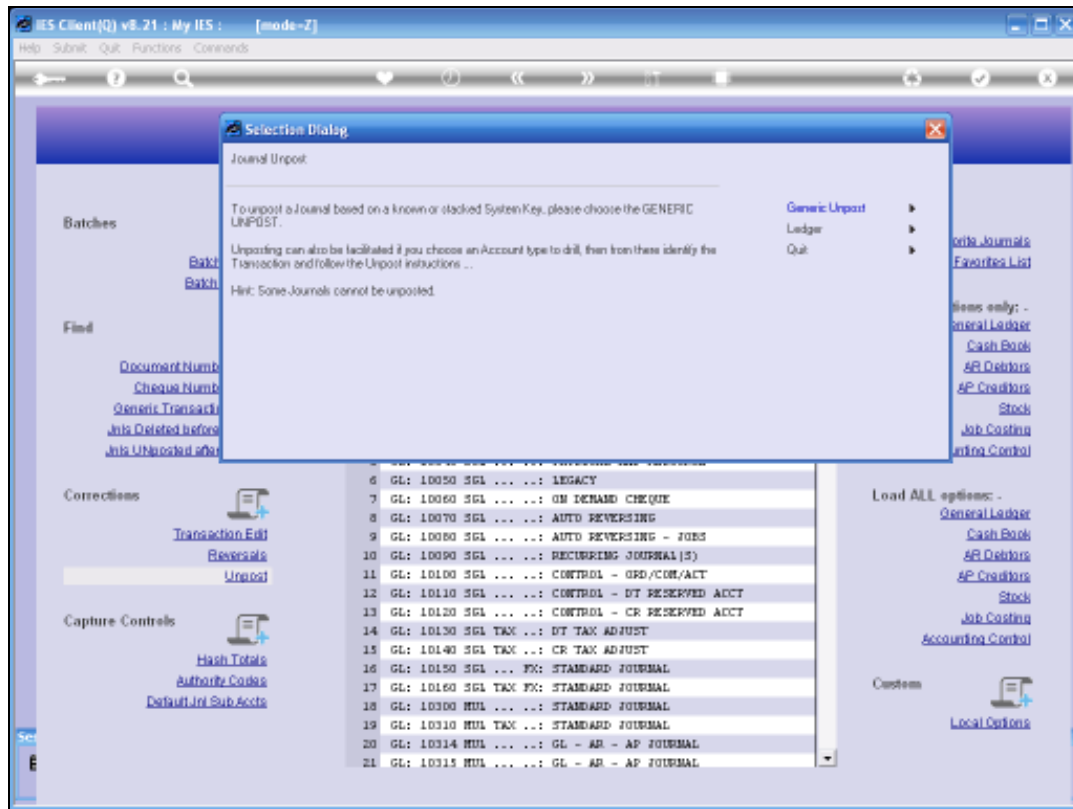Slide 1

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.
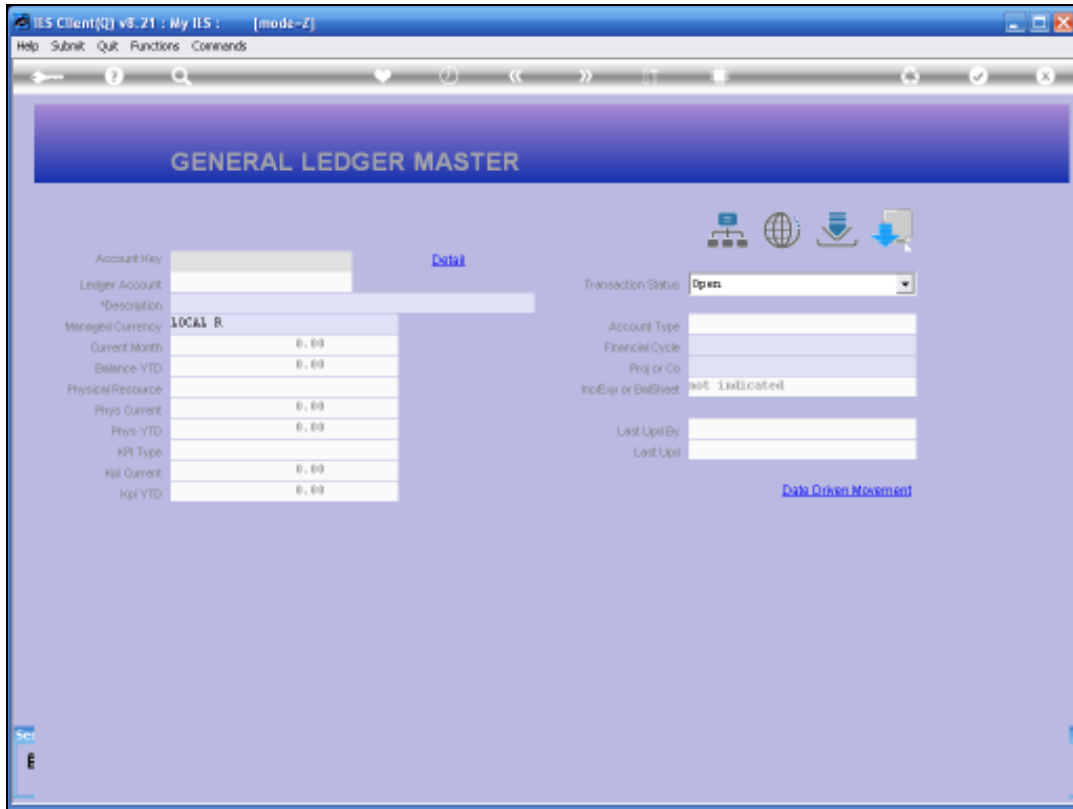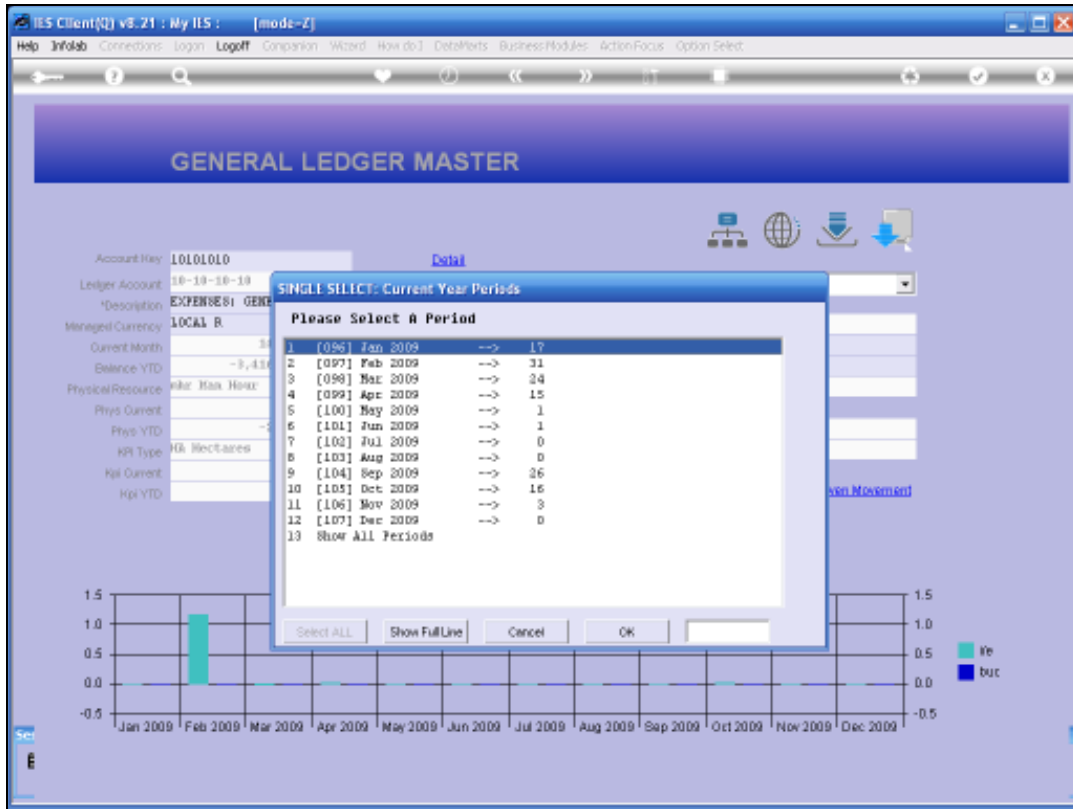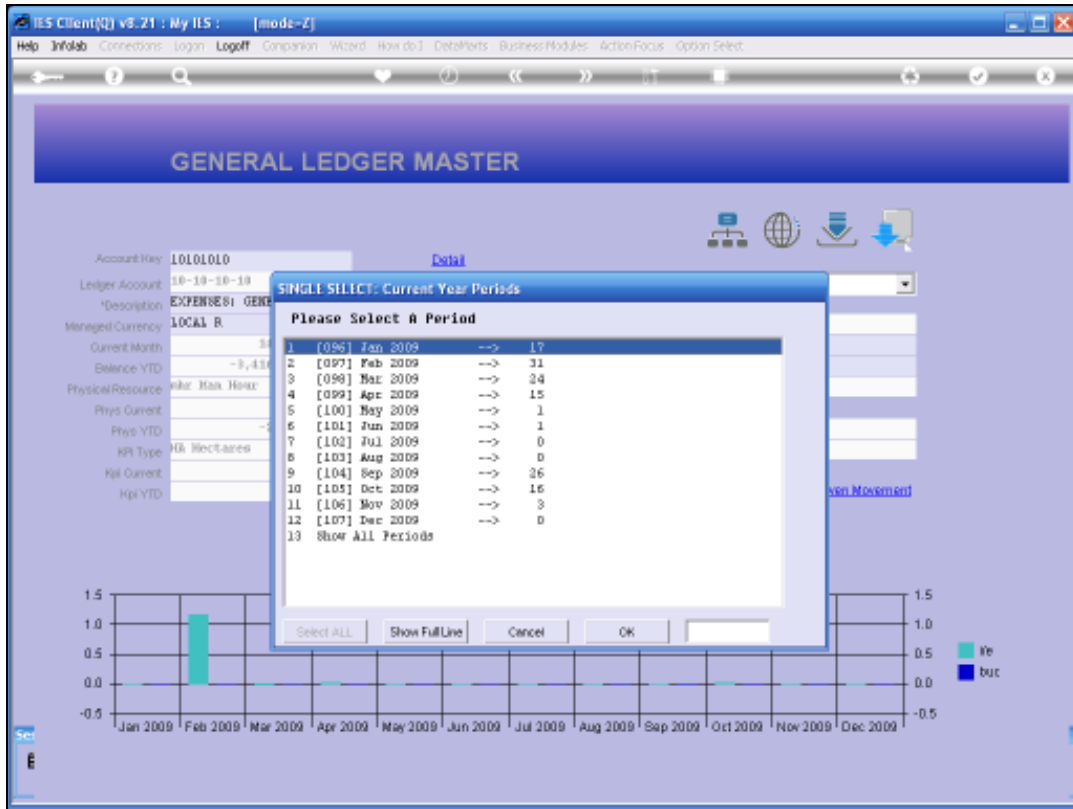
Slide 3

