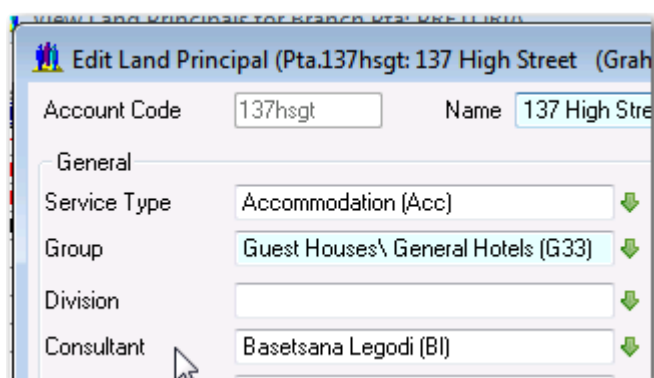
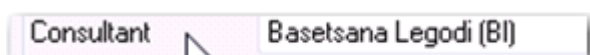


WinMain Full - Bank Payments Worksheet

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.

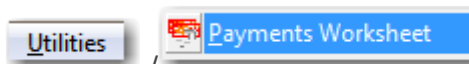


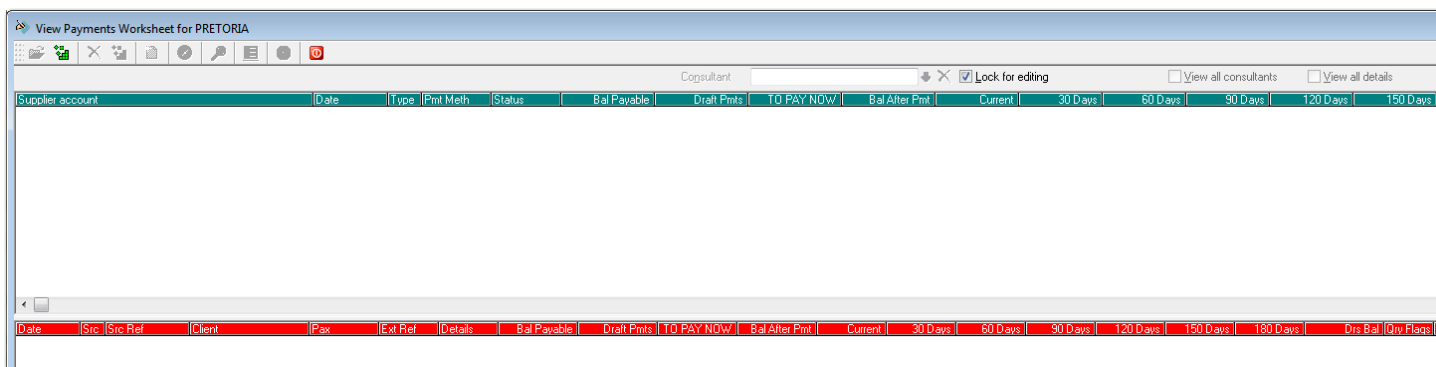
Once flagged with a consultant, only that consultant can import it into his/her worksheet.

