

Training Document – AR (Accounts Receivable)



In this lesson you will learn about using the Accredo system. This lesson follows on from the Accredo – Invoicing lesson.

After completing this lesson you will be able to:

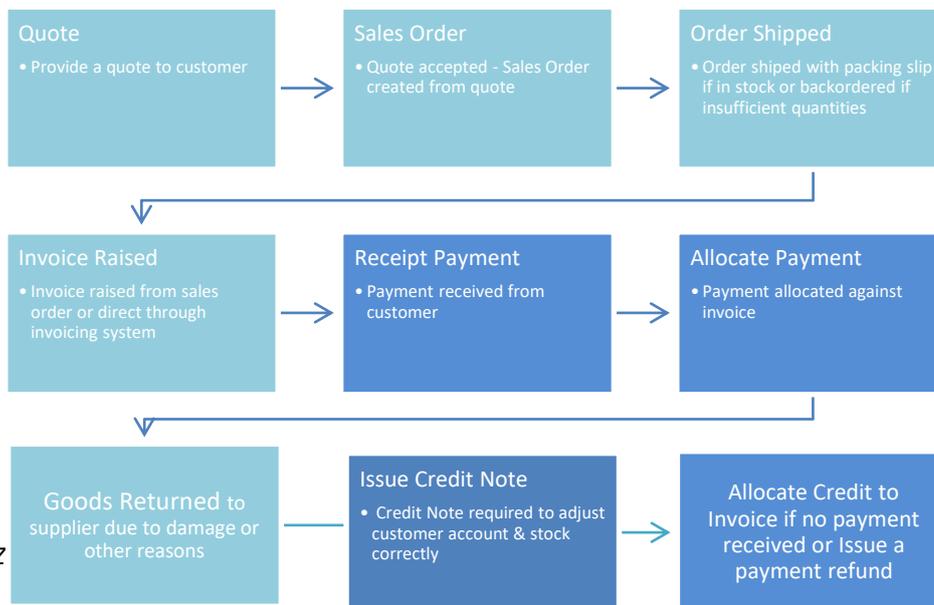
- Process Receipts
- Allocate Transactions
- Generate Overdue Interest
- Correct Mistakes
- Run Useful Reports

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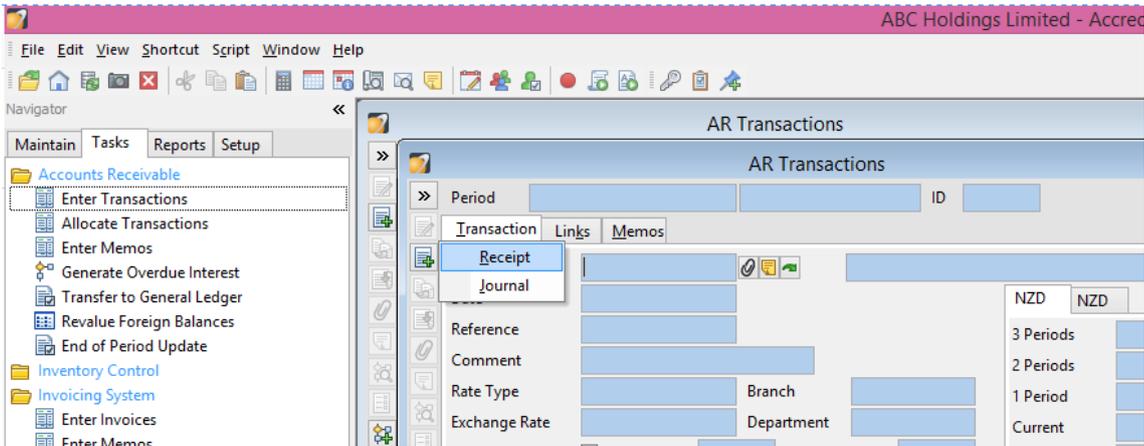
Quote to Invoice Process

Process flow

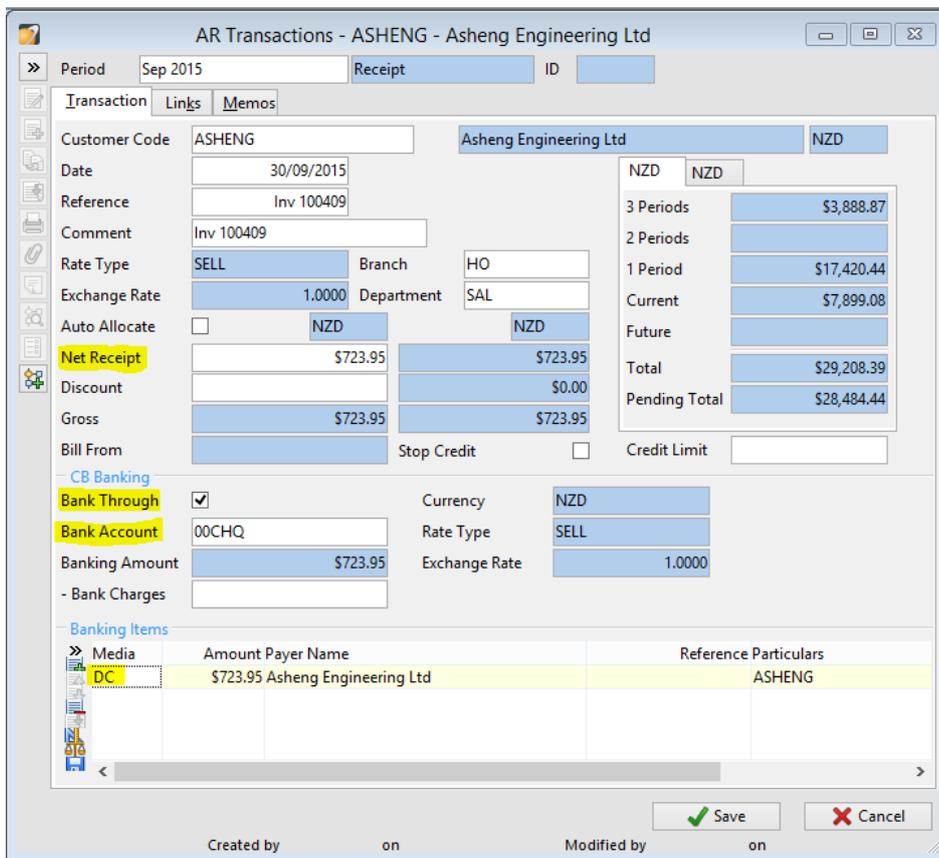


Processing Receipts

- Tasks / Accounts Receivable / Enter Transactions
- Select type - Receipt or Journal (Receipts for most payment transactions)



