# Global 3000
## Service Pack Note

# Global 3000 Debtors/Creditors Ledger - Transaction Enquiry Filters

| | | |
|---|---|---|
| **Author** | DCP | |
| **Project** | ZM60_000495.docx | |
| **Version** | 1.0 | 1 of 8 |

## INTRODUCTION

This service pack provides the ability to suppress exchange gain/loss journals within Debtors Ledger and Creditors Ledger transaction enquiries.

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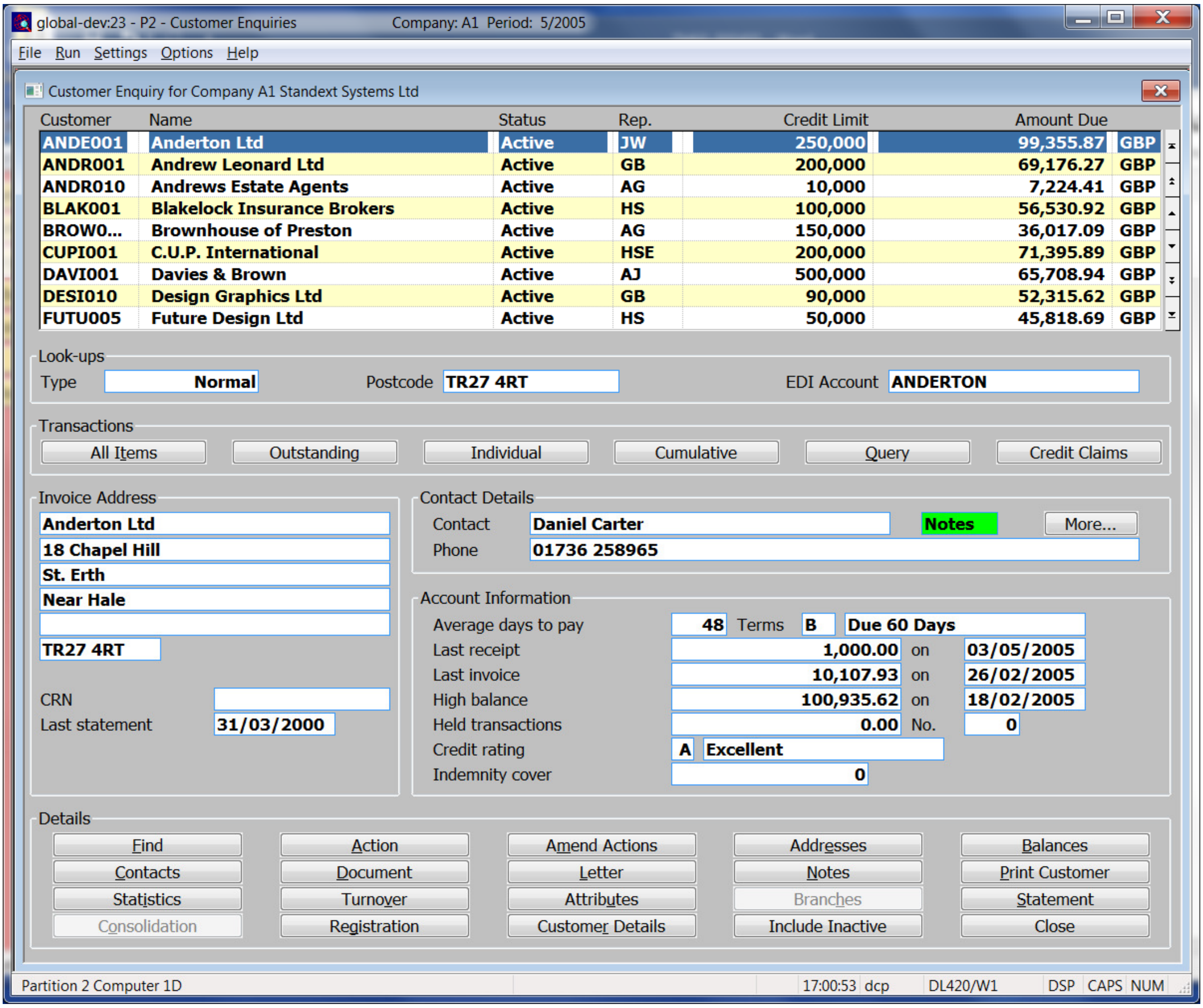
|---|
| The following changes apply to both Debtors Ledger and Creditors Ledger. |
| Account (customer and supplier) enquiries have been updated to replace the existing combination of the 'Transactions' button followed by the 'Select Type' menu with a new bank of buttons (located below the 'Look-up' group box) which can be used in conjunction with the new transaction filters button.<br>The changes are to include a new button (labelled 'Filters') within the transaction enquiry windows. When pressed the list of transactions included in the enquiry can be limited based on transaction type and entry date. |
| Please note, by default system generated exchange gain/loss journals (including those created by transaction revaluation) are excluded from transaction enquiries. They can be included using the new 'Filters' button if required. |

