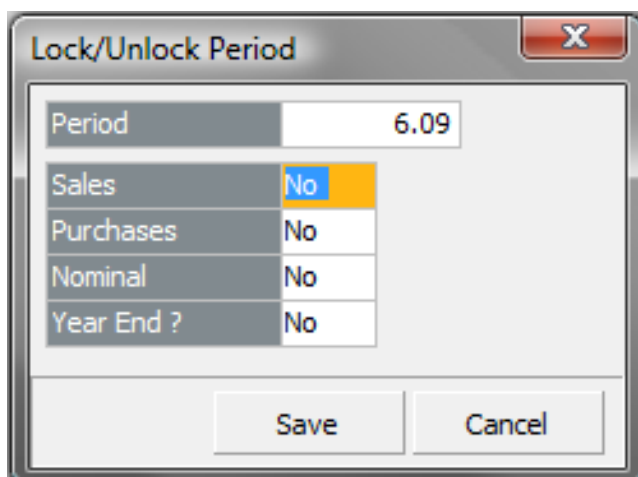


Tips, hints & short-cut keys contd!

Make more efficient use of Intact with these handy tips and tricks.

Tip 18

Intact has a facility where you can lock the sales/purchase/nominal periods when all transactions for a period have been entered. Once a period is 'Locked', it means, no more transactions can be posted to that period. To lock a period go to the Company Menu – Posting Periods – Lock/Unlock Periods. Press F2 and add the period you want to lock.

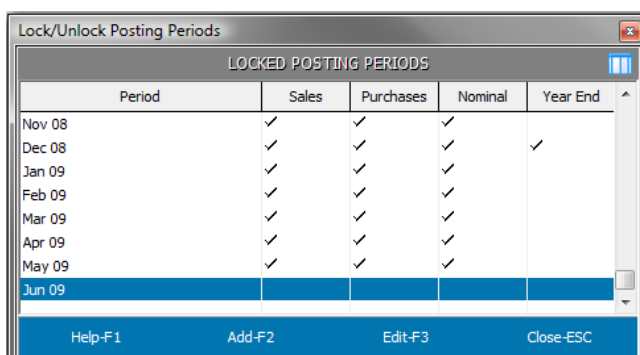


Lock/Unlock Period

Period	6.09
Sales	No
Purchases	No
Nominal	No
Year End ?	No

Save Cancel

Once period is locked, you can see the details in the Lock/Unlock Posting Period window.



LOCKED POSTING PERIODS				
Period	Sales	Purchases	Nominal	Year End
Nov 08	✓	✓	✓	
Dec 08	✓	✓	✓	✓
Jan 09	✓	✓	✓	
Feb 09	✓	✓	✓	
Mar 09	✓	✓	✓	
Apr 09	✓	✓	✓	
May 09	✓	✓	✓	
Jun 09				

Help-F1 Add-F2 Edit-F3 Close-ESC

Periods can also be unlocked by the Systems Administrator. If a period is unlocked and transactions entered into it, then all reports have to be re-printed.



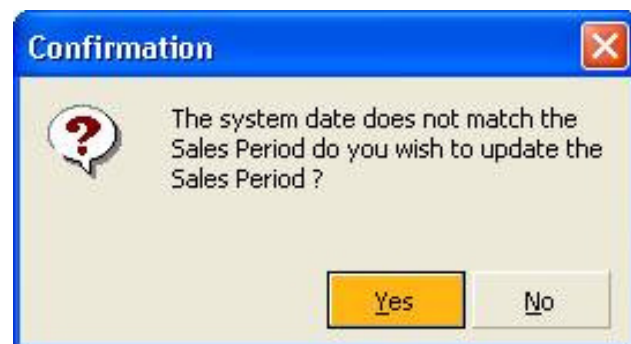
Tip 19

There is an option in Intact that will automatically roll forward the sales or purchase periods on your PC. To set this option on, go to Company – Configuration – Setup – Local Workstation Option tab. This setting works on a pc basis.

Auto roll forward sales period ? Yes

Auto roll forward purchases period ? Yes

There is also a setting on the Config5 tab "Display message for auto period roll forward?" which when set to 'Yes' will make the system prompt at 'log on' if the current date is out side the system date. You can then click 'Yes' to move the period on.



