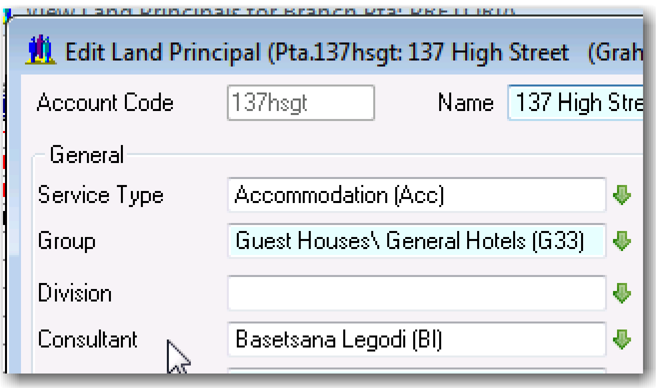
WinMain Full - Bank Payments Worksheet

WinMain Payment Worksheet Enhanced Functionality

- The payment worksheet is a worksheet tool to facilitate easy bulk selections of creditors ageing and open items for payment, and then the bulk generation of the payment vouchers from this information. The worksheet can safely be deleted and recreated / updated as required. It can include all or just some creditors. It is a tool to facilitate easy and bulk generation of payment vouchers and does not form part of any accounting. Eg it could easily be used to import all creditor information, with a simple action select all 120 days items for payment, and with a further click generate all the required payment vouchers in a few seconds (a task that manually might take many hours)
- The payment worksheet has recently been revamped and enhanced to provide for multiple creditor clerk consultants at large agencies, where multiple clerks can use it at the same time with each clerk's creditors payment worksheet remaining independent of the others. There is also an overall management read only view of all clerk's information.
- If you have multiple creditor clerks, Creditors (air suppliers, land suppliers and admin suppliers) must be flagged with the relevant consultant clerk from the normal consultant table so that the creditor ageing and items payable can be retrieved into that clerk's worksheet.



Once flagged with a consultant, only that consultant can import it into his/her worksheet.

- Note that a blank consultant is treated as a valid consultant, so smaller agencies with a single creditors clerk can optionally leave the creditor clerk blank to be able to retrieve all creditors into the payment worksheet

Use of worksheet

- Open the payment worksheet 

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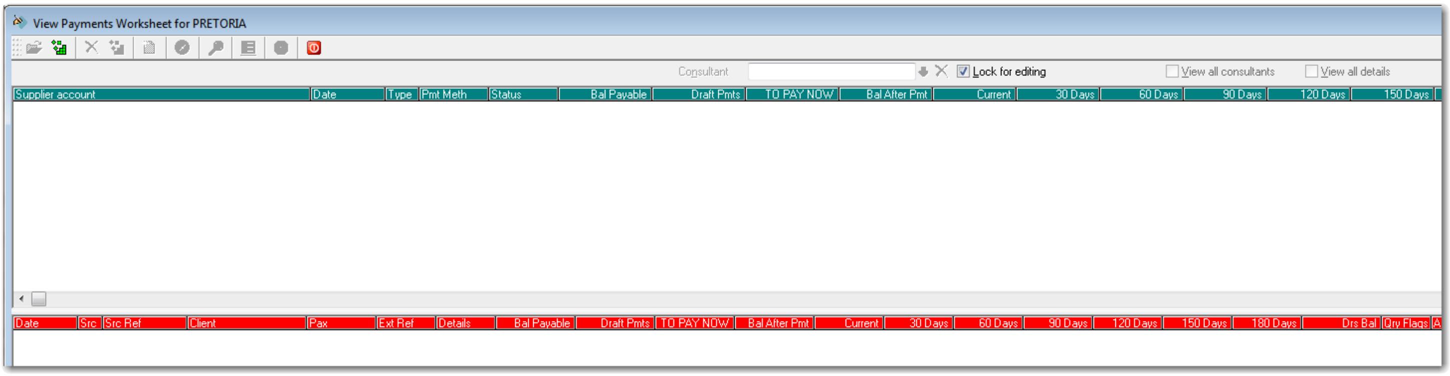