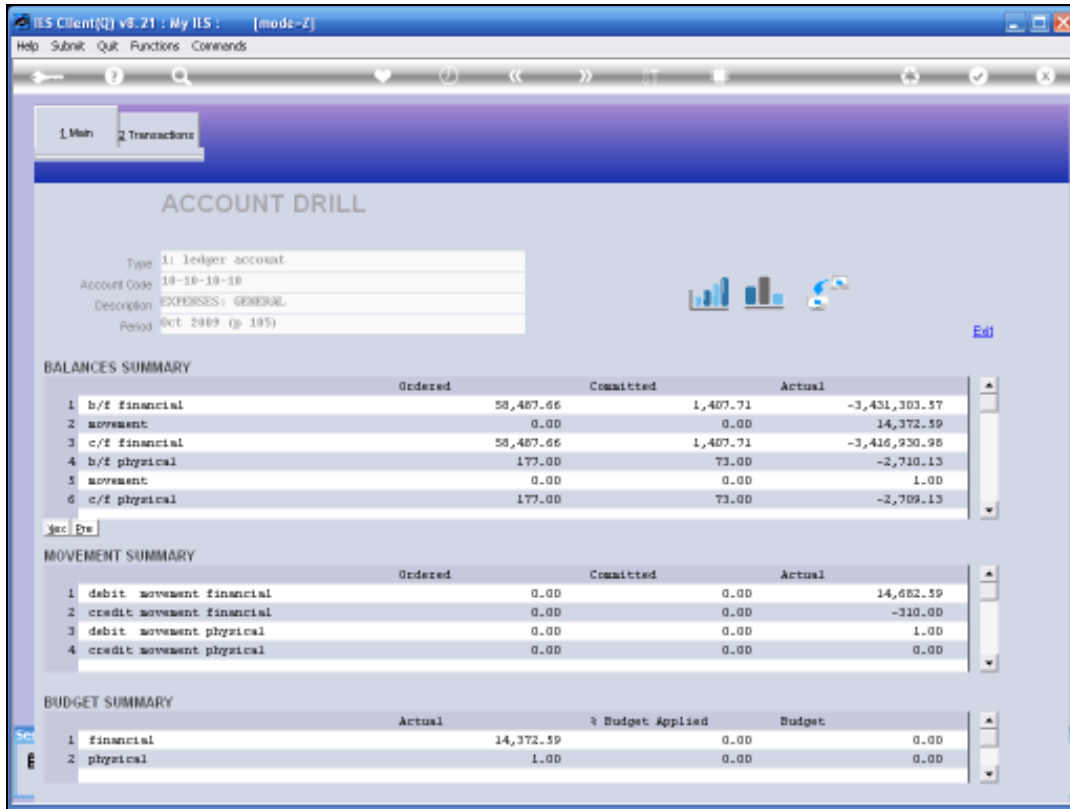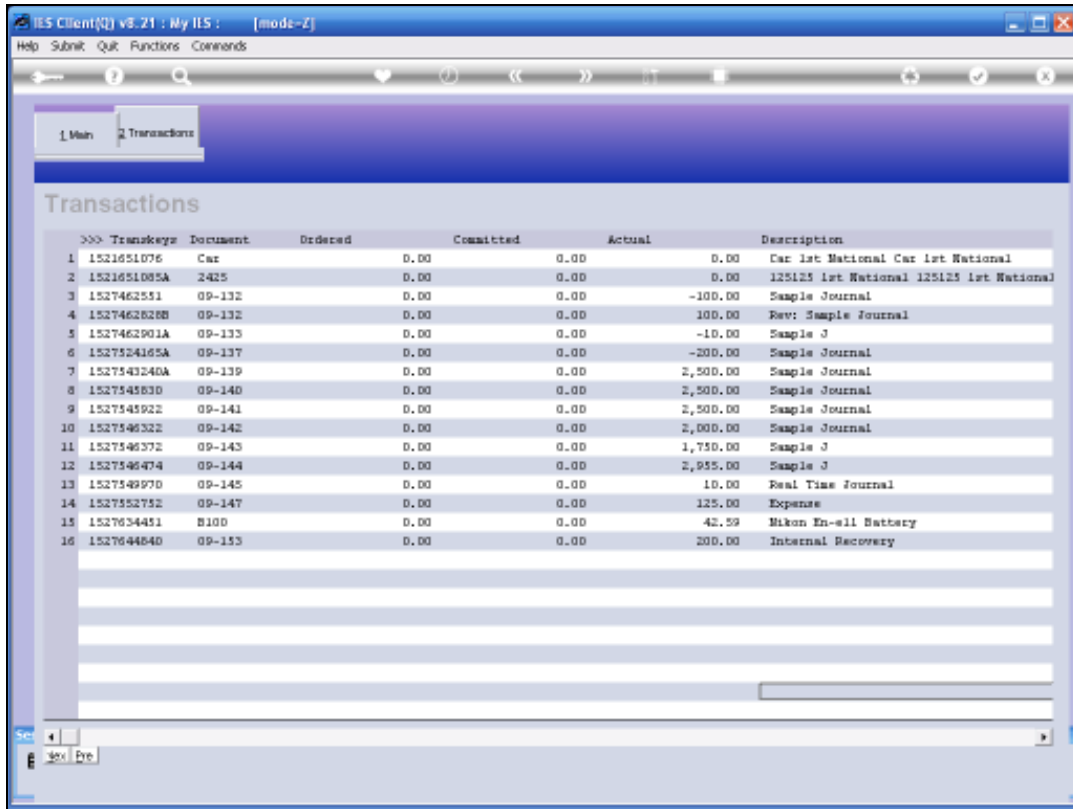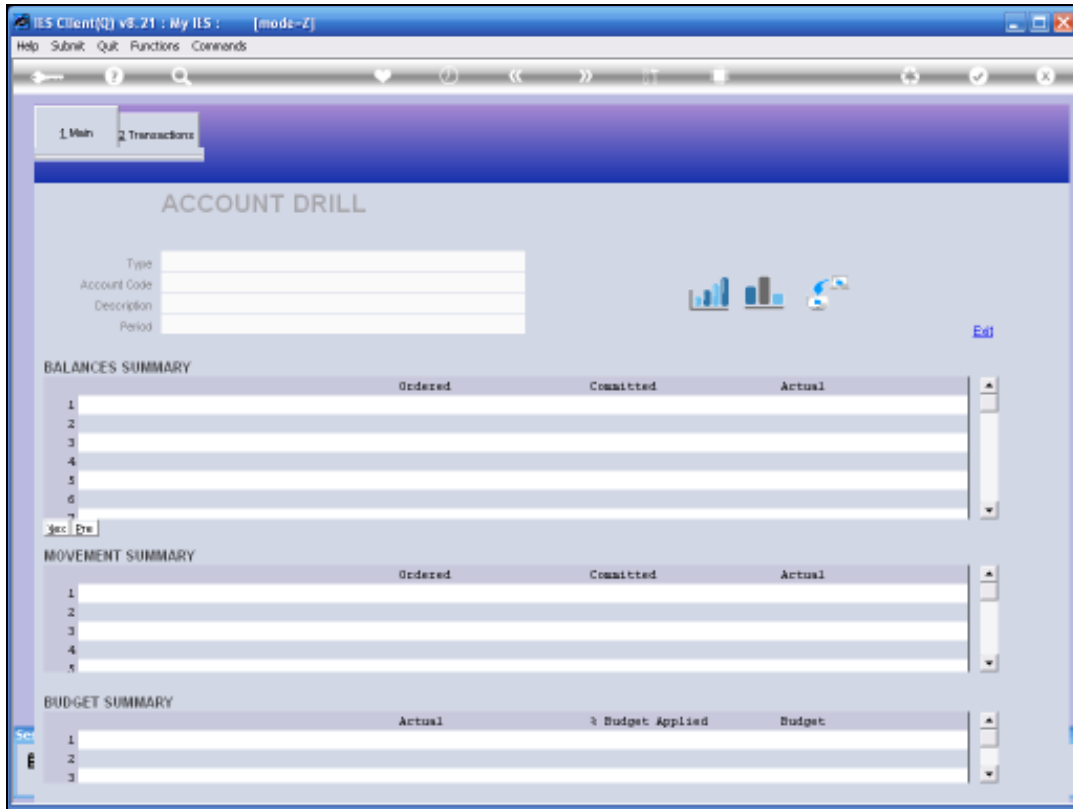Slide notes:

Slide 4

Slide notes:
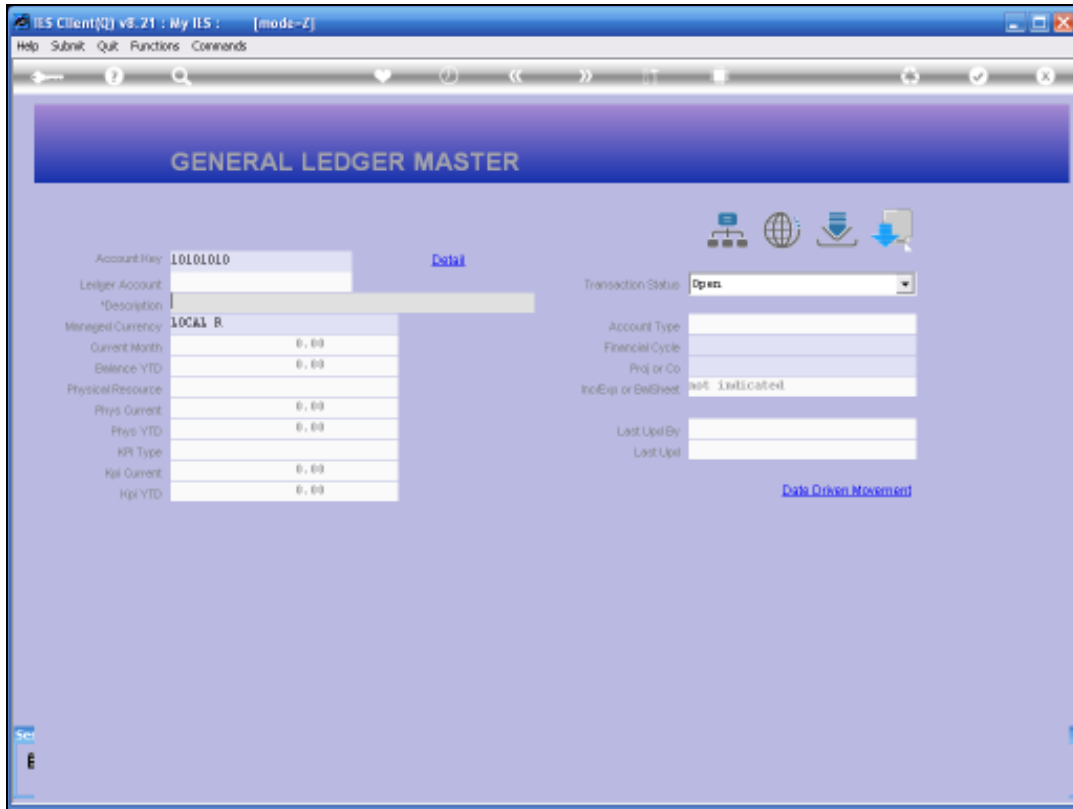
Slide 5
Slide notes:

Slide 6
Slide notes:

Slide 7
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Slide 8

Slide notes:

Slide 9
Slide notes:

Slide 10

Slide notes: Let us try this one.
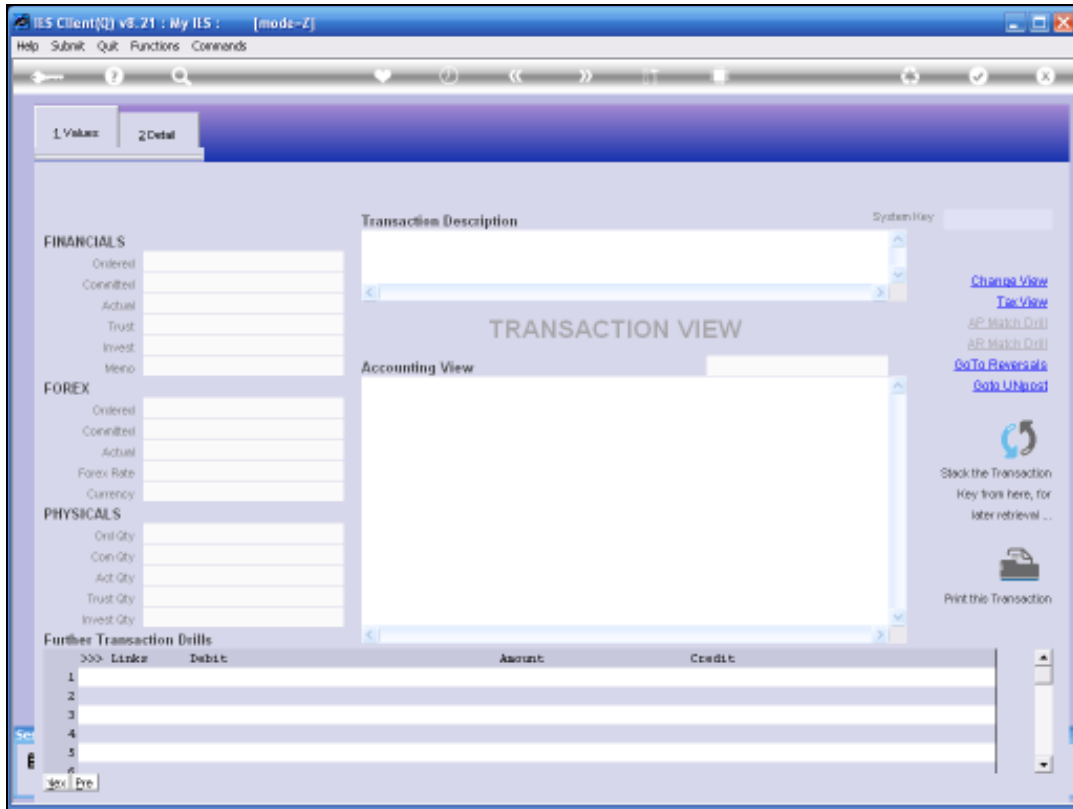
Slide 11
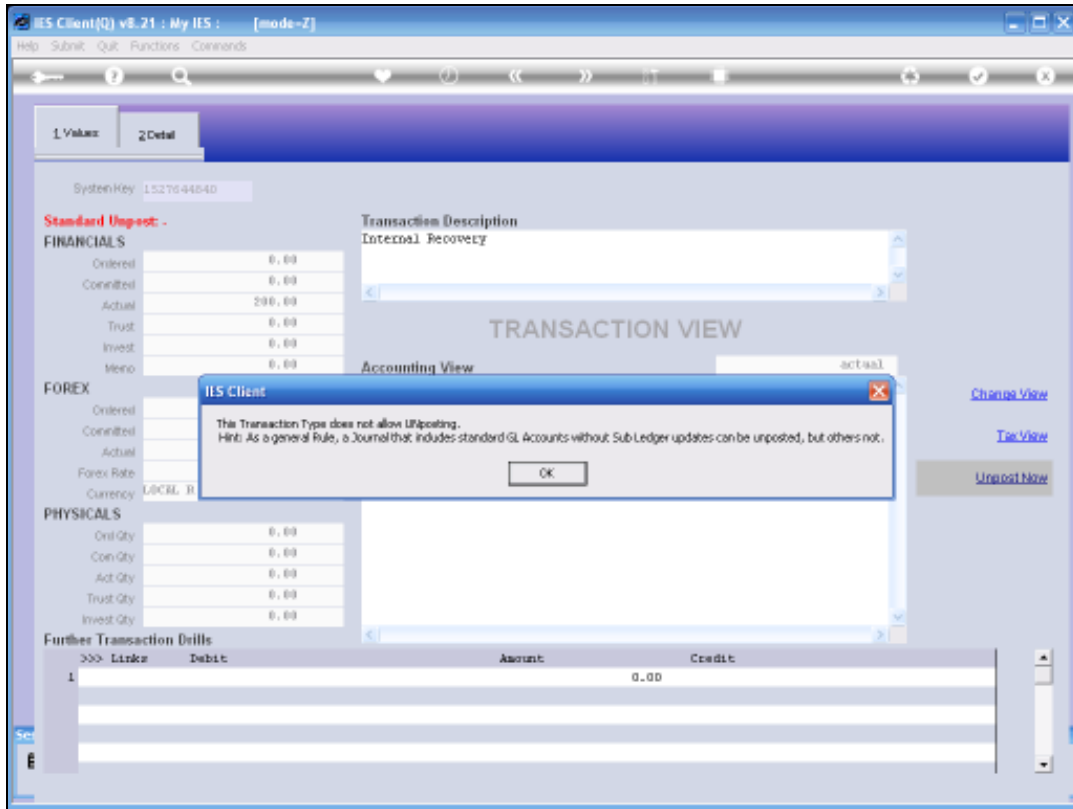Slide notes:
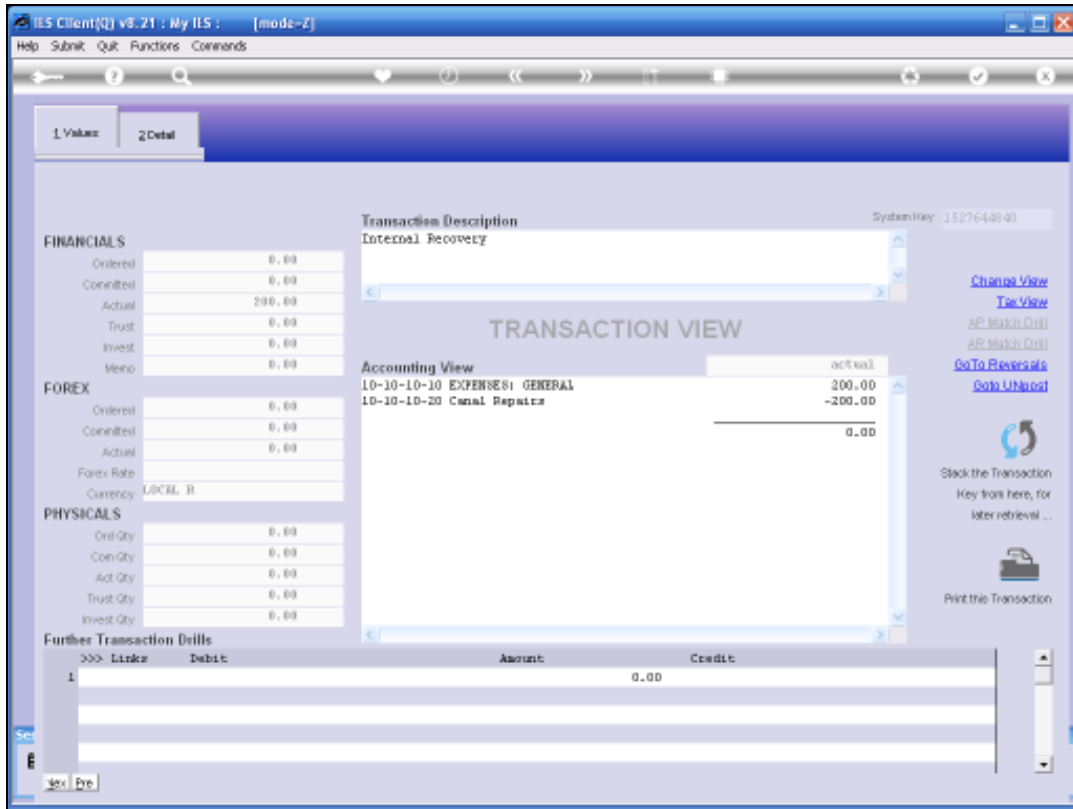
Slide 12