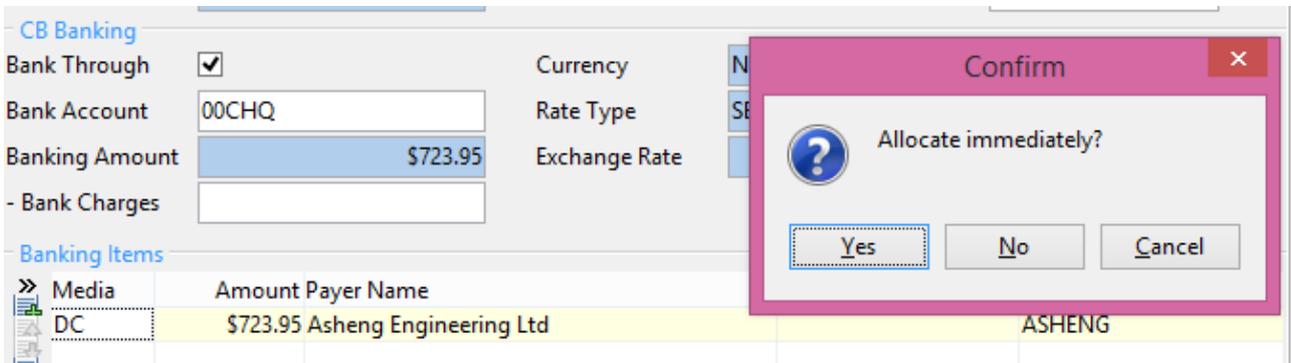
- Enter the relevant details – Customer Code, Date (date payment received), Reference, Comment and the Net Receipt (total amount of funds received).
- Take care to ensure that the Bank Through box is ticked if the payment has been received directly into the bank account so the payment will appear on the bank reconciliation.
- If this is not ticked the payment will be included in the next banking deposit along with other items to be banked such as cheques and receipts.



