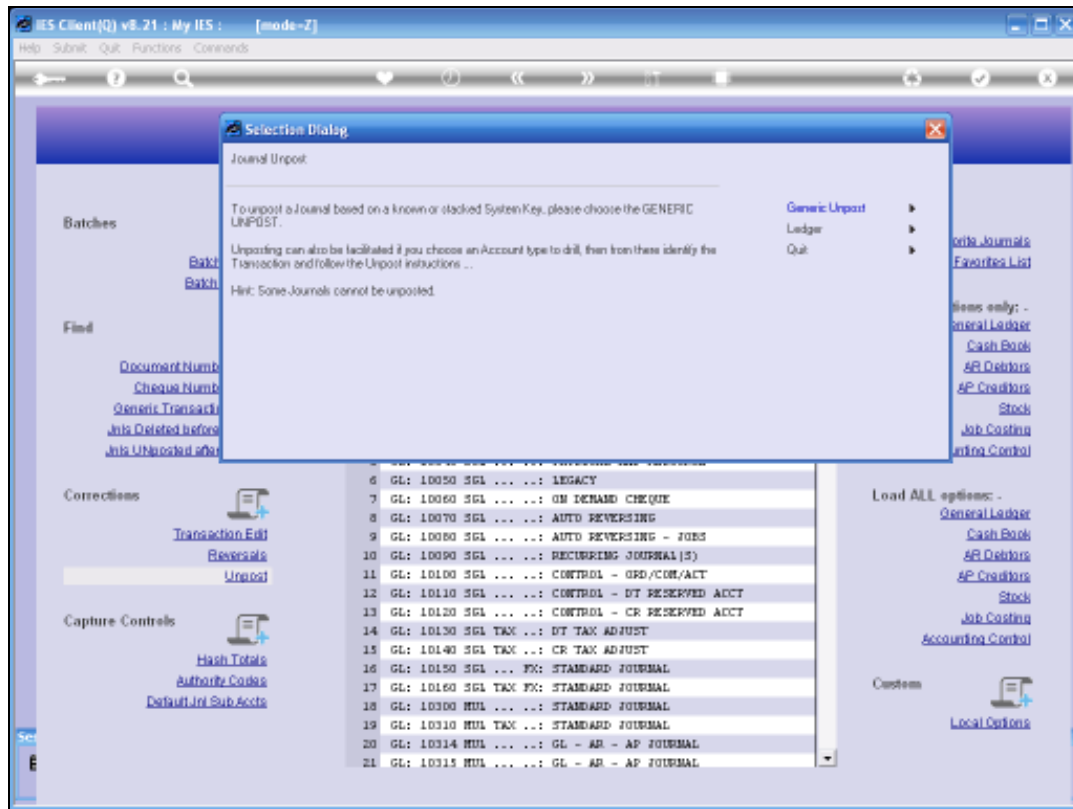




Slide 1

Slide notes: In this tutorial we are going to look at Un-posting of a Journal. The subject is a controversial one, because Generally Accepted Accounting Standards do not permit a Transaction that has been posted to be tampered with or removed. It is part of the Audit Trail and any correction should be performed by using some Reversal option and then posting the Transaction correctly. Having said that, IES has the capability to Un-post a Journal, and it is the choice of the local Financial Management whether to allow this or not. If allowed, then the system settings will determine the time interval allowed for Un-posting, but there is a system absolute maximum of 30 days after which a Journal cannot be Un-posted. Furthermore, the User must have the express privilege listed on his or her Business Profile for Journal processing, otherwise Un-posting will not be allowed.



Slide 2

Slide notes: There is a choice of Generic Transaction where the necessary Key must be provided, or else we can follow the Ledger Account drill route to reach the target Transaction and then Un-post it.

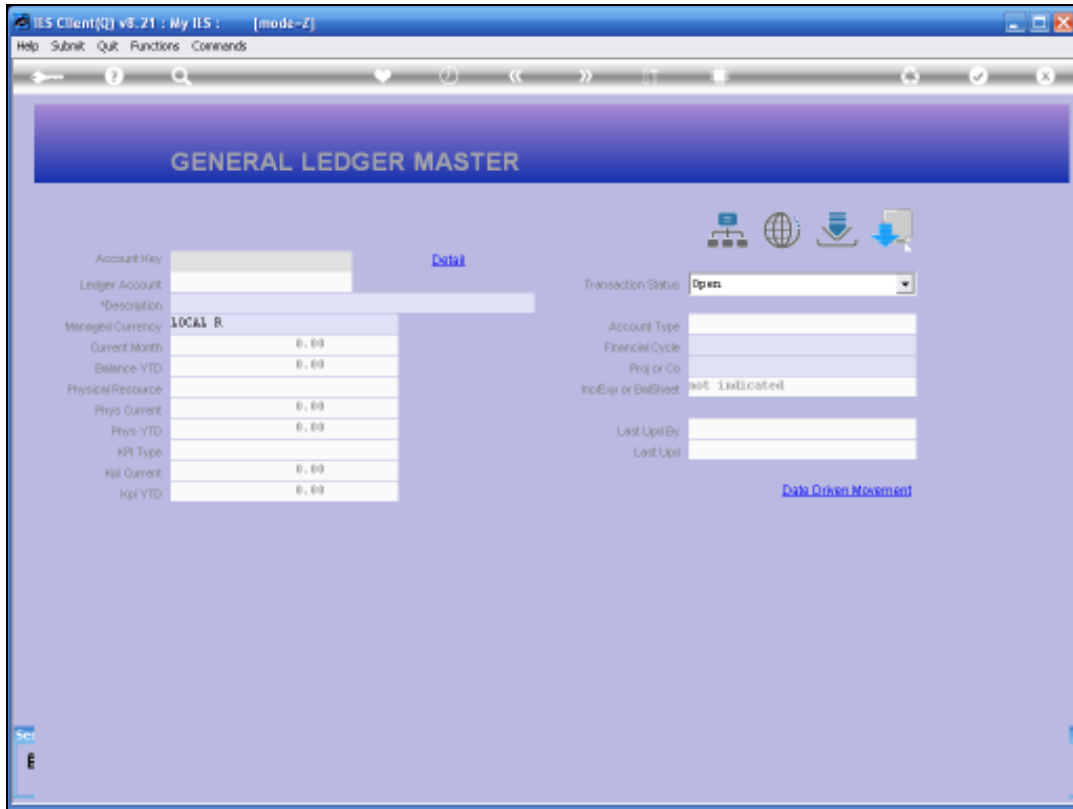
The screenshot displays the 'GENERAL LEDGER MASTER' interface within the IES Client (v8.21). The window title is 'My IES : [mode-Z]'. The interface includes a menu bar (Help, Submit, Quit, Functions, Commands) and a toolbar with navigation icons. The main content area is divided into several sections:

- Account Key:** A text input field.
- Ledger Account:** A text input field.
- Description:** A text input field.
- Managed Currency:** A text input field.
- Current Month:** A text input field.
- Balance YTD:** A text input field.
- Physical Resource:** A text input field.
- Phys Current:** A text input field.
- Phys YTD:** A text input field.
- PR Type:** A text input field.
- Hpl Current:** A text input field.
- Hpl YTD:** A text input field.

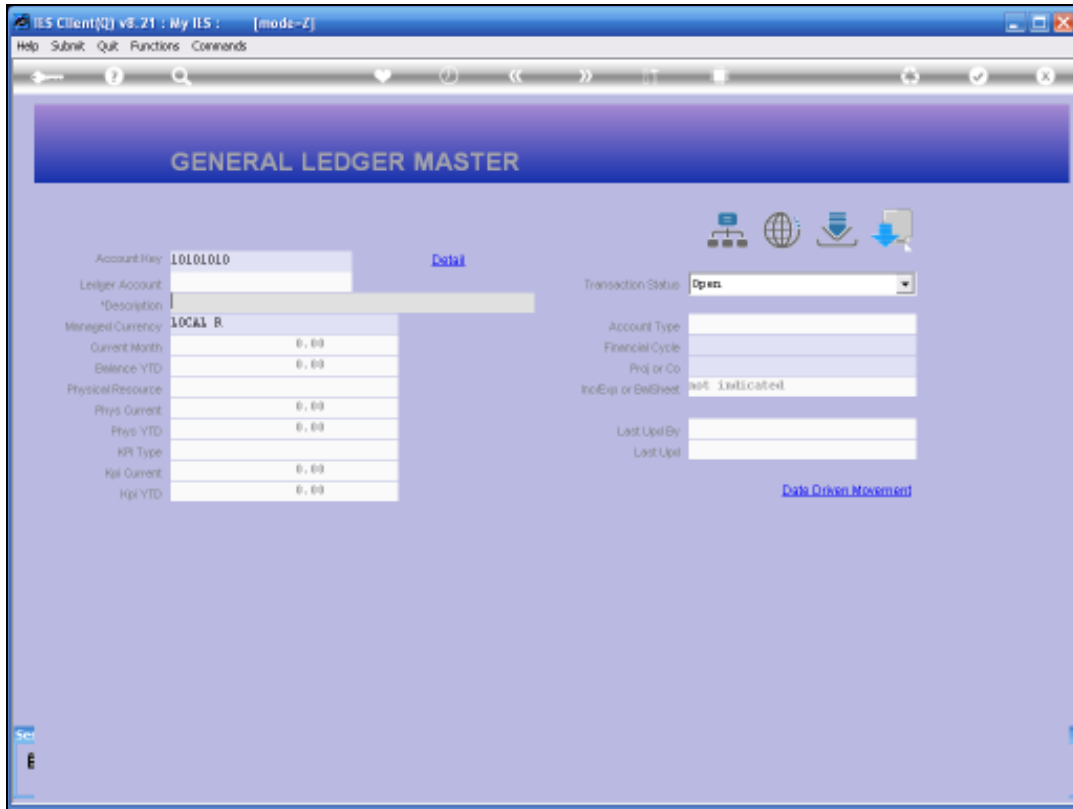
Additional elements include:

- A [Data](#) link next to the Account Key field.
- A **Transaction Status** dropdown menu.
- Fields for **Account Type**, **Financial Cycle**, **Proj or Co**, and **Inc/Exp or BalSheet**.
- Fields for **Last Upd By** and **Last Upd**.
- A [Data Driven Movement](#) link at the bottom right.

