



Global 3000 Service Pack Note

Transaction Line Entry Profile (CL & DL)

INTRODUCTION

This service pack provides the ability to skip and/or hi-light fields when creating Creditors Ledger and Debtors Ledger transactions.

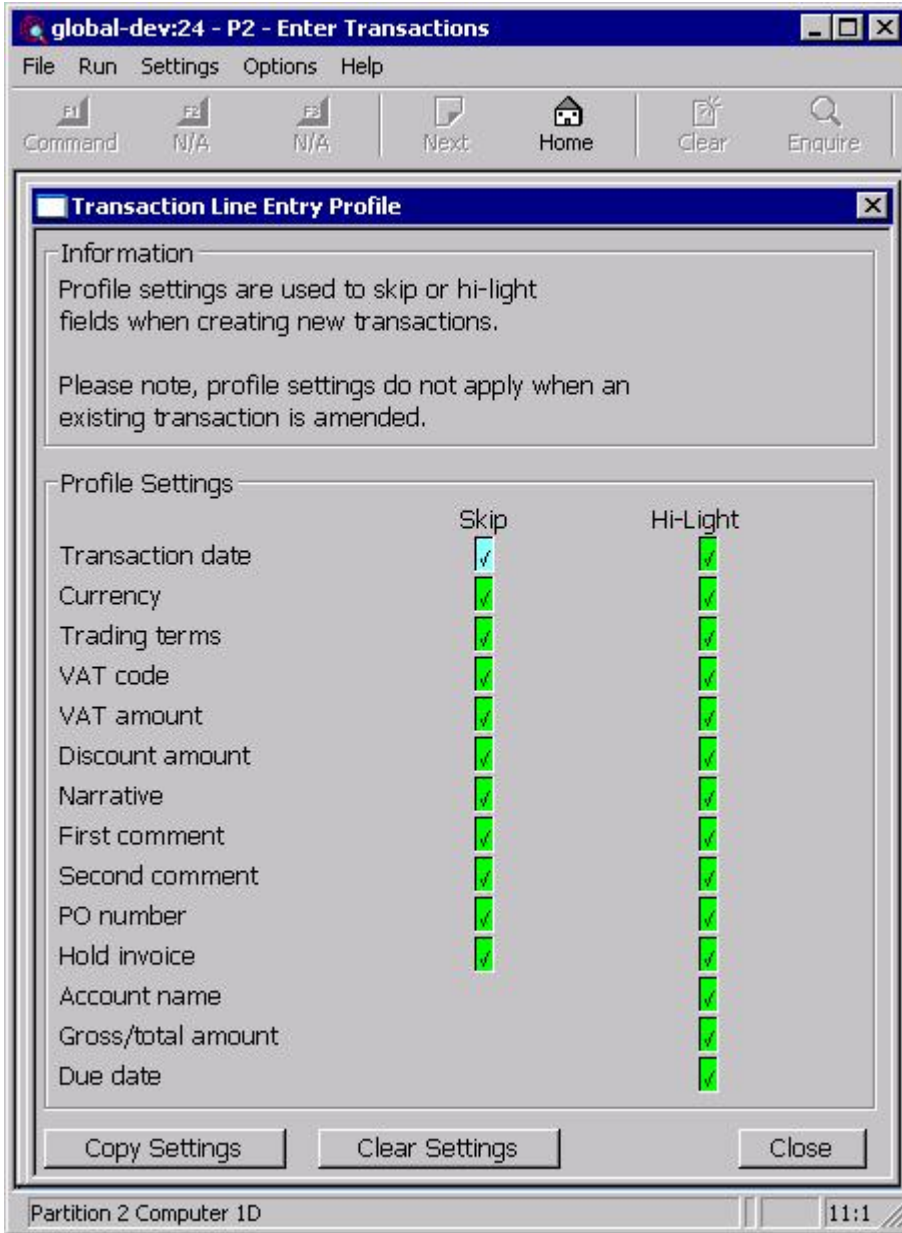
A new button labelled 'Set-up' has been added to the Creditors Batches and Debtors Batches windows. Pressing the 'Set-up' button provides access to a new window that allows operator specific configuration options for transaction line entry to be saved as a user profile. The options allow various transaction line fields to be either skipped (during the creation of new transactions) and/or hi-lighted. When a field is skipped it is set to the default value generated by transaction entry, the operator can go back and amend skipped fields if required.

Creditors Ledger and Debtors Ledger transaction entry have been updated as follows:

- When transaction entry is selected from the menu the user's current profile settings are loaded.
- A new button (labelled 'Set-up') has been added to the 'Batches' window, when pressed the current user's profile settings are displayed and can be updated.
- The transaction line entry windows have been updated to skip (when creating a new transaction) or hi-light fields based on the user's profile settings.

Note: Profile settings do not apply when entering allocation batches or when creating Debtors Ledger credit claim transactions.

Documentation Changes



This window appears when you select 'Set-up' from the 'Creditors Batches' or 'Debtors Batches' windows.

Purpose This window allows operators to set up a profile to be used whenever they create a new transaction line. The profile contains configuration settings which allow individual fields to be skipped whenever a new transaction is created and to specify which fields are to be hi-lighted within the transaction lines window.

Note The profile settings do not apply when creating an allocations batch or when a Debtors Ledger Credit Claim is entered.

The prompts are:

Skip The following fields can be configured as being skipped during the creation of a new transaction.

- Transaction date
- Currency
- Trading terms
- Tax code
- Tax amount
- Discount amount
- Narrative
- First comment
- Second comment
- Purchase order number (Creditors Ledger only)
- Hold invoice (Creditors Ledger only)

Note When a field is skipped it is set to its default value, it is still possible to select the field and change its value if required. Fields are only skipped when a new transaction line is created and the profile settings (for skipping fields) are not applied when amending an existing transaction.

Hi-Light The following fields can be configured as being hi-lighted within the transaction line entry window.

- Transaction date
- Currency
- Trading terms
- Tax code
- Tax amount
- Discount amount
- Narrative
- First comment
- Second comment
- Purchase order number (Creditors Ledger only)
- Hold invoice (Creditors Ledger only)
- Account name
- Gross/Total amount
- Due date

The buttons are:

Copy Settings Select this to copy settings from another user's profile overwriting your existing profile settings. You are offered a list of existing users whose profile can be copied.

Clear Settings Select this to clear your existing profile settings.

Close Select this to save the current profile settings and return to the Creditors or Debtors Batches window.