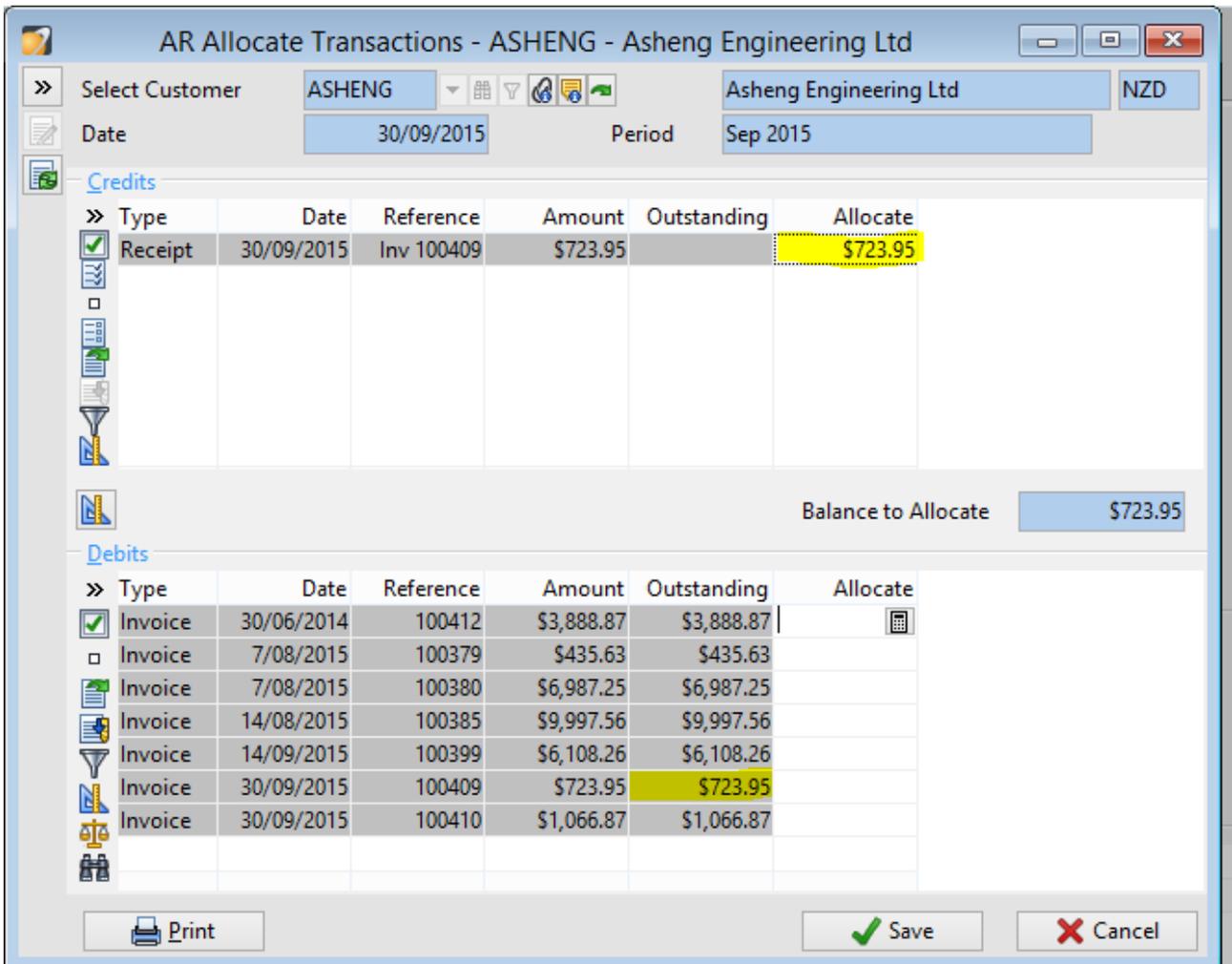
- Click on Save

Allocations

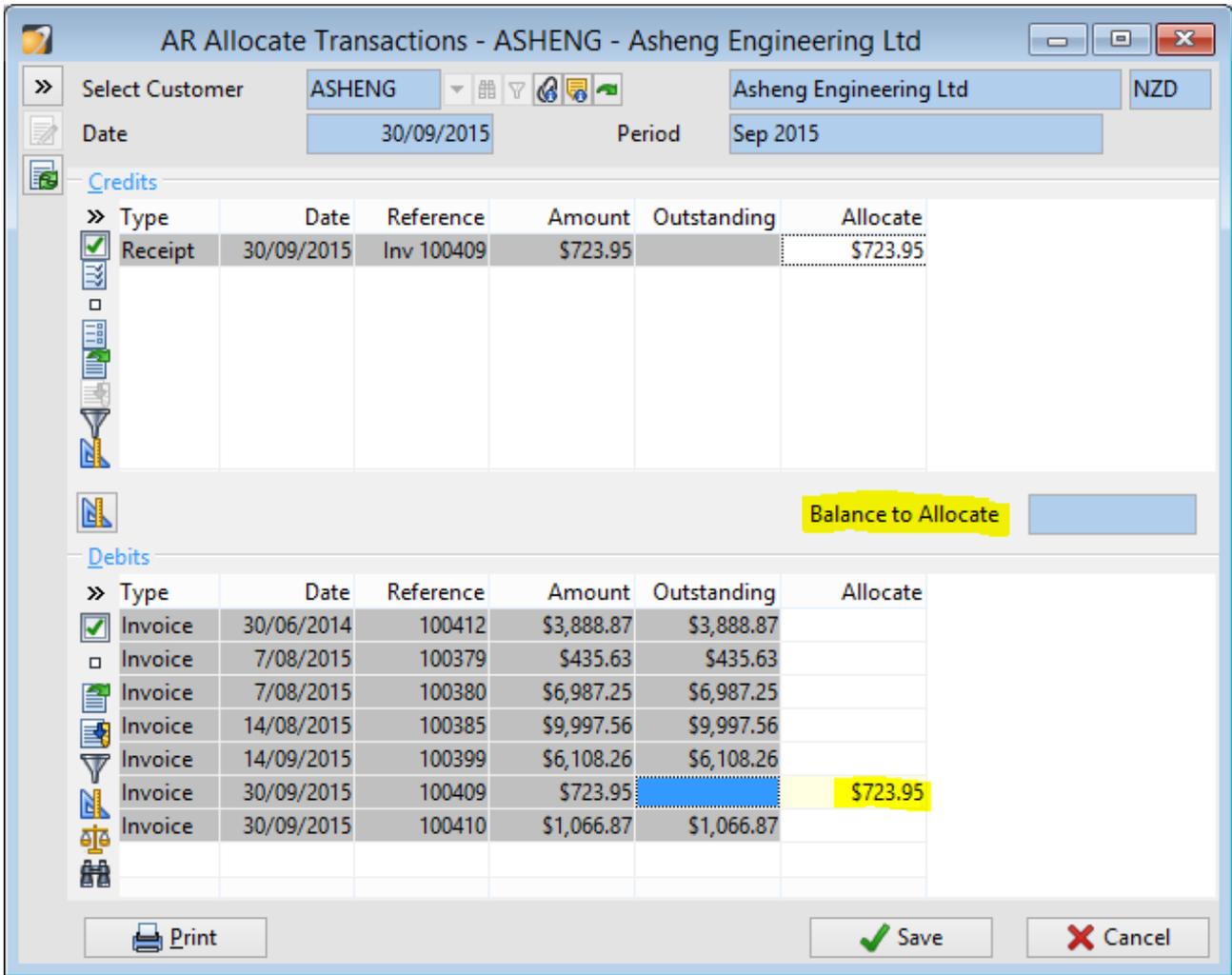
- Click on Yes to Allocate the payment to the invoices



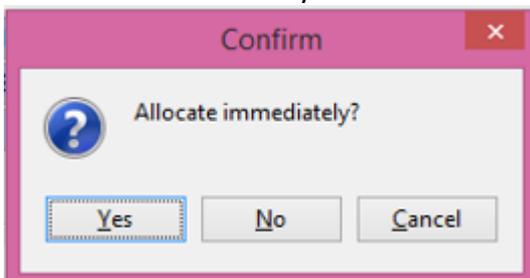
- To Allocate the amounts click on the Invoices in the Debits table and press F4 to move the amounts to the allocate column on the right. Press F3 to un-allocate



- When the payments received and the invoice allocations totals match the Balance to Allocate field will be blank.



