

## BANKINGS

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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Print
<b>Access</b>	“Print   Transactions   General Ledger bankings”
<b>Minimum service pack</b>	SP37
<b>This document</b>	Print General Ledger Bankings Ref 8.11 Published May 2004

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### Overview

“Print general ledger bankings” lists all bankings and allows them to be reprinted and re-emailed.

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### Details Displayed

- **Available & Selected.** The ‘Available’ grid displays all bankings and the ‘Selected’ grid displays the bankings that have been selected to be printed or emailed.

The following details are displayed on each grid:

- **Date.** The date of the banking.
- **Batch #.** The batch number of the banking.
- **Internal ref.** The internal Chreos reference for the banking.
- **Entered.** The date that the banking was entered.
- **Entered By.** The name of the user that entered the banking.
- **Bankings in List.** Underneath both grids the number of bankings currently listed is displayed.
- **Method.** This displays that the bankings in ‘Selected’ are to ‘Print’.

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### To Transfer a Banking Between Grids

- To transfer a banking from ‘Available’ to ‘Selected’ select it and click the [>] button.
- To transfer all of the bankings from ‘Available’ to ‘Selected’ click the [>>] button.

- To transfer a banking back from 'Selected' to 'Available' select it and click the [<] button.
- To transfer all of the bankings back from 'Selected' to 'Available' click the [<<] button.

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## To Print a Banking

- Add the required bankings to 'Selected'.
- Click the [Process] button.

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