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.

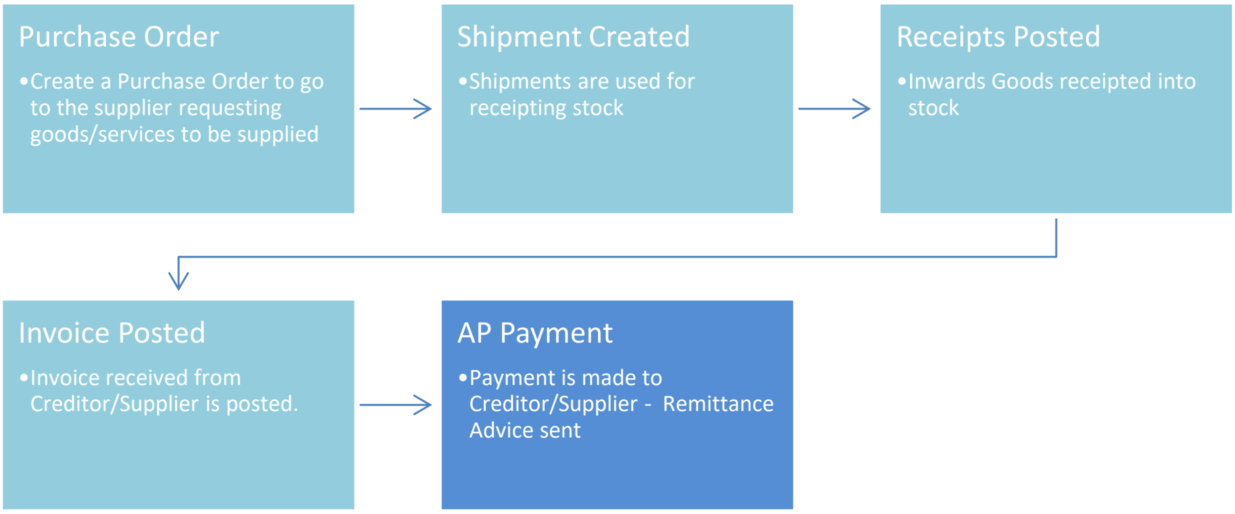
After completing this lesson, you will be able to:

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

Contents

Purchase Order to Invoice Process

Process flow

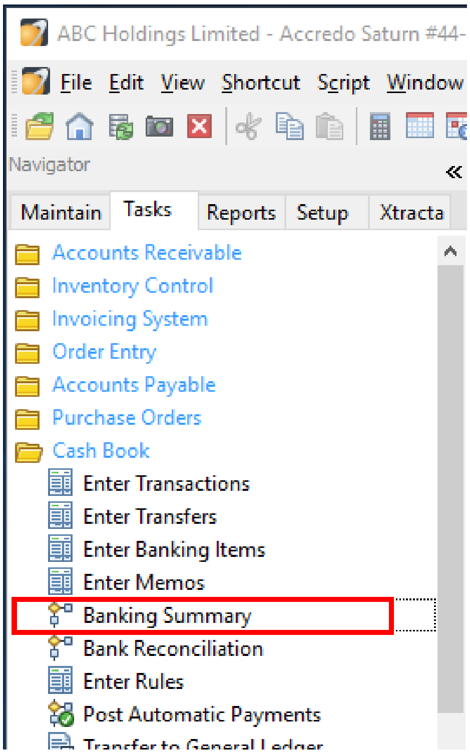


Find Electronic Payments

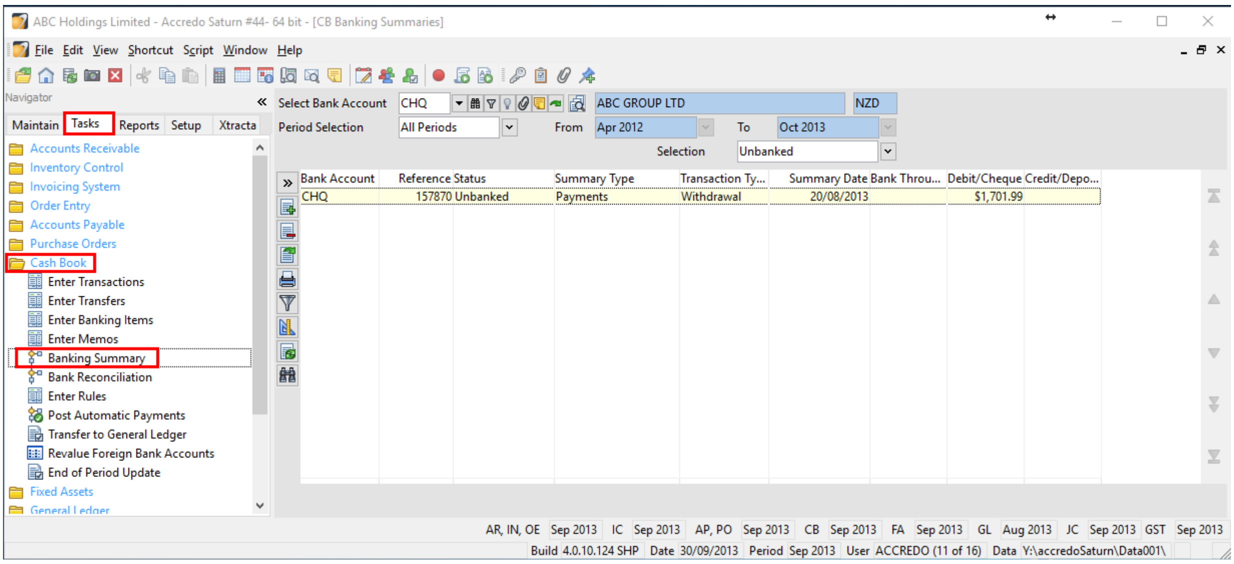
We can create Electronic payment batches to pay suppliers and upload to the bank for payment.

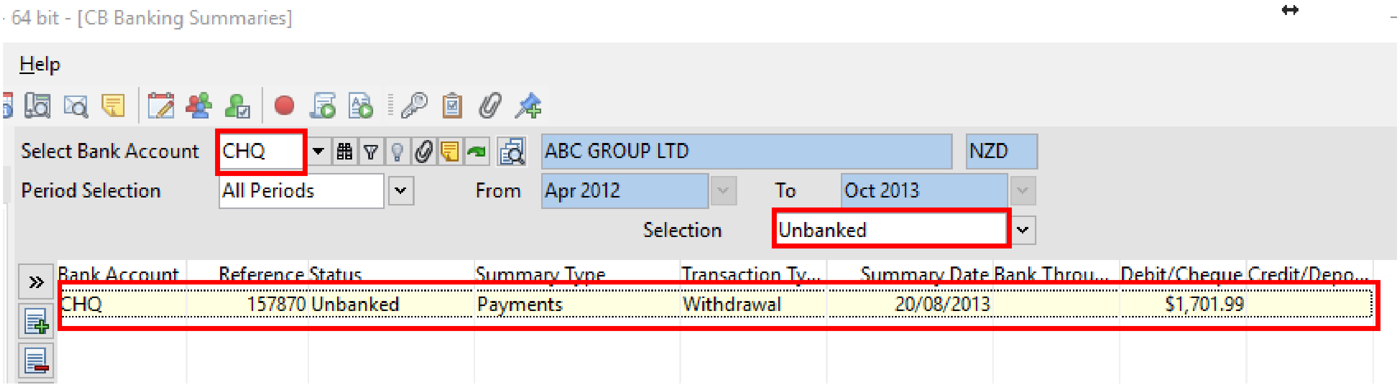
Find partially Processed Electronic Payments