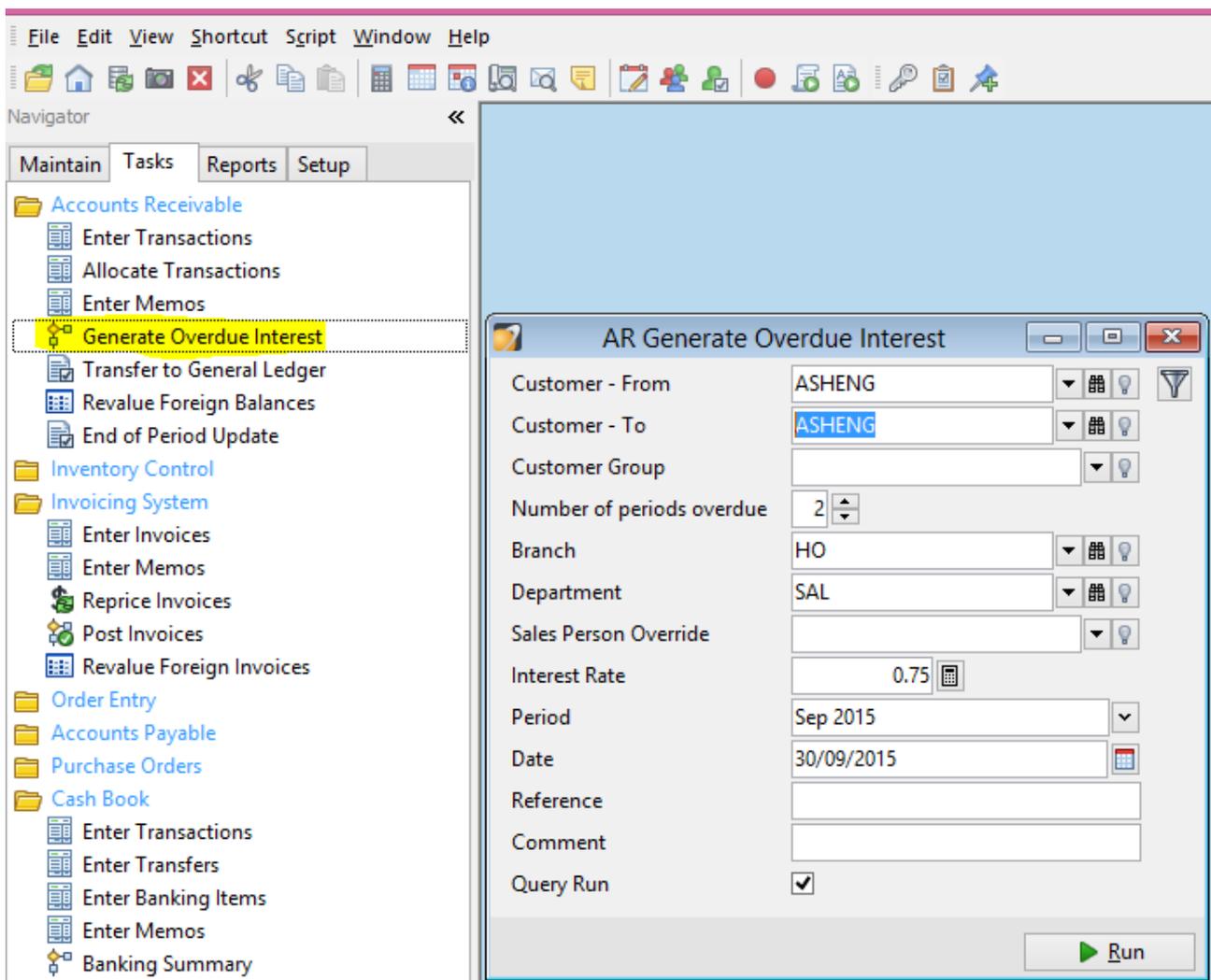
- Allocations can be done at a later time if preferred by choosing no when the Allocate Immediately confirmation box appears



- To Allocate at a later time go to Tasks / Accounts Receivable / Allocate Transactions
- Press the Edit button  (F11)
- Click on the invoice amount to allocate with the payment and press F4
- Note: This same method can be used for Allocating Credit Notes against Invoices.

Generating Overdue Interest

- To apply Interest charges on overdue balances on customer accounts go to Tasks / Accounts Receivable / Generate Overdue Interest
- Select the customers or leave those fields blank if the charge are to apply to all customers overdue
- Adjust the number of periods that the accounts are overdue and check that the interest rate is correct. Check the Period and dates are correct for the end of month that the charges apply from.
- Add a reference



- Check that the amount of Interest to be charged looks correct and then press the Update button

Generate Overdue Interest Query

Customer Code **ASHENG** Asheng Engineering Ltd

NZD NZD

Balances		
3 month balance	\$3,888.87	\$3,888.87
2 month balance	\$0.00	\$0.00
1 month balance	\$17,420.44	\$17,420.44
Current balance	\$1,066.87	\$1,066.87
Future balance	\$0.00	\$0.00

Rate Type **SELL**

Exchange Rate 1.0000

Interest at 0.75% \$29.17 \$29.17

Update Skip

- A Report is then generated to detail the amounts of Interest Charged to which customers.

Correcting Mistakes

Invoice Entered Incorrectly

- If you make a mistake entering an invoice it can be edited and changed up until it becomes a posted invoice. Once it is posted it can't be changed.
- To fix an invoice that has been posted you will need to do a duplicate as a credit to reverse it out then save and post the credit.
- Then create a duplicate of the original transaction – make changes to correct it –save and post. Alternatively you can create a new document from scratch.

ABC Holdings Limited - Accredo Saturn #1- 32 bit

File Edit View Shortcut Script Window Help

Navigator

Maintain Tasks Reports Setup

- Accounts Receivable
- Inventory Control
- Invoicing System
 - Invoice List
- Shippers
- Promotion (Categories 1)
- Categories 2
- Memo List
- Link List
- Order Entry
- Accounts Payable

