



# **Global 3000 Service Pack Note**

## **Global 3000 Cash Manager - Batch Filters**

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## INTRODUCTION

This service pack provides a filters option within Transaction Entry and Batch Enquiries.

A new button labelled 'Filters' has been added to the batch detail window within Transaction Entry and Batch Enquiries. The 'Filters' button gives control over the batches listed.

## DOCUMENTATION CHANGES

### CM Transaction Entry – Cash Book Batches

Batch	Title	Book	Type	Period	Audit Report	Items	Created by	Status
35	Cash Payments	B1	PAYMENT	Current	3	1	SHUT	CLOSED
36	Cash Receipt	B1	RECEIPTS	Current	3	1	SHUT	CLOSED
37	Euros required	B1	PAYMENT	Current	3	1	SHUT	CLOSED
38	Euros required	B2	RECEIPTS	Current	3	1	SHUT	CLOSED
39	Australian Dollars	B1	PAYMENT	Current	3	1	SHUT	CLOSED
40	Australian Dollars	CA	RECEIPTS	Current	3	1	SHUT	CLOSED
41	Cheque Issued	B1	PAYMENT	Current	3	1	SHUT	CLOSED
42	Banking on 31/03/15	B1	RECEIPTS	Current	3	1	SHUT	CLOSED

**Batch Details**

Single currency?  
 Print cheques?  
 Cash Book title: **Natwest Current Account**  
 Book currency: **GBP**  
 Source: **DL**

**Totals**

Control total: **0.00**  
 Total entered: **32,224.41**  
 Variance: **0.00**

**Information**

Current period: **3 / 2015** ending **31/03/2015**  
 Updated on: **06/04/2020** by **SHUT** at **11.03.31**

Buttons: Search, Lines, Post, Delete, Print, **Filters**, Amend, Apply, Close

**Filters** Press this to control the batches listed in the window, for example to limit the list of batches to only those for the next period or those that are not yet posted.

**Note** Selections made via the 'Filters' button are only retained until you exit transaction entry, they are not saved. Furthermore, every time transaction entry is run, the list of batches reverts back to the default state which is to include all current and next period batches.

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# CM Batch Enquiries – Batch Details

The screenshot shows the 'General Details of Batches' window. At the top, there is a menu bar with 'File', 'Run', 'Settings', 'Options', and 'Help'. Below the menu is a toolbar with icons for Command, N/A, N/A, Next, Home, Clear, Enquire, Delete, Insert, Abort, Move, Help, and Launch. The main area contains a table with the following columns: Batch, Title, Cash Book, Curr, Type, Period, Audit Rep, Source, Items, and Status. The table lists 10 batches, with the last one, 'Banking on 31/03/15', highlighted in blue. Below the table are several sections: 'Details' with fields for Cash Book title (Natwest Current Account), Control total (0.00), Total entered (32,224.41), and Audit report (3); 'Last Update' with fields for Last updated by (SHUT), at (11.03.31), and on (06/04/2020); 'Sending System Items' with fields for First and Last (DL 85/ 0) and Ref (310315); and 'Print cheques?' (unchecked). At the bottom, there are buttons for 'Include closed cash books', 'Batch Filters', 'Select', and 'Close'. The status bar at the very bottom shows 'LCR', '16:05:38 SHUT', 'CM320/W1', 'DSP', 'CAPS NUM'.

