

Tips & Tricks

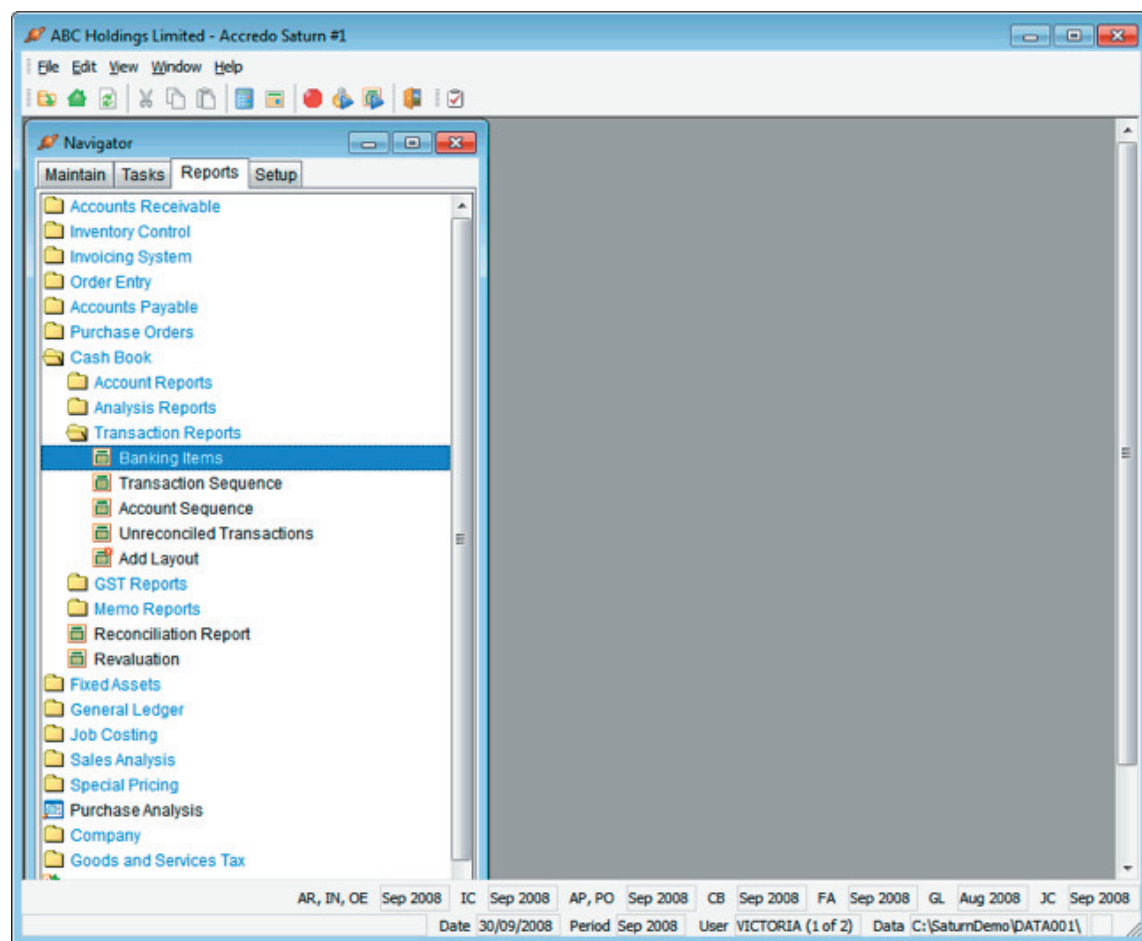
Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

Quick and easy way to find receipts

Sometimes we get calls from users who can't find an AR Receipt in the Cashbook when doing a Reconciliation.

