

4-1 What is **Batch Type** in Organise Batches?

Ver 9.1 (18Jan2005) or after–NCK

Answer

- **Batch Type** is an additional indication for **Batch Title** and will appear in *View Ledgers* and *Print Ledgers* reports only with some customization.
- The customization: step 1. at Data Environment, look into the table **glbatch.dbf**.
- Step 2. Drag and drop the field: **glbatch.batch_type** into report format then **save** it.
- Step 3. Go to *Reports*→*View Ledgers*, select the Bank Account No. and click **Ok** to preview. The batch type will appear.

4-2 How to set compulsory **Project Code** when key in transaction?

All Versions – NCK

Answer

- Go to *Dealers Setup*→*Page 1*, check the checkbox of **Compulsory Project Titles** and uncheck the checkbox of **Blank Allowed**, click **Ok**.
- During transaction (*Transactions File Maintenance*), the Project field is not allowed to be blanked, or else message will be prompted: **No Such Project Code**.

4-3 How to print **Receipt** or **Payment Voucher** instead of Transactions Voucher Listing in *Transactions File Maintenance*?

Ver 9.0 (18 Jan 2005) or after–NCK

Answer

- Exit the program, go to *Setting*→*Country Setting*→*Transaction*, uncheck the checkbox of **Print Transaction Voucher During Transaction**, click **Ok**.
- Log in program again, go to *Transactions File Maintenance*, click on Print button, now you may print receipt for debtor account and payment voucher for creditor account.

4-4 How to **delete a batch** (with and without transactions)?

All Versions – NCK

Answer

- Batch with transactions - Go to *Dealers Setup*→*Page 3* (*Housekeeping*→*Exit*, key in **A, UBS**), key in the batch no. at **Transaction of Batch No. to remove**. Click on **Apply, Yes, Ok**. Then, go to *Boss Menu* (*Housekeeping*→*Exit*, key in **B, UBS**), double click on **Change Batch Lock Status & Pin No.**, select the batch no., click on **Delete, Yes, Exit**.
- Batch with no transaction - Go to *Boss Menu*, double click on **Change Batch Lock Status & Pin No.**, select the batch no., click on **Delete, Yes, Exit**.

4-5 How to set **A/C Description (2)** viewable in account listing when search for account no. in *Transactions File Maintenance*?

Version 8.3 or after – NCK

Answer

- After click on arrow down key to search for account no., double click on the column label **Account No.** or **A/C Desp.(1)**, select option **Account No. - Desp.(1) – Desp.(2)**, click **Ok**.

4-6 I have keyed in the opening balance (period 1) of my Open Item Menu Debtors, how can I maintain each of **last year's invoices amount**, so that it can be shown in current year's statement? *All Versions – CCY*

Answer

- Go to *Transaction*→*Open Item Menu Debtor*→*Maintain B/F Bills*, click on **Add** Button to maintain last year's individual invoice amount. For debtors traded in foreign currency, click on the checkbox of **Foreign Currency Bills**, then **Add** button to key in invoices amount with **Currency Rate**.
- Same steps apply for Open Item Menu Creditors.

4-7 How to **insert transaction**?

All Versions – Janice

Answer

- In *Dealers Setup*→*Page 1*, check **Allowed Insert Transactions**, click on **OK**.
- Go to *Transactions*→*Transactions File Maintenance*, point to the location where you wish to insert the transaction, click on **Insert**, select *Batch Number*, key in Transaction Number, and Number of Transaction accordingly, click on **OK**.

4-8 How to **insert a batch title**?

Version 8.1 or after – NCK

Answer

- Go to *Dealers Setup*→*Page 1*, check the checkbox of **Allowed Insert Batch**, click on **OK**.
- Go to *Transactions*→*Organise Batches*, point to the batch no.1 then click **Insert, Yes**.
- The previous batch no.1 will change to 2 with the new batch no.1.