

Training Document – How to Print/Email Remittance Advices



In this lesson you will learn about using the Accredo system.

After completing this lesson, you will be able to:

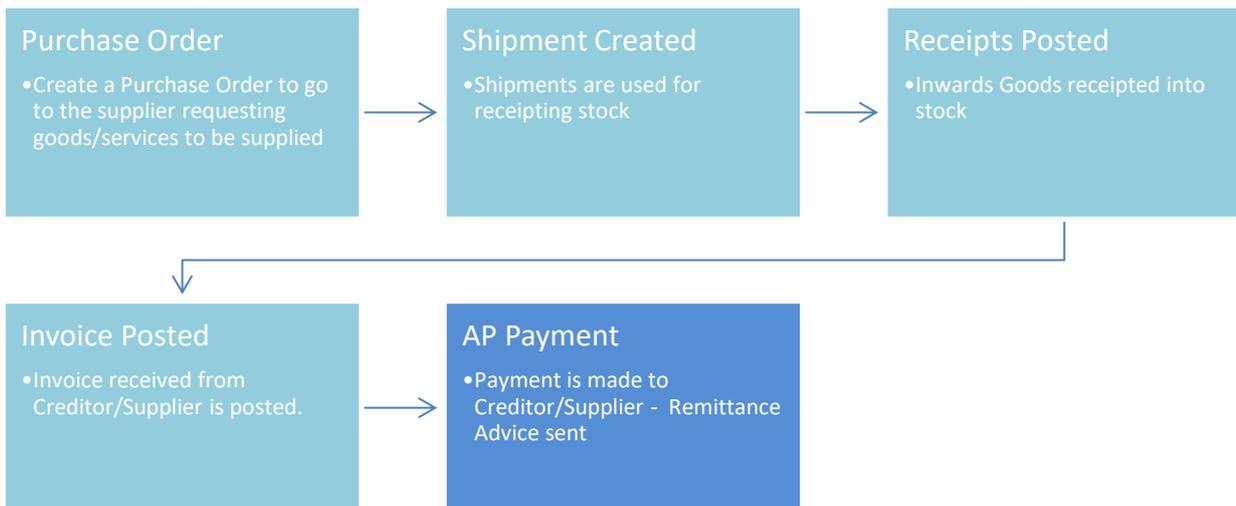
- Create an AP Remittance Advice

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Purchase Order to Invoice Process

Process flow



ABC Holdings Limited 10 Boston Road Mt Eden Auckland 1023	Phone +64 9 373 5963 Fax +64 9 373 5961
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REMITTANCE

