

Global 3000 Service Pack Note

Transaction Level Notes (Debtors/Creditors Ledger)

Author	DCP	
Project	ZM60_000263.doc	
Version	1.0	1 of 12

INTRODUCTION

This service pack provides the ability to record notes for Debtors Ledger and Creditors Ledger transactions.

NOTE Transaction level notes are only available at sites configured to use the extension database.

Please see: http://www.global3000.co.uk/60dox/zm60_000259.pdf for further details on how to enable the extension database.

Transaction entry (both Debtors Ledger and Creditors Ledger) has been extended to include a new button labelled "Item Notes", when pressed transaction notes can be viewed and updated.

The transaction enquiry screens (both Debtors Ledger and Creditors Ledger) have been extended to include a new button labelled "Item Notes", when pressed transaction notes can be viewed and updated.

Creditors Ledger Auto-payments has been updated to include a new button labelled "Notes", when pressed transaction notes can be viewed and updated.

The Creditors Ledger 'Release Held Items' function has been renamed as 'Hold/Release Transactions'.

Hold/Release Transactions (both Debtors Ledger and Creditors Ledger) has been updated to include a new button labelled 'Notes', when pressed transaction notes can be viewed and updated. In addition, when a transaction is held or released a transaction note is automatically generated indicating the change in transaction status along with the operator id and date.

Hi-lighted text (either 'Item Notes' or 'Notes) has been added to the above functions to indicate when a transaction has notes.

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DOCUMENTATION CHANGES

DL Transactions – Invoices etc

C global-dev:23 - P3 - Entr File Run Settings Options	er Transactions ; Help	Company: A	1 Period: 3/2005					
Items in Batch								×
Batch Summary Batch number Batch type	83 INVOICE	Company A1 Currency GB	Items P Dayboo	k [1 Ent 0 Co	try total ntrol total		115.00 0.00
Item Customer	Date 31/03/2005	Invoice INV00179		Net 100.00	Currency GBP	Terms VAT		AT Amount
								×
Reference	Auto Electr	ical		-Information		CPD		115.00
Narrative Comments	Invoice			Discount If paid by Balance		GBP		0.00 30/04/2005 0.00
GL Analysis GL PC MID GL A/C A1001	yBirm y_Sale	ingham Office s - Highlighters		Due date Tax country/Regist <mark>Item Notes</mark>	ration		GB / 111 111 Great Britain	30/04/2005 2 12
Narrative	Auto Electrical							
Currency Search Item Notes	New Terms Notes	Tax Regn GL Analysis	Gross Tax Analys	is Allocatio	ns	Ameno	a Apply	Close
Partition 3 Computer 1D						12:14:59 DCF	DL110F/W2	DSP CAPS NUM

Item Notes (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Item Notes') is displayed to show this.

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DL Transactions – Payments etc

& global-dev:23 - P2 - Enter Transa File Run Settings Options Help	ctions Company:	1 Period: 3/2010		
Items in Batch				×
Batch Summary Batch number 2071 Batch type PAYMENT	9 Company 1 Currency	Items 1 Entry t Daybook 0 Contro	total	<u>100.00</u> 0.00
Item Customer	Date Payment	Received Cur	rency	Discount
	01/2010 PA100944	100.00		0.00 ×
				¥
				<u> </u>
Name Auto I	Electrical		ИКР	100.00
Comments		Balance	UKP	0.00
		Unallocated		100.00
Item Notes				
Bank Details Drawer Auto Electrica	al	Bank		
Cheque		Branch		
Search Currency	Notes D	iscount Allocations	Amend Apply	Close
Partition 2 Computer 1D			16:54:50 DCP DL110U/W2	DSP CAPS NUM

Item Notes

(Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Item Notes') is displayed to show this.

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DL Transaction Enquiries

🐧 global-dev:23 -	P2 - Custom	er Enquiries	Com	pany:	1 Period: 3/20	10						_ 🗆 ×
File Run Settings	Options He	lp										
All Transaction	s - HAE001 A	uto Electrical										×
Date	Туре	Reference	Status	Held	Branch	Sup	-	Original			Balance	
												-
												Ţ
												÷
31/01/2010	INV	IN213473	Unpo					117.50			117.50	UKP Ţ
31/01/2010	PAY	PA106944	Unpo				•	-100.00			-100.00	
_ Transaction Def	tails											
Narrative						Batch	I		207:	18 / 1	Item Note	es
Comments					_	Perio	d			03 / 2010		
			28.4 . 4		- 10	Disco	unt date		28/	02/2010		
Terms Sett diec		% JU Days El				Due	late		28/	02/2010		
Jost disc	1											
Chq/Card						Bank					-	
Drawer						Brand	:h				-	
Views		-ations	GL Analysis		Drill Down		Tetors of	Itore M	atae		ck	
Eind		rency	Tax Analysis		Head Office		unterrupt	10811114				
			rax sharyoto		need office					_		
Partition 2 Computer	1D							16:5	7:00 DCP	DL420T/F1	DSP CAP	PS NUM //

Notes (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Notes') is displayed to show this.

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DL Hold/Release Transactions – Item Selection Window

© global-dev:23 File Run Setting	- P2 - Hold/Relea : gs Options Help	se Transa	actions	Company: 1 Perio	od: 3/2010		
Item Selecti	ion for Customer H	AE001					×
Number	Date	Held	Ву	Date Held	Entry		Balance
IN213473	31/01/2010				117.50		117.50 д
							1
Details							
Narrative				Notes			
<u>N</u> otes					Ŀ	<u>iold R</u> elea	se Close
Partition 2 Compu	ter 1D				17:01:57 DCP	DL135/W2	DSP CAPS NUM //

- **Notes** (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Notes') is displayed to show this.
- **Note** If the site is configured to use the extension database the system automatically generates a transaction note (which includes the operator id and date) when a transaction is held or released.

