

CUSTOMER PROMISSORY NOTES

1. Customer Promissory Notes Module

Promissory notes are the bills, which customers give to companies in return for their debts. These bills may be issued by the customers themselves or be originally issued by third parties to the customer and endorsed by the customer to another party, in this case the company, in order to be deducted from the debt.

The Customer Promissory Notes Module is used for endorsing the promissory notes received by current accounts further to other current accounts or returning the p. Note to the issuing current account or sending them to the bank for either collection or as guarantee. The reports in this module list the information related to the promissory notes.

2. Record

This section enables users to record the received promissory notes, prepare the lists and reports of these records, follow-up on the promissory note portfolio and to endorse these promissory notes to suppliers or guarantee accounts.

2.1. Promissory Note Records

The screenshot displays the 'P. Note Records' window. The form includes fields for P. Note No., Rcvd Slip No., Issued Slip No., R.Kod, Curr.Acc, Rep.Code, Rcvd.Date, Rcvd.From Code, Actual Deb, Due Date, Pay.Date, Project Code, Endorser, Arranged At, Place Code, Issued Date, Issued To Code, Salesman Code, and Amount. The 'Actual Deb' field is set to 'DUNYA PAZARLAMA'. Below the form is a table with columns: P. Note No., Rcvd Slip N., Rcvd.Date, Rcvd.Frc, Rcvd.From Desc., Issue Slip Number, Issue Date, Issued, and Issued.

| P. Note No. | Rcvd Slip N. | Rcvd.Date | Rcvd.Frc | Rcvd.From Desc. | Issue Slip Number | Issue Date | Issued | Issued |
|-----------------|-----------------|------------|----------|-----------------|-------------------|------------|--------|--------|
| 000000000000001 | 000000000000001 | 24/02/2004 | 005 | KARAHAN SUT U | | | | |
| 000000000000006 | 000000000000003 | 06/02/2004 | 006 | SAMANYOLU GI | | | | |
| 000000000000012 | 000000000000006 | 08/03/2004 | 002 | OYA GÜL | 000000000000000 | 08/03/2004 | 003 | AHMET |
| 000000000000013 | 000000000000008 | 24/01/2005 | 00001 | DUNYA PAZARL | | | | |
| 000000000000014 | 000000000000009 | 03/02/2005 | 00001 | DUNYA PAZARL | | | | |
| 000000000000015 | 000000000000010 | 24/01/2005 | 00001 | DUNYA PAZARL | | 22/02/2006 | | |
| 000000000000016 | 000000000000011 | 14/02/2005 | 00001 | DUNYA PAZARL | | | | |

This section can be used for updating / modifying or monitoring the recorded promissory notes and recording existing p. notes as closing records in the programme. Records inserted in the Closing section do not affect the current account transactions.

P.Note No.

When entering a new promissory note record, the programme will insert the number of the last recorded p. note in this field. This field can also be used for entering the number of a previously recorded p. note in the field and retrieving the record. The lookup in this field can be used for accessing the previously recorded promissory notes. **For information about P. Notes Lookup usage, please see Customer Promissory Notes/Extra-1 (Check/P. Note No Lookup usage).**

Rcvd. Slip No.

The system, which collects the p. note or several p. notes that are received from a client in the same day and are recorded on the same collection voucher, under a single number is defined as the Slip. Detailing p. notes under slips will facilitate operations such as the report and batch endorsement operations. The programme will assign the starting (first) Slip Number and insert the number in a consecutive order for every new received or issued voucher.

The Operations/P.Note Update menu can be used for modifying the starting number of the Slip Numbers. **For the details of this operation, please see Customer Promissory Notes/Operations/Promissory Notes Received.**

When processing p. note records, it is possible to insert record with the Received Slip Number that is inserted by the programme. Modifications on this number may cause confusions in the running of the programme. Therefore this process requires attention. The slip number that will be modified should not be previously recorded on any of the previously inserted p. notes; this is to say that such slip number to be assigned must be available. When a previously recorded p. note is retrieved, the programme will display in the Rcvd Slip No field, the number of the slip to which the p. note in process is added when defining the slip in the P. Notes Received.

Issued Slip No.

The Issued Slip Number is used for collecting under a single number, the p. note or several p. notes that are issued to a supplier, for collection or as guarantee in the same day. Like Received slip numbers, issued slip numbers, too, are started by the programme and inserted in a subsequent order.

The programme will insert the Issued Slip Number in operations that are used for endorsements to current accounts, for collection or to a guarantee account. However, during the P.Note Records operation, when processing a p. note record for opening operation, the system will require users to manually enter the issued slip number.

The starting number of the Issued Slip Number can be modified in the Operations/P.Note Update section as desired. **For the details of this**

operation, please see Customer Promissory Notes/Operations/Promissory Notes Received.

R. Code (Report Code)

This section can be used for creating a record for collecting the recorded p. notes under a single 1-character code as desired for reporting purposes. For example, you can define the character (N) as the report code of the p. notes which you define normally and the character (D) as the report code of the Closing p. notes.

Curr. Acct. Rep. Code

If the "Ask report code in transactions" parameter is selected in the Current Accounts/Parameters section, a maximum 6-character code, such as the Report Code, can be defined for reporting purposes in this field.

State

This section indicates whether the p. note in process is Pending, Paid or Protested, and displays this information in the upper corner of the window. In the initial records of the p. notes, the programme will specify this information as Pending. Any modifications on the state of the p. notes, other than those inserted as Closing, are not recommended. The state field of the p. notes that are inserted as Closing but later endorsed cannot be modified. In order to enable that state updates are integrated to the related sections, the Paid records should be inserted in the Cash/Cash Records or in the Statement/Collected P.Notes Statement sections, the Protested records should be inserted in the Statement/Protested P.Note From Bank or Supplier section, and the modifications for the state fields should be inserted in the Statement Module/ P.Note Check Adjustment section.

Closing/Integrated

For the p. notes that are inserted in the P.Note Records section, the programme will display CLOSING in the upper part of the window. This means that the related p. note is not integrated but recorded as a closing entry. And for p. notes that are inserted in the P.Notes Received in integration, this field will be displayed as INTEGRATED. The information displayed in this field will be very important when processing operations and records or updates for the p. notes.

P. Notes that are inserted as Closing cannot be integrated to ledger and current account transactions. P. Notes, which are recorded as other than Closing, and which can be monitored in Integration, are those that are inserted in the P.Notes Received section. This means that they are integrated to the general ledger and the current account transactions.

Modification will be possible only in the fields of the p. notes that are inserted in the P.Note Records section. It is not possible to access any fields of the p. notes, which are monitored in Integration. The information in some of the fields of such p. notes can be updated in the Statement Module/P.Note Check Adjustment section.

Rcvd. Date

This is the date when the recorded p. notes have entered the portfolio. If the p. note is received earlier than the date of the record, then the received date can be recorded when inserting opening entries in the programme or if the date is not known the date of the record can be inserted. When the programme is first run in integration, the system will automatically insert the system date as the receive date and allow for modifications as necessary.

Rcvd. From Code

The current account that has issued the p.note should be recorded and can be inserted in this field.

Act./End.

If the recorded p.note is originally the customer's own p.note, then the Actual option should be selected this field and if the p.note is endorsed to the customer from which it is received, in other words if the actual debtor is a party other than the party the p.note is received from, then the Endorsed option should be selected in this field.

Actual Debt.

If the recorded p.note is Actual, the programme will insert in this field the name of the person it is received from and will not permit information entry. If the p.note is Endorsed, in other words, if the p.note is not the p.note of the person it is received from, then the name of the actual debtor should be written in this field. If the actual debtor is also recorded in the current account records, the current account code of the actual debtor should be entered in this field.

Endorser

If the recorded p.note is Actual, in other words if the p.note is issued by the person it is received from, then the programme will leave this field blank and skip to the next field without reading this field. If the p.note is endorsed, in other words, if the p.note is not the p.note of the person it is received from, then the programme will insert the name of the person it is received from and again skip to the next field without reading this field.

Due Date

This is the due date of the p.note that is recorded.

Pay. Date

This is the optioned payment date according to its due date. When the p.note is recorded, its payment date is recorded as the same date as its due date. When paid records and protested records are inserted for the p.note, the programme will update this field according to the information indicated as the actual payment date.

[For the details of creating paid records for promissory notes, please see Statement/Collected P.Notes Statement, Statement/Batch Payment.](#)

[For the details of creating protested records for promissory notes, please see Statement/Protested P.Note From Bank.](#)

Project Code

This field will be active when the "Project Application" query is selected in the System Utilities/Company/Entity Parameters section. In project application, the project code is queried in all kinds of receive and issue operations for promissory notes and cannot be left blank. Moreover, in the current accounts and in integration, the records are created individually according to their project codes.

Arranged At

This is the place (city) where the recorded p.note is issued. If the actual debtor is the same as the person it is received from, then this is the city of the issuing person. If the actual debtor is different from the person it is received from, then this is the city of the person who originally issued the p.note. The information in this field is for reporting purposes.

Place Code

This field indicates the last place of the p.note. You should define this section correctly if you also want to record those p.notes that bear a forward date and are endorsed, are issued to collection or guarantee, when manually entering closing p.notes other than those in the portfolio. The programme will automatically define this field in the integrated entries of the p.notes. Since the recorded p.note will first be inserted to the portfolio, the Portfolio option will be recorded in this field. When the p.note is endorsed to a current account supplier, the field will be updated as Endorsed; when sent to the bank for collection, the field will be updated as Collection; when sent to the bank as guarantee, the field will be updated as Guarantee; and when returned to the person it is received from, then the field will be updated as Return. When relevant collection, guarantee, return or endorsed to current account operations are processed for the p.notes in the portfolio, the Place Codes of the p.notes will be updated by the programme as necessary. For p.notes other than those recorded as Closing, i.e., integrated, these fields can be updated only in the Statement Module/ P.Note Check Adjustment section.

Issued Date

This is the date when the recorded p.notes (p.notes in the portfolio) are endorsed to suppliers or banks. When entering opening records for p.notes that were received on earlier dates and that bear forward dates, if the endorsement date of any of these p.notes is not known, then the date on which the record is processed can be used. When the programme starts to run in integration, the programme will automatically insert the system date as the issue date and allow for modifications. The information in this section should be entered when the p.notes are endorsed via the endorsement operation in the programme (P.Notes Issued, P.Note Issued For Collection and P.Note Issued For Guarantee) or Returned from Portfolio, or when the Endorsed option is selected as the Place Code of closing p.notes that are recorded in the P.Note Records section. The Issued Date cannot be smaller than receive date.

Issued to Code

For an endorsed p.note, this is the code, as defined in the relevant current account records, of either the person or the bank to which it is endorsed or the ledger account of the bank (defined by parameters). And if there are any p.notes that bear a forward date and are recorded as closing, the supplier

code or the bank code can be entered in this field in order to be able to either monitor or later process the payment records. When the programme starts running in integration, you should enter the information required in this section of the records that are created in the P.Notes Issued, P.Note Issued For Collection and P.Note Issued For Guarantee sections. This section cannot be modified in p.notes that are recorded in integration.

Salesman Code

This field can be used when the Enable Salesman Control parameter in the System Utilities/Company/Branch Parameter Definitions section is selected. You should define this field if you want to trace the p.notes, which your salesmen collect from customers. The programme will retrieve the salesman code of the customer from the current account master records of the related customer and insert in this field. It is possible to leave this field blank. Modifications, however, can only be made in the Salesman Code field in the Current Accounts/Salesman Code Records section. If the Salesman Code is not already defined in the Current Accounts/Salesman Code Records section, the programme will not allow any entries in this field. [For the details about defining Salesman Codes, please see Current Accounts/Salesman Code Records.](#)

FX.Type

The FX information of the processed p.note will be defined in the FX.Type window that will be queried if the "FX.Usage" parameter in the Customer P.Notes/Parameters section is selected. The first query related to the FX Type during the p.note record process is for defining its exchange currency. The FX Type should be defined in the FX Usage/FX Name definition section. [The defined FX types can be monitored in the FX Lookup. For details about FX Type definitions, please see FX.Usage/FX.Description Definition.](#)

If 0 (zero) is entered in this field, the programme will understand that the p.note entry is not on FX, i.e., the p.note entry will be on TRY. The FX type entered in this window will be inserted in the FX Type field of the related p.note.

FX.Rate

If the exchange rate applicable on the record date is recorded, then the programme will automatically insert this date in this field. If the programme cannot identify an exchange rate for the related date, then this information should be entered manually. [For details about entering the exchange rate information, please see FX.Usage/FX.Rate entry.](#)

FX. Value

This is the FX amount of the related p.note, on basis of the FX type queried in the p.note entry sections. When you use the <TAB> key to move out of the FX amount field and press the OK key, the programme will multiply the FX rate with the FX amount and insert the result in the value field.

Amount

This is the TRY value of the p.notes you recorded.

Exch.Diff.

Exchange difference amounts that may be generated by p.notes processed on FX basis can be monitored in this field. The exchange difference amounts that are calculated when the Operations/FX.P.Notes Exchange Differences section is processed will be inserted in this field. The exchange difference value can be monitored in this field and furthermore sorted according to this list.

All of the inserted p.note records can be monitored in the grid in the lower part of the window. The grid can be maximised by clicking on the upper left corner. Similarly, the grid can be minimised by clicking on the same corner.

Any p.note that is displayed in the grid can be retrieved with a double-click.

2.1.1. Promissory Note Records Function Keys

2.1.1.1. View Historic P.Note/Check Transactions

In order to monitor all of the transactions recorded for a p.note after it has been entered the company, you should first retrieve the related p.note, then press right-click on the entry.

The screenshot shows the 'P. Note Records' window with the following fields and values:

| | | | | |
|-----------------|-----------------|-----------------|---|-------------------|
| P.Note No. | Rcvd Slip No. | Issued Slip No. | R.Kod | Curr.Acc.Rep.Code |
| 000000000000013 | 000000000000008 | | | Pending |
| Rcvd.Date | Rcvd.From Code | Actual Deb. | DUNYA PAZARLAMA | |
| 24/01/2005 | 00001 | Act. End. | DUNYA PAZARLAMA | |
| Due Date | Pay.Date | Project Code | View Historic P.Note/Check Transactions | |
| 01/02/2005 | 22/02/2006 | | Arranged At | |
| Place Code | Issued Date | Issued To Code | | |
| End. Collec. | Guar. Portolio | Return | | |

When you click on the “**View Historic P.Note/Check Transactions**” option, the programme will list all of the past transactions that are recorded for the p.note and its current state. This function can be used in all of the module which p.notes transactions are effected.

The screenshot shows the 'Historic P.Note Transactions' window with the following data:

| Operation Date | Rcvd.S.N. | Issue S.N. | Rcvd.from/Iss.to Code | Place | State |
|----------------|-----------------|-----------------|----------------------------------|-------|-------|
| 28/01/2004 | 000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 28/01/2004 | 000000000000001 | 000000000000001 | GARANTI BANKASI TAHSİL SENETLERİ | T | B |
| 24/02/2004 | 000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 24/02/2004 | 000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |

In the window that opens, you can get information on the operation dates, received from/issued to codes, place, state and the types of operation effected on the given day, in turn.

2.2. Promissory Notes Received

The p.notes received from customers can be recorded in this section. Since the records inserted in this section are integrated into the other modules, records will be generated also in the current accounts and integration modules.

| P.Note No. | Rcvd.Slip N. | Rcvd.Date | Rcvd.From | Rcvd.From Desc. | Due Date | Pay Date | Place |
|-----------------|-----------------|------------|-----------|-----------------|------------|------------|-------|
| 000000000000092 | 000000000000042 | 14/03/2006 | 00001 | DUNYA PAZARLAMA | 14/03/2006 | 14/03/2006 | P |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

P.Note No.

This is the number, which the programme assigns to the p.note that you record. New P.Note numbers will be inserted by the programme in a subsequent order following the last number used. Users are not allowed to modify this field.

Rcvd. Slip No.

The system, which collects the p.note or several p.notes that are received from a client in the same day and are recorded in the same collection voucher, under a single number is defined as the Slip. Detailing p. notes under slips will facilitate operations such as the report and batch endorsement operations. The programme will assign the starting (first) Slip Number and insert the number in a consecutive order for every new received or issued voucher. The Operations/P.Note Update menu can be used for modifying the starting number of the Slip Numbers. **For the details of using this operation, please see Customer Promissory Notes/Operations/Promissory Notes Received.**

When processing p. note records, which are received from customers (p.note record to portfolio), the programme allows you to insert record with a Received Slip Number. Modifications on this number may cause confusions in the running of the programme. Therefore this process requires attention. The new slip number that will be used should not be previously recorded on any of

the previously inserted p. notes; this is to say that such slip number to be assigned must be available.

If there is a single p.note in the received slip, then one p.note should be entered in this slip, if there are several p.notes in the slip, then all of these p.notes should be entered in the slip in the appropriate order, thus all of the related p.notes are linked to the same slip number. When you complete the Received Slip operation, then quit and re-enter the operation window, the programme will continue the new slip numbers from the last number assigned. If you want to add a new p.note record to any previously recorded slip, you can do so by entering the related slip number in this field. After completing the entry, you can use this section to collectively monitor or batch delete the p.notes that you have recorded with their received slip numbers.

After you record one or several p.notes under a single received slip number, you must run the **Slip Completion** operation in order to instruct the programme that the operation is completed and the p.notes should be integrated (into the current accounts and general ledger).

If you wish to modify or delete one p.note in a slip where several p.notes are recorded, you should enter the received slip number to enter the previously recorded slip and retrieve the slip in the grid. After processing the update or the delete (F7) operation, you should run the **Slip Completion** operation in order to reflect the changes to the other modules.

To be able to process a modification or deletion operation for a p.note, the related p.note must exist in the portfolio. Endorsed p.notes cannot be modified or deleted.

Rcvd. Date

This is the date on which the recorded p.notes have entered the company. The programme will automatically insert the date and allow for modifications before the p.note record is entered. The only information that cannot be modified after the p.note entry is processed in the current account received slip record window is the received date of the p.note/s. If any mistakes are observed in the received date, the slip should be deleted by using the Batch Deletion of Receive Slips operation and re-recorded. [For detailed information about deleting the slip, please see Operations/ Batch Deletion of Receive Slips.](#)

Rcvd. from Code

This is the current account code of the customer that has issued the p.notes. The code, which you enter here, must be already defined in the Current Account/Current Account Records section.

