

Tips & Tricks

Rule Matching Customer Receipts

Accredo now provides the functionality to recognise Customer Receipts on imported Bank Statements and turn them into Receipt Transactions, based on User defined Rules, which are matched against Statement Lines. As more and more Customers are paying by direct credit, Rule Matching from Bank Statements is a significant time saver.

Define your Banking Requirements

We suggest you notify your Customers of your banking requirements, so you can easily recognise them on your Bank Statements.

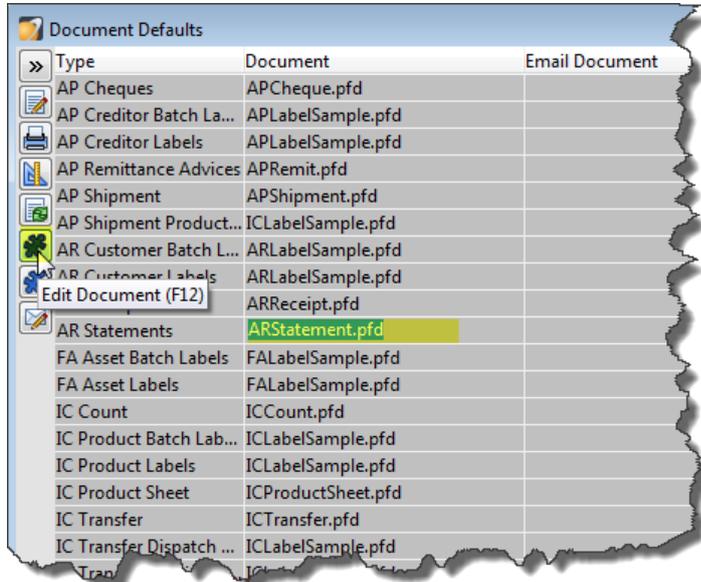
To do this, you can modify your AR Statement file to include the fields you require eg:

BANK FIELDS	ACCREDO FIELDS
Particulars	Customer Code
Reference	Bank Reference

To modify your Statement Design file, go to:

Setup > Company > Reporting > Document Defaults.

Select the DOCUMENT beside **AR Statements**, then click  EDIT DOCUMENT (F12) to open it.



You can use LABELS and EXPRESSIONS to pull through the required fields.

A sample Statement can be downloaded from:

<ftp://ftp.accredo.co.nz/Public/Downloads/ARStatement/ARStatement.pfd>

Company Information

Company Name
 CoAddress[1]
 CoAddress[2]
 CoAddress[3]
 CoAddress[4]
 CoAddress[5]

Phone
 Fax

Company.PhoneNo
 Company.FaxNo

STATEMENT

Customer.CustomerName
 CustAddress[1]
 CustAddress[2]
 CustAddress[3]
 CustAddress[4]
 CustAddress[5]

Customer Code: Customer.CustomerCode
 For Period Ending: ReportDate
 Page: PageNumbr
 Phone: Customer.PhoneNo Fax: Customer.FaxNo

Date	Type	Reference	Debit	Credit	Balance
			Balance brought forward		Bfwd
TransactionDate	Transaction.Transad	Transaction.Reference	ount, "Amount", ""	ount, "Amount", ""	TransactionAmount
			"OVERDUE"	ount, "Amount", ""	ount, "Amount", ""
			"SINCE PROCESSED"	ount, "Amount", ""	ount, "Amount", ""
TransactionDate	Transaction.Transad	Transaction.Reference	ount, "Amount", ""	ount, "Amount", ""	ount, "Amount", ""
			If(LastPage, "Balance due", "Balance carried fo		Bfwd

Electronic payments to our account & BankAccount.AccountNo

	3 Months +	2 Months	1 Month	Current
Customer.Balance3	Customer.Balance2	Customer.Balance1	BalanceCurrent	

Please use the following "Particulars:" & Customer.CustomerCode
 Reference: * & Customer.BankReference

Remittance Advice - Please detach and return with your remittance

Company Name
 Company.AddressLine1
 Company.AddressLine2
 Company.AddressLine3
 Company.AddressLine4

A/C Code: Customer.CustomerCode Date: ReportDate
 Customer.CustomerName

3 Months + Customer.Balance3
 2 Months Customer.Balance2
 1 Month Customer.Balance1
 Current Inner BalanceCurrent

Since Paid SincePaid
 Total Due & If(CCurrent + SincePaid
 Amount paid:

You can run the Statement inside the designer to see the result.