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CL Transactions – Invoices etc

C global-dev:23 - P2 - Er File Run Settings Option	n <mark>ter Transactions</mark> ns Help									
Items in Batch										×
Batch Summary Batch number Batch type	62 (INVOICE	Company A Currency G	.1 BP	Items Daybook		1 Entry 0 Contr	total ol total			115.00 0.00
Item Supplier	Date	Invoice	Hold		Net	Currency	Terms	VAT		VAT Amount
1 HAE001	30/04/2005	INV15/28	N		100.00	GBP	A	S		15.00 📼
										*
								••••••		
										—
										<u>×</u>
Reference Name Narrative Comments	Auto Electri Invoice	ical			Information Gross Discount If paid by Balance			GBP GBP GBP		115.00 0.00 30/05/2005 0.00
PO number					Due date Tax country/Reg	istration			 	30/05/2005
GL Analysis					Item Notes				Great Britain	1
GL PC MID	Birmi	ngham Office	-							
Narrative	vito Electrical	ot sales - Highl								
	1									
Currency Search Item Notes	Notes Logged	New Terms GL Analysis		Tax Reg Tax Analy	n Gro Sis Allocar	ss tions		Amend	Apply	Close
Partition 2 Computer 1D							12:32	2:31 DCP	CL110F/W2	DSP CAPS NUM

Item Notes (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Item Notes') is displayed to show this.

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CL Transactions – Payments etc

C global-dev:23 - P2 - En File Run Settings Option	n ter Transactions ns Help				
Ttems in Batch					×
Batch Summary Batch number [Batch type [16964 Compar PAYMENT Currenc	iy 1 Items y UKP Daybook	1 En 0 Co	itry total introl total	50.00
Item Supplier	Date	Payment	Amount paid	Currency	Discount
1 HAE001	31/01/2010	PAY551	50.00		0.00 📼
					I
Reference			Information		
Name	Auto Electrical		Total	UKP	50.00
Narrative	Part payment for	INV15/28	Balance	UKP	117.50
Comments					
Item Notes			Unallocated		00.00
Search	Currency Note	es Discount	Allocations	Amend	Apply Close
Item Notes					
Partition 2 Computer 1D				17:10:09 DCP	CL110U/W2 DSP CAPS NUM //

Item Notes (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Item Notes') is displayed to show this.

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CL Transaction Enquiries

© global-dev:23 - File Run Settings	P2 - Supplier Enquiries Options Help				
All Transactio	ns - HAE001 Auto Electrica	l			×
Type Refer	ence Date	Status Held	Auto	Original	Balance
					x
					*
INV INV1	5/28 31/01/2010	Curr	N	117.50	117.50
	51 31/01/2010	Unpo	N	-50.00	-50.00
Transaction D	etails				
Narrative	Part payment for I	W15/28	Item Notes	Batch	16964 / 1
Comments			_	Period Discount date	
Terms			_	Due date	
Sett disc.					
Logged Inv	PO				
Views	Allocations	GL Analysis	Drill Down	1	Close
Find	Currency	Tax Analysis	Interrupt	Item Notes	
Partition 2 Compute	r 1D			17:11:35 DCP	CL420T/F1 DSP CAPS NUM //

Notes (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Notes') is displayed to show this.

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CL Hold/Release Transactions – Item Selection Window

C File	global-dev:23 - P2 - Hold/Release Transactions File Run Settings Options Help								
	Item Selecti	on for Supplier H	AE001						×
	Number	Date	Held?	By	Approved		Entry		Balance
	INV15/28	31/01/2010					117.50		117.50 🛫
				1					<u></u>
									T
		1							Ŧ
									<u> </u>
	Dotaile								
	Narrative	INV15/28			Notes				
		1				•			
	Notes							Select	Close
P	artition 2 Compu	ter 1D					17:13:13 DCP	CL130/W3	DSP CAPS NUM

- **Notes** (Only available at sites configured to use the extension database) This allows the notes for the current transaction to be viewed and updated. If the current transaction already has notes an indicator (the hi-lighted text 'Notes') is displayed to show this.
 - **Note** If the site is configured to use the extension database the system automatically generates a transaction note (which includes the operator id and date) when a transaction is held or released.

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© global-dev:23 File Run Setting	- P2 - Auto-Payn Is Options Help	nents				
Select Trans	actions to Pay fo	r HAE001 Auto Elect	rical			×
Transad Number	tion Date	Due Date	Pay?	Currency	Balance	Total Payment
INV15/28	31/01/2010	28/02/2010	No	UKP	117.50	0.00 🗷
	1					
						······
	<u>.</u>					Ţ
						<u> </u>
Details						
Туре		INV	DICE		Discount date	28/02/2010
Original value	· [117.50		Discount available	0.00
Notes					Discount taken	0.00
Narrative	INV15/2	8			Net payment	0.00
Search	Pay De	eselect Hold	Note	s	Amend	Apply Close
Partition 2 Comput	ter 1D				17:14:49 DCP	CL140R/W4 DSP CAPS NUM /

CL Auto- Payments - Select Transactions to pay

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Transaction Notes Window



This window appears when you press the notes button within Creditors Ledger and Debtors Ledger transaction entry or enquiries.

Purpose This window enables you to view and record free-form notes for each transaction.

Note Transaction notes are only available at sites configured to use the extension database.

Transaction notes are displayed and updated via a standard Windows text edit control. This allows up to 32,500 characters of free format notes to be maintained. This format of note entry supports standard Windows functions such as word wrap and cut and paste.

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