# 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.
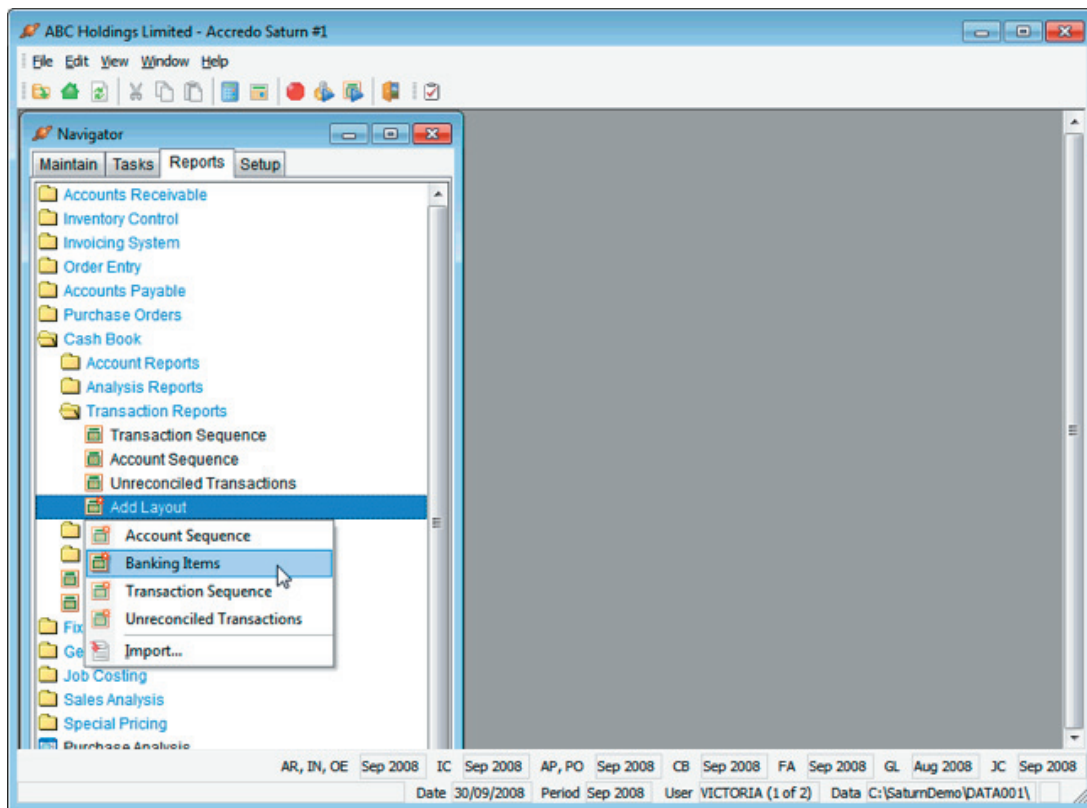
First check if the Receipt has been banked.