Act./End.

If the recorded p.note is originally the p.note of the person it is received from, then the Actual option should be selected in this field and if the p.note is endorsed to the person from which it is received, in other words if the actual debtor is a party other than the party the p.note is received from, then the Endorsed option should be selected in this field. In the case that the p.note received from a customer turns out to be protested, the actual issuer of the p.note will be recorded in the black list, and in the case that the actual debtor and the person it is received from is the same person, then this customer will be recorded in the black list.

Actual Debt.

If the recorded p.note is Actual, in other words if the issuer and the person received from are the same, the programme will insert in this field the name of the person it is received from and will not permit information entry. If the p.note is Endorsed, in other words, if the p.note is not the p.note of the person it is received from, then the name of the actual debtor should be written in this field. If the actual debtor is also recorded in the current account records, the current account code of the actual debtor should be entered in this field.

Endorser

If the recorded p.note is Actual, in other words if the p.note is issued by the person it is received from, then the programme will leave this field blank and skip to the next field without reading this field. If the p.note is endorsed, in other words, if the p.note is not the p.note of the person it is received from, then the programme will insert the name of the person it is received from and again skip to the next field without reading this field.

Report Code

This section is for creating a record for collecting the recorded p. notes under a single 1-character code as desired.

Curr. Acc. Rep. Code

Like the Report Code, this field is where the 15-character Current Account Report Code can be specified.

Due Date

This is the due date of the p.note that is recorded.

Pay. Date

This is the optioned payment date according to its due date. When the p.note is recorded, its payment date is recorded as the same date as its due date. When a paid record is processed in Statement, this field will be updated by the programme according to the date when the statement is recorded.

The actual payment date for particularly for cities other than where your company is located (distant cities) or for dates that coincide with holidays, (when processing statements) the programme will insert the actual payment date in this field. You can later sort your p.note reports according to these dates.

Place

For every p.note that is entered in the P.Notes Received section the programme inserts "**PORTFOLIO**" in this field. This field cannot be accessed or modified.

Arranged At

This is the place (city) where the recorded p.note is issued. If the actual debtor is the same as the person it is received from, then this is the city of the issuing person. If the actual debtor is different from the person it is

received from, then this is the city of the person who originally issued the p.note. The information in this field is for reporting purposes.

Salesman Code

This field can be used when the Enable Salesman Control parameter in the System Utilities/Company/Branch Parameter Definitions section is selected. You should define this field if you want to trace the p.notes, which your salesmen collect from customers. The programme will retrieve the salesman code of the customer from the current account master records of the related customer and insert in this field. It is possible to leave this field blank. Modifications, however, can only be made in the Salesman Code field in the Current Accounts/Salesman Code Records section. If the Salesman Code is not already defined in the Current Accounts/Salesman Code Records section, the programme will not allow any entries in this field. [For the details about defining Salesman Codes, please see Current Accounts/Salesman Code Records.](#)

Project Code

This field will be active when the "Project Application" query is selected in the System Utilities/Company/Entity Parameters section. In project application, the project code is queried in all kinds of receive and issue operations for promissory notes and cannot be left blank. Moreover, in the current accounts and in integration, the records are created individually according to their project codes.

FX.Type/FX.Rate/FX.Amount

If the "FX.Usage" parameter in the Customer P.Notes/Parameters section is selected, the FX type, operation unit and FX rate date of the p.note will be queried before the p.note amount information is entered.

The screenshot displays the 'P.Notes Received' application window. The main form includes fields for P.Note No. (000000000000093), Rcvd.Slip No. (000000000000042), Rcvd.Date (14/03/2006), and Rcvd.From Code (00001). A 'Slip Completion' button is visible. Below these are fields for Actual Deb. (DUNYA PAZARLAMA), Endorser, Report Code, and Curr.Acc.Rep.Code. There are also fields for Due Date (31/12/2006) and Pay.Date (29/12/2006). A table at the bottom shows a list of P.Notes with columns for P.Note No., Rcvd.Slip N., and Rcvd.Date. An 'FX.Information' dialog box is open, showing FX.Type (1), currency (USD DOLAR), Date (15/11/2006), Exch.R. (1.41), and FX.Amount. Radio buttons for Buy, Sell, Cash Buy, and Cash Sell are also present.

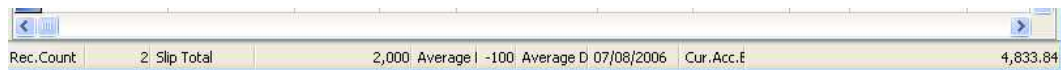
The daily applicable exchange rate will be displayed in the field according to the date entered. The exchange value that is displayed on the screen can be updated. The FX value of the p.note should be entered in the FX Amount field

that is queried in the same window. The programme will multiply the FX rate with the FX amount and insert the result in the p.note amount field.

You can monitor the FX information that you enter for the p.notes in the FX type, FX rate and FX amount fields in the window. The FX information will be queried individually for every p.note. For p.notes on TRY, you should skip the FX information window without entering any values.

Amount

This is the TRY value of the p.notes you recorded. The programme will display the total amount and the total count of the p.notes that you record in the lower window frame.



| | | | | | | | | | |
|-----------|---|------------|-------|---------|------|-----------|------------|-----------|----------|
| Rec.Count | 2 | Slip Total | 2,000 | Average | -100 | Average D | 07/08/2006 | Cur.Acc.F | 4,833.84 |
|-----------|---|------------|-------|---------|------|-----------|------------|-----------|----------|

Slip Completion

After you insert the p.note/s, which will be included in the portfolio, in the slip, you must run the Slip Completion operation. If you quit the slip without running the Slip Completion operation, the records will not be reflected to the current accounts and integration.



Slip Completion

P.Note Total: 2,000

Wghtd.Tot.Base Date: 14/03/2006

Integration Date: 14/03/2006

Print Slip

Private Slip Printing

Print Explanation

Curr.Acc.Transaction/Integration

Split

R.C.: Curr. Acc. R:

P.Note Total

This field displays the total amount of the p.notes in the slip for information purposes.

Wghtd. Tot. Base Date

This is the date that will be taken as base for calculating the weighted total. If the records are inserted in the Current Accounts collectively on Slip basis, then the Average Day that will be as the current account transaction effective date included in the Print Slip section will be based on this date. The weighted total date will be displayed as the current date.

Print Slip

This parameter should be selected to be able to get print outs of the list of the p.notes recorded in the completed slip.

Private Slip Printing

If a special design is prepared for printing the slips, then you should check this field for printing the slip list.

Print Explanation

This parameter will be functional when the Print Slip parameter is selected. The field enables the printing of the explanations written in the p.note entry section.

Curr. Acc. Transaction/Integration

You should not select this parameter if you do not want to create Current Account transaction and integration records for the defined slip. In this case, you should return to the related sections in the slip and modify as necessary and realise the integrated records by re-running the slip completion operation.

Split

When you receive a p.note or p.notes from an organisation that is affiliated with a company that is recorded as a current account in the company, then you can use this parameter to distribute the p.note/s among other affiliated companies against their current debts.

| Curr.Acc.Code | Curr.Acc.Desc. | Explanation | Bar | Amount | FX.Type | FX.Ame |
|---------------|----------------|-------------|-----|--------|---------|--------|
| 00002 | GÜL PAZARLAMA | | T | 800 | 0 | |
| 00003 | DOD GIYİM LTD. | | T | 200 | 0 | |

For example: Let us assume that we are working with 3 different firms, namely company 00001, 00002 and 00003.

If company 00001 issues a p.note of 1.000 TRY against the 800 TRY debt of company 00002 and the 200 TRY debt of company 00003, the distribution would be

Company 00001: 0 TRY
Company 00002: 800 TRY
Company 00003: 200 TRY.

When the "FX.Usage" parameter is selected in the System Utilities/Company/Branch Parameters section and the programme will display a window where companies that keep their current account records on FX information should enter the relevant FX information. If the p.note is not on FX, in order to be able to transfer the total amount of the recorded p.note information to the current accounts in their FX values, you should enter the appropriate FX type, FX Date and FX amount in this window. The programme will divide the total TRY value of the p.notes into the indicated FX rate and calculate the FX amount and copy this value to the FX Amount field in the related current account transaction records. The FX information entered in this window will not constitute the amount value of the p.notes or will not generate any modifications but only copy the information to the FX amount field for the current account's FX reports.

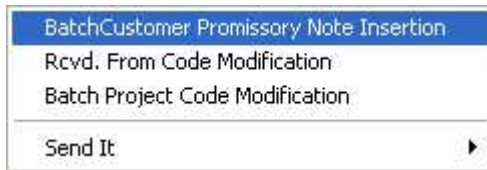
Manual Account Settlement

The screenshot shows the 'Manual Account Settlement' window for company '00002 GÜL PAZARLAMA'. The window contains two tables of transaction data. The top table shows a single transaction with a credit of 1,000.00 and a remainder of 1,000.00. The bottom table shows a list of transactions with various debits and remainders. The bottom status bar shows a total credit of 1,000.0000 and a total debit of 1,000.0000, with a remainder of 0.0000.

| Seq.No | Date | Vouch.No | Explanation | Due Date | Credit | Debit | FX.Type | Remainder | Settled | Detail Information | Re |
|----------------------------------|------------|-----------------|---------------|------------|------------|------------|------------|------------|----------|--------------------|----|
| 10... | 15/11/2006 | 000000000000094 | SENETİNİZ | 30/12/2006 | 1,000.00 | | 0 | 1,000.00 | 0.00 | | 0 |
| 187 | 20/03/2006 | B00000000000077 | ÇEKİMİZ | 01/05/2006 | | 123,123.00 | 0 | 117,803.00 | 5,320.00 | | |
| 2771 | 09/05/2006 | 000000000000924 | FATURAMIZ (1) | 09/05/2006 | | 300.00 | 0 | 300.00 | 0.00 | | |
| 10... | 12/05/2006 | | HAVALE | 12/05/2006 | | 1,200.00 | 0 | 1,200.00 | 0.00 | | |
| 10... | 14/06/2006 | A00000000000014 | FATURAMIZ | 14/06/2006 | | 7,080.00 | 0 | 4,360.00 | 2,720.00 | | |
| 10... | 14/06/2006 | A00000000000013 | FATURAMIZ | 14/06/2006 | | 8,260.00 | 0 | 8,260.00 | 0.00 | | |
| 10... | 05/10/2006 | B0000000000001C | 28/09/2006 | | | 1,200.00 | 0 | 1,200.00 | 0.00 | | |
| 10... | 12/05/2006 | B00000000000055 | ÇEKİMİZ | 01/10/2006 | | 90,000.00 | 0 | 90,000.00 | 0.00 | | |
| FX. +Project C - Operation Total | | | | | 1,000.0000 | Remainder | 1,000.0000 | 0.0000 | 0.0000 | | |

For users who keep their current accounts according to the manual account settlement system, the programme will display an account settlement window when the slip is completed. The unsettled debit and credit records of that customer will be listed in this account settlement window. You should select the relevant debit and credit transactions in the list and press the "Settle Selected" button. Any mistakes in the manual account settlement records can be corrected, modified and monitored in the Current Account Module/Manual Account Settlement section. [For the details about the manual account settlement application, please see Current Account Module/Manual Account Settlement.](#)

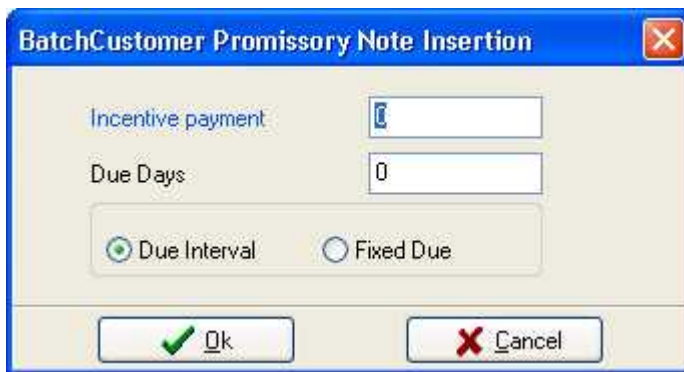
2.2.1. Promissory Notes Received Function Keys



If you right-click when you are in the Promissory Notes Received section, the programme will display some shortcut options.

2.2.1.1. Batch Customer Promissory Note Insertion

After you have inserted a p.note record in the current slip, you can use this option for automatically creating several p.notes in the same amount and in the same series and adding these to the slip. For this option, you should first right click, and then select the Batch Customer Promissory Note Insertion option in the drop-down menu.



Incentive Payment

In this field you can specify how many new p.notes will be created with the information of the selected p.note.

Due Days

If you want to create the p.notes for dates with certain time intervals, then you can specify the time intervals in terms of days in this field, or if you want to create them with a fixed date, then you can indicate the day of the month in this field.

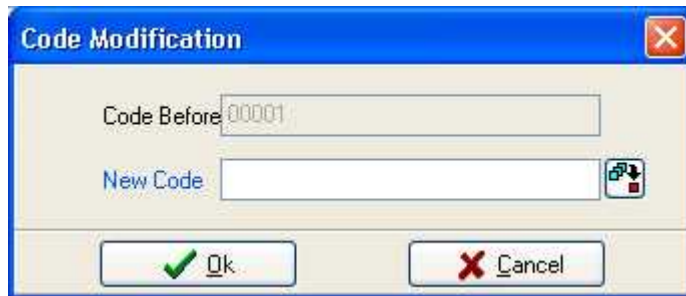
Due Interval

You can use this section to calculate the due dates of the p.notes according to a specific day interval. For example, let us assume that the due date of the selected p.note is 28.02.2006 and the dates of the following series of p.notes will be calculated by 30 days, the programme will add 30 days to the due dates and generate the forward dated p.notes.

Fixed Due

You should use this section if you want the due dates to be a certain day of every month. According to the above-given example, the due date of each p.note will be the 30th day of every month.

2.2.1.2. Code Modification



If any mistakes have been made when entering the current account code of the endorser, then you should select the relevant p.note, right-click, and select the Code Modification option in the window that opens. Then you should enter the new code and press the OK button. Thus, the current account code of the person from whom the p.note is received will be corrected. You should run the Slip Completion operation to record the p.notes.

2.2.1.3. Update All Project Codes



If any mistakes have been made in the project code of the recorded p.notes, you can correct the project code by right clicking anywhere in the window.

2.3. P.Notes Issued

This is the section where the records of the p.notes that are issued (endorsed) to the current accounts or suppliers who are integrated in the programme, can be recorded.

P. Notes Issued

Issued Slip No. 000000000000018 Issued Date 15/11/2006 Issued To Code 00007 YASEMIN ÇİÇEKÇİLİK Slip Completion

P.Note No. 000000000000093 R.C. CA.R. Code N N Project Code 01

Rcvd.Slip N. 000000000000042 Rcvd.Date 14/03/2006 Rcvd.From Code 00001 DUNYA PAZARLAMA Due Date 31/12/2006 Pay.Date 29/12/2006 Endorser

Actual Deb. DUNYA PAZARLAMA Salesman Code Arranged At

Amount 1,000 FX.T 0 FX.Val. 0 Exch.Diff. 0

| P.Note No. | Issue Slip Number | Issue Date | Issued | Issued To De | Rcvd.Slip N. | Rcvd.Date | Rcvd.Fr | Rcvd.From Des | A/C |
|--------------------|-------------------|------------|--------|--------------|-----------------|------------|---------|---------------|-----|
| >> 000000000000093 | 00000000000001E | 15/11/2006 | 00007 | | 000000000000042 | 14/03/2006 | 00001 | | A |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Rec.Count 1 Slip Total 1,000 Average I 46 Average D 31/12/2006 Cur.Acc.E 63,625.55

Issued Slip No.

Similar to the Rcvd. Slip No., the Issued Slip Number is used for collecting under a single number, the p. note or several p. notes that are issued to a supplier in the same day. Like Received slip numbers, issued slip numbers, too, are started by the programme and inserted in a subsequent order.

The starting number of the Issued Slip Number can be modified in the Operations/P.Note Update section as desired. When you start running the programme in integration with other modules, this is to say for p.notes issued to your customers recorded in the Current Accounts as endorsement, to bank or for guarantee, the programme automatically inserts the Issued Slip Number and records this number in the relevant fields of your p.notes.

After you record one or several p.notes under a single issued slip number, you must run the **Slip Completion** operation in order to instruct the programme that the operation is completed and the p.notes should be integrated (into the current accounts and general ledger). You can insert p.notes in as Issued to Slip successively without having to quit the operation window.

If you wish to add a new p.note to a slip that has not been processed as complete, you can do so by modifying the slip number as necessary and thus retrieving the relevant slip record.

When you record your p.notes with the issued slip number, you can later monitor or again collectively delete these p.notes (Operations/Batch Deletion).

Issued Date

This is the date when your p.notes (p.notes in your portfolio) are endorsed to suppliers by your company. The programme will automatically insert the issued date according to the system date and will allow for modifications. The Issued Date cannot be smaller than receive date.

Issued to Code

This is the code of the supplier to which the p.notes will be endorsed, as defined in the relevant current account records. New supplier definition cannot

be entered in this field. Therefore, the current account code of the related supplier must be already defined in the current account records before beginning the endorsement operation of the p.notes.

P. Note No.

In this field you should enter the number of the p.note, which you will add to the issued to slip for endorsement. If you do not know the p.note number, you can use the lookup key to the right of the field to view the list of the p.notes in your portfolio. **For information about P. Notes Lookup usage, please see Customer Promissory Notes/Extra-1 (Check/P. Note No Lookup usage).**

When you enter a p.note number or select a p.note in the lookup in this field, the programme will automatically display the warning message "The record exists in portfolio. The record will be automatically added to the slip." You should confirm this warning if you want the selected p.note to be added to the current slip and then endorsed.

When the selected p.note is added to the issued to slip, the programme will insert the Report Code, Current Account Report Code, Project Code, Received Slip Number, Rcvd.Date, Received from Code, Due Date, Payment Date, Endorser, Actual Debtor, Salesman Code, Place, Amount information that has been recorded in the P.Notes Received to the issued to slip. If you want to modify this information, to do so, you should use the Statement/ P.Note Check Adjustment menu or remove the related p.note from the slip and then retrieve the p.note in the P.Notes Received section to process the modification.

