



Global 3000 Enhancement Note

Auto payments cheque number dialogue

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INTRODUCTION

This service pack is an enhancement to the dialogue of prompting for a starting cheque number to help avoid situations where users can accidentally reset the cheque number range already entered.

At the moment the window that prompts for a starting cheque number is presented before each of the main payment documents, cheques, remittance advices etc. The first time this is prompted for causes the cheque numbers for all suppliers to be calculated and stored for each supplier.

Second and subsequent prompts of the starting cheque number have differing effects dependent on the cheque number entered. Re-entering the original cheque number (the default) retains the existing cheque numbers. Entering a different cheque number causes all cheque numbers to be recalculated.

At least one user has mistakenly entered the replacement cheque number as the starting cheque number when printing remittance advices, thus printing incorrect details on all their remittance advices.

DOCUMENTATION CHANGES

Cheque Numbers Window



Purpose This window appears the first time you print a payment document that requires cheque numbers or when you use the 'Reset' option from the 'Supplier cheque numbers' window to reset existing cheque numbers.

Starting cheque number Enter the number of the first live cheque in the run. You are asked for confirmation.

Warning Take great care when entering this number as the cheque numbers are used as the payment reference numbers for the transactions when the payment run is posted.

On completion ⇒ Action Menu. For full details see the Action Menu in the Global 3000 Installation & Set-up Manual.

Supplier cheque numbers window



Purpose This window appears when you print a payment document once a range of cheque numbers has already been established.

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Starting cheque number (Display only). The number of the first live cheque in the run..

Functions

- View** Displays the list of suppliers and the current cheque numbers allocated to each supplier payment, with the option to amend individual payment cheque numbers if required. ⇒ Supplier cheques list window.
- Reset** This prompts for a new starting cheque number. Care should be taken when using this option as all cheque numbers are recalculated including any replacement cheque numbers already entered. ⇒ Cheque numbers window.
- Ok** Continues with the selected document print using the cheque numbers already established.
- Cancel** Abandons the selected document print and returns to the Document options menu.

Supplier cheques list window



Purpose This window appears when you select the “View” option from the Supplier cheque numbers window. It displays the list of supplier cheques already established and can be used to verify that the correct cheque numbers (including any reprinted replacement cheques) have been specified.

The windows displays the supplier account code, name and cheque number of all suppliers in the current payment run that are being paid by cheque.

Individual payments can be selected to allow the cheque number to be updated.

Supplier (Display only) The account code of the supplier.

Name (Display only) The name of the supplier.

Cheque no The cheque number currently allocated to the payment for this supplier. This number can be amended if required.

Functions

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Amend Allows you to amend the cheque number allocated to the selected payment.

On completion ⇒ Supplier cheque numbers window.

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