Cellular Phone Network Ltd P O Box 13 478 Panmure Auckland 1456

Account Code: Date: 20/08/2013 Page: 1 Phone: 287 3900 Fax: 287 3987
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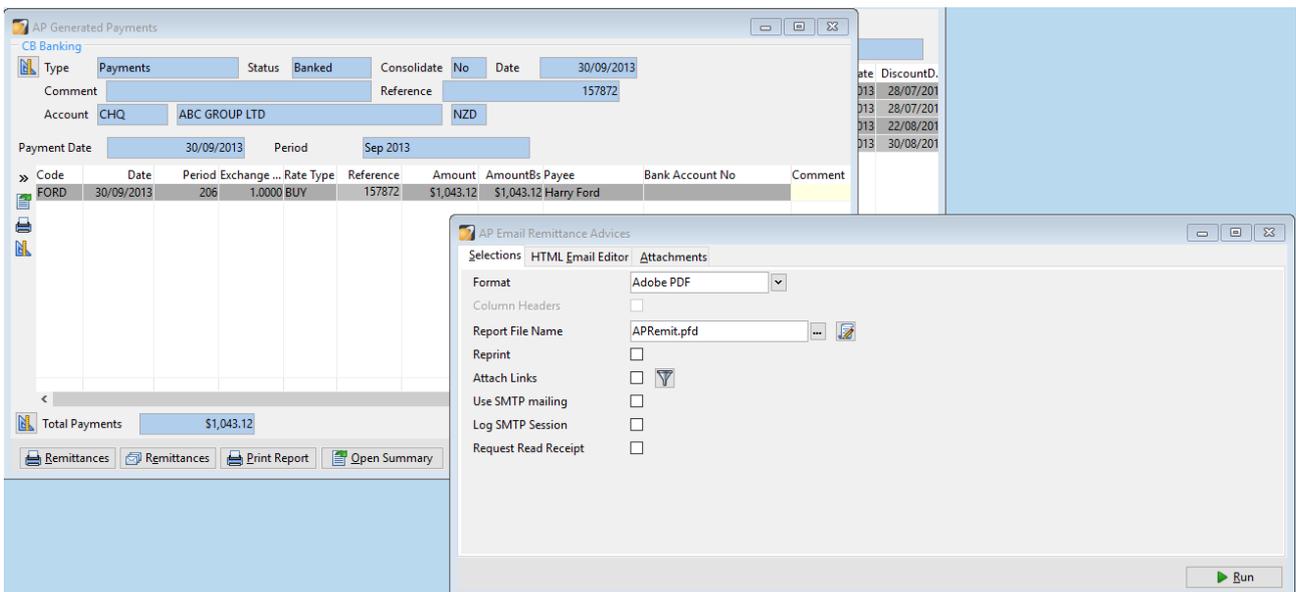
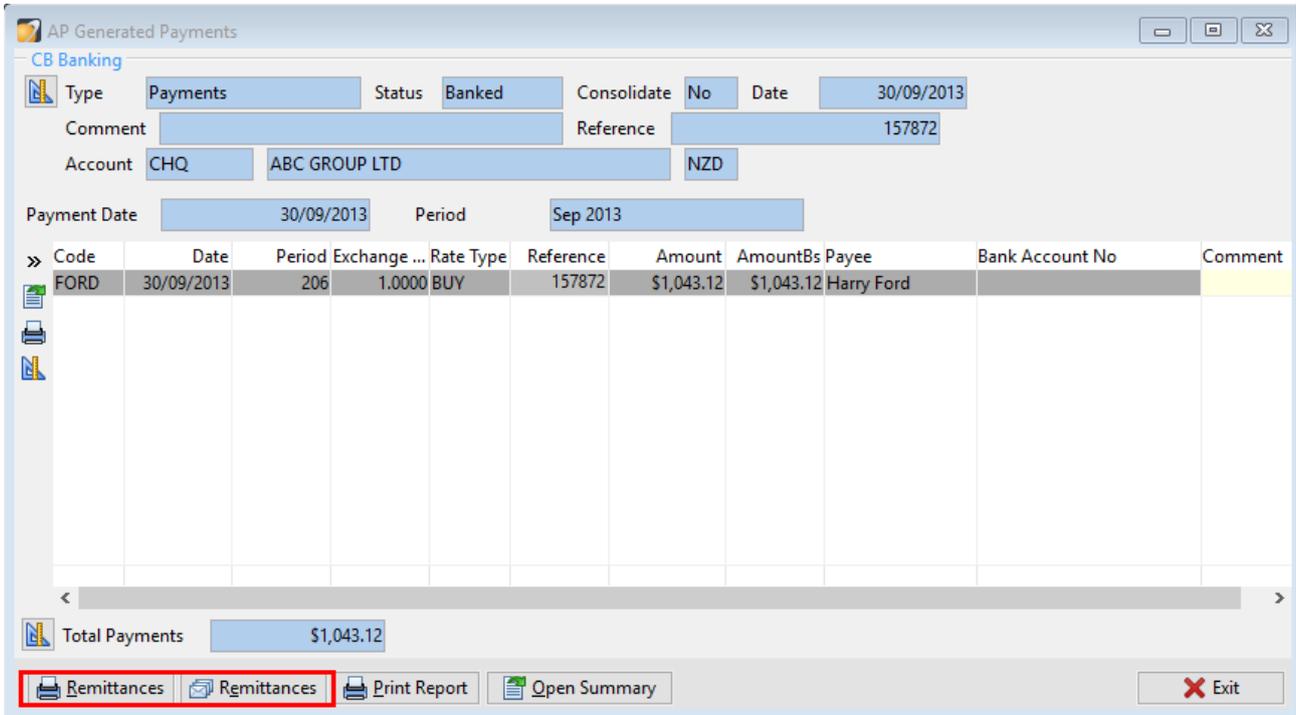
Date	Type	Reference	Gross	Discount	Net
18/07/2013	Invoice	10923	\$210.76		\$210.76

