

Debtor Batch Printout User Guide

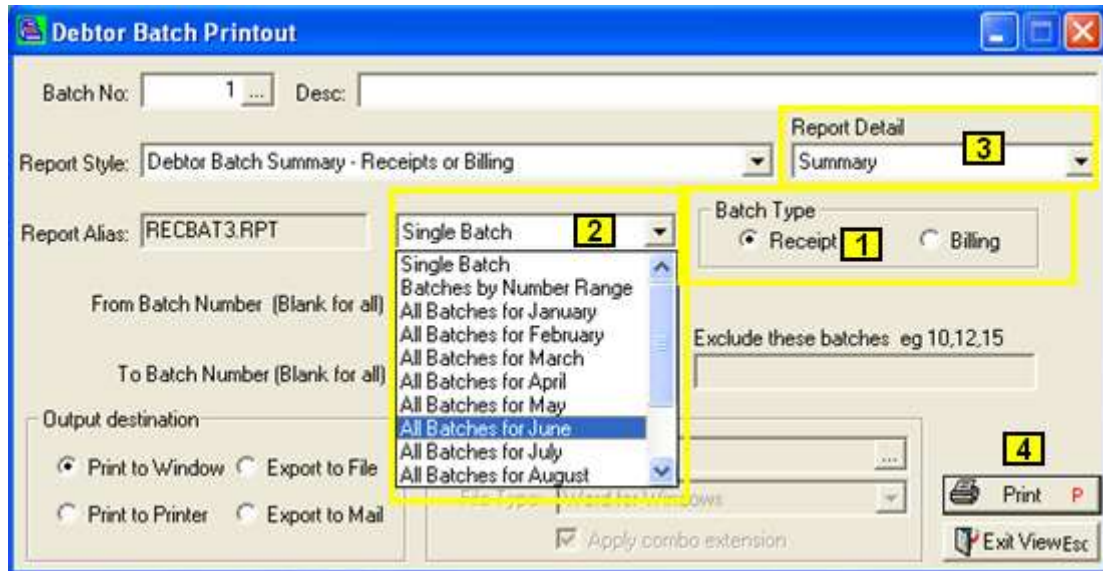


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Debtor Batch Printout

The Debtor Batches should be printed at least whenever there is an out of balance with the ledger. This will tell you if the Debtors Batch Holds the same information as the Ledger.



1.	Select if this is a Receipt or Billing Batch.
2.	Select if you want to print; <ul style="list-style-type: none"> • Single Batches • Batches for a Number Range • Batches for a Period
3.	Select if you want a summary or a varying degree of details in the report.
4.	Click Print.

Summary

Debtor Batch - Receipts				
Batch No:	20	Receipts 20/07/2009	Total	\$775.00
Date:	20/07/2009	14: 7	Status:	F
225	20/07/2009	BAARFOL BARRY Family Trust Receipt ID072000		\$00.00
226	20/07/2009	BAKOL M, Tony Ahs Receipt ID072000		\$50.00
		Ledger	30.00	
227	20/07/2009	ALLEFOL M, G Allan Receipt ID072000		\$0.00
229	20/07/2009	BELLO CA & FJ Ball Receipt ID072000		\$00.00
230	20/07/2009	AROFACI D, V & D F Ahs Receipt ID072000		\$75.00
231	20/07/2009	CANNON Bismark Receipt ID072000		\$00.00
		Ledger	100.00	
Batch in Summary				
LEDGER				\$20.00
		<u>Deposits</u>		<u>Debtor</u>
1000	Primary Tuition Fee			100.00
1002	Secondary Tuition Fee			225.00
2005	Miscellaneous Charges			30.00
3000	Testing Homestay	300.00		
		300.00		355.00
	<u>Total:</u>			\$655.00

