Balance confirmations

With the balance confirmations you are able to compare the balance with a customer/supplier on a certain date.

1. Create the options

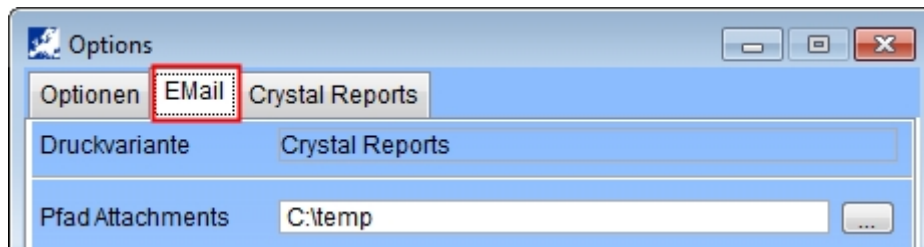   Reminder => Balance confirmations => Options

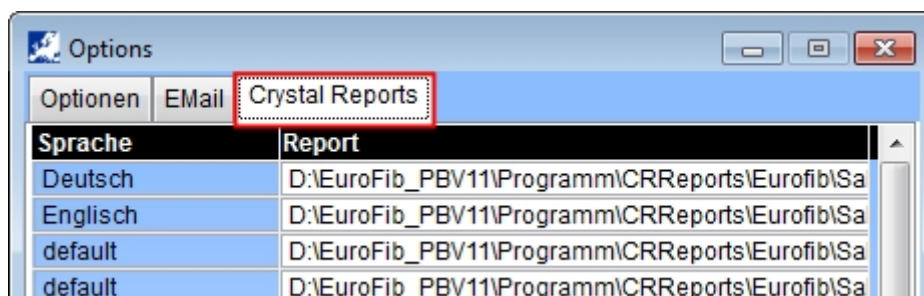Printout version: Selection of the printout version

- **Standard**
  The print out will be started with Microsoft Word. You have to enter a *.doc file with the desired layout.

- **Direct**
  The print out will be started with a fix layout
  (incl. single items)

- **Direct – header right**
  The print out will be started with a fix layout.
  (header right, incl. single items)

- **Crystal Reports**
  The print out will be started with Crystal Reports. You have to enter a *.rpt file with the desired layout.

Schmidhuber EDV Software Gesellschaft m.b.H. | Schöpfleuthnergasse 22 | A-1210 Wien

| Tel +43 1 2700531 | office@schmidhuber.com | Bank Austria | IBAN AT111200000609482500 | Handelsgericht Wien | UID ATU15137509 |
| Fax +43 1 2700535 | www.schmidhuber.com | KN 609482500 | BLZ 12000 | BIC BKAUATWW | FN 59 084 p | DVR 0932400 |

Sort:	Selection of the sort (Account number, surname, trade, ...)
Single items:	You will get an additional print out with all positions The number behind means the number of empty lines on the top of the paper for consideration of a company paper **(only available for version "Standard")**
Print debitors:	You can choose the desired voucher number for debitors
Print creditors:	You can choose the desired voucher number for creditors
Print account balance 0:	Debitors/Creditors with balance „0" will be printed also
Address at line:	Number of empty lines between the top position and the print out position of the address block
Height of footer:	Number of empty lines to get a larger footer
Date format:	Format of the date (DD.MM.YYYY or YYYY.MM.DD)
Documents in:	Choose the application where you have created your layout
Mailversion:	Choose the desired mail client you want to use for sending your balance confirmations via e-mail **(only available for version "Crystal Reports")**
Faxversion:	Not active at the moment
Language/document:	You have to enter a document (path incl. filename). This document has to be created in the application mentioned above (e.g. MS Word 8) **(only available for version "Standard")**

Options

Optionen | EMail | Crystal Reports

Druckvariante   Crystal Reports

Pfad Attachments   C:\temp   ...

Path attachments	Enter or choose the desired device + directory where you want to save the PDF files **(only available for version "Crystal Reports")**

Options

Optionen | EMail | Crystal Reports

Sprache	Report
Deutsch	D:\EuroFib_PBV11\Programm\CRReports\Eurofib\Sa
Englisch	D:\EuroFib_PBV11\Programm\CRReports\Eurofib\Sa
default	D:\EuroFib_PBV11\Programm\CRReports\Eurofib\Sa
default	D:\EuroFib_PBV11\Programm\CRReports\Eurofib\Sa

Language/Report	Enter the desired layout for each language code (*.rpt) You can find an example layout in our program directory under \CRReports\Eurofib\Saldenbestätigungen\ **(only available for version "Crystal Reports")**

2. Enter the headings

Reminder => Balance confirmations => Headings

Headings

language	Deutsch

positions

voucher date		amount		foreign curr. code	
voucher type		outstanding amount			
voucher no.		Währungs code			
due date		foreign curr. amount			
balance					

account no.

