

Tips & Tricks

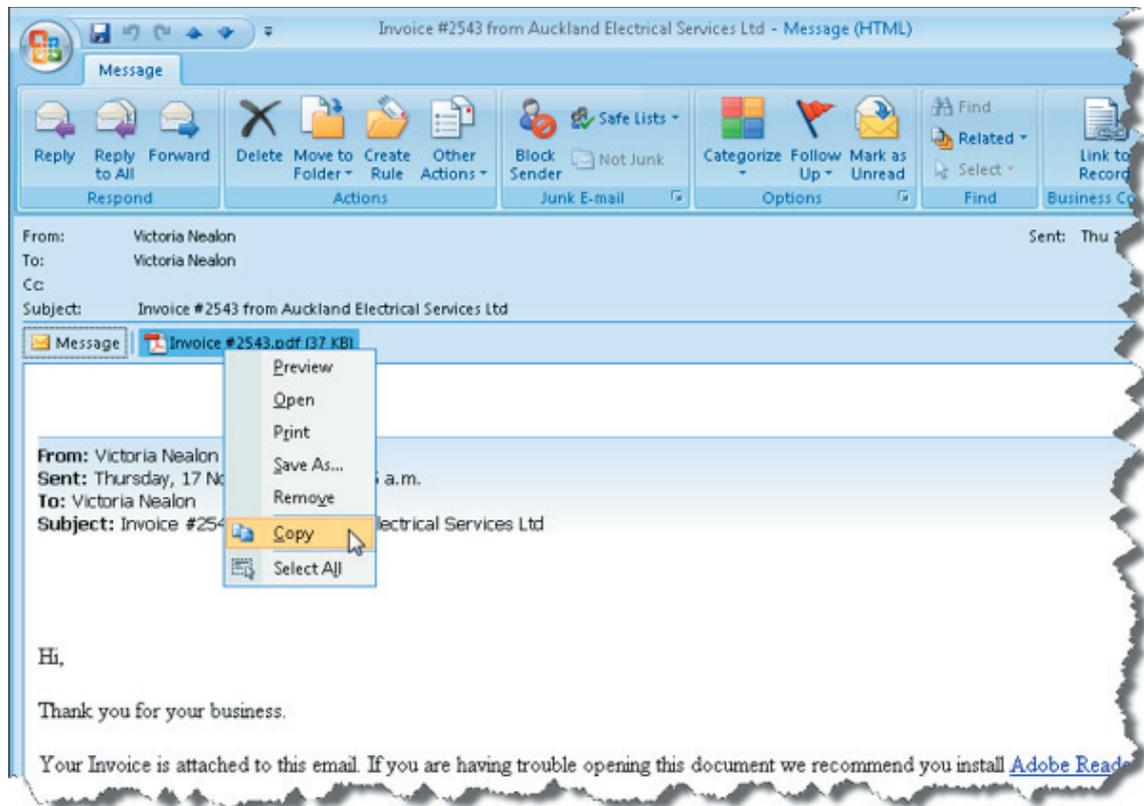
Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Adding Links and Memos to Documents and Transactions

Accredo users will be already familiar with adding Links and Memos to masterfiles such as Customers and Products. Release 3.5 users can now add them to Documents and Transactions. Use Links to attach files or web links, Memos for recording notes or reminders.

In the example below, I will demonstrate saving a pdf copy of invoice emailed to you by a creditor against the Invoice transaction in Accredo.

First copy the attachment. Open the email and right click on the invoice and click Copy.



Next enter the Invoice into Accredo.

Tasks > Accounts Payable > Enter Transactions > Invoice. →

AP Transactions - AUKELECT - Auckland Electrical

Period: Sep 2011 Invoice ID: 851

Transaction Links Memos

Creditor Code: AUKELECT Auckland Electrical NZD

Date: 13/09/2011 Due Date: 20/10/2011 NZD NZD

Origination Date: Discount Date: 13/09/2011

Invoice Number: 2543

Comment:

Rate Type: BUY Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: NZD NZD

Gross: \$1,175.91 \$1,175.91

Discount:

Net: \$1,175.91 \$1,175.91

Hold Amount:

3 Periods: \$1,175.91

2 Periods:

1 Period:

Current: \$1,175.91

Future:

Total: \$1,175.91

Pending Total: \$1,175.91

Bill From: AUKELECT

Code	Analysis Name	GST Code	Amount	GST	Inclusive	Branch	Dept	Narration
RM	Repairs and Maintenance	1	\$1,022.53	\$153.38	\$1,175.91	HO	ADM	

GST Incl. \$153.38 Balance to Analyse

Created by ACCREDO on 16/11/2011 2:37:03 p.m. Modified by Save (F9) on 16/11/2011 2:37:03 p.m.