Slip Completion

After you insert the p.note/s, which will be endorsed to the current account, in the slip, you must run the Slip Completion operation. If you quit the slip without running the Slip Completion operation, the records will not be reflected to the current accounts and integration.

Slip Completion

P.Note Total: 1,000

Wghtd.Tot.Base Date: 15/11/2006

Integration Date: 15/11/2006

Print Slip

Private Slip Printing

Print Explanation

Curr.Acc.Transaction/Integration

R.C.: Curr. Acc. R.:

P. Note Total

This field displays the total amount of the p.notes in the slip for information purposes.

Wghtd. Tot. Base Date

This is the date that will be taken as base for calculating the weighted total. If the records are inserted in the Current Accounts collectively on Slip basis, then the Average Day that will be as the current account transaction effective date included in the Print Slip section will be based on this date. The weighted total date will be displayed as the current date.

Print Slip

This parameter should be selected to be able to get print outs of the list of the p.notes recorded in the completed slip.

Private Slip Printing

If a special design is prepared for printing the slips, then you should check this field for printing the slip list.

Print Explanation

This parameter will be functional when the Print Slip parameter is selected. The field enables the printing of the explanations written in the p.note entry section.

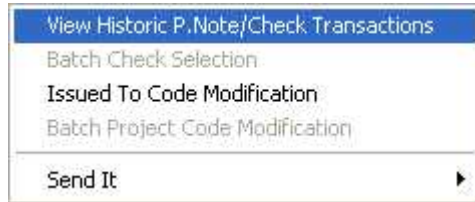
Curr. Acc. Transaction/Integration

You should not select this parameter if you do not want to create Current Account transaction and integration records for the defined slip. In this case, you should return to the related sections in the slip and modify as necessary and realise the integrated records by re-running the slip completion operation.

R.C. (Report Code)

Curr. Acc. R.C. (Current Account Report Code)

2.3.1. P.Notes Issued Function Keys



If you right-click when you are in the P.Notes Issued section, the programme will display some shortcut options.

2.3.1.1. View Historic P.Note/Check Transactions

If you want to quickly monitor the transactions that have been processed for the customer p.notes since they entered the company, then you should retrieve the p.note, which you wish to process and right click on the record. Then you should click on the "View Historic P.Note/Check Transactions" option that will be displayed, and all of the past transactions, as well as its latest state will be displayed.



A screenshot of a window titled "Historic P.Note Transactions". The window contains a table with the following data:

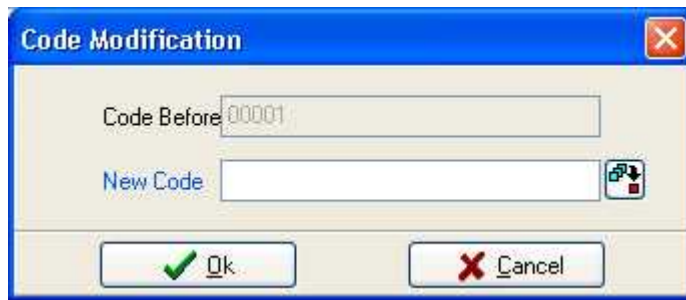
| Operation Date | Rcvd.S.N. | Issue S.N. | Rcvd.from/Iss.to Code | Place | State |
|----------------|------------------|------------------|----------------------------------|-------|-------|
| 28/01/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 28/01/2004 | 0000000000000001 | 0000000000000001 | GARANTİ BANKASI TAHSİL SENETLERİ | T | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |

In the displayed window you can in turn monitor the dates of the transactions, issued to/received from codes, places, states and the operation types processed on the related date.

2.3.1.2. Batch Check Selection

You can use this option to create a combination according to the specified filters and reflect multiple p.notes that are included in the combination to the issued to slip. [For details about the Batch Check Selection application, please see Customer Checks/Extra-2 \(Batch Check Selection\).](#)

2.3.1.3. Code Modification



This option can be used for modifying the code of the current account to which the p.note is endorsed. You should enter the new code in this field and press the OK button. Thus, the current account code to which the p.note is issued will be updated. You should press the Slip Completion button to record the endorsement operation.

2.3.1.4. Update All Project Codes



This option can be used for modifying the project codes of the p.notes that are added to the issued to slip.

2.4. P. Note Issued for Collection

You can use this field for endorsing your promissory notes to the collection accounts, which you have previously defined.

The fields in the P.Note Issued For Collection section and how these are used are described below.

Issued Slip No.

Similar to the Rcvd. Slip No., the Issued Slip Number is used for collecting under a single number, the p. note or several p. notes that are issued to a collection account in the same day. Like Received slip numbers, issued slip numbers, too, are started by the programme and inserted in a subsequent order.

The starting number of the Issued Slip Number can be modified in the Operations/P.Note Update section as desired. When you start running the programme in integration with the other modules, this is to say in your endorsements to issued to banks, the programme automatically inserts the Issued Slip Number and records this number in the relevant fields of your p.notes.

After you record one or several p.notes under a single issued slip number, you must run the Slip Completion operation in order to instruct the programme that the operation is completed and the p.notes should be integrated (into bank and general ledger). You can insert p.notes in as issued to slip successively without having to quit the operation window.

If you wish to add a new p.note to a slip that has not been processed as complete, you can do so by modifying the slip number as necessary and thus retrieving the relevant slip record.

When you record your p.notes with the issued slip number, you can later monitor or again collectively delete these p.notes (Operations/Batch Deletion).

Issued Date

This is the date when the p.notes (p.notes in your portfolio) you receive from customers are endorsed to the bank collection account in the bank. The programme will automatically insert the issued date according to the system date and will allow for modifications. The Issued Date cannot be smaller than receive date.

Issued to Code

There are three different methods for issuing your p.notes to collection.

- Bank Accounts: current account cards can be inserted for all collection accounts in the Current Accounts Module.
- The accounts in the Chart of Accounts can be used.
- Cards can be inserted for all of the collection accounts in the Bank Module.

These operations vary according to the parameter definitions.

When the **"Bank Integration"** parameter is selected in the Bank Module/General Parameters and you press the Issued to Code lookup, the Bank Account Codes lookup list will be displayed. In this list you can monitor the bank codes that are defined as the P.Notes to Collection accounts in the Bank Module.

If you do not select this parameter and you press the Issued to Code lookup, the Current Account lookup will be displayed. In this case, you should insert the bank collection accounts as current account cards.

If the **"Issue to Collection/Guarantee from Curr.Acc."** parameter is not selected in the Customer P.Notes parameters, then the Ledger accounts will be listed in the lookup.

P. Note No.

In this field you should enter the number of the p.note that will be inserted in the issued to slip in order to be sent to the Collection account. If you do not know the p.note number, you can use the lookup key to the right of the field to view the list of the p.notes in your portfolio. [For information about P. Notes Lookup usage, please see Customer Promissory Notes/Extra-1 \(Check/P. Note No Lookup usage\).](#)

When you enter a p.note number or select a p.note in the lookup in this field, the programme will automatically display the warning message "The record exists in portfolio. The record will be automatically added to the slip." You should confirm this warning if you want the selected p.note to be added to the current slip and then sent to collection.

When the selected p.note is added to the issued to slip, the programme will insert the Report Code, Current Account Report Code, Project Code, Received Slip Number, Received Date, Received from Code, Due Date, Payment Date, Endorser, Actual Debtor, Salesman Code, Place, Amount information that has been recorded in the P.Notes Received to the issued to slip. If you want to modify this information, to do so, you should use the Statement/ P.Note Check Adjustment menu or remove the related p.note from the slip and then retrieve the p.note in the P.Notes Received section to process the modification.

Slip Completion

After you insert the p.note/s, which will be sent to the collection account, in the slip, you must run the Slip Completion operation. If you quit the slip

without running the Slip Completion operation, the records will not be reflected to the current account/bank account and integration.



The screenshot shows a dialog box titled "Slip Completion". It contains the following fields and options:

- P.Note Total:** A text box containing the value "2,000".
- Wghtd.Tot.Base Date:** A date field containing "14/03/2006".
- Integration Date:** A date field containing "14/03/2006".
- Print Slip:** An unchecked checkbox.
- Private Slip Printing:** A checked checkbox.
- Print Explanation:** An unchecked checkbox.
- Curr.Acc.Transaction/Integration:** A checked checkbox.
- Split:** An unchecked checkbox.
- P.C.:** An unchecked checkbox.
- Curr. Acc. R:** An empty text box.
- Buttons:** "Ok" and "Cancel" buttons at the bottom.

P. Note Total

This field displays the total amount of the p.notes in the slip for information purposes.

Wghtd. Tot. Base Date

This is the date that will be taken as base for calculating the weighted total. If the records are inserted in the Current Accounts collectively on Slip basis, then the Average Day that will be as the current account transaction effective date included in the Print Slip section will be based on this date. The weighted total date will be displayed as the current date.

Print Slip

This parameter should be selected to be able to get print outs of the list of the p.notes recorded in the completed slip.

Private Slip Printing

If a special design is prepared for printing the slips, then you should check this field for printing the slip list.

Print Explanation

This parameter will be functional when the Print Slip parameter is selected. The field enables the printing of the explanations written in the p.note entry section.

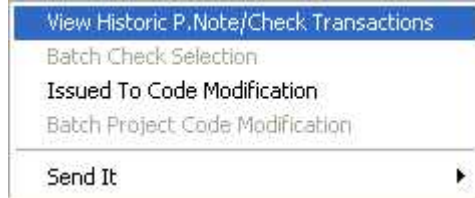
Curr. Acc. Transaction/Integration

You should not select this parameter if you do not want to create Current Account transaction and integration records for the defined slip. In this case, you should return to the related sections in the slip and modify as necessary and realise the integrated records by re-running the slip completion operation.

R.C. (Report Code)

Curr. Acc. R.C. (Current Account Report Code)


2.4.1. P. Note Issued for Collection Function Keys



When you right-click when you are in the P.Note Issued For Collection section, the programme will display some shortcut options.

2.4.1.1. Historic P.Note Transactions

If you want to quickly monitor the transactions that have been processed for the customer p.notes since they entered the company, then you should retrieve the p.note, which you wish to process and right click on the record. Then you should click on the "View Historic P.Note/Check Transactions" option that will be displayed, and all of the past transactions, as well as its latest state will be displayed.



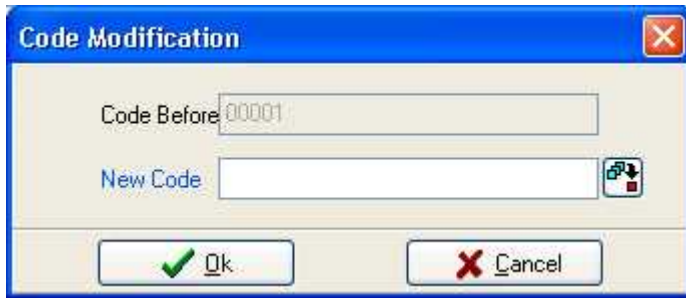
| Operation D. | Rcvd.S.N. | Issue S.N. | Rcvd.from/Iss.to Code | Plac. | State |
|--------------|------------------|------------------|----------------------------------|-------|-------|
| 28/01/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 28/01/2004 | 0000000000000001 | 0000000000000001 | GARANTİ BANKASI TAHSİL SENETLERİ | T | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |

In the displayed window you can in turn monitor the dates of the transactions, issued to/received from codes, places, states and the operation types processed on the related date.

2.4.1.2. Batch Check Selection

You can use this option to create a combination according to the specified filters and reflect multiple p.notes that are included in the combination to the issued to slip. [For details about the Batch Check Selection application, please see Customer Checks/Extra-2 \(Batch Check Selection\).](#)

2.4.1.3. Code Modification



This option can be used for modifying the code of the account to which the p.note is endorsed. You should enter the new code in this field and press the OK button. Thus, the current account code to which the p.note is issued will be updated. You should press the Slip Completion button to record the endorsement operation.

2.4.1.4. Update All Project Codes



This option can be used for modifying the project codes of the p.notes that are added to the issued to slip.

2.5. P. Note Issued for Guarantee

You can use this section for creating the guarantee records related to your p.notes.

The fields in the P.Notes Issued for Guarantee section and their usage are described below.

Issued Slip No.

Similar to the Rcvd. Slip No., the Issued Slip Number is used for collecting under a single number, the p. note or several p. notes that are issued to a guarantee account in the same day. Like received slip numbers, issued slip numbers, too, are started by the programme and inserted in a subsequent order.

The starting number of the Issued Slip Number can be modified in the Operations/P.Note Update section as desired. When you start running the programme in integration with the other modules, this is to say in your endorsements to issued as guarantee, the programme automatically inserts the Issued Slip Number and records this number in the relevant fields of your p.notes.

After you record one or several p.notes under a single issued slip number, you must run the Slip Completion operation in order to instruct the programme that the operation is completed and the p.notes should be integrated (into current accounts, bank and general ledger). You can insert p.notes in as issued to slip successively without having to quit the operation window.

If you wish to add a new p.note to a slip that has not been processed as complete, you can do so by modifying the slip number as necessary and thus retrieving the relevant slip record.

When you record your p.notes with the issued slip number, you can later monitor or again collectively delete these p.notes (Operations/Batch Deletion).

Issued Date

This is the date when the p.notes (p.notes in your portfolio) you receive from customers are endorsed to the bank guarantee account in the bank. The programme will automatically insert the issued date according to the system date and will allow for modifications. The Issued Date cannot be smaller than receive date.

Issued to Code

There are three different methods for issuing your p.notes as guarantee.

- Bank Accounts: all guarantee accounts can be inserted as current account cards in the Current Accounts Module.
- The accounts in the Chart of Accounts can be used.
- Cards can be inserted for all of the guarantee accounts in the Bank Module.

These operations vary according to the parameter definitions.

When the **"Bank Integration"** parameter is selected in the Bank Module/General Parameters and you press the Issued to Code lookup, the Bank Account Codes lookup list will be displayed. In this list you can monitor the bank codes that are defined as the Guarantee P.Notes accounts in the Bank Module.

If you do not select this parameter and you press the Issued to Code lookup, the Current Account lookup will be displayed. In this case, you should insert the bank collection accounts as current account cards.

If the **"Issue to Collection/Guarantee from Curr.Acc."** parameter is not selected in the Customer P.Notes parameters, then the Ledger accounts will be listed in the lookup.

P. Note No.

In this field you should enter the number of the p.note, which you will add to the issued to slip as guarantee. If you do not know the p.note number, you can use the lookup key to the right of the field to view the list of the p.notes in your portfolio. [For information about P. Notes Lookup usage, please see Customer Promissory Notes/Extra-1 \(Check/P. Note No Lookup usage\).](#)

When you enter a p.note number or select a p.note in the lookup in this field, the programme will automatically display the warning message "The record exists in portfolio. The record will be automatically added to the slip." You should confirm this warning if you want the selected p.note to be added to the current slip and then sent to guarantee.

When the selected p.note is added to the issued to slip, the programme will insert the Report Code, Current Account Report Code, Project Code, Received Slip Number, Rcvd.Date, Received from Code, Due Date, Payment Date, Endorser, Actual Debtor, Salesman Code, Place, Amount information that has been recorded in the P.Notes Received to the issued to slip. If you want to modify this information, to do so, you should use the Statement/ P.Note Check Adjustment menu or remove the related p.note from the slip and then retrieve the p.note in the P.Notes Received section to process the modification.

Slip Completion

After you select the p.note/s, which will be sent to guarantee account, in the lookup and insert the relevant records in the slip, you must run the Slip Completion operation. If you quit the slip without running the Slip Completion

operation, the records will not be reflected to the current account/bank account and integration.

Slip Completion

P.Note Total: 2,000

Wghtd.Tot.Base Date: 14/03/2006

Integration Date: 14/03/2006

Print Slip

Private Slip Printing

Print Explanation

Curr.Acc.Transaction/Integration

Split

P.C.: Curr. Acc. P.:

P. Note Total

This field displays the total amount of the p.notes in the slip for information purposes.

Wghtd. Tot. Base Date

This is the date that will be taken as base for calculating the weighted total. If the records are inserted in the Current Accounts collectively on Slip basis, then the Average Day that will be as the current account transaction effective date included in the Print Slip section will be based on this date. The weighted total date will be displayed as the current date.

Print Slip

This parameter should be selected to be able to get print outs of the list of the p.notes recorded in the completed slip.

Private Slip Printing

If a special design is prepared for printing the slips, then you should check this field for printing the slip list.

Print Explanation

This parameter will be functional when the Print Slip parameter is selected. The field enables the printing of the explanations written in the p.note entry section.

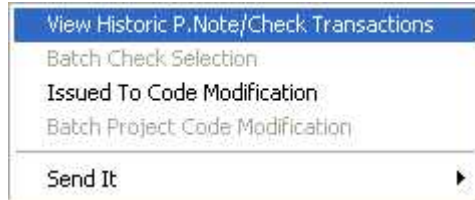
Curr. Acc. Transaction/Integration

You should not select this parameter if you do not want to create Current Account transaction and integration records for the defined slip. In this case, you should return to the related sections in the slip and modify as necessary and realise the integrated records by re-running the slip completion operation.

R.C. (Report Code)

Curr. Acc. R.C. (Current Account Report Code)

2.5.1. P. Note Issued for Guarantee Function Keys



When you right-click when you are in the P.Note Issued For Guarantee section, the programme will display some shortcut options.

2.5.1.1. View Historic P.Note/Check Transactions

If you want to quickly monitor the transactions that have been processed for the customer p.notes since they entered the company, then you should retrieve the p.note, which you wish to process and right click on the record. Then you should click on the "View Historic P.Note/Check Transactions" option that will be displayed, and all of the past transactions, as well as its latest state will be displayed.

