Payments with process

The handling with processes has been extended/optimized within the modules for the payment.

- Payments creditors (= Outgoing payments/OP)
- Payments debtors (= Incoming payments/IP)

This description will show the possibilities for processes with outgoing payments (OP). The whole functionality is also available for incoming payments (IP).

Payments => Definitions

- **Process**   must be used
  The selection of open items with a process number is mandatory

  can be used
  You are able to select open items with or without a process number

  can´t be used
  You are not able to select open items with a process number

- **Suggestion for process**   none
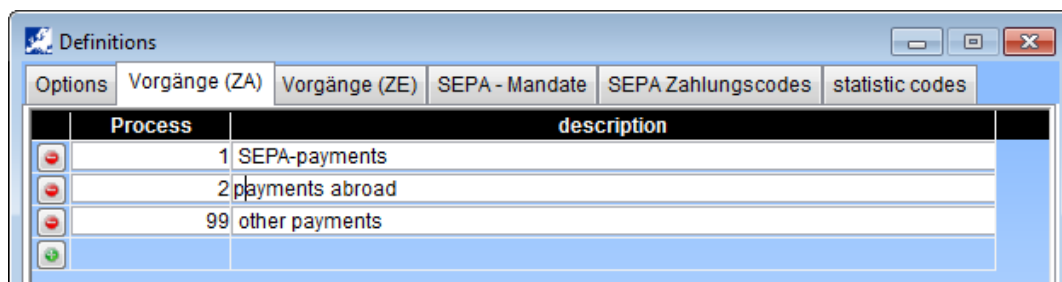 No suggestion of a number for the process

  user
  The user number of the currently logged in EuroFib user will be suggested as a process number

- **Only entered processes**

  To select open items with a process number, this process number has to be entered incl. description.

  Entering process number incl. description:

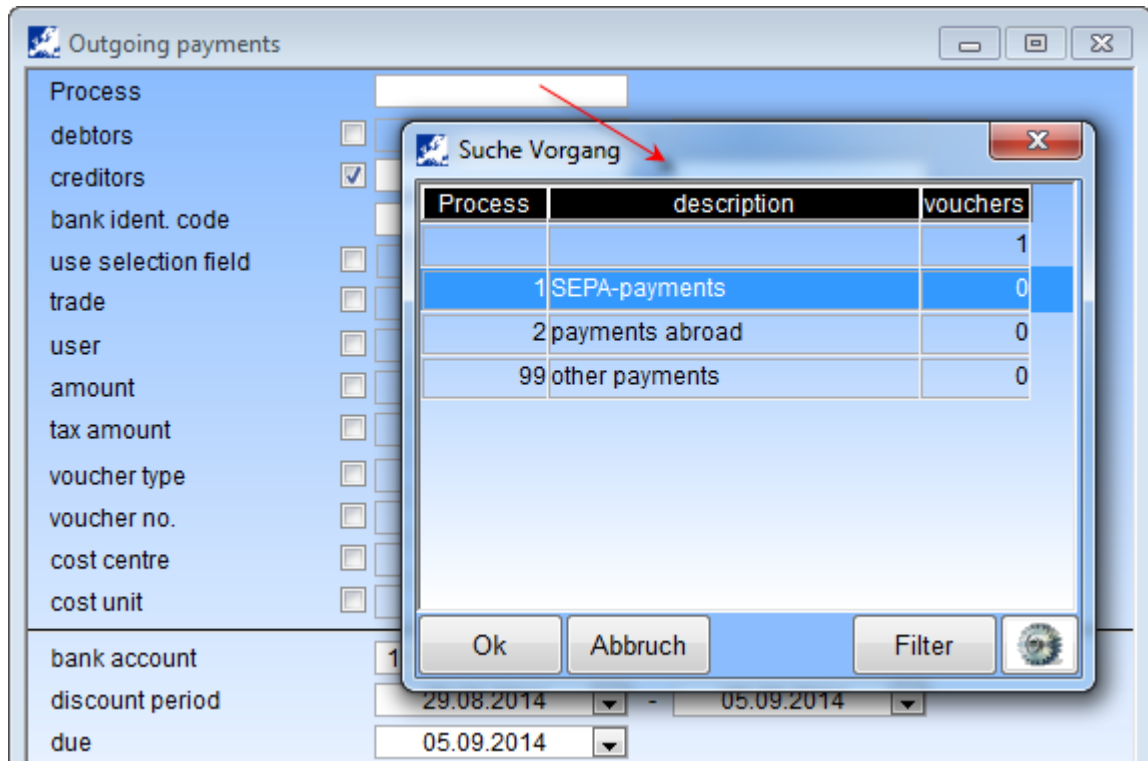- **Open the selection window for the processes automatically**

