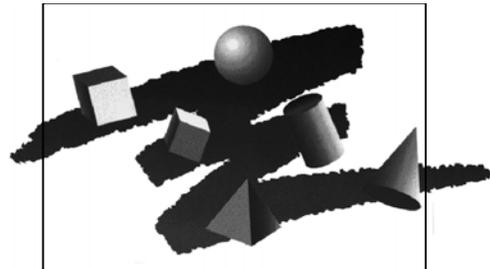


Solution-IV™ Reprographics Sales Journal and Update



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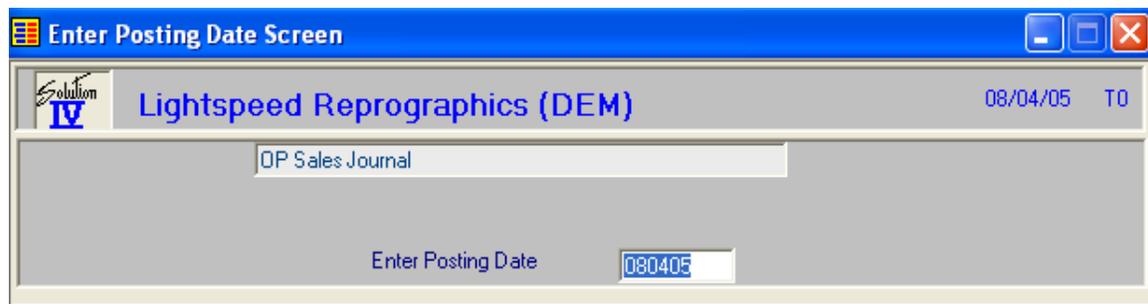
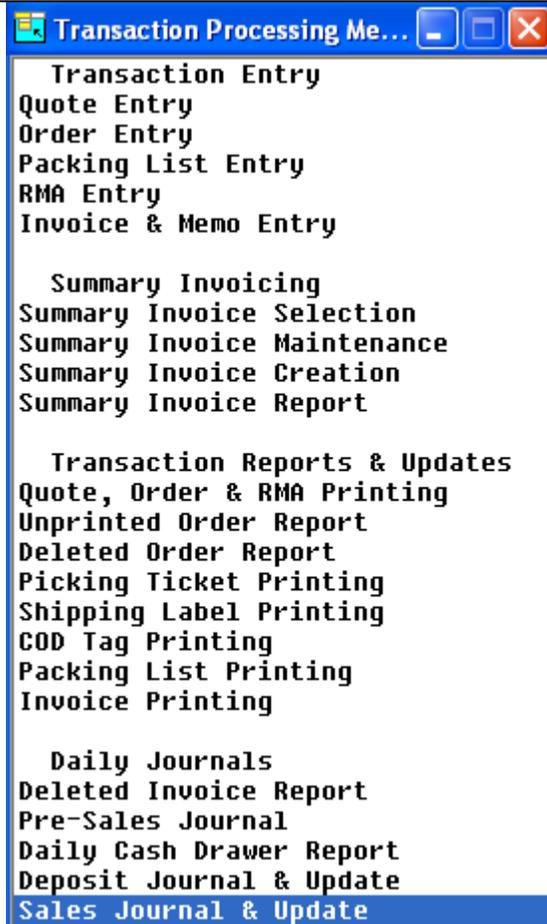
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Sales Journal and Update

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



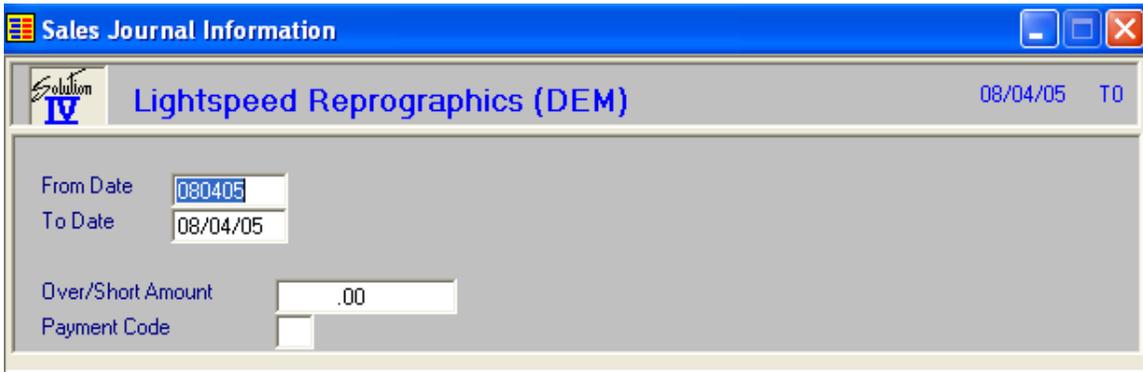
Enter Posting Date

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.

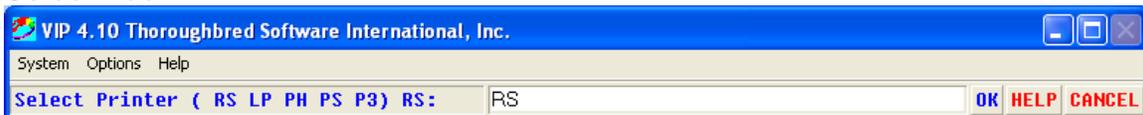
The system display:



Select **Yes**.

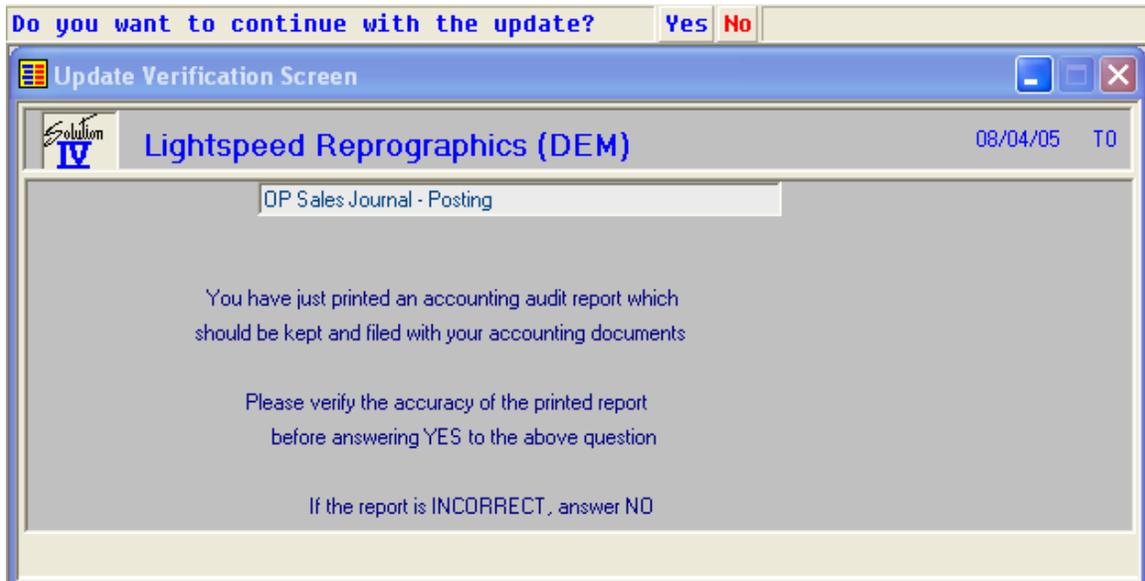


Select **Yes**.



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.