



# **Scheduled Cash Collection**

## **Install and User Guide**



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## Introduction

Scheduled Cash Collection is a Nolan Computers Add-On for Microsoft Business Solutions Great Plains developed to enable the processing of receivables from Sales Order Processing through Scheduled Cash Collection and BACS processing. Scheduled Cash Collection has the ability to create schedule payments that are automatically linked to Great Plains invoices. It also features full reporting functionality for reporting off the Scheduled Payment system. There is also the ability to type a transaction directly into RM Sales Transaction which can then be processed without the need for Scheduled Cash Collection into a BACS file.



## Installation

### Install

Before installing Nolan Computers' Scheduled Cash Collection, please ensure that there are no users logged into Microsoft Business Solutions Great Plains as this could adversely affect the installation process.

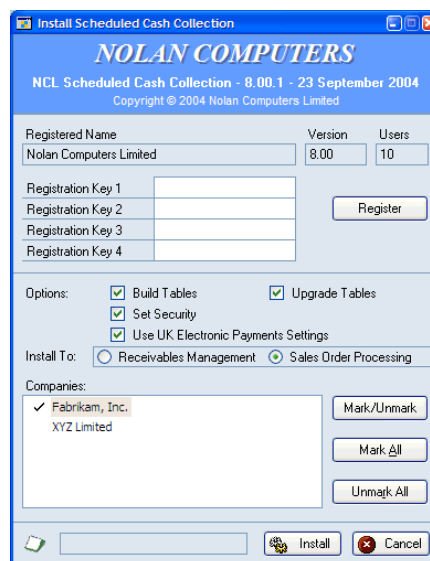
This process will need to be completed on all workstations on which Great Plains is installed. However, if Great Plains is run from a network (DYNAMICS.dic is installed in a network location), you only need to install to that location.

1. Launch the install application (provided on cd-rom or downloaded from [www.nolancomputers.com](http://www.nolancomputers.com)).
2. Follow the on-screen instructions to complete the install. The install will confirm the location of Great Plains and will install the Scheduled Cash Collection chunk file into this directory.
3. Once the install has completed, run Great Plains to load the chunk file.

### Setup

Form security changes, additions to the menu structure, and any necessary file upgrades are not made during the previous application install process. Use the Install window to complete these tasks automatically by following the steps below. See Appendix A for information on which forms and menus will be affected.

1. Make sure that no other users are logged into the system.
2. Start Great Plains – if you log in using the 'sa' user, the install window will automatically be added to your shortcuts (go to step 7). You **must** login as 'sa' to install when using Great Plains on a SQL database.
3. Open the 'Shortcut Bar' and select **Add**. Then select **Other Window**.
4. Enter **NCL Scheduled Cash Collection Install** into the **Name** field and then expand the **Nolan Computers Scheduled Cash Collection** folder in the Available Windows list.
5. Expand the **Company** folder. Then find and select the **Install Scheduled Cash Collection** window in the list and push the **Add** button.
6. Click on the **Done** button to close the Add Shortcut window.
7. Select **Scheduled Cash Collection Install** from the Shortcut Bar. A window showing all the companies will appear, as illustrated below.



8. To register **Scheduled Cash Collection**, enter your **Registration Keys** in the fields provided (You will have received these Registration Keys with your purchase of Scheduled Cash Collection). This is required to enable use of **Scheduled Cash Collection** in companies other than the sample company, 'Fabrikam, Inc.'.  
**Note:** The registration keys may have a built in expiry date. This information is displayed at the bottom of the window (to the left of the Install button).
9. Click on the **Register Button**, you will receive a message indicating that the Registration was successful.
10. The **Set Security** option will set default security for all users to access the alternate forms and reports. **N.B.** This will not replace existing security settings (i.e. will not grant a user access to posting screens if they had previously had access removed).
11. For SQL Installations, make sure the **Build Tables** option is ticked to create the tables on SQL, set permissions to them correctly and install stored procedures.
12. If this install is an upgrade from any previous version of **Scheduled Cash Collection**, or part of a Great Plains upgrade, make sure the **Upgrade Tables** option is ticked. The install window will automatically default this option to ticked if it detects a table upgrade is required.
13. The **Install To:** radio group allows the user to install the SOP Scheduled Cash Collection or the RM sales transaction version of Scheduled Cash Collection.
14. Use the **Mark/Unmark, Mark All** and **Unmark All** buttons to mark all the companies to install **Scheduled Cash Collection** to. Finally, push the **Install** button.

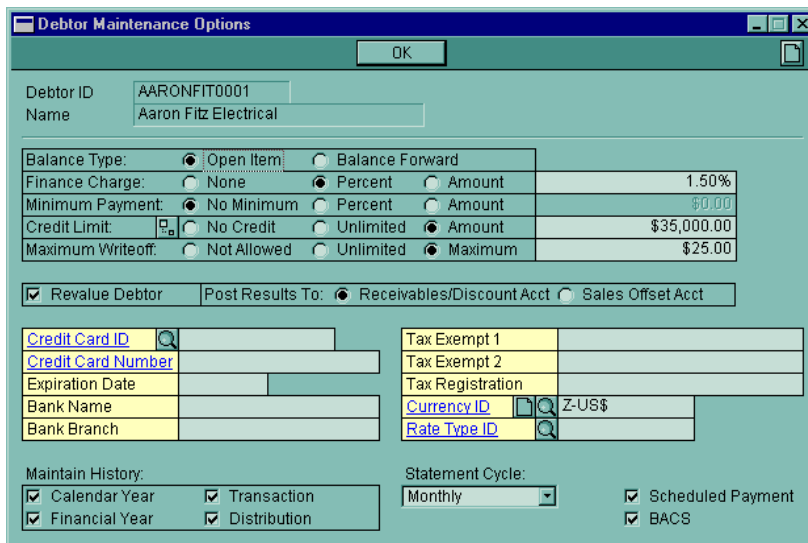
The system automatically places all Scheduled Cash Collection windows on a new 'Scheduled Cash Collection' sub-menu on the affected Great Plains menus, for example Tools, Setup, Financial, Scheduled Cash Collection will then list each of the Scheduled Cash Collection setup screens.

## Customer Options Entry

### Summary

Sales relationships with customers define payment terms and payment methods. When a customer's details are entered in Great Plains two new fields are available for definition of payment via Scheduled Payment and whether or not the collection is to be made via BACS. These two new fields are a Scheduled Payment Checkbox and a BACS checkbox.

### Window



The screenshot shows the 'Debtor Maintenance Options' window. The Debtor ID is 'AARONFIT0001' and the Name is 'Aaron Fitz Electrical'. The window includes several sections:

- Balance Type:** Radio buttons for 'Open Item' (selected) and 'Balance Forward'.
- Finance Charge:** Radio buttons for 'None', 'Percent' (selected), and 'Amount'. The value is '1.50%'.
- Minimum Payment:** Radio buttons for 'No Minimum' (selected), 'Percent', and 'Amount'. The value is '\$0.00'.
- Credit Limit:** Radio buttons for 'No Credit', 'Unlimited', and 'Amount' (selected). The value is '\$35,000.00'.
- Maximum Writeoff:** Radio buttons for 'Not Allowed', 'Unlimited', and 'Maximum' (selected). The value is '\$25.00'.
- Revalue Debtor:** A checked checkbox.
- Post Results To:** Radio buttons for 'Receivables/Discount Acct' (selected) and 'Sales Offset Acct'.
- Searchable Fields:** Fields for 'Credit Card ID', 'Credit Card Number', 'Expiration Date', 'Bank Name', 'Bank Branch', 'Tax Exempt 1', 'Tax Exempt 2', 'Tax Registration', 'Currency ID' (set to 'Z-US\$'), and 'Rate Type ID'.
- Maintain History:** Checked checkboxes for 'Calendar Year', 'Financial Year', 'Transaction', and 'Distribution'.
- Statement Cycle:** A dropdown menu set to 'Monthly'.
- Payment Methods:** Checked checkboxes for 'Scheduled Payment' and 'BACS'.

These two checkboxes are displayed on the Debtor Maintenance Options window. If a tick appears in the Scheduled Payment checkbox, this customer will default to Scheduled Payment processing within the Sales Order processing system. If a tick appears in the BACS checkbox, payments owing from this customer will be collected via an output file to be transmitted to BACS.

The values in the checkboxes will not be available for printing through the standard Great Plains Debtor List Reports, however, they will be available in reports created through external report writers such as Crystal Reports.

## Customer Enquiry

### Summary

The Customer Enquiry window also displays these two new checkboxes.

### Window

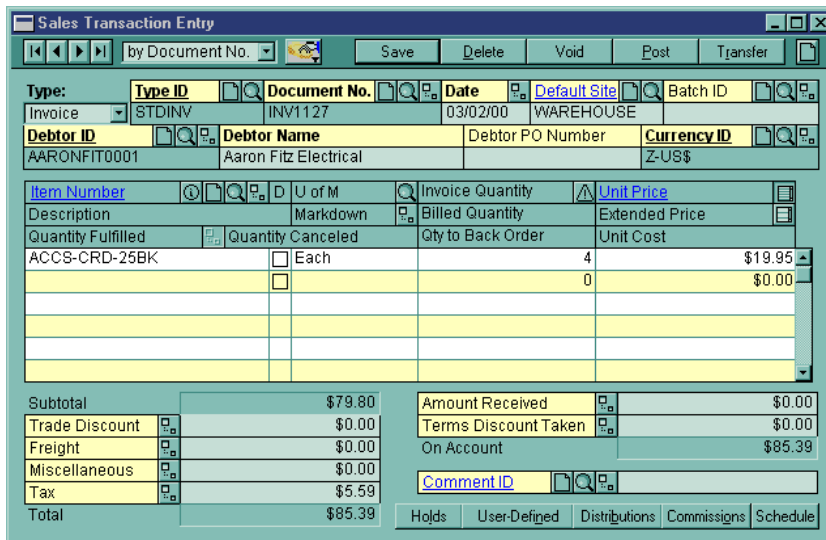
Debtor ID		by Debtor ID		OK	
Debtor ID	AARONFIT0001	Active			
Name	Aaron Fitz Electrical		Balance Type	Open Item	
Class ID	USA-ILMO-T1				
Address ID:					
Primary	1	PRIMARY	Phone 1	31243484750000	
Contact	Bob Fitz		Phone 2	00000000000000	
Address	11403 13th Avenue South		Fax	31243466960000	
			Carrier Zone		
City	Chicago		Shipping Method	LOCAL DELIVERY	
County	IL	Postcode 60603-0776	Tax Schedule	USASTCITY-6*	
Country	USA				
Finance Charge	1.50%		Tax Exempt 1		
Minimum Pymt.			Tax Registration		
Credit Limit	\$35,000.00				
Salesperson ID	SEAN W.		Comment 1		
Territory ID	TERRITORY 2		Comment 2		
Type	Retail		Price Level		
User-Defined 2			Currency ID	Z-US\$	<input checked="" type="checkbox"/> Sched Paymnt <input checked="" type="checkbox"/> BACS

## Sales Invoice Processing

### Summary

On entry of a Sales Invoice using the invoice document type within Sales Order Processing, the document may be marked as payable by Scheduled Payment. If this is the case, the process will require the entry of a Scheduled Payment schedule. This Scheduled Payment schedule will consist of the due dates and amounts due.

### Window Layout



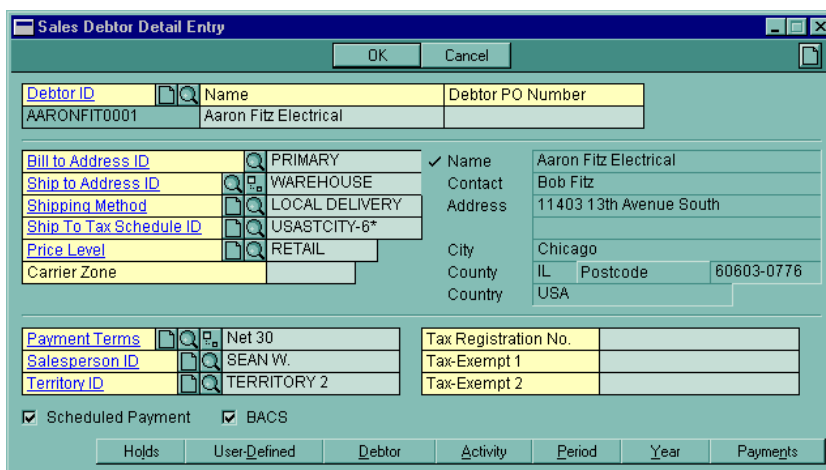
The screenshot shows the 'Sales Transaction Entry' window with the following details:

- Type:** Invoice (Type ID: STDINV, Document No.: INV1127, Date: 03/02/00, Default Site: WAREHOUSE)
- Debtor ID:** AARONFIT0001, **Debtor Name:** Aaron Fitz Electrical, **Currency ID:** Z-US\$
- Item Table:**

Item Number	Description	U of M	Invoice Quantity	Unit Price
ACCS-CRD-25BK		Each	4	\$19.95
			0	\$0.00
- Summary:** Subtotal: \$79.80, Tax: \$5.59, Total: \$85.39. Amount Received: \$0.00, On Account: \$85.39.

### Processing

The Customer expansion window within Sales Order Processing has been amended to contain the Scheduled Payment and BACS checkboxes. On entry of a Customer ID, the Scheduled Payment and BACS flags are defaulted from the Customer record. These flags may be amended per document and are stored with the document.



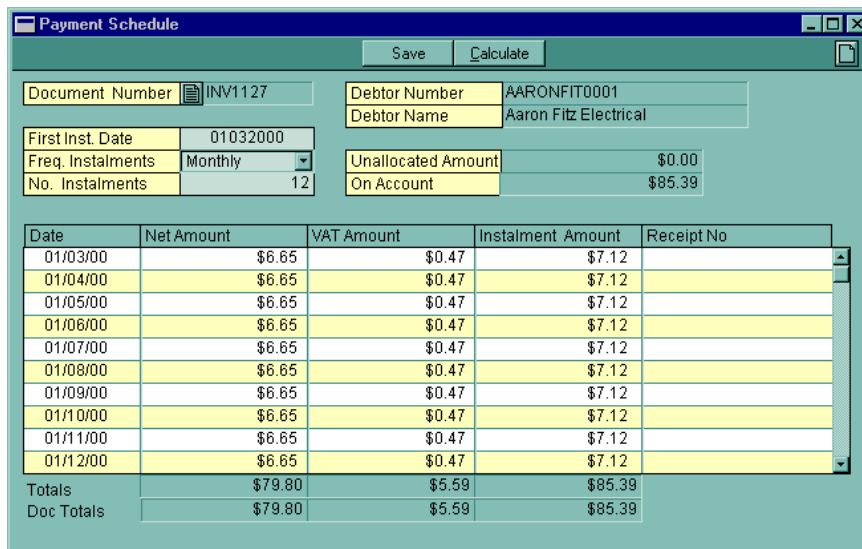
The screenshot shows the 'Sales Debtor Detail Entry' window with the following details:

- Debtor ID:** AARONFIT0001, **Name:** Aaron Fitz Electrical
- Bill to Address ID:** PRIMARY, **Ship to Address ID:** WAREHOUSE, **Shipping Method:** LOCAL DELIVERY, **Ship To Tax Schedule ID:** USASTCITY-6\*
- Payment Terms:** Net 30, **Salesperson ID:** SEAN W., **Territory ID:** TERRITORY 2
- Payment Flags:**  Scheduled Payment,  BACS
- Address:** Aaron Fitz Electrical, Bob Fitz, 11403 13th Avenue South, Chicago, IL, Postcode: 60603-0776, USA

If the Scheduled Payment flag is set, a new button on the Sales Order Processing window is active. This button is labelled "Schedule".

When the button is clicked it will open the payment schedule window. It is in this window that details of how the customer is to pay the invoice are entered.

The window will display the document number, the Customer ID and name, the On Account Amount entered on the Sales Transaction Entry window and the Unallocated Amount which is equal to the On Account amount minus the Schedule Total.



The screenshot shows a 'Payment Schedule' window with the following fields and data:

- Document Number: INV1127
- Debtor Number: AARONFIT0001
- Debtor Name: Aaron Fitz Electrical
- First Inst. Date: 01/03/2000
- Freq. Instalments: Monthly
- No. Instalments: 12
- Unallocated Amount: \$0.00
- On Account: \$85.39

Date	Net Amount	VAT Amount	Instalment Amount	Receipt No
01/03/00	\$6.65	\$0.47	\$7.12	
01/04/00	\$6.65	\$0.47	\$7.12	
01/05/00	\$6.65	\$0.47	\$7.12	
01/06/00	\$6.65	\$0.47	\$7.12	
01/07/00	\$6.65	\$0.47	\$7.12	
01/08/00	\$6.65	\$0.47	\$7.12	
01/09/00	\$6.65	\$0.47	\$7.12	
01/10/00	\$6.65	\$0.47	\$7.12	
01/11/00	\$6.65	\$0.47	\$7.12	
01/12/00	\$6.65	\$0.47	\$7.12	
Totals	\$79.80	\$5.59	\$85.39	
Doc Totals	\$79.80	\$5.59	\$85.39	

The standard way of entering data into this window is :

- the date of the first instalment
- the number of instalments
- the frequency of instalments dropdown list (Monthly, Quarterly, Annual, Lease)

If the annual Frequency is selected, the number of instalments is set to 1 and cannot be changed.

On pressing the "Calculate" button the system will calculate the scheduled payment dates, Net Amount, VAT amount and Instalment Amount and display each in a line within a scrolling window.

Below the scrolling window, the system displays the total of each of the Net Amount, VAT amount and Total Amount columns.

As the Instalment amounts are calculated for each of the instalments, the instalment amount is subtracted from the unallocated amount and displayed on the window.

Monthly instalments are calculated with one calendar month between payments and the Net Amount, VAT amount and On Account Amount divided equally between the number of instalments. Any rounding errors will be added to the final payment.

Quarterly instalments are calculated with three calendar months between payments and the Net Amount, VAT amount and On Account Amount divided equally between the number of instalments. Any rounding errors will be added to the final payment.

Annual instalments are calculated from date of first instalment and as there is only one payment, the Net Amount, VAT Amount and On Account Amount are displayed for the date of first instalment.

Lease instalments are similar to monthly however the first instalment is three monthly instalments. The amounts are calculated from date of first instalment where the Net Amount, VAT amount and On account Amount are divided by the number of instalments and multiplied by 3 for the first instalment. The remainder of the instalments fall on monthly intervals. E.g. £1200.00 Net, £210.00 VAT, £1410.00 Total for 12 instalments with the first instalment date of 01/05/98 would calculate the following schedule:

Date	Net Amount	VAT Amount	Installment Amount
01/05/1998	£300.00	£52.50	£352.50
01/06/1998	£100.00	£17.50	£117.50
01/07/1998	£100.00	£17.50	£117.50
01/08/1998	£100.00	£17.50	£117.50
01/09/1998	£100.00	£17.50	£117.50
01/10/1998	£100.00	£17.50	£117.50
01/11/1998	£100.00	£17.50	£117.50
01/12/1998	£100.00	£17.50	£117.50
01/01/1999	£100.00	£17.50	£117.50
01/02/1999	£100.00	£17.50	£117.50
Totals	£1200.00	£210.00	£1410.00

You may amend the Dates, Net Amount and VAT Amount for each schedule line. The Delete Row and Insert Row functionality allows you to delete or add schedules.

Where the Net Amount and/or VAT Amount are amended, rows are added or deleted, the Instalment amount is recalculated for that row, the Totals are amended in the total fields below the scrolling window and the Unallocated Amount is recalculated.

If you wish to re-calculate the whole schedule, you may re-enter the first instalment date, the number of instalments and the frequency of instalments. Once the "Calculate" button is pressed, you will be prompted with a message stating; "Existing schedule will be overwritten. Continue or Cancel". On pressing the "Continue" button, the existing schedule will be deleted and a new schedule recalculated.

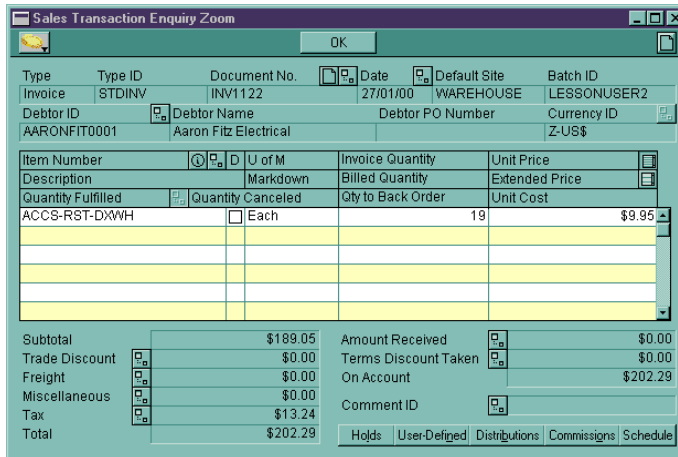
On pressing the "Save" button; the validation of dates and amounts will be performed. The system will not allow you to exit the system until the new schedule is valid.

## Sales Invoice Enquiry

### Summary

The Sales Invoice Enquiry Zoom window has been amended to allow the Enquiry of Scheduled Payment and BACS flags within the Sales Debtor Detail Enquiry Zoom and the enquiry of the Scheduled Payment Schedule via a button placed on the window.

### Window Layout



**Sales Transaction Enquiry Zoom**

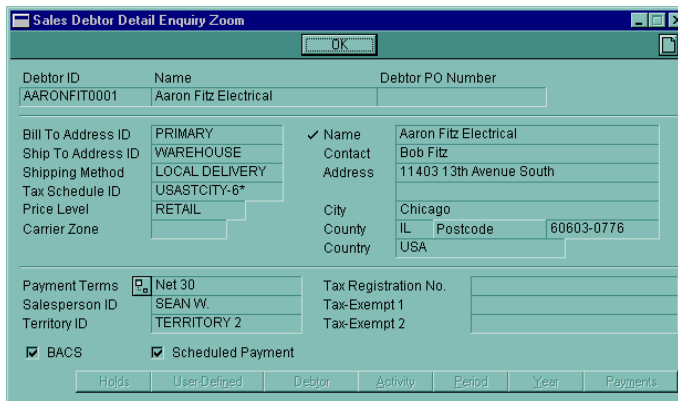
OK

Type	Type ID	Document No.	Date	Default Site	Batch ID
Invoice	STDINV	INV1122	27/01/00	WAREHOUSE	LESSONUSER2
Debtor ID	Debtor Name		Debtor PO Number	Currency ID	
AARONFIT0001	Aaron Fitz Electrical			Z-US\$	

Item Number	U of M	Invoice Quantity	Unit Price
ACCS-RST-DXWH	Each	19	\$9.95

Subtotal	\$189.05	Amount Received	\$0.00
Trade Discount	\$0.00	Terms Discount Taken	\$0.00
Freight	\$0.00	On Account	\$202.29
Miscellaneous	\$0.00	Comment ID	
Tax	\$13.24		
<b>Total</b>	<b>\$202.29</b>		

Holds | User-Defined | Distributions | Commissions | Schedule



**Sales Debtor Detail Enquiry Zoom**

OK

Debtor ID	Name	Debtor PO Number
AARONFIT0001	Aaron Fitz Electrical	

Bill To Address ID	PRIMARY	<input checked="" type="checkbox"/> Name	Aaron Fitz Electrical
Ship To Address ID	WAREHOUSE	Contact	Bob Fitz
Shipping Method	LOCAL DELIVERY	Address	11403 13th Avenue South
Tax Schedule ID	USASTCITY-6*	City	Chicago
Price Level	RETAIL	County	IL Postcode 60603-0776
Carrier Zone		Country	USA

Payment Terms	Net 30	Tax Registration No.	
Salesperson ID	SEAN W.	Tax-Exempt 1	
Territory ID	TERRITORY 2	Tax-Exempt 2	

BACS     Scheduled Payment

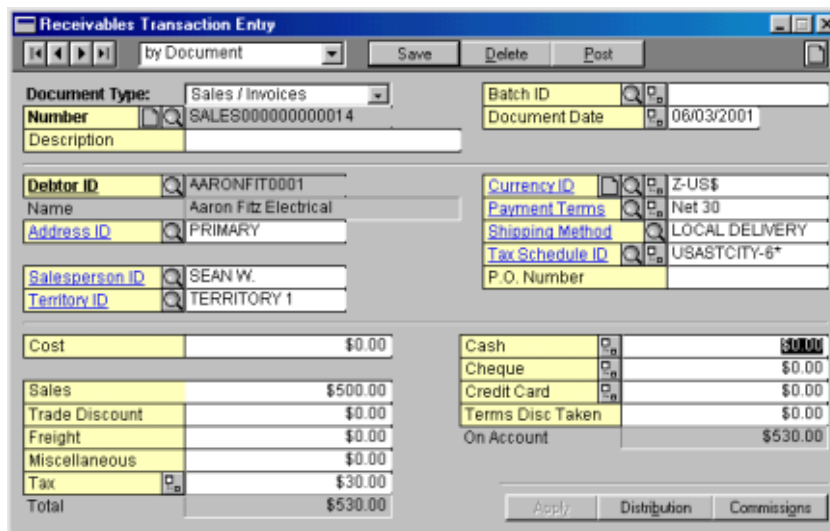
Holds | User-Defined | Debtor | Activity | Period | Year | Payments

## RM Sales Transaction

### Summary

If the user selected to install to Receivables Management at install time, then the RM Sales Transaction is used to process collections. The Receivables Transaction Entry window is used to enter RM Sales Transactions. This window is unmodified as the standard transactions are used to generate the RM cash transactions.

With the Install to Receivables Management option set at install time, the collection processing window will read through all Receivables Management Sales Transactions with a due date within the date range entered. The system will generate a batch of cash receipts for the customers and documents specified and where the customer has the BACS option set on the Customer Card. The posting process on the cash batch will create a BACS file to be processed through ALBACS.



The screenshot shows the 'Receivables Transaction Entry' window with the following data:

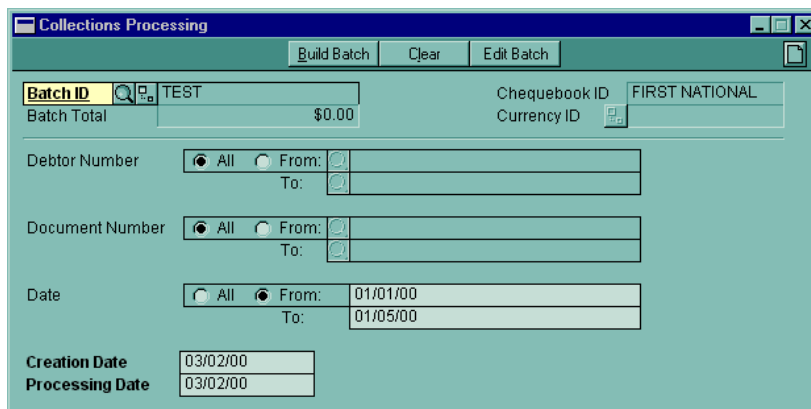
Document Type: Sales / Invoices		Batch ID	Document Date
Number	SALES0000000000014		06/03/2001
Description			
Debtor ID	AARONFIT0001	Currency ID	Z-US\$
Name	Aaron Fitz Electrical	Payment Terms	Net 30
Address ID	PRIMARY	Shipping Method	LOCAL DELIVERY
Salesperson ID	SEAN W.	Tax Schedule ID	USASTCITY-6*
Territory ID	TERRITORY 1	P.O. Number	
Cost	\$0.00	Cash	\$530.00
Sales	\$500.00	Cheque	\$0.00
Trade Discount	\$0.00	Credit Card	\$0.00
Freight	\$0.00	Terms Disc Taken	\$0.00
Miscellaneous	\$0.00	On Account	\$530.00
Tax	\$30.00		
Total	\$530.00		

## Collections Processing

### Summary

The collection processing is the part of the system that accepts input your data and creates a batch of payments to be received. This batch is a Standard Great Plains Cash Batch thus enabling the entire Great Plains Batch processing features such as Edit Lists, amendment of transactions, allocation and posting.

### Window Layout



The screenshot shows the 'Collections Processing' window with the following fields and controls:

- Buttons:** Build Batch, Clear, Edit Batch
- Batch ID:** TEST
- Batch Total:** \$0.00
- Chequebook ID:** FIRST NATIONAL
- Currency ID:** (empty)
- Debtor Number:** Radio buttons for All (selected) and From: To: (empty)
- Document Number:** Radio buttons for All (selected) and From: To: (empty)
- Date:** Radio buttons for All (unselected) and From: To: (01/01/00 to 01/05/00)
- Creation Date:** 03/02/00
- Processing Date:** 03/02/00

### Processing

On Entry to the window you will be invited to enter a Batch ID. If the batch does not exist as a Cash Batch within Great Plains, you will then be asked if you wish to add the batch. If you select Add, the system will take you to the Receivables Batch Entry window where you may create the batch. You will be able to select a customer range from Customer ID, to Customer ID and Documents may be selected from Document Number to Document number. In addition you can also enter a From and To Date, Creation Date and Processing Date.

Once the Build Batch button is pressed, the system will read through the Scheduled Payment Schedule. It will extract each schedule record for the Customer ID's and Document Numbers specified where the Schedule date is in range and the applied amount is equal to zero. Scheduled Payment schedules marked as "On Hold" will be ignored.

For each record, a cash receipt transaction will be created using the next receipt number from the Scheduled Cash Collection Set-up record. The Batch ID will be the Batch ID entered on the Collections window, The document date is the creation date and the posting date is the processing date.

The Customer ID is that of the invoice, payment type is Cheque and the Chequebook ID is that of the Batch. The Cheque/Card Number is "SCHEDULED PAYMENT" or "DD BACS" where the payment is to be collected via BACS.

The payment will be applied to the Sales Document selected.

Once the extract is complete, the Collections window will display the batch total.

The "Create Batch" button will append to existing batches.

On pressing the Edit button the user will be taken to the Receivable Batch Entry window. You can select File>>Print in order to produce a Batch Edit List printout from this window. This window is also used for posting the batch once any amendments have been performed on the transactions.

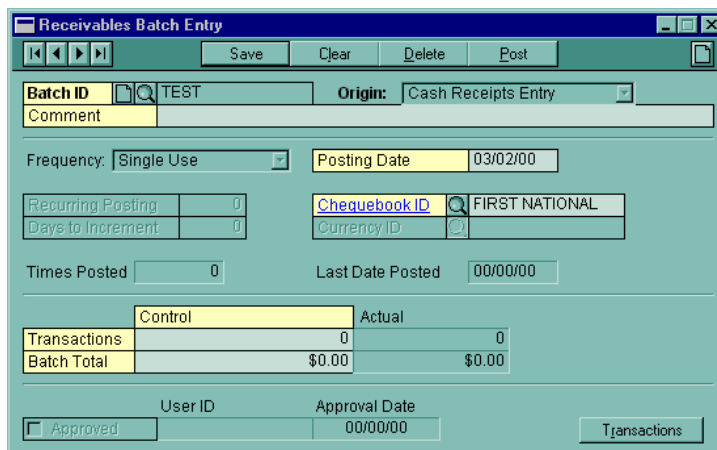
From the Receivables Batch Entry window you are able to select the Transactions button to view, amend and delete transactions.

## Scheduled Payment Batch Posting

### Summary

The collection processing creates batches of Scheduled Payment transactions. These batches are available for printing, amendment and posting from the Receivables Batch Entry window. This window is modified in order to create the BACS file and to update the Scheduled Payment schedule data.

### Window Layout



The screenshot shows the 'Receivables Batch Entry' window with the following details:

- Batch ID:** TEST
- Origin:** Cash Receipts Entry
- Frequency:** Single Use
- Posting Date:** 03/02/00
- Recurring Posting:** 0
- Days to Increment:** 0
- Chequebook ID:** FIRST NATIONAL
- Currency ID:** (empty)
- Times Posted:** 0
- Last Date Posted:** 00/00/00

	Control	Actual
Transactions	0	0
Batch Total	\$0.00	\$0.00

At the bottom, there is an 'Approved' checkbox, 'User ID', 'Approval Date' (00/00/00), and a 'Transactions' button.

### Processing

When a batch is posted, the system creates a data file instructing BACS to collect the payments. In order that these transactions may only be created once, it is tied into the posting process as Great Plains Cash Receipt transactions can only be posted once.

When a transaction is posted, if the cheque/card number is "DD BACS" a transaction is written to the BACS output file. The bank account details are read from the Customer Bank Details table.

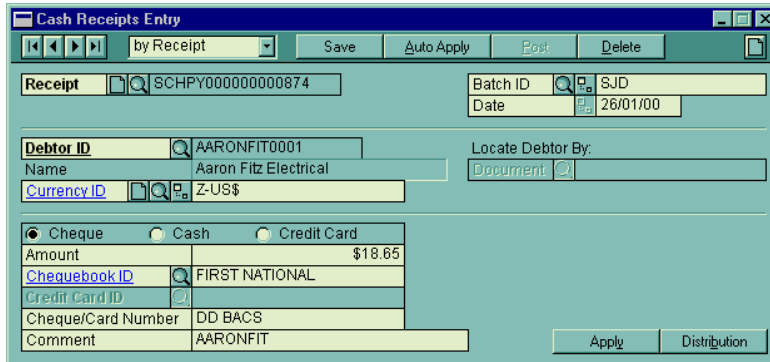
The BACS file is to be sent to BACS via the Albacs software. The actual processing of this file is a process defined by the person who is utilising this software.

## Cash Transaction Processing

### Summary

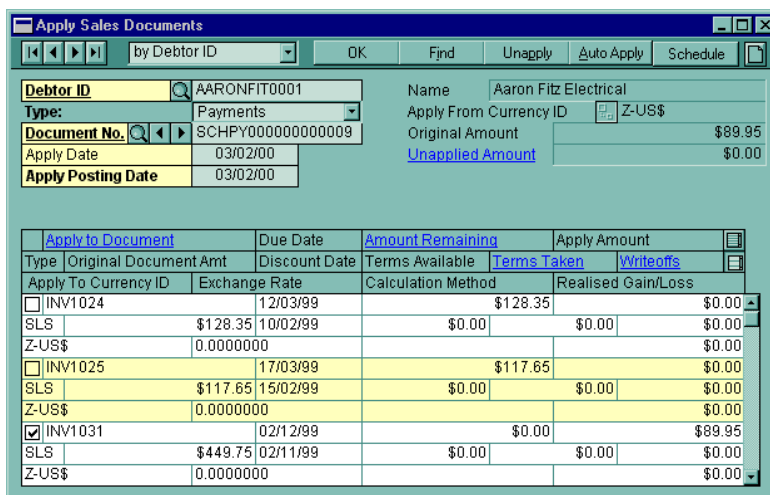
The collection processing creates Cash Receipt Transaction within Great Plains. These transactions are available for amendment through the Great Plains Cash Receipt Entry window.

### Window Layout



### Processing

When a transaction is deleted, the Scheduled Payment schedule are no longer marked as allocated.



Apply to Document	Due Date	Amount Remaining	Apply Amount
INV1024	12/03/99	\$128.35	\$0.00
SLS	10/02/99	\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00
INV1025	17/03/99	\$117.65	\$0.00
SLS	15/02/99	\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00
INV1031	02/12/99	\$0.00	\$89.95
SLS	02/11/99	\$0.00	\$0.00
Z-US\$	0.0000000		\$0.00

The Apply Sales Document window has also been amended. If the document to which the payment is applied is changed, marked or unmarked the relevant change is automatically applied to the Scheduled Payment schedule.

Any changes to the applied amount will be disallowed if the document has a Scheduled Payment schedule. The payment must be deleted or unapplied and the schedule amended before the applied amount is amended.

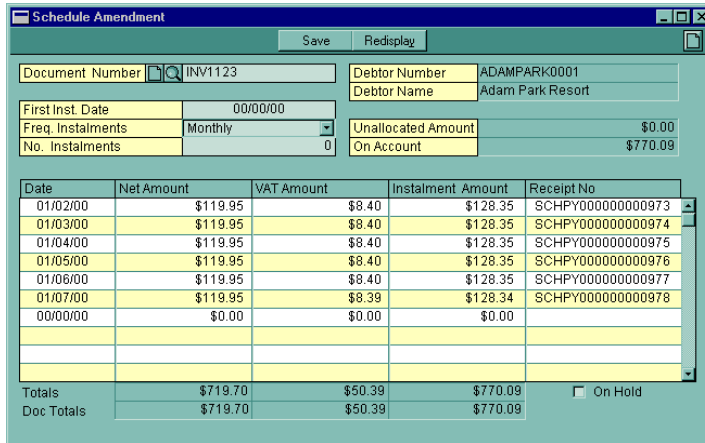
Credit Memo and return transactions entered through the Receivables transaction entry window may be applied to invoices using the Apply Sales Documents window. Where this is the case, the system will check the invoice to which the credit is applied. If the invoice has a Scheduled Payment schedule, you will be required to amend the Scheduled Payment schedule and to nominate the schedule entry to which the credit transaction applies. The amount of the credit transaction must be equal to the schedule amount. If this is not the case, the schedule must be amended using the Schedule Amendment window.

## Schedule Amendment

### Summary

A new window will be produced to allow the user to amend Scheduled Payment Schedule Details. This window will allow the user to amend dates and amounts and to place payment schedules on hold if required.

### Window Layout



Date	Net Amount	VAT Amount	Instalment Amount	Receipt No
01/02/00	\$119.95	\$8.40	\$128.35	SCHPY000000000973
01/03/00	\$119.95	\$8.40	\$128.35	SCHPY000000000974
01/04/00	\$119.95	\$8.40	\$128.35	SCHPY000000000975
01/05/00	\$119.95	\$8.40	\$128.35	SCHPY000000000976
01/06/00	\$119.95	\$8.40	\$128.35	SCHPY000000000977
01/07/00	\$119.95	\$8.39	\$128.34	SCHPY000000000978
00/00/00	\$0.00	\$0.00	\$0.00	
Totals	\$719.70	\$50.39	\$770.09	<input type="checkbox"/> On Hold
Doc Totals	\$719.70	\$50.39	\$770.09	

### Processing

This window will display the same details as the window added to the Sales Transaction Entry window. Being Date, Net Amount, VAT Amount, Instalment Amount as well as Allocated amount and receipt number.

Transactions with an allocated amount and receipt number will not be available for editing.

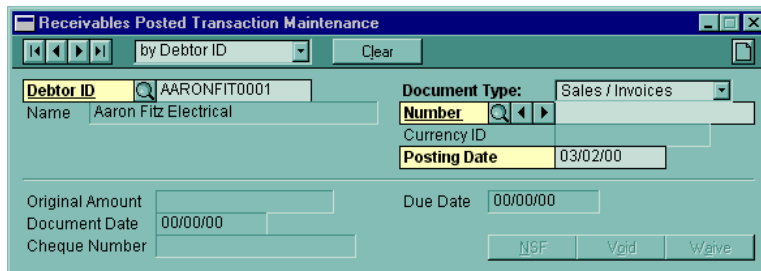
This window will allow the user to manipulate the Scheduled Payment Schedule in the event of changes to payments or credit memos as the apply processing involved in applying these documents to the schedule require an exact match of amounts.

## Void/Returned Scheduled Cash Collection

### Summary

Within Great Plains, Void or returned transactions are posted using the Receivables Posted Transaction Maintenance window. This window is modified in order to update the Scheduled Payment schedule data.

### Window Layout



The screenshot shows the 'Receivables Posted Transaction Maintenance' window. The window title is 'Receivables Posted Transaction Maintenance'. At the top, there is a search bar with 'by Debtor ID' and a 'Clear' button. Below this, the 'Debtor ID' is set to 'AARONFIT0001' and the 'Name' is 'Aaron Fitz Electrical'. The 'Document Type' is 'Sales / Invoices'. The 'Number' field is empty, and the 'Posting Date' is '03/02/00'. The 'Original Amount' is empty, and the 'Due Date' is '00/00/00'. The 'Document Date' is '00/00/00' and the 'Cheque Number' is empty. At the bottom right, there are three buttons: 'NSF', 'Void', and 'Waive'.

### Processing

When a Credit transaction is processed the Scheduled Payment schedule records are be updated so that they no longer are marked as allocated.

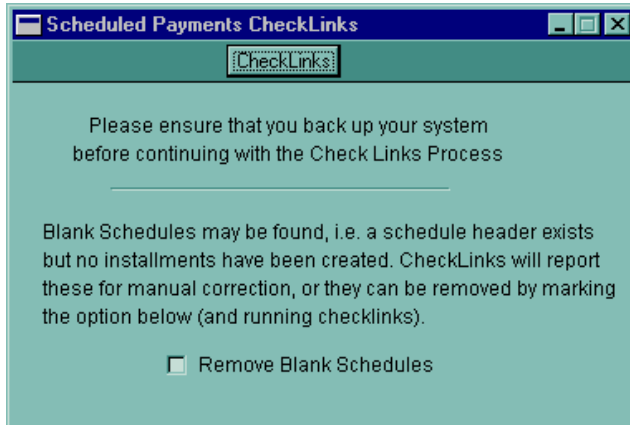
If the record exists on the amount applied will be set to zero and the Receipt number cleared.

## Scheduled Cash Collection CheckLinks

### Summary

The CheckLinks window exists so that you can check the Scheduled Cash Collection Schedule is not out of step with the invoice transaction it is attached to.

### Window Layout



### Processing

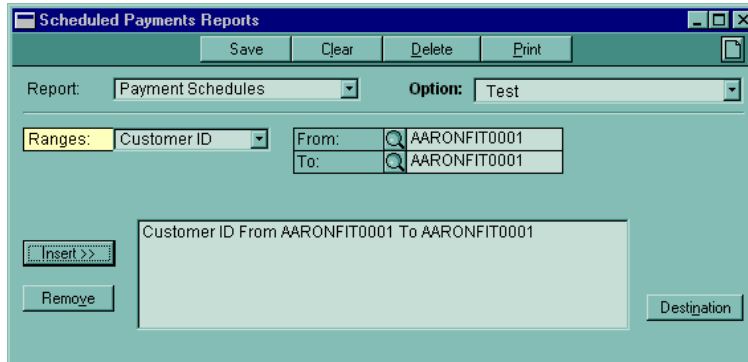
When the "Scheduled Cash Collection Schedule" is inserted into the selected tables and OK is pressed, the system will read through all Scheduled Payment Schedules and delete schedules where the original document can no longer be found on the system. For schedules where the document can be found, the Instalment total outstanding will be compared with the outstanding total on the document. Where these do not match, a message will be written to the Check Links report. To fix these you must amend these schedules.

## Scheduled Cash Collection Reporting

### Summary

This reporting window gives you the ability to print off 3 reports linked to the Scheduled Payment system. It follows the Great Plains standard printing window with option name and ranges.

### Window



### Payment Schedules

The Scheduled Cash Collection Schedules report will accept a range of Customer Ids and Document numbers and reports on the invoices and payment schedules for each document specified.

### Future Payments Report

The Future Payments reports will accept a range of Customer IDs, Document Numbers and Dates and reports on payments due in the period.

### Payments on Hold

The Payments on Hold report will report in a similar fashion to the Scheduled Cash Collection Schedule report however, it only reports on schedules which have been placed on hold.

### Ad-Hoc Reporting

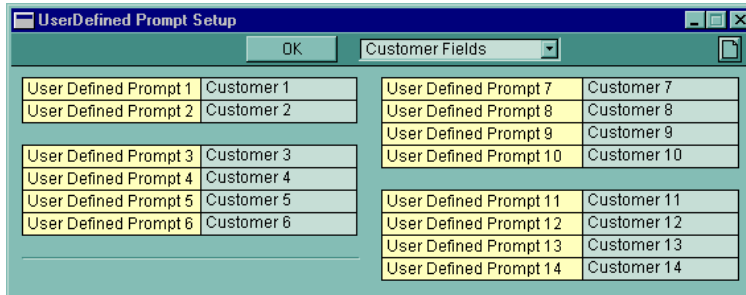
Great Plains Report Writer does not allow the user to report from files held within separate dictionaries. Ad-Hoc reporting may be addressed by the user using 3<sup>rd</sup> Party report Writers such as Crystal Reports.

## User Defined Prompts

### Summary

The User defined prompt window allows you to setup the names of your user defined prompts for customers, chequebooks and for transactions.

### Window Layout



### Processing

The drop down list at the top allows you to select which group of user defined prompts you wish to setup. When first installed Scheduled Cash Collection creates default prompt names which you can then go into this screen and change if you so wish.

To close this window just hit OK. Your changes will automatically be saved.

## User Defined Field Setup

### Summary

You can access the user defined field setup windows from the following forms:

*Sales Transaction Entry*

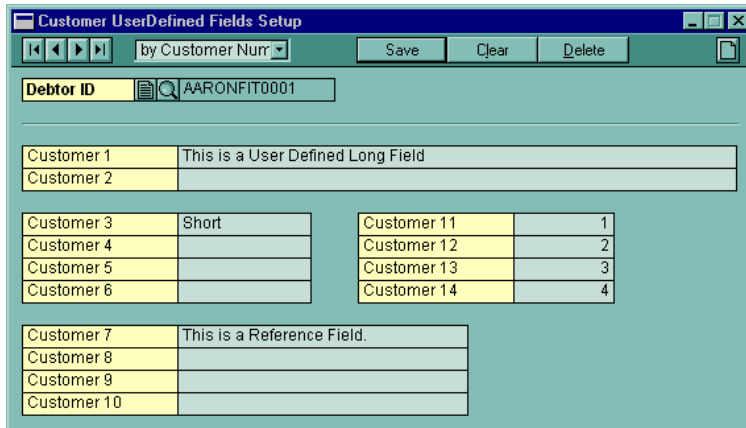
*Debtor Maintenance*

*Chequebook Maintenance*

When you have these forms selected an 'Extras' menu option will appear along the top with the other menu options. If you select this menu option you will be able to choose 'User Defined Fields' and this will open the corresponding User

### Window Layout

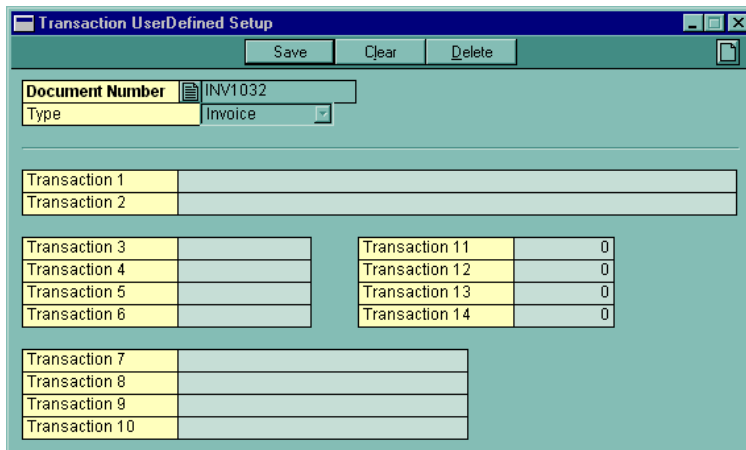
#### Customer



The screenshot shows the 'Customer UserDefined Fields Setup' window. At the top, there is a search bar for 'Debtor ID' with the value 'AARONFIT0001'. Below this are several tables for defining fields for different customers.

Customer 1	This is a User Defined Long Field		
Customer 2			
Customer 3	Short	Customer 11	1
Customer 4		Customer 12	2
Customer 5		Customer 13	3
Customer 6		Customer 14	4
Customer 7	This is a Reference Field.		
Customer 8			
Customer 9			
Customer 10			

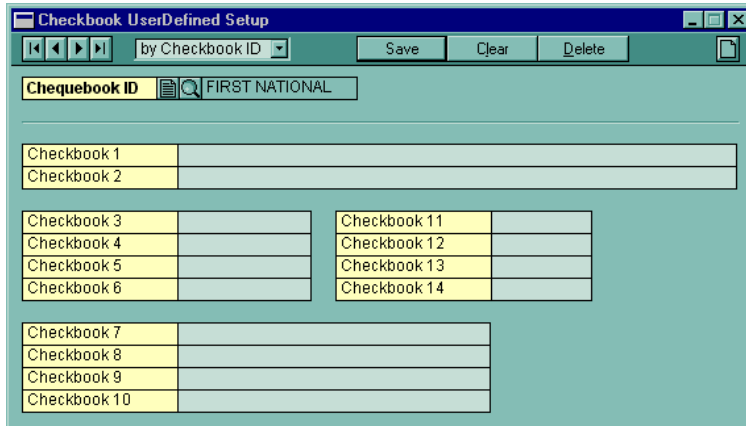
#### Transaction



The screenshot shows the 'Transaction UserDefined Setup' window. At the top, there is a search bar for 'Document Number' with the value 'INV1032' and a dropdown menu for 'Type' set to 'Invoice'. Below this are several tables for defining fields for different transactions.

Transaction 1			
Transaction 2			
Transaction 3		Transaction 11	0
Transaction 4		Transaction 12	0
Transaction 5		Transaction 13	0
Transaction 6		Transaction 14	0
Transaction 7			
Transaction 8			
Transaction 9			
Transaction 10			

## Chequebook



Chequebook ID	
by Checkbook ID	Save Clear Delete
Chequebook ID	FIRST NATIONAL
Checkbook 1	
Checkbook 2	
Checkbook 3	
Checkbook 4	
Checkbook 5	
Checkbook 6	
Checkbook 7	
Checkbook 8	
Checkbook 9	
Checkbook 10	
Checkbook 11	
Checkbook 12	
Checkbook 13	
Checkbook 14	

As you can see the layout for each of the windows is basically the same.

## Processing

This windows are fairly basic in there operation. The Chequebook ID that you want should already be selected because you the information was passed from the main screen when you selected this option from the extras menu. Once you have typed in the information you wish to have in the user defined fields then you can save the record and return to the main screen from which you came. The clear and delete buttons work as per standard Great Plains. I.e. the clear button clears the screen and the delete button deletes the record.

**On the chequebook and customer user defined windows you can also select another record by using the lookup to find the appropriate record.**

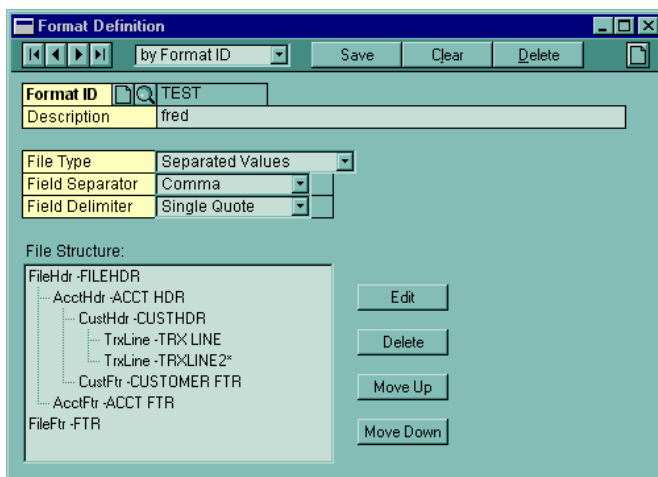
## User Defined Export Format

### Section 1 - Overview

#### Format Definition Window

The purpose of the guide is to help you understand how to create and use a User-Defined Export Format. The purpose of User Defined Export Formats is to allow you to create and maintain customisable BACS export definitions for use in exporting BACS files. The system will allow you to customise Scheduled Cash Collection to export in a customisable export format.

First, we shall take a look at the Format Maintenance window.



This is the main window for defining export formats. You could think of it as the top layer. I will take you through each of the fields on this window and describe their purpose, don't worry if you do not understand their descriptions right at this moment it will become clearer as we go on, and described in more detail in Section 2.

#### Format ID

In this field you must type in what you wish to call your Export Format, i.e. its name. The Format ID is what the reference for the export format which will be shown on all other screens in Scheduled Cash Collection. So it is a good idea that you name the export format with a relevant ID, so that when you will know which export format the ID refers to. You may not save your export format without an ID.

#### Description

This is just a simple description in which you may describe the export format in more detail, so if other people look at it they will know its purpose, and to remind you just in case you forget.

#### File Type

Here you select the main formatting of the export file. Either it is exported in fixed format or exported with separated values.

#### Field Separator

Here you can select a value to separate the fields for a separated value file. Either from the drop down list provided or you may enter a character of your choice.

#### Field Delimiter

You select here, which character you wish to delimit your separated export file with.

**File Structure**

This box represents the Rows you have defined and their order within the export file that will be printed.

**Edit Button**

This button allows you to edit an existing row you have selected in the file structure box or create a new row.

**Delete Button**

Deletes the row you have selected in the file structure.

**Move Up**

This will move the selected row up one within its type. If there is only one row of that type then the row will not be moved.

**Move Down**

This will move the selected row down one within its type. If there is only one row of that type then the row will not be moved.

**Save Button**

This saves the format you have open to the system and clears the screen.

**Clear Button**

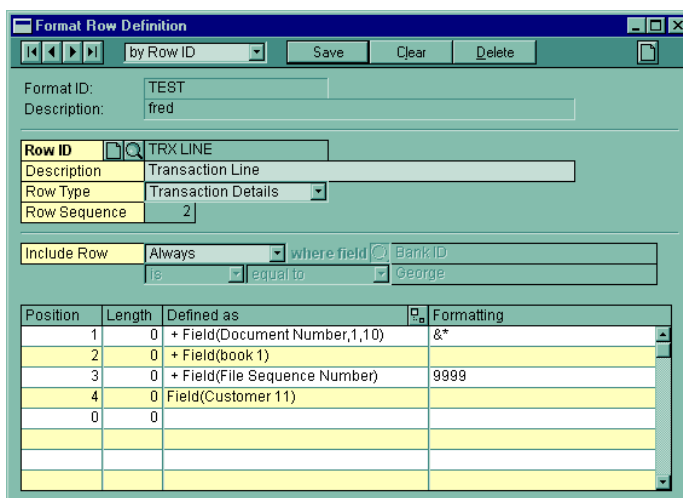
This will clear the window for you. If you have changed the format and not saved then the system will ask you whether you wish to save your changes.

**Delete Button**

This will delete the format you are currently working on. The system will ask you to make sure that this is what you want before proceeding.

**Format Row Definition Window**

This window is where you can define the rows of your export definitions. This is where the meat of all the defining is done.



Will we do the same as before and run through each field on the window and explain briefly its purpose.

**Row ID**

This serves the same function as the format id does in the format definition window. It is the name of the row and identifies it to the rest of the system.

**Description**

Again this serves the same purpose as the description in the format definition window, but it describes the row.

**Row Type**

Here you may pick the type of the row you wish to define. From several options

**Row Sequence**

This field shows a number which represents the order of this row with its row type. Don't worry, this will be explained more fully later.

**Include Row**

Here you can select to only include the row you have just defined under certain conditions that you can define.

**Scrolling Window**

In the scrolling window, you define which fields from Great Plains should be placed where on the row in the export file, there are plenty of options to go along with this, so don't worry it will all be explained in detail later on.

**Save Button**

This saves the row you have open to the system and clears the screen.

**Clear Button**

This will clear the window for you. If you have changed the row and not saved then the system will ask you whether you wish to save you changes.

**Delete Button**

This will delete the row you are currently working on. The system will ask you to make sure that this is what you want before proceeding.



**Record A** – *File Header* ( 1 per file )

**Record B** – *Account Header* ( 1 per bank account/chequebook id )

**Record C** – *Client Header* ( 1 per customer account )

**Record D** – *Transaction Line* ( 1 per transactions )

**Record C'** – *Client Footer* ( 1 per customer account )

**Record B'** – *Account Footer* ( 1 per bank account/chequebook id )

**Record A'** – *File Footer* ( 1 per file )

You can have more than one instance of each of the row type's. So you could have three Transaction Line row's defined which would print out three transaction lines for each transaction. The same also applies for the all other row types.

#### **Move Up Button**

If you have multiple instances of a single row type ( such as 2 file header rows ) then you can select one of the rows and use this button to move it up one space within the file structure.

#### **Move Down Button**

If you have multiple instances of a single row type ( such as 2 file header rows ) then you can select one of the rows and use this button to move it up down space within the file structure.

## **Format Row Definition Window**

### **Row Type**

There are seven different type of row types which are as follows:-

File Header, Account Header, Customer Header, Transaction Details, Customer Footer, Account Footer and File Footer.

The row type determines which 'block', so to speak, the row belongs to. The type also determines when the line gets printed. The following list indicates when each type gets printed:

*File Header :*

Gets printed at the top of each export file.

*Account Header :*

This gets printed at the start of each new account.

*Customer Header :*

Gets printed at the start of each new customer.

*Transaction Details :*

Gets printed for every payment.

*Customer Footer :*

Gets printed at the end of each customer.

*Account Footer :*

This gets printed at the end of each account

*File Footer :*

Gets printed at the bottom of each export file.

## Row Sequence

This number indicates the position of the row within its row type. So if, for example, you had three transactions lines, the first of these would have a row sequence number of 1 the next would have a number of 2 and the next a sequence number of 3.

## Include Row

This array of drop down lists allows you to choose to put a condition on whether or not the row should be printed. The first drop down box allows you to choose either 'Always' or 'Conditionally'.

If you choose 'Always' then the other drop down lists for this option are disabled and this row will always get printed.

However if you choose 'Conditionally' then all the other options will be enabled. The first of these is the field you wish to place the restriction on. The lookup will provide you with a list of these fields so you may choose one.

Next along is the is / is not drop down list which combines with the following drop down list which provides you with a list of the following options.

'equal to'

'less than'

'greater than'

'starting with'

'ending with'

'containing'

'part of'

So with these two drop down lists you can form your condition such as – is equal to, is not less than, is part of, is not starting with.. etc, etc.

The last field of the include row set is the field where you type the value relating the field you have to meet. So an example conditional could be like this.

*'Conditional' where field 'Payment Amount' 'is' 'less than' '15.00'*

So in that case the row would be printed if the payment amount was less than 15.00. If it was equal or higher then it wouldn't be printed.

### Scrolling Window

Here, in the scrolling window, is where you will define each of the fields that will go into the row you are currently editing. As before for the other windows we will run through each of the fields on this window in some detail so you may obtain a clearer understanding of how this all fits together.

#### Position

This works in different ways depending on which file type you have selected.

For 'fixed format' file types the position indicates the character position the field will start at. So position 30 would indicate that this field will start at character 30 of this row and position 14 would indicate that this field will start at character 14 of the row.

However, for 'separated values' file types the position indicates the field number this field will occupy within the row. So if the position was 3 then the field would occupy the third field along in the row like so:

"Field 1","Field 2","**Field 3**","...."

Field 5 would occupy the fifth field along like this.

"Field 1","Field 2","Field 3","Field 4","**Field 5**","..."

#### Length

This again works in different ways according to which file type you have specified.

For 'fixed format' file types the length indicates the length of the field, i.e. the amount of characters assigned to it. So a field with a position of 5 and a length of 7 would take up characters 5 to 11 like so.

Character Number																				
Row																				

And a field defined with a position of 1 with a length of , say, 10 would take up characters 1 to 10, as shown in this diagram:-

Character Number																				
Row																				

If you selected the 'separated values' file type then this all works a little differently. You may leave the length as 0 and if this happens then the space for the field will be formatted to be as long as the actual field you want to place in there is. However if you type in a length for your separated value field then the field will only be as long as the length you defined. So, if you were placing the value "This is a field" into a separated value field and you chose the length to be 11 then the field would be printed out like this :-

"This is a f",

or if the length was 6 it would be :-

"This i",

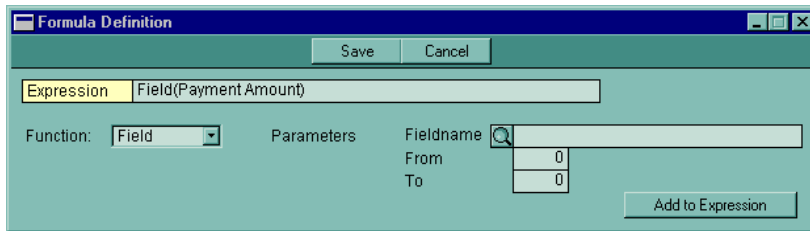
If the length was 0 though the full string would appear like so :-

"This is a field",

And so on.

**Defined as:**

This is where you choose what to place in this specific field. There are two ways you can enter a field definition here. You can either type it in directly or use the formula definition window provided which you access by using the expansion button nestled next to the defined as prompt. The procedure for defining fields has quite a few features and we will assume, for purposes of explaining, that you are entering the definitions in the formula definition window. The window looks like this:



Utilizing this window you can create a expression of sorts to inform the system what you want to be placed in this field. You may use constant values ( i.e. characters you just type in ), functions and + or -. I will explain each of these in turn then run through a few examples on how to use them together.

**Functions**

There are four functions which you may use in your expression. They are:

**FIELD(fieldname) :**

Where 'fieldname' is indicated is where you would type then name of the field. The function will then place the value of the field you selected into the space allocated. You can also define a length of field to return like this:

FIELD(fieldname, from, to) where 'from' is the position where you wish to start cutting and 'to' is how many characters you wish to cut out.

Ok, so for example, if you wanted the company name in the field you are defining and the company name is "The World Online Inc". So if you wanted the whole of the company name you would define the expression as - Field(Company Name). You could either type this directly into the expression field or , and this method is the more recommended, you can drop down the function box and select the field function and then select the fieldname lookup, find company name and select that then hit the 'Add to Expression' button this will add Field(Company Name) to the expression. This way is safer than typing it straight it, although the system will inform you if the expression you have entered is invalid.

However if you only wanted, say, the first 9 characters of the company name the expression you would need would be - Field(Company Name,1,10) – this would give you "The World". Again you can type this straight in or copy the method above for using the boxes and buttons provided but before you hit the 'Add to Expression' button you would enter 1 into the 'From' field and 10 into the 'To' field. This works like position and length in the scrolling window.

### **SUM(fieldname):**

This function calculates the sum of the field selected, but only within the current file section. So for example if you had three lines of transaction lines printed and each had a payment amount of £10.00 and in the customer footer you defined one of the fields as Sum(Payment Amount) the value of this would be £30.00, i.e. all the payment amounts for the customer. If it was in the account footer it would be all the lines for the account (chequebook id) and if it was in the file footer it would be all the lines for that export file.

You can defined this expression by simply typing it in or using the fields provided. So you would drop down the function list and select Sum and then open up the fieldname lookup, find Payment Amount and select that and then hit the 'Add to Expression' button.

### **COUNT(Row ID):**

This function will count the number of times the Row ID specified has been printed so far. So, if for example, you defined Count(TRX LINE1) in the file footer, and the export file had printed off 7 rows with the row id of 'TRX LINE2' the result of this function would be 7.

Again you can simply type this in or use the fields provided. If you drop down the functions list and select Count then you will see that the Fieldname prompt has changed to Row ID. If you open the lookup you will be presented with a list of the Row ID's that exist for this format, select the one you want, in this case TRX LINE2, and then hit the 'Add to Expression' button.

### **+ and – operators**

Lets explain the uses of + first. It has two uses. Firstly it can be used to add strings together. E.g.

*assuming company name is "The World Online Inc." and User ID is "LESSONUSER 1"..*

Field(Company Name) + Field (User ID) = "The World Online Inc.LESSONUSER 1".

Secondly it can be used for adding numeric values together. For example:

*assuming payment amount is £12.50*

Field(Payment Amount) + Field(Payment Amount) = 25.00

The – symbol however only has one use. You use it to subtract numeric values from one another. So e.g.

*assuming payment amount is £12.50*

Field(Payment Amount) + Field(Payment Amount) – Field(Payment Amount) = £12.50

*(equates to £12.50 + £12.50 - £12.50)*

### **Constant Values**

Basically what this means is you can add any value you wish to type in to the expression. If you are adding a string to the expression you will need to enclose it in quotes ("""). OK, so say you wanted to add 'Comp Name-' on front of the company name you would define the expression as follows.

"Comp Name- " + Field(Company Name).

This would be printed out as “Comp Name- The World Online Inc.”, assuming the company name was The World Online Inc.

If you are including a numeric expression then you can simply type it on without quotes. ( the idea of the quotes is to signify to the system that the value enclosed within them is a string ).

So, if you wanted to add 5 to the payment amount of a line you would define the following expression:

Field(Payment Amount) + 5.

Assume the payment amount was 12.50 then this would equate to 17.50.

## Notes on Expressions

- You can't mix numeric and string values within a single expression, you must have either all of one or all of the other
- The - symbol isn't allowed within string expressions.

## Formatting

Once you have expressed/defined your field you may format it in different ways according to the type of expression you defined. The formatting is like a type of mask you fit the field into. We will run through the different types of formatting available.

### **String Formatting:**

The following options exist for string formatting.

X - denotes a single character

\* - denotes the remaining characters of the string

& - when used as the first character of the format mask, forced leading spaces rather than trailing spaces.

If there is any other character used in the mask then this will be used as a constant character within the formatted string.

For example:

&\* - formats the string to have leading spaces.

XX-XX-XX - this could be used for a bank sort code, e.g. 090226 becomes 09-02-36

X=XX=\* - e.g. 91234567890 becomes 9=12=34567890

### **Numeric Formatting:**

These are the options for numeric formatting:

- - denotes the sign will be shown, '-' for negatives, space for positives

+ - denotes the sign will be shown, '-' for negatives. '+' for positives

9 - denotes a single digit (will round normally where required)

d - denotes a single digit (will always round down)

u - denotes a single digit (will always round up)

0 - fixed zero

- . - denotes a decimal place
- v - denotes a virtual ( or implied ) decimal place.
- ,

Examples ( all for a value of 1234.56):

-9.99	= 1234.56
+9.99	= +1234.56
+9,999.99	= 1,234.56
9v99	= 123456 ( no decimal place indicator as this was formatted as virtual and no leading space )
9000	= 1000 (number to the nearest thousand)
d000	= 1000 (number rounded down the nearest thousand)
u000	= 2000 (number rounded up to the nearest thousand)
9u00.00	= 1300.00 (number rounded up to the nearest hundred)
99d0	= 1230 (number rounded down to the nearest ten)
99u0.00	= 1240.00 (number rounded up to the nearest ten)

NB: Don't worry if the value is greater than the amount of digits you have specified in the format mask, the system will automatically extend it to compensate.

### ***Date Formatting:***

The following options exist for date formatting

dd	- day of the month
mm	- month of the year
yy	- year ( without century i.e. 2 digit year)
yyyy	- full year
DDD	- day of the year
MMM	- three letter abbreviation for the month ( e.g. January – JAN, February – FEB and so on )

Any other characters encountered will be put in as they are for separators.

So you basically combine the above options to form a date formatted to your choosing.

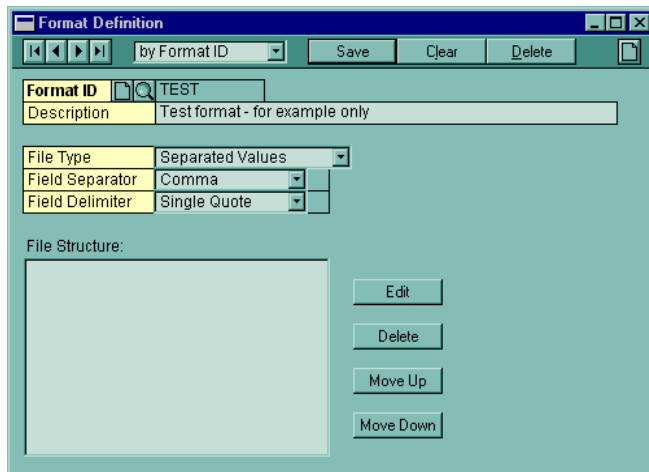
So for an example date of 21<sup>st</sup> January 2000

dd/mm/yy	- 21/01/00
yyyymmdd	- 20000121
yy-DDD	- 00-021
DDD/MMM	- 021/JAN

### Section 3 – Walk through

In this section we will walk you through the process of creating a export file from start to finish. Hopefully this will give you a clearer understanding of the whole process and how everything ties together.

Ok, so we'll open the Format Maintenance window. The first thing we need to do is name our format definition. We want to call it TEST to signify that we are just testing the system. So we type TEST into the format id field and move onto the next one which is description. Now all we want here is just a brief description of the format id. So we'll type 'Test format – for example only', so that gives us a good idea of what the formats purpose is. We want a separated values file type so we set the file type option to this. And I want a comma to separate my fields and a double quote to delimit them. So we select the corresponding options from the drop down lists. Our screen should now look like this:



Now we have set up our main screen we need to define our rows to fill up our export file with.

So if we hit the edit button this will bring up the Format Row Definition window which, seeing as we have no rows defined at present, will be set up for us to enter a new row definition.

Again, firstly we need to name our Row. We are going to define the transaction line row first so we are going to call this row TRX LINE1, so we enter this into the row id field and move onto the next field which is description. Here we enter 'Transaction Line 1' because its short and tells us all we really need to know. The row type we want is Transaction Details so we select this from the drop down list. We always want this row to be printed so we leave the Include Row options on Always include.

Now we need to do the meat of the work and define the fields we want in the row. Basically what we want is the following fields in the following order:

'User Date','Payment Number','Payment Amount','Payment Date','Document Number'

with a few formatting options and expressions thrown in.

OK, we will define these in order. First up is the User Date. We put the position as 1 and leave the length as zero so it will automatically format to the correct length. Then we move onto the defined as field and hit the expansion button to open up the Formula Definition window.

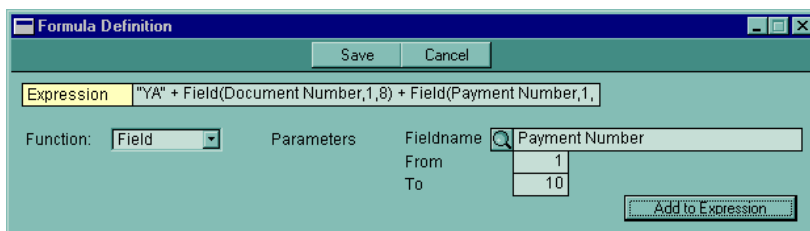
I just want to print out the user date in this field so all I do is select field from the function drop down list and then find the User Date field from the lookup and hit the 'Add to Expression' button. So we save this expression now and move on to the formatting field. I want to format my date so I enter yyyy/dd/mm into the format field as this is how I want my date to appear on my export file.

Next I want to define my Payment Number. So I mark the position as 2, and leave the length as zero again. Then I move into the formula definition screen as before. I only want the first 5 characters of the payment number so I select the field functions, find Payment Number in the field lookup and enter 1 into the From field and 5 into the To field. I then add this to the expression field, save it and return to the scrolling window. I don't want any format options so I move onto the next field.

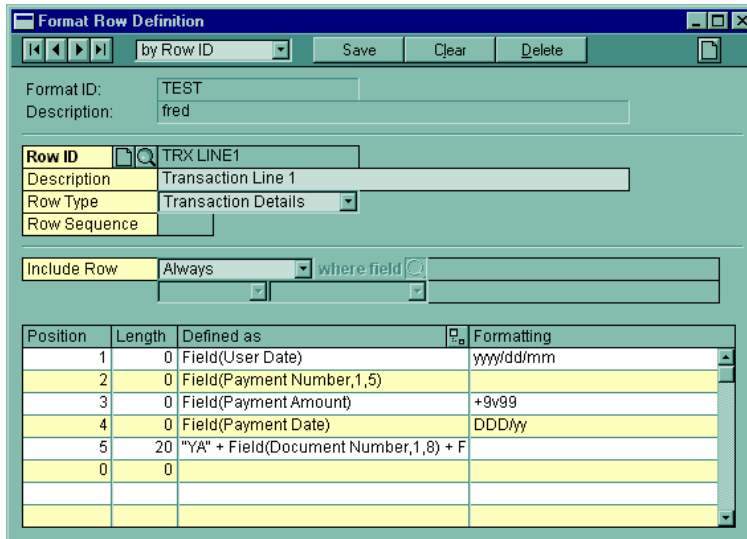
I want my third field as the payment amount. So I set position as 3, leave length and go into the formula window. Here I just want the field payment amount so I select the appropriate function and field and add this expression and save it. I then want to format my amount with the sign showing but no decimal place. So I enter the formatting field and type in +9v99. This will give me my desired results.

My fourth field I wish to have as my payment date, so again I select 4 as my position skip length go into my formula field, but this time I fancy a change and instead of using the boxes I type in **Field(Payment Dte)** which I have misspelt so when I tab out of the field or go to save my expression it gives me the error 'Invalid field name for Field function' so I look at my line and see I have misspelt date, so I go into my expression field and correct my error so my function now reads **Field(Payment Date)** and the system now lets me save this as it is a valid function. I then format it as DDD/yy and move on to the next field.

Right now I want my fifth field as Document Number but I am going to add a few things in the definition that I need in addition. Ok, so I set position to 5 and I want the length to be no greater than 20. I then go into my formula window for this line. For this field I always want the first two characters to read "YA". So I go into my expression field and type in "YA" then I want to add character 1 – 8 so I select the field function then find the Document Number and put 1 into the From field and 8 into the To field. If I now hit the 'Add to Expression' button it will add the field expression and automatically put a '+' in front of it. I now want to add the first 10 characters of the Payment Number field to the end so I select the field function, then the payment number. And indicate I want the first 10 characters out of the payment number by setting the From field to 1 and the To field to 10. I now add this to the expression. Your formula screen should now look like this:-



Ok so now we can save this expression and we don't want any formatting, so this finishes our transaction line row. If we look at the Format Row window it should now be looking like so:



Position	Length	Defined as	Formatting
1	0	Field(User Date)	yyy/dd/mm
2	0	Field(Payment Number,1,5)	
3	0	Field(Payment Amount)	+9v99
4	0	Field(Payment Date)	DDD/yy
5	20	"YA" + Field(Document Number,1,8) + F	
0	0		

So we can now save and close this window and we see on our Format Maintenance window that we have a TrxLine – TRX LINE1 on our file structure indicating that we now have a transaction line for our export.

Now I want to define a File Header Row. So I hit the Edit button which brings up my row definition window. If the TRX LINE1 row is showing then just hit the 'Clear Button'.

We'll name our row FILE HEADER and describe it as Export File Header and give it a file type of 'File Header'. And I only want this header to be printed for the test company – 'The World Online Inc.' so I changed my Include Row options. First I change 'Always' to 'Conditionally' this frees up the other fields I need to work with. I now need to select which field I am going to place my condition on, in this case Company Name, so I open up the lookup form by selecting the lookup button and find company name and select that. And I leave the next two drop down lists because they are already set to what I need them to be set to. I.e. 'is' and 'equal to'. If you find that these fields are not set correctly then just change them so that they are. Next we come to the last field in the Include Row set which is the name of the company we want the company name to equal. So, we type in here 'The World Online, Inc.' Your Include Row should now be looking like this:

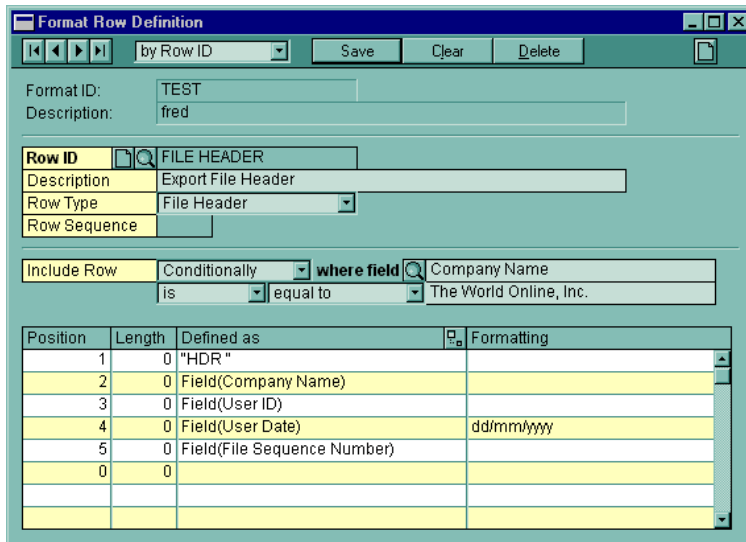


Now we move onto defining our fields in this row we are creating. I want the row to consist of the following fields:-

'Company Name', 'User ID', 'User Date', 'File Sequence Number'

In that order.

But I want the first field to just say HDR to signify that this line is the header line. So I set the position as 1, skip length and instead of opening the formula window I just type "HDR" into the defined as field and I don't want any formatting so I move onto the next line. The next 4 fields I just want as basic Field(fieldname), and the date field I want formatted as dd/mm/yyyy. So when I have finished my window will look as so:

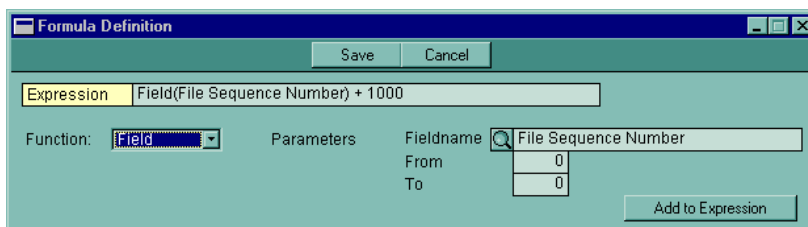


Position	Length	Defined as	Formatting
1	0	"HDR "	
2	0	Field(Company Name)	
3	0	Field(User ID)	
4	0	Field(User Date)	dd/mm/yyyy
5	0	Field(File Sequence Number)	
0	0		

So I'll save this row, which will clear the screen.

Next I want to define myself a file footer. So I shall call it FILE FOOTER and describe it as Export File Footer. And I always want to include this row so I shall leave the include row option marked as always. I want to make up my footer of mainly sum and count functions. But for my first filed I want the word FTR. So I enter this into my first position like I did before with HDR in the file header. Next I want a count of the transaction lines. So I mark position as 2, skip length and enter the formula definition window. I drop down the function list, select count and then open the row lookup ( as I selected count the lookup, looks up row id's instead of fields) and find my TRX LINE1 row and select that then add this to my expression and save it.

For the next field I want a SUM of the payment amounts. I select my position as 3 jump into the formula definition window, select Sum from the function list and find the payment amount field in the lookup and add this top the expression and save it. OK, for my last field I want the file sequence number so I set the position and enter into the formula definition window. I select the field function and the File Sequence Number field and add this to the expression. But I want to add a thousand to the sequence number. So on the end of the expression I type ' + 1000'. So the expression should end up like this:



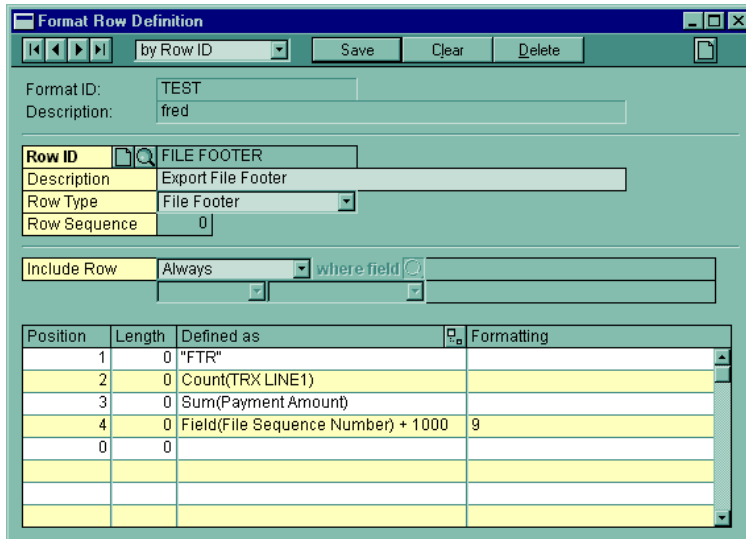
Expression: Field(File Sequence Number) + 1000

Function: Field

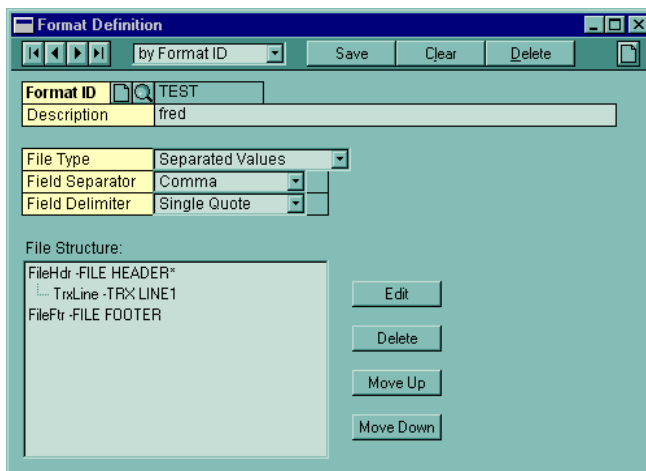
Parameters: Fieldname: File Sequence Number, From: 0, To: 0

So I save this expression and return to my row definition window I then enter 9 into the formatting field to indicate I don't want to show any decimal places only the numbers before the decimal place.

And after that the window, with any luck resembles this screen:-



So if we save this and return to the Format Maintenance screen which will be looking like so:



Notice that there is a asterisk (\*) beside the file header in the file structure box. This indicates that there is a condition on the row.

We have now created a fully featured export format. This is just a basic one, you can add account and customer footers and headers as well. But this is fully working and we have covered most options available.

## Contact Us

We welcome comments regarding the usefulness of the Nolan Business Solutions documentation. If you have specific suggestions or find any errors in this manual, send your comments by e-mail to the following address: [info@nolanbusinesssolutions.com](mailto:info@nolanbusinesssolutions.com).

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