Drill Down to Dissection

Debtor Batch - Receipts																															
Batch No:	20	Receipts 20/07/2009	Total \$75.00																												
Date:	20/07/2009	Id: 7	Series: F																												
225	10/07/2009	BAARFOL BARR Family Trust Receipt ID072009	\$100.00																												
		Secondary Tuition Fee	100.00																												
		1 Clients																													
224	10/07/2009	BAKOL M, Tony Ahn Receipt ID072009	\$150.00																												
		Primary Tuition Fee	100.00																												
		Miscellaneous Charges	30.00																												
		1 Clients																													
		1 Clients																													
		Ledger	30.00																												
227	10/07/2009	ALLEFOL M, C Allen Receipt ID072009	\$50.00																												
		Secondary Tuition Fee	25.00																												
		Testing Homestay	25.00																												
		1 Clients																													
		1 Clients																													
229	10/07/2009	SHILOGA & RFBH Receipt ID072009	\$100.00																												
		Secondary Tuition Fee	100.00																												
		1 Clients																													
230	10/07/2009	APORAGI D, V & D, I Arora Receipt ID072009	\$275.00																												
		Testing Homestay	275.00																												
		1 Clients																													
231	10/07/2009	Cennis Bismark Receipt ID072009	\$100.00																												
		1 Clients																													
		Ledger	100.00																												
Batch in Summary																															
LEDGER			\$120.00																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;">Deposit</th> <th style="width: 15%; text-align: center;">Debit</th> </tr> </thead> <tbody> <tr> <td>1000</td> <td>Primary Tuition Fee</td> <td></td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>1002</td> <td>Secondary Tuition Fee</td> <td></td> <td style="text-align: right;">225.00</td> </tr> <tr> <td>2005</td> <td>Miscellaneous Charges</td> <td></td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>3000</td> <td>Testing Homestay</td> <td style="text-align: right;">300.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right; border-top: 1px solid black;">300.00</td> <td style="text-align: right; border-top: 1px solid black;">355.00</td> </tr> <tr> <td></td> <td>Total:</td> <td></td> <td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">\$655.00</td> </tr> </tbody> </table>						Deposit	Debit	1000	Primary Tuition Fee		100.00	1002	Secondary Tuition Fee		225.00	2005	Miscellaneous Charges		30.00	3000	Testing Homestay	300.00				300.00	355.00		Total:		\$655.00
		Deposit	Debit																												
1000	Primary Tuition Fee		100.00																												
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		300.00	355.00																												
	Total:		\$655.00																												

Drill Down Full Detail

Debtor Batch - Receipts						
Batch No:	20	Receipts 20/07/2009			Total	\$775.00
Date:	20/07/2009	Id:	7	Status:	F	
225 20/07/2009 SAARJON BAARS Family Trust Receipt ID072000						\$100.00
1002	Secondary Tuition Fee	20/07/2009	BAARS W R			100.00
1002						0.00
	Secondary Tuition Fee		1 Clients			100.00
226 20/07/2009 SAEOL M r Tony Ahn Receipt ID072000						\$150.00
1000	Primary Tuition Fee	20/07/2009	BAE J			100.00
1000						0.00
2005	Miscellaneous Charges	20/07/2009	BAE J			30.00
2005						0.00
	Primary Tuition Fee		1 Clients			100.00
	Miscellaneous Charges		1 Clients			30.00
	Ledger				30.00	
227 20/07/2009 ALLENFOIM r G Allen Receipt ID072000						\$50.00
1002	Secondary Tuition Fee	20/07/2009	ALLEN K M			25.00
1002						0.00
3000	Testing Homestay	20/07/2009	ALLEN K M			25.00
3000						0.00
	Secondary Tuition Fee		1 Clients			25.00
	Testing Homestay		1 Clients			25.00

Item Dissection Summary Only

Debtor Batch - Receipts						
Batch No:	20	Receipts 20/07/2009			Total	\$775.00
Date:	20/07/2009	Pd:	7	Status:	F	
Batch range in Summary						\$120.00
LEDGER						
				Deposits		Debtor
1000	Primary Tuition Fee					100.00
1002	Secondary Tuition Fee					225.00
2005	Miscellaneous Charges					30.00
3000	Testing Homestay					
				300.00		
				300.00		
	Total Debtors:					\$655.00