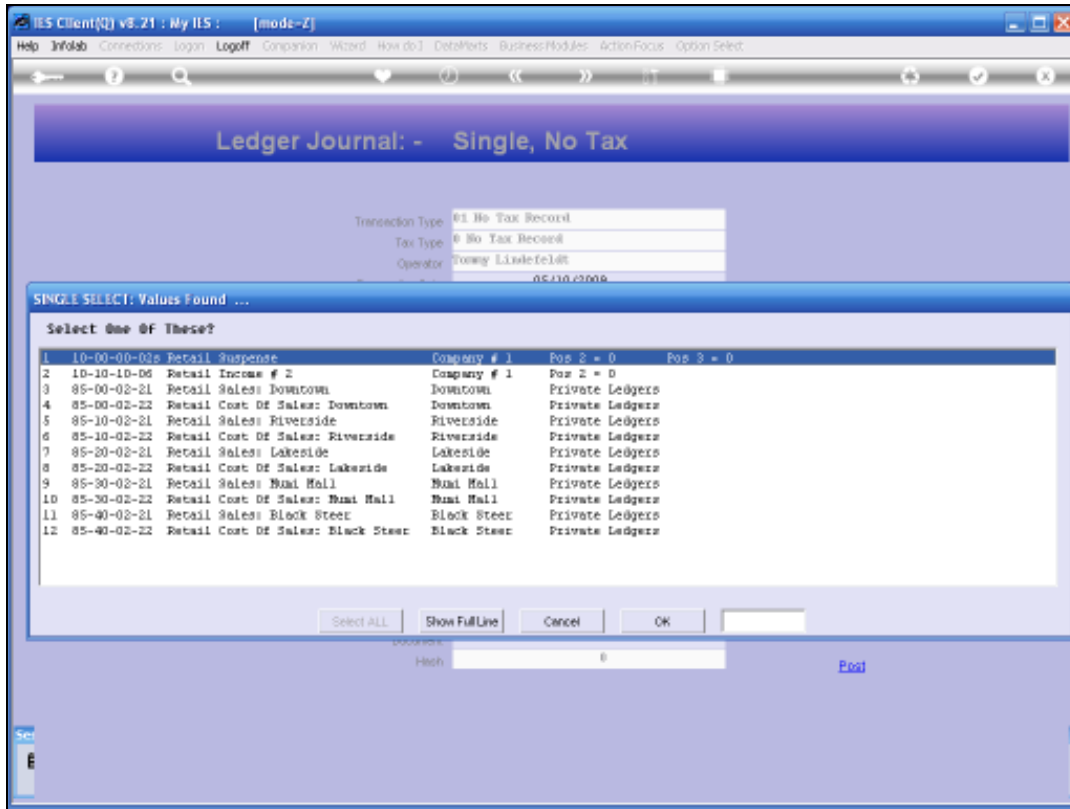
Slide 11

Slide notes: Another example is the dot (.) lookup, where in this case we are looking for an Account Name that starts with the word RETAIL.



Slide 12

Slide notes:



Slide 13

Slide notes: And we can simply select from the list, or search again.

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

Help Submit Quit Functions Commands

Ledger Journal: - Single, No Tax

Transaction Type	01 No Tax Record
Tax Type	0 No Tax Record
Operator	Tommy Linsfeldt
Transaction Date	05/10/2009
Batch	TT-05L009
Authority Code	
Description	Sample Journal