Slide notes: We choose 'Go To Un-Post'.
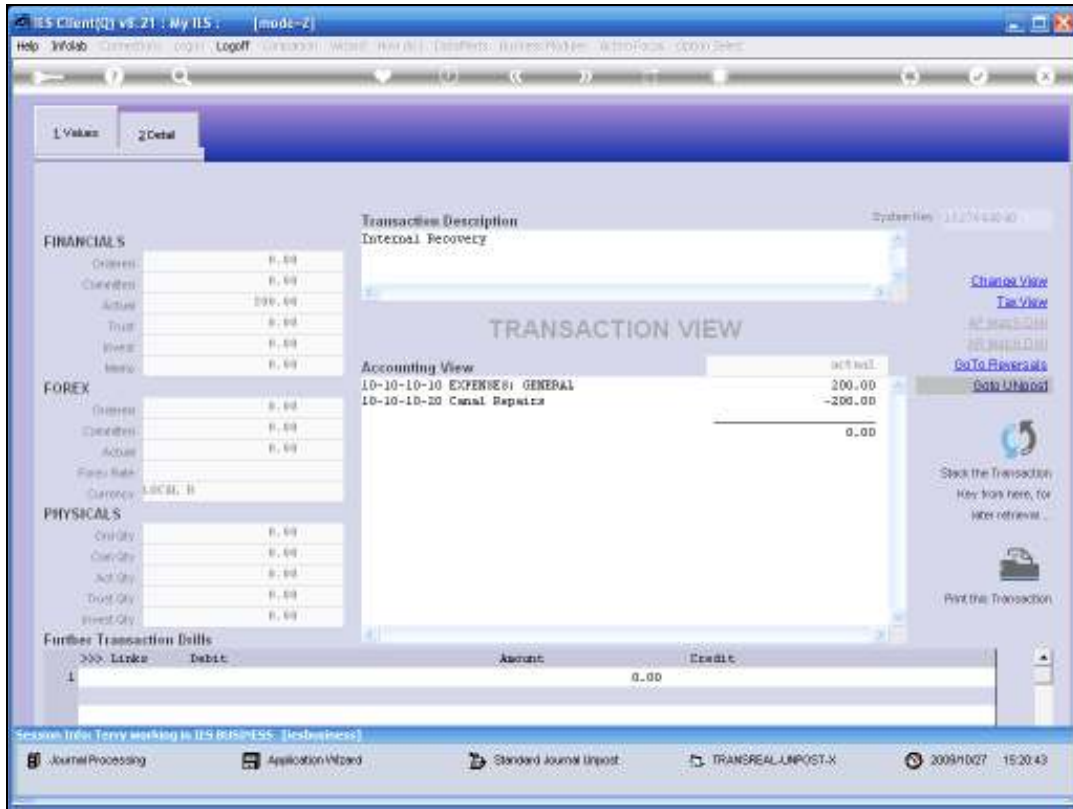
Slide 13
Slide notes:
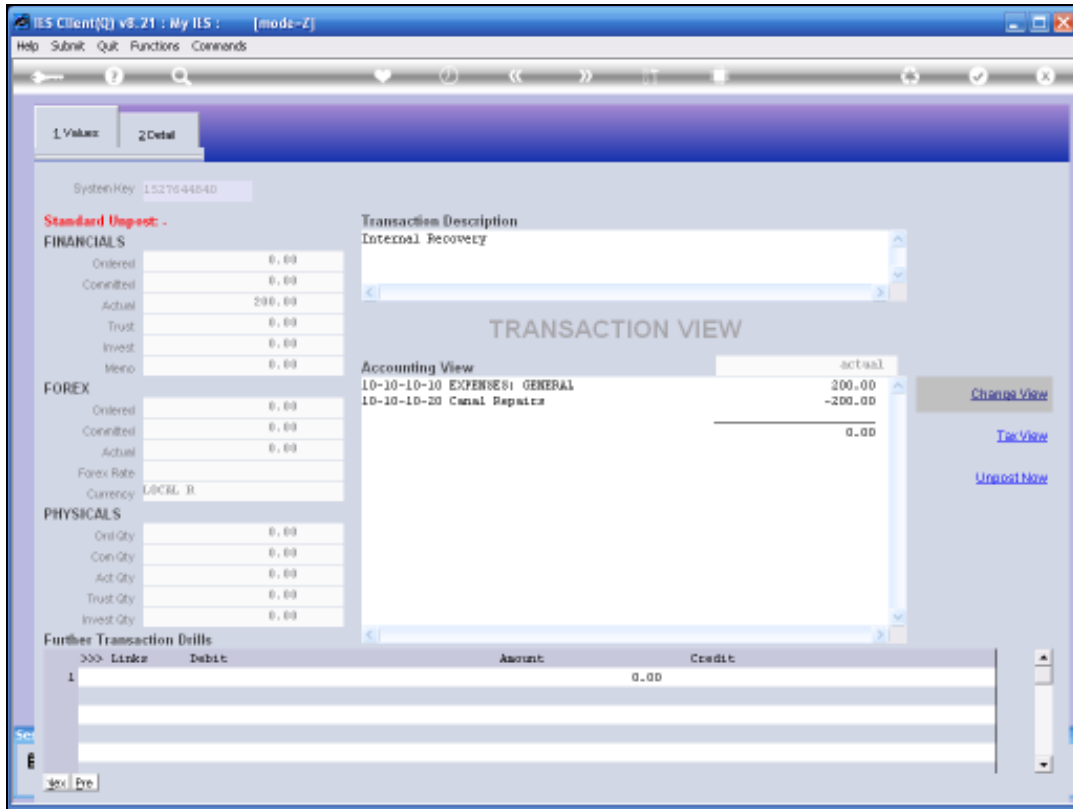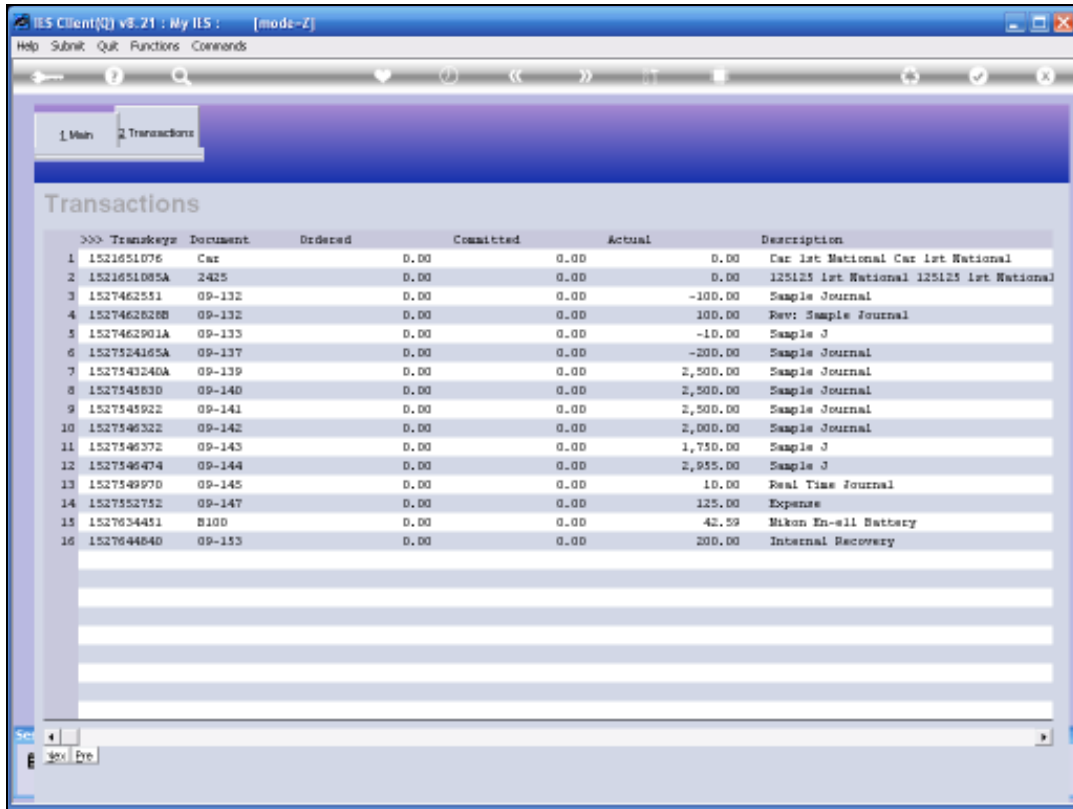
Slide 14