		Balance due		\$25,319.52	
Electronic payments to our account: 00-0000-0123456-00		3 Months +	2 Months	1 Month	Current
Please use the following Particulars: ASHENG Reference: XX9999		\$3,888.87		\$13,531.57	\$7,899.08
----- Remittance Advice - Please detach and return with your remittance -----					
ABC Holdings Limited 10 Boston Road Mt Eden Auckland		3 Months +		\$3,888.87	
A/C Code: ASHENG Date: 30/09/2014 Asheng Engineering Ltd		2 Months		\$13,531.57	
		1 Month		\$7,899.08	
		Current			
		Since Paid			
		Total Due		\$25,319.52	
		Amount paid:			

If you modify the ARStatement.pfd file, remember to save it with a new file name, so changes will not be overwritten by future server installs. Select the new file in your Document Defaults. When you import your Bank Statement and see a payment from a Customer, select it and create an AR Receipt Rule, so from then on Accredo will recognise it as a Receipt from that Customer.

To create the Rule, select the **Statement line** for the Customer Receipt.

Click  ADD/EDIT RULE (Ctrl+R).

Select **AR Receipt**.

The CB Rules window opens with the Match fields populated from the Statement Line.

Remove any text that may differ each time they pay you, such as an Invoice Number.

Then select the CUSTOMER CODE and click  **Save** (F9) .

The Rule is then automatically matched to the Statement Line. In this example:

- The ACTION TYPE is **Receipt**
- The RULE ANALYSIS CODE is **ASHENG**

So when the Rule is applied, Accredo will create a Receipt Transaction for Customer ASHENG, and will reconcile this with the Statement Line.

Open Item Customers will be prompted for allocation when Rules are applied.

Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Balance	Comment	Action	Rule Analysis Co...
Bank Fee			\$16.20		30/09/2014	\$321,725.58	Transaction Charges	Reconciled	
Westpac			\$25.00		30/09/2014	\$321,700.58	Monthly Charges	Unmatched	
Westpac				\$89.45	30/09/2014	\$321,790.03	133.50 Less WH Tax	Unmatched	
A. Willcox		Drawings	\$3,000.30		30/09/2014	\$318,789.73	Drawings	Reconciled	
Teleco		Sept	\$99.50		30/09/2014	\$318,690.23	123456	Unmatched	
A.R. Roberts		Salary	\$1,769.82		30/09/2014	\$316,920.41	Salary	Reconciled	
G. Donoghue		Salary	\$2,114.43		30/09/2014	\$314,805.98	Salary	Reconciled	
AK Holdings		Rent	\$1,300.80		1/09/2014	\$313,505.18		Reconciled	
S. Munroe		Salary	\$1,769.82		30/09/2014	\$311,735.36	Salary	Reconciled	
ASHENG		XX9999		\$17,713.30	20/09/2014	\$329,448.66	Inv 1234	Receipt	ASHENG
Smith		HOLDIN...		\$500.00	20/09/2014	\$329,948.66	Debt	Unmatched	
Chq Duty			\$1.50		30/09/2014	\$329,947.16		Unmatched	
P A Rhodes		Trademe	\$50.00		30/09/2014	\$329,897.16	123456789	Unmatched	
201SLRD			\$18,000.00		30/09/2014	\$311,897.16	999-999-999TAX INC ...	Unmatched	

Particulars	Reference	Other Party	Debit	Credit	Date	Comment
CASH	166239	Cash Purchases	\$56.95		1/09/2014	Lighting Supplies Ltd
CB Bank Deposits - All				\$3,888.87	30/09/2014	