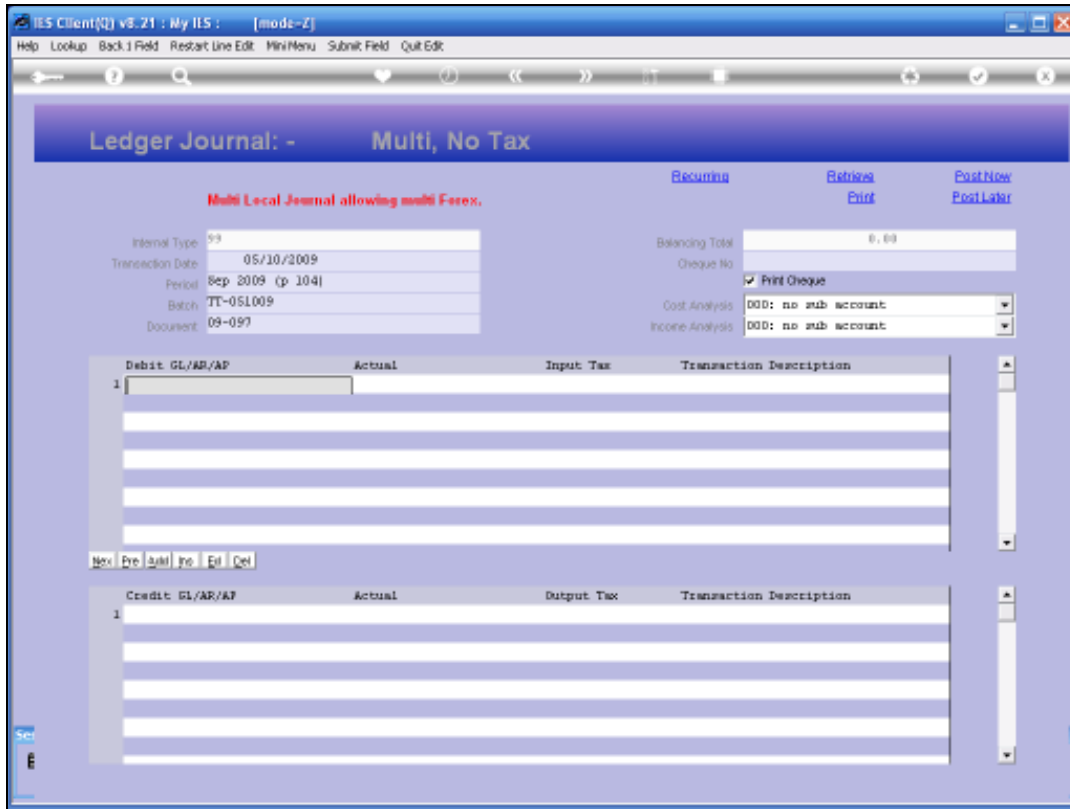
  

Period	Sep 2009 (p 104)
Amount	100.00
Ledger Debit	..retail
Debit Sub Account	000: no sub account
Ledger Credit	
Credit Sub Account	000: no sub account
Document	
Hash	0