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:

Slide 17

Slide notes: Now, we will choose another Transaction.

Slide 18

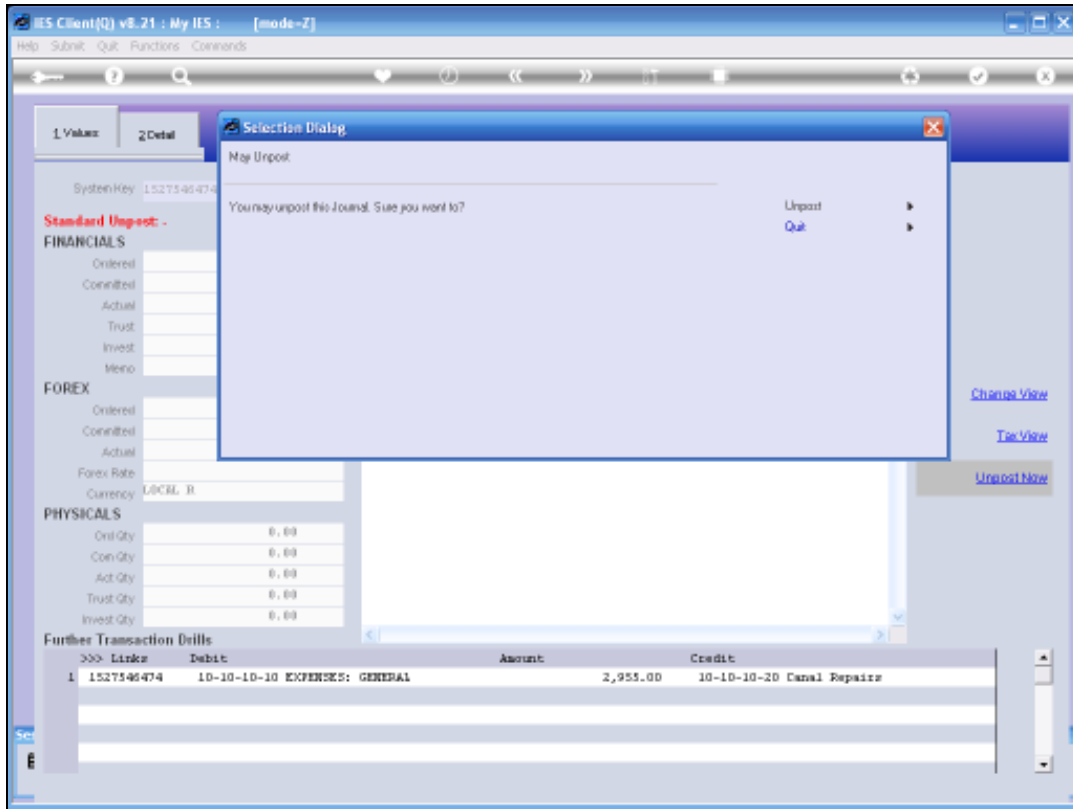Slide notes:

Slide 19
Slide notes:
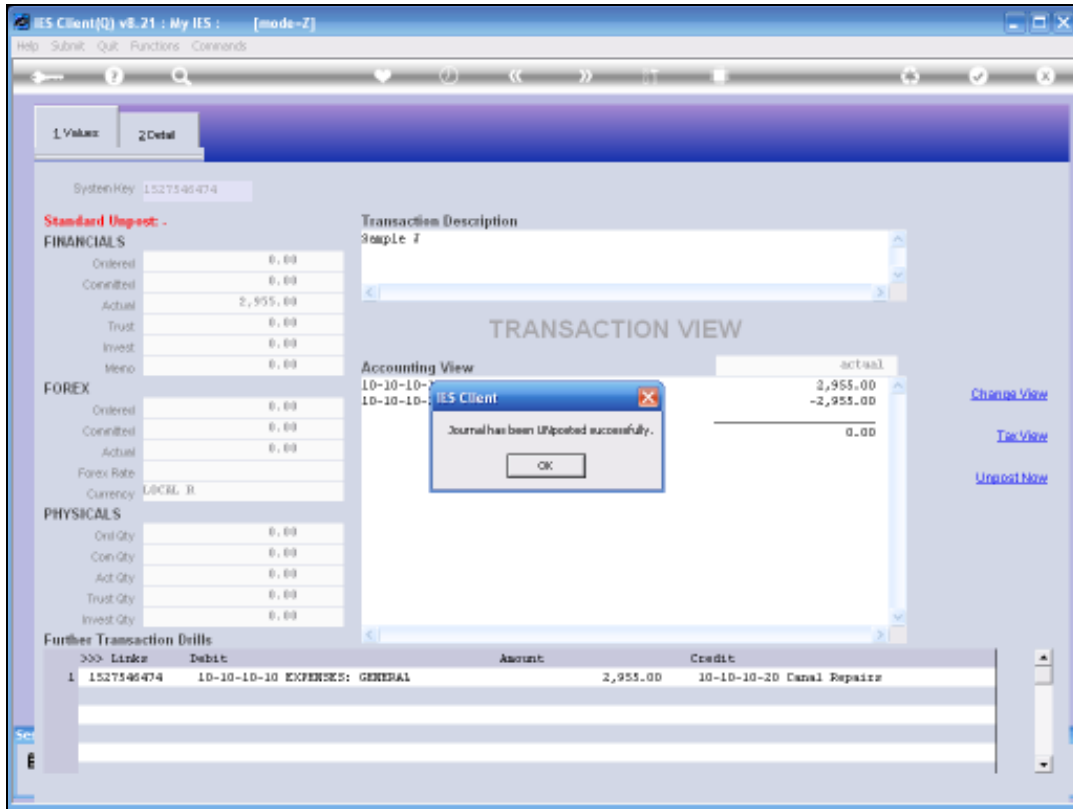
Slide 20
Slide notes:
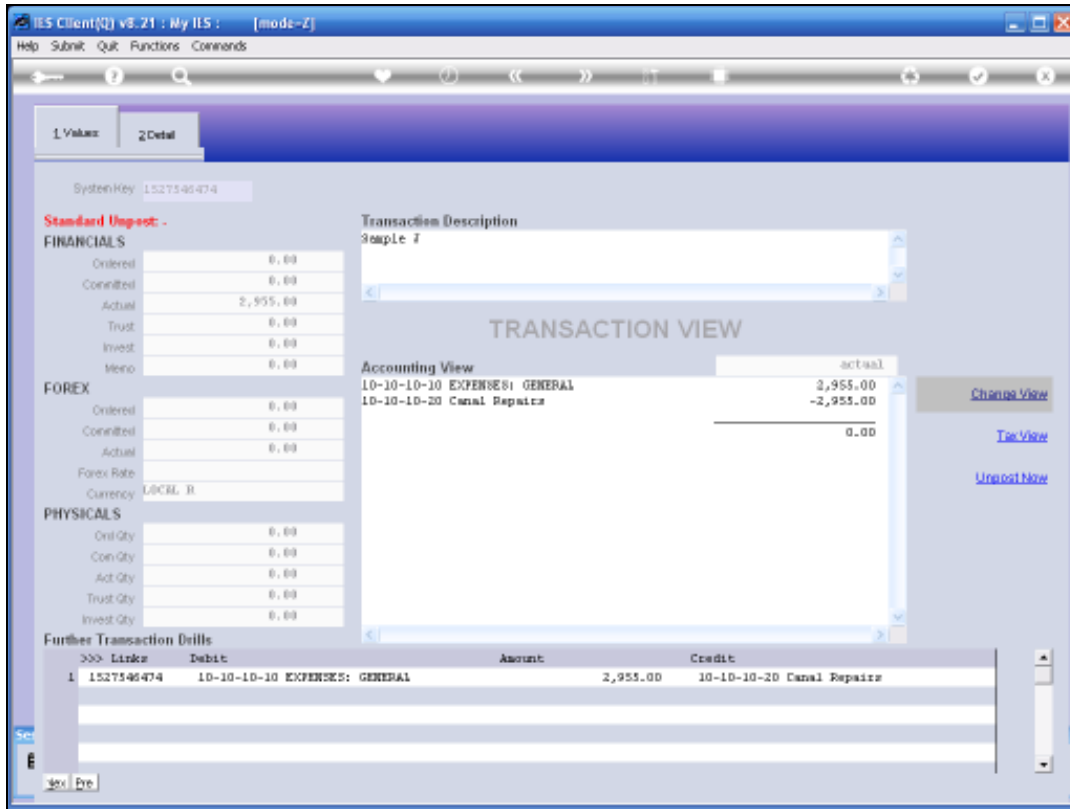
Slide 21
Slide notes:

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.

