



Discussion Document 11

New Selection Options for:

Debtors receipts

Creditors payments

Bank statement selections

Debtors Receipts Screen with new options

The following is the screen that comes up to select invoices from

Selections							
A109		Import		Payment Amount:		1234.00	
	TransNo	Invoice No	Date	Amount	Balance	Select	PayAmount
1	5209		27/01/2009	770.00	770.00		
2	5214		31/12/2008	495.00	495.00		
3	5191		30/11/2008	396.00	396.00		
4	5159		30/09/2008	352.00	352.00		
5	5087		31/07/2008	660.00	660.00		
6	5076		31/07/2008	511.50	331.50		

If you click on Date (ie the word date) it will sort the Invoices in date order. This is now a single click.

If you click on Select it will select all invoices to the value of your payment.

If you want to select a range of invoices then right click in the select column next to the invoice you want to start with, you will now see the following:

	TransNo	Invoice No	Date	Amount	Balance	Select	PayAmount
1	5209		27/01/2009	770.00	770.00		
2	5214		31/12/2008	495.00	495.00	XX	
3	5191		30/11/2008	396.00	396.00		
4	5159		30/09/2008	352.00	352.00		
5	5076		31/07/2008	511.50	331.50		
6	5087		31/07/2008	660.00	660.00		

Now right click where you want to end and you will see the following:

	TransNo	Invoice No	Date	Amount	Balance	Select	PayAmount
1	5209		27/01/2009	770.00	770.00		
2	5214		31/12/2008	495.00	495.00	X	495.00
3	5191		30/11/2008	396.00	396.00	X	396.00
4	5159		30/09/2008	352.00	352.00	X	352.00
5	5076		31/07/2008	511.50	331.50		
6	5087		31/07/2008	660.00	660.00		

To select or de select an invoice use a single click to change it.

If you use the for to option ALL Invoices will be selected regardless of the balance on it.

CSB Management



Creditors Payments Screen with new options

The following is the screen that comes up to select invoice to pay from:

	TransNo	Invoice No	Date	Amount	Balance	Select	PayAmount
1	104	1	01/10/2008	112.00	112.00		
2	103	REFE	01/10/2008	225.00	225.00		
3	102	2	01/10/2008	123.00	123.00		
4	101	1Q	01/10/2008	1233.00	1,233.00		
5	100	123	01/10/2008	220.00	220.00		

If you click on Date (ie the word date) it will sort the Invoices in date order. This is now a single click.

If you click on Select it will select all invoices to the value of your payment.

If you want to select a range of invoices then right click in the select column next to the invoice you want to start with, you will now see the following:

	TransNo	Invoice No	Date	Amount	Balance	Select	PayAmount
1	104	1	01/10/2008	112.00	112.00	XX	
2	103	REFE	01/10/2008	225.00	225.00		
3	102	2	01/10/2008	123.00	123.00		
4	101	1Q	01/10/2008	1233.00	1,233.00		
5	100	123	01/10/2008	220.00	220.00		

Now right click where you want to end and you will see the following:

	TransNo	Invoice No	Date	Amount	Balance	Select	PayAmount
1	104	1	01/10/2008	112.00	112.00	X	112.00
2	103	REFE	01/10/2008	225.00	225.00	X	225.00
3	102	2	01/10/2008	123.00	123.00		
4	101	1Q	01/10/2008	1233.00	1,233.00		
5	100	123	01/10/2008	220.00	220.00		

To select or de select an invoice use a single click to change it.

If you use the for to option ALL Invoices will be selected regardless of the balance on it.

CSB Management



Bank Statement Options to select presented deposits and payments

The following is the screen that comes up to select Deposits and Payments from:

	Type	Reference	Description	Date	Amount	Select	Balance
1	APO	AP1/5	new expense	01/06/2009	-300.00		
2	API	AP1/5	tst apin	01/06/2009	112.50		
3	C	2	Payment to someone	10/06/2009	-1,000.00		
4	D	2	Deposits for 10/06/2009	10/06/2009	2,000.00		
5	C	3	Another Payment	15/06/2009	-500.00		
6	D	1	Deposits for 15/06/2009	15/06/2009	1,200.00		

If you click on Select it will select all invoices to the value of your payment.

If you want to select a range of invoices then right click in the select column next to the invoice you want to start with, you will now see the following:

	Type	Reference	Description	Date	Amount	Select	Balance
1	APO	AP1/5	new expense	01/06/2009	-300.00	X	-600.00
2	API	AP1/5	tst apin	01/06/2009	112.50	XX	
3	C	2	Payment to someone	10/06/2009	-1,000.00		
4	D	2	Deposits for 10/06/2009	10/06/2009	2,000.00		
5	C	3	Another Payment	15/06/2009	-500.00		
6	D	1	Deposits for 15/06/2009	15/06/2009	1,200.00		

Now right click where you want to end and you will see the following:

	Type	Reference	Description	Date	Amount	Select	Balance
1	APO	AP1/5	new expense	01/06/2009	-300.00	X	-600.00
2	API	AP1/5	tst apin	01/06/2009	112.50	X	-487.50
3	C	2	Payment to someone	10/06/2009	-1,000.00	X	-1,487.50
4	D	2	Deposits for 10/06/2009	10/06/2009	2,000.00	X	512.50
5	C	3	Another Payment	15/06/2009	-500.00	X	12.50
6	D	1	Deposits for 15/06/2009	15/06/2009	1,200.00	X	1,212.50

To select or de select a deposit or payment use a single click to change it.

To enter sundry payments and deposits save this, then go back to the Bank Statement entry and enter as before.