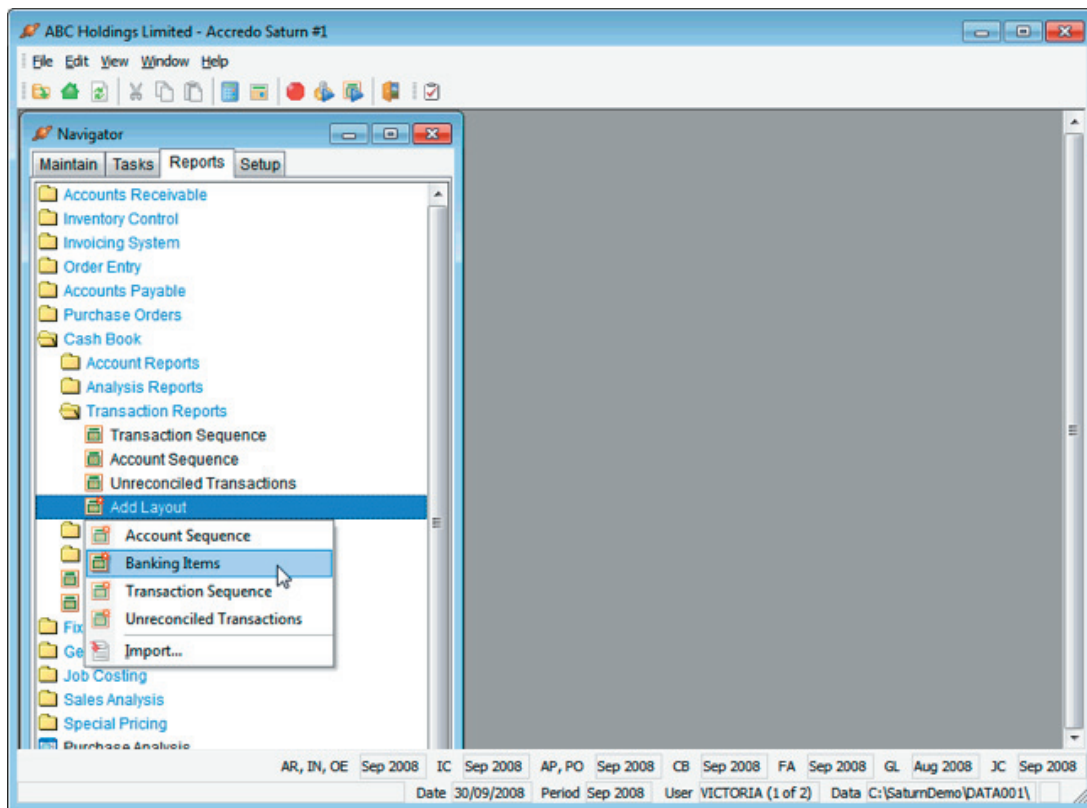
First check if the Receipt has been banked.