Slide 24
Slide notes:

Slide 25

Slide notes: The original drill still shows the presence of this Transaction, because the drill has not yet been refreshed.
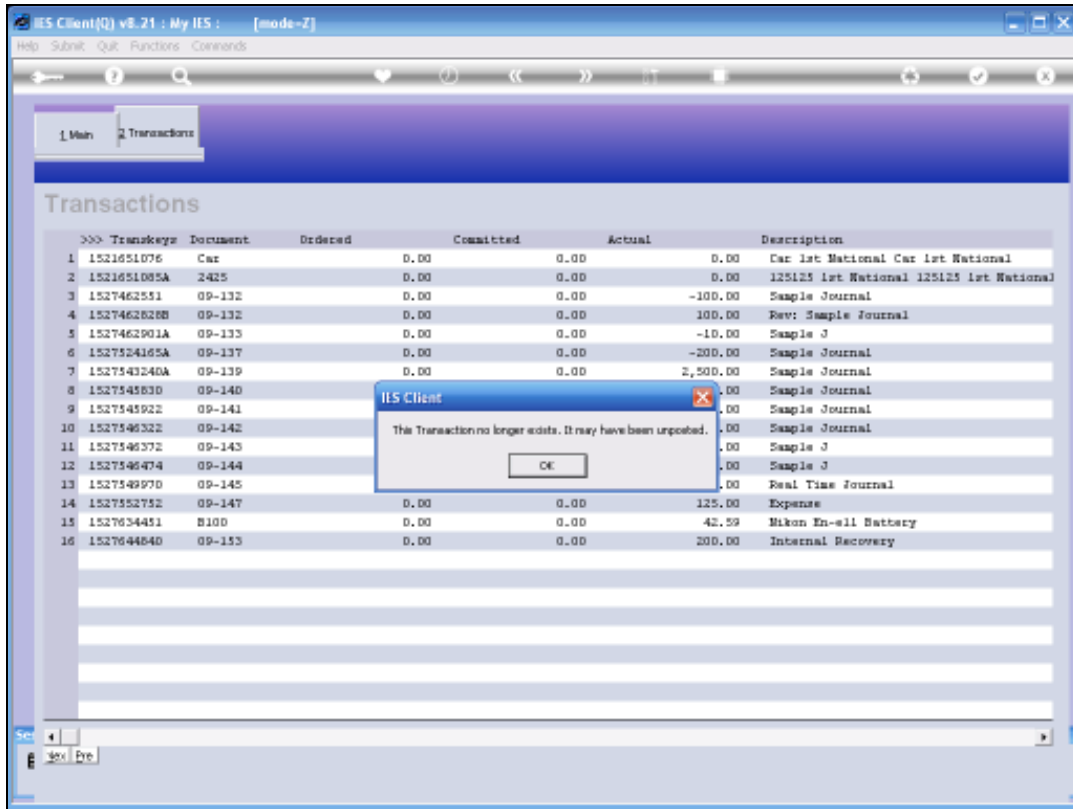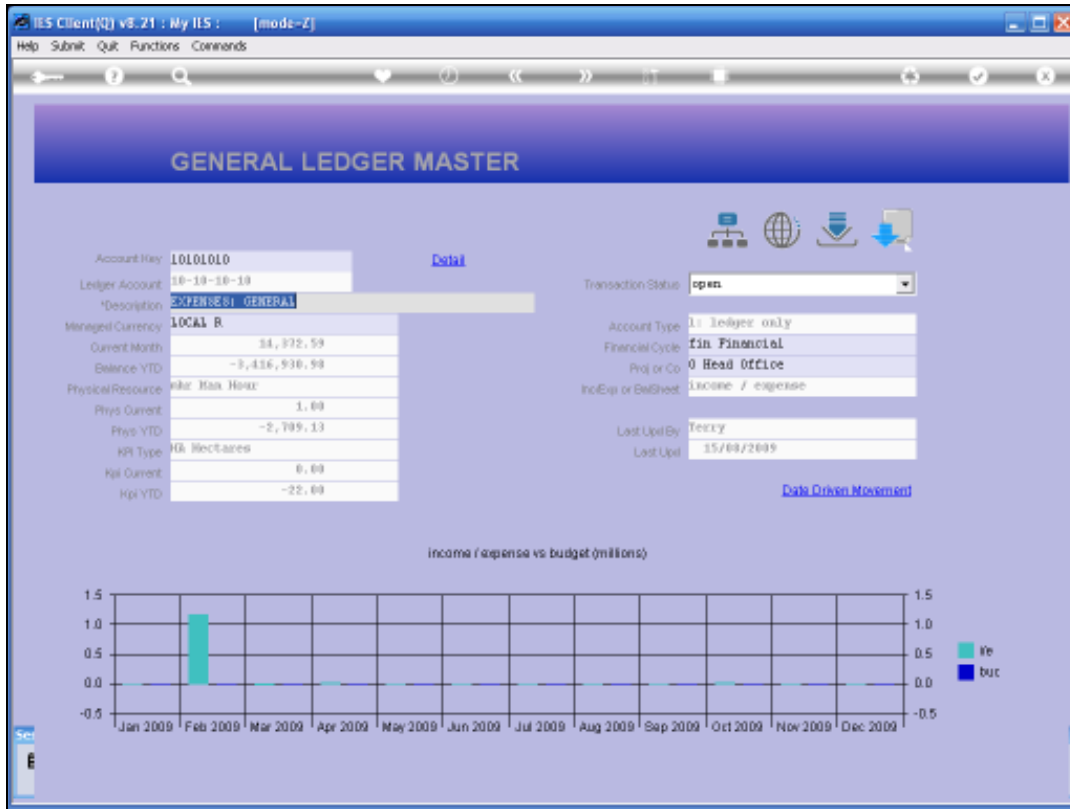
Slide 26

Slide notes: But if we try to drill it now, we have confirmation that the Transaction is gone.
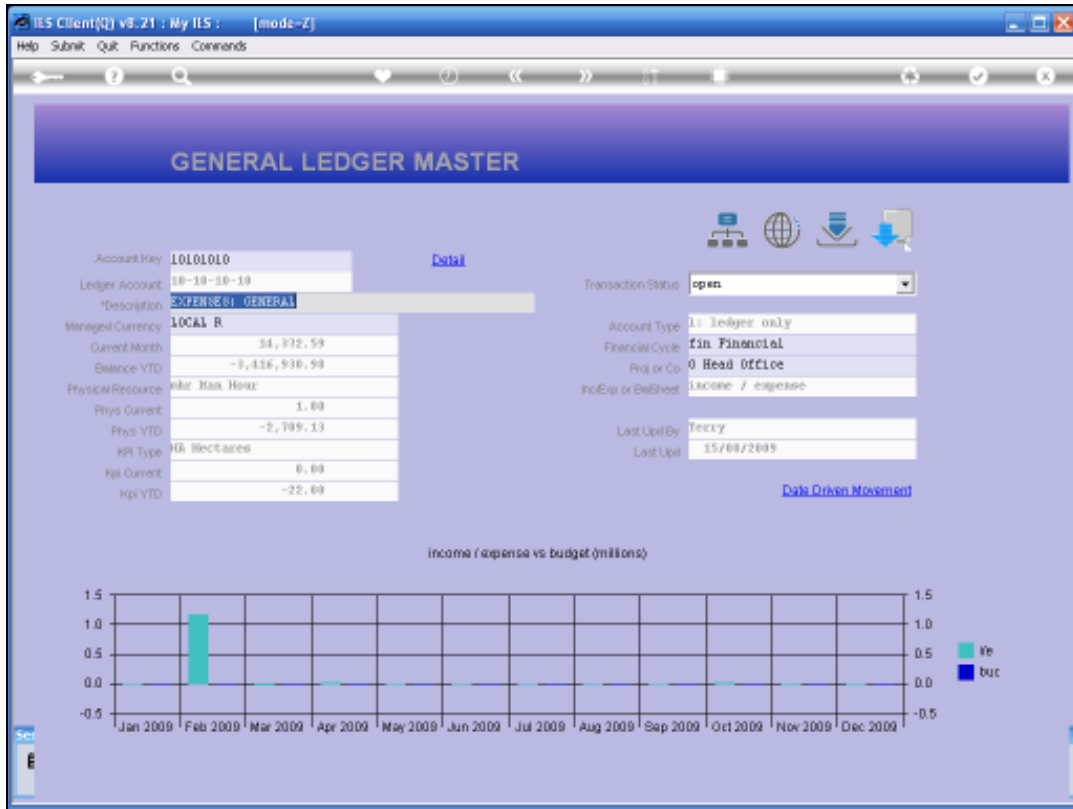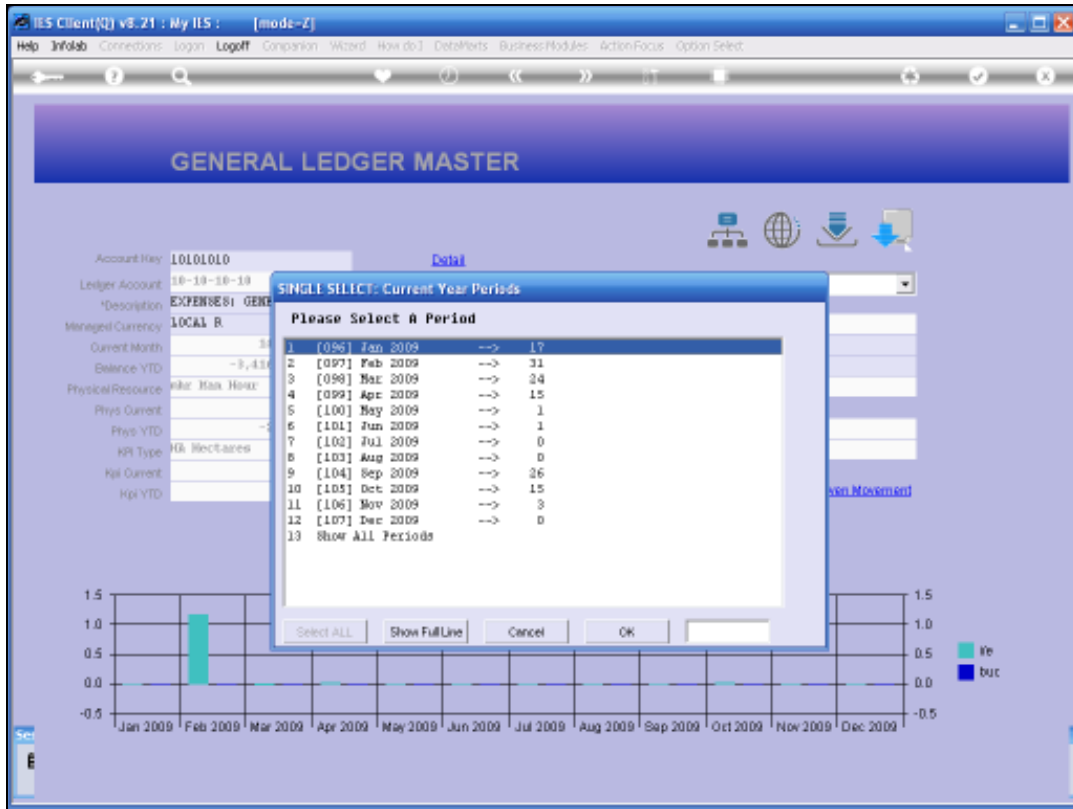
Slide 27
Slide notes:

Slide 28
Slide notes:
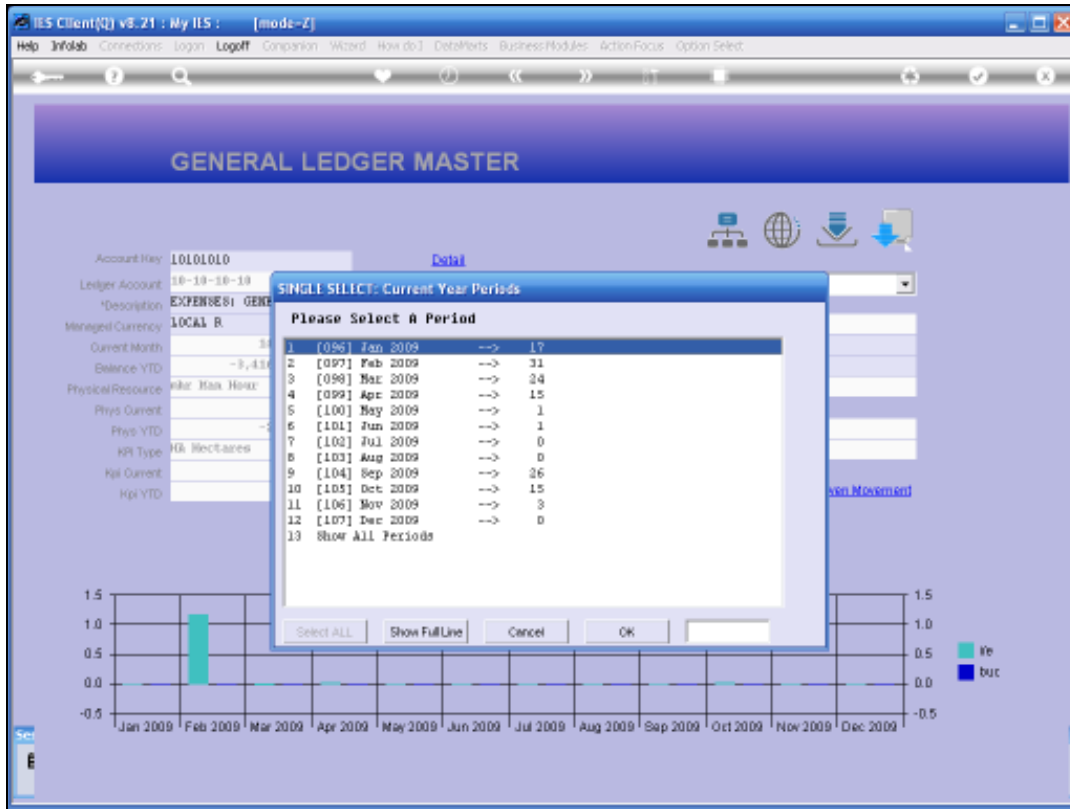
Slide 29
Slide notes:

Slide 30
Slide notes:

Slide 31
Slide notes:

Slide 32
Slide notes:

Slide 33
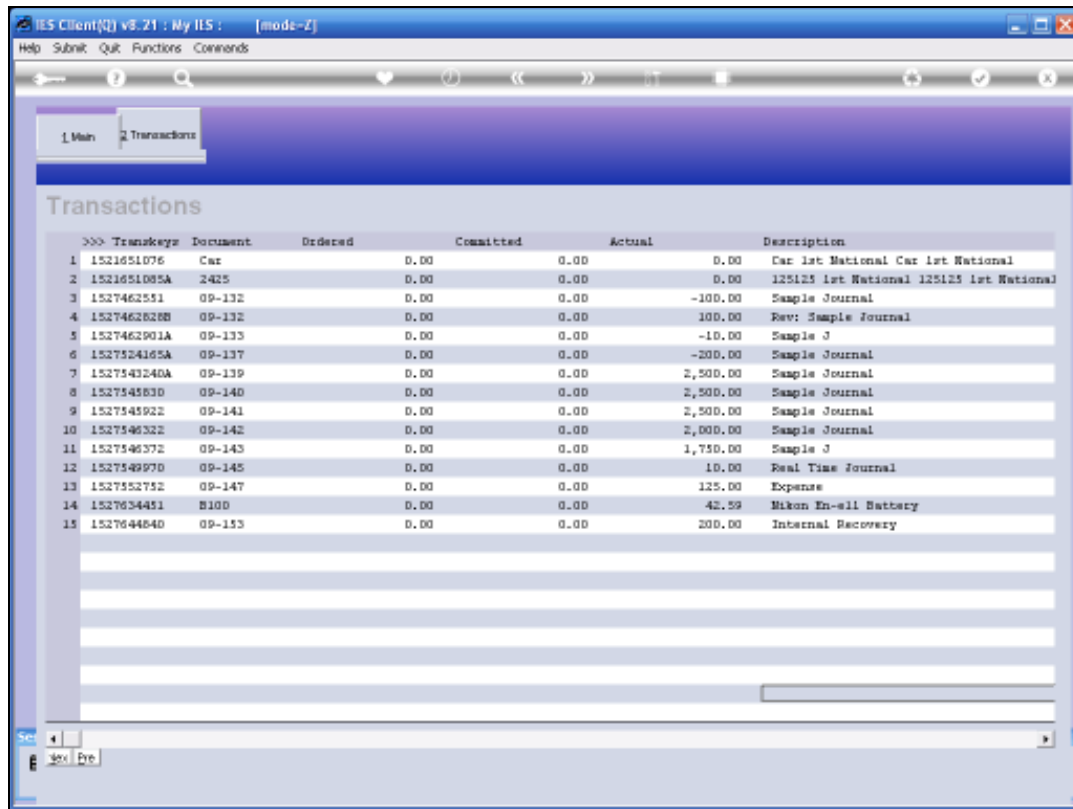Slide notes:

Slide 34

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

Slide 35
Slide notes: