

## 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.

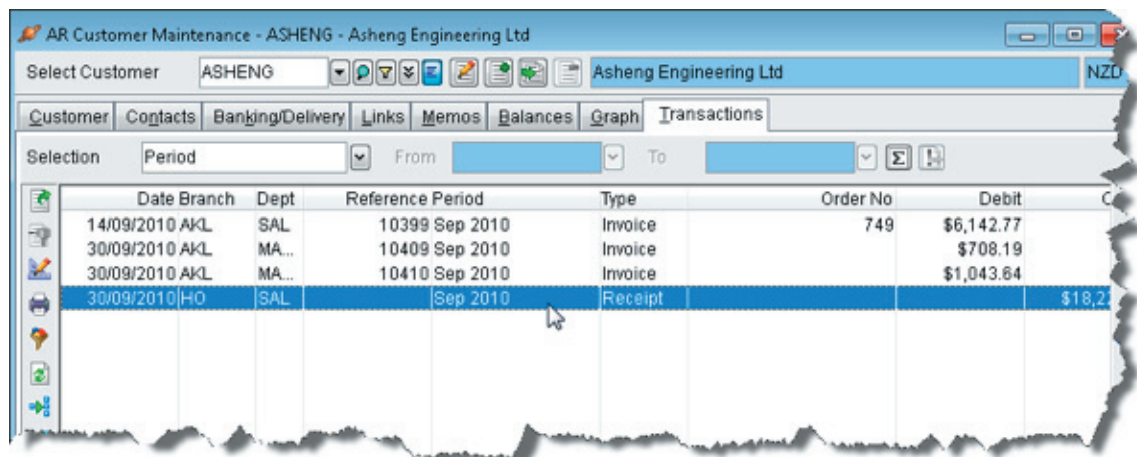
### Finding AR Receipts in CB

Do you ever having trouble finding a receipt in Cashbook? Usually this will be because it's part of a banking summary, or it could be that the receipt is unbanked.

If you find the receipt in AR, you can see if it's unbanked or see the banking summary it belongs to.

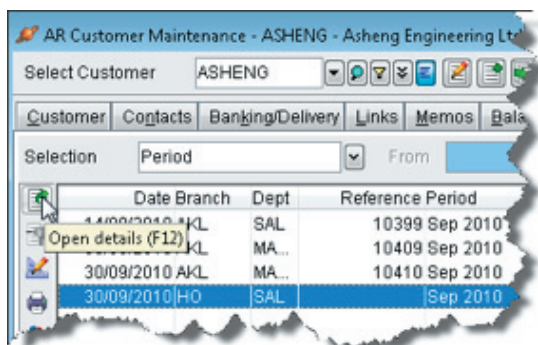
Maintain > AR > Customers > [Select Customer] > Transactions Tab.

Select the Receipt



Date	Branch	Dept	Reference	Period	Type	Order No	Debit
14/09/2010	AKL	SAL	10399	Sep 2010	Invoice	749	\$6,142.77
30/09/2010	AKL	MA...	10409	Sep 2010	Invoice		\$708.19
30/09/2010	AKL	MA...	10410	Sep 2010	Invoice		\$1,043.64
30/09/2010	HO	SAL		Sep 2010	Receipt		\$18,2

Open the Receipt transaction by double clicking, pressing F12 or clicking the Open Details Button



Date	Branch	Dept	Reference	Period
14/09/2010	AKL	SAL	10399	Sep 2010
30/09/2010	AKL	MA...	10409	Sep 2010
30/09/2010	AKL	MA...	10410	Sep 2010
30/09/2010	HO	SAL		Sep 2010

→

The transaction will display. Look at the Banking Items grid. If the Status is 'Unbanked' then you know it has not been banked into Cashbook yet.

If the status is 'Banked' click the Drill down button beside the Banking Items Grid or press Shift+F12.

AR Transactions - ASHENG - Asheng Engineering Ltd

Period: Sep 2010    Receipt    ID: 591

Customer Code: ASHENG    Asheng Engineering Ltd    NZD

Date: 30/09/2010    NZD    NZD

Reference:    3 Periods

Comment:    2 Periods

Rate Type: SELL    Branch: HO    1 Period

Exchange Rate: 1.0000    Department: SAL    Current: \$7,894.60

Auto Allocate:     NZD    NZD    Future:   

Net Receipt: \$18,226.21    \$18,226.21    Total: \$7,894.60

Discount: \$0.00    \$0.00    Pending Total: \$7,894.60

Gross: \$18,226.21    \$18,226.21

Bill From: ASHENG    Stop Credit:     Credit Limit:   

CB Banking

Bank Through:     Currency: NZD

Bank Account:    Rate Type: SELL

Banking Amount: \$18,226.21    Exchange Rate: 1.0000

- Bank Charges:   

Banking Items

Media	Drawer	Name	Branch	Amount	Status	Bank
		Eng No 1 Account	WES Birkenhead	\$18,226.21	Banked	CHQ

Drill down (Shift+F12)

Created by ACCREDO on 29/03/2011 1:51:50 p.m. Modified by ACCREDO on 29/03/2011 1:51:50 p.m.