Save Cancel

Enter the Invoice details and Save. Then click the Links button or press Alt+F6. →

AP Transactions - AUKELECT - Auckland Electrical

Period: Sep 2011 Invoice

Transaction Link Links (Alt+F6)

Creditor Code	AUKELECT	Auckland Electrical
Date	13/09/2011	Due Date 20/10/2011
Origination Date		Discount Date 13/09/2011
Invoice Number	2543	
Comment		
Rate Type	BUY	Branch HO
Exchange Rate	1.0000	Department SAL
Auto Allocate	<input type="checkbox"/>	NZD NZD
Gross	\$1,175.91	\$1,175.91
Discount		
Net	\$1,175.91	\$1,175.91

The Links on AP Transaction window will open. Click Edit or press F11.

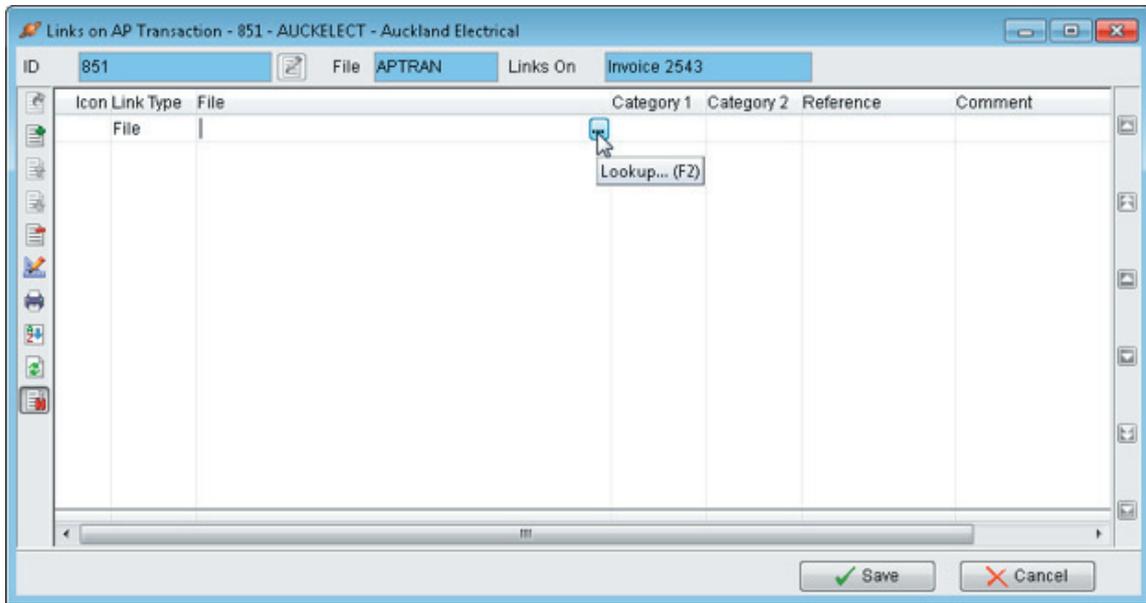
Links on AP Transaction - 851 - AUKELECT - Auckland Electrical

