

Tips & Tricks

Fast Way to Enter Creditor Invoices Paid by Direct Debit

Did you know you can enter an Invoice and Payment on the same screen by entering it as a Cash Purchase, even when the payment is for a later date? This is useful for Invoices paid by Direct Debit.

Navigator > Tasks > Accounts Payable > Enter Transactions > Cash Purchase.

Enter the Invoice details. You will see the PAYMENT PERIOD and PAYMENT DATE default from the INVOICE PERIOD and DATE. If the payment comes out on a different date, just change it as shown below. You can key a payment reference into the Cheque Number field.

AP Transactions - TELECO - The Telephone Company Ltd

Period: Sep 2014 | Cash Purchase | ID: []

Transaction Links Memos

Creditor Code: TELECO | The Telephone Company Ltd | NZD

Date: 30/09/2014 | Payment Period: Oct 2014 | NZD | NZD

Origination Date: [] | Payment Date: 15/10/2014

Reference: 123456

Comment: []

Rate Type: BUY | Branch: HO

Exchange Rate: 1.0000 | Department: SAL

Auto Allocate: | NZD | NZD

Gross: \$500.00 | \$500.00

Cheque Number: DD

3 Periods	
2 Periods	
1 Period	\$312.89
Current	\$265.47
Future	
Total	\$578.36
Pending Total	\$578.36

Bill From: []

CB Banking

Bank Account: CHQ | Currency: NZD

Banking Amount: \$500.00 | Rate Type: BUY

+ Bank Charges: [] | Exchange Rate: 1.0000

Code	Analysis Name	GST Code	Amount	GST	Inclusive	Branch	Dept	Narration
TEL	Telephone, Fax & Mobile	1	\$434.78	\$65.22	\$500.00	HO	SAL	

GST Incl. \$65.22 | Balance to Analyse []

Created by [] on [] Modified by [] on []

Save Cancel

After saving the Cash Purchase you will have created the invoice and payment and done the allocation in one simple step.

The screenshot shows the 'AP Creditor Maintenance' window for 'TELECO - The Telephone Company Ltd'. The window includes a toolbar with various icons and a menu bar with options like 'Creditor', 'Contacts', 'Banking/Physical', 'Links', 'Memos', 'Balances', 'Graph', 'Documents', and 'Transactions'. Below the menu bar, there are filters for 'Selection' (set to 'Range of Periods') and 'From' (set to 'Sep 2014') and 'To' (set to 'Oct 2014').

Date	Branch	Dept	Reference Period	Type	Debit	Credit	Unallocated	Balance
18/09/2014	HO	ADM	4988 Sep 2014	Invoice	\$265.47		\$265.47	\$578.36
30/09/2014	HO	SAL	123456 Sep 2014	Invoice	\$500.00			\$1,078.36
15/10/2014	HO	SAL	DD Oct 2014	Payment		\$500.00		\$578.36

At the bottom of the window, there is a 'Bill From Creditors' button, 'Save' and 'Cancel' buttons, and a status bar indicating the record was created by ACCREDO on 8/09/2014 1:29:32 p.m. and modified by ACCREDO on 2/12/2014 11:00:39 a.m.