

## Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

### Finding AP Payments that are not in CB

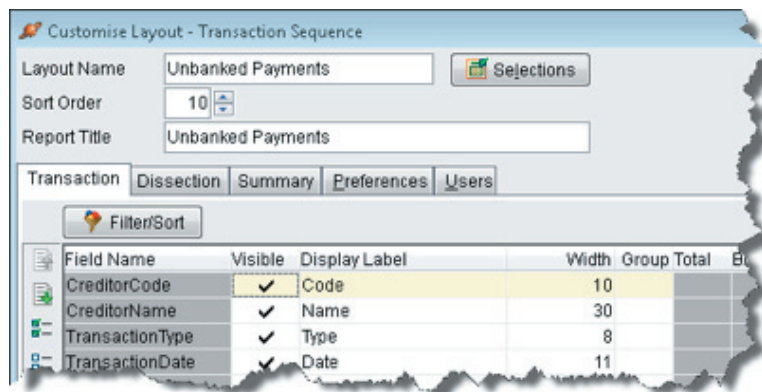
If you can't find AP payments in CB, this is usually because they are Electronic type payments that have not been exported. The reason we don't update CB immediately, is that we don't know whether you want the payment to show individually, or as part of consolidated amount. This gets decided when you export the batch.

It can also be because the payments are Computer Printed Cheque type payments that have not been printed, although this payment method is now less commonly used. The reason these payments are not updated to CB immediately, is that we need to know that the Cheques have printed successfully so you can confirm the Cheque number to be saved to the CB transaction.

### Create a Report – Unbanked Payments

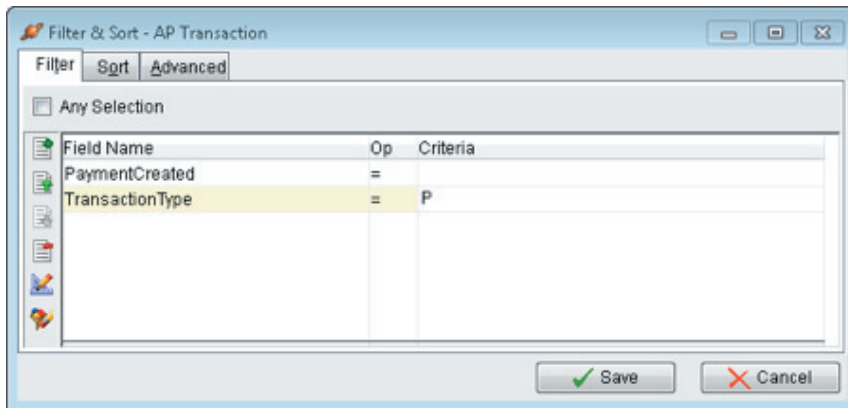
Reports > Accounts Payable > Transaction Reports > Add Layout > Transaction Sequence

Change the Layout name and Report Title to 'Unbanked Payments'



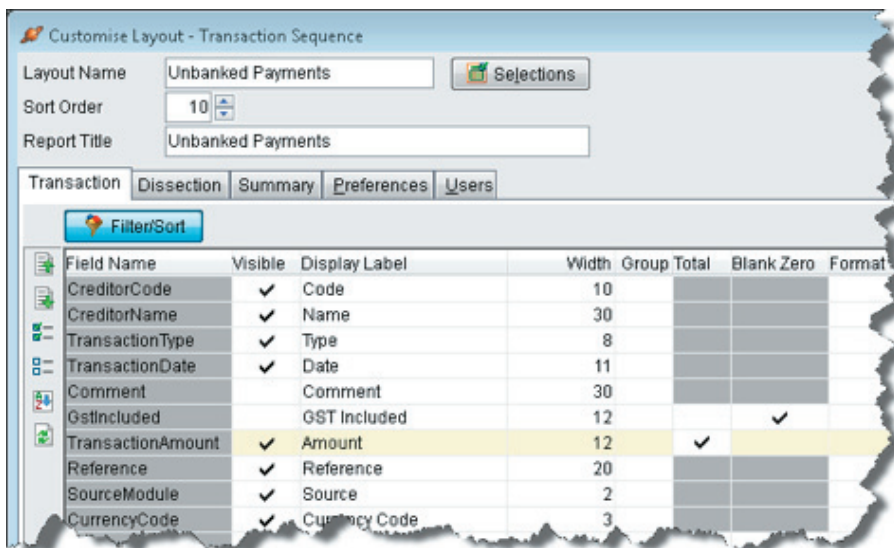
Click the Filter/Sort button and apply the following filter.