ID: 851 File: APTRAN Links On: Invoice 2543

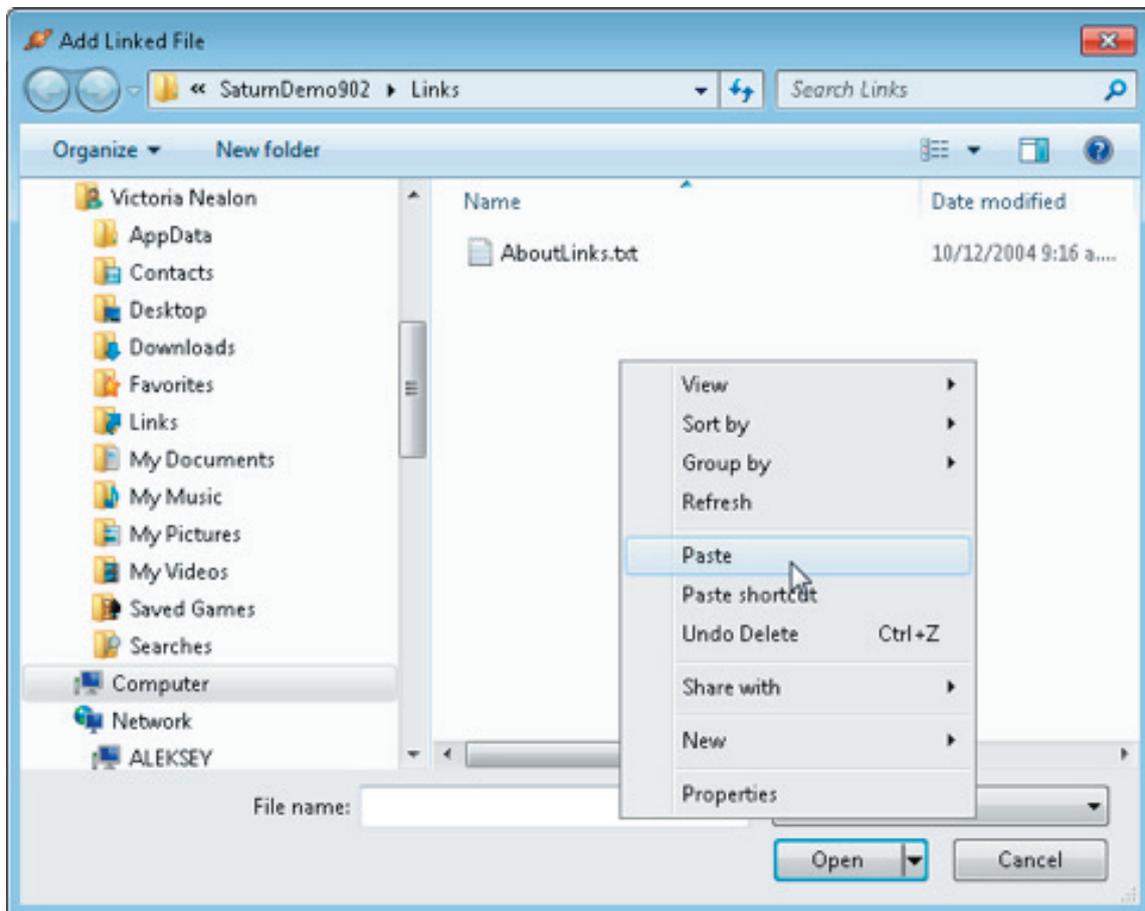
Icon	Link Type	File	Category 1	Category 2	Reference	Comment