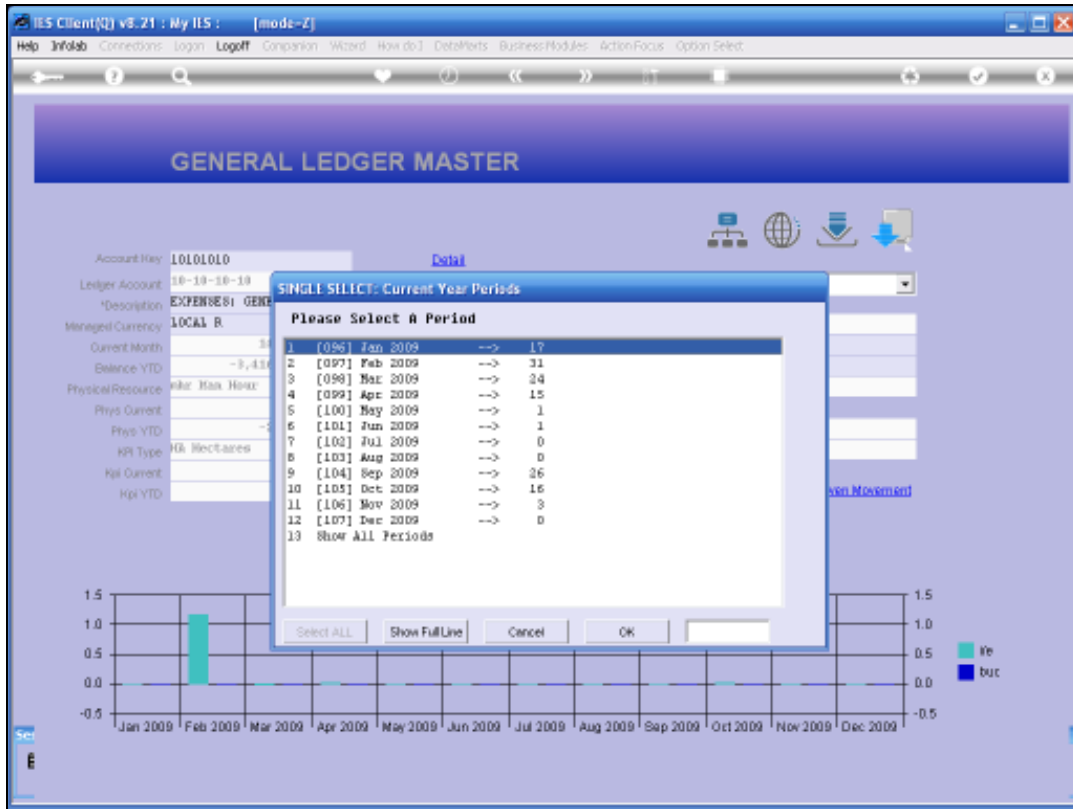
Slide 3
Slide notes:



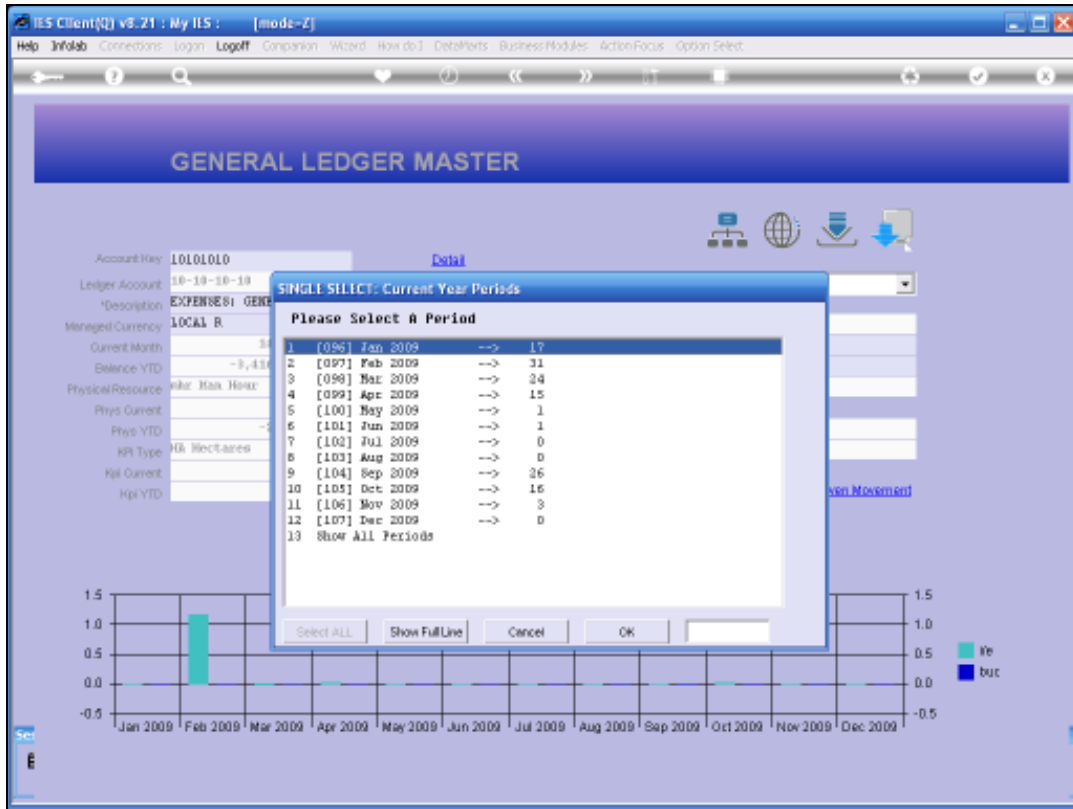
Slide 4
Slide notes:



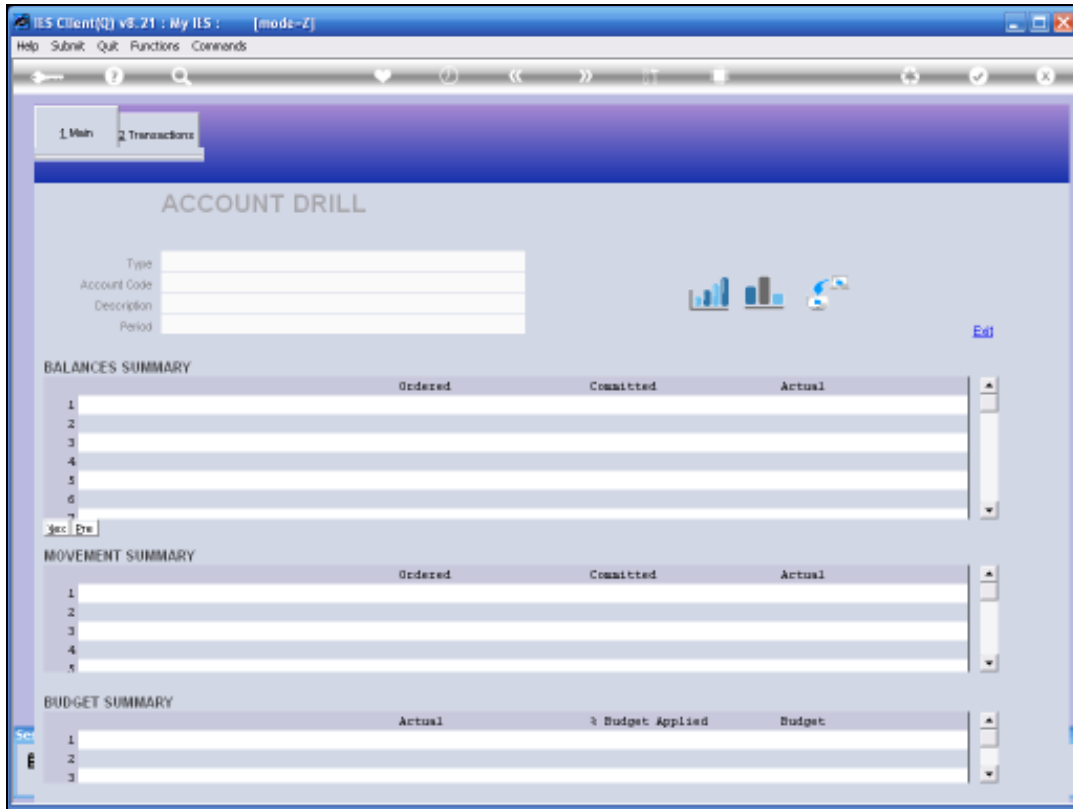
Slide 5
Slide notes:



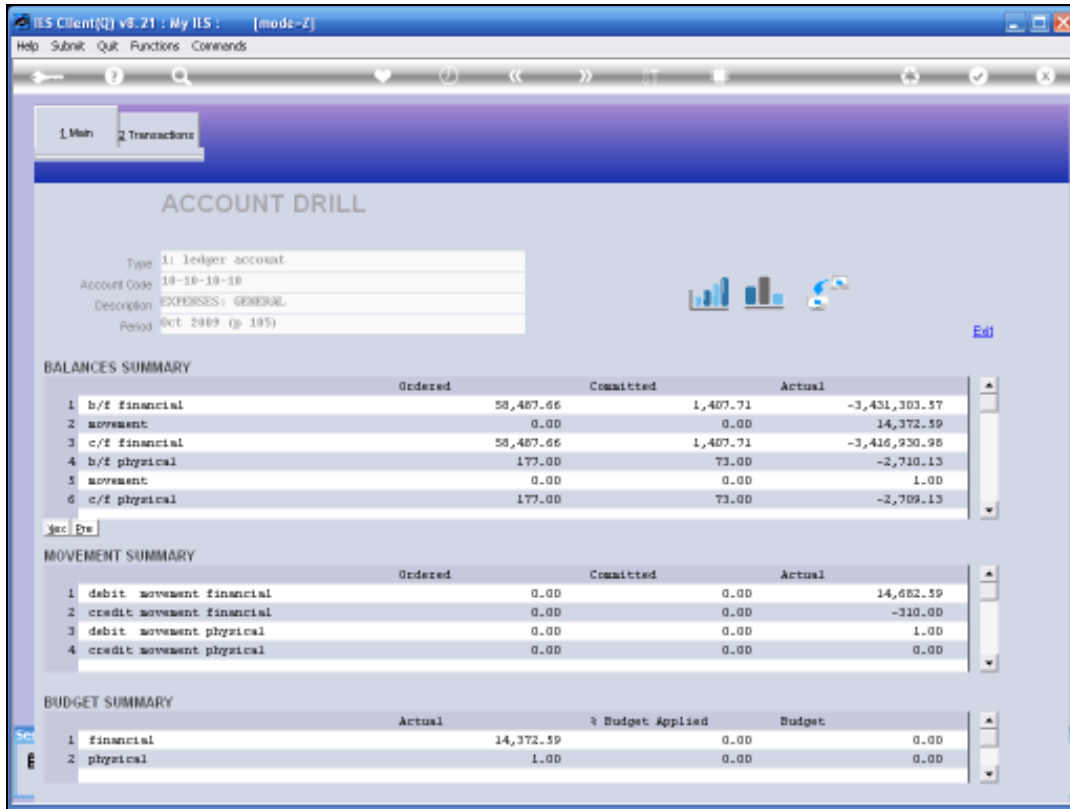
Slide 6
Slide notes:



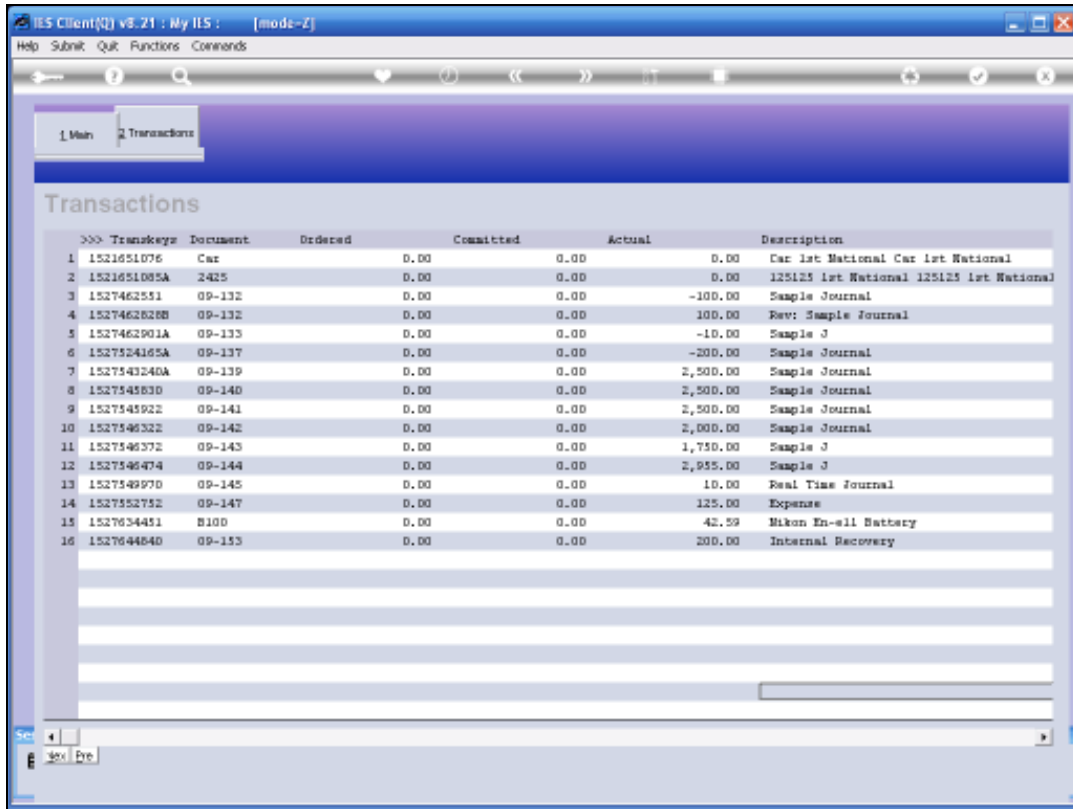
Slide 7
Slide notes:



Slide 8
Slide notes:



Slide 9
Slide notes:

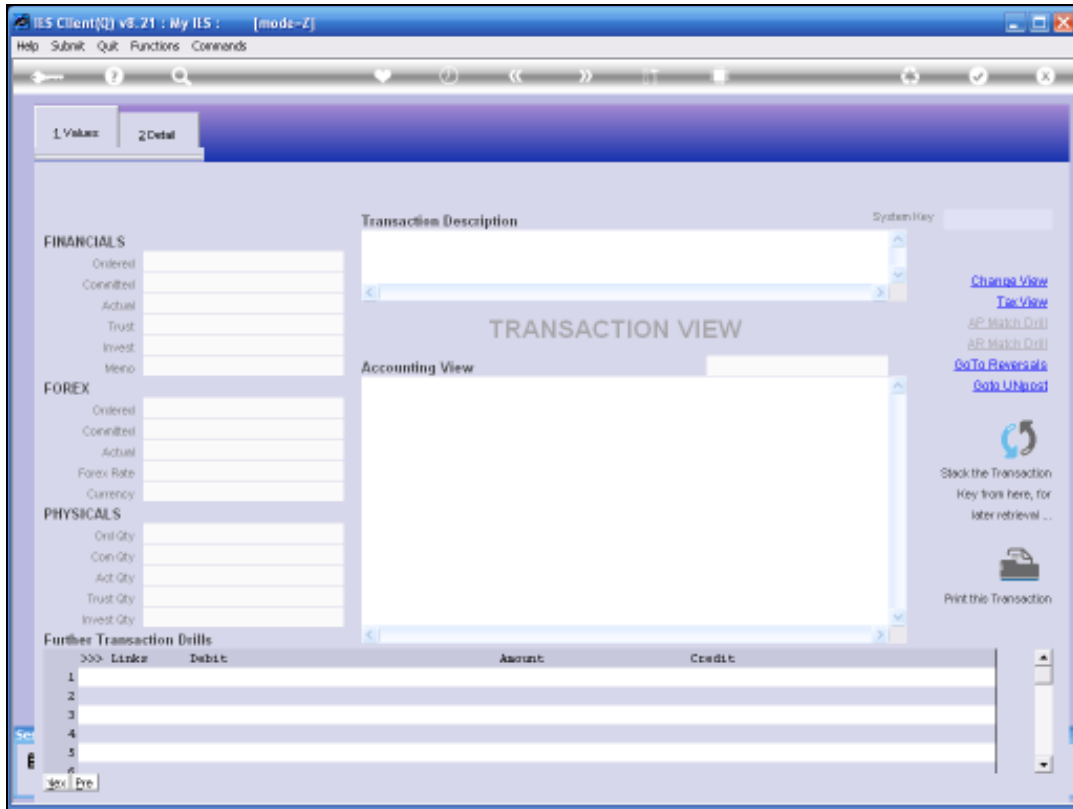


The screenshot shows a window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window contains a menu bar with "Help", "Submit", "Quit", "Functions", and "Comments". Below the menu bar is a toolbar with various icons. The main content area is titled "Transactions" and displays a table with the following data:

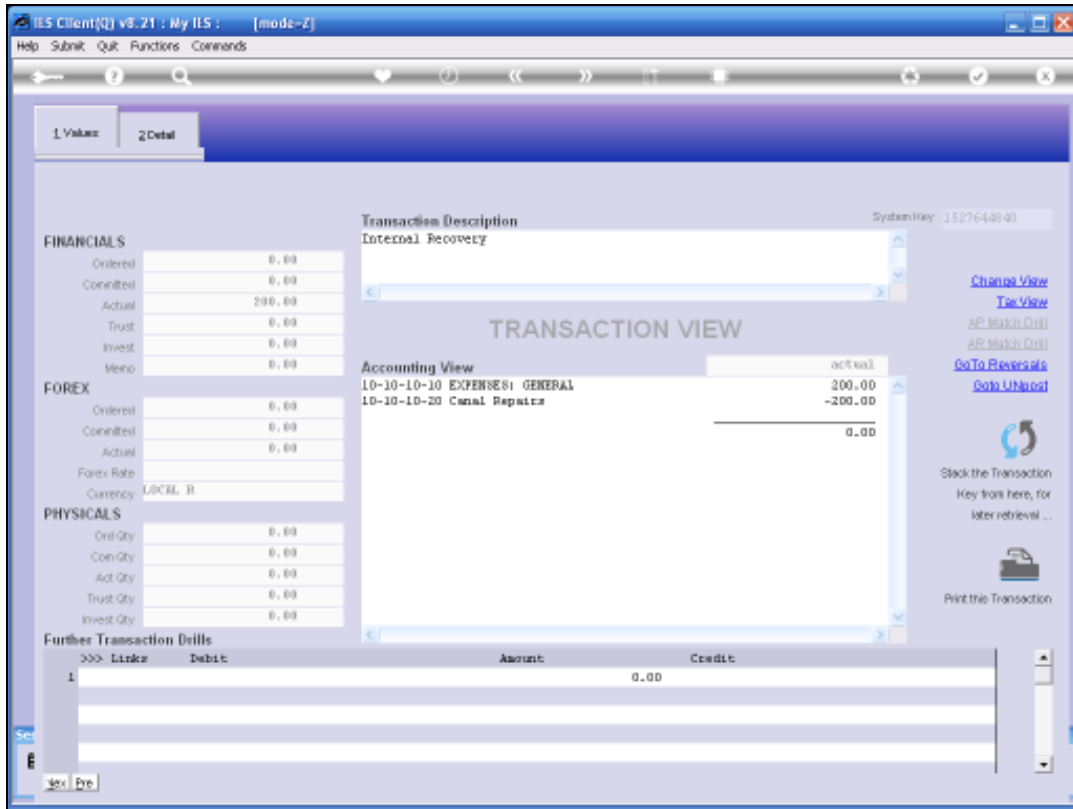
| >>> | Transkeys | Document | Ordered | Committed | Actual | Description |
|-----|-------------|----------|---------|-----------|----------|---|
| 1 | 1521651076 | Car | 0.00 | 0.00 | 0.00 | Car 1st National Car 1st National |
| 2 | 1521651085A | 2425 | 0.00 | 0.00 | 0.00 | 125125 1st National 125125 1st National |
| 3 | 1527462551 | 09-132 | 0.00 | 0.00 | -100.00 | Sample Journal |
| 4 | 1527462828B | 09-132 | 0.00 | 0.00 | 100.00 | Rev: Sample Journal |
| 5 | 1527462901A | 09-133 | 0.00 | 0.00 | -10.00 | Sample J |
| 6 | 1527524165A | 09-137 | 0.00 | 0.00 | -200.00 | Sample Journal |
| 7 | 1527543240A | 09-139 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 8 | 1527545830 | 09-140 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 9 | 1527545922 | 09-141 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 10 | 1527546322 | 09-142 | 0.00 | 0.00 | 2,000.00 | Sample Journal |
| 11 | 1527546372 | 09-143 | 0.00 | 0.00 | 1,750.00 | Sample J |
| 12 | 1527546474 | 09-144 | 0.00 | 0.00 | 2,955.00 | Sample J |
| 13 | 1527549970 | 09-145 | 0.00 | 0.00 | 10.00 | Real Time Journal |
| 14 | 1527552752 | 09-147 | 0.00 | 0.00 | 125.00 | Expense |
| 15 | 1527634451 | B100 | 0.00 | 0.00 | 42.59 | Mikon En-ell Battery |
| 16 | 1527644840 | 09-153 | 0.00 | 0.00 | 200.00 | Internal Recovery |

Slide 10

Slide notes: Let us try this one.

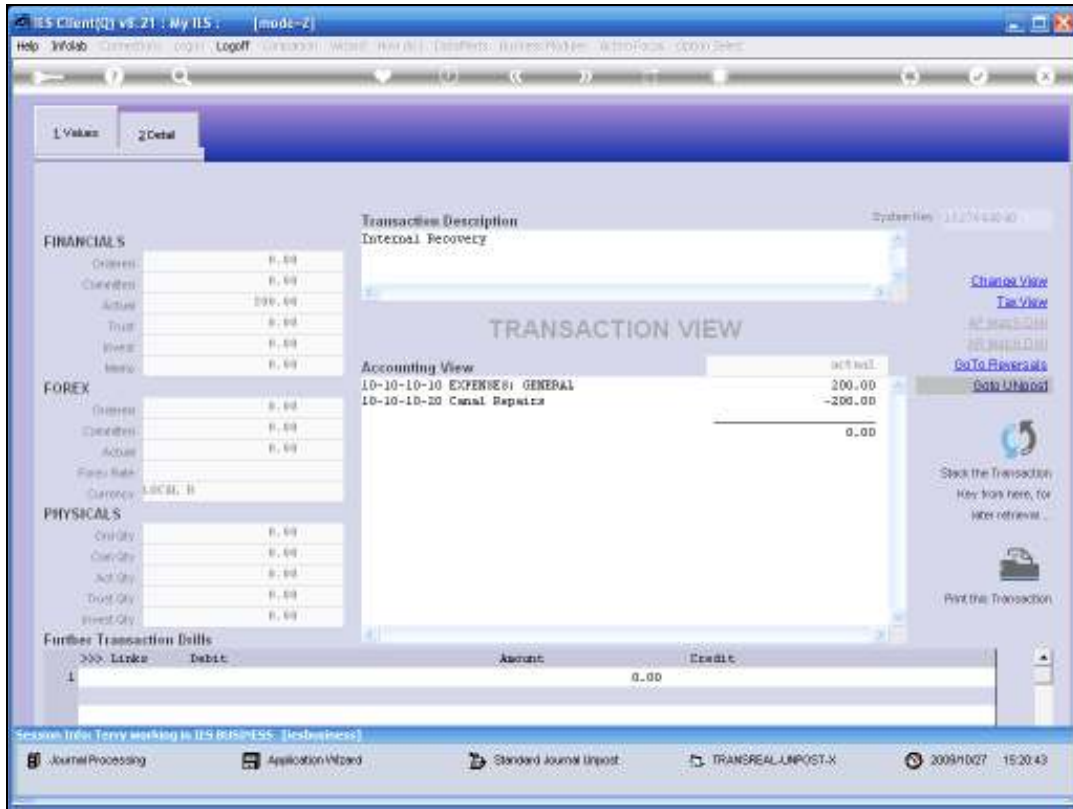


Slide 11
Slide notes:

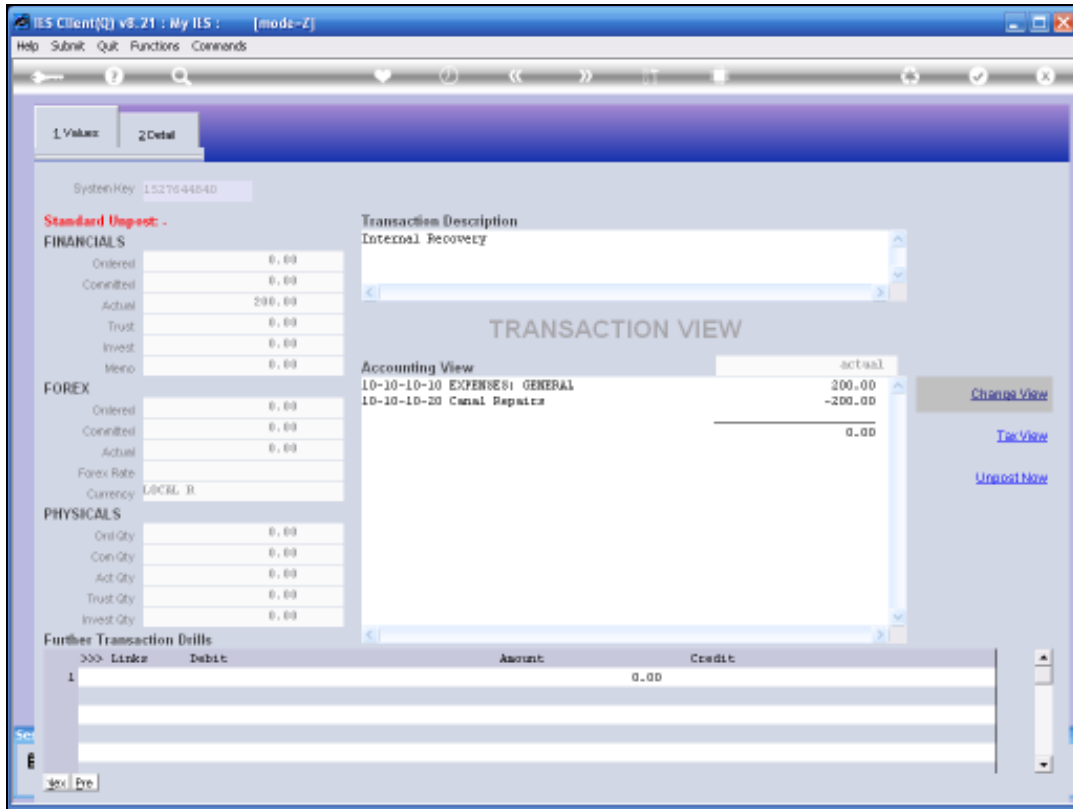


Slide 12

Slide notes: We choose 'Go To Un-Post'.