Page

Supplement balance confirmation to:

hereby i confirm the balance of:

text

to our benefit

to our debit

to your benefit

to your debit

EMail

Betreff | Balance confirmation

Text | Dear Sir or Madam,
enclosed you can find...

You have to translate the marked fields for each language. These fields will be used on each balance confirmation for the selected balance.

You can translate the other fields above if you use the print out version without a layout (e.g. direct) if you want but it´s not necessary.

You can enter a text for subject and body which will be suggested for the automatic generated e-mails **(only available for version "Crystal Reports")**

Schmidhuber EDV Software Gesellschaft m.b.H. | Schöpfleuthnergasse 22 | A-1210 Wien

| Tel +43 1 2700531 | office@schmidhuber.com | Bank Austria | IBAN AT111200000609482500 | Handelsgericht Wien | UID ATU15137509 |
| Fax +43 1 2700535 | www.schmidhuber.com | KN 609482500 | BLZ 12000 | BIC BKAUATWW | FN 59 084 p | DVR 0932400 |

3. Start the selection

   Reminder => Balance confirmations => Selection

Debitors/Creditors:	Selection if you want to select debitors or creditors
New selection/overwrite sel.:	Selection if you want to start a new selection or if you want to extend the existing one
per:	Enter the date by which date you want to start the selection
Selection date:	Enter the date you want to use for the selection/print out.
Account number:	Restriction of the account number
Surname:	Restriction of the surname
Representative:	Restriction of the representative
Trade:	Restriction of the trade
Customer group:	Restriction of the customer group
Country:	Restriction of the country
Selection field:	Restriction of a selection field value
From balance:	Restriction from which balance you want to select

You can start the selection with F11 (Execute).

4. Edit the selected data

   Reminder => Balance confirmation => Edit

You are able to restrict the data for editing here. You can switch to the edit screen with F11.

Debitors/Creditors:	Choice of debitors/creditors
Account number:	Restriction of the account number
Representative:	Restriction of the representative
Trade:	Restriction of the trade
Customer group:	Restriction of the customer group
Country:	Restriction of the country
Selection field:	Restriction of a selection field value
Sort:	Selection of the sort (account number, surname …)

In this mask you are able to select/deselect customers or suppliers. If you click on the green check, the customer/supplier won´t be printed. You have to save your changes with F10.

With „File => Delete selective" you can delete the whole selection.
You will get a context menu with a click on the right mouse button.

After you have printed the balance confirmations or before you create the next selection you have to delete the selection in this program.

5. Print out of the balance confirmations

Reminder => Balance confirmations => Print out

Print/Fax/E-Mail:	Selection if you want to start the print out/fax or email procedure
Account number:	Restriction of the account number
Representative:	Restriction of the representative
Trade:	Restriction of the trade
Customer group:	Restriction of the customer group
Country:	Restriction of the country
Selection field:	Restriction of a selection field value
Survey:	All the important settings of the selection will be displayed here.
Print balance 0:	If you want to print out customers/suppliers with balance 0
Single items:	If you want to print out the additional sheet with single items
Total items:	How many customers/suppliers are active
Number of printouts:	How many get printed
Number of fax:	How many are sent by fax
Number of e-mail:	How many are sent by e-mail

You can start the procedure with F11 or „Print". A preview isn´t possible.

Schmidhuber EDV Software Gesellschaft m.b.H. | Schöpfleuthnergasse 22 | A-1210 Wien

Tel +43 1 2700531 | office@schmidhuber.com | Bank Austria | IBAN AT111200000609482500 | Handelsgericht Wien | UID ATU15137509
Fax +43 1 2700535 | www.schmidhuber.com | KN 609482500 | BLZ 12000 | BIC BKAUATWW | FN 59 084 p | DVR 0932400

Creating a document for the balance confirmations

(for version „Standard" only)

You can create a document for the balance confirmations with the application Microsoft Word (from version 8). In this document you have to use placeholder (variables) – these placeholder will be replaced by the correct data (address of the customer/supplier, balance, …) Enclosed you can find the possible placeholders:

Debitors/Creditors:

Form of address	$0001
Title	$0002
Firstname	$0003
Surname	$0004
Name2	$0005
Supplement	$0006
Street	$0007
Country sign	$0008
Postcode	$0009
Place	$0010
Phone	$0011
Fax	$0012
Country name	$0013
Firstname + surname	$0014

Sender:

Form of address	$1001
Firstname	$1002
Surname	$1003
Supplement	$1004
Street	$1005
Postcode	$1006
Place	$1007
Country sign	$1008
Phone	$1009
Fax	$1010

General:

Balance	$2001
FCC	$2002
Selection date	$2003
By date	$2004
To our benefit	$2005
Account number	$2006
To your benefit	$2007