

# Training Document

## How to Find a Customer Invoice, Quote, Standing Invoice or Credit Note in AR



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

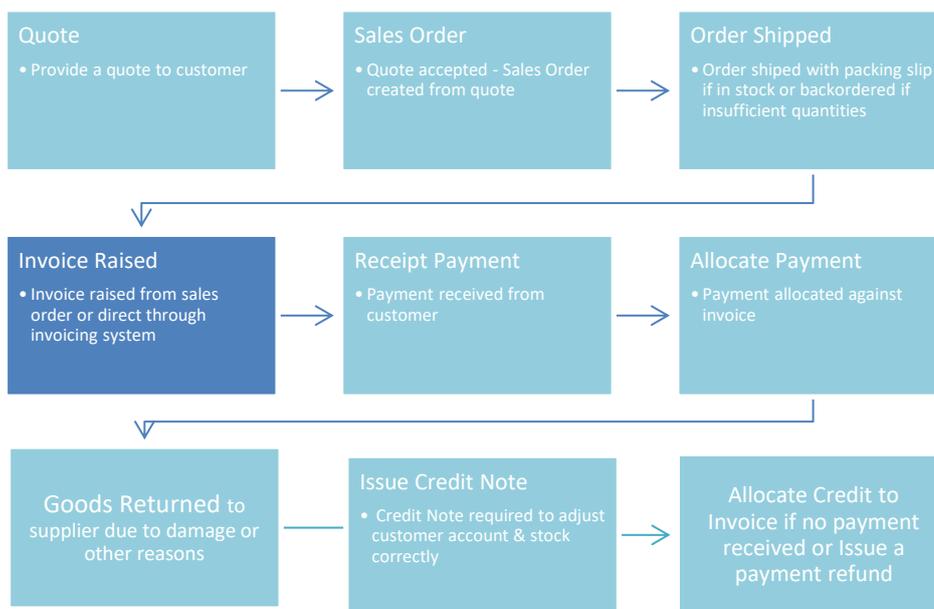
After completing this lesson you will be able to:

- Find/Locate an Invoice, Quote, Standing Invoice or Credit Note

# Contents

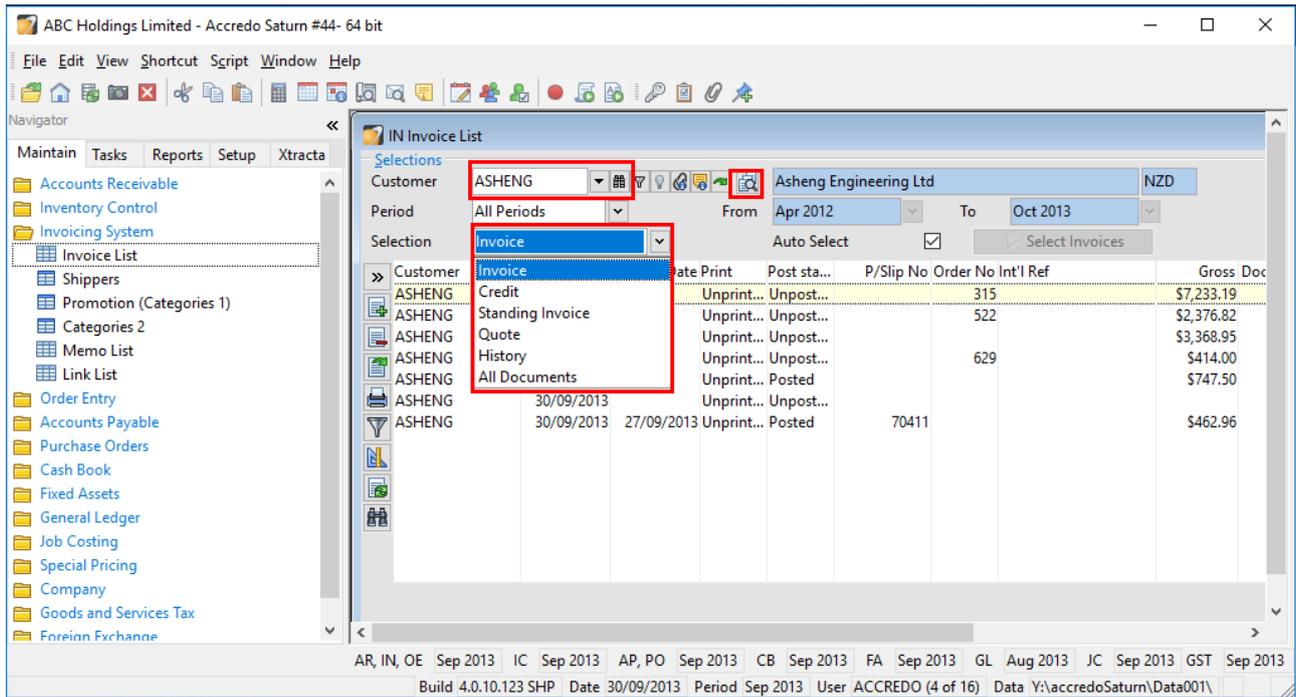
Process flow .....	2
How to Find a Customer Invoice .....	3
Contact .....	6