The selection window for the process numbers will be opened automatically in the whole payments module (selection, procotol, edit, …) if you activate this option. It stays open until you close at least all payment windows.
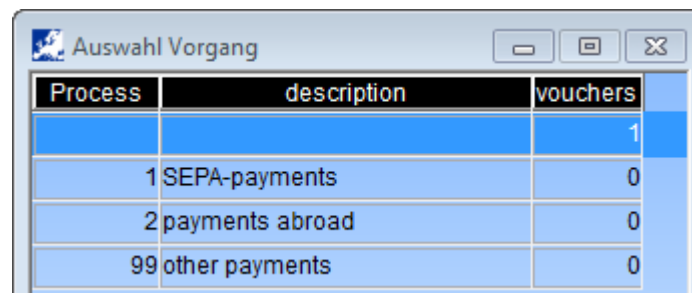
With this window you are able to switch the process at any time. If you switch between the processes it will be considered on all opened windows of the payments module.
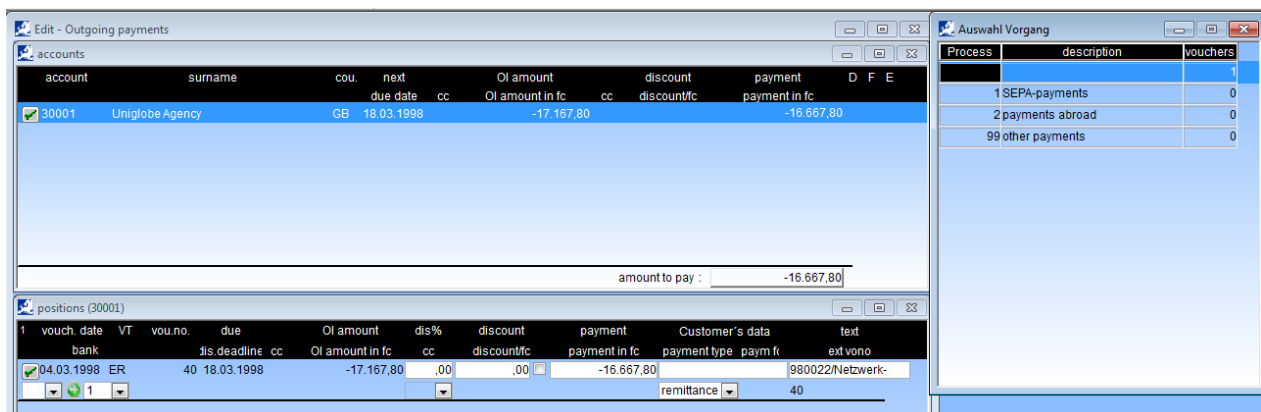
If you don´t activate the selection window for the whole payments module, you are able to select the process number on each window (selection, protocol, create file, posting) **with F3**.

Payments => Edit

You are able to **open the selection window** in the **main menu** with „**Edit => Process**".

You are able to change the chosen process afterwards – e.g. to transfer all or single open items from one process to another process.

In the top area you are able to select the desired debtor/creditor or in the bottom area you are able to select the desired open items (multi selection with STRG+left mouse button or SHIFT+left mouse button) and then just click the right mouse button. Choose "Change process" from this context menu.