

Training Document

How to Reprice an Invoice



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

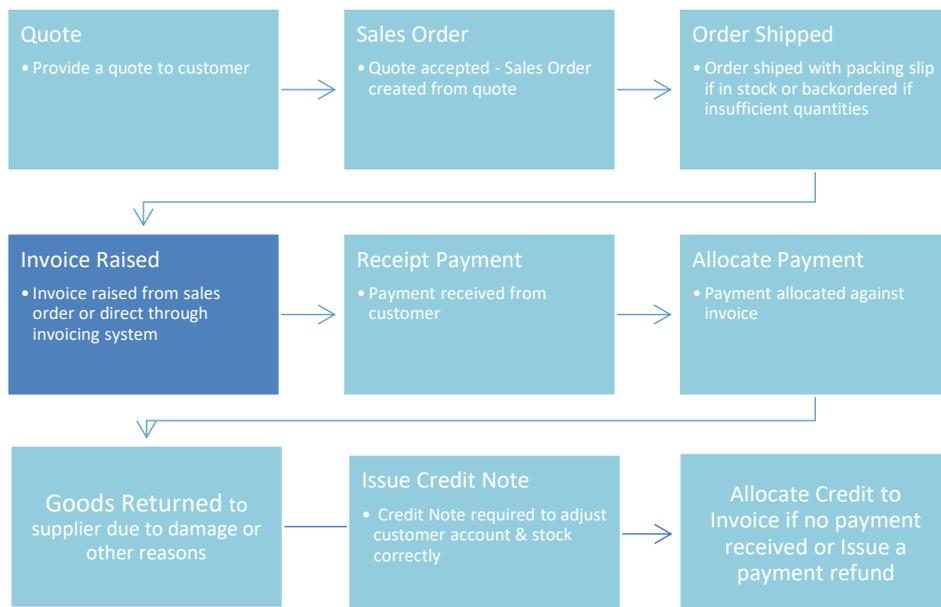
After completing this lesson you will be able to:

- Reprice an Invoice

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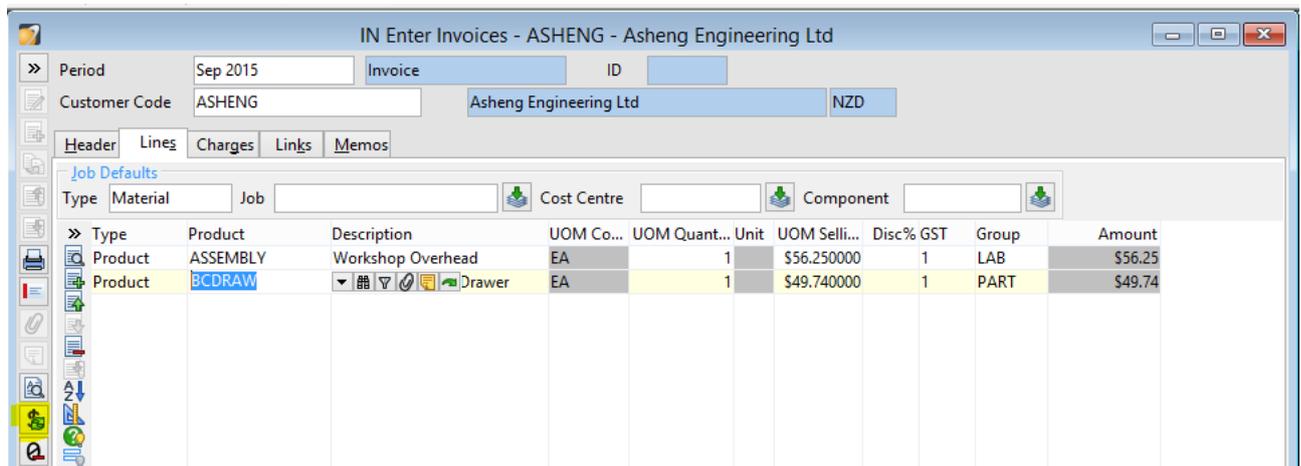
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Process flow



