

TRANSACTION ENQUIRY **PAXTON LIVE**

This screen displays the notes, balance and transaction details of the selected income, expenditure or money account. You will only see the transactions for your station.

Account code Select the required account code from the listbox.

Station This will default to your station.

Transactions between If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button at the bottom of the screen to display the transactions for the dates entered. The total is displayed for the transactions displayed.

Notes Displays the notes. Scroll bars allow movement to older details. The action line button changes to 'Update notes' allowing any additional notes to be added. Also, editing of existing notes is permitted including cut, copy and paste.

Balance/Turnover 'Balance' shows the selected account balances over the past 24 months. 'Turnover' shows the past 24 months of turnover history for this account.

Transactions Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the "*" column. If the selected transaction is after your 'finished to' then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file.

Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

The screenshot shows the Transaction Enquiry interface. At the top, there are navigation arrows and a help icon. Below that, there are input fields for Account code (BK-025-610), Station (025), Name (Mundesley curr acc), and Description. To the right, there are fields for Transactions between (with a calendar icon) and 'and' (with another calendar icon). Below the input fields is a table of transactions with columns: Date, Type^, A/c, Station, Reference, Audit, Value(£)*, D*, Comment, and *. The table contains the following data:

Date	Type^	A/c	Station	Reference	Audit	Value(£)*	D*	Comment	*
26/07/23	Inc		025	CB June23		75.00		Income booking	
26/07/23	MTrf		025	Transfer 2344-		-1000.00		Money transfer	
25/07/23	Don		025	Dons 25/07/23		50.00		Donations received on 25/C	
25/07/23	Don		025	Dons 25/07/23		20.00		Donations received on 25/C	
25/07/23	Exp		025	The Training C		-150.00	D	Expense bookings	
25/07/23	Inc		025	BD167903		250.00		Income booking	
16/06/23	Inc		025	SS 12323		249.50		Income booking	
01/06/23	Inc		025	MemberJun23		550.00		Income booking	

At the bottom of the interface, there are buttons for Print, Notes, Balance, Transactions, and Exit.

Example of the Transaction Enquiry