

Basic rules of moving/sorting columns and transaction display lists

Bank Account 50151130537		Displayed List	Show All Transactions	Batch Mode	Show All Batches Imported	Date Range	2014/07/01	2014/07/03					
Date	Bank Description	Amount	Exp	GCS	Account	Tax	Ledger Description	Account Description	Reference	Cost Code	Tax Amount	Disc Amount	Disc Tax
1 2014/07/01	ABank SHANI SILVER RAY INV046282	113,464.20	✓	C	CUS001		ABank SHANI SILVER RAY	Customer001	D0701005		0	570.00	03
2 2014/07/01	BBANK 13070103885CH CHANNELLIF	-819.54	✓	S	SUP001		CHANNELLIF PAYMENT	Supplier 1	W0701015		0	0.00	
3 2014/07/01	FDH HOLDINGS 80100284090	-3,204.00	✓	G			FDH HOLDINGS 80100284090		W0701019		0	0.00	
4 2014/07/01	FDH HOLDINGS 80100284997	-2,324.00	✓	G			FDH HOLDINGS 80100284997		W0701018		0	0.00	
5 2014/07/01	FDH HOLDINGS 80100287798	-1,258.00	✓	G			FDH HOLDINGS 80100287798		W0701017		0	0.00	
6 2014/07/01	FNB REAL SA M VA 3884967 68189P	-443.54	✓	G			FNB REAL SA M VA 3884967		W0701012		0	0.00	
7 2014/07/01	GAPBANK_FI85171729173	-5,669.54	✓	G	3950000		GAPBANK_FI85171729173-Lease	Leasing Charges	W0701011		0	0.00	
8 2014/07/01	GAPBANK_FI85173018700	-4,515.72	✓	G	3950000		GAPBANK_FI85173018700-Lease	Leasing Charges	W0701010		0	0.00	
9 2014/07/01	GAPBANK_FI85173018902	-4,258.40	✓	G	3950000		GAPBANK_FI85173018902-Lease	Leasing Charges	W0701009		0	0.00	

Bank Transactions **DEPOSITS** are +ve amounts and displayed in **BLUE**
WITHDRAWALS (Payments) are -ve amounts and displayed in **BLACK**

Moving columns Columns can be moved (dragging using the mouse) from left to right (or visa versa) into the screen layout that suits the user (and will remain fixed thereafter).

Sorting by column First sort and order the batch imported by clicking on e.g. “Bank Description” or “Date” as signified by the green arrow. The above order of column layout is recommended. ALSO click on “DISPLAY LIST and change to “Deposits Only” or “Withdrawals Only” etc