STATION ENQUIRY

This screen displays the notes, balance and transaction details for your station.

Station Your station will be displayed.

Transactions between If station 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.

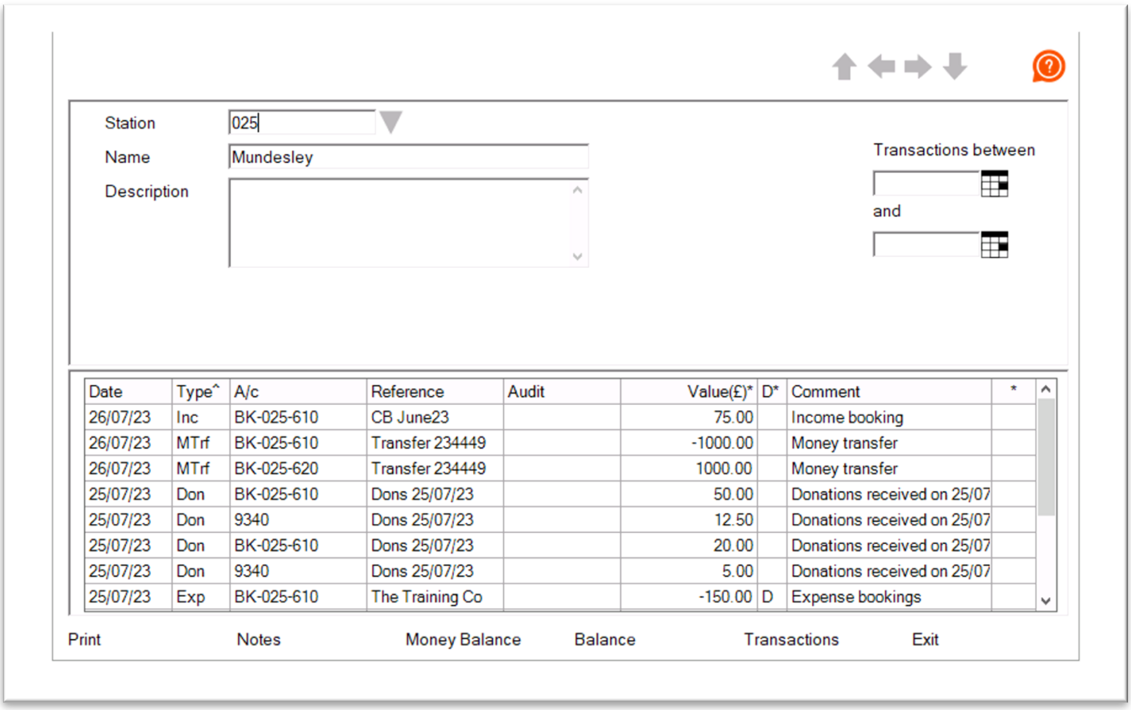
Notes Displays the notes. Scroll bars allow movement to older details. The action line button changes to 'Update notes' allowing any additional notes to be added. Also, editing of existing notes is permitted including cut, copy and paste.

Money Balance/Turnover Balance shows the cumulative balance for the money accounts for your station over the past 24 months. Turnover shows the 24 months turnover history.

Balance/Turnover Balance shows the history over the past 24 months of the overall value for your station including money accounts and all other assets and liabilities. Turnover shows the 24 months turnover history.

Transactions Lists the transaction details for your station 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’ date 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.



Station 025

Name Mundesley

Description

Transactions between

and

Date	Type^	A/c	Reference	Audit	Value(£)*	D*	Comment	*
26/07/23	Inc	BK-025-610	CB June23		75.00		Income booking	
26/07/23	MTrf	BK-025-610	Transfer 234449		-1000.00		Money transfer	
26/07/23	MTrf	BK-025-620	Transfer 234449		1000.00		Money transfer	
25/07/23	Don	BK-025-610	Dons 25/07/23		50.00		Donations received on 25/07	
25/07/23	Don	9340	Dons 25/07/23		12.50		Donations received on 25/07	
25/07/23	Don	BK-025-610	Dons 25/07/23		20.00		Donations received on 25/07	
25/07/23	Don	9340	Dons 25/07/23		5.00		Donations received on 25/07	
25/07/23	Exp	BK-025-610	The Training Co		-150.00	D	Expense bookings	

Print Notes Money Balance Balance Transactions Exit

Example of the Station Enquiry screen