A screenshot of a window titled "Historic P.Note Transactions". The window contains a table with the following data:

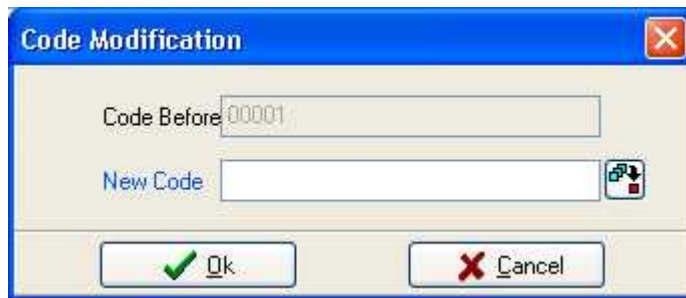
| Operation D. | Rcvd.S.N. | Issue S.N. | Rcvd.from/Iss.to Code | Plac. | State |
|--------------|------------------|------------------|----------------------------------|-------|-------|
| 28/01/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 28/01/2004 | 0000000000000001 | 0000000000000001 | GARANTİ BANKASI TAHSİL SENETLERİ | T | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |

In the displayed window you can in turn monitor the dates of the transactions, issued to/received from codes, places, states and the operation types processed on the related date.

2.5.1.2. Batch Check Selection

You can use this option to create a combination according to the specified filters and reflect multiple p.notes that are included in the combination to the issued to slip. [For details about the Batch Check Selection application, please see Customer Checks/Extra-2 \(Batch Check Selection\).](#)

2.5.1.3. Code Modification



This option can be used for modifying the code of the bank guarantee account to which the p.note is endorsed. You should enter the new code in this field and press the OK button. Thus, the bank account code to which the p.note is issued will be updated. You should press the Slip Completion button to record the endorsement operation.

2.5.1.4. Update All Project Codes



This option can be used for modifying the project codes of the p.notes that are added to the issued to slip.

2.6. Promissory Notes Return from Portfolio

This section is used for returning the p.note or p.notes that are in the portfolio to the customer they are received from.

Promissory Notes Return From Portfolio

Issued Slip No. 000000000000021 Issued Date 15/11/2006 Issued To Code 00001 DUNYA PAZARLAMA Slip Completion

P.Note No. S000000000000042 R.C. CA.R. Code Project Code

| Rcvd.Slip N. | Rcvd.Date | Rcvd.From Code | Due Date | Pay.Date | Endorser |
|------------------|------------|----------------|-----------------|------------|------------|
| S000000000000018 | 24/01/2005 | 00001 | DUNYA PAZARLAMA | 02/02/2005 | 02/02/2005 |

Act. Actual Deb. Salesman Code Arranged At
 End. DUNYA PAZARLAMA P4

Amount FX.T FX.Val. Exch.Diff.

| P.Note No. | Issue Slip Number | Issue Date | Issued | Issued To De | Rcvd.Slip N. | Rcvd.Date | Rcvd.Fr | Rcvd.From Des | A/C |
|------------------|-------------------|------------|--------|--------------|------------------|------------|---------|---------------|-----|
| 000000000000023 | 000000000000021 | 15/11/2006 | 00001 | | 000000000000013 | 23/02/2005 | 00001 | | A |
| S000000000000042 | 000000000000021 | 15/11/2006 | 00001 | | S000000000000018 | 24/01/2005 | 00001 | | A |

Rec.Count 2 Slip Total 310 Average I -574 Average D 20/04/2005 Cur.Acc.E 1,233.84

The descriptions of the fields in the P.Notes Returned from Portfolio section are given below.

Issued Slip No.

Similar to the Rcvd. Slip No., the Issued Slip Number is used for collecting under a single number, the p. note or several p. notes that are returned to the endorser from the portfolio in the same day. The Issued Slip Numbers are started by the programme and inserted in a subsequent order.

The starting number of the Issued Slip Number can be modified in the Operations/P.Note Update section as desired. When you start running the programme in integration with the other modules the programme automatically inserts the Issued Slip Number and records this number in the relevant fields of your p.notes.

After you record one or several p.notes under a single issued slip number, you must run the Slip Completion operation in order to instruct the programme that the operation is completed and the p.notes should be integrated (into current accounts and general ledger). You can insert p.notes in as issued to slip successively without having to quit the operation window.

If you wish to add a new p.note to a slip that has not been processed as complete, you can do so by modifying the slip number as necessary and thus retrieving the relevant slip record. When you record your p.notes with the issued slip number, you can later monitor or again collectively delete these p.notes (Operations/Batch Deletion).

Issued Date

This is the date when the p.notes (p.notes in your portfolio) you receive from customers are returned to the customer. The programme will automatically insert the issued date according to the system date and will allow for modifications. The Issued Date cannot be smaller than receive date.

Issued to Code

Since the Return from Portfolio operation involves the return of a customer p.note, which is already recorded in the portfolio, to the customer it is

received from, the issued to code field will be inactive. When you select the p.note to be returned, the programme will insert in this field the code of the current account from which the p.note is received.

P. Note No.

In this field you should enter the number of the p.note, which you will add to the issued to slip for return to the person it is received from. If you do not know the p.note number, you can use the lookup key to the right of the field to view the list of the p.notes in your portfolio. **For information about P. Notes Lookup usage, please see Customer Promissory Notes/Extra-1 (Check/P. Note No Lookup usage).**

When you enter a p.note number or select a p.note in the lookup in this field, the programme will automatically display the warning message "The record exists in portfolio. The record will be automatically added to the slip." You should confirm this warning if you want the selected p.note to be added to the current slip and then returned.

When the selected p.note is added to the issued to slip, the programme will insert the Report Code, Current Account Report Code, Project Code, Received Slip Number, Rcvd.Date, Received from Code, Due Date, Payment Date, Endorser, Actual Debtor, Salesman Code, Place, Amount information that has been recorded in the P.Notes Received to the issued to slip. If you want to modify this information, to do so, you should use the Statement/ P.Note Check Adjustment menu or remove the related p.note from the slip and then retrieve the p.note in the P.Notes Received section to process the modification.

Slip Completion

After you select the p.note/s, which will be returned from portfolio, in the lookup and insert the relevant records in the slip, you must run the Slip Completion operation. If you quit the slip without running the Slip Completion operation, the records will not be reflected to the current accounts and integration.

P. Note Total

This field displays the total amount of the p.notes in the slip for information purposes.

Wghd. Tot. Base Date

This is the date that will be taken as base for calculating the weighted total. If the records are inserted in the Current Accounts collectively on Slip basis, then the Average Day that will be as the current account transaction effective date included in the Print Slip section will be based on this date. The weighted total date will be displayed as the current date.

Print Slip

This parameter should be selected to be able to get print outs of the list of the p.notes recorded in the completed slip.

Private Slip Printing

If a special design is prepared for printing the slips, then you should check this field for printing the slip list.

Print Explanation

This parameter will be functional when the Print Slip parameter is selected. The field enables the printing of the explanations written in the p.note entry section.

Curr. Acc. Transaction/Integration

You should not select this parameter if you do not want to create Current Account transaction and integration records for the defined slip. In this case, you should return to the related sections in the slip and modify as necessary and realise the integrated records by re-running the slip completion operation.

R.C. (Report Code)

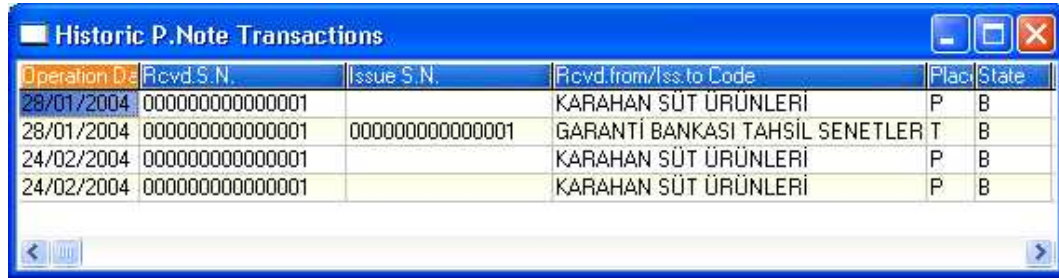
Curr. Acc. R.C. (Current Account Report Code)

2.6.1. Promissory Notes Return from Portfolio Function Keys

If you right-click when you are in the Return from Portfolio section, the programme will display some shortcut options.

2.6.1.1. View Historic P.Note/Check Transactions

If you want to quickly monitor the transactions that have been processed for the customer p.notes since they entered the company, then you should retrieve the p.note, which you wish to process and right click on the record. Then you should click on the "View Historic P.Note/Check Transactions" option that will be displayed, and all of the past transactions, as well as its latest state will be displayed.



| Operation D. | Rcvd.S.N. | Issue S.N. | Rcvd.from/Iss.to Code | Place | State |
|--------------|------------------|------------------|----------------------------------|-------|-------|
| 28/01/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 28/01/2004 | 0000000000000001 | 0000000000000001 | GARANTİ BANKASI TAHSİL SENETLERİ | T | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |
| 24/02/2004 | 0000000000000001 | | KARAHAN SÜT ÜRÜNLERİ | P | B |

In the displayed window you can in turn monitor the dates of the transactions, issued to/received from codes, places, states and the operation types processed on the related date.

2.6.1.2. Update All Project Codes



Update All Project Codes

Project Code

This option can be used for modifying the project codes of the p.notes that are added to the issued to slip.

2.7. Batch Endorsement

This is the section where you can collectively endorse the p.notes in your portfolio to current account, to collection or for guarantee.

This operation will first list all of the p.notes that match the previously defined filters and then require you to select the relevant p.notes from the list. Then you can endorse the selected p.notes to current account, to collection or for guarantee. The windows in the Batch Endorsement menu and their usage are described below.

2.7.1. Initial Query

You can use this section to define filters for the p.notes that you wish to list in the p.notes list for batch endorsement.

The screenshot shows the 'Initial Query' dialog box with the following fields and options:

- Rcvd.from Code:** [Empty]
- Due Date Interval:** 02.02.2004 to 30.12.2006
- Amount Range:** 0 to 9999999999999999
- P.Note No.Range:** 0000000000000001 to S0000000000000041
- Rcvd.Slip No.Range:** 0000000000000001 to S0000000000000021
- R.C.:** [Empty]
- Place:** [Empty]
- Status Code:** Pending, Paid, Protested, All
- Place:** Portfolio, End., Collec., Guar., All
- FX Checks:** FX Checks, TL Checks, All
- FX Type:** [0]

The p.notes that do not match the filters specified here will not be endorsed. If you want to initiate the operation without defining any filters, then you should press the OK button.

Rcvd. from Code

This field can be used for defining filters to a current account for the batch endorsement of the p.notes that are received only from that current account.

Due Date Interval

This field is used for batch endorsing p.notes which have due dates that fall within a certain time interval.

Amount Range

This field is used for batch endorsing p.notes that fall within a certain amount range.

P. Note No. Range

This field can be used for specifying a number range for the p.notes that will be displayed in the list in the Batch Endorsement operation.

Rcvd. Slip No. Range

This field can be used for specifying a number range for the received from slips that will be displayed in the list in the Batch Endorsement operation.

R.C. (Report Code)

This field can be used for specifying filter to the report codes of the p.notes that will be displayed in the list in the Batch Endorsement operation.

Place

This field is used for defining filter for the place the p.note is issued.

FX Checks /TL Checks /All

This field can be used for listing and endorsing only the p.notes on either FX or TRY in batch endorsement operations. If you wish to list all of the p.notes without discriminating between TRY and FX values, you can select the All option.

FX. Type

When the FX P.Notes option is selected in the previous field, this field is for specifying which FX type p.notes will be listed.

State Code

This field is used for listing only the p.notes that have a specific state code. If you wish to list all of the p.notes regardless of their state, then you should select the All option.

Place Code

This field is used for listing the p.notes that have a certain place code. If you wish to list all of the p.notes regardless of their place code, then you should select the All option.

2.7.2. Batch Endorsement Operation

This is the section where the p.notes that match the filters defined in the Initial Query window can be listed and endorsed collectively.

Batch Endorsement

Place Code: Issued To Co: 00027 Issued Date: 15/11/2006

End
 Collec.
 Guar.

Report Code: Project Cod: 01

Sort: Check No. Due

Confirm One by One
 Batch Check Selection

Issue S.N.:

| P.Note No. | Rcvd.Slip N. | Rcvd.Date | Rcvd.From | Rcvd.From Desc | Actual Deb. | Due Date | Amot |
|----------------|----------------|------------|-----------|-------------------------|-------------|----------|------|
| 00000000000001 | 00000000000001 | 24/02/2004 | 005 | KARAHAN SUT KAA | 02/02/2004 | | 1 |
| 00000000000006 | 00000000000003 | 06/02/2004 | 006 | SAMANYOLU G JKJKJKJKJKJ | 06/03/2004 | | 1.0 |
| 00000000000013 | 00000000000008 | 24/01/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 01/02/2005 | | 10 |
| 00000000000014 | 00000000000009 | 03/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 01/03/2005 | | 1 |
| 00000000000016 | 00000000000011 | 14/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 01/03/2005 | | 1 |
| 00000000000018 | 00000000000012 | 17/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 17/03/2005 | | 1 |
| 00000000000019 | 00000000000012 | 17/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 17/04/2005 | | 1 |
| 00000000000020 | 00000000000012 | 17/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 17/05/2005 | | 1 |
| 00000000000021 | 00000000000012 | 17/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 17/06/2005 | | 1 |
| 00000000000022 | 00000000000013 | 23/02/2005 | 00001 | DUNYA PAZAR DUNYA PAZAR | 23/03/2005 | | 1 |

Rec.Count: 50 Total: 134,921.13 Avg.Day: -892 Avg.Date: 06/06/2004

Place Code

The address to which the related p.note/s will be issued should be specified in this field.

Issued to Code

If the Endorsed option is selected in the Place Code field, the current account code should be selected in this field; if the collection or guarantee options are selected, then either the current account code inserted for the bank or the bank or ledger code should be entered in this field according to your selection in the Parameters section.

Issued Date

This is the date when the p.notes are issued from the portfolio. The programme will automatically insert the date in this field and allow for modifications.

Report Code

The report code of the p.notes that will be endorsed should be entered in this field.

Project Code

The project code of the p.notes that will be endorsed should be entered in this field.

Sort

This field is for specifying the sort criteria at the stage of listing the p.notes that match the defined filters. The p.notes can be sorted according to their numbers or due dates.

Confirm One by One

If you want to list all of the p.notes, which you selected according to the filters in the Initial Query window, and monitor these marked as selected, you should not check the "Confirm One by One" query. If you select this query,

then you should select the p.notes that you want to endorse by double-clicking on each p.note entry.

Batch Check Selection

[For details about the Batch Check Selection application, please see Customer Checks/Extra-2 \(Batch Check Selection\).](#)

OK

This button is used for listing the p.notes that match the defined filters.

Slip Completion

This button should be used for endorsing the p.notes according to the information entered. When the operation is completed the selected p.notes will be copied to the account as endorsement.

Cancel

This button can be used for exiting the Batch Endorsement operation.

Issue Slip No.

When processing the operation, this field can be used for monitoring the issued slip numbers with which the selected p.notes are endorsed.

2.8. P. Note Selection

This section can be used for grouping, i.e., selecting, the p.notes before endorsement according to their average days and average dates. You can quickly process the endorsement operation of p.notes by first assigning a certain character in the report code field of those p.notes that have the values specified in the p.note selection, and then using the Batch Endorsement section.

2.8.1. Initial Query

The p.notes that match the filters that you will define in the Initial Query will be listed in the Promissory Notes Selection page.

Rcvd. from Code

This field can be used for defining filters to a current account for listing the p.notes that are received only from that current account.

Due Date Interval

This field can be used for listing the p.notes that fall within a certain due date interval.

Amount Range

This field can be used for listing the p.notes that fall within a certain due date interval.

P. Note No. Range

This field can be used for specifying a number range for the p.notes that will be listed.

Rcvd. Slip No. Range

This field can be used for specifying a number range for the received from slips that will be listed.

R.C. (Report Code)

This field can be used for specifying filters to the report codes of the p.notes that will be displayed in the listed.

Place

This field can be used for defining filters for the place of the p.notes.

FX Checks /TL Checks /All

This field can be used for listing the p.notes that have only either FX or TRY values. If you wish to list all of the p.notes without discriminating between TRY and FX values, you can select the All option.

FX. Type

When the FX P.Notes option is selected in the previous field, this field is for specifying FX type of the p.notes to be listed.

State Code

This field is used for listing only the p.notes that have a specific state code. If you wish to list all of the p.notes regardless of their state, then you should select the All option.

Place Code

This field is used for listing only the p.notes that have a certain place code. If you wish to list all of the p.notes regardless of their place code, then you should select the All option.

