

Tips & Tricks

for Accredo users

Version 5.0.11.117

Inactivate Cheques

New Zealand banks are phasing out cheques as a way to make or receive payment in 2021. When ready follow the steps below to remove references to Cheques throughout your Accredo System.

Check Accredo Build number

To make these changes you must have updated to build 5.0.11.117 or later. The build number is displayed at the bottom of the main Accredo window, and under **Help > About**.

In Accounts Payable

Check active AP Creditors for any set to Computer Printer Cheques as their Default Payment Method and select a different **Default Payment Method**. (Filter on DefaultPaymentMethod = C). Check Banking details if switching to Electronic Payment.

Make Computer Printed Cheque payment method inactive in **Navigator > Setup > Accounts Payable > Settings > Payments** tab.

Review Media Code settings for other Payment Methods, if any are set to CHEQUE select a different media code, suggest DD which is now selected in new companies for then Manual and Remittance payment methods.

In Cash Book

Review settings, **Navigator > Setup > Cash Book > Settings > General** tab.

Check default media code for Banking Items entered through Cash Book. If Deposit Item Media Code or Withdrawal Item Media Code is set to CHEQUE change it, suggest CASH for Deposit Item and DC for Withdrawal Item.

Check default Media selection for Available Banking Summaries and change any set to CASH/CHEQUE, suggest Bank Deposits set to either CASH if you deposit Cash on a regular basis, ALL or your most common Media Code otherwise.

In Accounts Receivable

Review Settings, **Navigator > Setup > Accounts Receivable > Settings > General** tab.

Check default media code for new customers, if set to CHEQUE then select a different media code. If customers typically pay directly to your bank, suggest DC.

In Company Setup

Inactivate CHEQUE media code under **Navigator > Setup > Company > Configuration > Banking Media**. If previous steps have been taken validation should be passed.