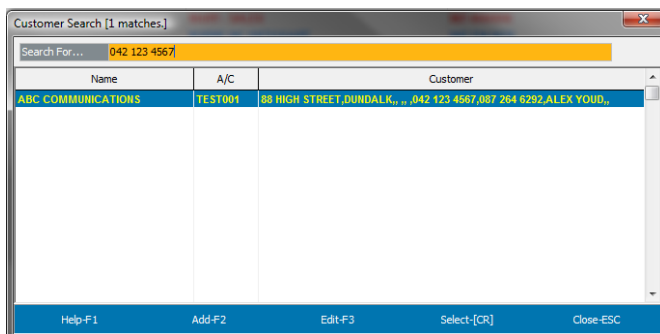
Confirmation

The system date does not match the Sales Period do you wish to update the Sales Period ?

Yes No

Tip 20

Customer Scan—When you are in the customer screen, click on F9 to scan the customer files. Searches can be made on numerous fields including phone number, mobile number, part of the customer name and address.



Name	A/C	Customer
ABC COMMUNICATIONS	TEST001	88 HIGH STREET, DUNDALK, CO. DUBLIN 15

Did you know?

There is another type of statement available in Intact that you may not be aware of. It is called the **STATEMENT Select Period**. This allows you to show on the one statement the open items, payments received and also those invoices paid off by the payments.

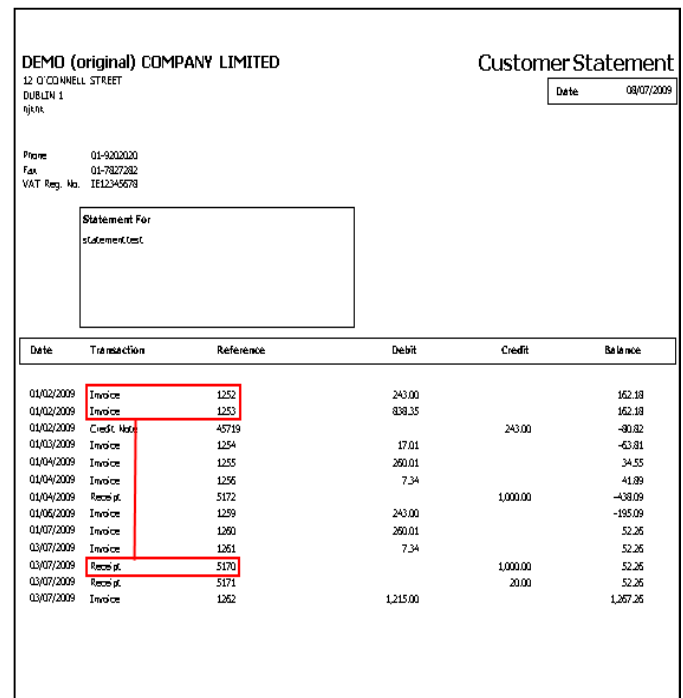
See screenshots below:

We have selected the month of July and the form 'Statement3'.

From Transaction Date	01/07/2009
To Transaction Date	31/07/2009

Form	STATEMENT3
------	------------

See above right for the statement printed preview. It shows everything outstanding on the account as well as all transactions within the July period and all invoices paid off by July's receipts (in this case receipt 5170 was used to pay off invoices 1252 and 1253). Receipt 5172 is still unallocated so it shows also.



DEMO (original) COMPANY LIMITED
12 O'CONNELL STREET
DUBLIN 1
tjkn

Phone: 01-9202020
Fax: 01-7827282
VAT Reg. No. IE12345678

Customer Statement
Date: 08/07/2009

Statement For
statement.com

Date	Transaction	Reference	Debit	Credit	Balance
01/02/2009	Invoice	1252	243.00		162.18
01/02/2009	Invoice	1253	838.35		162.18
01/02/2009	Credit Note	45719		243.00	-80.82
01/03/2009	Invoice	1254	17.01		-63.81
01/04/2009	Invoice	1255	260.01		34.55
01/04/2009	Invoice	1256	7.34		41.89
01/04/2009	Receipt	5172		1,000.00	-438.09
01/05/2009	Invoice	1259	243.00		-195.09
01/07/2009	Invoice	1260	260.01		52.26
03/07/2009	Invoice	1261	7.34		52.26
03/07/2009	Receipt	5170		1,000.00	52.26
03/07/2009	Receipt	5171		20.00	52.26
03/07/2009	Invoice	1262	1,215.00		1,267.26

NOTE: This form is attached to your Tips: Issue 4, Vol. 1 email.

To load it into Intact, first save the attachment (to your documents or desktop).

Then open intact, go to utilities – form designer and press L (load), this will open a browser window.

Browse to where you have saved the form and select to save into Intact.

