

Training Document – How to Find Electronic Payments to Suppliers (when not Completed to Export Stage)



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

After completing this lesson, you will be able to:

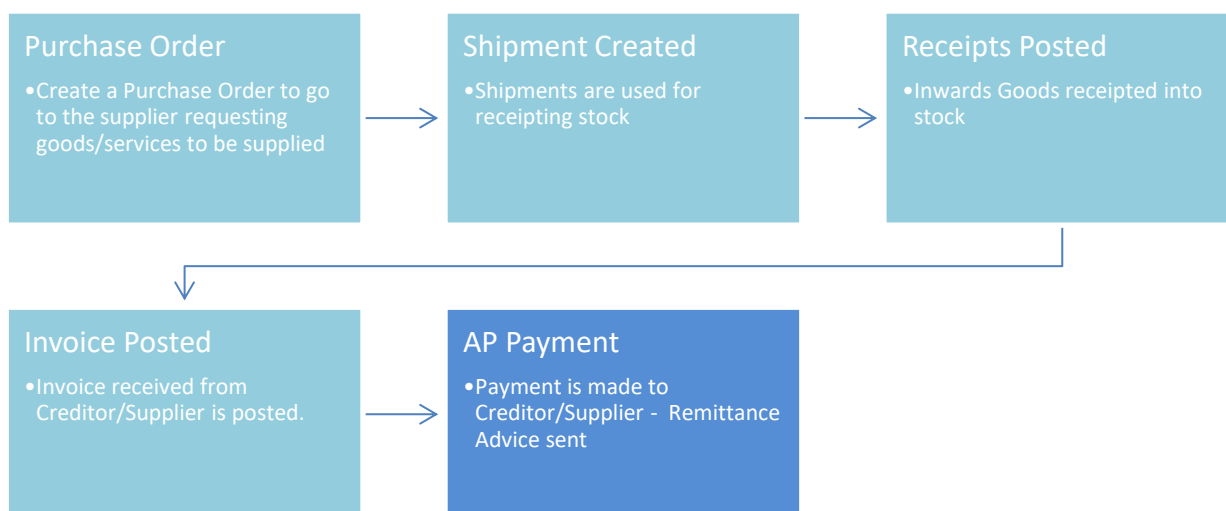
- Find a partially Completed AP Electronic Payment Batch
- Send a remittance

Contents

Purchase Order to Invoice Process	2
Process flow	2
Find Electronic Payments	3
Remittances	5
Contact	7

Purchase Order to Invoice Process

Process flow



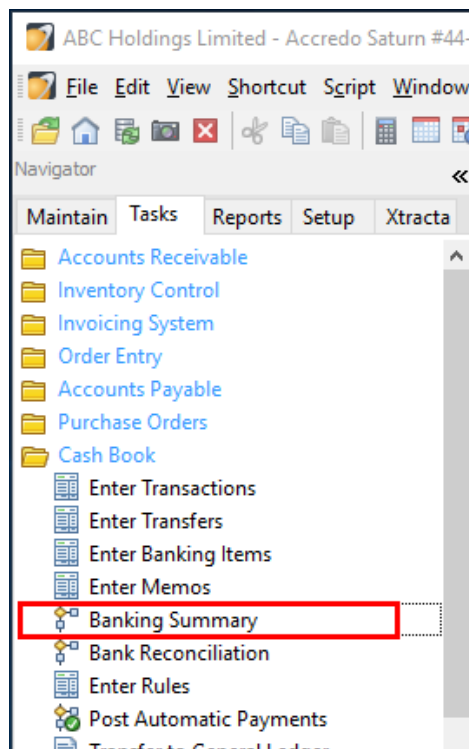
Find Electronic Payments

We can create Electronic payment batches to pay suppliers and upload to the bank for payment.

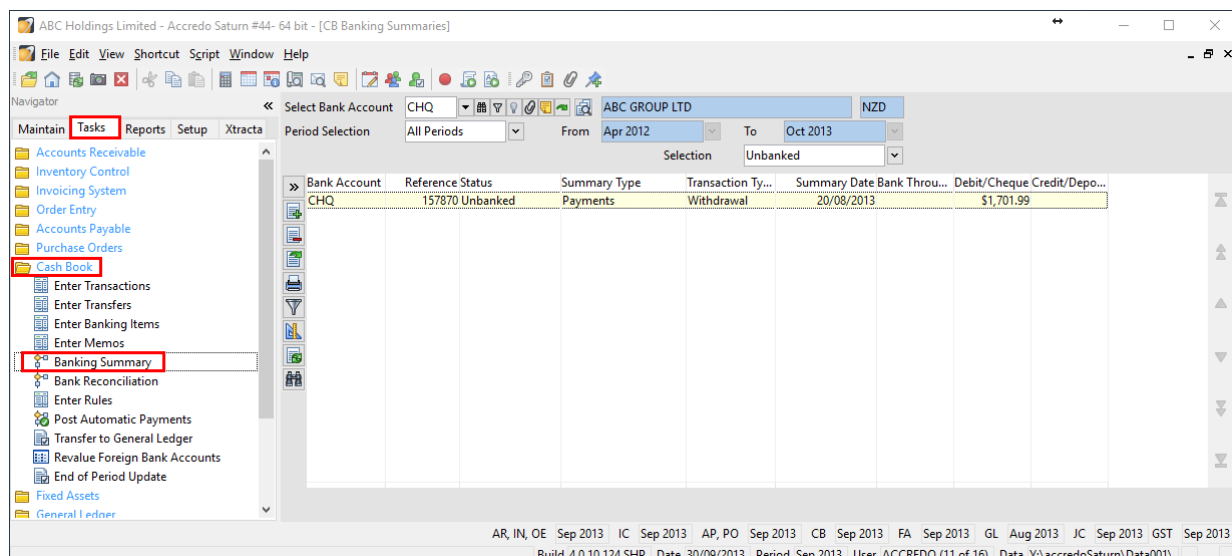
Find partially Processed Electronic Payments