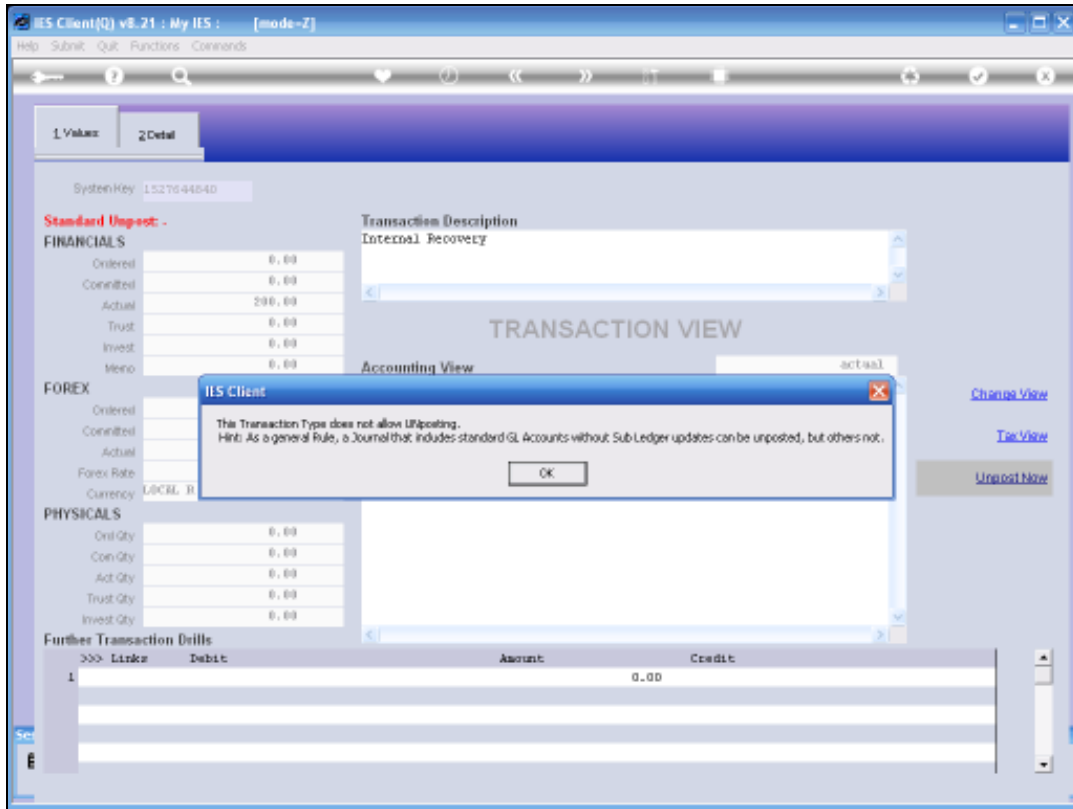


Slide 13
Slide notes:



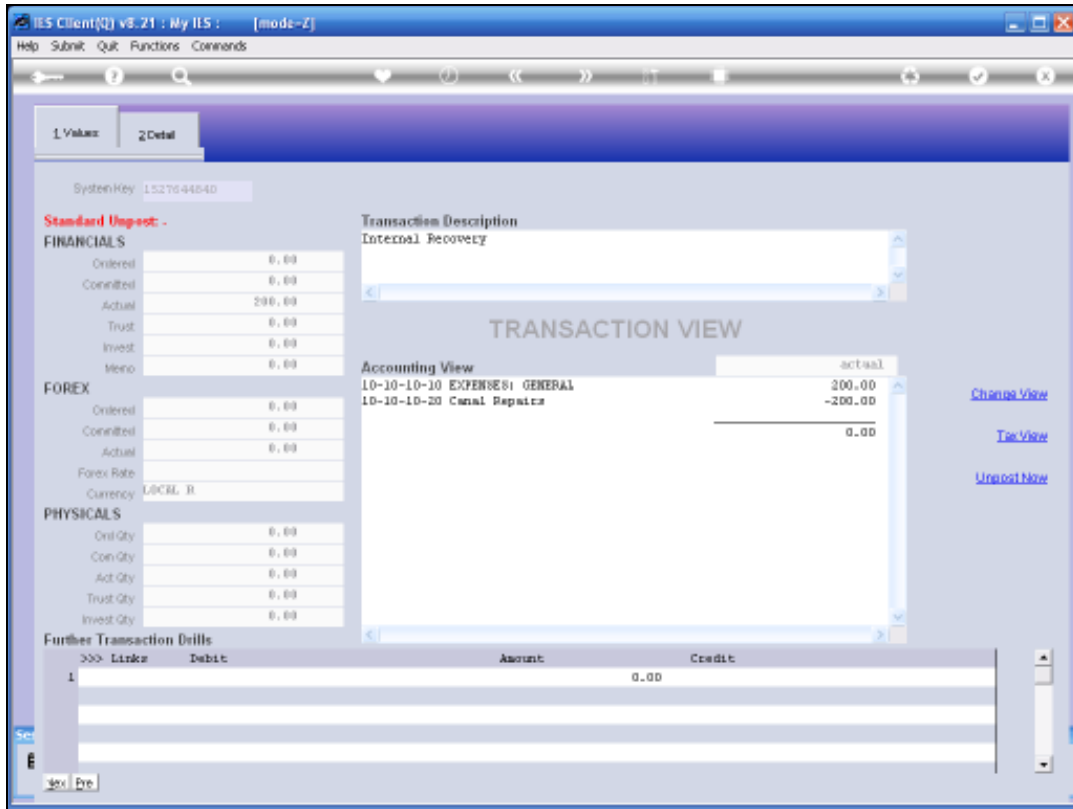
Slide 14

Slide notes: And then we choose UNPOST NOW.



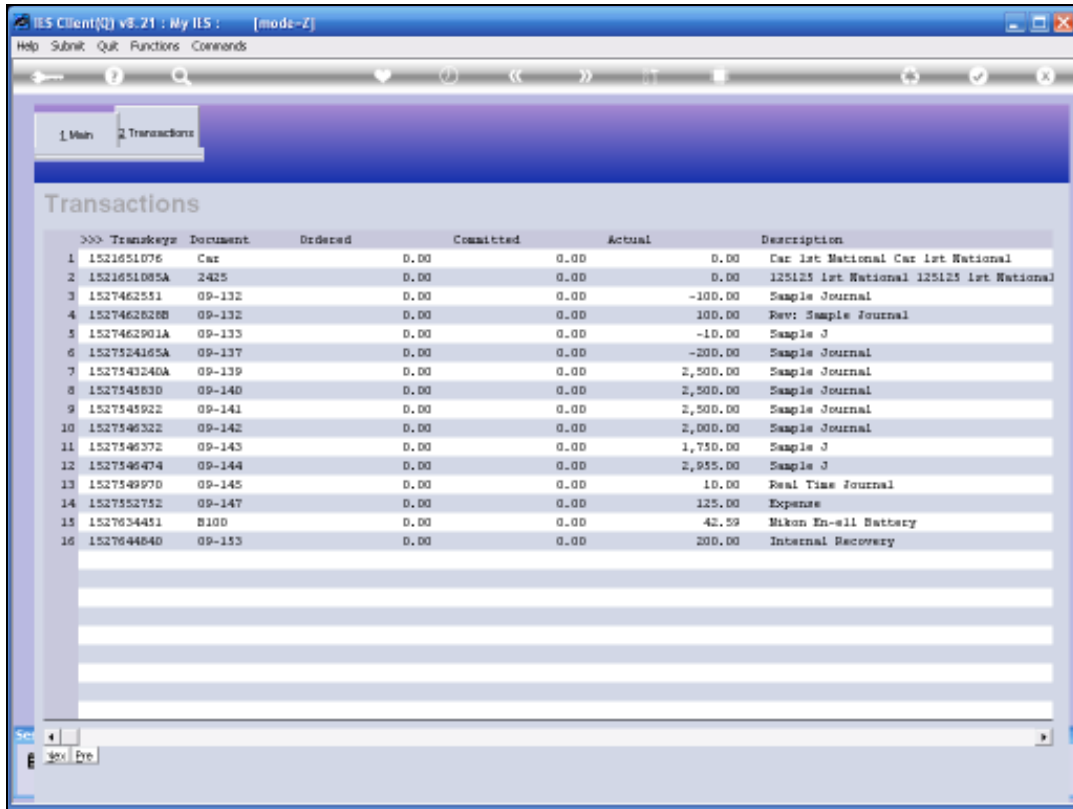
Slide 15

Slide notes: And the result in this case is that we cannot Un-post the Transaction, because there are a lot of Business Rules applied before a Transaction is released for Un-posting, and this one fails the test.