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



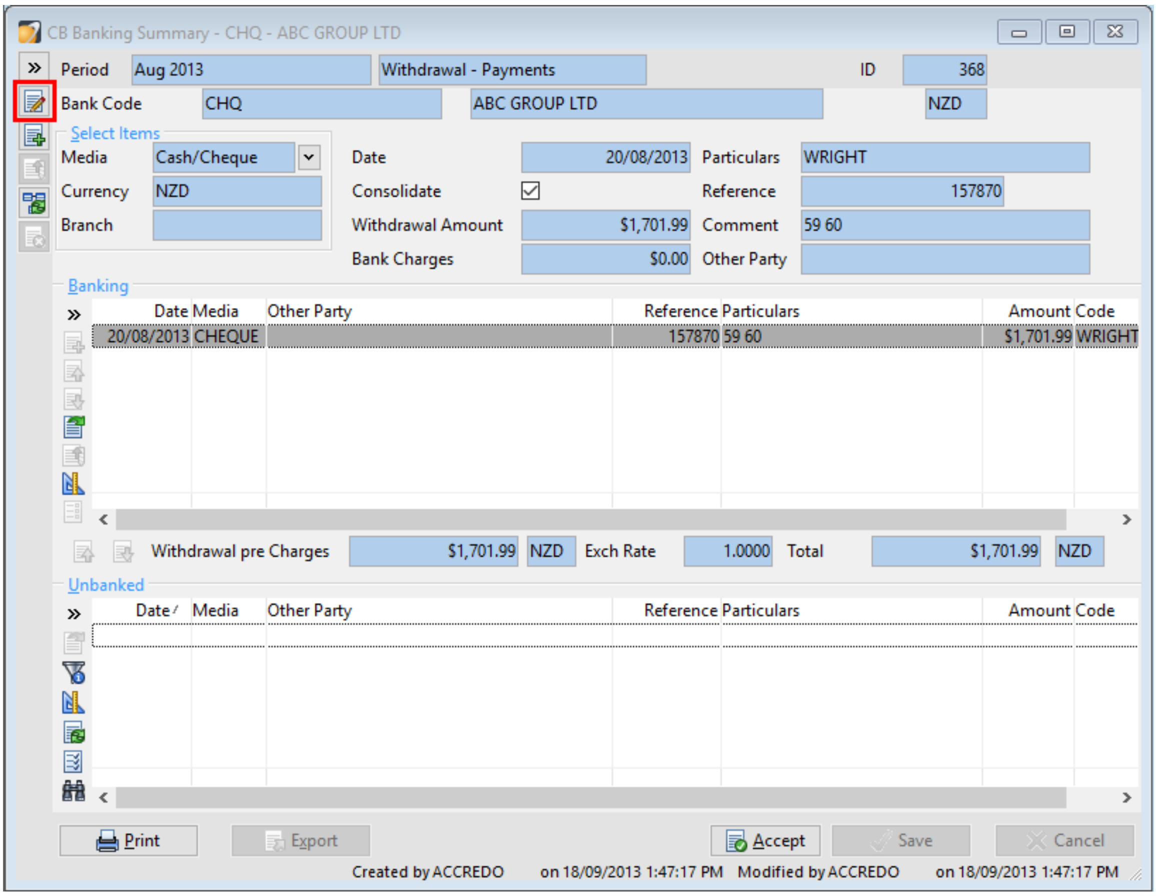
Choose Unbanked from the Selection Dropdown and you should see the Batch that had not been exported.