2.8.2. Promissory Note Selection

| P.Note No. | Issue Slip Number | Rcvd.Slip N. | Rcvd.Date | Rcvd.From | R | Actual Deb. | Due Date | Amount | Pla |
|-----------------|-------------------|-----------------|------------|-----------|---|-------------|------------|----------|-----|
| 000000000000056 | | 000000000000024 | 25/07/2005 | 00103 | | FATURA CAI | 25/10/2005 | 1,000 | |
| 000000000000036 | | 000000000000017 | 17/07/2005 | 00002 | | BAHAR GID | 17/11/2005 | 250 | |
| 000000000000045 | | 000000000000020 | 17/07/2005 | 00004 | | SERMET US | 17/11/2005 | 500 | |
| 000000000000049 | | 000000000000021 | 17/07/2005 | 00004 | | SERMET US | 17/11/2005 | 600 | |
| 000000000000071 | | 000000000000034 | 21/02/2006 | 00001 | | DUNYA PAZ | 21/03/2006 | 2,000 | IZM |
| 000000000000075 | | 000000000000035 | 21/02/2006 | 00001 | | DUNYA PAZ | 21/03/2006 | 1,000 | AN |
| 000000000000083 | | 000000000000038 | 22/02/2006 | 00001 | | DUNYA PAZ | 22/03/2006 | 100 | |
| 000000000000087 | | 000000000000040 | 22/02/2006 | 00001 | | DUNYA PAZ | 06/04/2006 | 182.94 | |
| 000000000000076 | | 000000000000035 | 21/02/2006 | 00001 | | DUNYA PAZ | 21/04/2006 | 200 | AN |
| 000000000000074 | | 000000000000034 | 21/02/2006 | 00001 | | DUNYA PAZ | 21/06/2006 | 2,282.94 | IZM |
| 000000000000078 | | 000000000000035 | 21/02/2006 | 00001 | | DUNYA PAZ | 21/06/2006 | 1,000 | AN |
| 000000000000086 | | 000000000000038 | 22/02/2006 | 00001 | | DUNYA PAZ | 22/06/2006 | 100 | |
| 000000000000094 | | 000000000000043 | 15/11/2006 | 00002 | | GÜL PAZAR | 30/12/2006 | 1,000 | |

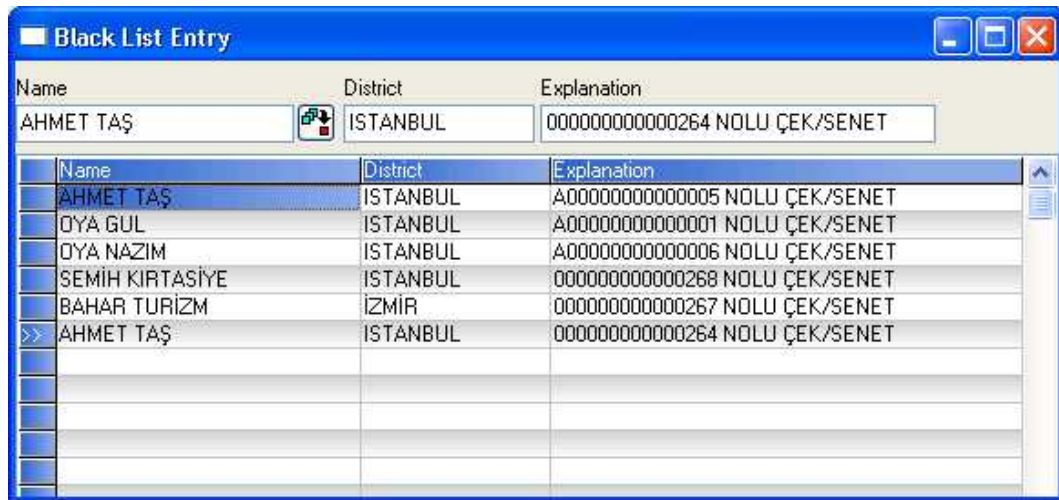
Rec.Count: 3 Total: 2,200 Avg.Day: -65 Avg.Date: 11/09/2006

Report Code for selected p.notes: Remove Report Code: Iamam

You can mark the p.notes that you want to select by double-clicking on the relevant entry. As you select, the programme will calculate the record count, total, average days, and average date for the selected p.notes and display this information in the lower part of the window. If you decide to exclude any of the selected p.notes, you should simply once more double-click on the related entry. When you complete the selection process and press the OK key, the operation will be completed and the programme will insert an X in the Report Code for Selected P.Notes field. Later, when you select the p.notes that have X as their report code, you will be able to quickly print the p.notes that you selected, without having to reprocess the selection in the Batch Endorsement section.

When you later enter the P.Note Selection section, the p.notes, which you previously selected, will be listed with an X in their report code field. If you want to exclude some of the p.notes that you included in your selection, then you can do so by selecting these with a double-click, check the "Remove Report Code" field and press the OK key. The programme will then remove the X mark in the Report Code for Selected P.Notes field of these p.notes.

2.9. Black List Entry



The screenshot shows a window titled "Black List Entry" with a table of customer records. The table has three columns: Name, District, and Explanation. The first row is highlighted in blue. Below the table, there are several empty rows for additional entries.

| Name | District | Explanation |
|-----------------|----------|--------------------------------|
| AHMET TAŞ | ISTANBUL | 000000000000264 NOLU ÇEK/SENET |
| AHMET TAŞ | ISTANBUL | A00000000000005 NOLU ÇEK/SENET |
| OYA GUL | ISTANBUL | A00000000000001 NOLU ÇEK/SENET |
| OYA NAZIM | ISTANBUL | A00000000000006 NOLU ÇEK/SENET |
| SEMIH KIRTASIYE | ISTANBUL | 000000000000268 NOLU ÇEK/SENET |
| BAHAR TURIZM | IZMIR | 000000000000267 NOLU ÇEK/SENET |
| >> AHMET TAŞ | ISTANBUL | 000000000000264 NOLU ÇEK/SENET |
| | | |
| | | |
| | | |
| | | |

In this section you can record and list your customers on actual debtors whose p.notes are protested. You can enter the relevant customer code to retrieve the name of the customer. Basing on the information you enter for the person, the programme will display a risk warning for the related person when you process relevant p.note records.

The Black List records are common for the Customer Checks and Customer P.Notes sections. This is to say that the records inserted in the Customer Checks Module can be monitored and updated in the Customer P.Notes Module and the records inserted in the Customer P.Notes Module can be monitored in the Customer Checks Module. When you insert bounced or protested records in the Bounced Checks and Protested P.Notes sections, the programme will copy the names of the related customers and actual debtors to the black list records (and to the Check/P.Note Modules).

2.10. Parameters

The information you record in this section will facilitate the operations you process in the Customer P.Notes Module and your records will be processed according to the specified information.

You should thus specify your preferences accordingly.

Record to Curr. Acc. One by One

If you do not select this parameter, the programme will insert your p.notes to the related current account's transaction records without their details, i.e., the total value of the received/issued slips as a single transaction. If you select this parameter, the p.notes recorded in the slip will be inserted to the related current account's transaction records in detail. Since, in this case, the count of the rows transferred will be the same as the count of the received/issued p.notes in the current account records, the row count in the current account transactions may increase. If you do not want this increase, you may choose not to select this parameter and monitor the details of the p.notes recorded in the slip by using the Monitor Transaction Details shortcut key in the current transaction records.

In companies that operate in foreign currencies by selecting the "FX.Usage" parameter, the p.note records in the slips that are inserted in their FX values will be transferred to the current account records one by one, even if this parameter is selected.

Integrate One by One

This parameter is valid when the Customer P.Notes Module is used in integration with the General Ledger Module. When the parameter is not selected, the received from and issued to slips will be transferred to integration as a total amount according to their numbers. You should select this parameter if you want the programme to include the details of the p.notes that are recorded in a single slip when transferring the information to the general ledger. In this case, the programme will transfer every p.note recorded in a received from and issued to slip to the general ledger individually. Thus, the count of the rows in integration and in the vouchers created in general ledger via transfer from integration will be as many as the count of the p.notes and the row count in the vouchers may increase.

Issue to Collection/Guarantee from Curr. Acc.

This parameter queries whether the bank code that will be queried when issuing p.notes to collection or as guarantee, should be searched in the current accounts or the bank accounts or in the bank account code that is defined in the chart of accounts. If you have created your collection and guarantee accounts in the Current Accounts Module and are monitoring these in this module, it will not be enough to select only this parameter. The "Bank Integration" query in the Bank Module/General Parameters should also be selected as 'No'. If you have created your collection and guarantee accounts in the Bank Module, the "Bank Integration" query in the Bank Module/General Parameters should also be selected as 'Yes'. If you are using neither of these options and wish to run your collection and guarantee accounts in the Chart of Accounts in the General Ledger, then you should not select this parameter or the parameter in the Bank Module.

Force Receive from Code in Receive

This parameter is valid only in the P.Note Records section. When processing current account p.note operations, the Received From Code must be previously defined in the current accounts. You should not select this parameter if you want to record the Received From Code only by entering the relevant name, without using the code system and searching the relevant code in the current accounts, when processing the p.note records. We recommend that you select this parameter to get a more accurate report. In this way, the Received From codes will be searched in the current accounts and the relevant current account transactions will be accurately recorded. As will be discussed in the following sections, in order to enable integration of the p.note receive/issue operations to the Integration and General Ledger modules, the received from and issued to records should be processed in the relevant menus in the Current Accounts P.Note Operations section and the P.Note Records section will not be used.

Force Issued to Code in Issue

This parameter is valid only in the P.Note Records section. When processing current account p.note operations, the Issued To Code must be previously defined in the current accounts. You should not select this parameter if you want to record the Issued To Code only by entering the relevant name, without using the code system and searching the relevant code in the current accounts, when processing the p.note records. We recommend that you select this parameter to get a more accurate report. In this way, the Issued To codes will be searched in the current accounts and the relevant current account transactions will be accurately recorded. As will be discussed in the following sections, in order to enable integration of the p.note receive/issue operations to the Integration and General Ledger modules, the received from and issued to records should be processed in the relevant menus in the Current Accounts P.Note Operations section and the P.Note Records section will not be used.

Print Average Day to Receive Slips

You should select this parameter if you want to include the average day in your Received slips printing.

Print Average Day to Issue Slips

You should select this parameter if you want to include the average day in your Issue slips printing.

FX. Usage

This parameter is applicable for companies that run the Customer P.Notes Module on foreign currency and thus create p.note records in foreign currencies. Companies that do not use P.Notes in foreign currencies and keep their p.note information only in Turkish Lira should not select this parameter. In order to be able to process FX p.note operations, besides this parameter, the **"FX.Usage"** parameter should also be selected in the System Utilities/General Parameters section. FX Definition operations will be queried in the P.Note Records, P.Notes Received and P.Notes Issued to Current Account, to Bank and as Guarantee sections. For every p.note entry the FX Type, FX Rate and FX Amount will be queried separately when inserting records. In FX p.note entries, the programme will read the recorded FX rate information and convert the value of the related p.note into Turkish Liras, insert the TRY value to ledger integration and thus enable monitoring and reporting in both the relevant foreign currency and in Turkish Lira. If, furthermore, exchange differences are generated in the FX p.notes, the exchange difference values can be listed on basis of each p.note in the Reports/ FX.Slips Revaluation List section. If you want to copy these exchange differences to the general ledger and current accounts (according to the ledger codes in the FX Difference Debtor account or FX Difference Creditor account fields entered in the Integration Codes/P.Note, P.Note Codes section of the Integration Module), you can integrate this information by running the Operations/FX.P.Notes Exchange Differences section. The details of these operations are described in the relevant sections. In companies that select the **"FX.Usage"** parameter and operate with FX P.Notes, the p.note records in the slips that are inserted in FX values will be transferred to the current account records one by one, even if the Record to Curr. Acc. One by One parameter is not selected.

Print Explanation in Slips

If you print the slips in your p.note record operations and you select this parameter, a 3-row explanation field will be created in the slips. In this explanation field, you can enter any explanation as necessary and include it at the bottom of your print. The information you enter in this field, however, will not be stored, this is to say that when you later print the same slip you will be required to re-enter this information if you wish to print.

Slip Printing Paper Size

If you are printing slips after recording the p.notes, in this field you can define the size of the paper, either 33 or 66 in length or according to the specs of the continuous paper.

Print P. Notes

You should select this parameter if you want to print the p.note information, which you inserted in the P.Notes Received and Sales on Installments/ P.Note MEDD Operations section, with a special design. When this parameter is selected and you insert a p.note record, the programme will display a query

window where you can select the design that you want to use in the print. In this window, you should select one of the Customer P.Note type designs in the Design Code field. [For detailed information about the Design types and their definitions, please see Design/Design.](#)

As Curr. Acc. Transaction Record Date (Receive-Issue Date / Wghtd. Tot. Base Date)

If you want the programme to insert the p.notes, which you entered in the current account transaction records, with their receive/issue dates as their transaction record dates, then you should select the Receive-Issue Date option in this parameter. If you select the Wghtd. Tot. Base Date option, the programme will insert the system date as the transaction record date when transferring the p.note records to the current account transaction records.

Sort in Slip Printing

When printing the Issued Slips, this parameter can be used for sorting the p.notes on the slip according to their Due Dates, Entry Sequence or P.Note Number.

2.11. Sales on Installments

For companies that arrange p.notes for their customers and sell on instalments, this field is where these p.notes can be recorded and later monitored.

2.11.1. P. Note MEDD Operations

P.Note MEDD Operations

Customer Info.

Curr.Acc.Cod 00007

Name YASEMİN ÇİÇEKÇİLİK

ADDRESS

Bordro 000000000000044

MEDD

Code 00012

Name BURCU YAZAR

ADDRESS

Province MALTEPE

District İSTANBUL

Code

Name

ADDRESS

Province

District

| Date | Amount | FX.Val. |
|------------|--------|---------|
| 15/01/2007 | 100 | 0 |
| 14/02/2007 | 100 | 0 |
| 16/03/2007 | 100 | 0 |
| 15/04/2007 | 100 | 0 |

Total 400 0

Promissory Note Information

P.Note Amount 100 P.Note Count 4

FX.Val. 0 FX.T 0

Due Date 16/12/2006 CA.R.Code

Arrange Date 16/11/2006 Salesman Cod

Installment Re 30

Arrange Place

Save Calculate Intrs.Rates Print Payment Plans Cancel

This section is used for entering the information about the p.notes of customers and recording p.notes consecutively.

Customer Info.

Curr. Acc. Code

In this field you should enter the current account code of the customer to which you will issue a p.note. If no current account records were previously recorded for that customer, this should be done first. **For the details about recording current accounts, please see Current Accounts/Current Account Records.**

Name

In this field, the programme will insert the name of the current account code in process.

Address

If the address information of the current account code in process is already inserted in the current account card, then the programme will copy this information to this field.

Slip

The programme inserts in this field the receive slip number of the p.notes arranged for the customer. The programme will insert the number subsequent to the last used and will not allow for modifications.

MEDD

In this section, you should enter the MEDD information for the customer. Two separate MEDD information will be queried in this field.

Code

If the guarantor is already defined in the Current Accounts/Current Account Records section, you should enter the relevant code information in this field. If, however, no relevant information is recorded in the Current Account Records, you should leave this field blank. [For the details of using the Current Account Records, please see Current Accounts/Current Account Records.](#)

Name

In this field you should enter the name of the guarantor. If the definitions for the guarantor are already defined in the Current Accounts/Current Account Records section and the code information is selected in the Code field, the programme will insert the name information. Otherwise, users will be required to enter the guarantor's name information.

Address

In this field you should enter the address of the guarantor. If the guarantor definitions are already entered in the Current Accounts/Current Account Records section and the code information for the guarantor is selected in the Code field, the programme will copy the address information to this field. Otherwise, users will be required to enter the address information in this field.

Province

In this field you should enter the province information of the guarantor. If the guarantor definitions are already entered in the Current Accounts/Current Account Records section and the code information for the guarantor is selected in the Code field, the programme will insert the province information to this field. Otherwise, users will be required to enter the province information here.

District

In this field you should enter the district information of the guarantor. If the guarantor definitions are already entered in the Current Accounts/Current Account Records section and the code information for the guarantor is selected in the Code field, the programme will insert the district information to this field. Otherwise, users will be required to enter the district information here.

Promissory Note Information

This is the section where the information about the p.notes prepared for the customers should be entered.

P. Note Amount

In this section, you should individually enter the amount of every p.note that will be prepared. If you have selected the "FX.Usage" parameter in the Parameters section, when you reach this field, the programme will priority display the FX Information window and query the FX Type, Date, FX Rate and FX Amount information. If the p.notes will be prepared in Turkish Lira, you should enter 0 (zero) in this field. If, however, the p.notes will be prepared in a foreign currency, you should enter the relevant information in the FX Type field. You can use the lookup to the left of this field to monitor the FX Types defined in the FX.Follow-up Module. **For detailed information about FX type definitions, please see FX Follow-up/FX Name Definitions.** When you enter an FX p.note, the programme will calculate the TRY value of the p.notes according to the FX Rate and FX Amount information defined in the FX Information window and insert the calculated value in the P.Note Amount field.

FX. Value

If the "FX.Usage" parameter is selected in the Parameters section, this is the field where you can monitor the FX Value that you have specified in the FX Information window that is queried before entering the Amount information. The programme will insert this information. Because the FX Value field will always be inactive, if you want to update the information in this field you should do so in the FX Information window that will be displayed when you enter the Amount field.

FX. Type

In this field you can monitor the FX.Type, which is previously defined in the FX Information window before the Amount information is entered and when the "FX.Usage" parameter in the Customer P.Notes/Parameters section is selected. The first query related to the FX Type during the p.note record process is for defining its exchange currency. The FX Type should be defined in the FX Usage/FX Name definition section. **The defined FX types can be monitored in the FX Lookup. For details about FX Type definitions, please see FX.Usage/FX.Names Definition.**

Due Date

This is the field where the first of the due dates for the p.note to be prepared is specified. The due dates of the following p.notes will be calculated according to the value defined in the Installment Type field of the Sales on Installments/Sales on Installments Parameters section. **For detailed information about the Installment Type field, please see Sales on Installments/Sales on Installments Parameters.**

Arrange Date

This is the field where you can specify the date on which the p.notes are prepared and thus enter the portfolio.

Installment Range

If you select the "Day" option in the Installment Type field of the Sales on Installments/Sales on Installments Parameters section and define the relevant day intervals, the programme will insert the defined day information in this

field. In this case, when arranging the p.notes, the programme will calculate the due dates according to the intervals specified in this field. The day information, which the programme copies from the Sales on Installments Parameters section, can be modified.

Arrange Place

In this field you should enter the district and province where the p.note is arranged.

P. Note Count

The count of the p.notes will be calculated according to the information entered. The programme will insert in this field the Installment Count information that is specified in the Sales on Installments/Sales on Installments Parameters section and allow users to modify this information.

Curr. Acc. Report Code

This field will be queried if the "Report Code Entry in Transactions" parameter is selected in the Current Accounts/Current Account Parameters section. The field is for information purposes only.