IN Enter Invoices - ASHENG - Asheng Engineering Ltd

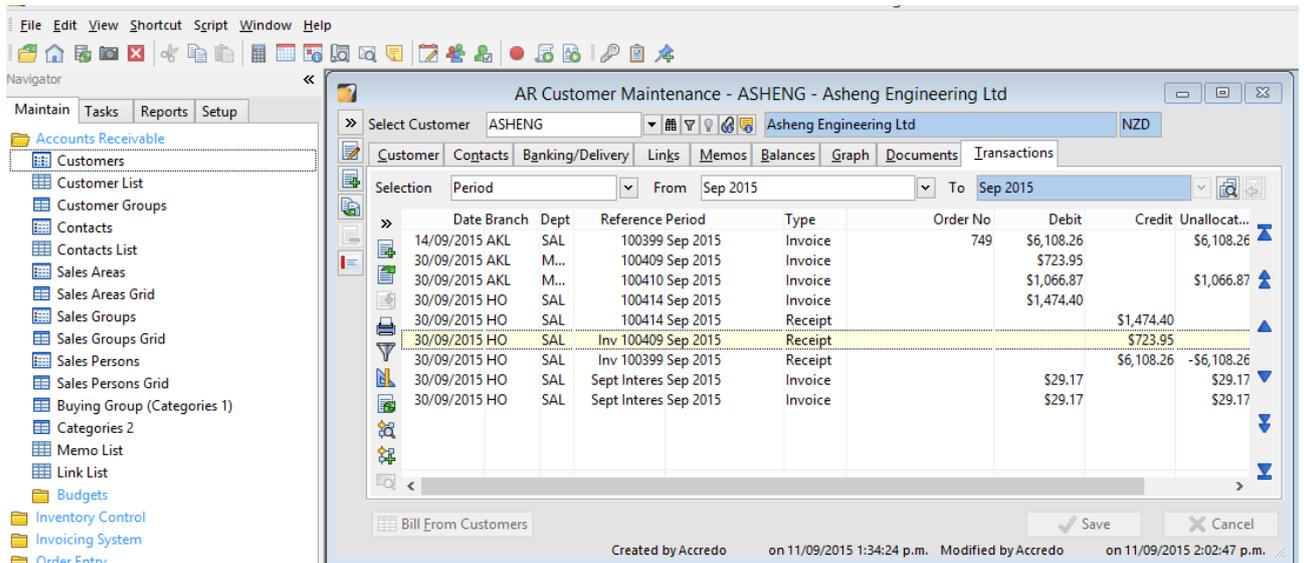
Period Sep 2015 Invoice ID 415

Customer Code **ASHENG** Asheng Engineering Ltd

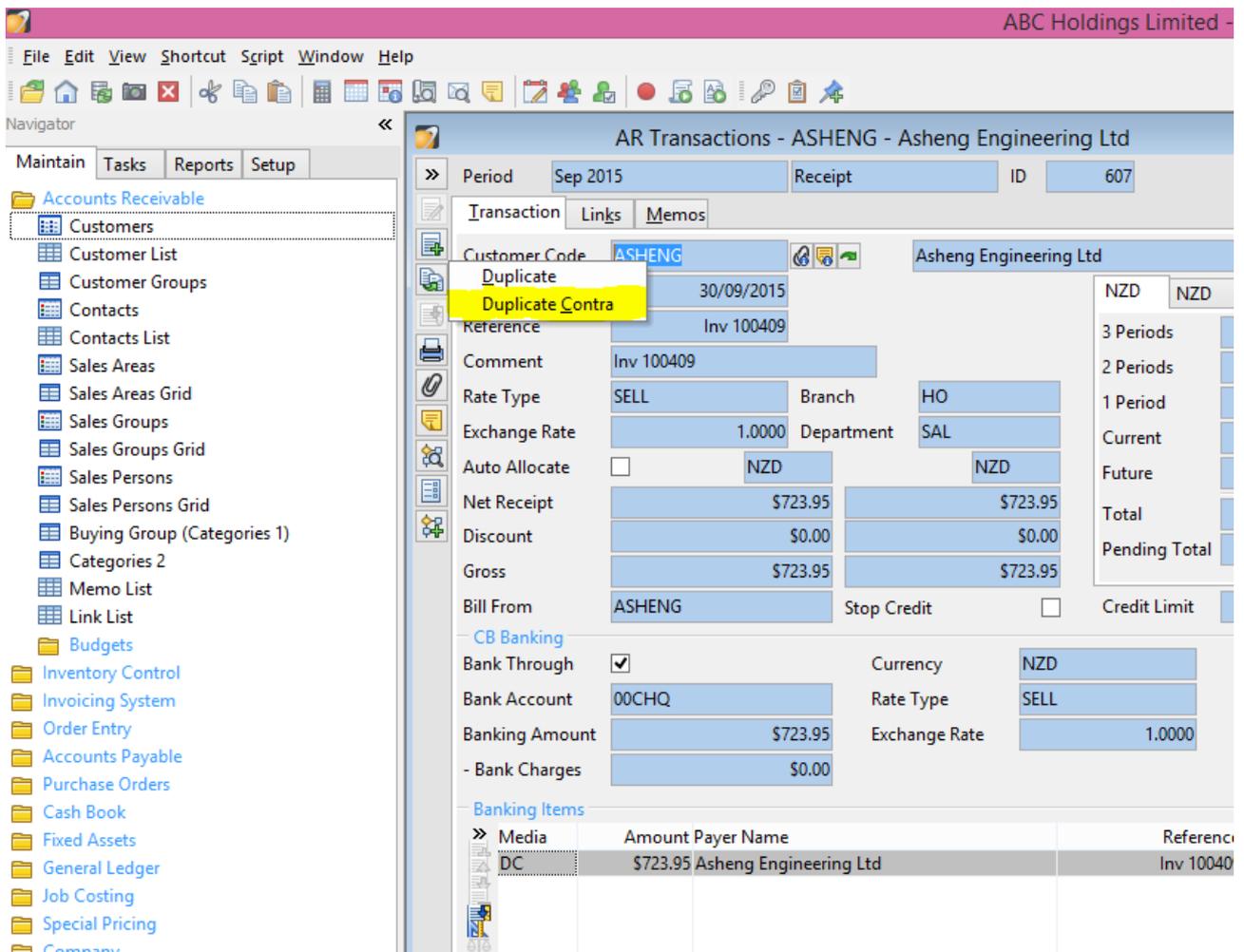
Header	Lines	Charges	Links	Memos
Duplicate (Shift+F4)	7/09/2015	Branch	AKL	NZD NZD
Origination Date		Department	SAL	3 Periods
Delivery Date		Default Location	AKL	2 Periods
Rate Type	SELL	Promotion		1 Period
Exchange Rate	1.0000	Category 2		Current
Invoice No		Custom 1		Future

Receipt Posted to Wrong Customer

- If you have receipted a payment against the wrong customer you can correct this by going to the Customer transactions where the payment was receipted. Maintain/Customers /Transactions Tab



- Open the transaction and do a duplicate contra to reverse the receipt. Ensuring that all of the details are exactly the same as the original receipt posting e.g. Date, Net receipt amount, Bank Through.