Buttons: Save, Cancel

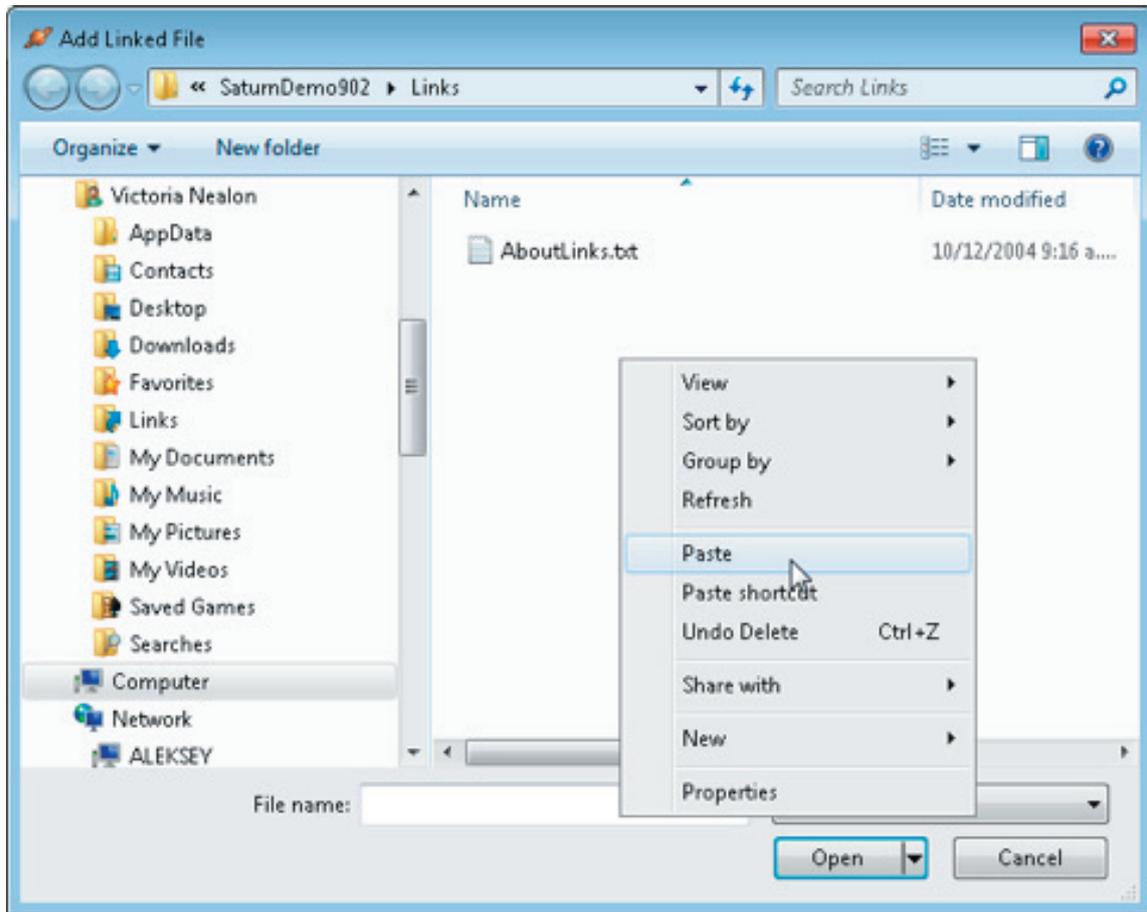
Click in the File field and press the Lookup button or press F2 to open the Links folder. →



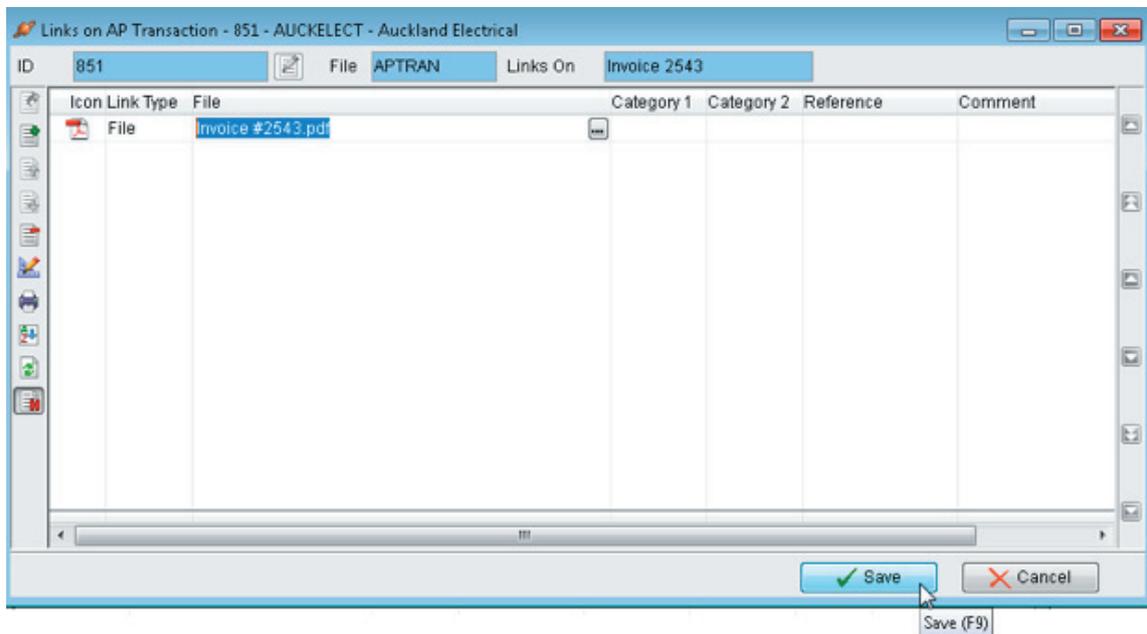
Right click inside the folder and select Paste. →