Salesman Code

This field can be used when the Enable Salesman Control parameter in the System Utilities/Company/Branch Parameter Definitions section is selected. You should define this field if you want to trace the p.notes, which your salesmen collect from customers. The programme will retrieve the salesman code of the customer from the current account master records of the related customer and insert in this field. It is possible to leave this field blank. Modifications, however, can only be made in the Salesman Code field in the Current Accounts/Salesman Code Records section. If the Salesman Code is not already defined in the Current Accounts/Salesman Code Records section, the programme will not allow any entries in this field. [For the details about defining Salesman Codes, please see Current Accounts/Salesman Code Records.](#)

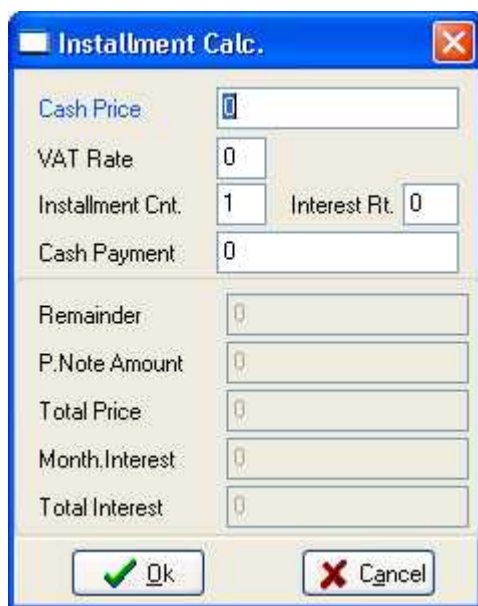
After you enter the required information in the P.Note Information section, the programme will display in the upper right-hand section of the window, the specified count of p.notes starting with the first due date, according to the specified due date intervals and by assigning consecutive numbers that continue from the last assigned number. The due dates and amounts of these p.notes which the programme creates in the light of the information specified in this section, can be modified. If you double-click on the p.note that you wish to modify the programme will display the related information of the p.note in the date, amount and FX value fields in the upper right hand corner of the window. The fields can be updated as necessary.

Save

When you press this key, the programme will save the p.note information, which you entered or calculated. You can monitor these p.notes in the P.Note Records section. If desired, the P.Note amounts can be transferred to the current account records according to the selections defined in the Sales on Installments/Sales on Installments Parameters section.

2.11.1.1. Installment Calculation

The cash price of the sold good, its VAT rate, installment count, interest rate and cash payment information should be entered in this section. If you enter 0 (zero) for the monthly interest rate, the programme will calculate the interest rate according to the limits and installment count that are defined in the Interest Rates section. The programme will thus calculate the p.note amount that the customer should pay including the good's interest amount according to the specified information. When you confirm the information displayed in this window, the programme will reflect the p.note amounts to the p.note amount fields in the P.Note MEDD window.



| | | | |
|------------------|---|--------------|---|
| Cash Price | 0 | | |
| VAT Rate | 0 | | |
| Installment Cnt. | 1 | Interest Rt. | 0 |
| Cash Payment | 0 | | |
| Remainder | 0 | | |
| P.Note Amount | 0 | | |
| Total Price | 0 | | |
| Month.Interest | 0 | | |
| Total Interest | 0 | | |

Cash Price

In this field you should enter the sold good's cash price including VAT.

VAT Rate

In this field you should enter the VAT rate applicable to the sold good. This information will be used in calculating the cash price excluding VAT, to be used in the interest calculation.

Installment Cnt.

This field queries the number of installments that will be calculated for the total amount. The programme will generate as many p.notes as indicated in this field.

Interest Rt.

In this field you should enter the interest rate that will be used in the interest amount calculation.

Cash Payment

If there is any cash payment received at sales, you should enter this amount in this field. The programme will first deduct the cash payment amount from the total amount, then calculate interest over the remaining amount.

Remainder

This is the amount that is calculated by deducting the cash payment from the cash price.

P. Note Amount

The total amount including the remainder and the interest amount (which is calculated over the remaining amount) is divided by the installment count to calculate the P.Note Amount.

Total Price

This is the total amount that is calculated after the interest rate is calculated over the remaining amount.

Monthly Interest

This amount is calculated by dividing the total interest amount into the installment count.

Total Interest

In this field you can monitor the interest amount calculated over the remaining amount.

Interest Rates

This key should be used for recording the month and interest rates in order to enable the programme to consider the interest rates when calculating the p.note amount in the p.note arrange operation and transferring the calculated amounts to the p.note amount fields. Let us elaborate the function with an example: when a customer purchases a good in three monthly installments the interest rate will be 3%, if in 6-monthly installments the interest rate will be 7%, if in 9-monthly installments the interest rate will be 12%, and if longer than 9 months the interest rate will be 15%. These month counts and the related interest rates should be indicated in these fields.

Print Payment Plan

When you press this key, you will print the payment plan of the p.notes that you prepared including the due dates and amounts. If you have selected the "Print Payment Plan with Design" parameter in the Sales on Installments Parameters section, the Design Query window will open. In this window, you can enter the design name that you have previously defined in the Design Module and thus print the payment plan in that design. Otherwise the default printing in programme will be used.

Cancel

You can use this button to exit the section without recording the information that you entered.

2.11.2. Promissory Notes Collection

In this section you can enter the collection records of the promissory notes, which you inserted in the P.Note MEDD Operations or other sections.

P. Notes Collection

Curr.Acc.C: 00001 Cash Code: 00 Salesman Code:

Name: DUNYA PAZARLAMA P.Note Number To Be Collected:

ADDRESS: ATATÜRK MH. İNÖNÜ CADDESİ 1469 SK. NO: 4 BA

P.Note No. FX.Val. FX Due Date CA.R.Code

Pay.Date Amount

Paid Incomplete [?]

| P. Note No. | Amount | Due Date | Payment Date | State | Place | FX Amount | FX Typ |
|------------------|--------|------------|--------------|---------|-----------|-----------|--------|
| S00000000000025 | 100 | 23/10/2004 | 10/03/2005 | Pending | Collec. | 100 | |
| S00000000000021 | 1 | 23/10/2004 | | Pending | Portfolio | 0 | |
| S00000000000020 | 100 | 01/11/2004 | 25/08/2004 | Pending | Guar. | 0 | |
| S00000000000022 | 1 | 23/11/2004 | | Pending | Portfolio | 0 | |
| S00000000000026 | 100 | 23/11/2004 | 07/04/2005 | Pending | Guar. | 100 | |
| S00000000000023 | 1 | 23/12/2004 | | Pending | Portfolio | 0 | |
| S00000000000028 | 100 | 23/01/2005 | 27/09/2004 | Pending | Collec. | 100 | |
| S00000000000040 | 20 | 01/02/2005 | | Pending | Portfolio | 0 | |
| S00000000000041 | 30 | 01/02/2005 | | Pending | Portfolio | 0 | |
| 00000000000015 | 10 | 01/02/2005 | 22/02/2006 | Paid | Portfolio | 0 | |
| 00000000000013 | 15 | 01/02/2005 | | Pending | Portfolio | 0 | |
| A000000000000003 | 150 | 17/02/2005 | | Pending | Portfolio | 0 | |
| 00000000000014 | 10.25 | 01/03/2005 | | Pending | Portfolio | 0 | |

[?] 1.233.84 Paid Amou: 59.000.008.475.88 0 Remaining: 18.244.13 300

Curr. Acc. Code

In this field you should enter the code information related to the current account from which you will collect the p.note.

Cash Code

When you process a p.note collection, in this field you should specify the cash account, which will be credited for the collected p.note amount. When you press the lookup in this field, you can access the cash accounts that are defined in the Cash Module.

Salesman Code

When you select the current account from which the p.note amount will be collected, the programme will insert in this field the relevant salesman code, which is defined in the Current Accounts/Current Account Records section.

Name

When you select the current account from which the p.note amount will be collected, the programme will insert in this field the relevant name information, which is defined in the Current Accounts/Current Account Records section.

Address

When you select the current account from which the p.note amount will be collected, the programme will insert in this field the relevant address information, which is defined in the Current Accounts/Current Account Records section.

P. Note No.

When you enter the current account code, the programme will list the p.note information related to this account in the grid. When you double-click on the p.note entry that you want to process, you can monitor the number information of the p.note in this field.

FX. Value

If the selected p.note is in a foreign currency, you can monitor the FX Value in this field.

FX. Type

If the selected p.note is in a foreign currency, you can monitor the FX Type in this field.

Due Date

The programme will insert the due date of the selected p.note in this field.

Curr. Acc. Report Code

In this field the programme will insert the Current Account Report Code of the selected p.note as defined when inserting the record.

Paid/Incomplete/Remaining Addition

This is the field where you can specify how the payment operation for the selected p.note will be processed. The Paid option should be selected when the total of the p.note amount will be paid. The Incomplete option should be selected when the p.note amount will be paid in part. And the Remaining Addition option should be selected when there is a MEDD payment, in other words if the unpaid amount will be added to the next p.note amount.

Payment Date

In this field you should enter the date when the payment is made. The programme will insert the system date and allow for modifications.

Amount

This field will be active when the Incomplete and Remaining Addition options are selected. In this field you should enter the partial amount that will be collected over the total p.note amount.

Current Account Credit Balance

In this field you can monitor the current credit balance of the selected current account.

Paid Amount

In this field you can monitor the total p.note amount paid by the selected current account.

Remaining Amount

In this field you can monitor the total amount, which the selected current account will pay.

2.11.3. Sales on Installments Parameters

Sales on Installments Parameters

Print p.note collection voucher

Curr.Acc.transact.in p.note collection

Curr.Acc.transact.in p.note MEDD

Installment Cnt.

Calculate overdue interest

Tolerated Days

Interest Rt.

Print Payment Plan from design

Installment Type

Installment Range

Accounting Parameters

Different Portfolio Account For Each Report Code

K Code

N Code

A Code

B Code

C Code

Ok Cancel

Print P. Note Collection Voucher

You should select this parameter if you wish to print vouchers when you collect p.notes payments.

Curr. Acc. Transaction in P. Note Collection

You should select this parameter if you want to record the payments to the relevant current account as the p.notes are paid. The payment made will be copied to the current account transaction as they are paid and since not all of the p.notes amounts are recorded, the current account will not be settled. In this way, the account will be settled as the p.notes are paid and you will be able to monitor the current account's balance. When you do not select this parameter, the programme will record the p.notes in the current account transactions according to their due dates when they are arranged and settle the debit balance. In this case the collected amount will be recorded only in the cash account. You should not select this parameter if you have already selected the Current Account Transaction in P.Note MEDD parameter. Otherwise, inaccurate records will be inserted in the current accounts.

Curr. Acc. Transaction in P. Note MEDD

You should select this parameter if you want to insert the p.note total into the current account transaction when the p.note arrangements are complete. When you run an operation by selecting this parameter, the p.notes inserted for a debit transaction will be recorded to the current account and the related debit amount will be settled before the p.notes are collected. You should not select this parameter if you have already selected the Current Account Transaction in P.Note MEDD parameter. Otherwise, inaccurate records will be inserted in the current accounts.

Installment Count

This is the count of the installments information, which the programme will automatically insert in the P.Note MEDD section. If there is a standard month count that you apply to p.notes, entering this information in this field will facilitate your operations. If you do not apply a definite month count, then you can leave this field blank. You can also enter an average value and update this value in the P.Note MEDD section.

Calculate Overdue Interest

When this parameter is selected, you will be able to calculate overdue interest for the p.notes that are paid later than the due date, monitor this information and add this amount to the collection amounts, as desired. To be able to calculate the overdue interest, you should enter the Tolerated days and Interest Rate information.

Tolerated Days

This is a field that you should use if you have selected the Calculate Overdue Interest parameter. For example, let us assume that you have entered 45 days in this field. In this case, when calculating the interest, the programme will tolerate 45 days following the due date of the p.note, i.e., will not calculate interest for the 45 days when the payment is overdue.

Interest Rt.

In this field you should enter the interest rate that will be used in calculating the overdue interest. This rate will be used in the P.Notes Collection section.

Print Payment Plan from Design

If this parameter is selected and you press the "Print Payment Plan" button in the P.Note MEDD section, you can get your print in the design, which you defined in the Design Module. If you do not select this parameter, your print will use the standard payment plan.

Installment Type

In this field you can specify the criteria for the due date calculation in P.Note MEDD Operations. In the Month option in this field, the due dates of your p.notes will be scheduled by regular one-month intervals. In the Day option, the intervals between the assigned due dates will vary. The Day option can be used in cases where the user will define the due dates.

Installment Range

This field will be active when the "Day" option is selected in the Installment Type field. In this field you should enter the count of days that you wish to schedule between the due dates of the p.notes. The programme will insert the day information you enter here in the P.Note MEDD Operations window and allow for modifications.

Accounting Parameters**Different Portfolio Account for Each Report Code**

You should select this parameter if you want the programme to insert the p.notes that you enter in the P.Note MEDD section to different chart of accounts on basis of their report codes.

K, N, A, B, C Code

When you select the "Different Portfolio Account for Each Report Code" parameter, in this field you should match the report codes with the ledger account codes with which they will run. In this way, you will enable the portfolio account, which you defined for the report code that will be inserted during the P.Note MEDD operation, to be processed.

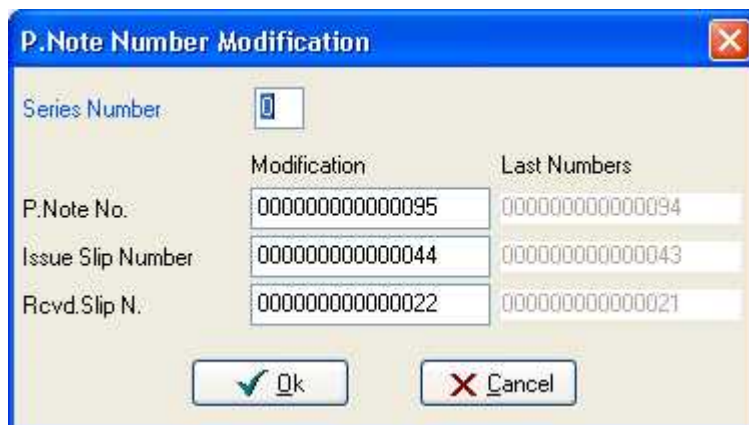
3. Operations

3.1. Period Closing



In general, firms that do not process year closing but keep every year's information in the same company can use this section. Because year closings are not processed in these companies, the counts of recorded promissory notes increase every year. Thus, such companies can use this section to delete the p.note that they recorded before a certain date. The closing operations processed in this section will be transferred only to the currently running company, not to others. Companies that process closing operations at every year-end should not use this section. These companies should process their year closing operations in the Year End Closing Module.

3.2. P. Note Number Modification



| | Modification | Last Numbers |
|-------------------|-----------------|-----------------|
| P.Note No. | 000000000000095 | 000000000000094 |
| Issue Slip Number | 000000000000044 | 000000000000043 |
| Rcvd.Slip N. | 000000000000022 | 000000000000021 |

This is the section where the p.note numbers and the slip numbers can be updated according to the serial numbers and the last used numbers.

Series Number

A one-character numeric or alphanumeric starting serial number can be defined in this section. Thus the P.Note, Receive Slip and Issue Slip numbers will start with the specified serial number.

Last Numbers

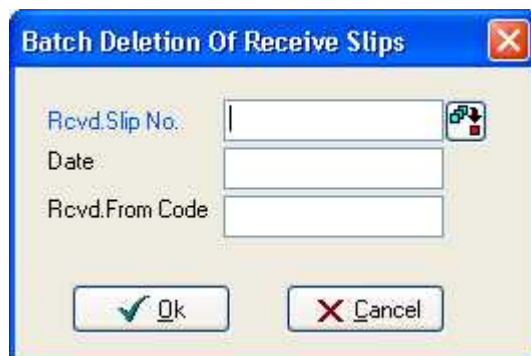
The number last used in the P.Note, Receive Slip and Issue Slip numbers can be monitored in this field.

Modification

In this field you can monitor the next numbers available in the sequence. These numbers can be changed to new numbers, which are not already used. Thus, the starting numbers of P.Notes, Receive Slips and Issue Slips can be specified. This section can be used for both defining the starting numbers when the programme runs for the first time and when there is a leap in the record numbers sequence. For example, if there are any previously recorded p.notes and the numbers to be assigned are available, this means that no p.notes, receive slips or issue slips were recorded with this number.

The numbers you enter must be greater than those displayed on the screen.

3.3. Batch Deletion of Receive Slips (Received Slip Deletion)



The screenshot shows a dialog box titled "Batch Deletion Of Receive Slips". It features three input fields: "Rcvd.Slip No." (with a search icon), "Date", and "Rcvd.From Code". At the bottom, there are two buttons: "Ok" (with a checkmark) and "Cancel" (with an X).

In this section, you can delete an entire slip, when there are any mistakes made in the receive slips when recording the p.notes in the P.Notes Received section or when you need to make any arrangements for any reason.

Rcvd. Slip No.

In this section you should enter the number of the receive slip which you want to delete.

Date

The programme will insert the record date of the receive slip which you selected to delete.

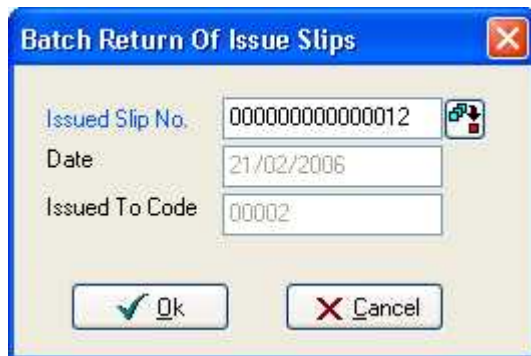
Rcvd. from Code

This is the field where the programme will insert the code of the current account which endorsed the p.notes that are recorded in the received from slip that will be deleted.



You should first enter the slip number that you want to delete. The programme will display the count of the p.notes linked to the indicated slip number and query whether or not these records should be deleted. You can press the No key to cancel the operation. If you press the Yes key, your p.note records will be deleted one by one and messages that inform you about how many records are deleted, whether or not the operation is complete. When the operation is completed, all of the p.note records in this received from slip will be deleted and they should be re-entered separately in their new arrangements. If you have endorsed the p.notes that are received with this slip number, in any other location, the programme will display a warning that the deletion operation cannot be processed because the related p.notes are used.

3.4. Batch Return of Issue Slips (Issued Slip Deletion)



In this section, you can delete the issue entries and return an entire slip to the portfolio, when there are any mistakes made in the issue slips when recording the p.notes in the P.Notes Issued, the P.Note Issued For Collection, the P.Note Issued For Guarantee or the Batch Endorsement sections or when you need to make any arrangements for any reason.

Issued Slip No.

In this field you should enter the Issued Slip Number of the slip that you want to delete.

Date

The programme will insert the record date of the issue slip, which you selected to delete.

Issued to Code

This is the field where the programme will insert the account information to which the p.notes recorded in the issue slip to be deleted are endorsed.