Slide 16

Slide notes:

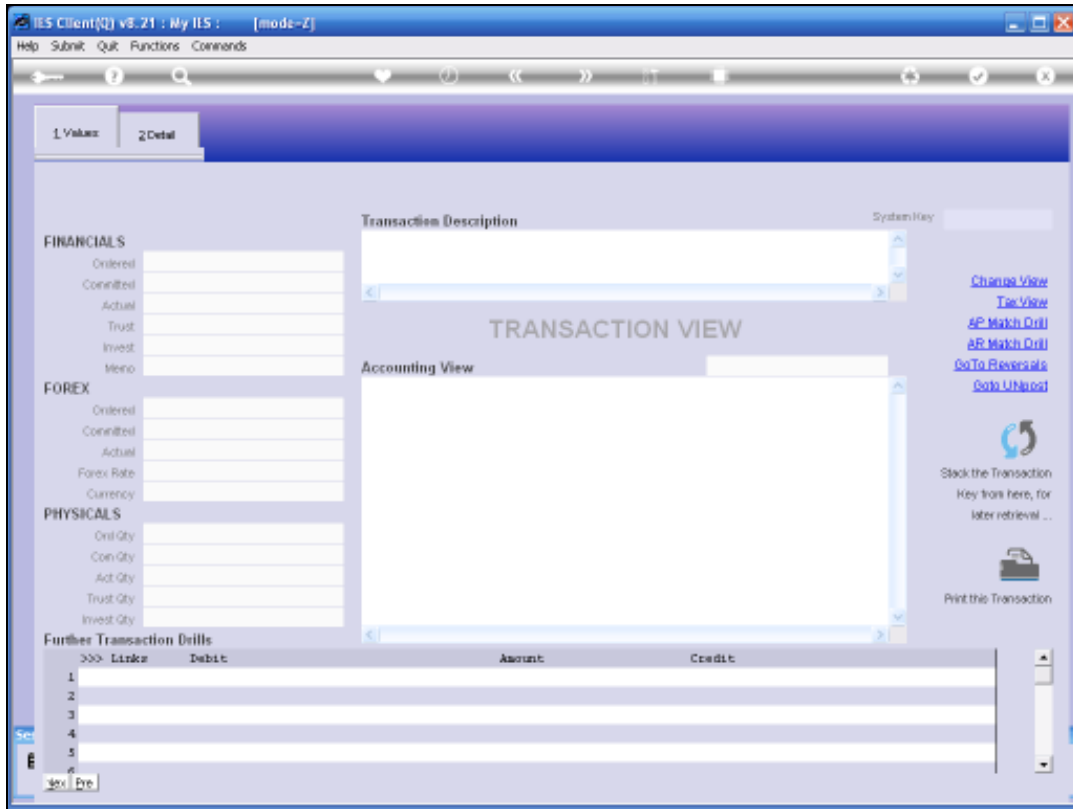


The screenshot shows a window titled 'IES Client(0) v8.21 : My IES : [mode-Z]'. The window has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Comments'. Below the menu bar is a toolbar with various icons. The main area is titled 'Transactions' and contains a table with the following columns: 'Transkeys', 'Document', 'Ordered', 'Committed', 'Actual', and 'Description'. The table lists 16 transactions with their respective values and descriptions.

| >>> Transkeys | Document | Ordered | Committed | Actual | Description |
|---------------|----------|---------|-----------|----------|---|
| 1 1521651076 | Car | 0.00 | 0.00 | 0.00 | Car 1st National Car 1st National |
| 2 1521651085A | 2425 | 0.00 | 0.00 | 0.00 | 125125 1st National 125125 1st National |
| 3 1527462551 | 09-132 | 0.00 | 0.00 | -100.00 | Sample Journal |
| 4 1527462828B | 09-132 | 0.00 | 0.00 | 100.00 | Rev: Sample Journal |
| 5 1527462901A | 09-133 | 0.00 | 0.00 | -10.00 | Sample J |
| 6 1527524165A | 09-137 | 0.00 | 0.00 | -200.00 | Sample Journal |
| 7 1527543240A | 09-139 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 8 1527545830 | 09-140 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 9 1527545922 | 09-141 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 10 1527546322 | 09-142 | 0.00 | 0.00 | 2,000.00 | Sample Journal |
| 11 1527546372 | 09-143 | 0.00 | 0.00 | 1,750.00 | Sample J |
| 12 1527546474 | 09-144 | 0.00 | 0.00 | 2,955.00 | Sample J |
| 13 1527549970 | 09-145 | 0.00 | 0.00 | 10.00 | Real Time Journal |
| 14 1527552752 | 09-147 | 0.00 | 0.00 | 125.00 | Expense |
| 15 1527634451 | B100 | 0.00 | 0.00 | 42.59 | Mikon En-ell Battery |
| 16 1527644840 | 09-153 | 0.00 | 0.00 | 200.00 | Internal Recovery |

Slide 17

Slide notes: Now, we will choose another Transaction.



Slide 18

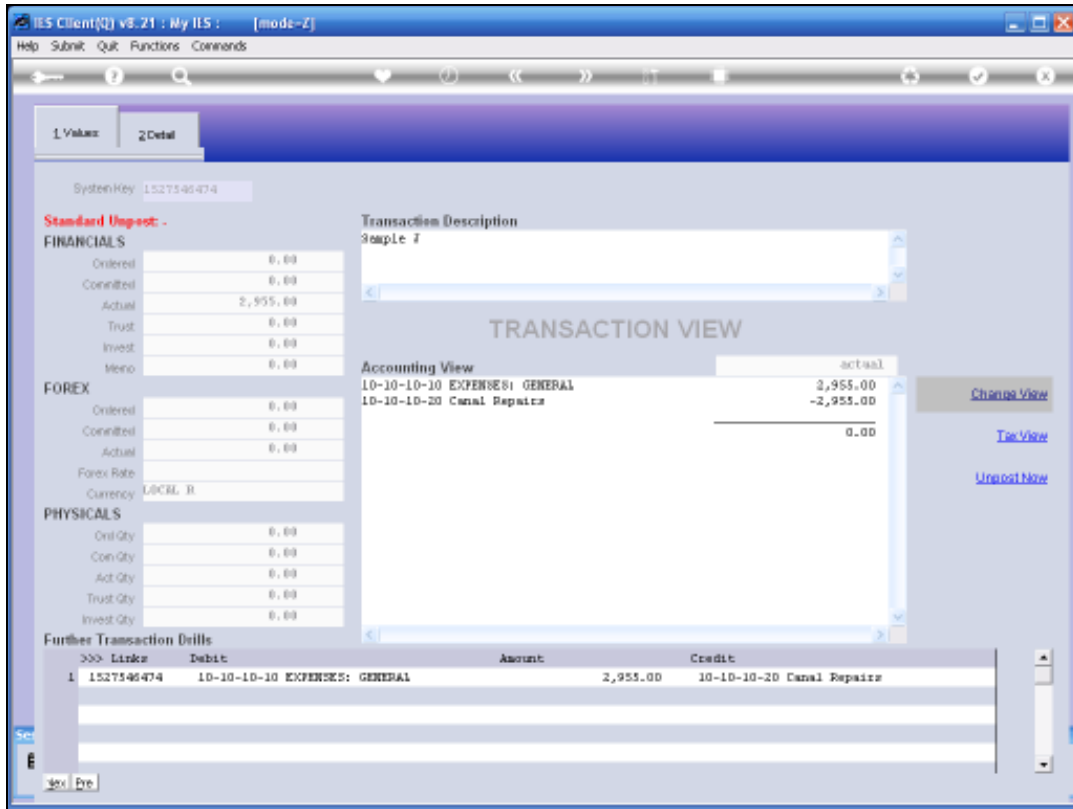
Slide notes:

The screenshot shows the IES Client (v8.21) interface. The window title is "IES Client(v8.21) : My IES : [mode-Z]". The menu bar includes "Help", "Submit", "Quit", "Functions", and "Commands". The interface has a purple header with "1 Values" and "2 Detail" tabs. The main content area is divided into several sections:

- FINANCIALS:** A table with columns for transaction type and amount. Values: Ordered (0.00), Committed (0.00), Actual (2,955.00), Trust (0.00), Invest (0.00), Memo (0.00).
- FOREX:** A table with columns for transaction type and amount. Values: Ordered (0.00), Committed (0.00), Actual (0.00). It also shows "Forex Rate" and "Currency" as "LOCAL B".
- PHYSICALS:** A table with columns for transaction type and quantity. Values: Ord Qty (0.00), Con Qty (0.00), Act Qty (0.00), Trust Qty (0.00), Invest Qty (0.00).
- Transaction Description:** "Sample 7".
- System Key:** "1527546474".
- Accounting View:** A table with columns for description and amount. Values: 10-10-10 EXPENSES: GENERAL (2,955.00), 10-10-10-20 Canal Repairs (-2,955.00), Total (0.00).
- Further Transaction Drills:** A table with columns: Link#, Debit, Amount, Credit. Row 1: 1527546474, 10-10-10 EXPENSES: GENERAL, 2,955.00, 10-10-10-20 Canal Repairs.

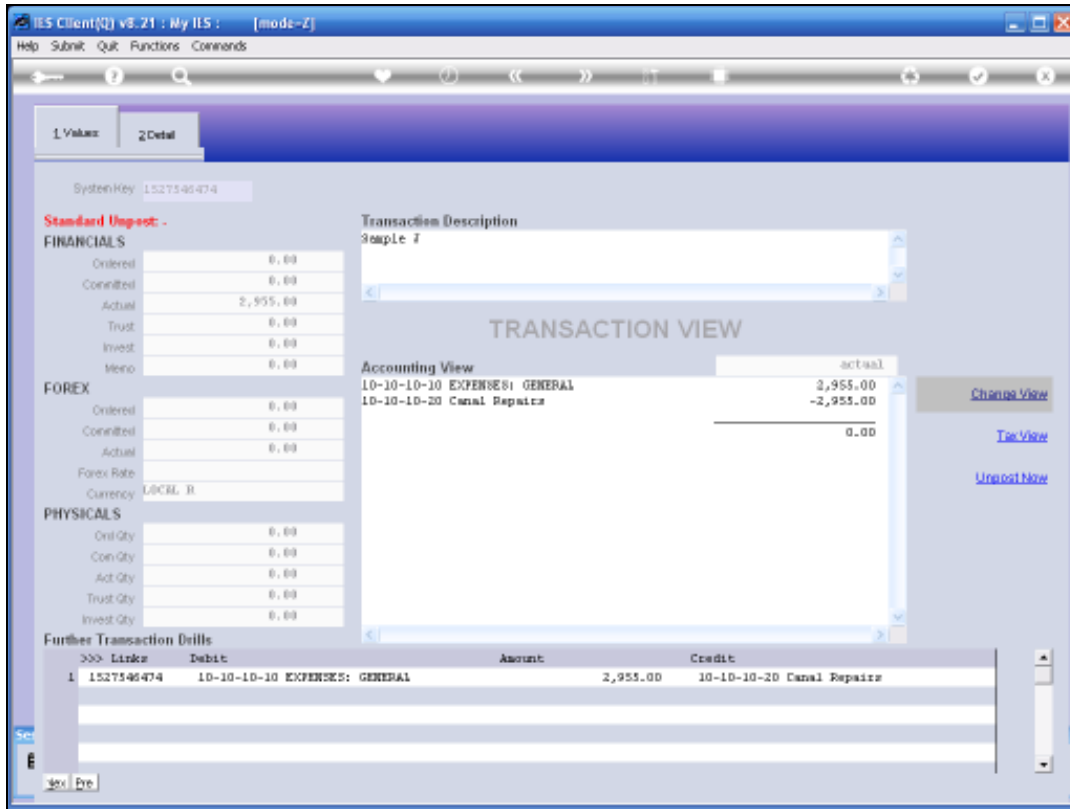
On the right side, there are links: "Change View", "Go View", "AP Match Drill", "AR Match Drill", "Go To Payments", and "Go to Unrec'd". Below these are icons for "Stack the Transaction" and "Print this Transaction".

