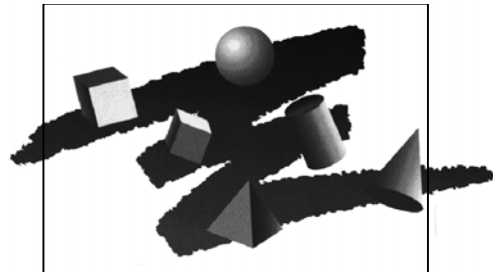


Solution-IV™ Reprographics Sales Journal and Update



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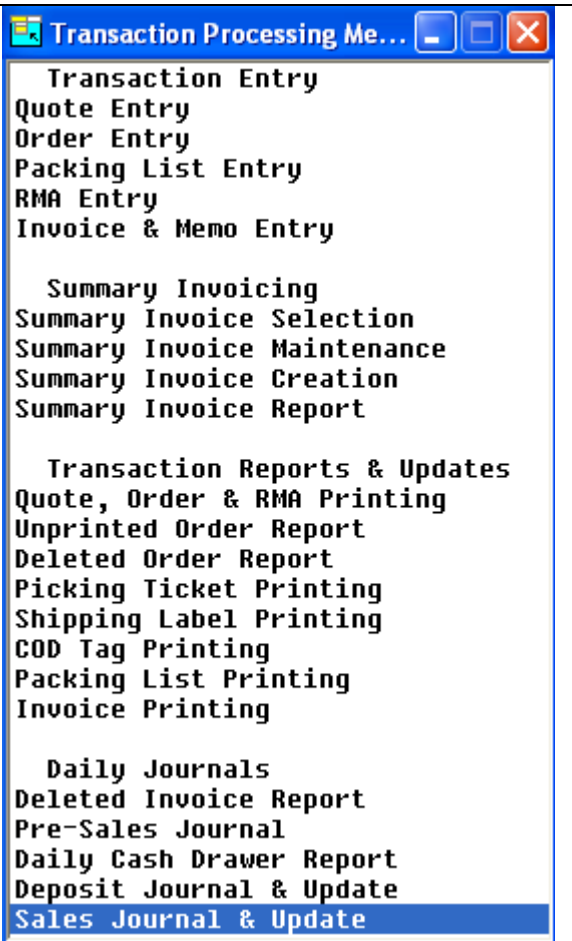
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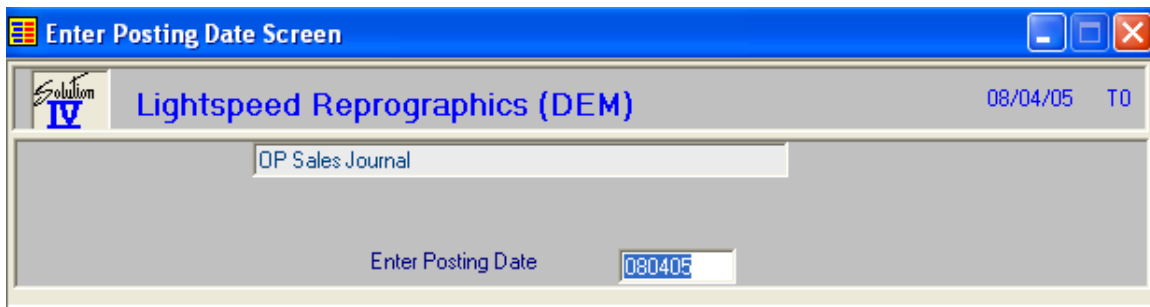
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Sales Journal and Update

From the Order Processing, Transaction Processing Menu select **Sales Journal & Update**.



The screenshot shows a window titled "Transaction Processing Me..." with a list of menu items. The items are grouped into sections: "Transaction Entry" (Quote Entry, Order Entry, Packing List Entry, RMA Entry, Invoice & Memo Entry), "Summary Invoicing" (Summary Invoice Selection, Summary Invoice Maintenance, Summary Invoice Creation, Summary Invoice Report), "Transaction Reports & Updates" (Quote, Order & RMA Printing, Unprinted Order Report, Deleted Order Report, Picking Ticket Printing, Shipping Label Printing, COD Tag Printing, Packing List Printing, Invoice Printing), and "Daily Journals" (Deleted Invoice Report, Pre-Sales Journal, Daily Cash Drawer Report, Deposit Journal & Update, Sales Journal & Update). The "Sales Journal & Update" option is highlighted in blue.

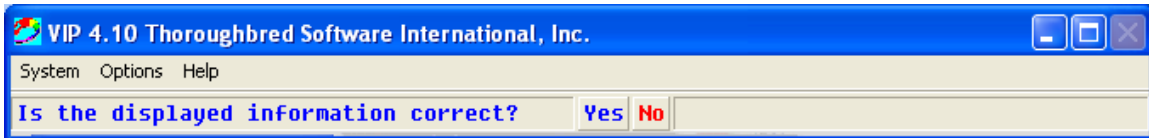


The screenshot shows a window titled "Enter Posting Date Screen" for "Lightspeed Reprographics (DEM)". The window contains a text field with "OP Sales Journal" and a date field with "08/04/05". The date field is labeled "Enter Posting Date".

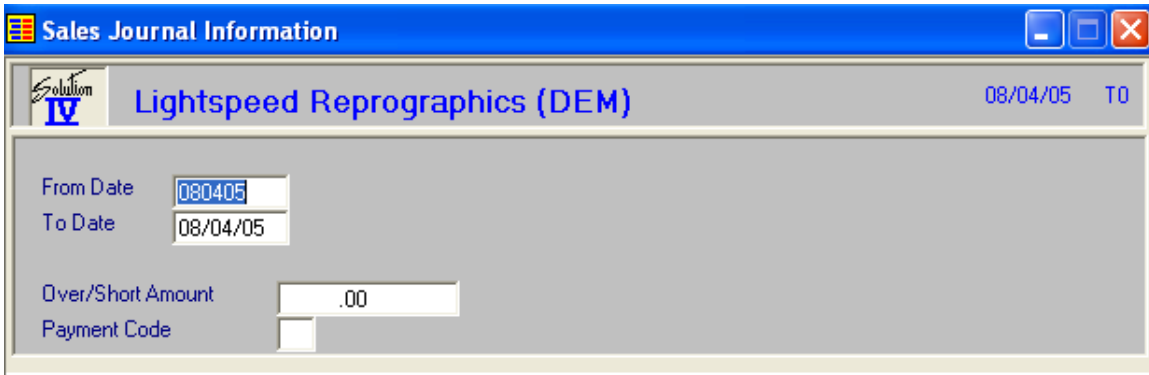
Enter Posting Date

The posting date is the exact date you want the entry posted to in the General Ledger.

The system displays:



Select **Yes**.



From/To Date

Enter the starting and ending dates for the invoices you wish to update.

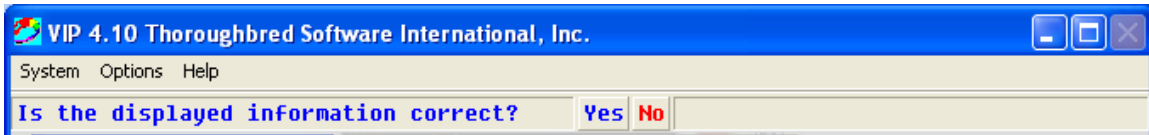
Over/Short Amount

Enter the amount the cash drawer is either over or short.

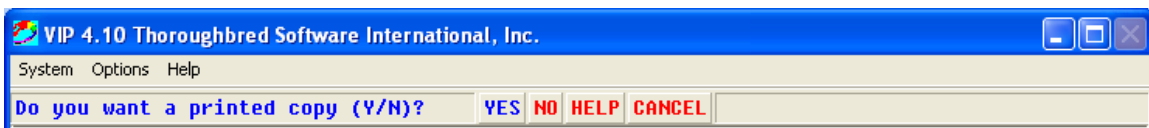
Payment Code

Enter the Payment Code the over/short amount should be applied to.

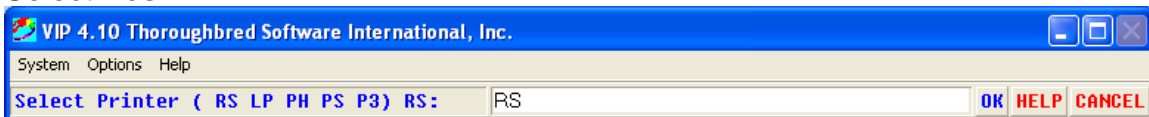
The system display:



Select **Yes**.

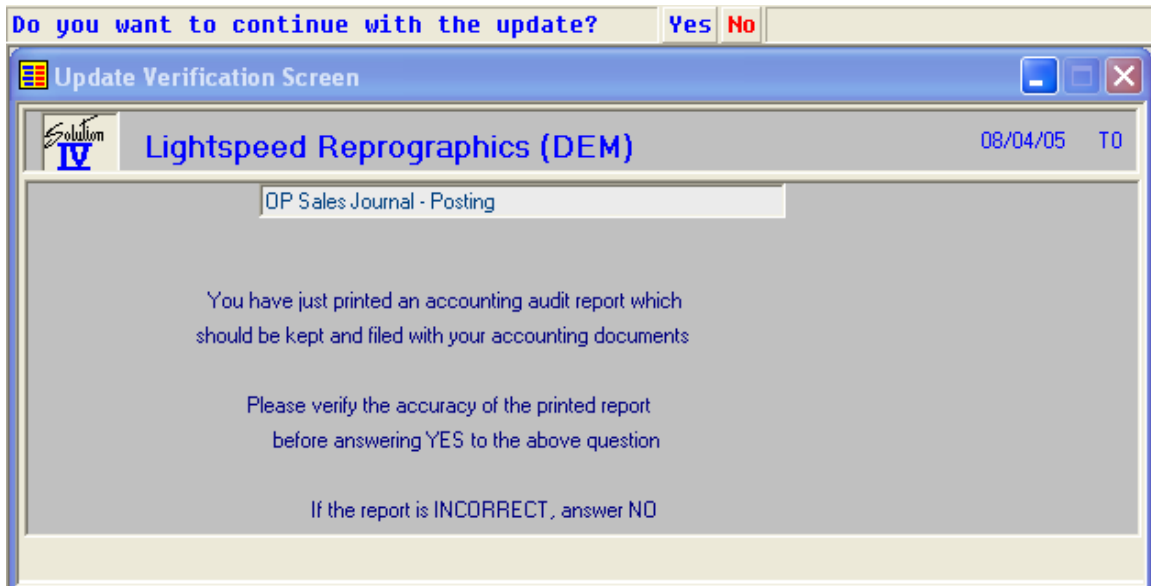


Select **Yes**.



Enter Printer ID

The system displays:



If the Invoices are correct select **Yes**, otherwise select **No** to allow you to go back and make changes.