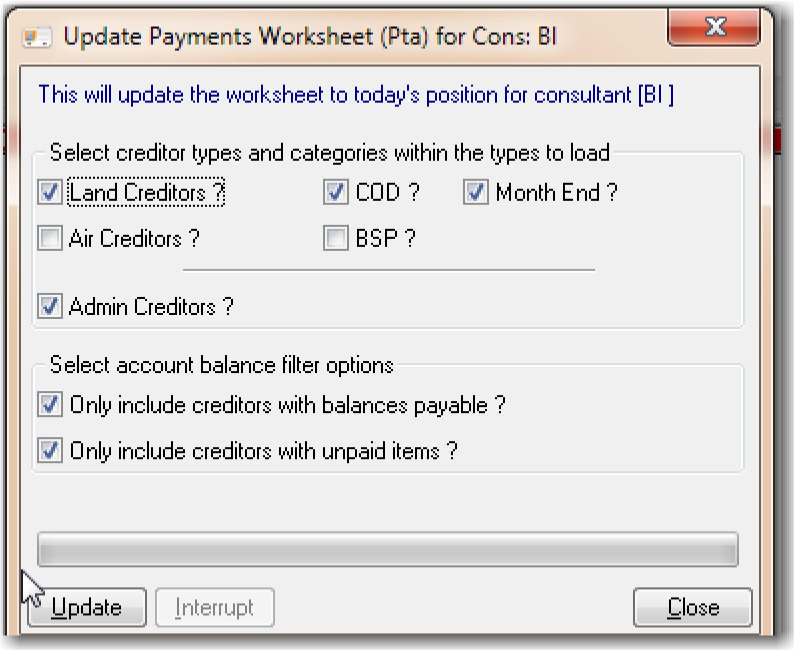
- Select/enter the required clerk / consultant or leave blank for single clerk / consultant mode.

- Lock the consultant to enable editing 

Importing / updating of creditor ageing and unpaid open item information

- Use the 

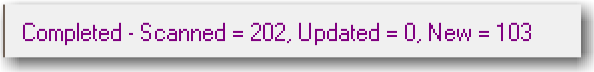
to import the creditors flagged with the consultant code
- Various import options are available as follows



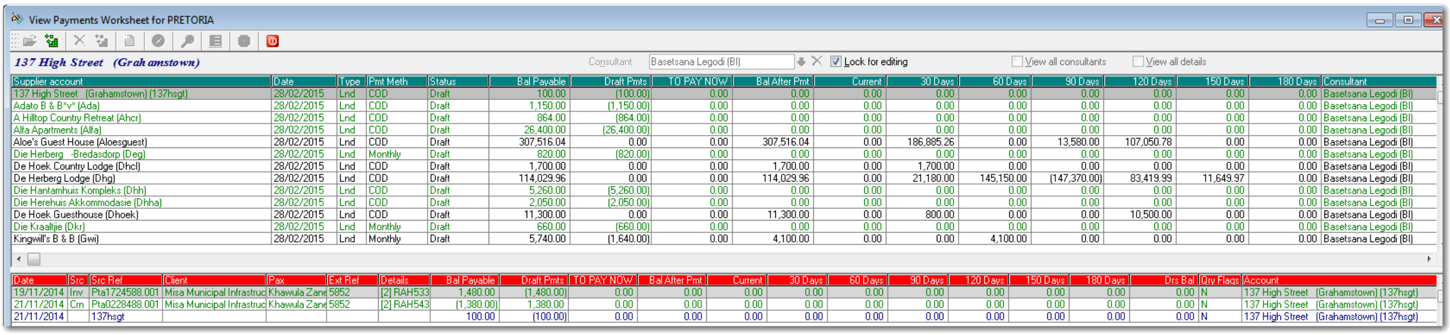
- If unsure just use the defaults settings
- The worksheet is normally used to pay land and admin creditors, not air/bsp creditors where the information is likely to be very large.
- Client 

to continue
- The import process will run 

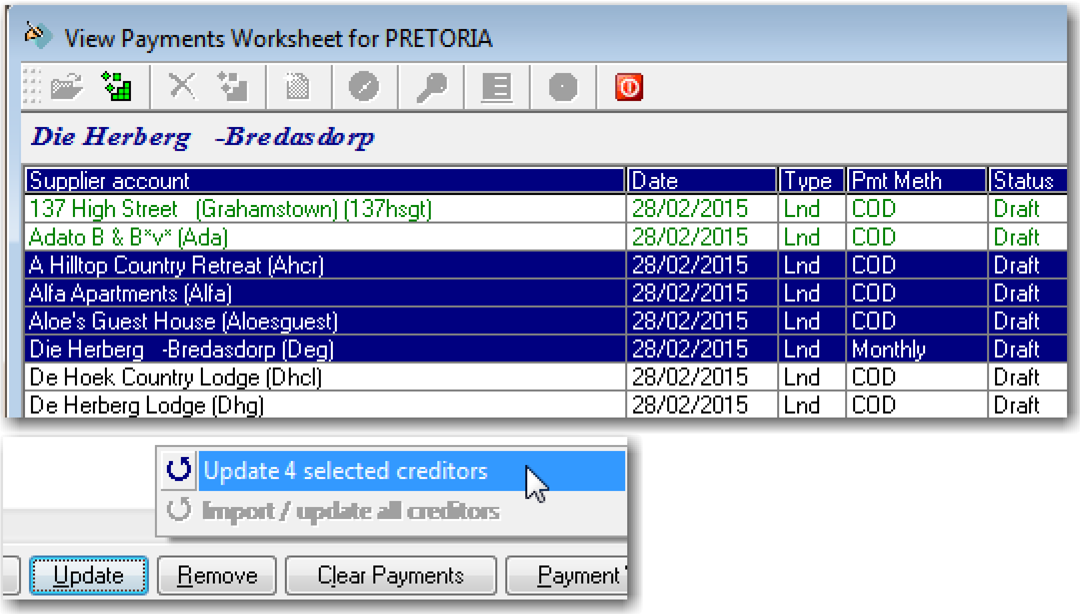
until completed



- Close the import screen
- The worksheet now looks like this



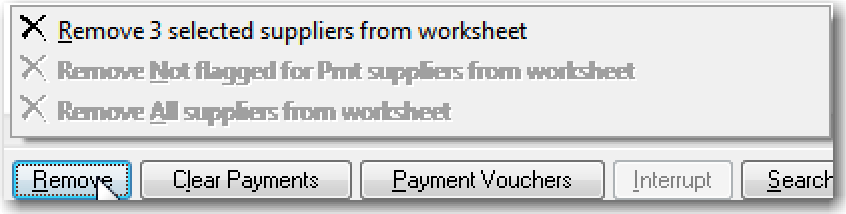
- Note that the creditor information can and should be updated/re-imported at any time to ensure up to date with changes in the underlying accounting system. It is important to note that the worksheet is a snapshot of the creditor information at a point in time. Closed period original transactions will never change, but the paid status of this information will change.
- Multi select (Ctrl+Click) functionality allows on the fly updating of specific creditors



or they can all be updated

Removal / deletion of creditors from the worksheet

- As the worksheet is just a tool, you can manipulate it as you like. You may want to reduce clutter and only display specific creditors that you are working with.
- Use the  option to remove one or more creditors from the worksheet. Again you can use multi-select to remove specific creditors, or creditors with no ‘pay now’ amounts, or you can remove all to start from scratch. These are the removal options

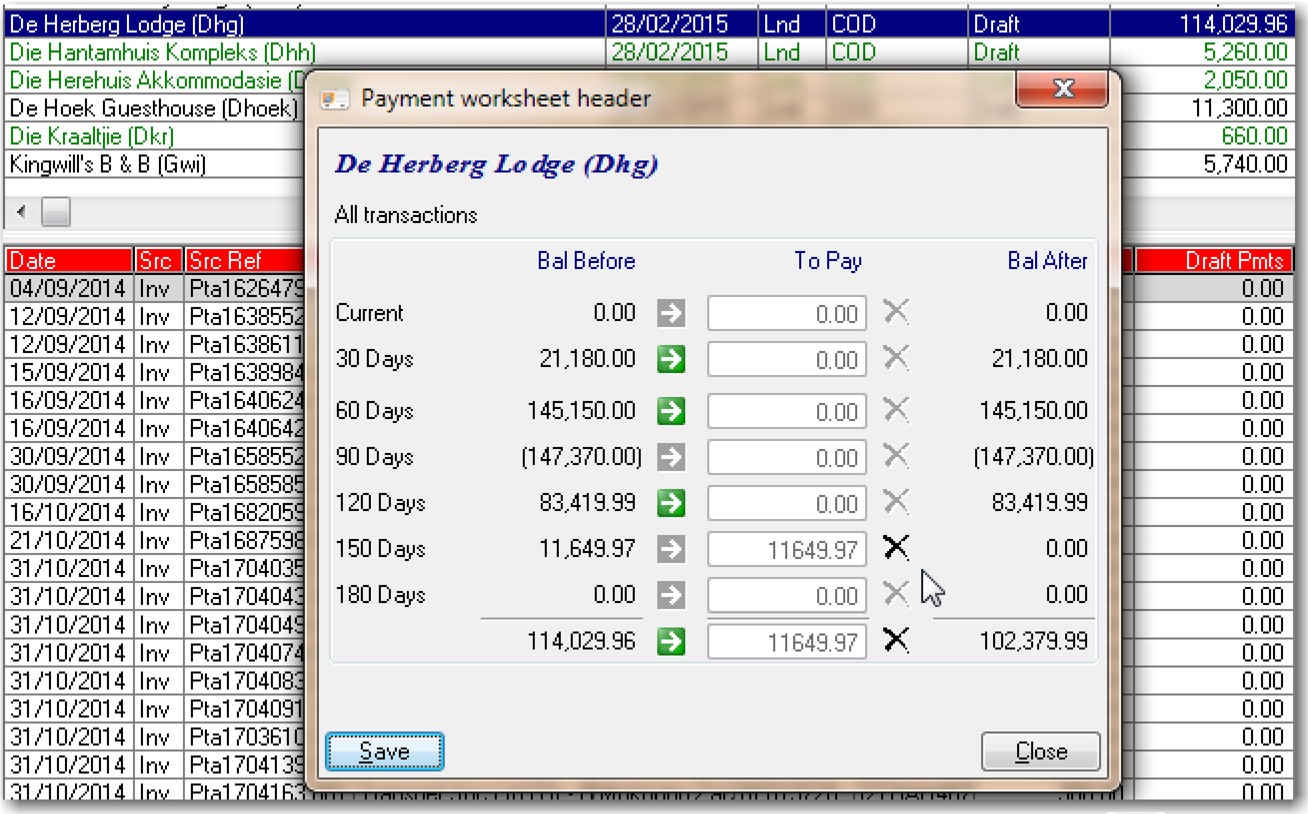


Pay/Unpay - Flagging creditors with amounts to be paid

Method 1

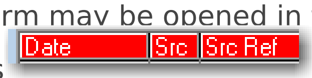
- Use this 

 option to specify amounts to be paid or to undo amounts previously set for payment
- The following form will open

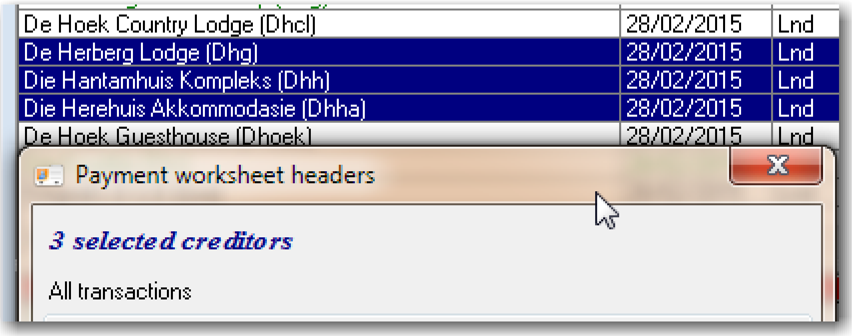


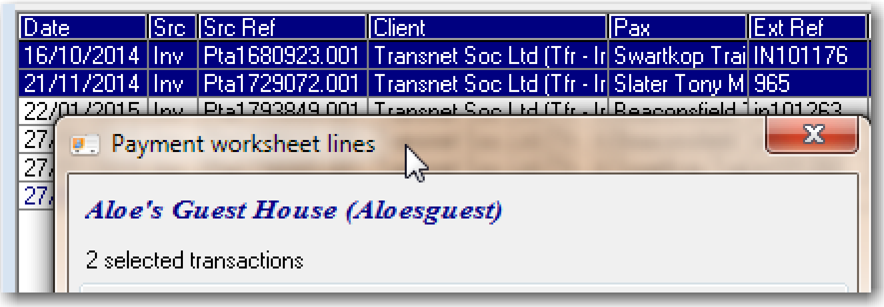
- Click the  option to move amounts into the 'To Pay' column. Use the  option to clear amounts from 'To Pay' column.
- Click Save when done. The amounts to be paid will move to the 

 column.
- The above form may be opened in the 'suppliers' 

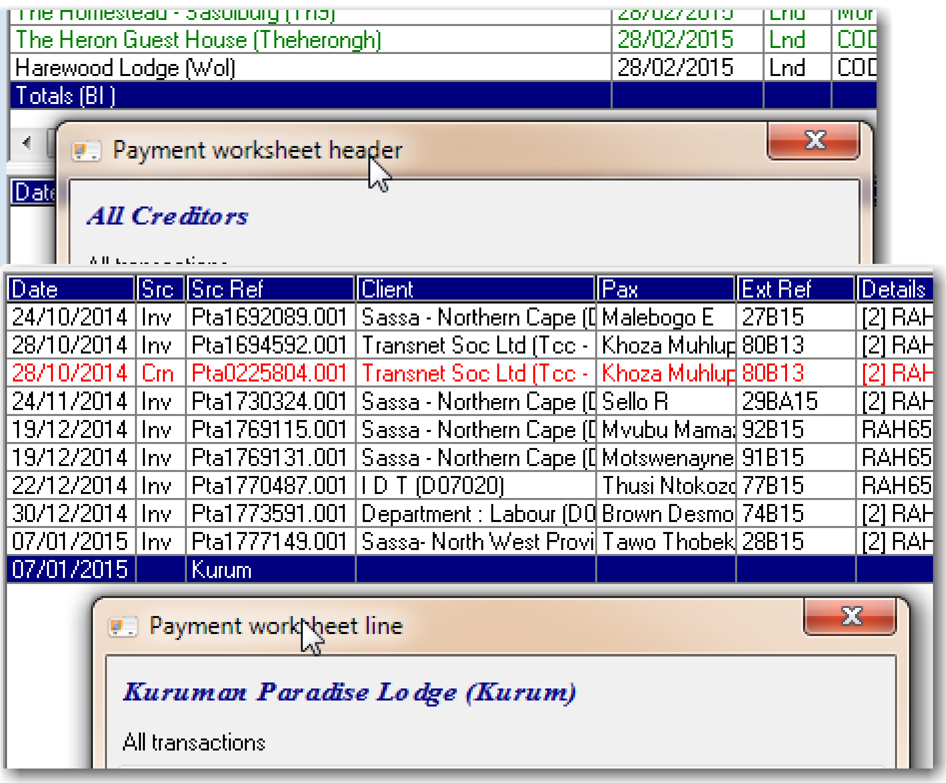
 top register or in the supplier lines 

 bottom register.
- A single creditor or creditor line item can be opened for payment, or multiple creditors or multiple line items for a creditor can be grouped together and opened using multi select as follows





- The pop up form allows convenient payment based on the current or all selected items for an ageing period.
- You can also select the total creditors line or the line items total for a creditor to pay all creditors or all line items for a creditor



Method 2

- You can alternatively use Drag and Drop (instead of the pop up form) to specify / un-specify items for payment.

- On any creditor or creditor line, click on the relevant ageing column eg 60 Days amount to be paid and drag it to the TO PAY NOW column.
- Eg

Supplier account	Date	Type	Pmt Meth	Status	Bal Payable	Draft Pmts	TO PAY NOW	Bal After Pmt	Current	30 Days	60 Days
Kuru Kuru Guesthouse (Kuru)	28/02/2015	Lnd	Monthly	Draft	10,271.00	0.00	0.00	10,271.00	0.00	0.00	1,950.00

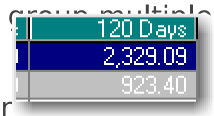
- Dragging the 90 day amount

90 Days
5,991.91

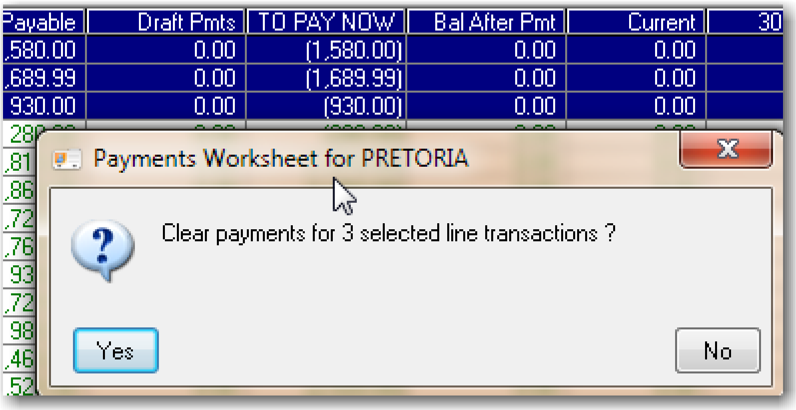
to the TO PAY NOW column, results in

Supplier account	Date	Type	Pmt Meth	Status	Bal Payable	Draft Pmts	TO PAY NOW	Bal After Pmt	Current	30 Days	60 Days	90 Days
Kuru Kuru Guesthouse (Kuru)	28/02/2015	Lnd	Monthly	Draft	10,271.00	0.00	(5,991.91)	4,279.09	0.00	0.00	1,950.00	0.00

- Nb you must drop the item on the **same** line/row in the “To Pay Now’ column
- To undo the payment, drag the amount from the ‘To Pay Now’ column back to any ageing column
- To pay the full balance drag the Bal Payable amount to the TO PAY NOW column
- Multi-selection can be used to group multiple creditors or multiple creditor lines to be dragged and dropped together

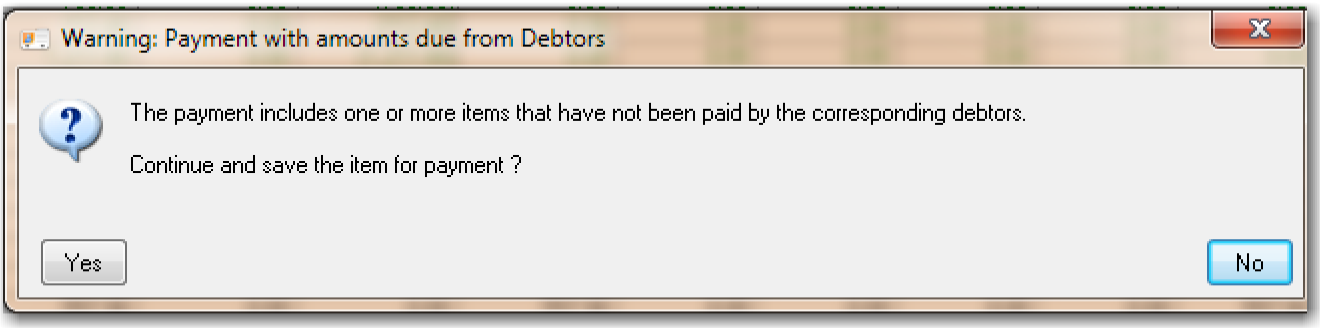


- Additionally a the total creditors line or the total line items line for a creditor can be dragged and dropped
- Payments in the “to Pay Now’ column can also be cleared using the Clear Payments (or delete key) option, for single or multi-selected creditor rows or single or multi-selected creditor line items or total lines
- Eg



Notes

- Depending on system settings, you may be prompted for one or both of the following.
- *Show drs information for crs payments*

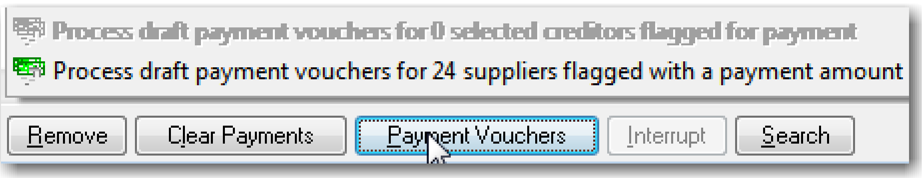


- *Invoicing query flags*

- If you respond No or enter a wrong password, these items will be excluded from payment
- The above facilitate blocking payment of items where the debtor has not paid yet  and items flagged with an accounting query 

Generating payment vouchers for items flagged for payment

- When the required creditors / creditor line items have been flagged for payment, the relevant payment vouchers for the items can be generated automatically using this option. This is a great time saver.
- Again you may apply this to a single creditor, or to a selection of multiple creditors or to all creditors with amounts to be paid



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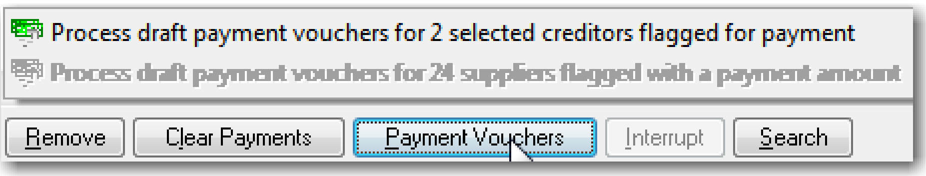
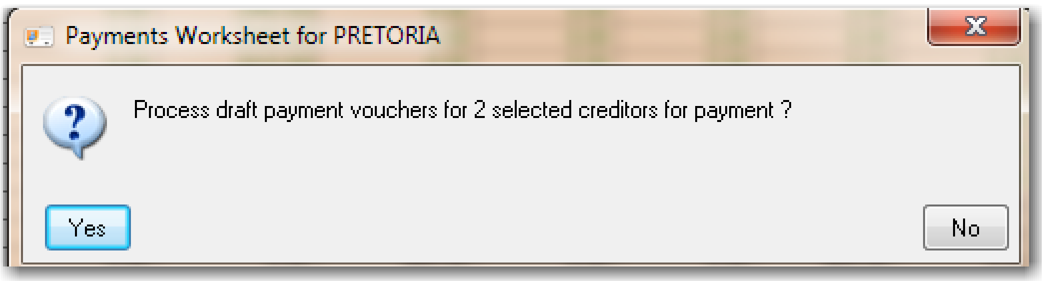
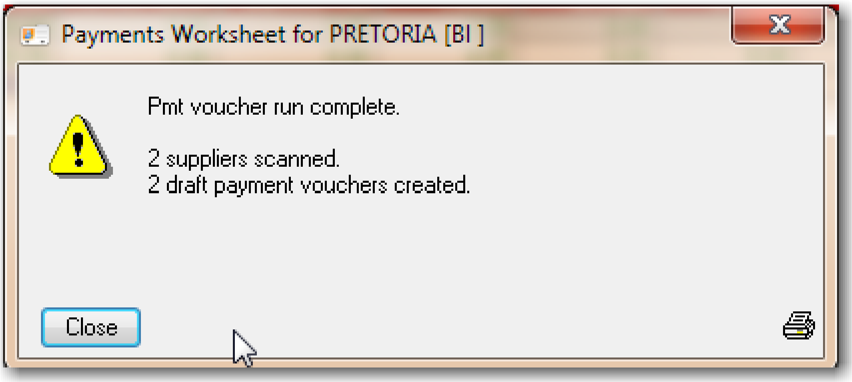
Supplier account	Date	Type	Pmt Meth	Status	Bal Payable	Draft Pmts	TO PAY NOW
Heritage Guest House Queenstown (Hrh)	28/02/2015	Lnd	COD	Draft	23,586.60	0.00	0.00
Hunters Retreat Guest Farm (Hrj)	28/02/2015	Lnd	Monthly	Draft	1,107.30	0.00	(1,107.30)
Heritage House (Craddock) (Hsr)	28/02/2015	Lnd	COD	Draft	2,619.98	0.00	(2,619.98)

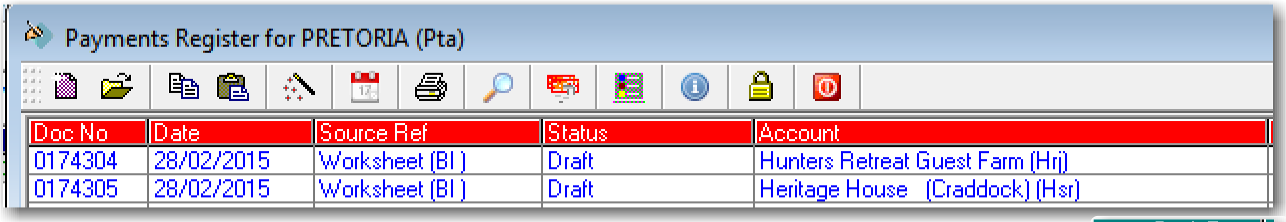


- If a password has been specified, you will be prompted for the password

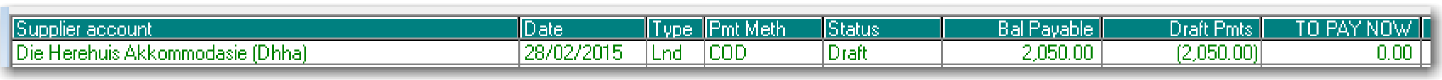




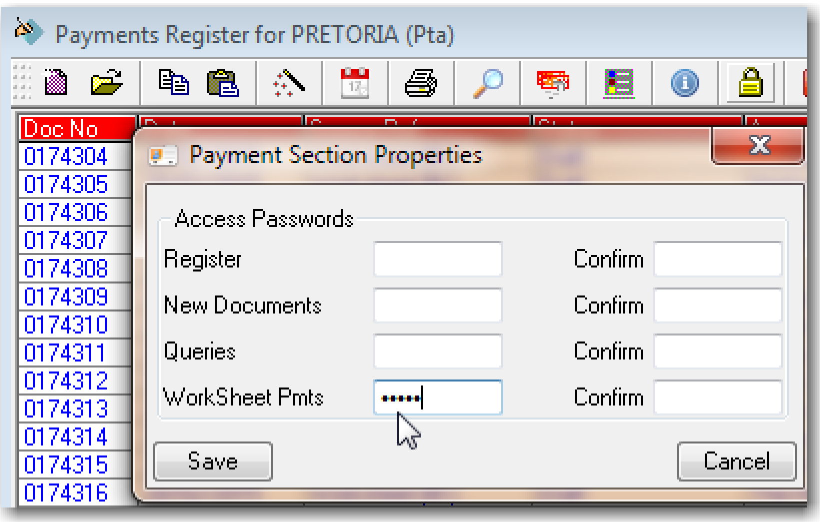
- The above process will create the draft payment vouchers in the Payments Register



- Draft payment vouchers are shown in the payment worksheet under the  column as follows

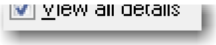


- Normal finalization procedures (actual EFT/paying of the creditors) and the closing of the draft payment vouchers should follow.
- Note the  generation option can be controlled by a password specified in the Payments Register properties, as follows

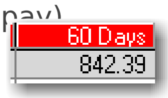


General

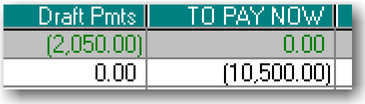
- When the worksheet is not locked for editing:
- The  option allows a manager to view all consultants' worksheets data (ie all creditors for all consultants) together.
- The



option allows you to view all line items for the specified consultant creditors or for all consultants creditors

- Export to Excel - Both registers can be exported to Excel using the standard right click export option
- Colours – the following colours are used in the registers - Black (default colour), navy (totals), pink (error), red (accounting debits) and green (nil, nothing left to pay)
- Note that amounts due to creditors are displayed as +ve amounts 

in the balance and ageing columns. Amounts flagged for payment in the 'To Pay Now' column and 'Draft Pmts' columns are shown as –ve amounts



Draft Pmts	TO PAY NOW
(2,050.00)	0.00
0.00	(10,500.00)

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