Print

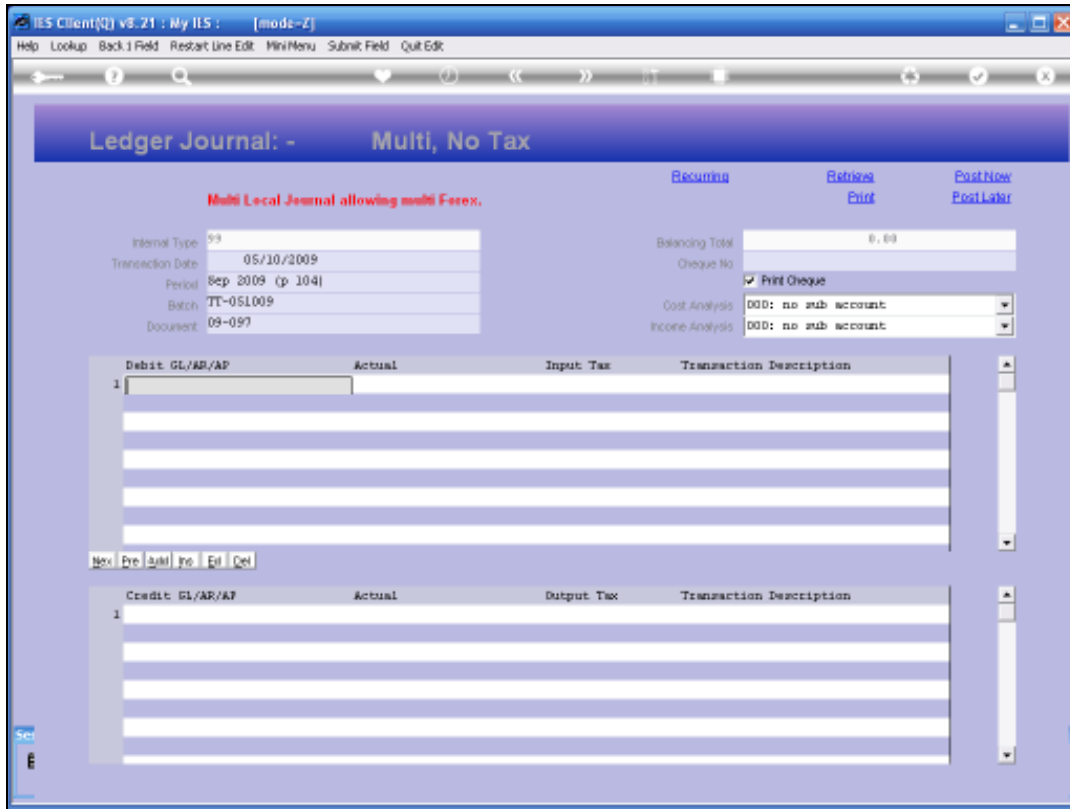
Slide 14

Slide notes:



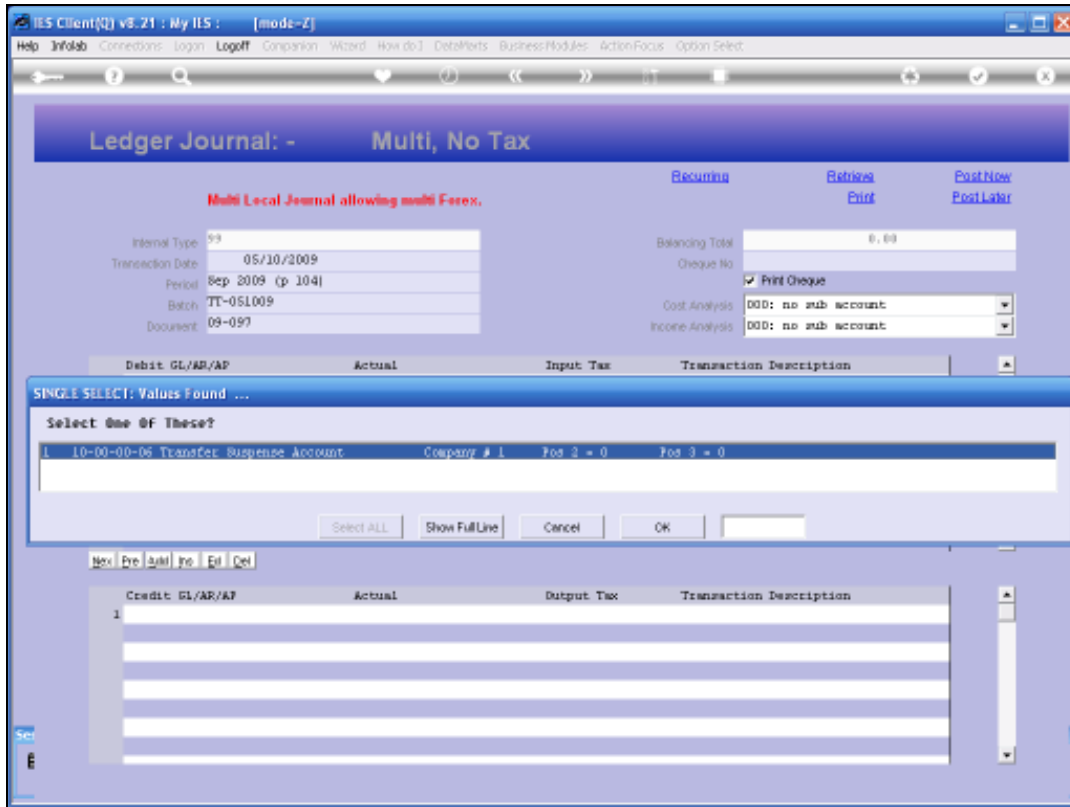
Slide 15

Slide notes: On some Multi Journals, where the same Account Field supports different Account types, for example General Ledger, Debtors and Creditors, the default intuitive lookups will default to General Ledger. In other words, we can use all the intuitive methods available for GL lookups.