- Note the reversed (negative amount)

AR Transactions - ASHENG - Asheng Engineering Ltd

Period: Sep 2015 Receipt ID: []

Transaction Links Memos

Customer Code: ASHENG Asheng Engineering Ltd

Date: 30/09/2015 NZD NZD

Reference: Inv 100409

Comment: Inv 100409

Rate Type: SELL Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: NZD NZD

Net Receipt: -\$723.95 -\$723.95

Discount: \$0.00 \$0.00

Gross: -\$723.95 -\$723.95

Bill From: [] Stop Credit: Credit Limit: []

CB Banking

Bank Through: Currency: NZD

Bank Account: 00CHQ Rate Type: SELL

Banking Amount: -\$723.95 Exchange Rate: 1.0000

- Bank Charges: \$0.00

Banking Items

Media	Amount	Payer Name	Referen
DC	-\$723.95	Asheng Engineering Ltd	Inv 1004

- Re-receipt the payment to the correct customer. The easiest way to do this is to re-open the original receipt and edit the Customer to be the correct customer.
- Once all corrections have been made they will need to be allocated.

AR Allocate Transactions - ASHENG - Asheng Engineering Ltd

Select Customer: ASHENG Asheng Engineering Ltd NZD

Date: 30/09/2015 Period: Sep 2015

Credits

Type	Date	Reference	Amount	Outstanding	Allocate
Receipt	30/09/2015	Inv 100409	\$723.95		\$723.95
Receipt	30/09/2015	Inv 100399	\$6,108.26	\$6,108.26	

Balance to Allocate: []

Debits

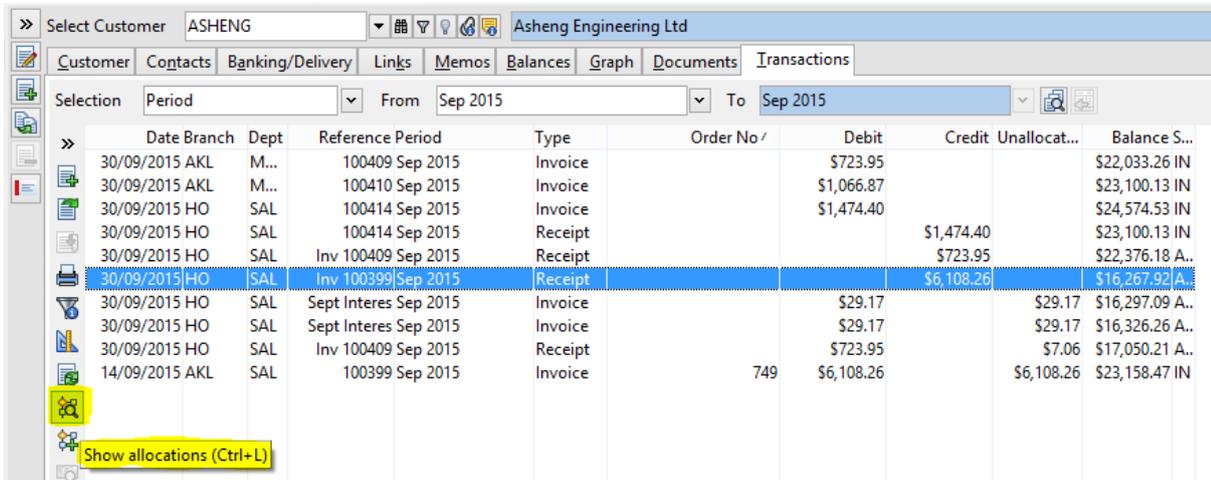
Type	Date	Reference	Amount	Outstanding	Allocate
Invoice	7/08/2015	100379	\$435.63	\$435.63	
Invoice	7/08/2015	100380	\$6,987.25	\$6,987.25	
Invoice	14/08/2015	100385	\$9,997.56	\$9,997.56	
Invoice	14/09/2015	100399	\$6,108.26	\$6,108.26	
Invoice	30/09/2015	100410	\$1,066.87	\$1,066.87	
Invoice	30/09/2015	Sept Interes	\$29.17	\$29.17	
Invoice	30/09/2015	Sept Interes	\$29.17	\$29.17	
Receipt	30/09/2015	Inv 100409	\$723.95		\$723.95

Print Save Cancel

Fixing Allocations

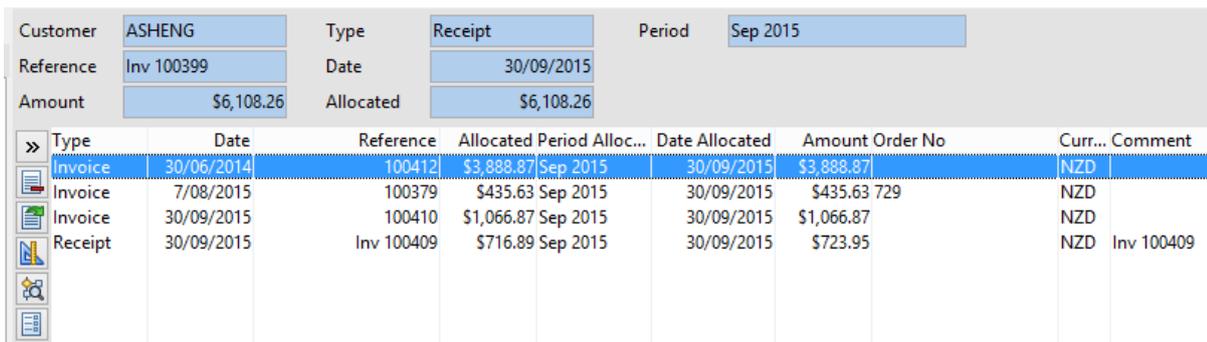
- If you have allocated a payment to the wrong invoices for a customer you can undo the allocations and re-do them.
- Click on the receipt in the customer transactions tab then click on the Show allocations

Button  (Ctrl + L)