→

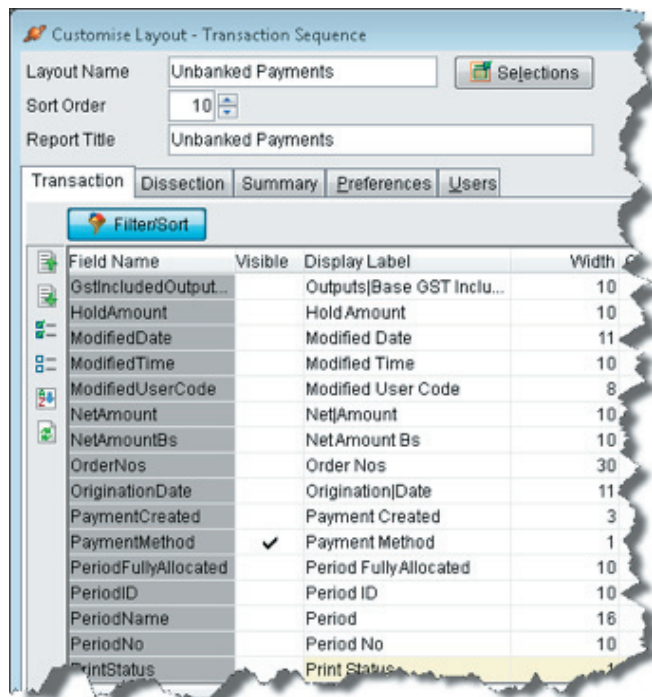


Then click Save.

In the Visible column, Untick Comment and GSTIncluded to make the report less cluttered, and put a tick in the Total column for TransactionAmount.

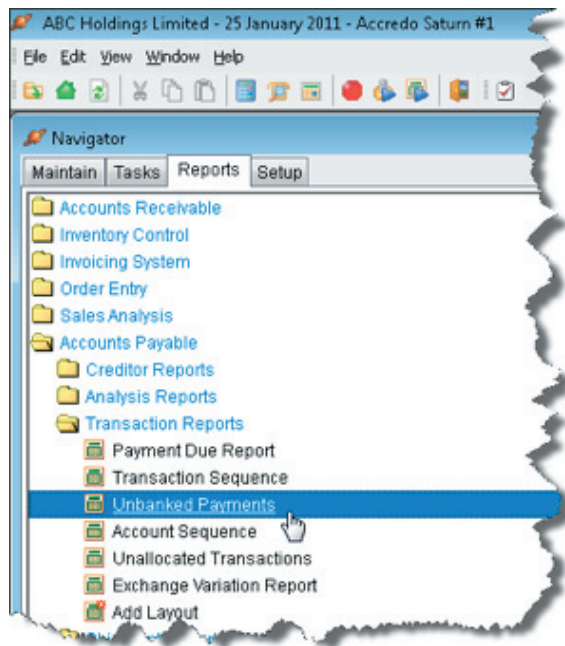


Scroll down to 'PaymentMethod' and put a tick in the 'Visible' column →

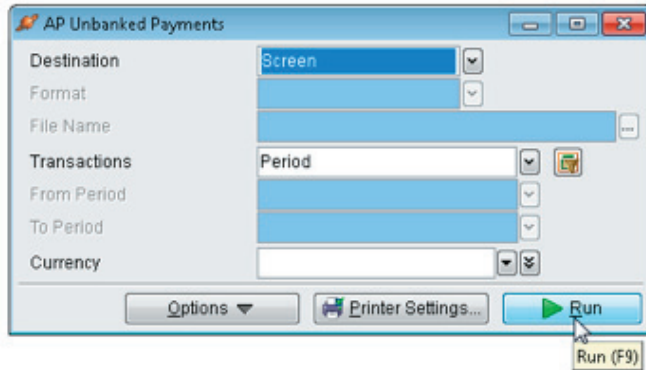


Click Save.