Then the Banking Summary that the Receipt belongs to will display as per below Example. (If the receipt was banked though, then the CB Deposit transaction will display). →

CB Banking Summary - CHQ - ABC GROUP LTD

Period: Sep 2010    Deposit    ID: 354

Bank Code: CHQ    ABC GROUP LTD    NZD

Select Items: Cash/Cheque    Date: 30/09/2010    Deposit Amount: \$37,446.37

Media: Cash/Cheque    Reference: 54    Bank Charges: \$0.00

Currency: NZD    Particulars: CB Banking - Cash/Cheque

Branch:    Comment:   

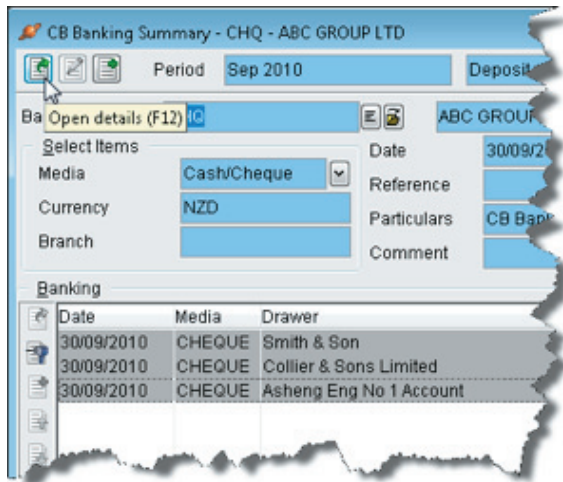
Date	Media	Drawer	Bank	Branch	Amount	Code
30/09/2010	CHEQUE	Smith & Son	BNZ	The Avenue	\$3,018.07	SMITH
30/09/2010	CHEQUE	Collier & Sons Limited	NAT	Wellington	\$16,202.09	COLLIER
30/09/2010	CHEQUE	Asheng Eng No 1 Account	WES	Birkenhead	\$18,226.21	ASHENG

Deposit pre Charges: \$37,446.37    NZD    Exch Rate: 1.0000    Total: \$37,446.37    NZD

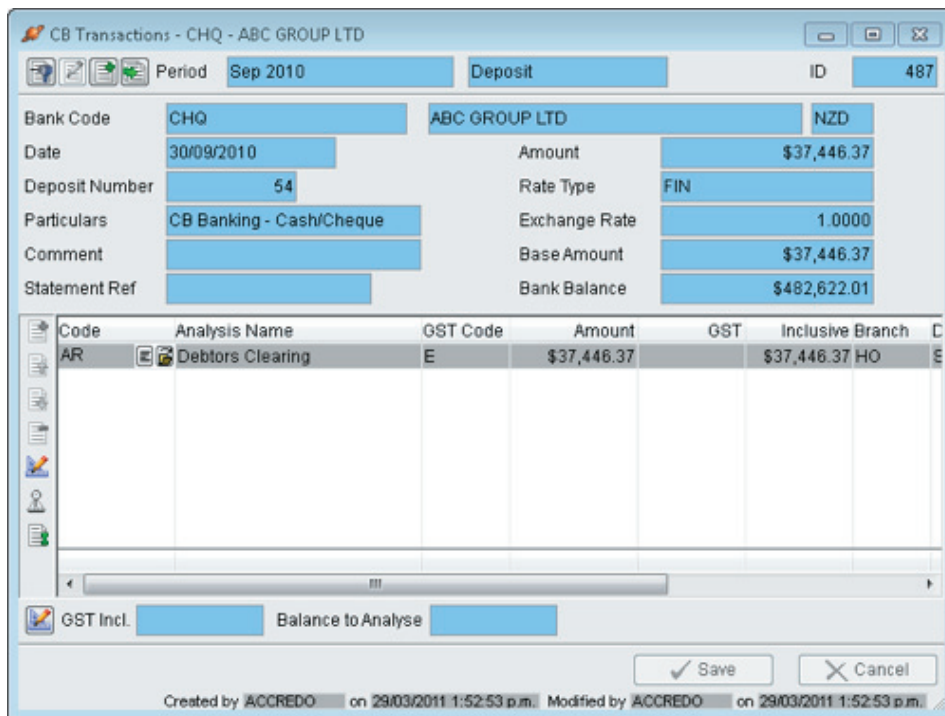
Print    Accept    Save    Cancel

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You can click the Open Details button or press F12 to open the CB transaction. →



The CB transaction will display



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