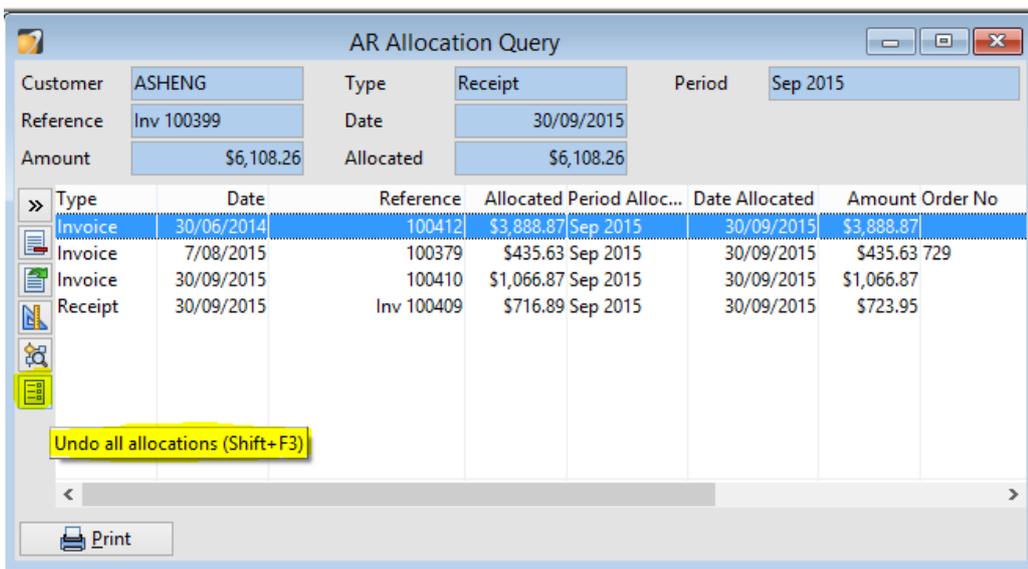
Date	Branch	Dept	Reference Period	Type	Order No /	Debit	Credit	Unallocat...	Balance S...
30/09/2015	AKL	M...	100409 Sep 2015	Invoice		\$723.95			\$22,033.26 IN
30/09/2015	AKL	M...	100410 Sep 2015	Invoice		\$1,066.87			\$23,100.13 IN
30/09/2015	HO	SAL	100414 Sep 2015	Invoice		\$1,474.40			\$24,574.53 IN
30/09/2015	HO	SAL	100414 Sep 2015	Receipt			\$1,474.40		\$23,100.13 IN
30/09/2015	HO	SAL	Inv 100409 Sep 2015	Receipt			\$723.95		\$22,376.18 A..
30/09/2015	HO	SAL	Inv 100399 Sep 2015	Receipt			\$6,108.26		\$16,267.92 A..
30/09/2015	HO	SAL	Sept Interes Sep 2015	Invoice		\$29.17		\$29.17	\$16,297.09 A..
30/09/2015	HO	SAL	Sept Interes Sep 2015	Invoice		\$29.17		\$29.17	\$16,326.26 A..
30/09/2015	HO	SAL	Inv 100409 Sep 2015	Receipt		\$723.95		\$7.06	\$17,050.21 A..
14/09/2015	AKL	SAL	100399 Sep 2015	Invoice	749	\$6,108.26		\$6,108.26	\$23,158.47 IN

- The payment receipt and the invoices that the receipt was allocated to will show on screen



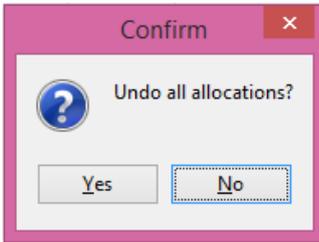
Type	Date	Reference	Allocated Period Alloc...	Date Allocated	Amount Order No	Curr...	Comment
Invoice	30/06/2014	100412	\$3,888.87 Sep 2015	30/09/2015	\$3,888.87	NZD	
Invoice	7/08/2015	100379	\$435.63 Sep 2015	30/09/2015	\$435.63 729	NZD	
Invoice	30/09/2015	100410	\$1,066.87 Sep 2015	30/09/2015	\$1,066.87	NZD	
Receipt	30/09/2015	Inv 100409	\$716.89 Sep 2015	30/09/2015	\$723.95	NZD	Inv 100409

- Click on the Undo all allocations button  (Shift + F3)

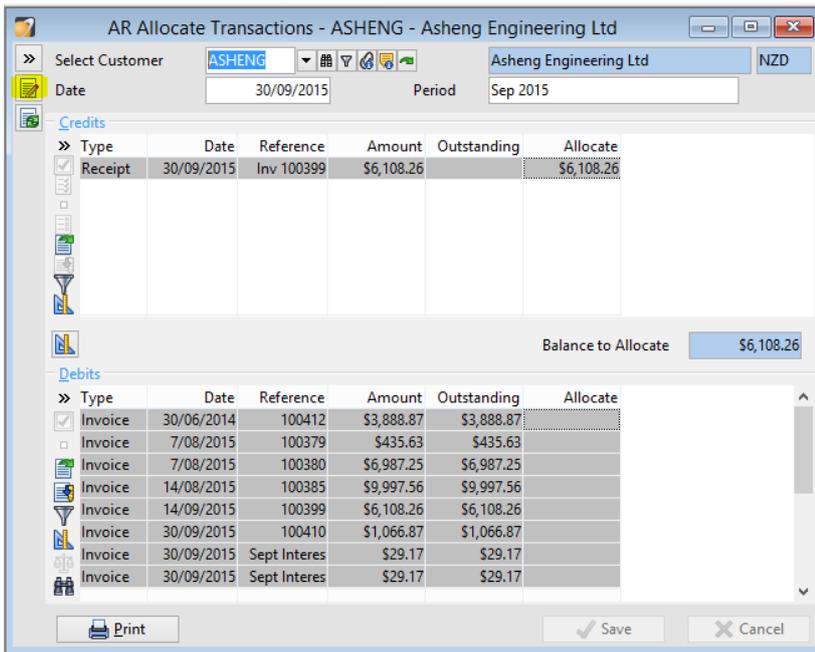


Type	Date	Reference	Allocated Period Alloc...	Date Allocated	Amount Order No	Curr...	Comment
Invoice	30/06/2014	100412	\$3,888.87 Sep 2015	30/09/2015	\$3,888.87	NZD	
Invoice	7/08/2015	100379	\$435.63 Sep 2015	30/09/2015	\$435.63 729	NZD	
Invoice	30/09/2015	100410	\$1,066.87 Sep 2015	30/09/2015	\$1,066.87	NZD	
Receipt	30/09/2015	Inv 100409	\$716.89 Sep 2015	30/09/2015	\$723.95	NZD	Inv 100409