Remittance Advices

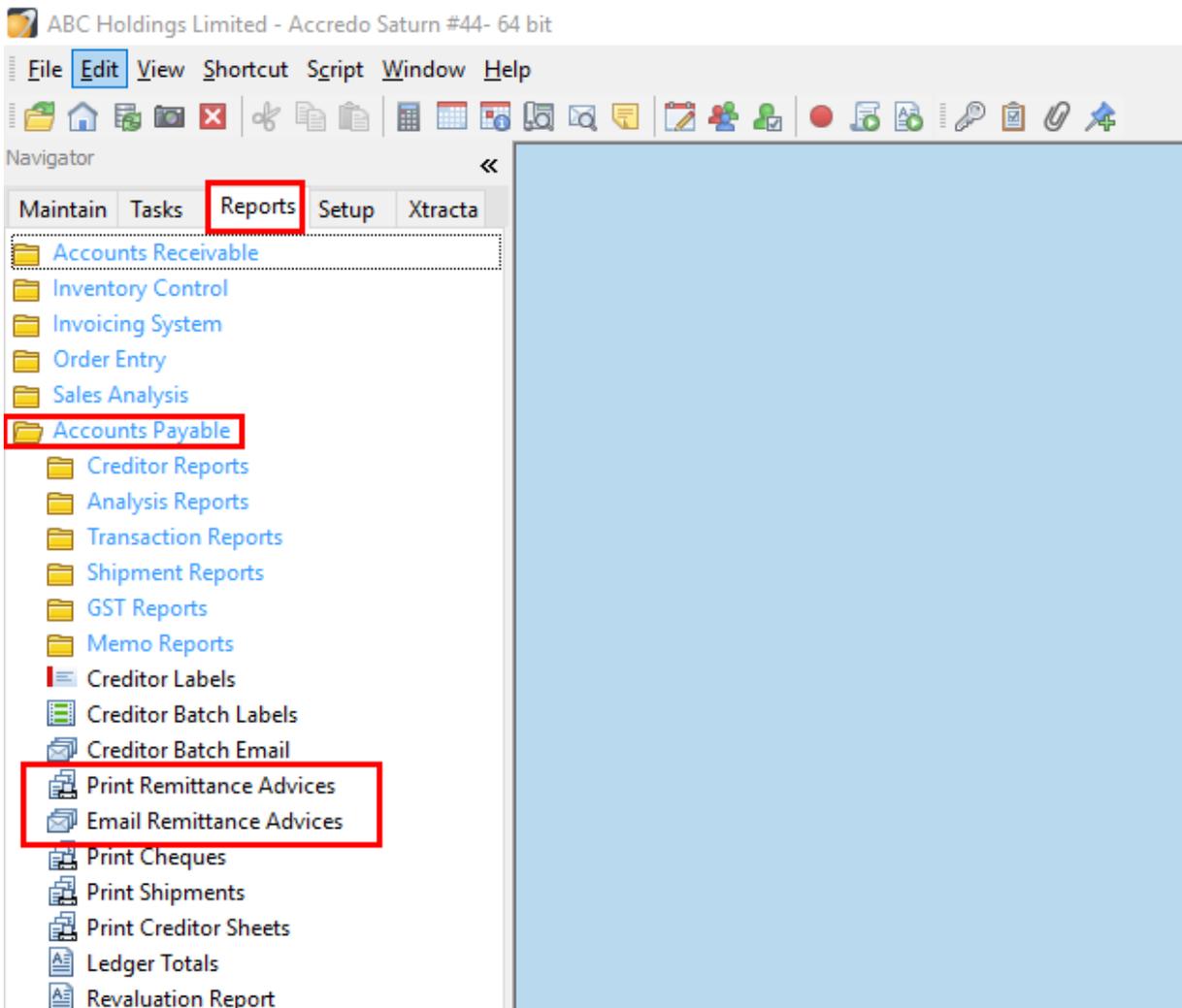
We create a Remittance Advice to send to a creditor to advise them of the payment they are receiving from us and a breakdown of the invoices that the payment relates to.

