

# Post Standing Journals (Global)

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The instructions in this article relate to **Post Standing Journals** (Global). The icon may be located on your [StrataMax Desktop](#) or found using the [StrataMax Search](#).

**Post Standing Journals** provides the ability to post standing journals and other entries scheduled for posting for multiple buildings, usually created from GLMax during the [End of Month Process](#). There are options to select the entire portfolio, or to use building filters (GST Reg, Year End) when using the *Select Buildings* button.

The transaction types that can use this process include Standing Journals, Auto Reverse Journals, Last Year Journals and Job Payments.

1. Search or select **Post Standing Journals**.
2. Review all conditional tags for the type of journal and *tick* or *untick* where required (*Standing Journals* and *Auto Reverse Journals* recommended options.)
3. Click *Select Buildings* and use the *Filter* menu to apply the building filters as required.
  - Press *Ctrl+A* on the keyboard to tag all buildings, and click *OK*.
  - or
  - Tag each required buildings individually, then click *OK*.
4. Click *Proceed* to post any of the auto entries within the selected tagged buildings.
5. Click *Close* to exit.