## Process flow

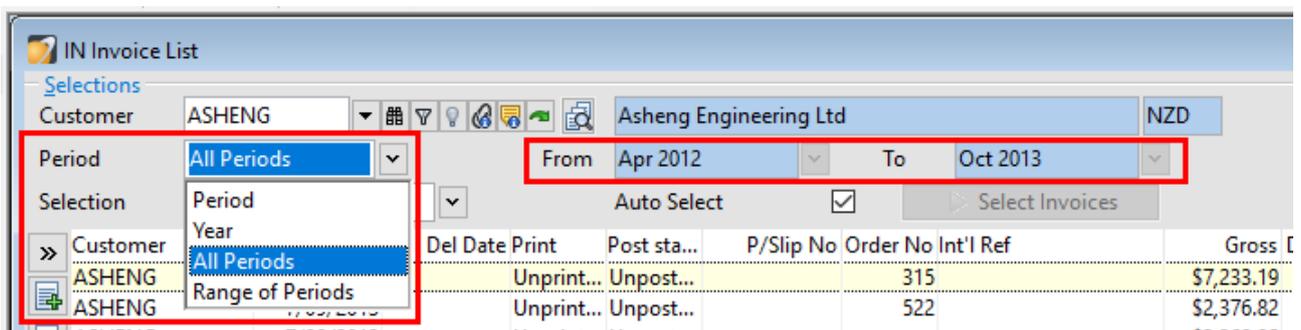


# How to Find a Customer Invoice

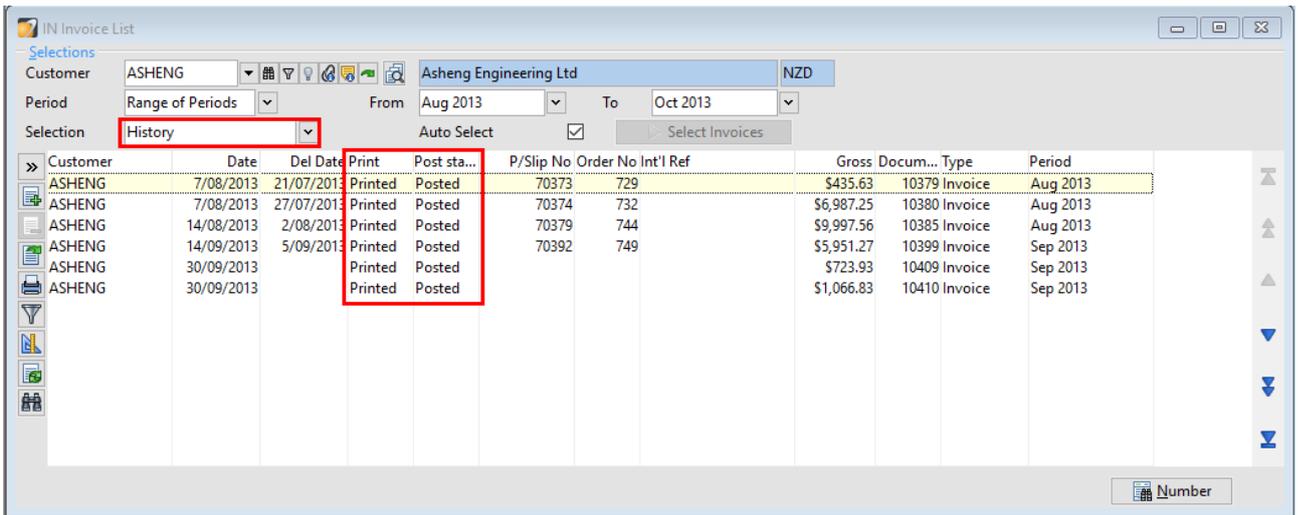
- Maintain / Invoicing System / Invoice List
- NB: Finding Quotes, Standing Invoices or Credits uses the same process – choose which type of document from the selection box
- Select the customer or Click on the Show all Button  (Ctrl+A) for all Invoices - for all Customers



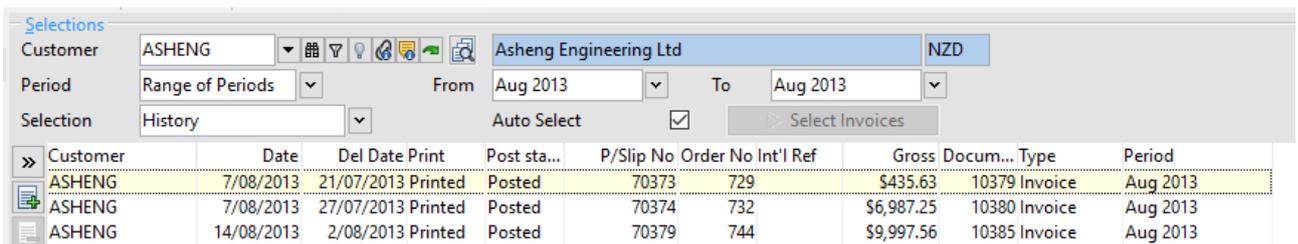
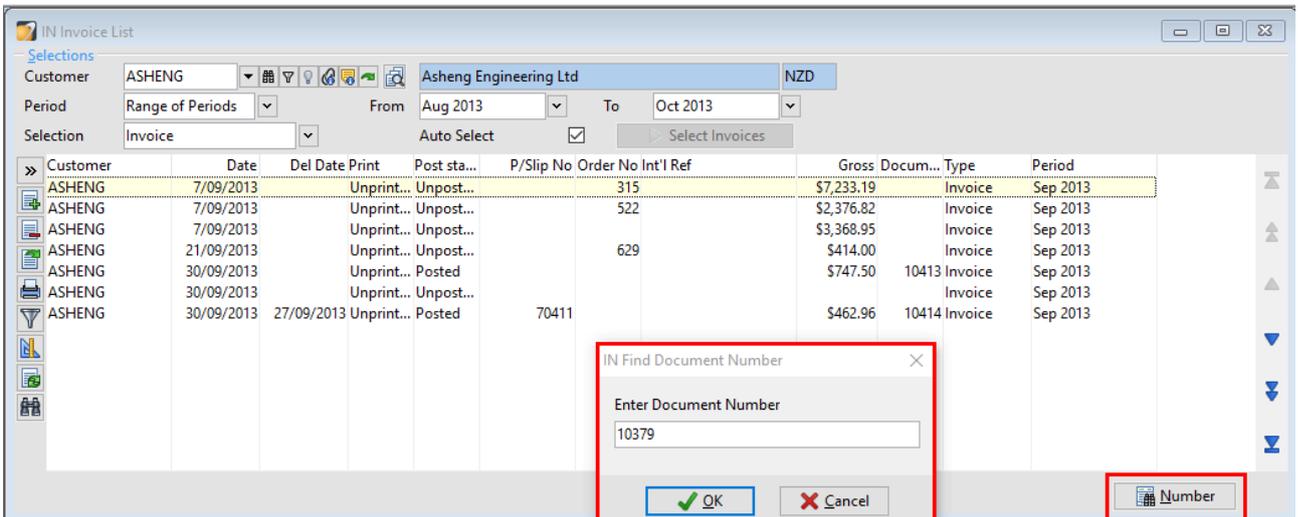
Select the Period that you would like to search in e.g. Period (= month), Year, All Periods or for a Range of Periods.