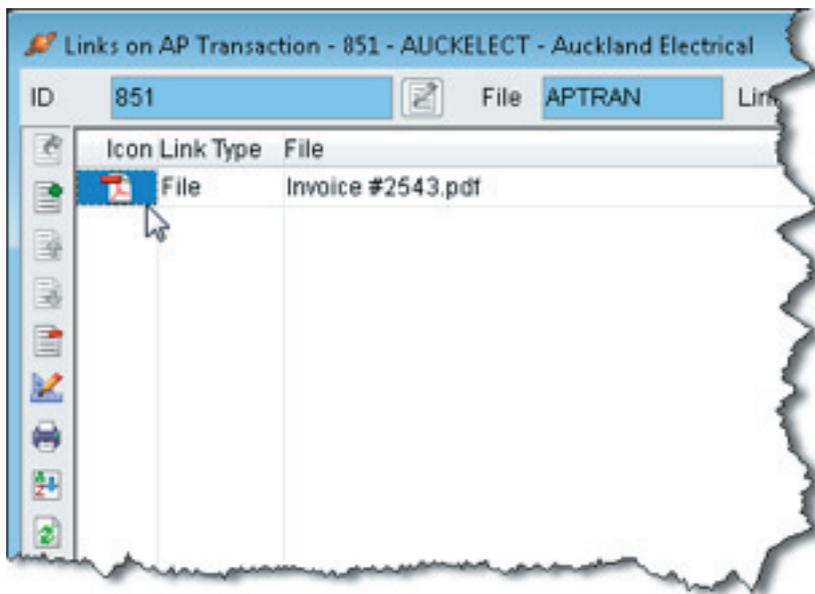
The attachment you copied from the email will now be pasted into the Links folder. →



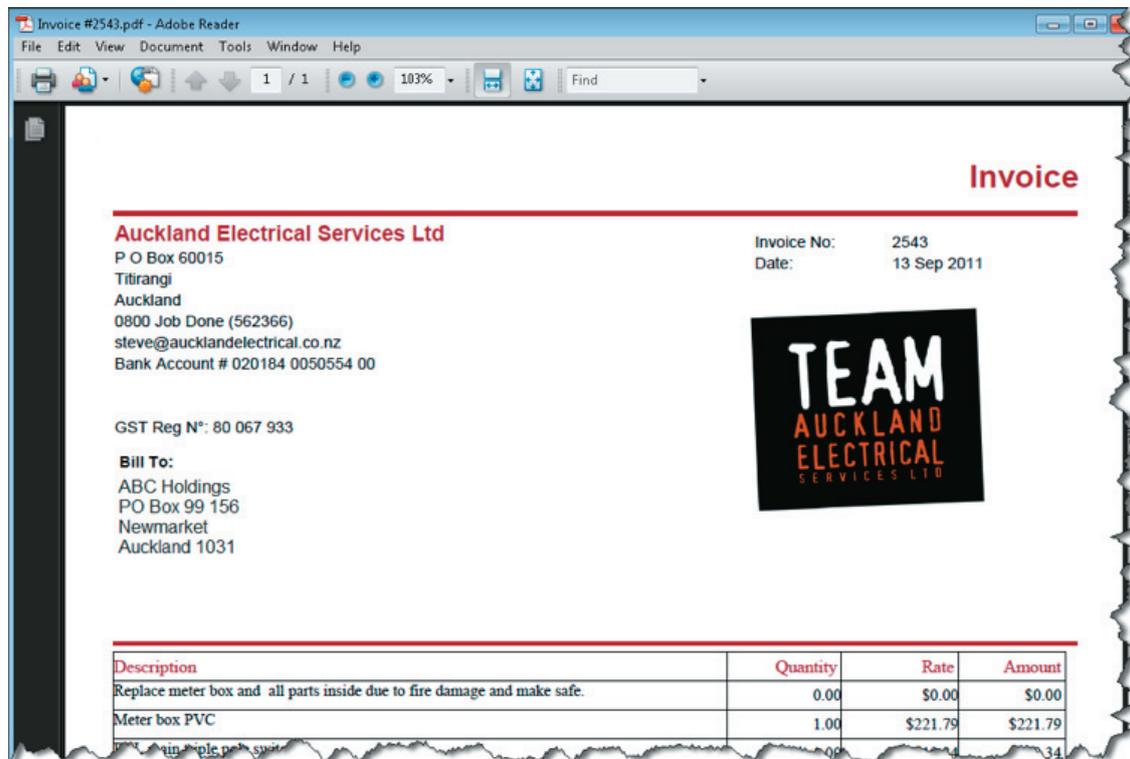
Click Open and the Link to the Invoice will appear. Then click Save. →



To view the file, just double click on the Icon.



