



Global 3000 Service pack Note

Standing Orders in Cash Manager

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INTRODUCTION

This service pack improves standing order and repeating order handling in Cash Manager..

This service pack makes the following improvements to standing and repeating orders:

Tax Analysis and General Ledger Analysis Windows

When setting up standing and repeating orders, the depth of the Tax and General Ledger Analysis windows has been increased.

Standing Order generation

Standing orders which have not had a transaction generated in the current period are highlighted and a new tick box is available for each so that they can all be generated in a single batch for each type of order (payment and receipt). The option to add to existing batches is still be available. If no suitable batch is found, the batch window is not displayed and the user is asked to confirm that they wish to create a new batch. Note that since existing standing orders are generated whenever a period is opened this will only apply to standing orders which do not have a transaction generated when they are created.

Repeating Order generation

For repeating orders there is now an option to tick those that require generation and enter a transaction date for each. The ticked orders are then generated in a single batch for each type of order (payment and receipt). The option to add to existing batches is still available. If no suitable batch is found the batch window is not displayed and the user is asked to confirm that they wish to create a new batch.

Access to repeating orders from transaction entry

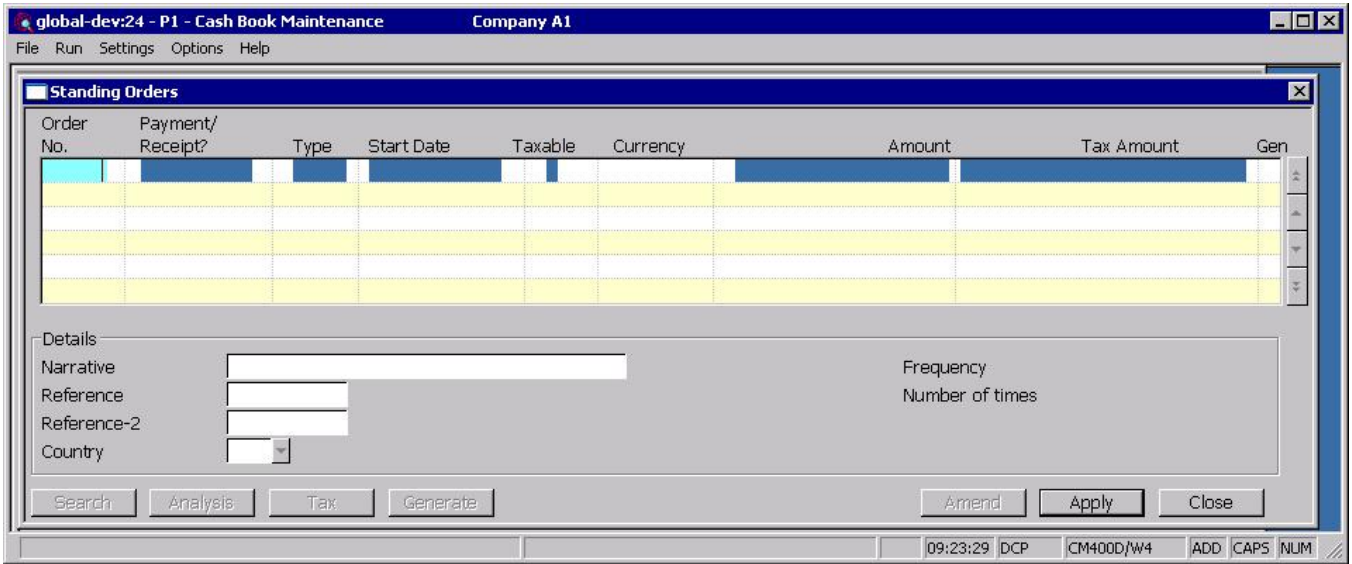
A new button (labelled 'Repeating' has been added within transaction entry, this allows a repeating order to be selected and added to the current batch.

Access to repeating orders from bank reconciliation

A new button (labelled 'Repeating') has been added within bank reconciliation, this allows a repeating order to be selected and added to the current statement page as a statement direct transaction.

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Standing Orders Window



	This window appears when you press the Standing Orders button in the General Details of Cash Books Window
Purpose	This window enables you to set up standing orders for the selected cash book. The first standing order transaction can be created in the period in which the standing order is entered. Subsequently Standing Orders are processed by the Close Period program, which creates transactions in the new period for each standing order which requires it.

Order no	Enter a number (up to two digits) to identify the repeating order. This must be different from any number used to identify a standing order.
<i>Note</i>	This field is highlighted if no instance of the standing order has been generated in the current period. If this is so, an instance may be generated by ticking in the “Gen” column and, when all the required orders are ticked, selecting “Generate”.

Gen	<i>(Only if the order number on the line is highlighted or a new order starting in the current period is being entered)</i> Set to generate an instance of the standing order in the current period when “Generate” is selected or on exit. The default is set for a standing order in the current period
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<i>On completion</i>	If the transaction is taxable ⇒ Tax Analysis Window . This enables you to analyse the transaction across the required tax codes.
	This is followed by the Dissection Analysis Window . This window enables you to distribute the amount of the standing order to the required dissection codes.
	If analysis categories have been set up for the General Ledger account you specify in the Dissection Analysis Window, it is followed by the General Ledger Transaction Analysis Window .