## DOCUMENTATION CHANGES

# DL Customer Enquiries



global-dev:23 - P2 - Customer Enquiries    Company: A1  Period: 5/2005

Customer Enquiry for Company A1 Standext Systems Ltd

| Customer | Name | Status | Rep. | Credit Limit | Amount Due | |
|---|---|---|---|---|---|---|
| ANDE001 | Anderton Ltd | Active | JW | 250,000 | 99,355.87 | GBP |
| ANDR001 | Andrew Leonard Ltd | Active | GB | 200,000 | 69,176.27 | GBP |
| ANDR010 | Andrews Estate Agents | Active | AG | 10,000 | 7,224.41 | GBP |
| BLAK001 | Blakelock Insurance Brokers | Active | HS | 100,000 | 56,530.92 | GBP |
| BROW0... | Brownhouse of Preston | Active | AG | 150,000 | 36,017.09 | GBP |
| CUPI001 | C.U.P. International | Active | HSE | 200,000 | 71,395.89 | GBP |
| DAVI001 | Davies & Brown | Active | AJ | 500,000 | 65,708.94 | GBP |
| DESI010 | Design Graphics Ltd | Active | GB | 90,000 | 52,315.62 | GBP |
| FUTU005 | Future Design Ltd | Active | HS | 50,000 | 45,818.69 | GBP |

Look-ups

Type: Normal    Postcode: TR27 4RT    EDI Account: ANDERTON

Invoice Address

Anderton Ltd
18 Chapel Hill
St. Erth
Near Hale

TR27 4RT

CRN:
Last statement: 31/03/2000

Contact Details

Contact: Daniel Carter    Notes
Phone: 01736 258965

Account Information

| | | | |
|---|---|---|---|
| Average days to pay | 48 | Terms | B Due 60 Days |
| Last receipt | 1,000.00 | on | 03/05/2005 |
| Last invoice | 10,107.93 | on | 26/02/2005 |
| High balance | 100,935.62 | on | 18/02/2005 |
| Held transactions | 0.00 | No. | 0 |
| Credit rating | A Excellent | | |
| Indemnity cover | 0 | | |