Slide 19
Slide notes:

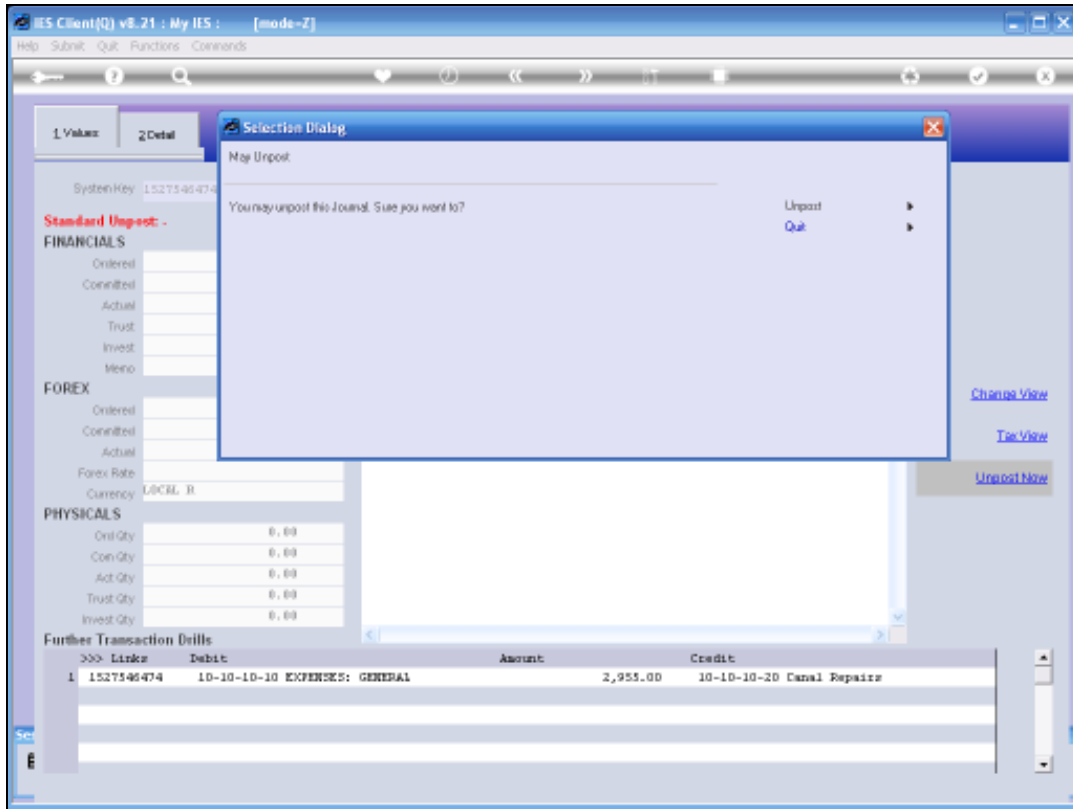


Slide 20

Slide notes:

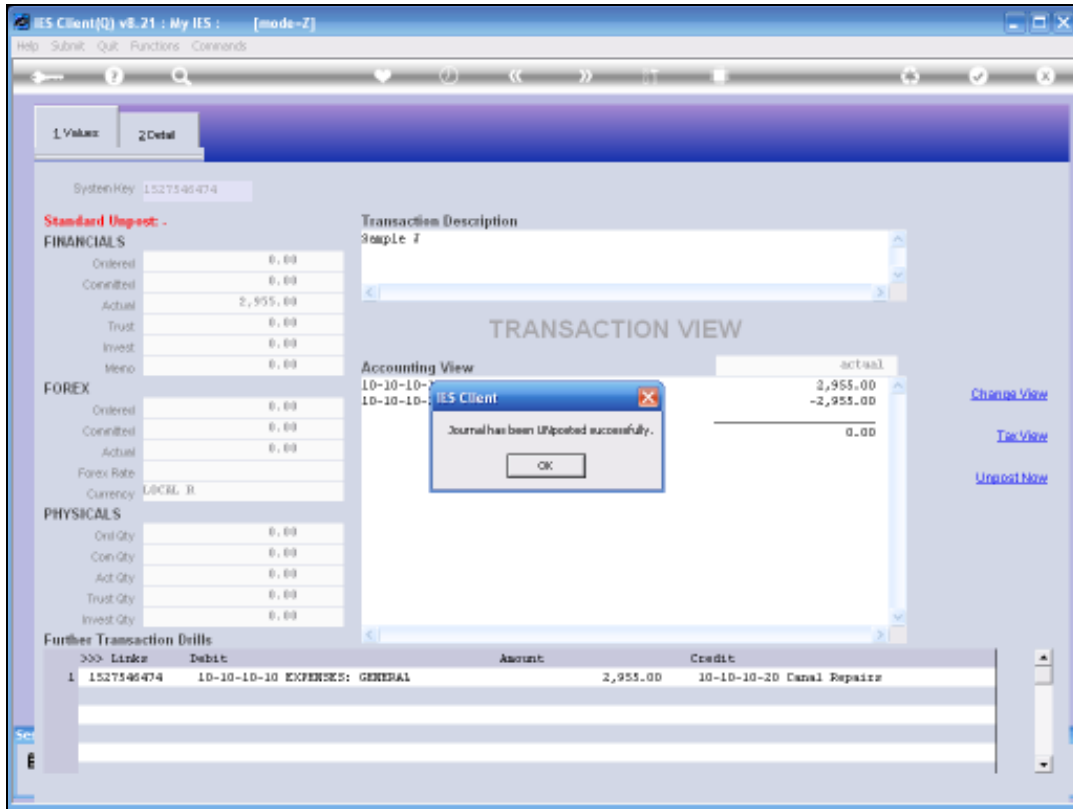


Slide 21
Slide notes:



Slide 22

Slide notes: This time the Business Rules are all passed, and the Transaction may be Un-posted.



Slide 23

Slide notes: Now the Journal is Un-posted and removed and no longer part of the Financial System. However, a record is being kept and the original Transaction is still available elsewhere, and can be reported on.

The screenshot shows the IES Client software interface. The window title is "IES Client(0) v8.21 : My IES : [mode-Z]". The menu bar includes Help, InfoTab, Connections, Login, Logout, Companion, Wizard, How do I..., Details, Business Modules, Action Focus, and Option Select. The interface has two tabs: "1 Values" and "2 Detail".

FINANCIALS

| | |
|-----------|----------|
| Ordered | 0.00 |
| Committed | 0.00 |
| Actual | 2,955.00 |
| Trust | 0.00 |
| Invest | 0.00 |
| Memo | 0.00 |

FOREX

| | |
|------------|----------|
| Ordered | 0.00 |
| Committed | 0.00 |
| Actual | 0.00 |
| Forex Rate | |
| Currency | LOCAL B. |

PHYSICALS

| | |
|------------|------|
| Ord Qty | 0.00 |
| Com Qty | 0.00 |
| Act Qty | 0.00 |
| Trust Qty | 0.00 |
| Invest Qty | 0.00 |

Transaction Description
Sample J

System Key: 1527546474

TRANSACTION VIEW

Accounting View

| | actual |
|----------------------------|-----------|
| 10-10-10 EXPENSES: GENERAL | 2,955.00 |
| 10-10-10-20 Canal Repairs | -2,955.00 |
| | <hr/> |
| | 0.00 |

Further Transaction Drills

| >>> Link# | Debit | Amount | Credit |
|--------------|----------------------------|----------|---------------------------|
| 1 1527546474 | 10-10-10 EXPENSES: GENERAL | 2,955.00 | 10-10-10-20 Canal Repairs |

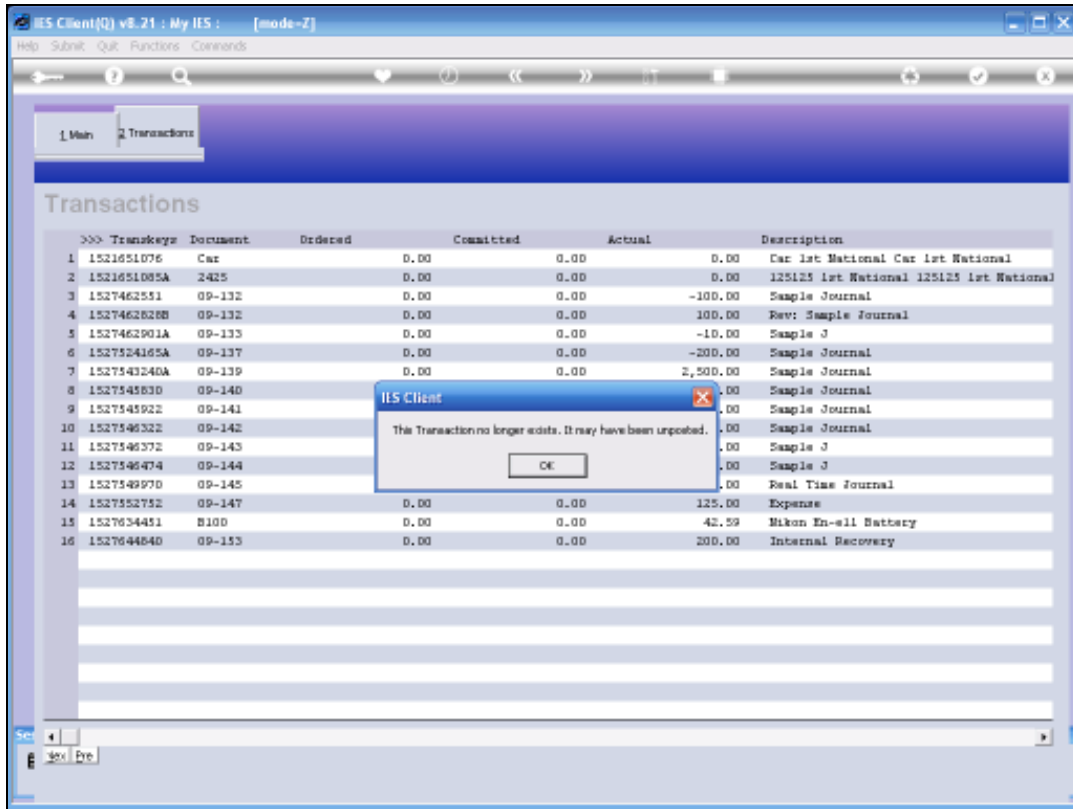
On the right side, there are links: [Change View](#), [Tab View](#), [AP Match Drill](#), [AR Match Drill](#), [Go To Payments](#), and [Go to Unrec'd](#). Below these are icons for "Stack the Transaction" and "Print this Transaction".

Slide 24
Slide notes:

| >>> | Transkeys | Document | Ordered | Committed | Actual | Description |
|-----|-------------|----------|---------|-----------|----------|---|
| 1 | 1521651076 | Car | 0.00 | 0.00 | 0.00 | Car 1st National Car 1st National |
| 2 | 1521651085A | 2425 | 0.00 | 0.00 | 0.00 | 125125 1st National 125125 1st National |
| 3 | 1527462551 | 09-132 | 0.00 | 0.00 | -100.00 | Sample Journal |
| 4 | 1527462828B | 09-132 | 0.00 | 0.00 | 100.00 | Rev: Sample Journal |
| 5 | 1527462901A | 09-133 | 0.00 | 0.00 | -10.00 | Sample J |
| 6 | 1527524165A | 09-137 | 0.00 | 0.00 | -200.00 | Sample Journal |
| 7 | 1527543240A | 09-139 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 8 | 1527545830 | 09-140 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 9 | 1527545922 | 09-141 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 10 | 1527546322 | 09-142 | 0.00 | 0.00 | 2,000.00 | Sample Journal |
| 11 | 1527546372 | 09-143 | 0.00 | 0.00 | 1,750.00 | Sample J |
| 12 | 1527546474 | 09-144 | 0.00 | 0.00 | 2,955.00 | Sample J |
| 13 | 1527549970 | 09-145 | 0.00 | 0.00 | 10.00 | Real Time Journal |
| 14 | 1527552752 | 09-147 | 0.00 | 0.00 | 125.00 | Expense |
| 15 | 1527634451 | B100 | 0.00 | 0.00 | 42.59 | Mikon En-ell Battery |
| 16 | 1527644840 | 09-153 | 0.00 | 0.00 | 200.00 | Internal Recovery |

Slide 25

Slide notes: The original drill still shows the presence of this Transaction, because the drill has not yet been refreshed.