- 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

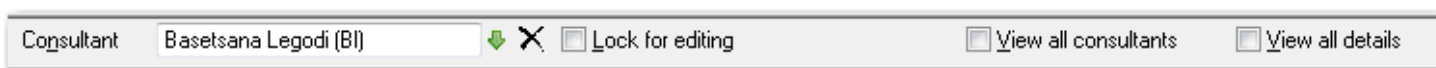
Use of worksheet

- Open the payment worksheet



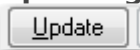


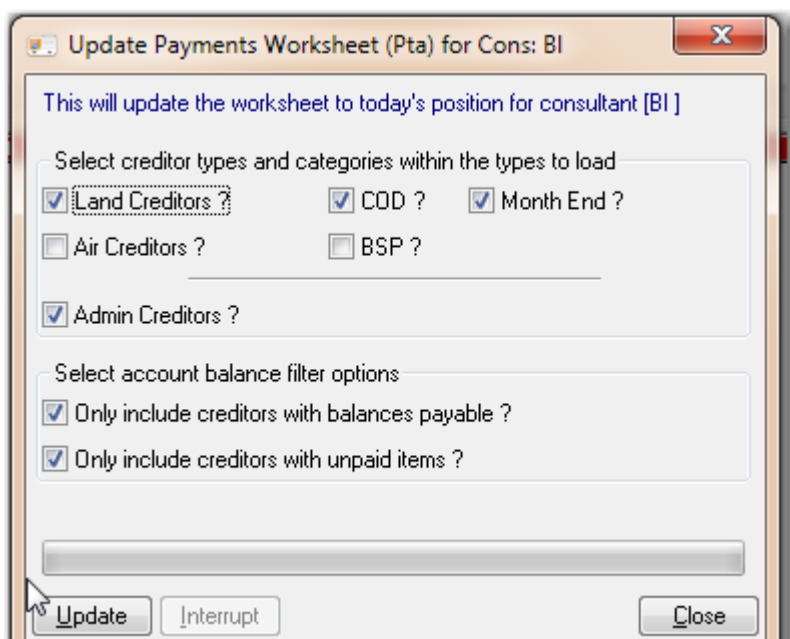
- Select/enter the required clerk / consultant or leave blank for single clerk / consultant mode.



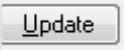
- Lock the consultant to enable editing

Importing / updating of creditor ageing and unpaid open item information

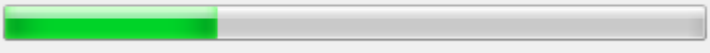
- Use the  to import the creditors flagged with the consultant code
- Various import options are available as follows



- 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

Hobie Beach Guest House (Pta.N.Hobie)

- The import process will run  until completed

Completed - Scanned = 202, Updated = 0, New = 103

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

View Payments Worksheet for PRETORIA

137 High Street (Grahamstown)

Consultant: Basetsana Legodi (B)

Lock for editing

View all consultants View all details

Supplier account	Date	Type	Pmt Meth	Status	Bal Payable	Draft Pmt	TO PAY NOW	Bal After Pmt	Current	30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	Consultant
137 High Street (Grahamstown) (137hsgt)	28/02/2015	Lnd	COD	Draft	100.00	(100.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
Adato B & B* (Ada)	28/02/2015	Lnd	COD	Draft	1,150.00	(1,150.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
A Hilltop Country Retreat (Ahcr)	28/02/2015	Lnd	COD	Draft	884.00	(884.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
Alfa Apartments (Alfa)	28/02/2015	Lnd	COD	Draft	26,400.00	(26,400.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
Aloe's Guest House (Aloesquest)	28/02/2015	Lnd	COD	Draft	307,516.04	0.00	0.00	307,516.04	0.00	186,885.26	0.00	13,580.00	107,050.78	0.00	0.00	Basetsana Legodi (B)
Die Herberg -Bredasdorp (Deg)	28/02/2015	Lnd	Monthly	Draft	820.00	(820.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
De Hoek Country Lodge (Dhcl)	28/02/2015	Lnd	COD	Draft	1,700.00	0.00	0.00	1,700.00	0.00	1,700.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
De Herberg Lodge (Dhg)	28/02/2015	Lnd	COD	Draft	114,029.96	0.00	0.00	114,029.96	0.00	21,180.00	145,150.00	(147,370.00)	83,419.99	11,649.97	0.00	Basetsana Legodi (B)
Die Hantamhus Kompleks (Dhh)	28/02/2015	Lnd	COD	Draft	5,260.00	(5,260.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
Die Hantamhus Akkommodasie (Dhha)	28/02/2015	Lnd	COD	Draft	2,050.00	(2,050.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
De Hoek Guesthouse (Dhoek)	28/02/2015	Lnd	COD	Draft	11,300.00	0.00	0.00	11,300.00	0.00	880.00	0.00	0.00	10,500.00	0.00	0.00	Basetsana Legodi (B)
Die Kralatte (Dks)	28/02/2015	Lnd	Monthly	Draft	660.00	(660.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Basetsana Legodi (B)
Kingwill's B & B (Gwi)	28/02/2015	Lnd	Monthly	Draft	5,740.00	(1,640.00)	0.00	4,100.00	0.00	0.00	0.00	4,100.00	0.00	0.00	0.00	Basetsana Legodi (B)

- 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

View Payments Worksheet for PRETORIA

Die Herberg -Bredasdorp

Supplier account	Date	Type	Pmt Meth	Status
137 High Street (Grahamstown) (137hsgt)	28/02/2015	Lnd	COD	Draft
Adato B & B* (Ada)	28/02/2015	Lnd	COD	Draft
A Hilltop Country Retreat (Ahcr)	28/02/2015	Lnd	COD	Draft
Alfa Apartments (Alfa)	28/02/2015	Lnd	COD	Draft
Aloe's Guest House (Aloesquest)	28/02/2015	Lnd	COD	Draft
Die Herberg -Bredasdorp (Deg)	28/02/2015	Lnd	Monthly	Draft
De Hoek Country Lodge (Dhcl)	28/02/2015	Lnd	COD	Draft
De Herberg Lodge (Dhg)	28/02/2015	Lnd	COD	Draft