Remittance Advices created from Generate Payments Screen

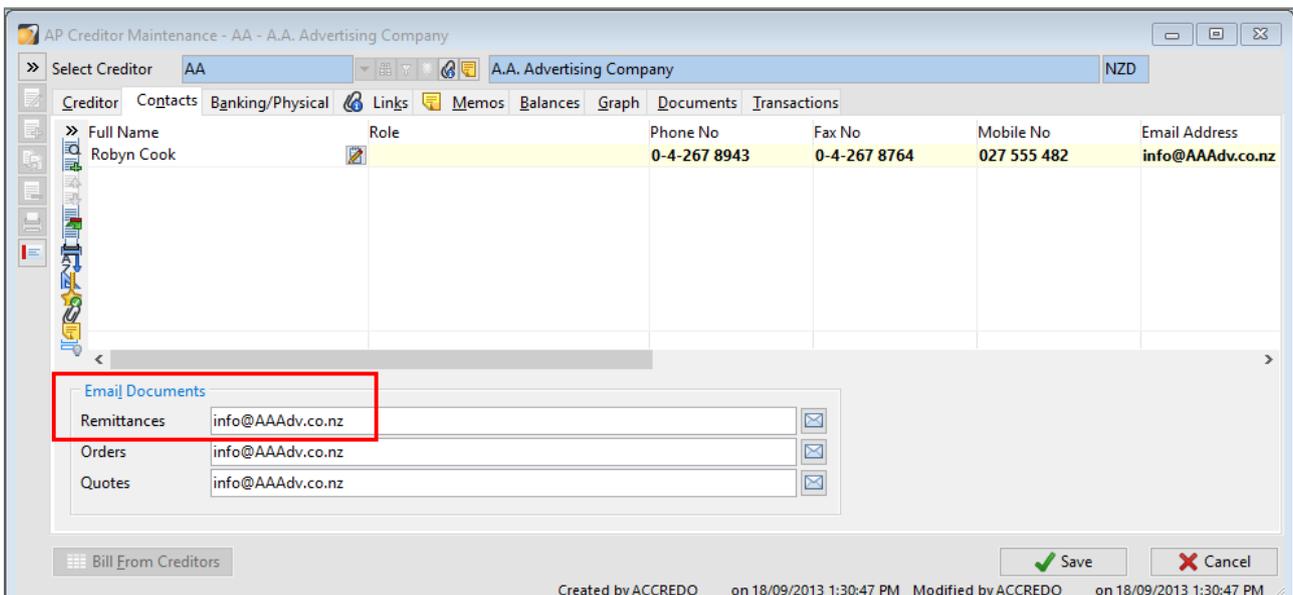
When you have approved for Payment any invoices that are to be paid in the AP batch and Generated the Payments for Suppliers you can press the Remittances Buttons to either print or email the Remittance advices from the AP Generated Payments Screen



You can also Generate Remittance Advices from the Reports Tab – Accounts Payable – Print or Email Remittance Advices



Remittances – If you would like to email a Remittance to your Creditor, enter their email address here. You can print remittances for creditors without a Remittances email address.



Contact

For further information or for assistance with Accredo please do get in touch with us.

Offices

New Zealand (+64)

Tauranga..... 07 544 4488

Wellington..... 04 282 1534

Email..... Helpdesk@ZealSystems.co.nz

Australia (+61)

Melbourne..... 03 9016 3410

Sydney..... 02 9098 0996

Brisbane..... 07 3088 4989

Email..... Helpdesk@ZealSystems.com.au