# Checking Orders

If you have the **Create Orders** function of SwimSoft turned on, we now need to check that the orders have all been generated and are of the correct value. You do this from the new term you have created so go to the **Main Menu**, press **Terms**, and select the relevant one.

Once in the new term, press **Financials** on the **Main Menu** and then go to **Client Orders V3** on the **sub-menu**. You will need to set the date range at the top of the page to start at your **Payment Required By Date** which was selected when you created your new term.

You will see a list of all your students on this page, use the **Number Of Orders** filter at the bottom of the filters list on the left-hand side, set this to **No Orders** then press **Apply**. You should now be seeing a message saying, '**No Data Available...**', this means every one of your students has an order created for them and everything is as it should be so far.

Next, you need to check the value of the orders and make sure they are all correct according to your prices and how many lessons each course has in the new term. To do this, go to **Course Documentation** on the **Main Menu**, and then **Create Documentation**.
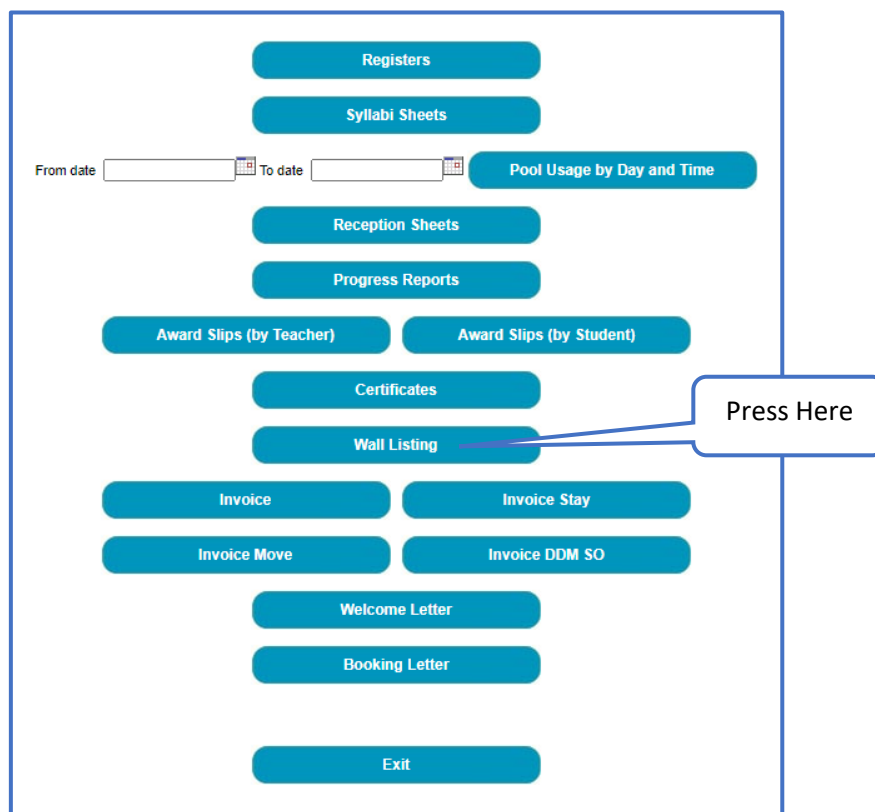
Pressing the **Wall Listing** button will generate a document that includes the order amounts for each student.

To view this, go back to the **Main Menu** and press **Wall Listing** on the **sub-menu** of **Financials**.

The **Wall Listing** is a PDF document, so you could print it if you wanted a physical record of payments for the next term, or you can share it via email etc.

Surname	First Name	Class	Time	Day	Instructor	Fee *
		Stage 2	12:00	Wednesday	A Sample	£40.00
		Stage 1	10:00	Wednesday	A Sample	£4.00
		Stage 2	14:00	Wednesday	A Sample	£6.00
		Stage 3	14:00	Wednesday	Lisa Test	£40.00
		Richard's	14:00	Wednesday	Sean Hampton	£40.00
		Move test 2	10:00	Tuesday	Sean Hampton	£40.00
		Stage 2	12:00	Wednesday	A Sample	£40.00
		Move test 2	10:00	Tuesday	Sean Hampton	£40.00
		Stage 1	16:00	Wednesday	Willow Cassidy	£40.00
		Stage 1	10:00	Wednesday	A Sample	£4.00
		Stage 1	10:00	Wednesday	A Sample	£4.00
		Stage 1	12:00	Wednesday	A Sample	£40.00
		Stage 1	16:00	Wednesday	Willow Cassidy	£40.00
		Richard's	14:00	Wednesday	Sean Hampton	£40.00
		Stage 4	16:00	Friday	Willow Cassidy	£80.00
		Stage 4	16:00	Friday	Willow Cassidy	£80.00
		Stage 1	16:00	Wednesday	Willow Cassidy	£40.00
		Credit Test	16:00	Wednesday	Willow Cassidy	£40.00
		Stage 1	16:00	Wednesday	Willow Cassidy	£40.00
		Move test 2	10:00	Tuesday	Sean Hampton	£40.00
		Move test 1	10:00	Tuesday	Sean Hampton	£40.00
		Swim Skills 1	17:00	Wednesday	Willow Cassidy	£162.00
		Stage 2	12:00	Wednesday	A Sample	£0.00
		Swim Skills 1	17:00	Wednesday	Willow Cassidy	£40.00
		Stage 2	16:00	Wednesday	Charlie Moore	£40.00

Client Course Information — **Swimming Original**

The **Wall Listing** includes the student's name, the class they have been enrolled on and the final column is the fee they have been charged which is what we are interested in.

You can just scan down the list and check any anomalies, if a price seems too high or too low you can then go to that student's **CDS** and view the invoice to see what needs to be resolved. This may include deleting or removing a credit or creating a new invoice as needed.