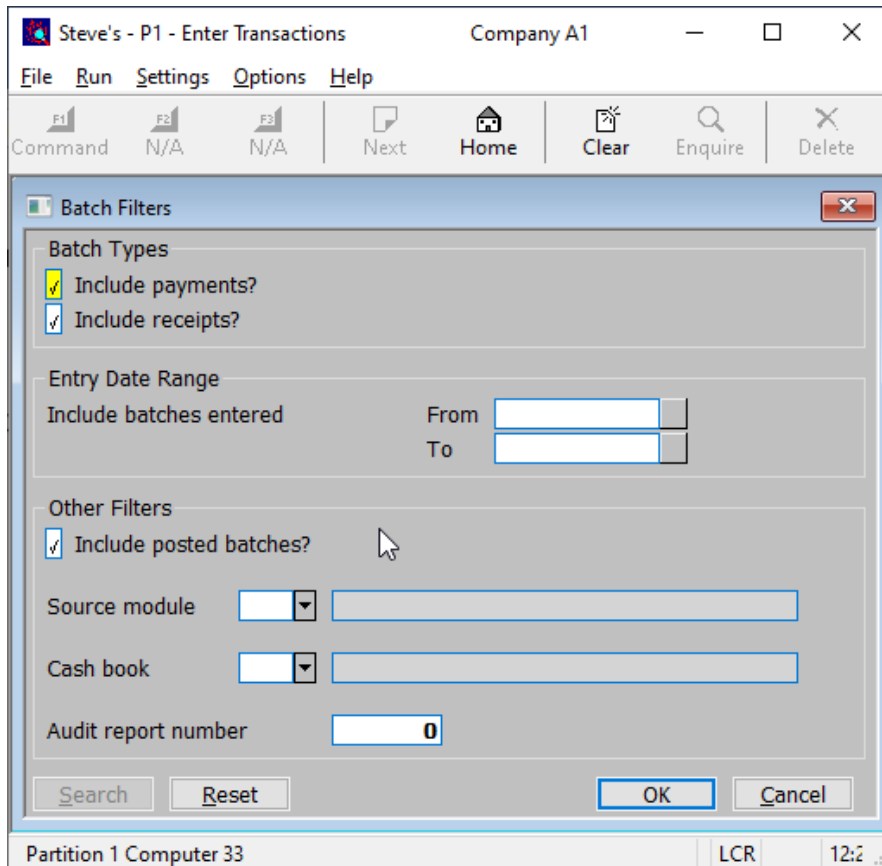
Batch	Title	Cash Book	Curr	Type	Period	Audit Rep	Source	Items	Status
34	Standing Orders	B1	GBP	PAYMENT	2005 / 4	2		2	CLOSED
35	Cash Payments	B1	GBP	PAYMENT	2015 / 3	3		1	CLOSED
36	Cash Receipt	B1	GBP	RECEIPTS	2015 / 3	3		1	CLOSED
37	Euros required	B1	GBP	PAYMENT	2015 / 3	3	CM	1	CLOSED
38	Euros required	B2	GBP	RECEIPTS	2015 / 3	3	CM	1	CLOSED
39	Australian Dollars	B1	GBP	PAYMENT	2015 / 3	3	CM	1	CLOSED
40	Australian Dollars	CA	\$AU	RECEIPTS	2015 / 3	3	CM	1	CLOSED
41	Cheque Issued	B1	GBP	PAYMENT	2015 / 3	3	CL	1	CLOSED
42	Banking on 31/03/15	B1	GBP	RECEIPTS	2015 / 3	3	DL	1	CLOSED

**Batch Filters** Press this to control the batches listed in the window, for example to limit the list of batches to only those for the next period or those that are not yet posted.

**Note** Selections made via the 'Filters' button are only retained until you exit batch enquiry.

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# CM Batch Filters Window



This window appears when you press the 'Filters' button.

**Purpose** This window enables you to enter criteria by which you can restrict the list of batches displayed.

**Note** Selections made in this window are only retained until you exit transaction entry/batch enquiries, they are not saved. Furthermore, every time transaction entry/batch enquiries is run, the filters criteria revert back to the default state which is to include all batch types.

*The prompts are:*

- Include payments?** Set this to include payment batches in the list.
- Include receipts?** Set this to include receipt batches in the list.
- Include batches entered** If you want to limit the list of batches by their entry date, enter a range of dates here. Any batches with an entry date outside the range will be excluded from the list.
- Include posted batches?** Set this to include posted batches in the list. Note, posted batches are shown with a status of 'Closed'.
- Source module** If you want to restrict the list of batches to those for a particular source module, enter the id of that source module here (for directly entered batches a source id of 'CM' should be entered). A search is available.

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**Cash book** If you want to restrict the list of batches to those for a particular cash book, enter the code of that cash book here. A search is available.

**Note** Closed cash books are excluded from the search except in batch enquiries when enquiry is set to include closed cash books. However, you can still manually select a closed cash book.

**Audit report number** If you want to restrict the list of batches to those that appeared on a specific audit report you can enter its number here.

**Note** On exit from this window the batches window is refreshed based on criteria entered here.

*Buttons:*

**Search** When pressed, this will initiate a look-up search if one is available.

**Reset** When this is pressed, the filters criteria is reset back to its default state which is to include all batch types.

**OK** This exits the window and returns to the batches window which is refreshed based on the criteria entered here.

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