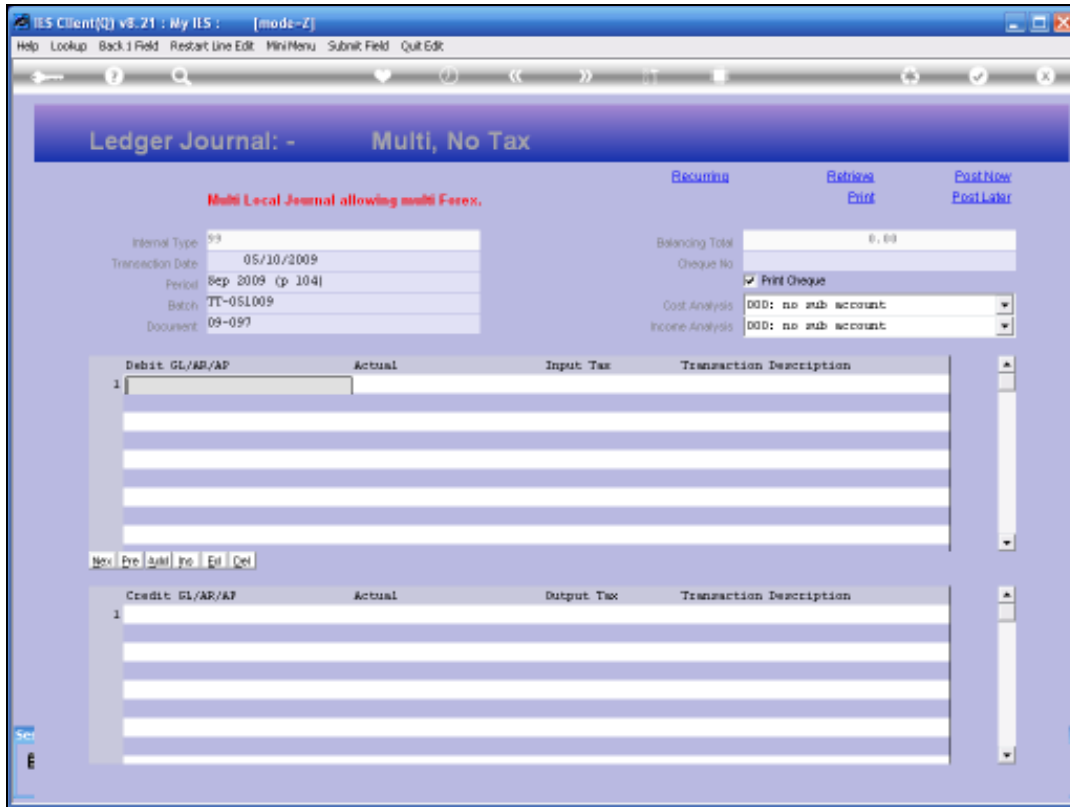


Slide 16  
Slide notes:

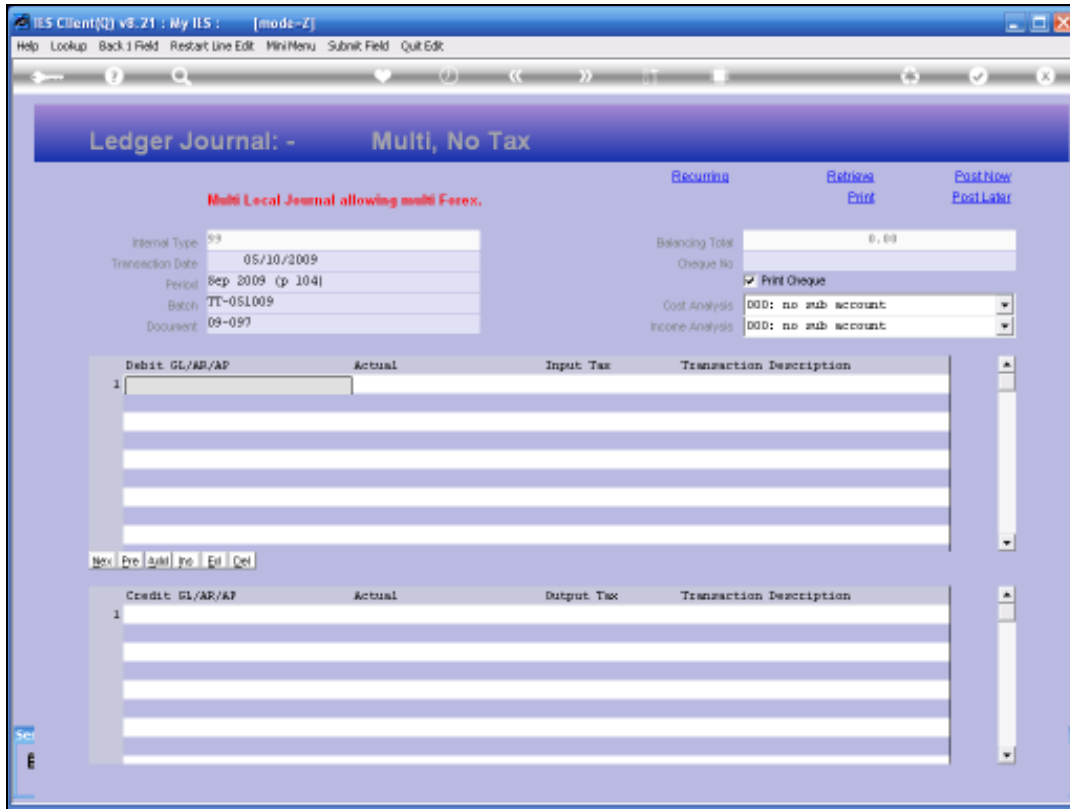




Slide 17  
Slide notes:

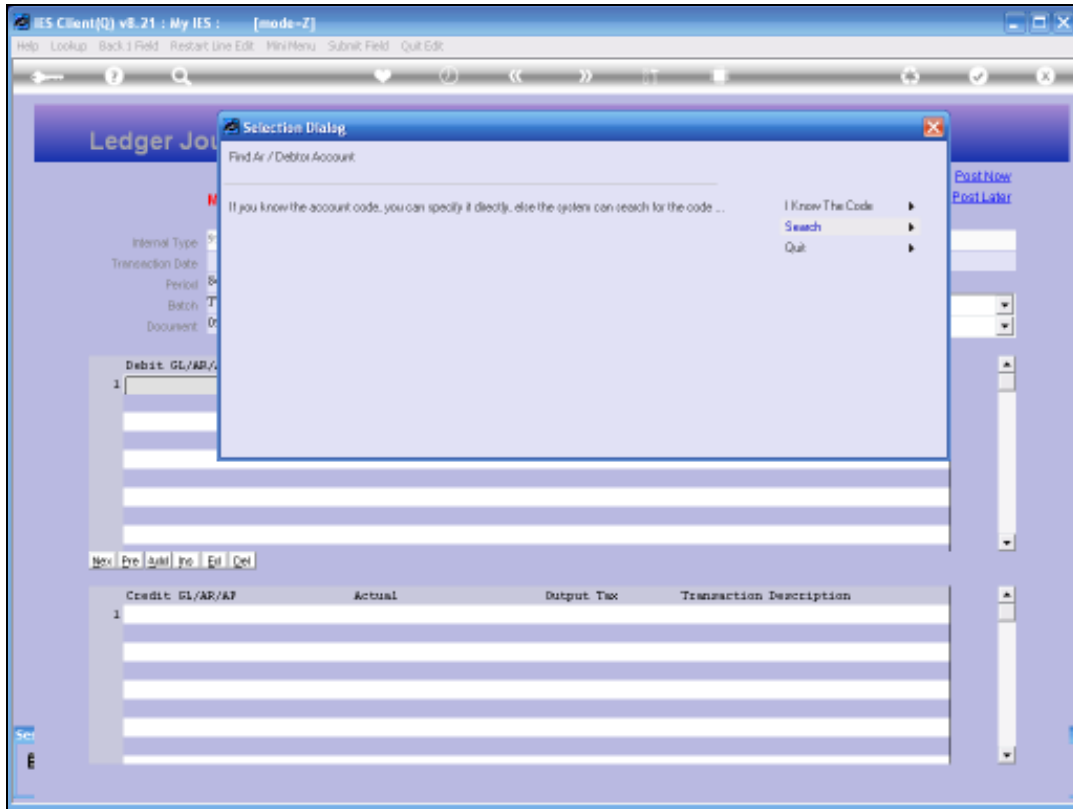


Slide 18  
Slide notes:



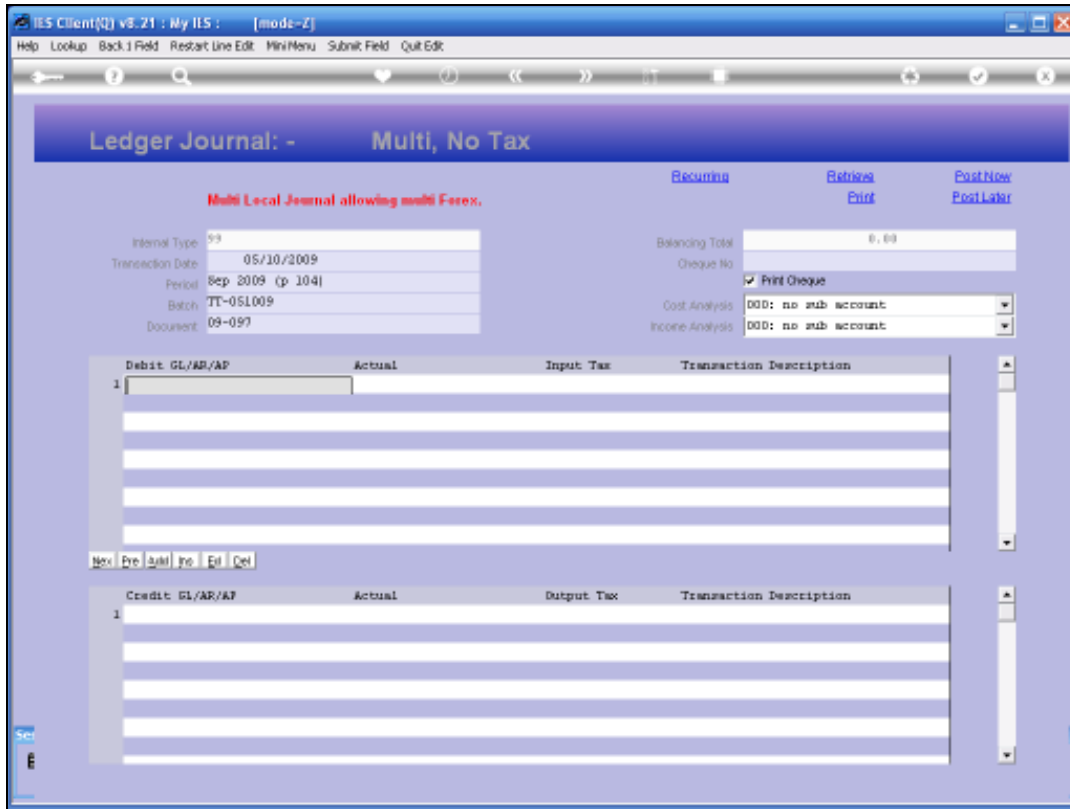
Slide 19

Slide notes: And if we want to lookup a Debtor or Creditor Account in this case, then the lookup can be invoked by pressing F2, and we will get a choice of which Account type to lookup.



Slide 20

Slide notes:



Slide 21

Slide notes: Sometimes, of course, the source document may already include the Account Numbers to process and then there is no need to lookup or find the correct Account. But when we need to find an Account by a search or lookup method, then we can do so. A more exhaustive list of methods available with lookups can be found in the tutorials that have the specific purpose of explaining how to use lookups and how to find Account Codes.