You should first enter the issue slip number that you want to return. The programme will display the count of p.notes recorded in the slip, query the delete operation (Y/N), and require confirmation. Here you can select the (N)o option and cancel the operation. If you select the (Y)es option, the programme will return the p.note records to the portfolio one-by-one and display messages informing the number of records returned, whether or not

the process is completed. When the operation is completed, all of the p.note records in this issue from slip will be returned to the portfolio and they should be reissued separately in their new arrangements. If the returned issue slip is already integrated in the relevant sections, when you delete the slip in the related sections, the programme will delete the relevant records in the Current Accounts but these records will leave some marks in integration.

3.5. Batch Payment



If there are any p.notes with past due date among those that are endorsed to customers or suppliers, issued to banks for collection or as guarantee, then this section can be used for collectively stamping the p.notes as paid.



Base Date

Base Date signifies the due dates of the p.notes. The programme marks the pending p.notes that have due dates earlier than this given date or that are endorsed or issued to collection or as guarantee, as "Paid."

Place Code

This field is for defining filters for the place codes of the p.notes that will be updated as Paid in their State Code information.

3.6. Batch Salesman Code Assigning

| P.Note No. | Rcvd.Slip N. | Rcvd.Date | Rcvd.From | Rcvd.From Desc. | Actual Deb. |
|-------------------|-------------------|------------|-----------|------------------------------|-----------------|
| 0000000000000001 | 0000000000000001 | 24/02/2004 | 005 | KARAHAN SÜT ÜRÜNLERİ | KAAN |
| A000000000000001 | A000000000000001 | 06/02/2004 | 005 | KARAHAN SÜT ÜRÜNLERİ | KAAN |
| A000000000000002 | A000000000000002 | 06/02/2004 | 006 | SAMANYOLU GİYİM TİCARET LTD. | JKJKJKJKJKJKJKJ |
| 0000000000000006 | 0000000000000003 | 06/02/2004 | 006 | SAMANYOLU GİYİM TİCARET LTD. | JKJKJKJKJKJKJKJ |
| S0000000000000009 | S0000000000000005 | 30/04/2004 | 021 | GARANTI BANKASI | GARANTI BANKASI |
| S0000000000000011 | S0000000000000005 | 30/04/2004 | 021 | GARANTI BANKASI | GARANTI BANKASI |
| S0000000000000021 | S0000000000000012 | 23/09/2004 | 00001 | DUNYA PAZARLAMA | DUNYA PAZARLAM. |
| S0000000000000022 | S0000000000000012 | 23/09/2004 | 00001 | DUNYA PAZARLAMA | DUNYA PAZARLAM. |
| S0000000000000023 | S0000000000000012 | 23/09/2004 | 00001 | DUNYA PAZARLAMA | DUNYA PAZARLAM. |

Rec.Count: 4 Total Amount: 301

This operation can be used for assigning the salesman code information collectively to the selected p.notes.

Salesman Code

In this field you should enter the salesman code that you will assign to the selected p.notes.

Promissory Note Selection

This button is used for specifying the p.notes to which a salesman code will be assigned. When you press this button, the p.notes that match the filters defined in the Initial Query window will be listed in the grid of the Batch Salesman Code Assigning window.



Select All P. Notes

This button is used for selecting all of the p.notes listed in the grid. The selected p.notes will be displayed in red.



Remove All P. Notes

This button is used for removing the selection on all of the p.notes that are listed in the grid. When you press this button the selected p.notes will again be displayed in black.

Save

This button is used for assigning to the p.notes the salesman that is specified in the Salesman Code field.

Cancel

You can use this button to exit the window when you decide not to process the operation.

P. Note No.

If there are too many p.notes in the list, you can use this section to select some of the p.notes or remove the selection, and by searching a specific p.note with its number.

Approve/Remove Approve

This button is used for selecting the p.note, which is indicated in the P.Note No field, or removing its selection. If you press this button when the p.note indicated in the P.Note No field is selected, then the selection will be removed. Likewise, if you press the button when the related p.note is not selected, then the p.note will be selected.

3.7. FX. P. Notes Exchange Differences



If the "FX.Usage" parameter is selected in the Customer P.Notes/Parameters section and you thus create FX p.note records, this section enables the ledger records for the exchange differences that may generate due to FX operations.

Before you run this section you must first list the records in the FX.Slips Revaluation List in the Reports section and run a check through the records as necessary.

Revaluation Date

The FX amounts recorded in the FX information section of the p.notes will be recalculated according to their FX values valid on the date of the revaluation query and the p.note value will be subtracted from the value (plus or minus) in this field and integrated as exchange difference. In order to calculate the exchange differences, the FX rate value valid on the indicated date should be entered in the FX Follow-up/FX Rates section before they are entered in the Revaluation List field. If the programme cannot identify any FX rate values on the revaluation date, the exchange difference calculations will result in 0 (zero), this is to say that the programme will not be able to make this calculation. The unpaid p.notes in the portfolio, unpaid p.notes issued to bank accounts for collection or as guarantee, and unpaid p.notes endorsed to suppliers will be included in the operations processed in this section. The exchange difference amounts, which thus generate can be monitored in the P.Note Records section individually according to every p.note.

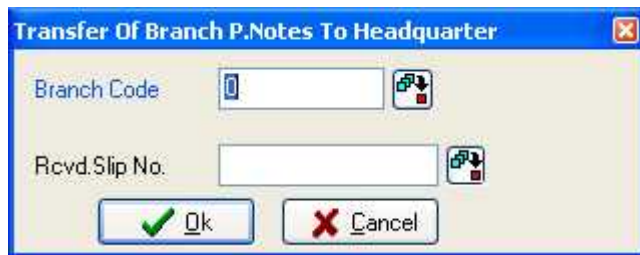
In order to be able to integrate these exchange difference amounts to the general ledger, you must have entered the relevant subsidiary ledger code in

the Exchange Difference Debtor Account and Exchange Difference Creditor Account fields in the Integration Module/Integration Codes/Check/P.Note Codes section.

Exchange Difference Records

In this field you can monitor the p.note numbers, which generate exchange differences in the operation.

3.8. Transfer of Branch P. Notes to Headquarters



When working with branches, this section will enable the transfer of the p.notes recorded in a specific branch to another branch according to their slip numbers. This section is recommended for applications where branches send the p.notes received from customers to the main branch and the main branch monitors the p.notes.

Branch Code

In this field you should enter the code of the branch to which the p.note records will be transferred.

Rcvd. Slip No.

In this field you can specify the receive slip of the p.notes that will be transferred from the branch. In this field you can retrieve the list of the receive slips recorded in the branch related to the code that is indicated in the Branch Code field.

When you press the OK button, the p.notes in the selected slip will be displayed and thus be transferred to the branch, which you are currently processing.

4. Reports

4.1. Detailed Promissory Note List

In this section you can get the lists of all of p.notes, which you recorded. The list will include all of the p.notes in your company, whether endorsed or in portfolio, or issued to current account, issued to banks, or paid.

Promissory Note Number Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

Include Branches

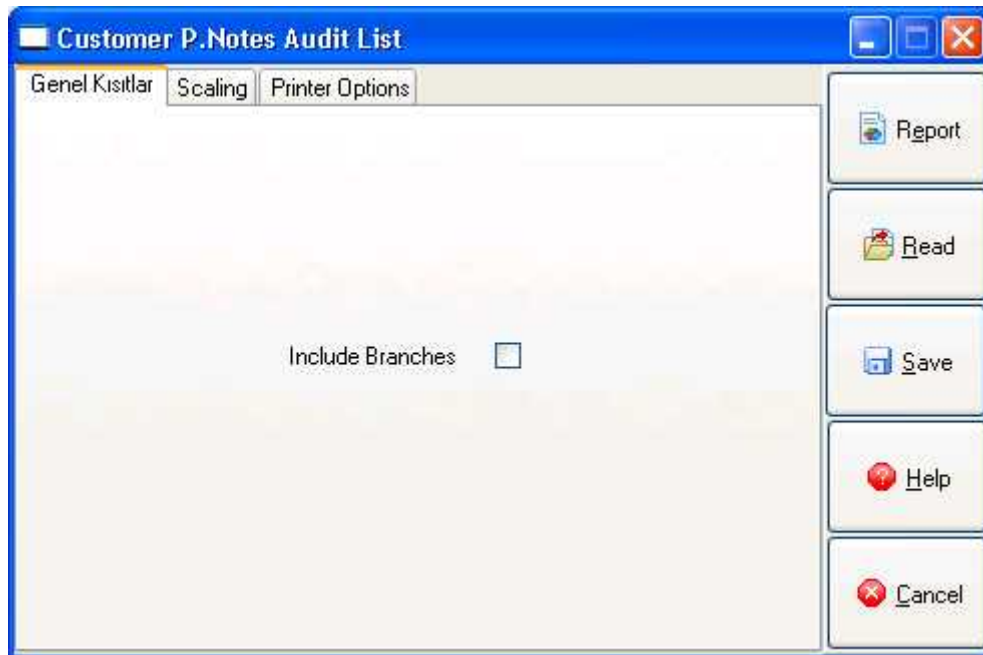
If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.

The list will include information about the P.Note Number, Due Date, Actual Debtor, Endorser, Endorsed to (if available), State and Amount.

4.2. Customer P. Notes Audit List

This section will list the record inconsistencies between the Current Accounts, General Ledger and Integration Modules to which the customer p.notes are integrated. The received and issued/endorsed p.notes will be listed separately in the p.note audit list, and the programme will verify every customer p.note record, thus list the shortfalls or amount inconsistencies by indicating the name of the relevant module.



The base of the verification in the audit operation is the Customer P.Note record. The programme will not run an audit for p.notes that are not recorded or are deleted and thus will not list these p.notes. The corresponding modules should be checked according to the list created in this section and the shortfalls or errors should be corrected as necessary. The audit list section will verify any records that exist in the General Ledger Integration/Monitoring Vouchers section but not integrated into the general ledger.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.

4.3. List by Actual Debtor

The screenshot shows a software window titled "List By Actual Debtor". The window has a blue title bar and a menu bar with "General Filters", "Filter", "Sort", "Scaling", and "Printer Options". The main area contains several input fields and radio buttons: "Include Branches" (checkbox), "Actual Deb." (text field), "P.N.No.Range" (two text fields), "Due Date Interval" (two date pickers), "State" (radio buttons for Pending, Paid, Protested, All), "Report Code" (checkbox), and "Sort" (radio buttons for P.Note Number, Due Date, None). On the right side, there is a vertical toolbar with buttons for "Report", "Read", "Save", "Help", and "Cancel".

This report will list the p.notes according to their actual debtors. In order to be able to get accurate information in this report, you must create the records of the p.notes, which are endorsed to your company and which are originally issued by persons other than you customers, according to the standards described in the Actual Debtor field in the P.Note Records section.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

Actual Debtor

In order to be able to list your p.notes according to their actual debtors, in this field you should enter the full name and title of the actual debtor in the same way as you have recorded in the p.notes. The field cannot be left blank in the General Filters section.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you

want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.4. P. Note List by Issued to

In this section, you can list your p.notes, which you have issued to your customers or banks, according to the "Issued to Current Account" information.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

Issued to Code

In this field you should enter the code of your current account customer or your bank. The field cannot be left blank in the General Filters section.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Proteted or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.5. P. Note List by Issued from

In this section, you can list your p.notes, which you have received from your customers (which are endorsed by your customers) according to the "Received from Current Account" information.

P.Note List By Received From

General Filters | Filter | Sort | Scaling | Printer Options

Include Branches

Rcvd.From Code

P.N.No.Range

Due Date Interval

State

Pending Paid Protested All

Report Code

Sort

P.Note Number Due Date None

Report

Read

Save

Help

Cancel

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

Rcvd. from Code

This is the current account code of the customer that has issued the p.notes. This field cannot be left blank in the General Filters section.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.6. P. Note List by Received Slip

With this report you can review and print your p.notes according to their Receive Slip numbers.

P.Note List By Received Slip

General Filters | Filter | Sort | Scaling | Printer Options

Include Branches

Rcvd.Slip No.

P.N.No.Range

Due Date Interval

State

Pending Paid Protested All

Report Code

Sort

P.Note Number Due Date None

Report

Read

Save

Help

Cancel

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

Rcvd. Slip No.

In this field you should enter the receive slip number of the slip that you want to list. The field cannot be left blank.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.7. P. Note List by Issue Slip

With this report you can review and print your p.notes according to their Issue Slip numbers.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

Issued Slip No.

In this field you should enter the Issued Slip Number of the slip that you want to list. The field cannot be left blank.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Proteted or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

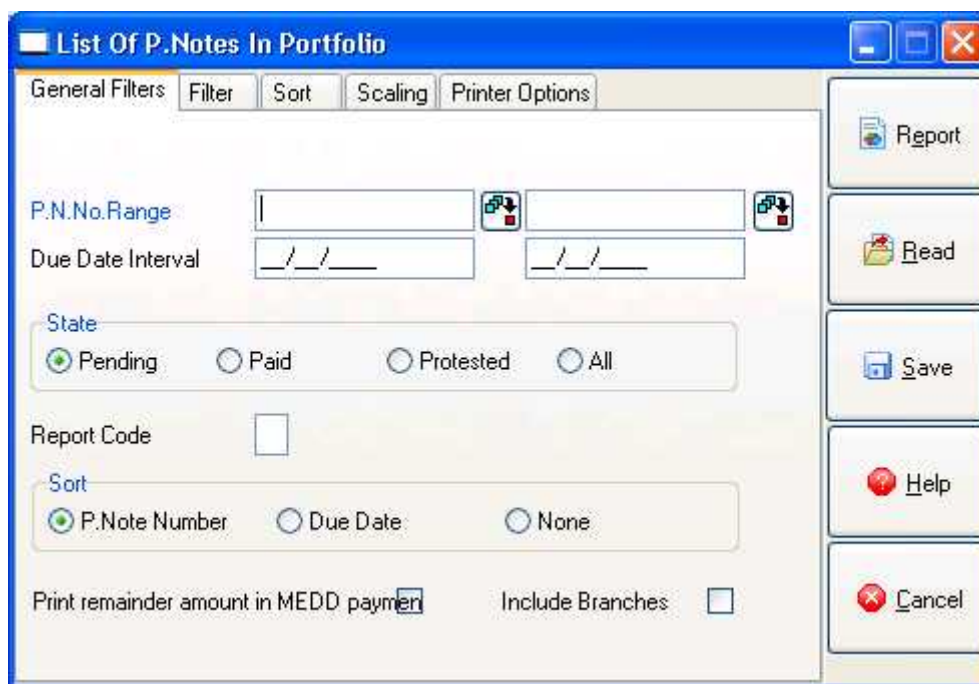
If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.

4.8. List of P. Notes in Portfolio



In this section, you can list the p.notes that exist in your company. The report will list your p.notes which are not yet endorsed, or issued to collection or guarantee accounts and remain in your company (portfolio), according to their P.Note No, Due Date, Actual debtor, Endorser, State and P.Note Amount.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

Print remainder Amount in MEDD Payment

You can use this option for printing the remaining amounts due for payment of the p.notes that are arranged in the Sales on Installments section or partially paid. [For detailed information about the Sales on Installments application, please see Customer P.Notes/Sales on Installments.](#)

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.9. List of P. Notes in Collection

List Of P.Notes In Collection

General Filters | Filter | Sort | Scaling | Printer Options

Base Date: 29.11.2006

P.N.No.Range: [] []

Due Date Interval: [] []

State: Pending Paid Protested All

Report Code: []

Sort: P.Note Number Due Date None

Print remainder amount in MEDD payment: Include Branches:

Report | Read | Save | Help | Cancel

This report lists the p.notes that are issued to collection and which have Collection as their place code.

Base Date

This is the date that will be taken as base for the p.notes. The p.notes, which are in collection, thus pending, as at the date entered as the base date, can be listed.

The Filter fields of this report will automatically display the Place of the p.notes will be as Collection and the State as Pending.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

Print Remainder Amount in MEDD Payment

You can use this option for printing the remaining amounts due for payment of the p.notes that are arranged in the Sales on Installments section or partially paid. [For detailed information about the Sales on Installments application, please see Customer P.Notes/Sales on Installments.](#)

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.10. Protested P. Notes List

This report will list the protested p.notes that are received by your company according to the defined filters.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

Actual Debt.

In this section you should enter the names of the actual debtors of the p.notes that you want to list. If you leave this field blank, the list will include all protested p.notes.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see [Introduction/Standard Reports](#).

4.11. P. Note Payment List

The screenshot shows the 'P.Note Payment List' window with the following fields and options:

- Promissory Note Number:** Two text input boxes with arrows for range selection.
- Due Date:** Two date input boxes for range selection.
- State:** Radio buttons for Pending (selected), Paid, Protested, and All.
- Sort:** Radio buttons for P.Note Number (selected), Due Date, and None.
- Report Code:** A checkbox.
- Include Branches:** A checkbox.
- Print remainder amount in MEDD payments:** A checkbox.
- Project Subtotal:** A checkbox.
- Project Code:** Two text input boxes with arrows for range selection.
- Buttons:** Report, Read, Save, Help, and Cancel.

With this report you can list your paid p.notes for control purposes. This report can be used for comparing the due dates and payment dates of the p.notes.

P. Note No. Range

If you want to list only the p.notes that fall within a certain number range, you can simply enter in this field the start and end p.note numbers that you want to include in the range. If you leave this field blank, the programme will list all of the p.notes.

Due Date Interval

The due date of the p.notes that will be listed in the report should be entered in this field. It is also possible to indicate an interval of due dates. The field can be left blank if no filters need to be defined.