Navigator > Reports > Cashbook > Transaction Reports > Banking Items

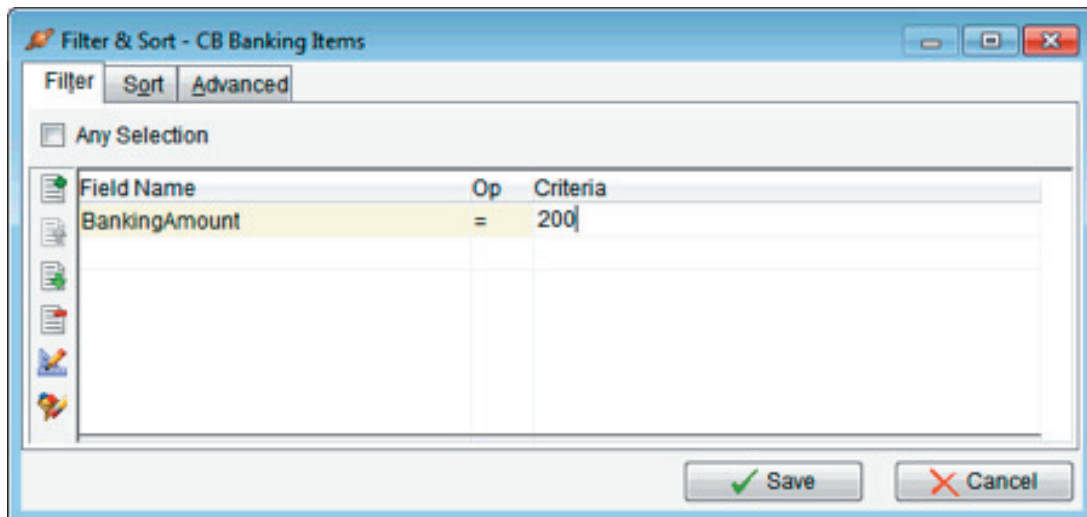


If you do not have this report, add the layout in.

Navigator > Reports > Cashbook > Transaction Reports > Add Layout > Banking Items →

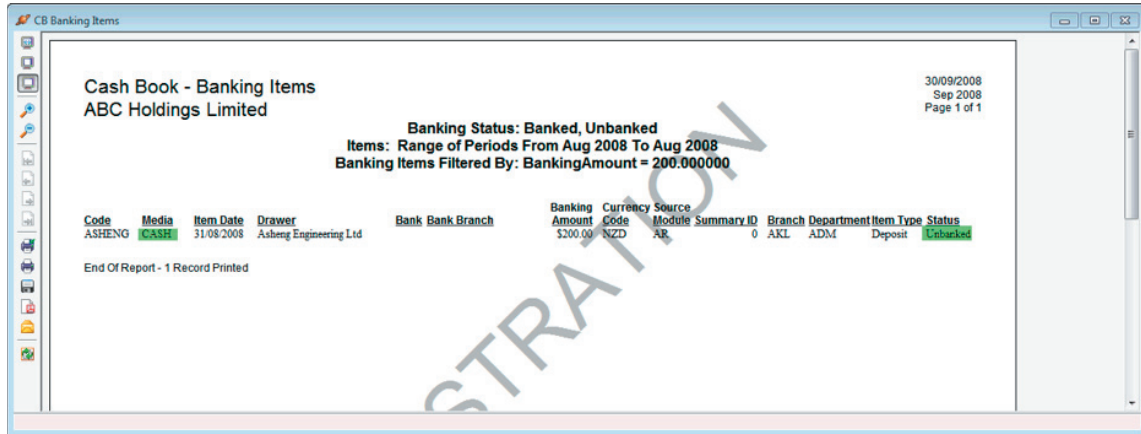


Select the Period the Receipt was banked in, and click the Filter to filter for the banking amount. The example below shows a filter for Banking Amount of \$200.



Then press SAVE and then RUN. →

The report will tell you the Media Type and if the transaction is banked or unbanked.



Cash Book - Banking Items
ABC Holdings Limited

30/09/2008
Sep 2008
Page 1 of 1

Banking Status: Banked, Unbanked
Items: Range of Periods From Aug 2008 To Aug 2008
Banking Items Filtered By: BankingAmount = 200.000000

Code	Media	Item Date	Drawer	Bank	Bank Branch	Banking Amount	Currency Code	Source Module	Summary ID	Branch	Department	Item Type	Status
ASHENG	CASH	31/08/2008	Asheng Engineering Ltd			\$200.00	NZD	AR	0	AKL	ADM	Deposit	Unbanked

End Of Report - 1 Record Printed

If it is unbanked, go to the banking summary:

Navigator > Tasks > Cashbook > Banking Summary

Press F4 to insert a new Banking Summary and select the Media Type for the Receipt and you will see your unbanked Receipt.

Select the Period it will be banked into and enter the date it will be banked.