- Once an Invoice is Printed and Posted you will find it under History



Alternatively – you can enter the Invoice number if you know it by clicking on the Number Button  and entering the document number



You can also find a copy of a customer invoice by looking at the Transactions Tab of a customers account

Select Customer **ASHENG** Asheng Engineering Ltd

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

Selection Range of Periods From Aug 2013 To Oct 2013

Date	Branch	Dept	Reference	Period	Type	Order No	Debit	Credit	Unallocat...	Balance S...
7/08/2013	AKL	SAL	10379	Aug 2013	Invoice	729	\$435.63		\$435.63	\$13,557.14 IN
7/08/2013	AKL	SAL	10380	Aug 2013	Invoice	732	\$6,987.25		\$6,987.25	\$20,544.39 IN
14/08/2013	AKL	SAL	10385	Aug 2013	Invoice	744	\$9,997.56		\$9,997.56	\$30,541.95 IN
14/08/2013	AKL	SAL		Aug 2013	Receipt			\$9,232.64		\$21,309.31 A..
14/09/2013	AKL	SAL	10399	Sep 2013	Invoice	749	\$5,951.27		\$5,951.27	\$27,260.58 IN
30/09/2013	AKL	M...	10409	Sep 2013	Invoice		\$723.93		\$723.93	\$27,984.51 IN
30/09/2013	AKL	M...	10410	Sep 2013	Invoice		\$1,066.83		\$1,066.83	\$29,051.34 IN
30/09/2013	HO	SAL	10413	Sep 2013	Invoice		\$747.50		\$747.50	\$29,798.84 IN
30/09/2013	AKL	SAL	10414	Sep 2013	Invoice		\$462.96		\$462.96	\$30,261.80 IN

If an Invoice is Unposted or Unprinted you can also find it on the Documents Tab on the customers account

Select Customer **ASHENG** Asheng Engineering Ltd

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

Period Selection All Periods From Apr 2012 To Oct 2013

Selection All Documents

Document ...	Document ...	S...	Del Date	Order No	Int'l Ref	Post Status	Print Status	P/Slip No	Gross Document ...
7/09/2013		IN		315		Unposted	Unprinted		\$7,233.19 Invoice
7/09/2013	90001	IN		470		Unposted	Unprinted		\$5,923.31 Quote
7/09/2013		IN		522		Unposted	Unprinted		\$2,376.82 Invoice
7/09/2013		IN				Unposted	Unprinted		\$3,368.95 Invoice
14/09/2013	90002	IN				Unposted	Unprinted		\$812.39 Quote
14/09/2013		IN				Unposted	Unprinted		-\$3,825.60 Credit
21/09/2013		O..	16/09/2013			Unposted	Printed	70407	\$1,198.96 Order
21/09/2013		IN		629		Unposted	Unprinted		\$414.00 Invoice
30/09/2013	10413	IN				Posted	Unprinted		\$747.50 Invoice
30/09/2013		IN				Unposted	Unprinted		\$0.00 Invoice
30/09/2013	10414	IN	27/09/2013			Posted	Unprinted	70411	\$462.96 Invoice

# Contact

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

## *Offices*

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