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.

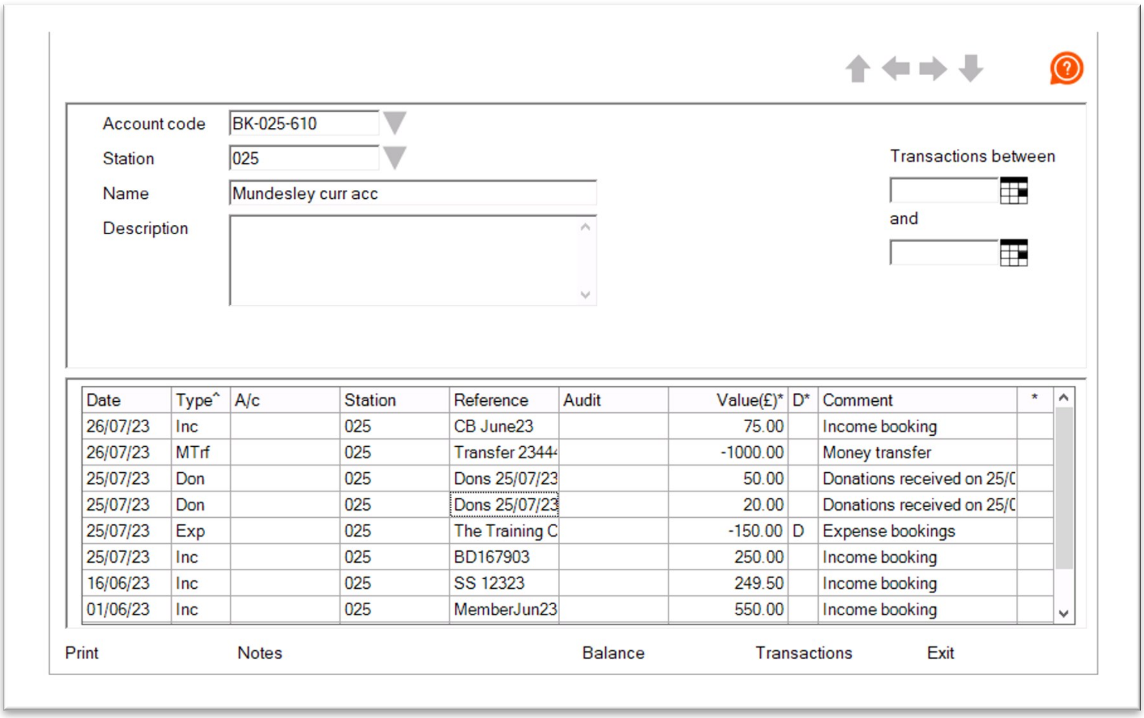
Transactions between If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that 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.



Example of the Transaction Enquiry