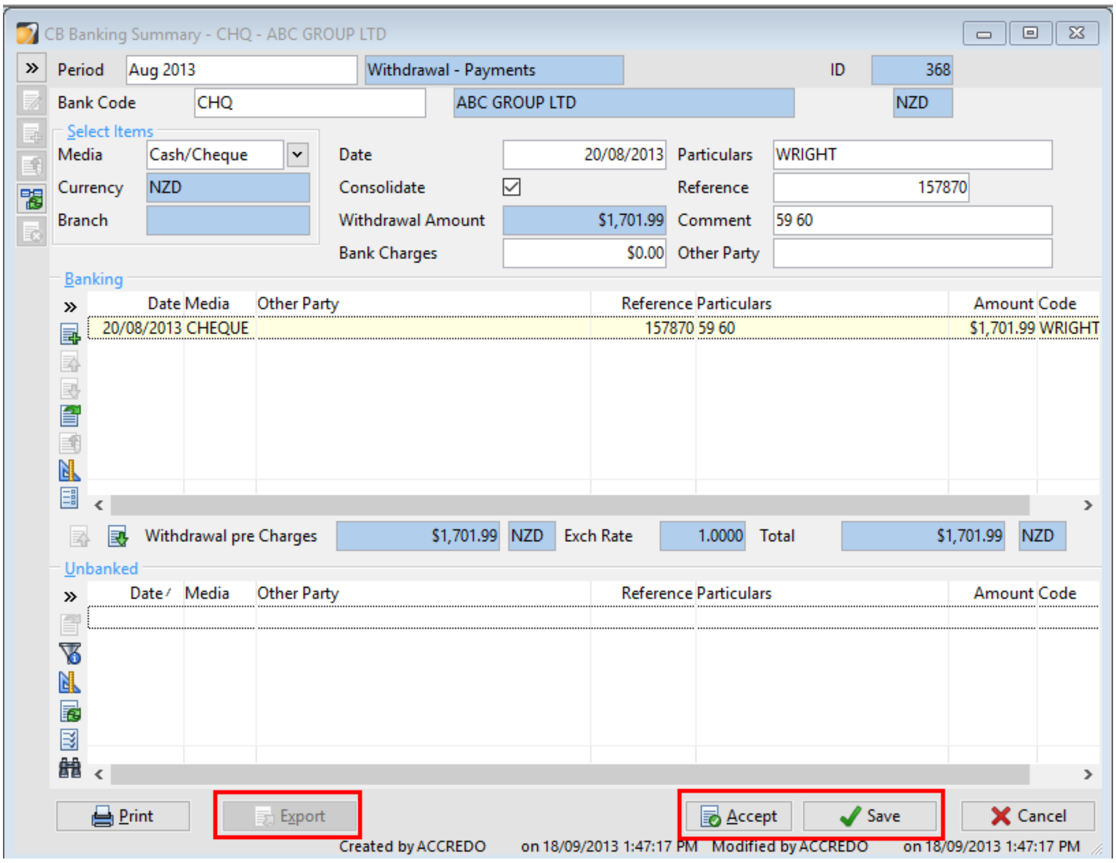




To continue with the export and save tasks and push the payment through to the Cash book double click on the payment batch line to open it

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



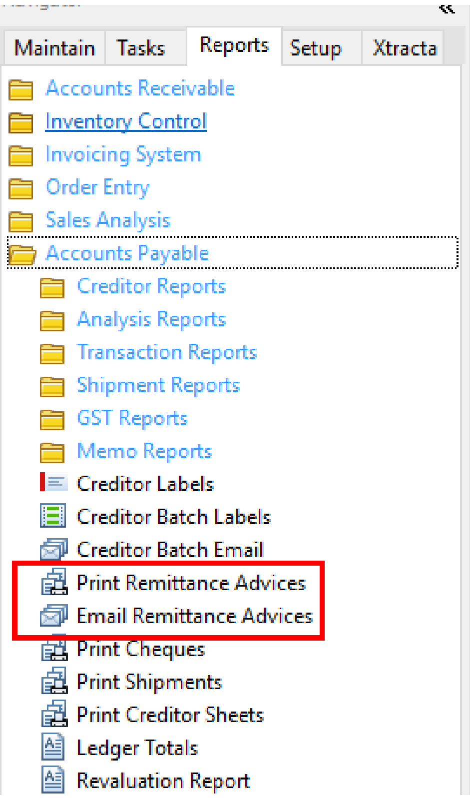


Export the batch to create a file to upload to your bank with the payment details.

Remittances

To send Remittance you will need to go to Reports_Accounts Payable

Choose Print Remittances or Email Remittances


Maintain
Tasks
Reports
Setup
Xtracta
Accounts Receivable
Inventory Control
Invoicing System
Order Entry
Sales Analysis
Accounts Payable
Creditor Reports
Analysis Reports
Transaction Reports
Shipment Reports
GST Reports
Memo Reports
Creditor Labels
Creditor Batch Labels
Creditor Batch Email
Print Remittance Advices
Email Remittance Advices
Print Cheques
Print Shipments
Print Creditor Sheets
Ledger Totals
Revaluation Report

Contact

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

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