*Buttons:*

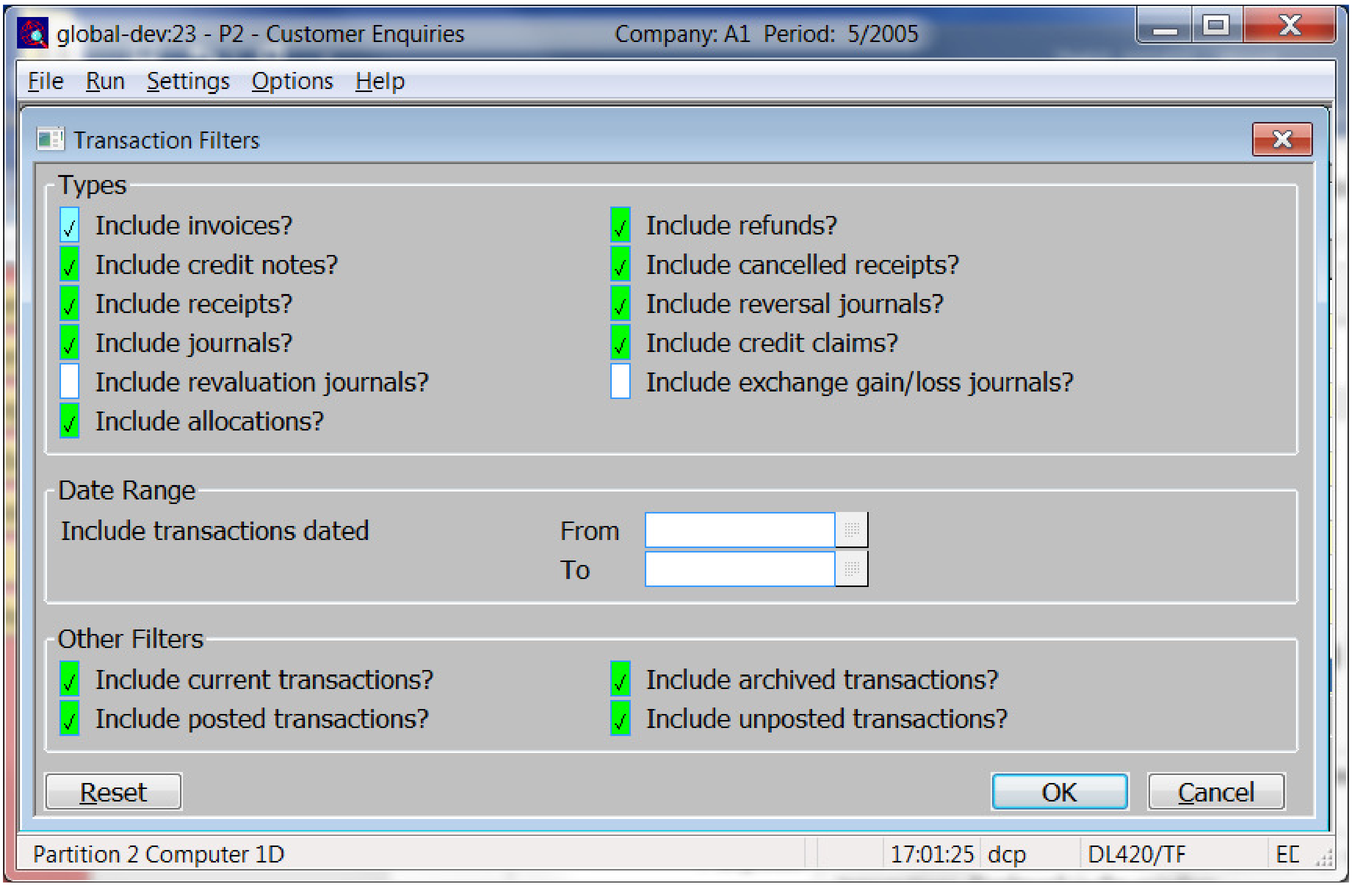
| | |
|---|---|
| **All Items** | Press this to view transactions for the customer. |
| **Outstanding** | Press this to view only those transactions (for the customer) with an outstanding balance. |
| **Individual** | Press this to select and view an individual transaction. |
| **Cumulative** | Press this to view the customer's current transactions showing the cumulative balance in base currency. |
| **Query** | Press this to search for transactions using advanced criteria options. |
| **Credit Claims** | Press this to view credit claims for the customer. |

# DL Transaction Enquiries – All Views

*Buttons:*

| | |
|---|---|
| **Filters** | Press this to control the transactions listed in the window, for example to limit the list to only invoices or to include transactions entered between specific dates. |
| ***Note*** | Selections made via the 'Filters' button are only retained until you exit transaction enquiries, they are not saved. Furthermore, every time a transaction enquiry is run the list of included transactions reverts back to the default state which is to include all transactions other than system generated revaluation and exchange gain/loss journals. |

# DL Transaction Enquiry – Transaction Filters Window



Types

☑ Include invoices?
☑ Include credit notes?
☑ Include receipts?
☑ Include journals?
☐ Include revaluation journals?
☑ Include allocations?
☑ Include refunds?
☑ Include cancelled receipts?
☑ Include reversal journals?
☑ Include credit claims?
☐ Include exchange gain/loss journals?

Date Range

Include transactions dated From
To

Other Filters

☑ Include current transactions?
☑ Include posted transactions?
☑ Include archived transactions?
☑ Include unposted transactions?

| | |
|---|---|
| | This window appears when you press the 'Filters' button in a transaction enquiry window. |
| **Purpose** | This window enables you to enter criteria by which you can restrict the list of transactions displayed in the window. |
| ***Note*** | Selections made via the 'Filters' button apply to all transaction enquiry 'views'. They are only retained until you exit transaction enquiries, they are not saved. Furthermore, every time a transaction enquiry is run the list of included transactions reverts back to the default state which is to include all transactions other than system generated revaluation and exchange gain/loss journals. |

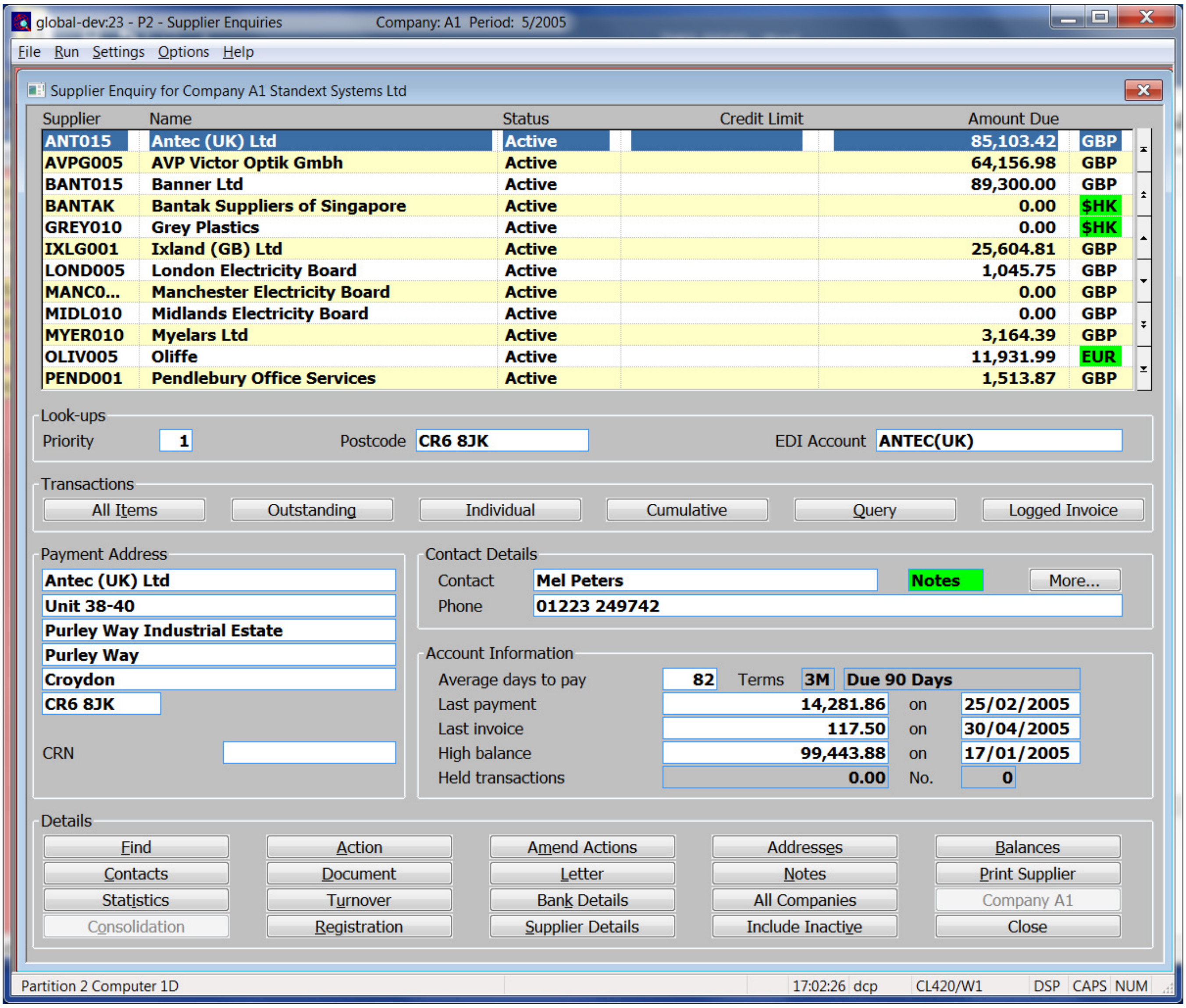
## *The prompts are:*

| | |
|---|---|
| **Include invoices?** | Set this to include invoices in the list. |
| **Include credit notes?** | Set this to include credit notes in the list. |
| **Include receipts?** | Set this to include receipts in the list. |
| **Include journals?** | Set this to include manually entered journals in the list. |
| **Include revaluation journals?** | Set this to include system generated exchange gain/loss journals created via transaction revaluation in the list? |
| **Include allocations?** | Set this to include allocations in the list. This refers to receipts created for allocation purposes. |
| **Include refunds?** | Set this to include refunds in the list. |
| **Include cancelled receipts?** | Set this to include cancelled receipts in the list. |
| **Include reversals?** | Set this to include reversal journals in the list. |
| **Include credit claims?** | Set this to include credit claims in the list. |
| **Include exchange gain/loss journals?** | Set this to include system generated exchange gain/loss journals in the list? |
| **Entry date range** | If you want to limit the list of transactions by their date, enter a range of dates here. Any transactions with a date outside the range will be excluded from the list. |
| **Include current transactions?** | Set this to include current transactions in the list. |
| **Include archived transactions?** | Set this to include archived transactions in the list. |
| **Include posted transactions?** | Set this to include posted transactions in the list. |
| **Include unposted transactions?** | Set this to include unposted transactions in the list. |
| ***Note*** | On exit from this window the current transaction enquiry window is refreshed based on criteria entered here. These filters apply to all 'views' within transaction enquiries. |

## *Buttons:*

| | |
|---|---|
| **Reset** | When this is pressed the filters criteria is reset back to its default state, which is to include all transactions with the exception of system generated exchange gain/loss and revaluation journals. |
| **Close** | This exits the window and returns to the current transaction enquiry window which is then refreshed based on the criteria entered here. |
| ***Note*** | These filters will still apply if you switch to a different transaction enquiry view. |

# CL Supplier Enquiries



Supplier Enquiry for Company A1 Standext Systems Ltd

| Supplier | Name | Status | Credit Limit | Amount Due | |
|---|---|---|---|---|---|
| ANT015 | Antec (UK) Ltd | Active | | 85,103.42 | GBP |
| AVPG005 | AVP Victor Optik Gmbh | Active | | 64,156.98 | GBP |
| BANT015 | Banner Ltd | Active | | 89,300.00 | GBP |
| BANTAK | Bantak Suppliers of Singapore | Active | | 0.00 | $HK |
| GREY010 | Grey Plastics | Active | | 0.00 | $HK |
| IXLG001 | Ixland (GB) Ltd | Active | | 25,604.81 | GBP |
| LOND005 | London Electricity Board | Active | | 1,045.75 | GBP |
| MANCO... | Manchester Electricity Board | Active | | 0.00 | GBP |
| MIDL010 | Midlands Electricity Board | Active | | 0.00 | GBP |
| MYER010 | Myelars Ltd | Active | | 3,164.39 | GBP |
| OLIV005 | Oliffe | Active | | 11,931.99 | EUR |
| PEND001 | Pendlebury Office Services | Active | | 1,513.87 | GBP |

Priority 1
Postcode CR6 8JK
EDI Account ANTEC(UK)

Antec (UK) Ltd
Unit 38-40
Purley Way Industrial Estate
Purley Way
Croydon
CR6 8JK

CRN

Contact Mel Peters
Phone 01223 249742

Average days to pay 82 Terms 3M Due 90 Days
Last payment 14,281.86 on 25/02/2005
Last invoice 117.50 on 30/04/2005
High balance 99,443.88 on 17/01/2005
Held transactions 0.00 No. 0

*Buttons:*

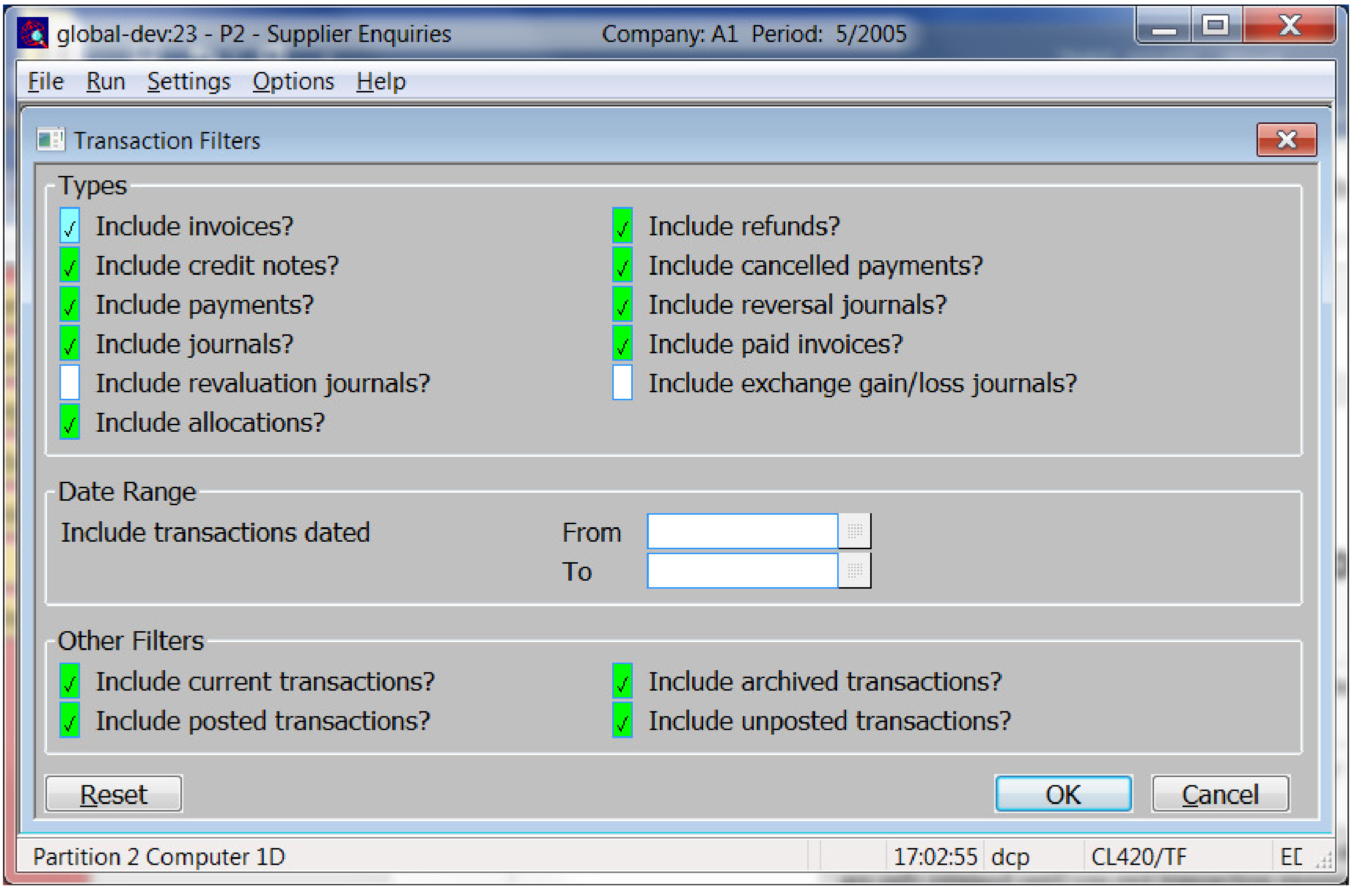
| | |
|---|---|
| **All Items** | Press this to view transactions for the supplier. |
| **Outstanding** | Press this to view only those transactions (for the supplier) with an outstanding balance. |
| **Individual** | Press this to select and view an individual transaction. |
| **Cumulative** | Press this to view the supplier's current transactions showing the cumulative balance in base currency. |
| **Query** | Press this to search for transactions using advanced criteria options. |
| **Logged Invoice** | Press this to view logged invoices claims for the supplier. |