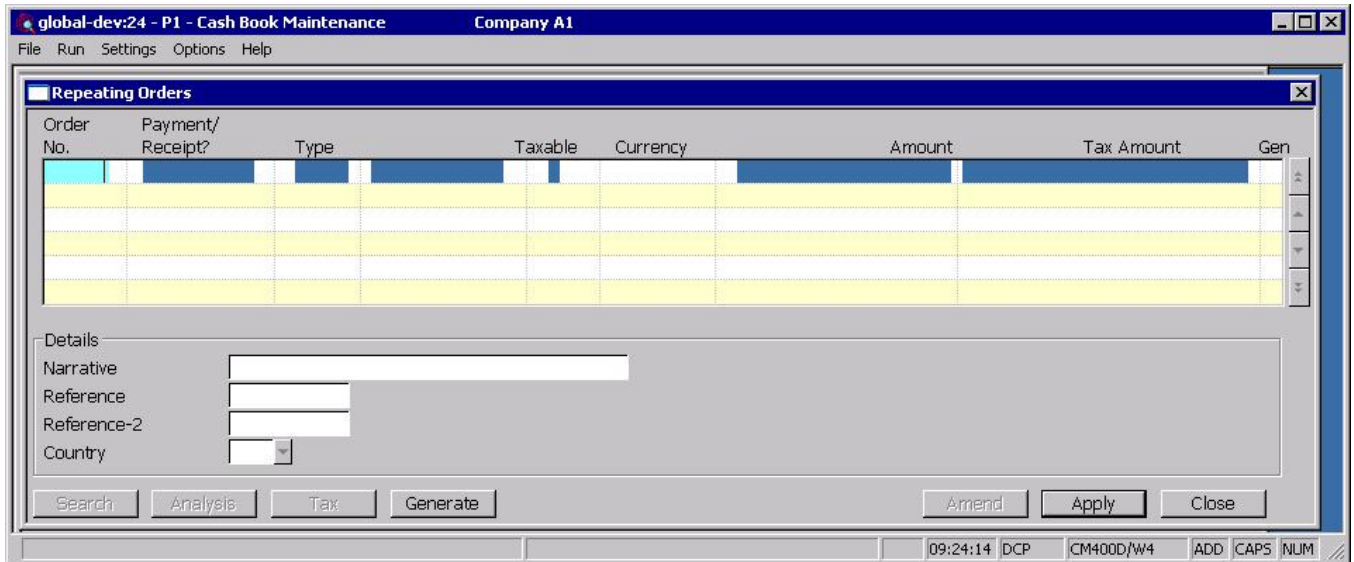
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<i>On exit</i>	If the Generate button is lit, (i.e. while there is a least one standing order ticked for generation) you are asked to confirm that you wish to generate the ticked orders
	<ul style="list-style-type: none"> ○ if suitable batches are open in the current period ⇒ Batch Selection Window to allow you to select a batch for the transactions.
	<ul style="list-style-type: none"> ○ if no such batch is available you are asked if you wish to create one.
<i>Note</i>	If you have selected both Payment and Receipt orders, the batch selection process is repeated for both batch types.
	You are returned to the Cash Book Maintenance Window.

Generate *(Available if any standing orders have the “Gen” column ticked)* Press to complete the generation of the current period instance of any ticked standing orders ⇒ [Batch Selection Window](#).

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Repeating Orders Window



	This window appears when you press the Repeating Orders button in the General Details of Cash Books Window
Purpose	This window enables you to set up repeating orders for the selected cash book. A current period transaction can be generated from a repeating order as required.

Gen	Set to generate an instance of the repeating order in the current period when "Generate" is selected or on exit. The default is unset. You are prompted for a date in the current period.
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<i>On completion</i>	If the transaction is taxable ⇒ Tax Analysis Window . This enables you to analyse the transaction across the required tax codes.
	This is followed by the Dissection Analysis Window . This window enables you to distribute the amount of the repeating order to the required dissection codes.
	If analysis categories have been set up for the General Ledger account you specify in the Dissection Analysis Window, it is followed by the General Ledger Transaction Analysis Window .
<i>On exit</i>	If the Generate button is lit, (i.e. while there is a least one repeating order ticked for generation) you are asked to confirm that you wish to generate the ticked orders
	<ul style="list-style-type: none"> ○ if suitable batches are open in the current period ⇒ Batch Selection Window to allow you to select a batch for the transactions. ○ if no such batch is available you are asked if you wish to create one.
<i>Note</i>	If you have selected both Payment and Receipt orders, the batch selection process is repeated for both batch types.

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	You are returned to the Cash Book Maintenance Window.
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Generate *(Available if any standing orders have the "Gen" column ticked)* Press to complete the generation of the current period instance of any ticked standing orders => [Batch Selection Window](#).

Transaction Details Window

Repeating	Select a repeating order to add to the batch. You are offered a list of repeating orders compatible with the currency and type of the batch you are entering. Select one and you are prompted for a date in the current period or earlier to include a transaction based on that order in the batch.
<i>Note</i>	Transactions dated prior to the current period are posted to the current period

Reconciliation Totals for Cash Book Window

Repeating	Select a repeating order to add as a statement direct transaction.. You are offered a list of repeating orders compatible with the cash book you are reconciling. Select one and you are prompted for a date in the current period or earlier to include a transaction based on that order in one of the statement direct batches.
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