State

This option can be used for listing the p.notes, which are either only Pending or only Protested or only Paid. If you want to list all of the p.notes regardless of their State Code, then you should select the All option.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

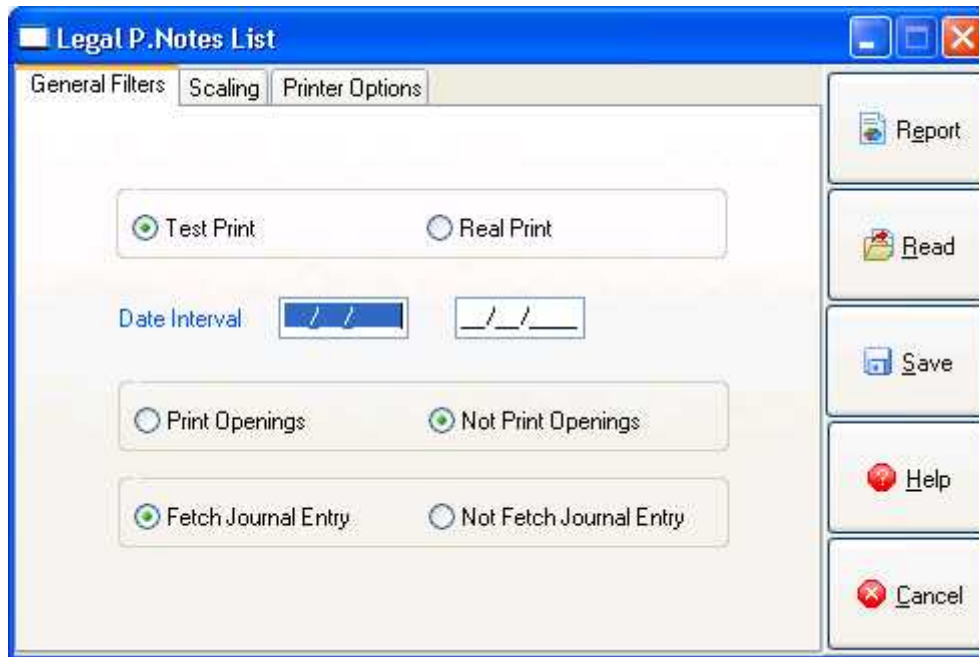
Only Reverse Operation in Settled Record

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.12. Legal P. Notes List



This report used to be legally mandatory, but now optional.

Test Print / Real Print

When Legal P. Notes List printing was legally mandatory, this option was used for printing this list. If you are printing the Legal P. Notes List as a sample, or for control or testing purposes, you should select the Test Print option in this field. If, however, you are officially printing on certified paper, you should select the Real Print option.

Date Interval

This is the start and end date of the Legal P. Notes List.

Print Openings /Not Print Openings

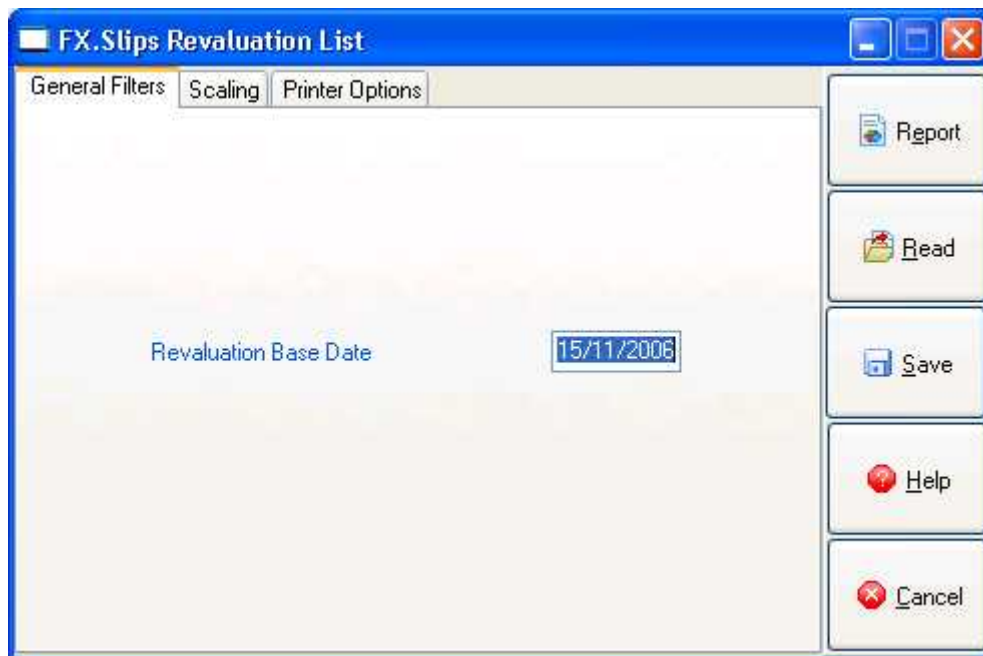
This field was designed in the period when Legal P. Notes List printing was legally mandatory. When the Print Openings option was selected, the List would include the totals (the p. notes opening amount transferred to the period subsequent to the listed date interval, the opening endorsement amount, for debit p. notes the opening issue amount, period issue amount and closing issue amount including their titles and amounts). As indicated above, the Legal P. Notes List printing is only for your internal control.

Fetch Journal Entry /Not Fetch Journal Entry

If you want to list the Legal P.Notes List by verifying the Journal Line Date and Number of the Receive/Issue slip numbers or the p.note numbers in the general ledger, then you should select the Fetch Journal Entry option. If you want to list this information without comparing with the records in the general ledger (e.g., in test printing), then you can select the Not Fetch Journal Entry option.

[For detailed information about the fields in the Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.13. FX. Slips Revaluation List



If you have selected the FX Usage parameter in the Customer P.Notes/Parameters section and have created FX p.note records, this is the section where you can list the exchange difference amounts that may generate.

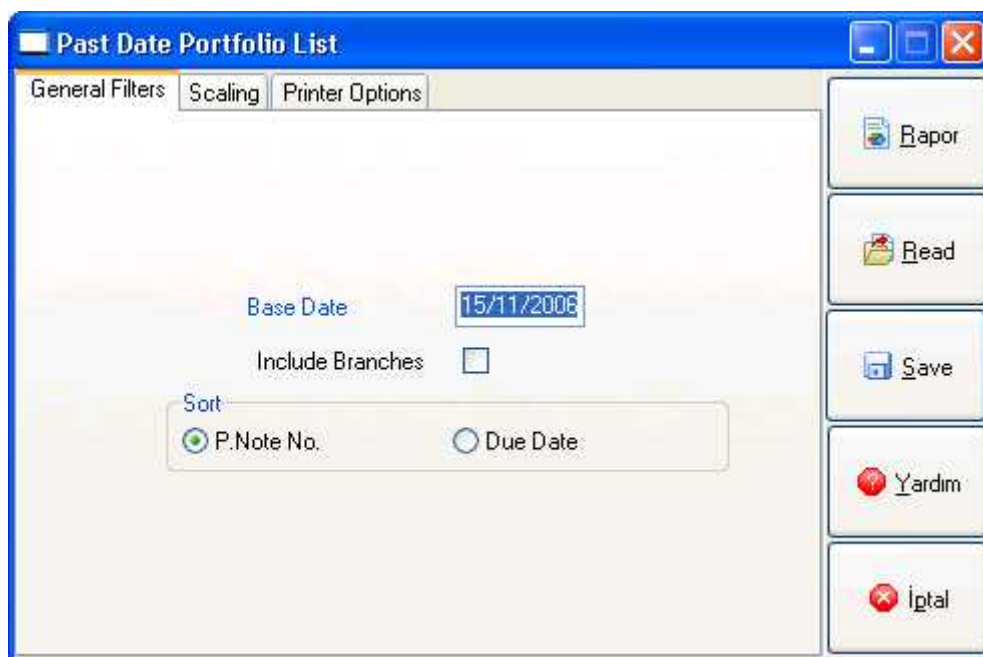
Revaluation Base Date

In this section you should enter the date that will be taken as base in the exchange difference calculation. The FX amounts recorded in the FX information section of the p.notes will be recalculated according to their FX values valid on the date of the revaluation query and the p.note value will be subtracted from the value (plus or minus) in this field and integrated as exchange difference. In order to be able to calculate the exchange differences, the FX rate value valid on the indicated date should be entered in the FX Follow-up/FX Rates section before they are entered in the Revaluation

List field. If the programme cannot identify any FX rate values on the revaluation date, the exchange difference calculations will result in 0 (zero), this is to say that the programme will not be able to make this calculation. The unpaid p.notes in the portfolio, unpaid p.notes issued to bank accounts for collection or as guarantee will be included in the operations processed in this section. The exchange difference amounts, which thus generate can be monitored in the P.Note Records section individually according to every p.note. The exchange differences of the FX P.notes can be integrated into the general ledger in the Operations/FX P.Note Exchange Differences section. You should, however, first get the list before processing the integration and verify the records as necessary.

For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.

4.14. Past Date Portfolio List



Base Date

The list will include the p.notes, which exist in the portfolio as at the date indicated in this field. The p.notes that are endorsed, in collection or as guarantee at this date will not be included in the list.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.

4.15. Past Date P. Notes List

The screenshot shows the 'Past Date P. Notes List' dialog box. It features three tabs: 'General Filters', 'Scaling', and 'Printer Options'. The 'General Filters' tab is selected. The dialog contains several input fields and radio button options. The 'Date' field is set to '15/11/2006'. The 'Rcvd.from/Iss.to Code' field is empty. The 'Report Code' and 'Salesman Code' fields are also empty. The 'Place Code' section has radio buttons for 'Portfolio' (selected), 'End.', 'Collec.', 'Guar.', 'Return', and 'All'. The 'State' section has radio buttons for 'Pending' (selected), 'Paid', 'Protested', and 'All'. The 'Sort' section has radio buttons for 'P.Note Number' (selected) and 'Due Date', along with an 'Include Branches' checkbox. The bottom 'Sort' section has radio buttons for 'Checks in Domestic C', 'Checks in FX', and 'All'. On the right side of the dialog, there are five buttons: 'Report', 'Read', 'Save', 'Help', and 'Cancel'.

This report will list the p.notes that match the defined filters at the indicated date. The list will include the transactions closest to the base date defined for every p.note according to the received from/issued to code, state and place as specified in the initial query window of the Report.

Date

In this field you can specify the date according to which the p.notes will be listed. The report will list the transactions, which fall closest to the indicated date, of the p.notes also considering the other filters defined in this section.

Rcvd. from/Issue to Code

In this field you can define filters for the customer the p.note is received from or the bank/current account the p.note is issued to.

Report Code

If the p.notes, which you wish to list in the report, have certain report code, then you can indicate this code in this field.

Salesman Code

If you wish to list the p.notes collected by a certain salesman, then you should enter the relevant salesman code in this field.

Place Code

You can use this option to list the p.notes that were assigned a certain place code as a result of the transaction that was processed closest to the base date. If you want to list all of the p.notes regardless of their report codes in the report, then you should select the All option.

State

You can use this option to list the p.notes that were assigned a state of either pending, protested or paid as a result of the transaction that was processed closest to the base date. If you want to list all of the p.notes regardless of their state codes in the report, then you should select the All option.

Sort

In this field, you can specify the criteria according to which you wish to sort the p.notes in the list.

Include Branches

If you wish to include in your print also the p.note information related to branches, then you should select this parameter.

TL P. Notes/FX. P. Notes/All

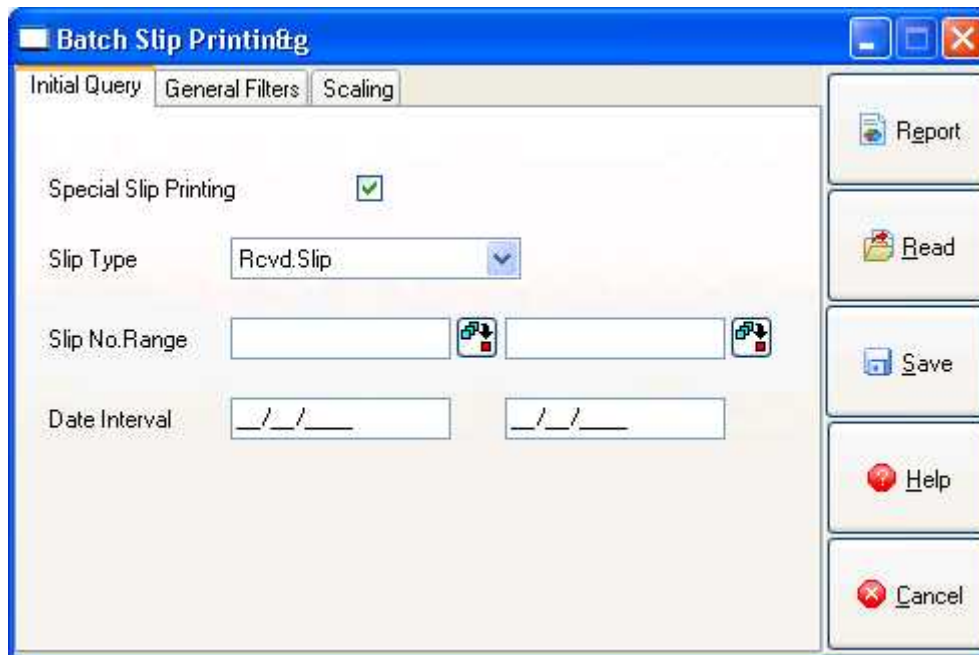
These are the options to be used if all of the p.notes, on TRY or FX, will be listed. If all of the p.notes will be listed in the report regardless of their currency, then the All option should be selected.

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.16. Batch Slip Printing

This section is for defining filters and so batch printing the recorded receive and issue slips.

4.16.1. Initial Query



Special Slip Printing

This option can be used for printing the slip with a certain prepared design. When you select this option, the programme will display the Design Query window. You can select either of the designs that are prepared for the receive or issue slips to print your slips.

[For detailed information about preparing Designs, please see Design/Design.](#)

Slip Type

In this field you should select the slip type that you wish to print. If you will print the p.note slips that are inserted in the P.Notes Received section you should select the Receive Slip option. If you will print the p.note slips that are issued to Current Account, to Collection or as Guarantee, then you should select the Issue Slip option.

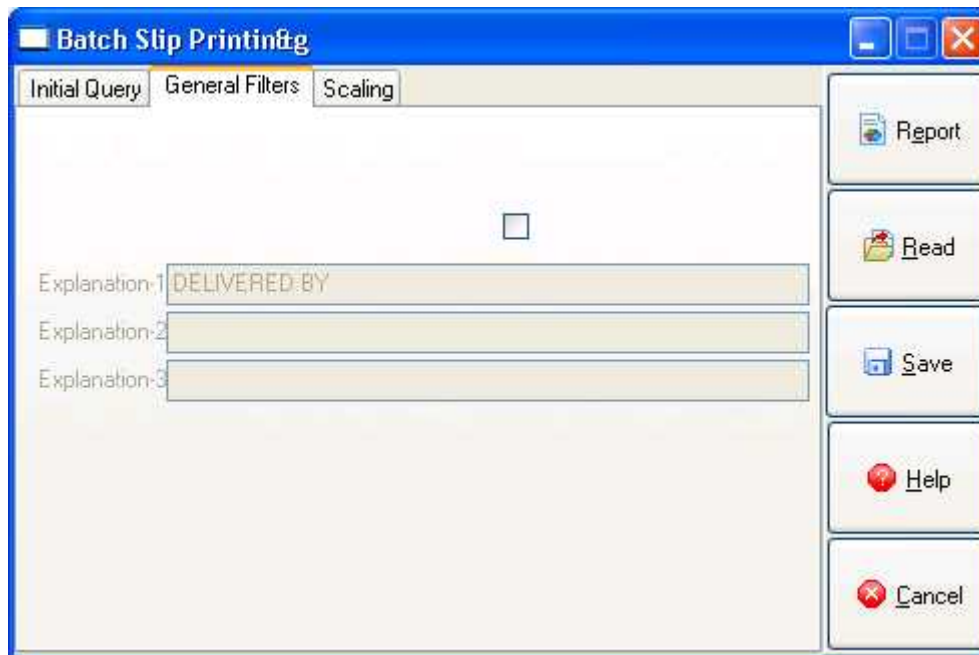
Slip No. Range

In this field you should select the numbers of the slips that will be printed according to the selected slip type. If you do not indicate a slip number range, all of the slips with the indicated slip type will be printed. You can use the lookup key in this field to view the slip numbers list.

Date Interval

You should enter the relevant date interval in this field if you wish to print the p.notes that fall within a certain date interval.

4.16.2. General Filters



Include Exch.Diff. in Amount

You can use this option if you want to add the calculated exchange difference amounts of the p.notes to their TRY amounts and thus include this total in your report. If you do not select this option, the programme will list in the TRY amount the total excluding the exchange difference amounts.

1-2-3 Explanation

This field will be active when the "Print Explanation in Slips" parameter is selected in the Customer P.Notes/General Parameters section but the "Special Slip Printing" option in the Initial Query window is not selected. Users can enter the necessary information in the three explanation fields in this section and include these in their printing together with the slip.

[For detailed information about the fields in the Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)

4.17. Rediscount List

In this report you can list your p.notes in their real amounts, excluding an interest, which will be calculated over the monthly or yearly interest rate declared by the state.

P. Note No. Range

In this field you should enter the numbers of the p.note/s for which you will calculate the rediscount amounts.

Base Date

This is the date for the rediscount calculation.

Permit Backwards Listing

This option should be selected if the base date indicated for the report is a past date and you wish to process the rediscount calculation according to this past date.

Place Code

In this field you will specify the place of the p.notes to be listed. (Portfolio, Endorsement, Collection on Guarantee.)

Interest Rate FX. Type

In order to enable the programme to record and report the rates, you must define an FX Type for the interest rates in the "FX Definitions" window. In this field, you should select the type, which you have defined as mentioned. [For detailed information about FX type definitions, please see FX Follow-up/FX Descriptions.](#)

Interest Rate

If you record the interest rate, which is announced on the last day of every month, in the FX Rates window, as the FX value, then, the programme will automatically insert the information in this field if you select the interest rate as the FX type. This information can be manually modified. [For detailed](#)

[information about recording FX rates according to FX types, please see FX Follow-up/FX Rates Records.](#)

Month Rate / Annual Rate

In this field you can select whether the interest rate will be monthly or yearly. If you select the Annual option the Year field will be active. You can update this field as desired.

Include Branches

If you are operating in the Main company, you can select this field to include the p.notes of the branches in your report.

Report Code

If you have used a special report code in your p.note records, you can enter the relevant report code in this field and calculate rediscount amounts for only the p.notes with this report code.

Sort

This is the field where you can indicate how you want to sort the p.notes when you print or screen-print the selected p.notes.

| |
|---|
| $\text{Rediscount Amount} = ((\text{P.Note} / \text{P.Note Amount} * \text{Annual Interest Rate}) / 360) * \text{Value Date}$ |
|---|

[For detailed information about the fields in the Filter, Sort, Scaling, Printer Options pages and general information on how to use the report, please see Introduction/Standard Reports.](#)