You'll now see a report listed called Unbanked Payments. →



Click the report and run it for the current period.



→

If you have any Electronic payments that are not exported, or any Computer Printed Cheques that are not printed, these will appear on your report as per the below example.

**Accounts Payable - Unbanked Payments**  
**ABC Holdings Limited - 25 January 2011**  
**Transaction Filtered By: (PaymentCreated=False) And (TransactionType="P")**  
**Transactions: Period Sep 2010**

Code	Name	Type	Date	Amount	Reference Source	Currency Code	Payment Method
CONWAY	Conway Native Timber Fittings Ltd	Payment	15/09/2010	-\$11,812.17	AP	NZD	Electronic
JSMITH	J. Smith Chartered Accountant	Payment	25/09/2010	-\$917.00	AP	NZD	Computer Printed
HARDWA	Hardware Supply Company Ltd	Payment	23/09/2010	-\$2,033.40	AP	NZD	Electronic
				<u>-\$14,762.57</u>			

Type	Count	Currency Code	GST Included	Amount	Discount
Payment	3	NZD		-\$14,762.57	-\$61.00
	<u>3</u>			<u>-\$14,762.57</u>	<u>-\$61.00</u>

End Of Report - 3 Records Printed

### To Bank your electronic payments

Tasks > Accounts Payable > Electronic Banking

In the Payments Dated On or After field, make sure you change the date to match the date of the oldest electronic payment on the report. Select the Bank Account to update and check the consolidate flag.

AP Electronic Payments

Creditor - From: [ ]

Creditor - To: [ ]

Creditor Group: [ ]

Currency: NZD

Period: Sep 2010

Payments Dated On or After: 15/09/2010

Bank Account: CHQ

Consolidate:

Re-Export:

Run

→

Click Run and your electronic payments will display.

AP Electronic Payments

Export  
Our BankAccount: 00-0000-0123456-00  
Definition File: APWestpac.pfb  
Export File: Creditor.txt  
Due Date: 30/09/2010

CB Banking  
Bank Code: CHQ  
Consolidate:   
Period: Sep 2010  
Date: 23/09/2010

Reference: Creditors Sept

Total: \$13,784.57 NZD      \$13,784.57 NZD

Code	Date	Period	Exchange ... Rate Type	Reference	Amount	AmountBs Payer
CONWAY	15/09/2010	206	1.0000 BUY		\$11,812.17	\$11,812.17 ConW
HARD...	23/09/2010	206	1.0000 BUY		\$1,972.40	\$1,972.40 Hard

Print      Export      Exit

Enter your Reference and Check the CB Banking as this shows how CB will be updated. Then click 'Export'

### To Bank your Computer Printed Cheques

Reports > Accounts Payable > Cheques

If these payments have already gone out to creditors, leave the destination as 'Screen'.

If you have Cheques to be printed, change the destination to 'Printer' and put your Cheque paper in the printer.

Make sure 'Next Cheque Number' is the first Cheque number in the payment run, or if you are printing the Cheques, enter the next Cheque Number of the Cheques you will printing on. →

AP Cheques

Destination: Screen

Format: [dropdown]

File Name: [text box]

Report File Name: APCheque.pfd

Creditor - From: [dropdown]

Creditor - To: [dropdown]

Creditor Group: [dropdown]

Currency: NZD

Period: Sep 2010

Bank Account: CHQ

Next Cheque Number: 12345

Options Printer Settings Run

Click Run

If you were printing the Cheques, go to the printer and make sure all the Cheques have printed.

AP Update Cheques

C...	Code	Name	Amount	AmountBs	Cheque Nurr
N	JSMITH	J. Smith Chartered Accountant	\$917.00	\$917.00	156

Select last cheque to update

Save Cancel

Save (F9)

Click Save to update CB with the payments. ■