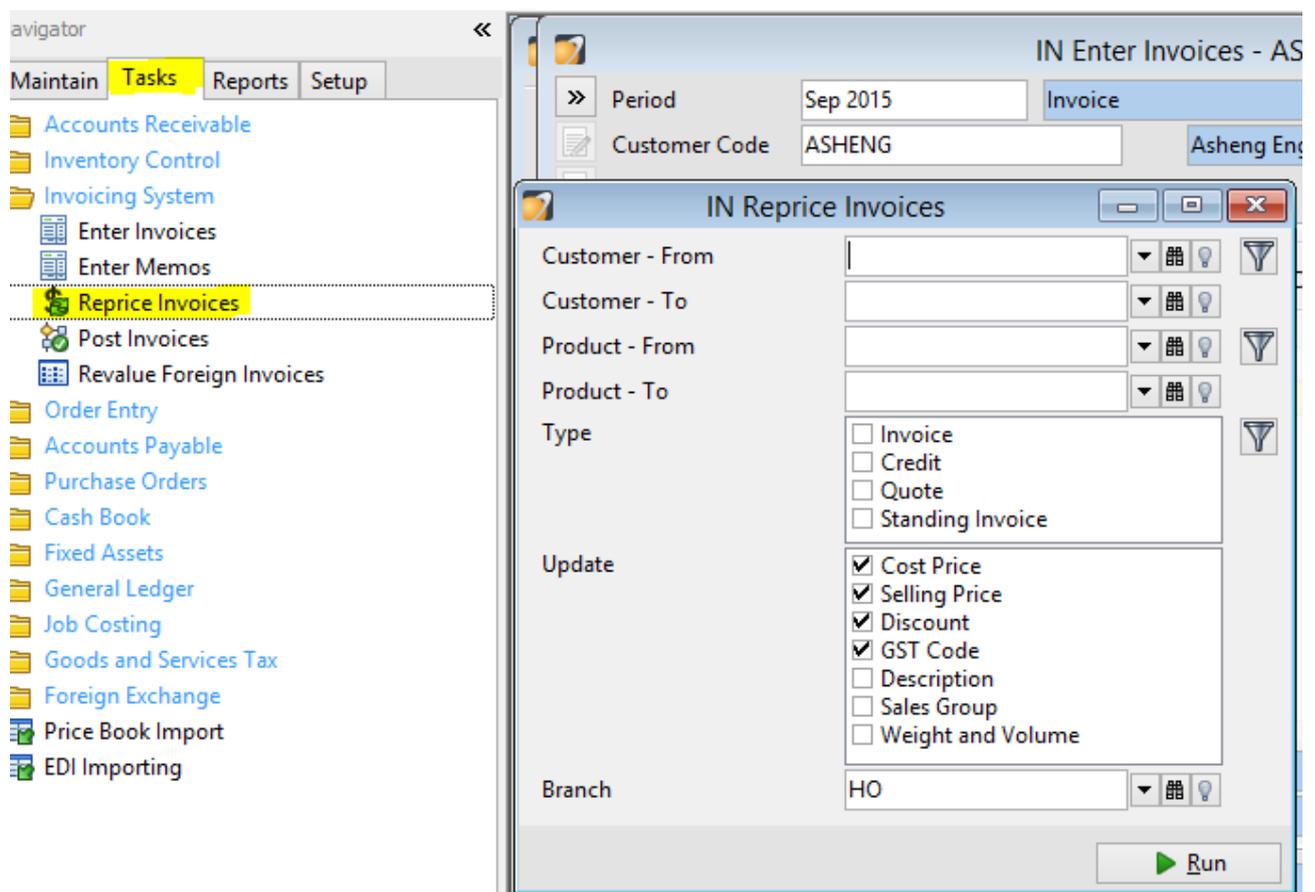
Repricing Invoices

- To Reprice an Invoice click on the reprice button on the  (Alt + R). This will update prices on the invoices to the latest prices.



Type	Material	Job	Cost Centre	Component	Type	Product	Description	UOM Co...	UOM Quant...	Unit	UOM Selli...	Disc% GST	Group	Amount
Product	ASSEMBLY					Workshop Overhead		EA	1		\$56.250000	1	LAB	\$56.25
Product	BCDRAW					Drawer		EA	1		\$49.740000	1	PART	\$49.74

- To update a Batch of Invoices with the latest prices go to Tasks\ Invoicing System\ Reprice Invoices. You can select which customers, products or types of invoices you would like to reprice.



Customer - From:
 Customer - To:
 Product - From:
 Product - To:
 Type: Invoice, Credit, Quote, Standing Invoice
 Update: Cost Price, Selling Price, Discount, GST Code, Description, Sales Group, Weight and Volume
 Branch: HO

Run

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