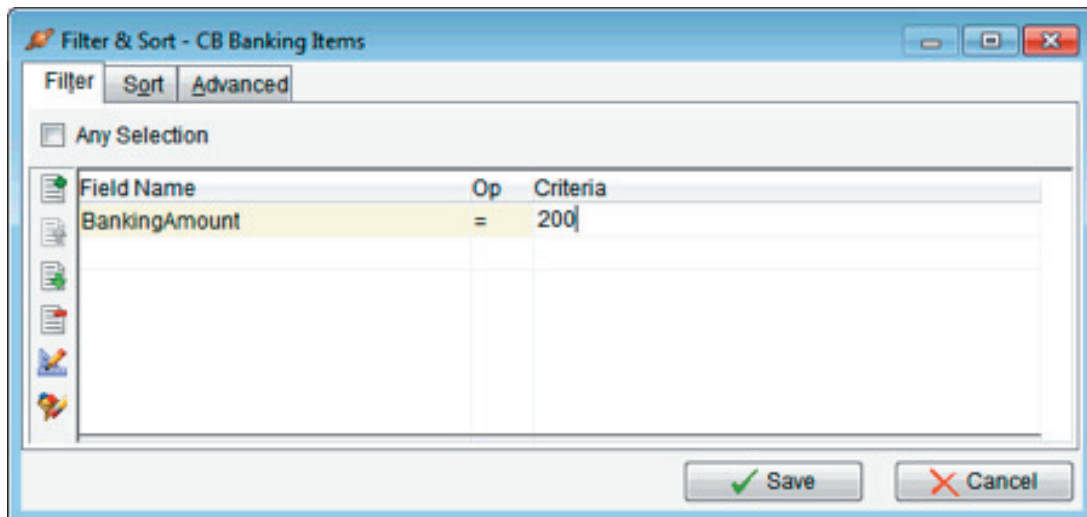Navigator > Reports > Cashbook > Transaction Reports > Banking Items
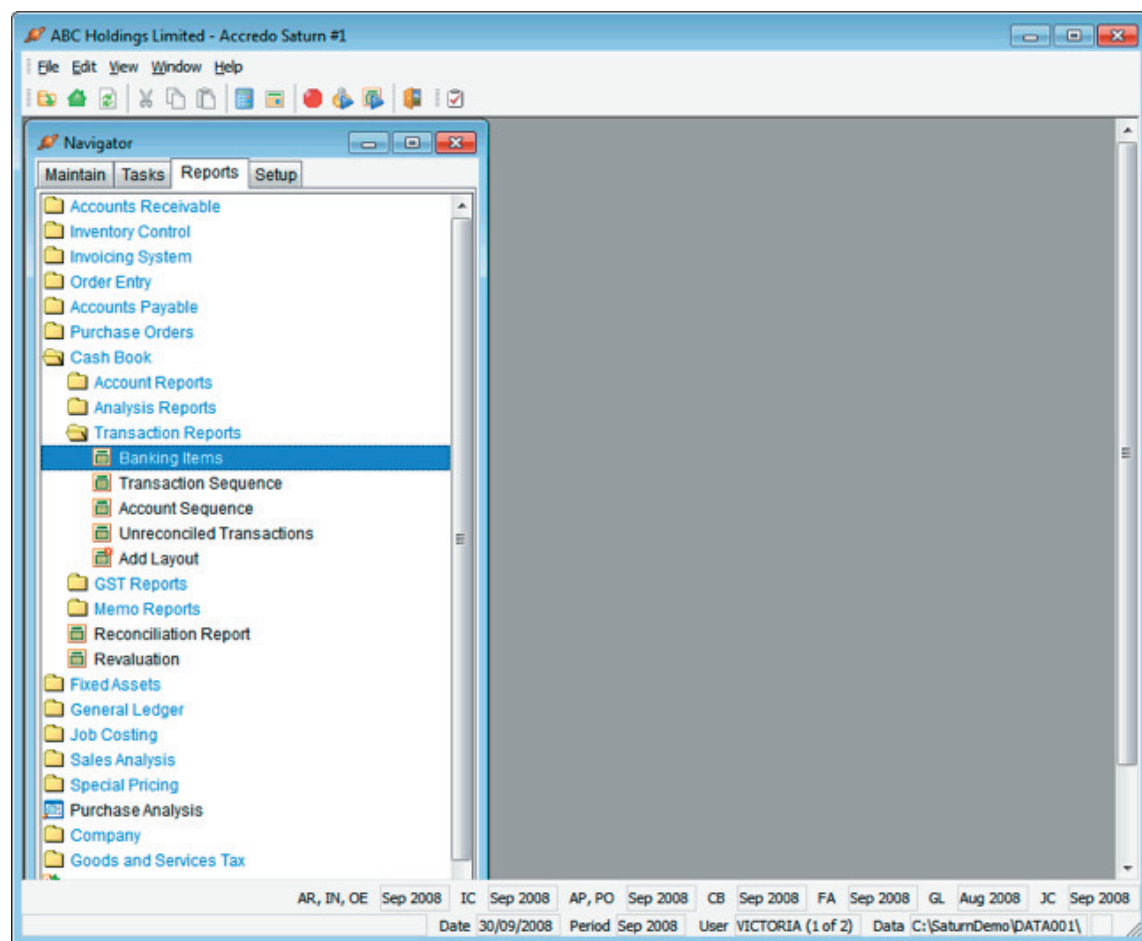
If you do not have this report, add the layout in.

Navigator > Reports > Cashbook > Transaction Reports > Add Layout > Banking Items →
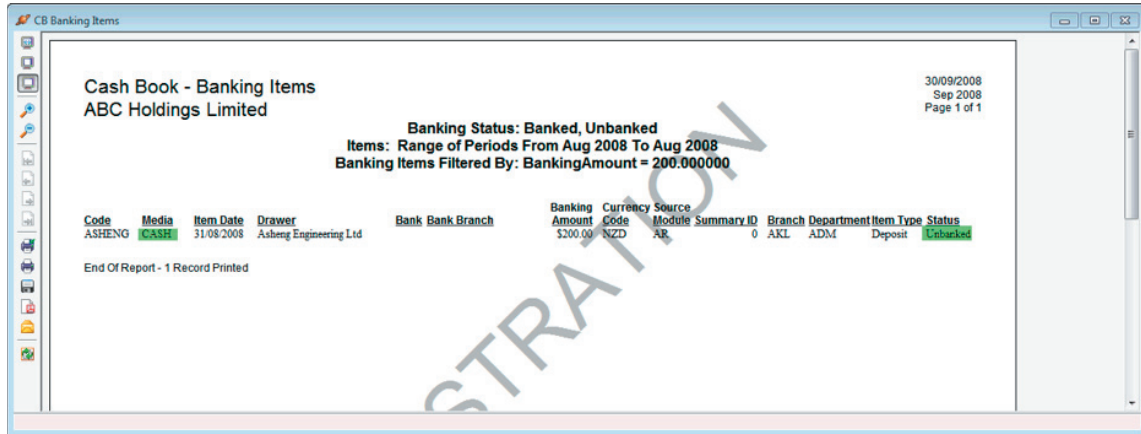
Select the Period the Receipt was banked in, and click the Filter to filter for the banking amount. The example below shows a filter for Banking Amount of $200.

Then press SAVE and then RUN. →

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

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. →

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