If the receipt is showing on your bank statement as banked by itself, double click the Receipt to move it to the Statement grid then press Accept. →

CB Banking Summary

Period: Aug 2008 Deposit ID:

Bank Code: CHQ ABC GROUP LTD NZD

Select Items: Date: 31/08/2008 Deposit Amount: \$200.00

Media: Cash/Cheque Reference: 76 Bank Charges:

Currency: NZD Particulars: CB Banking

Branch: Comment:

Banking

Date	Media	Drawer	Bank	Branch	Amount	Code
31/08/2008	CASH	Asheng Engineering Ltd			\$200.00	ASHENG

Deposit pre Charges: \$200.00 NZD Exch Rate: 1.0000 Total: \$200.00 NZD

Unbanked

Date	Media	Drawer	Bank	Branch	Amount	Code
30/09/2008	CHEQUE	Dalton Furniture Wholesalers	BNZ	Christchurch	\$500.00	DALTON

Print Accept Save Cancel

If it showed as 'banked' on your Banking Items report, go to: Navigator > Maintain > Accounts Receivable > Customers > Transactions Tab

Find the Receipt then double click on it to open it.

Then click the Drill Down button beside the Banking Items grid and it will open the Banking Summary the Receipt was banked on.



ABC Holdings Limited - Accredo Saturn #1 - [AR Transactions]

File Edit View Window Help

Period Aug 2008 Receipt ID 595

Customer Code ASHENG Asheng Engineering Ltd NZD

Date 31/08/2008 NZD NZD

Reference

Comment

Rate Type SELL Branch AKL

Exchange Rate 1.0000 Department ADM

Auto Allocate ☐ NZD

Net Receipt \$200.00 \$200.00

Discount \$0.00 \$0.00

Gross \$200.00 \$200.00

Bill From ASHENG Stop Credit ☐ Credit Limit

CB Banking

Bank Through ☐ Currency NZD

Bank Account Rate Type SELL

Banking Amount \$200.00 Exchange Rate 1.0000

- Bank Charges

Banking Items

Media	Drawer	Name	Branch	Amount	Status	Bank Account
CASH		Asheng Engineering Ltd		\$200.00	Banked	CHQ

Drill down (Shift+F12)

Created by VICTORIA on 2/12/2009 11:10:30 a.m. Modified by VICTORIA on 2/12/2009 11:10:30 a.m.

AR, IN, OE Sep 2008 IC Sep 2008 AP, PO Sep 2008 CB Sep 2008 FA Sep 2008 GL Aug 2008 JC Sep 2008

Drill down (Shift+F12) Date 30/09/2008 Period Sep 2008 User VICTORIA (1 of 2) Data C:\SaturnDemo\DATA001\

Save Cancel

→

ABC Holdings Limited - Accredo Saturn #1 - [CB Banking Summary]

File Edit View Window Help

Period Aug 2008 Deposit ID 344

Bank Code CHQ ABC GROUP LTD NZD

Select Items Date 31/08/2008 Deposit Amount \$20,269.60

Media Cash/Cheque Reference 76 Bank Charges \$0.00

Currency NZD Particulars CB Banking

Branch Comment

Date	Media	Drawer	Bank	Branch	Amount	Code
31/08/2008	CHEQUE	Fine Furniture Ltd	ANZ	Ponsonby	\$17,051.50	FINE
31/08/2008	CHEQUE	Smith & Son	WPC	Dunedin	\$3,018.10	SMITH
31/08/2008	CASH	Asheng Engineering Ltd			\$200.00	ASHENG

Deposit pre Charges \$20,269.60 NZD Exch Rate 1.0000 Total \$20,269.60 NZD

Print Accept Save Cancel

AR, IN, OE Sep 2008 IC Sep 2008 AP, PO Sep 2008 CB Sep 2008 FA Sep 2008 GL Aug 2008 JC Sep 2008

Date 30/09/2008 Period Sep 2008 User VICTORIA (1 of 2) Data C:\SaturnDemo\DATA001\

Contact your QSP or Accredo Support if you require further assistance. ■