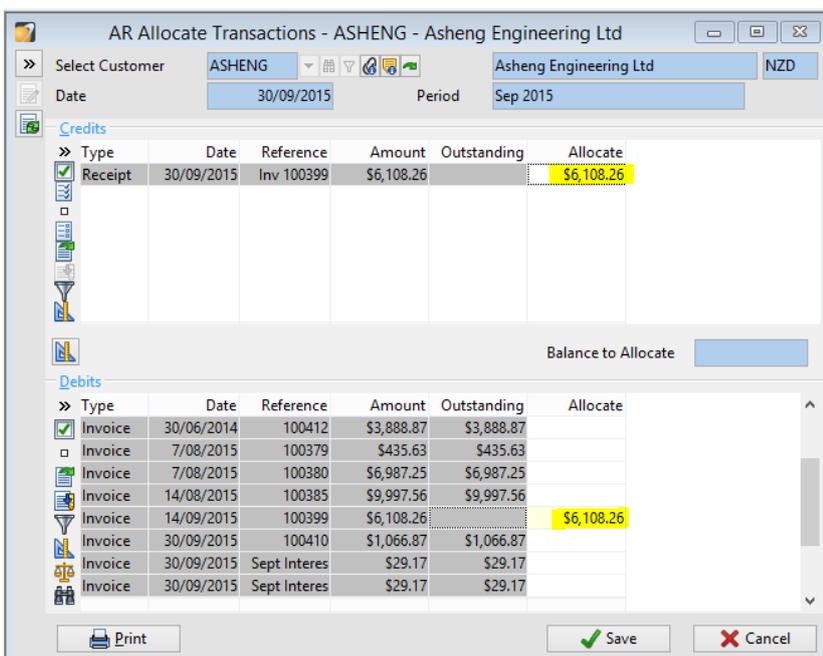
- Confirm by clicking “Yes” if you want to Undo the Allocations



- To re-do the Allocations go back to Accounts Receivable/Tasks/Allocate Transactions
- Press the Edit details button  (F11)

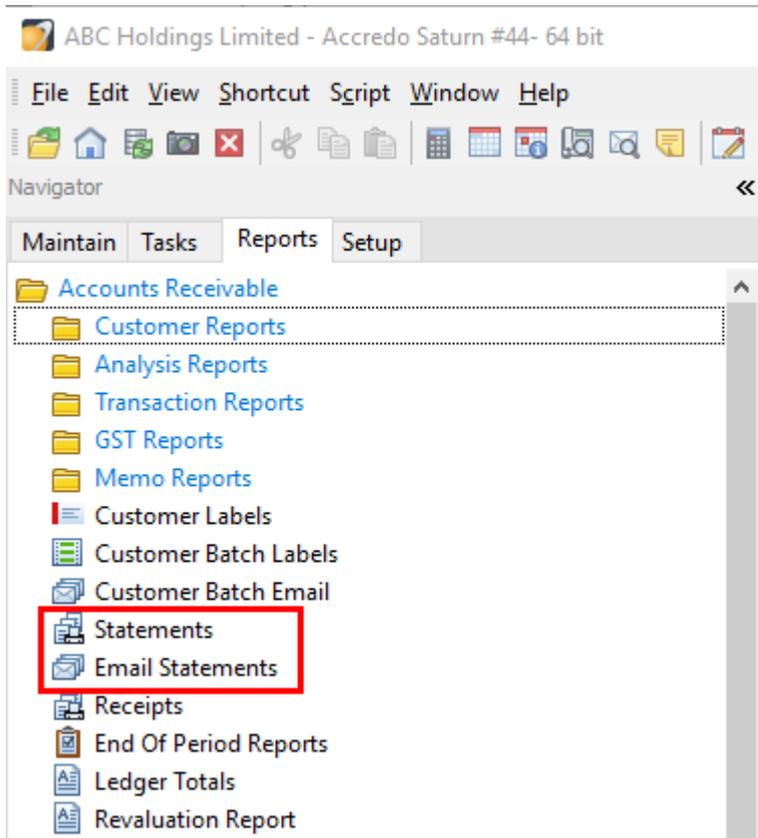


- Click on the correct Invoice and press F4 to move it into the Allocate column -Click Save



Printing/Emailing Statements

To print/email statements go to Reports – Accounts Receivable – Statements



Specify the range of customers and period

Only tick include Nil balances if you specifically want them!

Tick exclude email customers if you are going to send these via email

Click on Run

Emailing Statements

To email statements go to Reports – Accounts Receivable – Email Statements

Choose the Customer Range and Period etc.

Note: the statements will be emailed to the address specified in the Maintain – Customer – Contacts Tab – Email Document section

AR Email Statements

Selections: HTML Email Editor | **Attachments**

Format: Adobe PDF

Column Headers:

Report File Name: ARStatement.pfd

Customer - From:

Customer - To:

Customer Group:

Period: Oct 2013

Statement Date: 31/10/2013

Include Nil Balances:

Include Credit Balance:

Use SMTP mailing:

Log SMTP Session:

Request Read Receipt:

Run

AR Customer Maintenance - ASHENG - Asheng Engineering Ltd

Select Customer: **ASHENG** | Asheng Engineering Ltd | NZD

Customer | Contacts | Banking/Delivery | Links | Memos | Balances | Graph | Documents | Transactions

Full Name	Role	Phone No	Fax No	Mobile No	Email Address
Donna	Accounts	546 7908	546 7900	021-589 900	donna@asheng.co.nz

Email Documents

Statements	info@asheng.co.nz	<input type="checkbox"/>
Invoices	info@asheng.co.nz	<input type="checkbox"/>
Quotes	info@asheng.co.nz	<input type="checkbox"/>
Packing Slips	info@asheng.co.nz	<input type="checkbox"/>

Useful Reports

- **Unallocated Transactions Report** – will show any transactions that are waiting to be allocated. Some of these will be awaiting a payment but others may have received a payment/credit note/contra but the payment has not been allocated.
- **Aged Trial Balance Detailed** – will show any invoices that are outstanding and awaiting payment. It will also show if a payment has been received but has not been allocated.
Reports/Accounts Receivable/Transaction Reports/Unallocated Transactions

Contact

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

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