

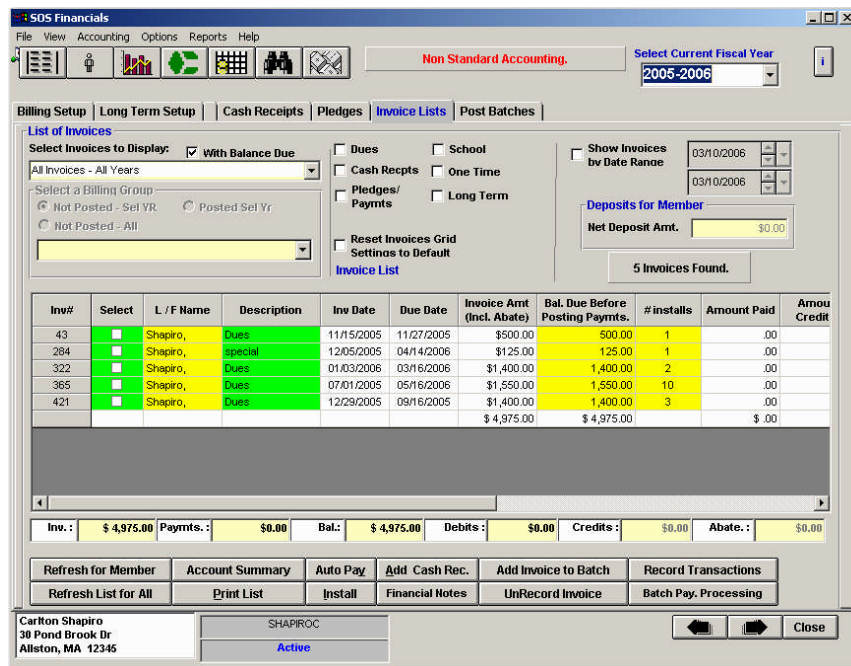
# How to Print Posted Batch Reports

Updated February 2007

**SOS How to:**

You may have a need to print a batch that has been already posted. The SOS help, will step you through the process.

- 1: Open the Member Finances screen.



2: At the top of the window, click on Reports, then Print Batch Reports. The following screen will appear.

The default report is the more recent batch. The default display is a listing of all transactions. Click Print preview to print the report.

Use the drop down list to change to any batch, previously posted.

Use the Options (top of window) to export the currently displayed grid.

**BATCH REPORTS**

File Options Help

Select Batch

Retrieve Batches Detail by

- Batch # (Def)
- Posted Date Range
- Batch # Range
- Fiscal Year
- Batch Details by #

Batch Details for # 4

Data Transfer

Debits

Summary Report

Posted Date

From: 04/22/2007 To: 04/22/2007

Batch # From: 0 To: 0

G/L #

Summary

Invoice #

All Sales Accounts

Record 219 of 219 records

Batch # is 4

	Invoices (I)	Cash	Pay (P)	Non Cash Debits (D)	Credits (C)	Deposits	Total
Count	0	0	0	0	220	0	220
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$97,081.12	(\$0.00)	\$97,081.12