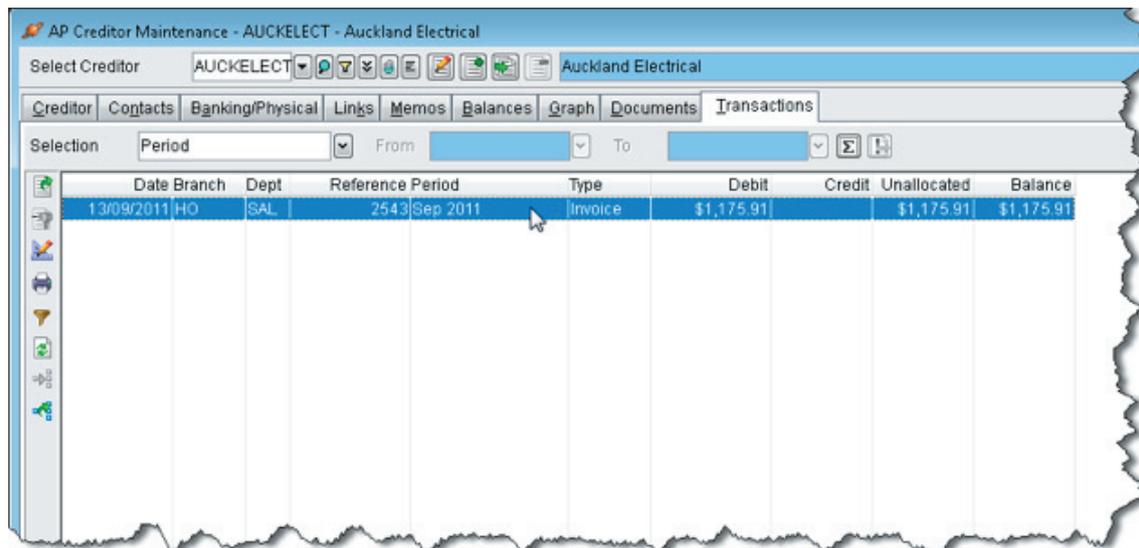
The Invoice will open on screen (so long as you have the application required to read it installed on your PC). →



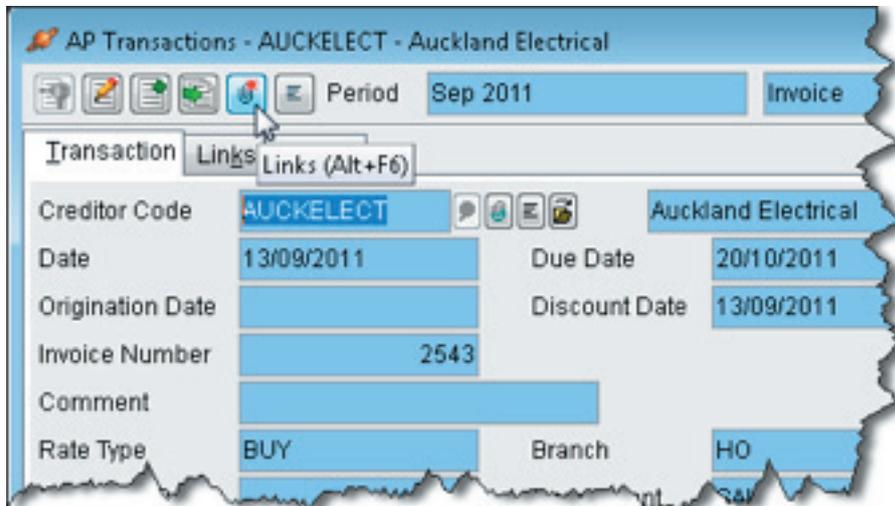
Anytime you need to view the invoice, open the Invoice transaction in Accredo then open the file attached.

Maintain > Accounts Payable > Creditors > [Select Creditor] > Transactions Tab.

Select the Invoice. →



Double click the Invoice to open it and you'll see the Links button now has a red asterisk indicating that there is an active Link for this Transaction.



Click the Links button or press Alt+F6 to bring up the Links on Transaction screen and double click on the Icon to open the file. ■