If you have Approved and Generated payments but not Saved and exported them you can find the batch in:

Tasks_Cash Book_Banking Summary



Choose Unbanked from the Selection Dropdown and you should see the Batch that had not been exported.



Help

Select Bank Account **CHQ** ABC GROUP LTD NZD

Period Selection All Periods From Apr 2012 To Oct 2013

Selection **Unbanked**

Bank Account	Reference	Status	Summary Type	Transaction Ty...	Summary Date	Bank Throu...	Debit/Cheque Credit/Depo...
CHQ	157870	Unbanked	Payments	Withdrawal	20/08/2013		\$1,701.99

To continue with the export and save tasks and push the payment through to the Cash book double click on the payment batch line to open it

Click on the Edit details (F11)  button
Then Accept and Save the Batch

CB Banking Summary - CHQ - ABC GROUP LTD

Period Aug 2013 Withdrawal - Payments ID 368

Bank Code CHQ ABC GROUP LTD NZD

Select Items

Media Cash/Cheque Date 20/08/2013 Particulars WRIGHT

Currency NZD Consolidate ☒ Reference 157870

Branch Withdrawal Amount \$1,701.99 Comment 59 60

Bank Charges \$0.00 Other Party

Banking

Date	Media	Other Party	Reference	Particulars	Amount	Code
20/08/2013	CHEQUE		157870	59 60	\$1,701.99	WRIGHT

Withdrawal pre Charges \$1,701.99 NZD Exch Rate 1.0000 Total \$1,701.99 NZD

Unbanked

Date	Media	Other Party	Reference	Particulars	Amount	Code
------	-------	-------------	-----------	-------------	--------	------

Print Export Accept Save Cancel

Created by ACCREDO on 18/09/2013 1:47:17 PM Modified by ACCREDO on 18/09/2013 1:47:17 PM

CB Banking Summary - CHQ - ABC GROUP LTD

Period: Aug 2013 Withdrawal - Payments ID: 368

Bank Code: CHQ ABC GROUP LTD NZD

Select Items

Media: Cash/Cheque Date: 20/08/2013 Particulars: WRIGHT

Currency: NZD Consolidate: ☒ Reference: 157870

Branch: Withdrawal Amount: \$1,701.99 Comment: 59 60

Bank Charges: \$0.00 Other Party:

Banking

Date	Media	Other Party	Reference	Particulars	Amount	Code
20/08/2013	CHEQUE		157870	59 60	\$1,701.99	WRIGHT

Withdrawal pre Charges: \$1,701.99 NZD Exch Rate: 1.0000 Total: \$1,701.99 NZD

Unbanked

Date	Media	Other Party	Reference	Particulars	Amount	Code
------	-------	-------------	-----------	-------------	--------	------

Print Export Accept Save Cancel

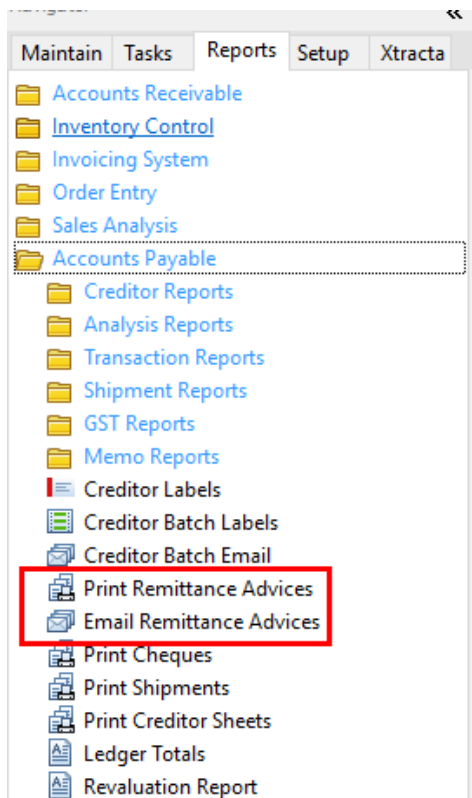
Created by ACCREDO on 18/09/2013 1:47:17 PM Modified by ACCREDO on 18/09/2013 1:47:17 PM

Export the batch to create a file to upload to your bank with the payment details.

Remittances

To send Remittance you will need to go to Reports_Accounts Payable

Choose Print Remittances or Email Remittances



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