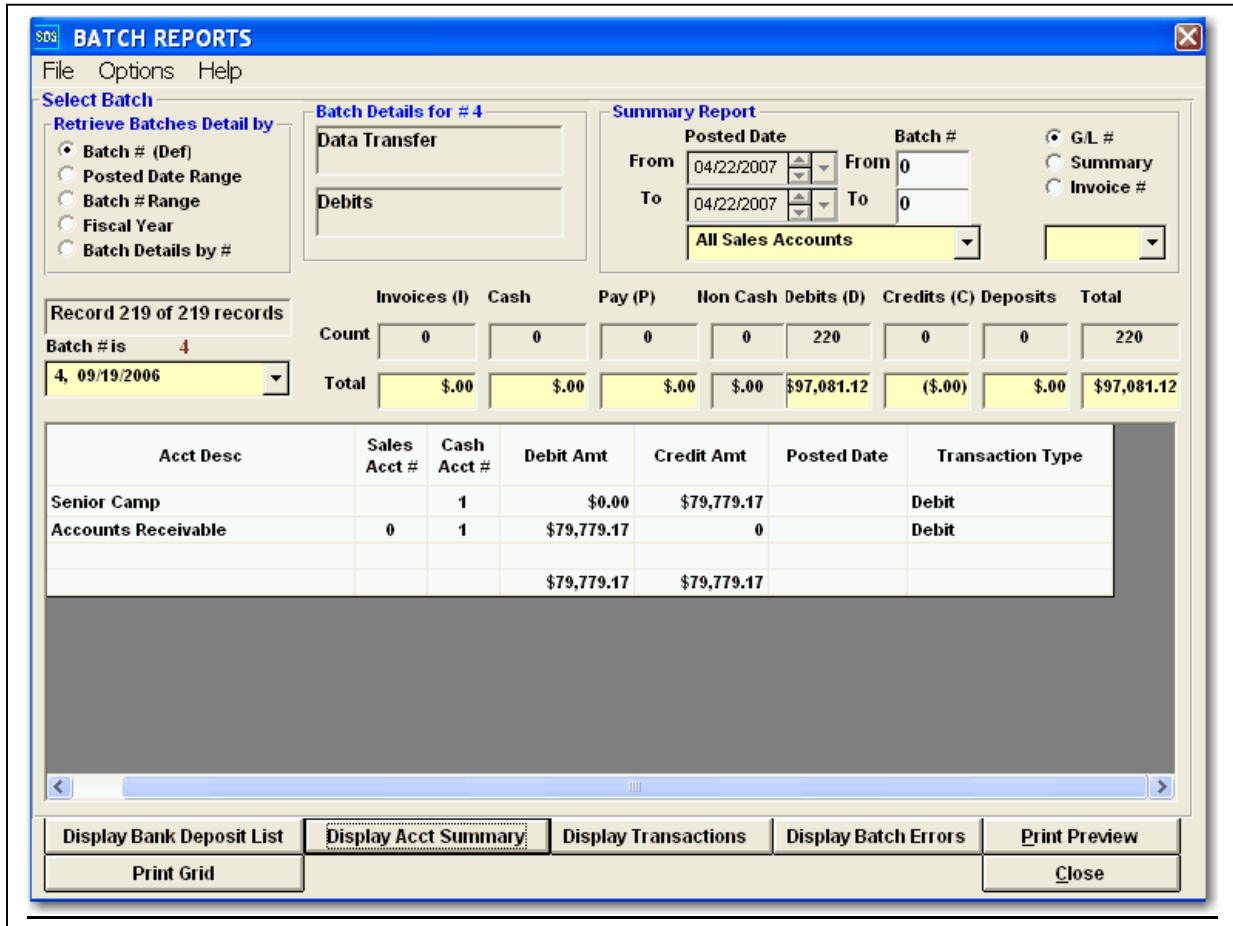
Inv#	IP/C	Check #	Mem #	Inv Type	Inv Date	Due Date	Inv Amt	Transaction Amt	Member Type	Posted ?
121	D		M00360 -	Senior	04/24/2006	04/24/2006	\$3,610.00	\$0.00	Active	True
134	D		M00390 -	Annual	12/06/2005	12/06/2005	\$3,000.00	\$233.00	Active	True
199	D		M00943 -	Membershi	07/01/2005	07/01/2005	\$2,195.00	\$0.00	Active	True
199	D		M00943 -	Membershi	01/01/2006	01/01/2006	\$2,195.00	\$0.00	Active	True
199	D		M00943 -	Membershi	01/01/2006	01/01/2006	\$2,195.00	\$0.00	Active	True
257	D		M02015 -	Annual	10/15/2005	10/15/2005	\$200.00	\$0.00	Active	True
257	D		M02015 -	Annual	05/30/2006	05/30/2006	\$200.00	\$0.00	Active	True
272	D		M02210 -	Camp 2	06/13/2006	06/13/2006	\$980.00	\$0.00	Active	True
274	D		M02210 -	Camp -	07/02/2006	07/02/2006	\$980.00	\$880.00	Active	True
327	D		M03060 -	Playschool	11/03/2005	11/03/2005	\$5,500.00	\$0.00	Active	True
367	D		M03510 -	Due T/F	06/13/2006	06/13/2006	\$1,800.00	\$1,800.00	Active	True

Display Bank Deposit List    Display Acct Summary    Display Transactions    Display Batch Errors    Print Preview

Print Grid    Close

3: Click Display Acct Summary the G/L summaries are shown:

Use the From and To date range, to print G/L summaries within a date range.



You may also choose to use the Batch Report in Management Reports. This prints a listing of all transactions, within a date range and includes Invoice #, Transaction Type, Check #, member #, Transaction Amount, Sales and / or Cash Account, Posted Date and batch number. It's called Batch reports by Date, (Report # 8). You can select to print the report by any Posted Date Range.

## How SOS Stores G/L entries

SOS stores each G/L transaction associated with a batch number and date.

For example if the sales account is dues 1000.00 and there are 31 invoices (\$1,200 each) batch date of 3/6/2006, there will be 1 G/L entry in the SOS table for a Credit of \$37,200 to dues (1000.00) and a debit of \$37,200 to accounts receivable.

Batch # 101, 3/6/2006 will look like:

G/L Acct #	Acct Desc	Debit	Credit
1000.00	Dues	0.00	37,200
1200.10	Accounts Receivable	37,200	0.00

If 3 days later, on 3/9/2006 and it's a new batch # 106, there are 2 more invoices created, \$1,500 each, there is 1 G/L entry in the SOS table for a credit of \$3,000 to dues (1000.00) and a debit of \$3,000 to accounts receivable.

Batch # 106, 3/9/2006

G/L Acct #	Acct Desc	Debit	Credit
1000.00	Dues	0.00	3,000
1200.10	Accounts Receivable	3,000	0.00

If you run the G/L summary, and select a date range of 3/6/2006 to 3/9/2006 it will show 2 G/L entries, one for each date.

### **Technical Support:**

If you have any problems or questions pertaining to the operation of SOS, please be sure to call technical support or email [SOSsupport@ansintech.com](mailto:SOSsupport@ansintech.com)

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