# CL Transaction Enquiries – All Views

*Buttons:*

| | |
|---|---|
| **Filters** | Press this to control the transactions listed in the window, for example to limit the list to only invoices or to include transactions entered between specific dates. |
| ***Note*** | Selections made via the 'Filters' button are only retained until you exit transaction enquiries, they are not saved. Furthermore, every time a transaction enquiry is run the list of included transactions reverts back to the default state which is to include all transactions other than system generated revaluation and exchange gain/loss journals. |

# CL Transaction Enquiries – Transaction Filters Window



Types

☑ Include invoices?
☑ Include credit notes?
☑ Include payments?
☑ Include journals?
☐ Include revaluation journals?
☑ Include allocations?
☑ Include refunds?
☑ Include cancelled payments?
☑ Include reversal journals?
☑ Include paid invoices?
☐ Include exchange gain/loss journals?

Date Range

Include transactions dated From
To

Other Filters

☑ Include current transactions?
☑ Include posted transactions?
☑ Include archived transactions?
☑ Include unposted transactions?

This window appears when you press the 'Filters' button in a transaction enquiry window.

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|---|---|
| **Purpose** | This window enables you to enter criteria by which you can restrict the list of transactions displayed in the window. |
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|---|---|
| **Include invoices?** | Set this to include invoices in the list. |
| **Include credit notes?** | Set this to include credit notes in the list. |
| **Include payments?** | Set this to include payments in the list. |
| **Include journals?** | Set this to include manually entered journals in the list. |
| **Include revaluation journals?** | Set this to include system generated exchange gain/loss journals created via transaction revaluation in the list? |
| **Include allocations?** | Set this to include allocations in the list. This refers to payments created for allocation purposes. |
| **Include refunds?** | Set this to include refunds in the list. |
| **Include cancelled payments?** | Set this to include cancelled payments in the list. |
| **Include reversals?** | Set this to include reversal journals in the list. |
| **Include paid invoices?** | Set this to include paid invoices in the list. |
| **Include exchange gain/loss journals?** | Set this to include system generated exchange gain/loss journals in the list? |
| **Entry date range** | If you want to limit the list of transactions by their date, enter a range of dates here. Any transactions with a date outside the range will be excluded from the list. |
| **Include current transactions?** | Set this to include current transactions in the list. |
| **Include archived transactions?** | Set this to include archived transactions in the list. |
| **Include posted transactions?** | Set this to include posted transactions in the list. |
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| ***Note*** | On exit from this window the current transaction enquiry window is refreshed based on criteria entered here. These filters apply to all 'views' within transaction enquiries. |

### *Buttons:*

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|---|---|
| **Reset** | When this is pressed the filters criteria is reset back to its default state, which is to include all transactions with the exception of system generated exchange gain/loss and revaluation journals. |
| **Close** | This exits the window and returns to the current transaction enquiry window which is then refreshed based on the criteria entered here. |
| ***Note*** | These filters will still apply if you switch to a different transaction enquiry view. |