Update 4 selected creditors

Import / update all creditors

Update Remove Clear Payments Payment

or they can all be updated

Update 0 selected creditors

Import / update all creditors

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 **Remove** 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

☒ Remove 3 selected suppliers from worksheet
☒ Remove Not flagged for Pmt suppliers from worksheet
☒ Remove All suppliers from worksheet

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

Date	Src	Src Ref	Bal Before	To Pay	Bal After	Draft Pmts
04/09/2014	Inv	Pta1626479				0.00
12/09/2014	Inv	Pta1638552				0.00
12/09/2014	Inv	Pta1638611				0.00
15/09/2014	Inv	Pta1638984				0.00
16/09/2014	Inv	Pta1640624				0.00
16/09/2014	Inv	Pta1640642				0.00
30/09/2014	Inv	Pta1658552				0.00
30/09/2014	Inv	Pta1658585				0.00
16/10/2014	Inv	Pta1682059				0.00
21/10/2014	Inv	Pta1687598				0.00
31/10/2014	Inv	Pta1704035				0.00
31/10/2014	Inv	Pta1704043				0.00
31/10/2014	Inv	Pta1704049				0.00
31/10/2014	Inv	Pta1704074				0.00
31/10/2014	Inv	Pta1704083				0.00
31/10/2014	Inv	Pta1704091				0.00
31/10/2014	Inv	Pta1703610				0.00
31/10/2014	Inv	Pta1704139				0.00
31/10/2014	Inv	Pta1704163				0.00

Date	Src	Src Ref	Bal Before	To Pay	Bal After	Draft Pmts
28/02/2015	Lnd	COD				114,029.96
28/02/2015	Lnd	COD				5,260.00
						2,050.00
						11,300.00
						660.00
						5,740.00

De Herberg Lodge (Dhg)
 All transactions

	Bal Before	To Pay	Bal After
Current	0.00	0.00	0.00
30 Days	21,180.00	0.00	21,180.00
60 Days	145,150.00	0.00	145,150.00
90 Days	(147,370.00)	0.00	(147,370.00)
120 Days	83,419.99	0.00	83,419.99
150 Days	11,649.97	11649.97	0.00
180 Days	0.00	0.00	0.00
Total	114,029.96	11649.97	102,379.99

- 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 **TO PAY NOW** column.
- The above form may be opened in the 'suppliers' **Supplier account** top register or in the supplier lines **Date Src Src Ref** 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

De Hoek Country Lodge (Dhcl)	28/02/2015	Lnd
De Herberg Lodge (Dhg)	28/02/2015	Lnd
Die Hantamhuis Kompleks (Dhh)	28/02/2015	Lnd
Die Herehuis Akkommodasie (Dhha)	28/02/2015	Lnd
De Hoek Guesthouse (Dhoek)	28/02/2015	Lnd

Payment worksheet headers

3 selected creditors

All transactions

Date	Src	Src Ref	Client	Pax	Ext Ref
16/10/2014	Inv	Pta1680923.001	Transnet Soc Ltd (Tfr - Ir	Swartkop Trai	IN101176
21/11/2014	Inv	Pta1729072.001	Transnet Soc Ltd (Tfr - Ir	Slater Tony M	965
22/01/2015	Inv	Pta1799849.001	Transnet Soc Ltd (Tfr - Ir	Reasonsfield	101263

Payment worksheet lines

Aloe's Guest House (Aloesquest)

2 selected transactions

- 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

The Homestead - Sasiburg (Tng)	28/02/2015	Lnd	MUR
The Heron Guest House (Theherongh)	28/02/2015	Lnd	COD
Harewood Lodge (Wol)	28/02/2015	Lnd	COD
Totals (BI)			

Payment worksheet header

All Creditors

All transactions

Date	Src	Src Ref	Client	Pax	Ext Ref	Details
24/10/2014	Inv	Pta1692089.001	Sassa - Northern Cape (C	Malebogo E	27B15	[2] RAH
28/10/2014	Inv	Pta1694592.001	Transnet Soc Ltd (Tcc -	Khoza Muhlup	80B13	[2] RAH
28/10/2014	Crm	Pta0225804.001	Transnet Soc Ltd (Tcc -	Khoza Muhlup	80B13	[2] RAH
24/11/2014	Inv	Pta1730324.001	Sassa - Northern Cape (C	Sello R	29BA15	[2] RAH
19/12/2014	Inv	Pta1769115.001	Sassa - Northern Cape (C	Mvubu Mama	92B15	RAH65
19/12/2014	Inv	Pta1769131.001	Sassa - Northern Cape (C	Motswenayne	91B15	RAH65
22/12/2014	Inv	Pta1770487.001	I D T (D07020)	Thusi Ntokozo	77B15	RAH65
30/12/2014	Inv	Pta1773591.001	Department : Labour (D	Brown Desmo	74B15	[2] RAH
07/01/2015	Inv	Pta1777149.001	Sassa- North West Provi	Tawo Thobek	28B15	[2] RAH
07/01/2015		Kurum				

Payment worksheet line

Kuruman Paradise Lodge (Kurum)

All transactions

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

90 Days
5,991.91

- Dragging the 90 day amount 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

Payable	Draft Pmts	TO PAY NOW	Bal After Pmt	Current	30
580.00	0.00	(1,580.00)	0.00	0.00	
689.99	0.00	(1,689.99)	0.00	0.00	
930.00	0.00	(930.00)	0.00	0.00	
280.00	0.00	(280.00)	0.00	0.00	
81.00	0.00	(81.00)	0.00	0.00	
86.00	0.00	(86.00)	0.00	0.00	
72.00	0.00	(72.00)	0.00	0.00	
76.00	0.00	(76.00)	0.00	0.00	
93.00	0.00	(93.00)	0.00	0.00	
72.00	0.00	(72.00)	0.00	0.00	
98.00	0.00	(98.00)	0.00	0.00	
46.00	0.00	(46.00)	0.00	0.00	
52.00	0.00	(52.00)	0.00	0.00	

Payments Worksheet for PRETORIA

Clear payments for 3 selected line transactions ?

Notes

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

Warning: Payment with amounts due from Debtors

The payment includes one or more items that have not been paid by the corresponding debtors.

Continue and save the item for payment ?

- 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

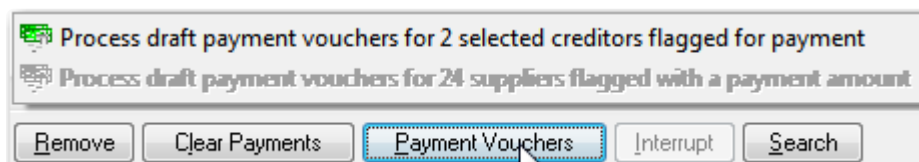
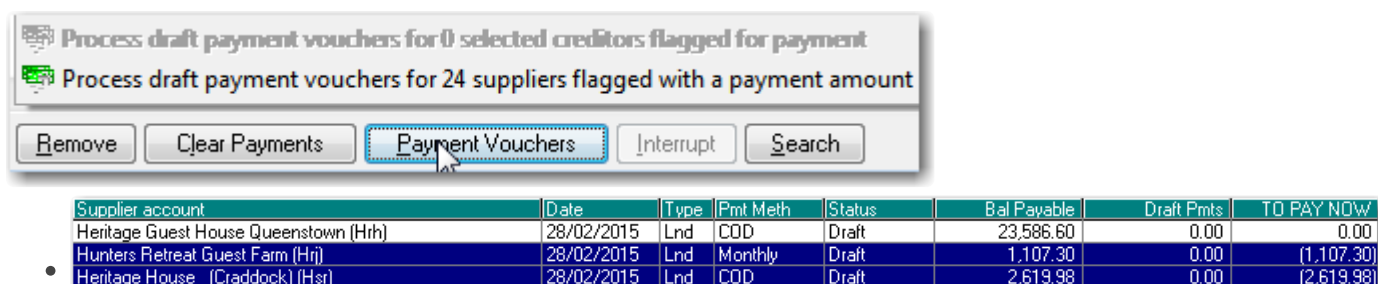
Drs Bal
880.00

and items flagged with an accounting query

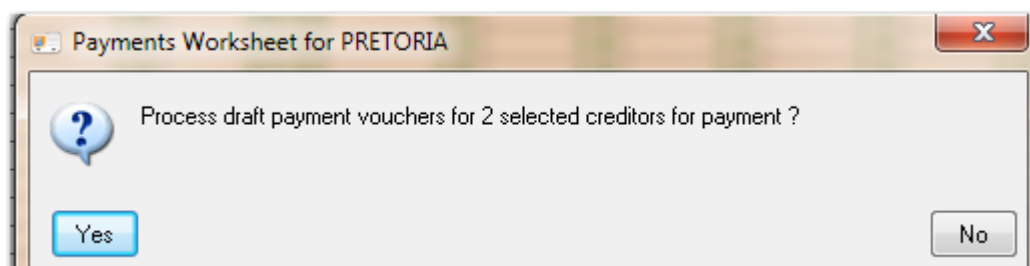
Dry Flags
Y

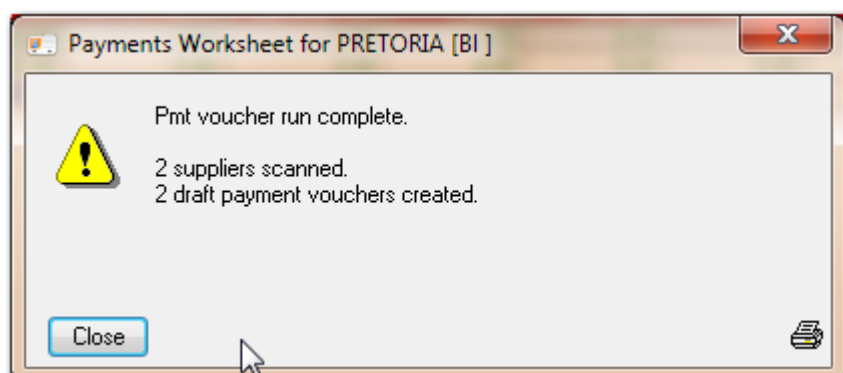
Generating payment vouchers for items flagged for payment

- 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



- 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

Payments Register for PRETORIA (Pta)				
Doc No	Date	Source Ref	Status	Account
0174304	28/02/2015	Worksheet (BI)	Draft	Hunters Retreat Guest Farm (Hrj)
0174305	28/02/2015	Worksheet (BI)	Draft	Heritage House (Craddock) (Hsr)
				Draft Pmts
				(2,050.00)

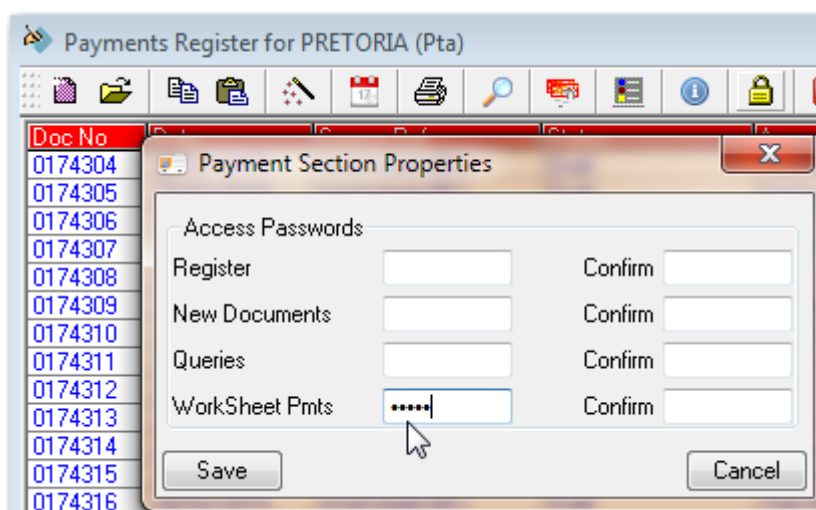
- Draft payment vouchers are shown in the payment worksheet under the column as follows

Supplier account	Date	Type	Pmt Meth	Status	Bal Payable	Draft Pmts	TO PAY NOW
Die Herehuis Akkommodasie (Dhha)	28/02/2015	Lnd	COD	Draft	2,050.00	(2,050.00)	0.00

- Normal finalization procedures (actual EFT/paying of the creditors) and the closing of the draft payment vouchers should follow.

Payment Vouchers

- 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 ☒ **View all consultants** option allows a manager to view all consultants' worksheets data (ie all creditors for all consultants) together.
- The

 view all details

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

60 Days
842.39

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