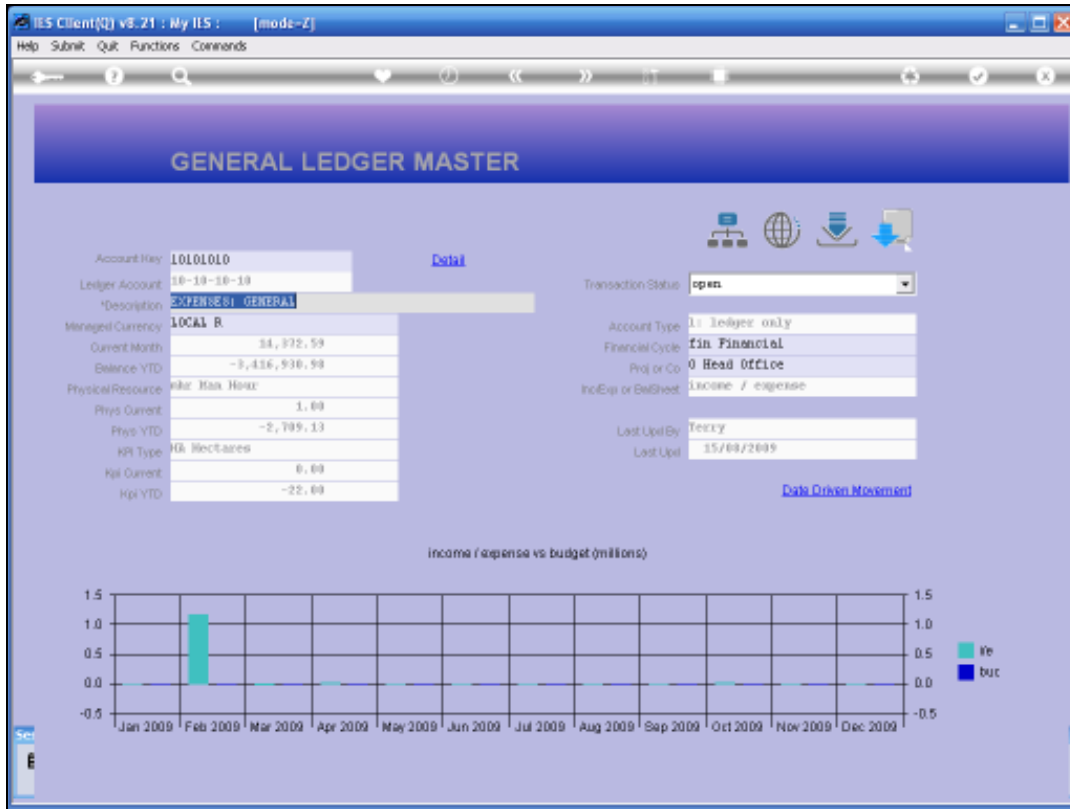
Slide 26

Slide notes: But if we try to drill it now, we have confirmation that the Transaction is gone.

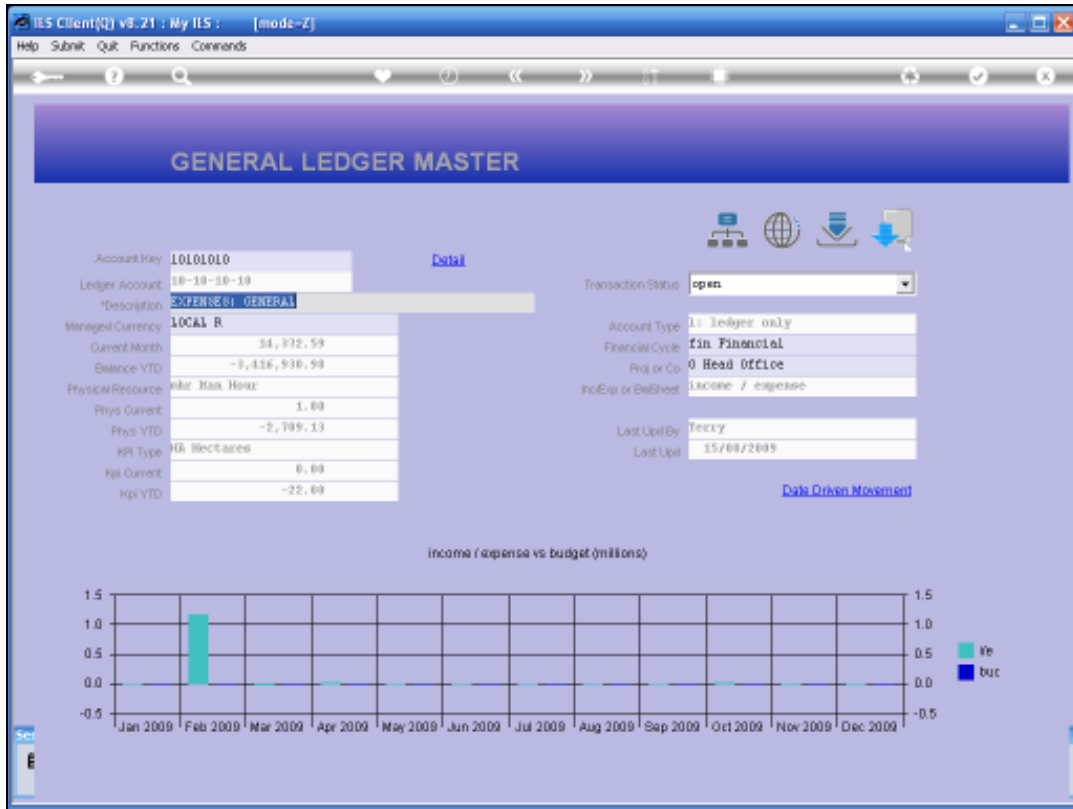
The screenshot shows a window titled 'IES Client(0) v8.21 : My IES : [mode-Z]'. The window has a menu bar with 'Help', 'Submit', 'Quit', 'Functions', and 'Commands'. Below the menu bar is a toolbar with various icons. The main area is titled 'Transactions' and contains a table with the following data:

| >>> | Transkeys | Document | Ordered | Committed | Actual | Description |
|-----|-------------|----------|---------|-----------|----------|---|
| 1 | 1521651076 | Car | 0.00 | 0.00 | 0.00 | Car 1st National Car 1st National |
| 2 | 1521651085A | 2425 | 0.00 | 0.00 | 0.00 | 125125 1st National 125125 1st National |
| 3 | 1527462551 | 09-132 | 0.00 | 0.00 | -100.00 | Sample Journal |
| 4 | 1527462828B | 09-132 | 0.00 | 0.00 | 100.00 | Rev: Sample Journal |
| 5 | 1527462901A | 09-133 | 0.00 | 0.00 | -10.00 | Sample J |
| 6 | 1527524165A | 09-137 | 0.00 | 0.00 | -200.00 | Sample Journal |
| 7 | 1527543240A | 09-139 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 8 | 1527545830 | 09-140 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 9 | 1527545922 | 09-141 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 10 | 1527546322 | 09-142 | 0.00 | 0.00 | 2,000.00 | Sample Journal |
| 11 | 1527546372 | 09-143 | 0.00 | 0.00 | 1,750.00 | Sample J |
| 12 | 1527546474 | 09-144 | 0.00 | 0.00 | 2,955.00 | Sample J |
| 13 | 1527549970 | 09-145 | 0.00 | 0.00 | 10.00 | Real Time Journal |
| 14 | 1527552752 | 09-147 | 0.00 | 0.00 | 125.00 | Expense |
| 15 | 1527634451 | B100 | 0.00 | 0.00 | 42.59 | Mikon En-ell Battery |
| 16 | 1527644840 | 09-153 | 0.00 | 0.00 | 200.00 | Internal Recovery |

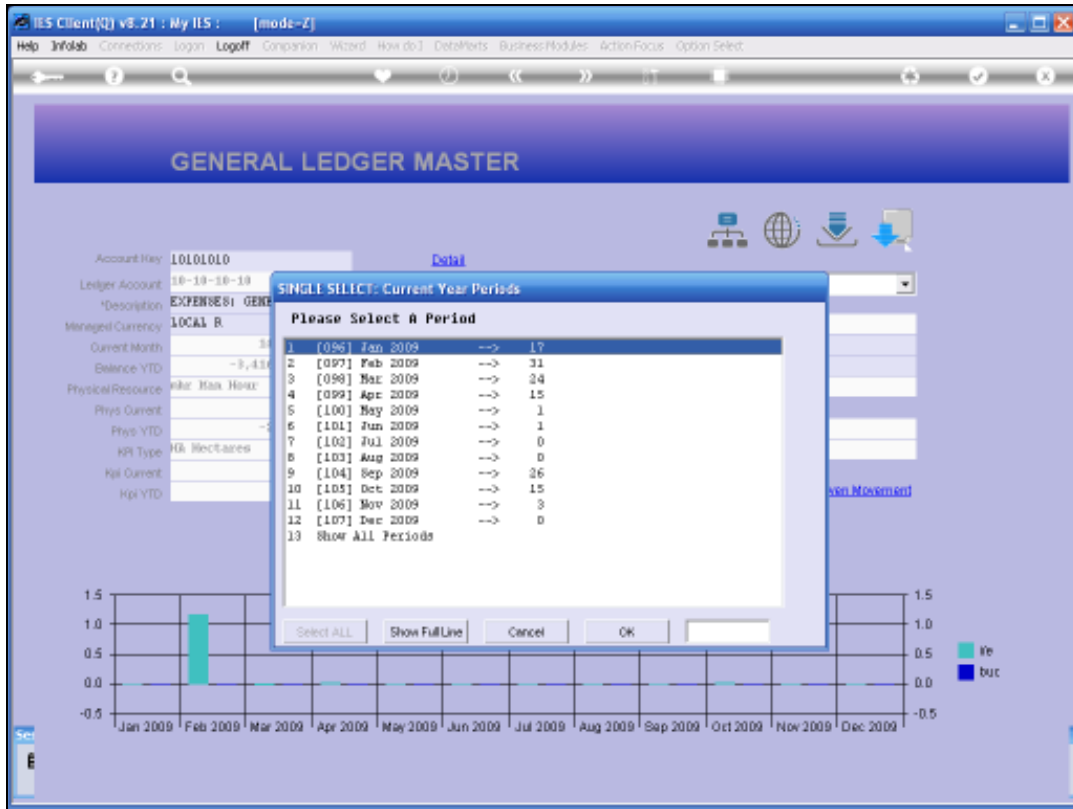
Slide 27
Slide notes:



Slide 28
Slide notes:

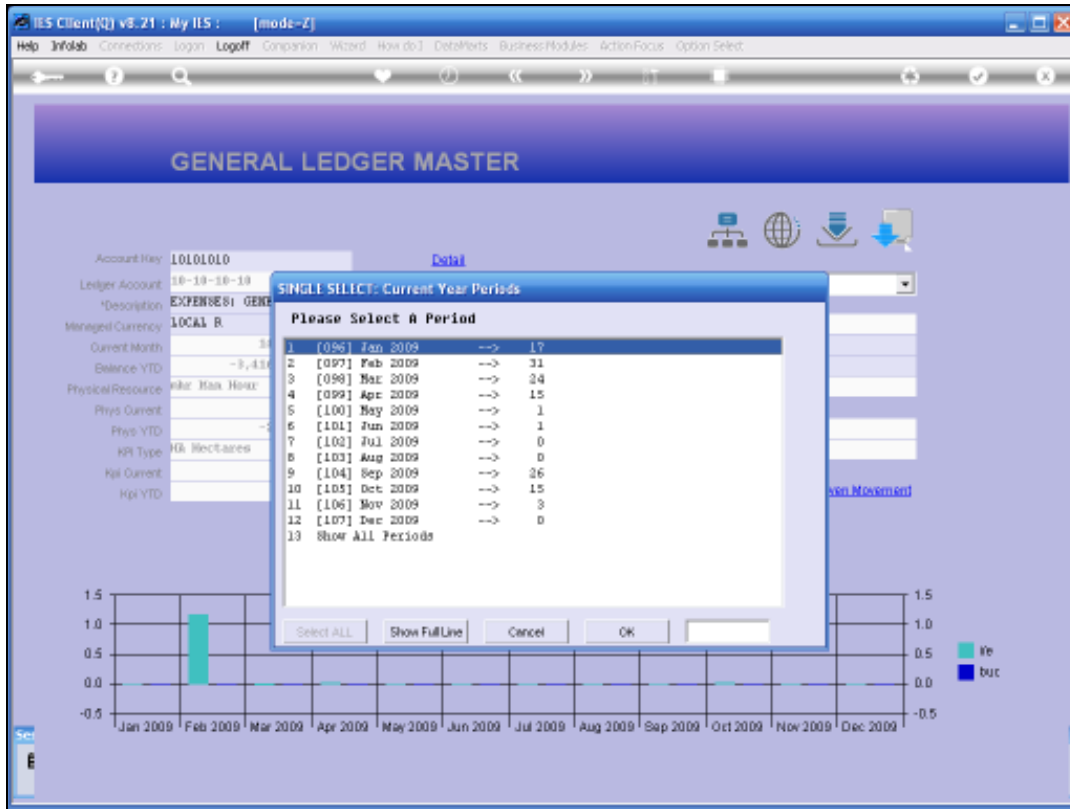


Slide 29
Slide notes:

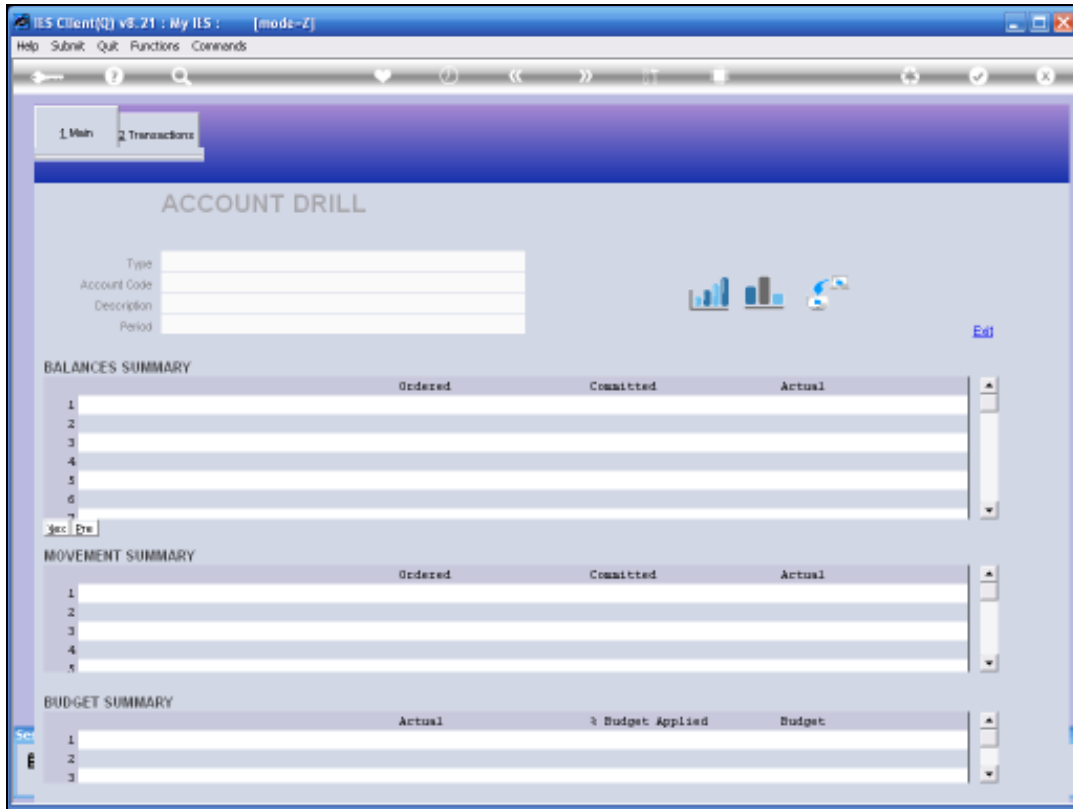


Slide 30

Slide notes:

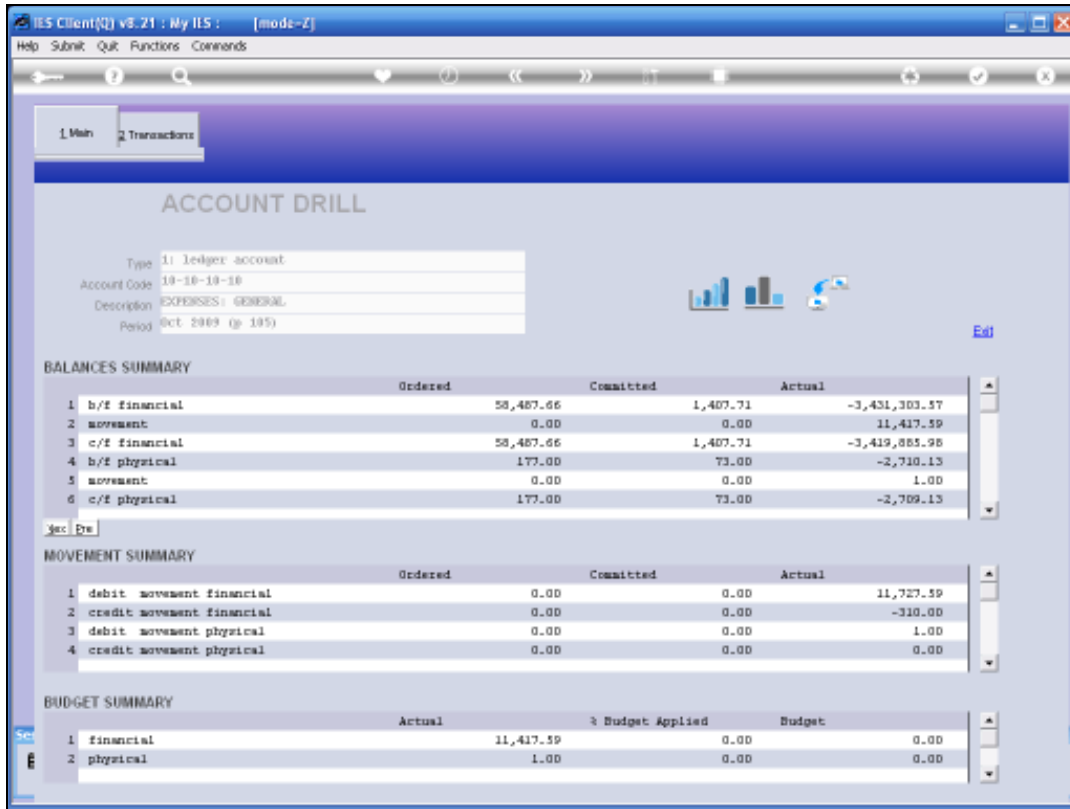


Slide 31
Slide notes:

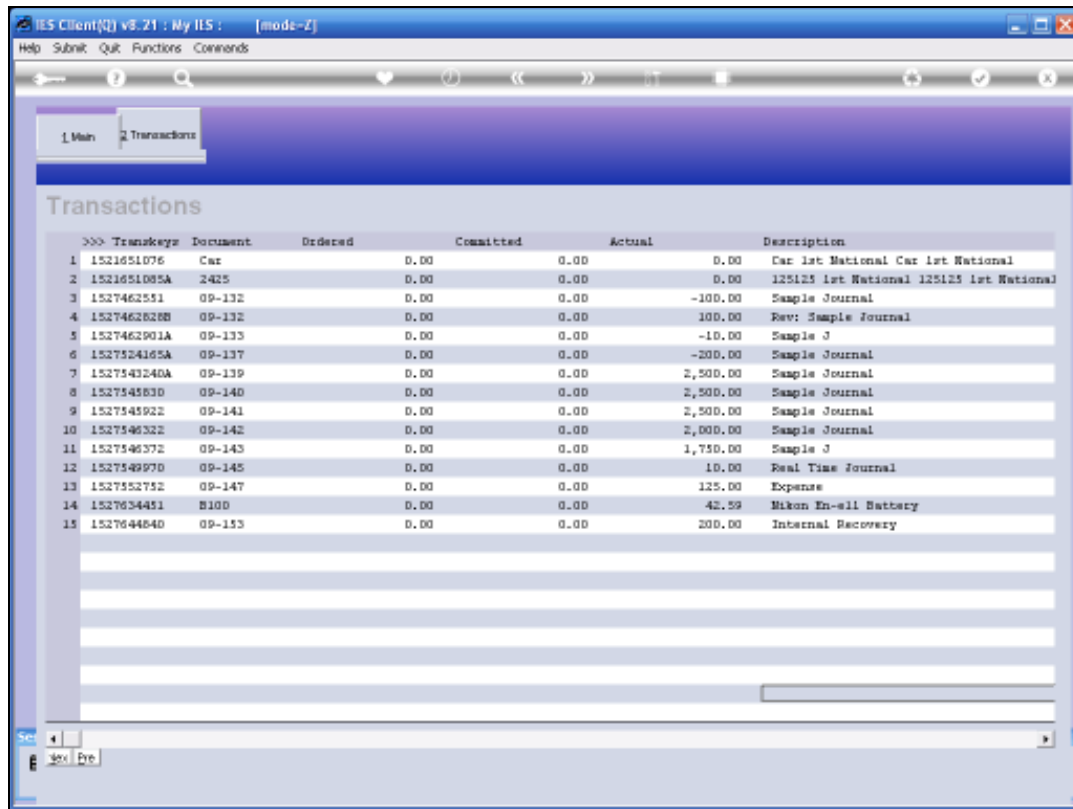


Slide 32

Slide notes:



Slide 33
Slide notes:



The screenshot shows a window titled "IES Client(0) v8.21 : My IES : [mode-Z]". The window has a menu bar with "Help", "Submit", "Quit", "Functions", and "Comments". Below the menu bar is a toolbar with various icons. The main area is titled "Transactions" and contains a table with the following columns: Transkeys, Document, Ordered, Committed, Actual, and Description. The table lists 15 transactions with their respective values and descriptions.

| >>> Transkeys | Document | Ordered | Committed | Actual | Description |
|---------------|----------|---------|-----------|----------|---|
| 1 1521651076 | Car | 0.00 | 0.00 | 0.00 | Car 1st National Car 1st National |
| 2 1521651085A | 2425 | 0.00 | 0.00 | 0.00 | 125125 1st National 125125 1st National |
| 3 1527462551 | 09-132 | 0.00 | 0.00 | -100.00 | Sample Journal |
| 4 1527462828B | 09-132 | 0.00 | 0.00 | 100.00 | Rev: Sample Journal |
| 5 1527462901A | 09-133 | 0.00 | 0.00 | -10.00 | Sample J |
| 6 1527524165A | 09-137 | 0.00 | 0.00 | -200.00 | Sample Journal |
| 7 1527543240A | 09-139 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 8 152754583D | 09-140 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 9 152754592E | 09-141 | 0.00 | 0.00 | 2,500.00 | Sample Journal |
| 10 152754632E | 09-142 | 0.00 | 0.00 | 2,000.00 | Sample Journal |
| 11 1527546372 | 09-143 | 0.00 | 0.00 | 1,750.00 | Sample J |
| 12 152754997D | 09-145 | 0.00 | 0.00 | 10.00 | Real Time Journal |
| 13 1527552752 | 09-147 | 0.00 | 0.00 | 125.00 | Expense |
| 14 1527634451 | B100 | 0.00 | 0.00 | 42.59 | Nikon En-611 Battery |
| 15 152764484D | 09-153 | 0.00 | 0.00 | 200.00 | Internal Recovery |

Slide 34

Slide notes: And when we re-enter and refresh the Account Drill, then this Transaction is no longer on the list.

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

Help Submit Quit Functions Commands

1 Main 2 Transactions

Transactions

| Ordered | Committed | Actual | Description |
|---------|-----------|--------|--|
| 1 | 0.00 | 0.00 | 0.00 Car 1st National Car 1st National |
| 2 | 0.00 | 0.00 | 0.00 125125 1st National 125125 1st National |
| 3 | 0.00 | 0.00 | -100.00 Sample Journal |
| 4 | 0.00 | 0.00 | 100.00 Rev: Sample Journal |
| 5 | 0.00 | 0.00 | -10.00 Sample J |
| 6 | 0.00 | 0.00 | -200.00 Sample Journal |
| 7 | 0.00 | 0.00 | 2,500.00 Sample Journal |
| 8 | 0.00 | 0.00 | 2,500.00 Sample Journal |
| 9 | 0.00 | 0.00 | 2,500.00 Sample Journal |
| 10 | 0.00 | 0.00 | 2,000.00 Sample Journal |
| 11 | 0.00 | 0.00 | 1,750.00 Sample J |
| 12 | 0.00 | 0.00 | 10.00 Real Time Journal |
| 13 | 0.00 | 0.00 | 125.00 Expense |
| 14 | 0.00 | 0.00 | 42.59 Nikon En-ell Battery |
| 15 | 0.00 | 0.00 | 200.00 Internal Recovery |

Slide 35

Slide notes: