


Tips & Tricks

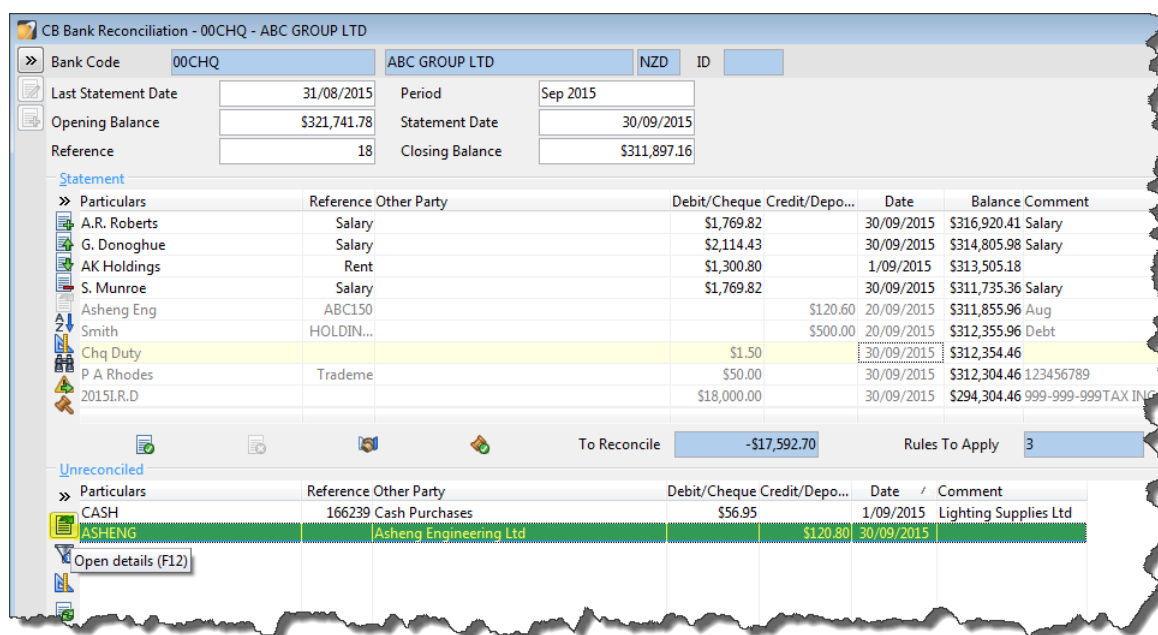
Unbanking Receipts

Did you know you can now Unbank Customer Receipts and Creditor Electronic Payments, allowing you to fix any errors, then Bank them again. Unbanking reverses the transactions from Cash Book, and leaves the Accounts Payable and Accounts Receivable transactions in an editable state, letting you to make changes then Bank them again.

Note: AR Receipts and AP Payments are only editable if they have not been transferred to GL.

The steps below walk through Unbanking a Customer Receipt from the Bank Reconciliation screen.

- 1 Select the receipt to Unbank then click the  **Open Details (F12)** button to open the Cash Book Transaction.



CB Bank Reconciliation - 00CHQ - ABC GROUP LTD

Bank Code: 00CHQ ABC GROUP LTD NZD ID

Last Statement Date: 31/08/2015 Period: Sep 2015

Opening Balance: \$321,741.78 Statement Date: 30/09/2015

Reference: 18 Closing Balance: \$311,897.16


Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Balance	Comment
A.R. Roberts	Salary		\$1,769.82		30/09/2015	\$316,920.41	Salary
G. Donoghue	Salary		\$2,114.43		30/09/2015	\$314,805.98	Salary
AK Holdings	Rent		\$1,300.80		1/09/2015	\$313,505.18	
S. Munroe	Salary		\$1,769.82		30/09/2015	\$311,735.36	Salary
Asheng Eng	ABC150			\$120.60	20/09/2015	\$311,855.96	Aug
Smith	HOLDIN...			\$500.00	20/09/2015	\$312,355.96	Debt
Chq Duty			\$1.50		30/09/2015	\$312,354.46	
P A Rhodes	Trademe		\$50.00		30/09/2015	\$312,304.46	123456789
2015I.R.D			\$18,000.00		30/09/2015	\$294,304.46	999-999-999TAX ING

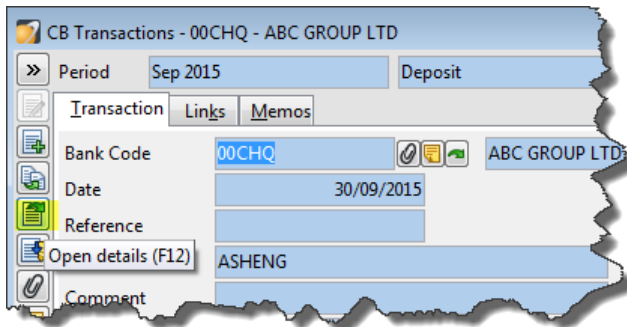
To Reconcile: -\$17,592.70 Rules To Apply: 3


Unreconciled

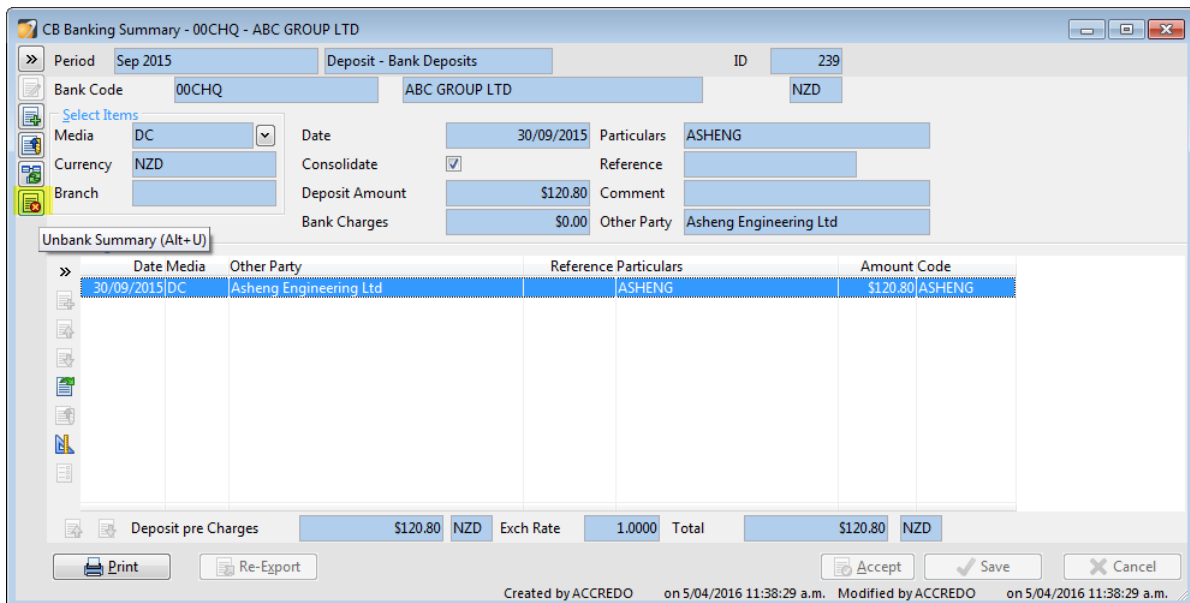
Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Comment
CASH	166239	Cash Purchases	\$56.95		1/09/2015	Lighting Supplies Ltd
ASHENG		Asheng Engineering Ltd		\$120.80	30/09/2015	

Open details (F12)

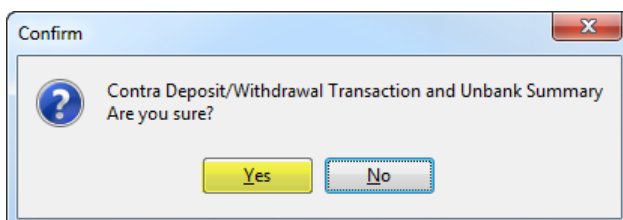
2 Click the  **Open Details** (F12) button to open the Banking Summary.



3 Click the  **Unbank Summary** (Alt+U) button to reverse the Cashbook Transaction.



4 A confirmation box will appear advising you the CB transaction will be reversed and the Summary will be returned to an Unbanked state. Click **Yes**.



5 Press  **Edit** (F11), then click the  **UnBank** (Ctrl+Down) button to move the Receipt to the Unbanked Grid.

CB Banking Summary - 00CHQ - ABC GROUP LTD

>> Period Sep 2015 Deposit - Bank Deposits ID 239

Bank Code 00CHQ ABC GROUP LTD NZD

Select Items

Media DC Date 30/09/2015 Particulars ASHENG

Currency NZD Consolidate Reference

Branch Deposit Amount \$120.80 Comment

Bank Charges \$0.00 Other Party Asheng Engineering Ltd


Banking

Date	Media	Other Party	Reference	Particulars	Amount	Code
30/09/2015	DC	Asheng Engineering Ltd		ASHENG	\$120.80	ASHE

Deposit pre Charges \$120.80 NZD Exch Rate 1.0000 Total \$120.80 NZD

Unbanked

>> UnBank (Ctrl+Down) her Party Reference Particulars Amount Code

6 Click  **Save** (F9). This will allow the AR Receipt to be edited.

CB Banking Summary - 00CHQ - ABC GROUP LTD

Period: Sep 2015 Deposit - Bank Deposits ID: 239

Bank Code: 00CHQ ABC GROUP LTD NZD

Select Items

Media: DC Date: 30/09/2015 Particulars: ASHENG

Currency: NZD Consolidate: Reference:

Branch: Deposit Amount: Bank Charges: \$0.00 Comment:

Other Party: Asheng Engineering Ltd

Banking

Date	Media	Other Party	Reference	Particulars	Amount	Code
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Deposit pre Charges: \$0.00 NZD Exch Rate: 1.0000 Total: NZD

Unbanked

Date	Media	Other Party	Reference	Particulars	Amount	Code
30/09/2015	DC	Asheng Engineering Ltd	ASHENG		\$120.80	ASHENG

Print Export Accept Save Cancel

Created by ACCREDO on 6/04/2016 9:05:41 a.m. Modified by ACCREDO on 6/04/2016 9:05:41 a.m.

7 A confirmation message will warn you the Summary is empty. Click **Yes**.

Confirm

Banking summary is empty - save anyway?

Yes No

8 Select the Receipt and click the  **Open Details (F12)** button.

CB Banking Summary - 00CHQ - ABC GROUP LTD

Period: Sep 2015 Deposit - Bank Deposits ID: 239

Bank Code: 00CHQ ABC GROUP LTD NZD

Select Items

Media: DC Date: 30/09/2015 Particulars: ASHENG

Currency: NZD Consolidate: Reference:

Branch: Deposit Amount: Comment:

Bank Charges: \$0.00 Other Party: Asheng Engineering Ltd


Banking






Date	Media	Other Party	Reference	Particulars	Amount	Code

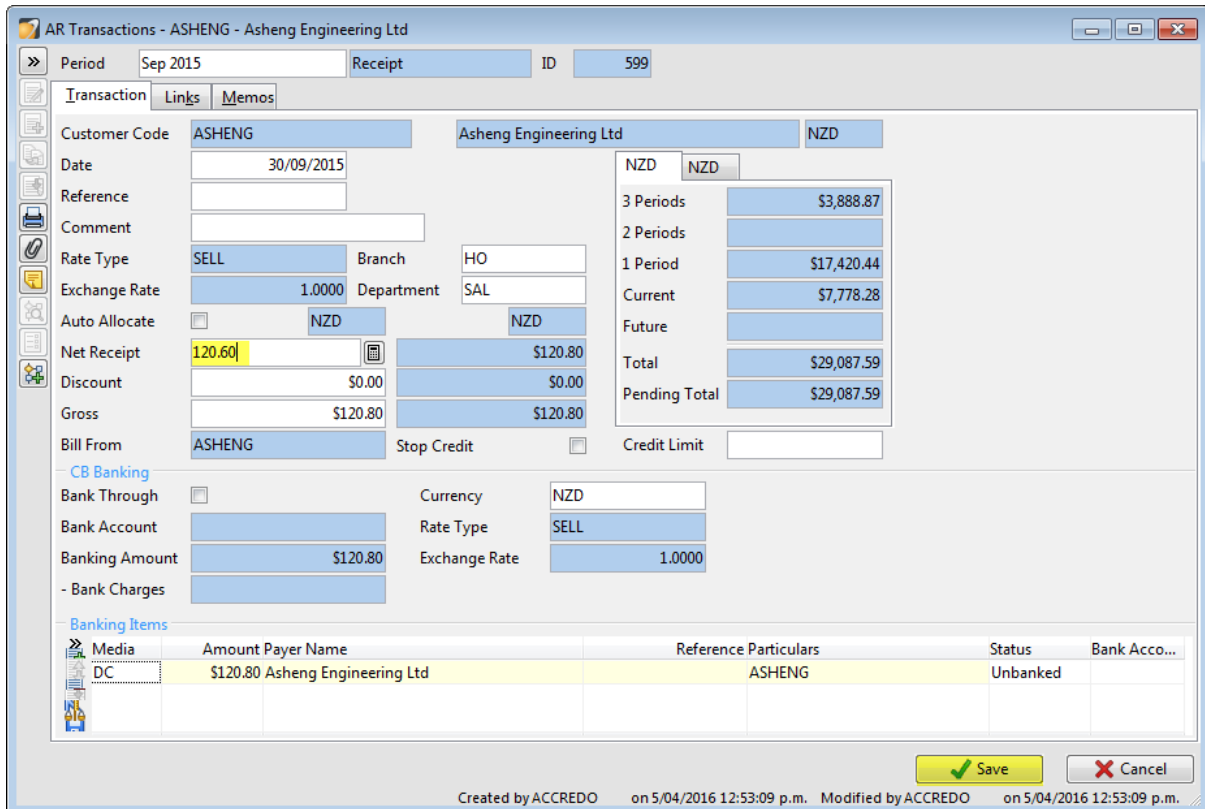
Deposit pre Charges: \$0.00 NZD Exch Rate: 1.0000 Total: NZD

Unbanked

Date	Media	Other Party	Reference	Particulars	Amount	Code
30/09/2015	DC	Asheng Engineering Ltd		ASHENG	\$120.80	ASHENG

 Open details (F12)

- 9 Click  **Edit** (F11) and attempt to change the NET RECEIPT amount. If The NET RECEIPT field is not editable, this means the Receipt has been Allocated and needs to be Unallocated first, so click  **Cancel** (Esc), then click  **Unallocate** (Ctrl+U), then click  **Edit** (F11) again. Change the NET RECEIPT Amount then click  **Save** (F9).



AR Transactions - ASHENG - Asheng Engineering Ltd

Period: Sep 2015 Receipt ID: 599

Customer Code: ASHENG Asheng Engineering Ltd NZD

Date: 30/09/2015 NZD NZD

Reference: [Empty]

Comment: [Empty]

Rate Type: SELL Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: NZD NZD

Net Receipt: 120.60 \$120.80

Discount: \$0.00 \$0.00

Gross: \$120.80 \$120.80

Bill From: ASHENG Stop Credit: Credit Limit: [Empty]

Summary Table:

3 Periods	\$3,888.87
2 Periods	
1 Period	\$17,420.44
Current	\$7,778.28
Future	
Total	\$29,087.59
Pending Total	\$29,087.59

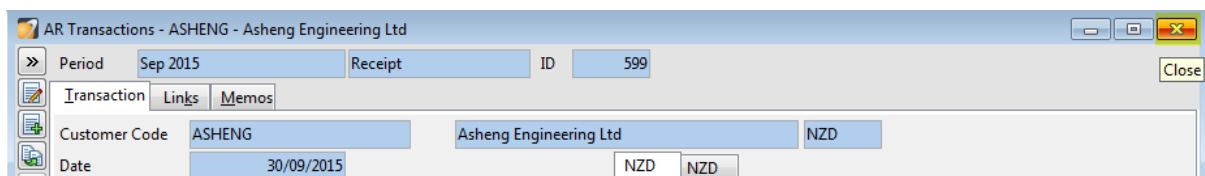
Banking Items:

Media	Amount Payer Name	Reference Particulars	Status	Bank Acco...
DC	\$120.80 Asheng Engineering Ltd	ASHENG	Unbanked	

Buttons: Save, Cancel

Footer: Created by ACCREDO on 5/04/2016 12:53:09 p.m. Modified by ACCREDO on 5/04/2016 12:53:09 p.m.

- 10 Close the Receipt window.





AR Transactions - ASHENG - Asheng Engineering Ltd

Period: Sep 2015 Receipt ID: 599 Close

Customer Code: ASHENG Asheng Engineering Ltd NZD

Date: 30/09/2015 NZD NZD

11 Click  **Edit** (F11) on the Banking Summary, then click the  **Bank** (Ctrl+Up) button to move the edited Receipt back up to the Banking Grid.

CB Banking Summary - 00CHQ - ABC GROUP LTD

Period: Sep 2015 Deposit - Bank Deposits ID: 239

Bank Code: 00CHQ ABC GROUP LTD NZD

Select Items

Media: DC Date: 30/09/2015 Particulars: ASHENG

Currency: NZD Consolidate: Reference:

Branch:

Deposit Amount: Comment:

Bank Charges: \$0.00 Other Party: Asheng Engineering Ltd

Banking

Date	Media	Other Party	Reference	Particulars	Amount	Code
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Deposit pre Charges: \$0.00 NZD Exch Rate: 1.0000 Total: NZD

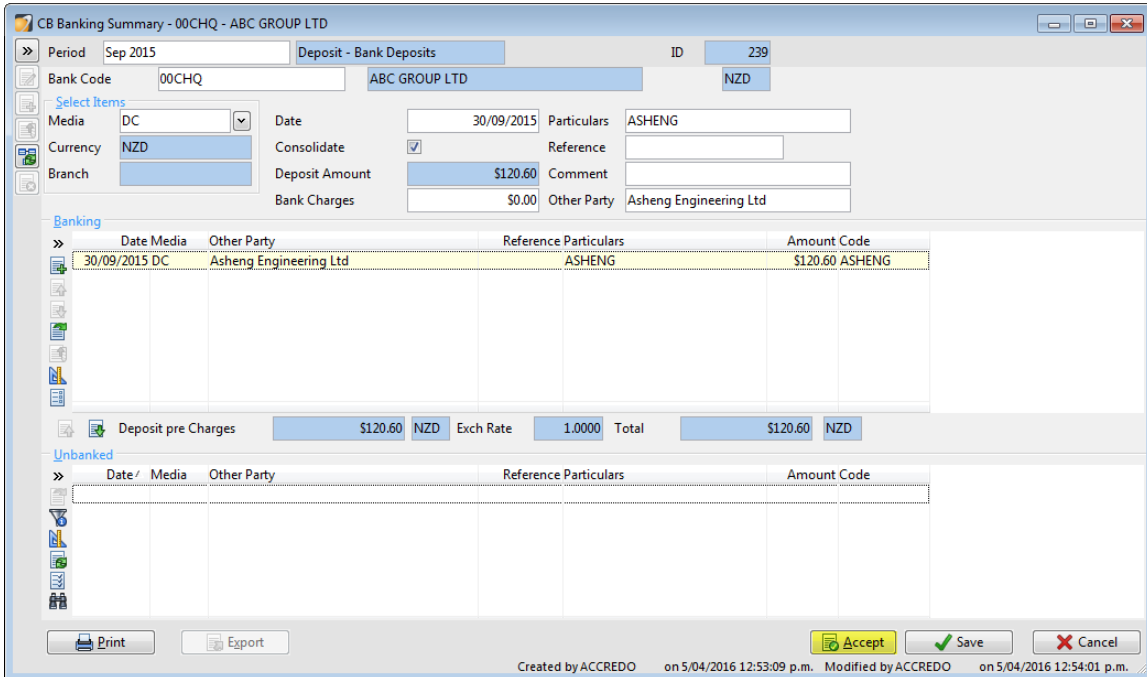
Bank (Ctrl+Up)

Date	Media	Other Party	Reference	Particulars	Amount	Code
30/09/2015	DC	Asheng Engineering Ltd		ASHENG	\$120.60	ASHENG

Print Export Accept Save Cancel

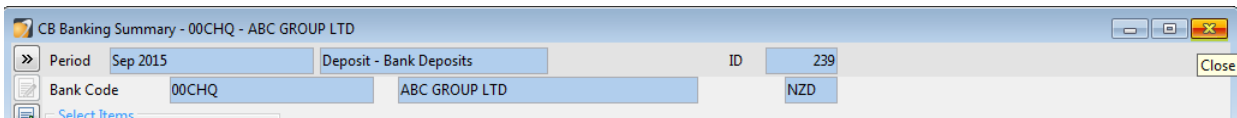
Created by ACCREDO on 7/04/2016 10:03:07 a.m. Modified by ACCREDO on 7/04/2016 10:06:20 a.m.

12 Click  **Accept** (Alt+A) to create the new Cashbook Transaction.



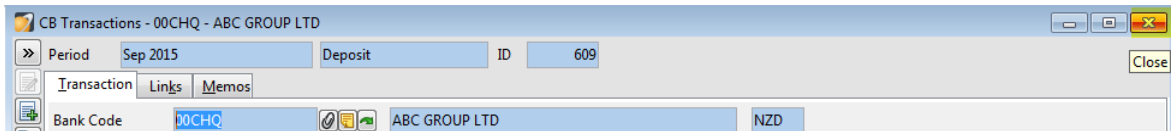
The screenshot shows the 'CB Banking Summary' window for '00CHQ - ABC GROUP LTD'. The window title is 'CB Banking Summary - 00CHQ - ABC GROUP LTD'. The main area displays transaction details for a deposit of \$120.60 NZD on 30/09/2015. The transaction is categorized as 'Deposit - Bank Deposits' with ID 239. The bank code is '00CHQ' and the branch is 'ABC GROUP LTD'. The currency is 'NZD'. The date is '30/09/2015' and the media is 'DC'. The particular is 'ASHENG'. The deposit amount is \$120.60 and the bank charges are \$0.00. The other party is 'Asheng Engineering Ltd'. The window also shows a table of banking transactions with columns for Date, Media, Other Party, Reference Particulars, and Amount Code. The table contains one row: 30/09/2015 DC Asheng Engineering Ltd ASHENG \$120.60 ASHENG. The window also shows a summary of deposit pre charges: \$120.60 NZD, Exch Rate 1.0000, Total \$120.60 NZD. The window has buttons for Print, Export, Accept, Save, and Cancel. The status bar at the bottom indicates 'Created by ACCREDO on 5/04/2016 12:53:09 p.m. Modified by ACCREDO on 5/04/2016 12:54:01 p.m.'

13 Close the Summary window.



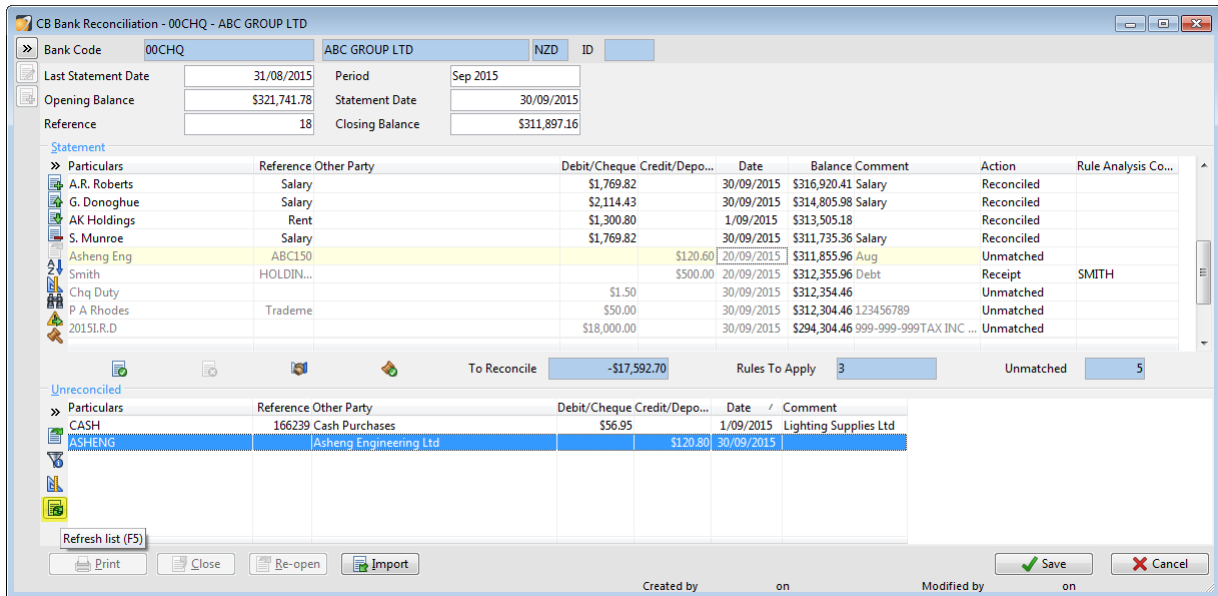
The screenshot shows the 'CB Banking Summary' window for '00CHQ - ABC GROUP LTD'. The window title is 'CB Banking Summary - 00CHQ - ABC GROUP LTD'. The main area displays transaction details for a deposit of \$120.60 NZD on 30/09/2015. The transaction is categorized as 'Deposit - Bank Deposits' with ID 239. The bank code is '00CHQ' and the branch is 'ABC GROUP LTD'. The currency is 'NZD'. The date is '30/09/2015' and the media is 'DC'. The particular is 'ASHENG'. The deposit amount is \$120.60 and the bank charges are \$0.00. The other party is 'Asheng Engineering Ltd'. The window also shows a table of banking transactions with columns for Date, Media, Other Party, Reference Particulars, and Amount Code. The table contains one row: 30/09/2015 DC Asheng Engineering Ltd ASHENG \$120.60 ASHENG. The window also shows a summary of deposit pre charges: \$120.60 NZD, Exch Rate 1.0000, Total \$120.60 NZD. The window has buttons for Print, Export, Accept, Save, and Cancel. The status bar at the bottom indicates 'Created by ACCREDO on 5/04/2016 12:53:09 p.m. Modified by ACCREDO on 5/04/2016 12:54:01 p.m.'. The 'Close' button is highlighted in the top right corner.

14 Close the CB Transactions window.



The screenshot shows the 'CB Transactions' window for '00CHQ - ABC GROUP LTD'. The window title is 'CB Transactions - 00CHQ - ABC GROUP LTD'. The main area displays transaction details for a deposit of \$120.60 NZD on 30/09/2015. The transaction is categorized as 'Deposit' with ID 609. The bank code is '00CHQ' and the branch is 'ABC GROUP LTD'. The currency is 'NZD'. The date is '30/09/2015' and the media is 'DC'. The particular is 'ASHENG'. The deposit amount is \$120.60 and the bank charges are \$0.00. The other party is 'Asheng Engineering Ltd'. The window also shows a table of banking transactions with columns for Date, Media, Other Party, Reference Particulars, and Amount Code. The table contains one row: 30/09/2015 DC Asheng Engineering Ltd ASHENG \$120.60 ASHENG. The window also shows a summary of deposit pre charges: \$120.60 NZD, Exch Rate 1.0000, Total \$120.60 NZD. The window has buttons for Print, Export, Accept, Save, and Cancel. The status bar at the bottom indicates 'Created by ACCREDO on 5/04/2016 12:53:09 p.m. Modified by ACCREDO on 5/04/2016 12:54:01 p.m.'. The 'Close' button is highlighted in the top right corner.

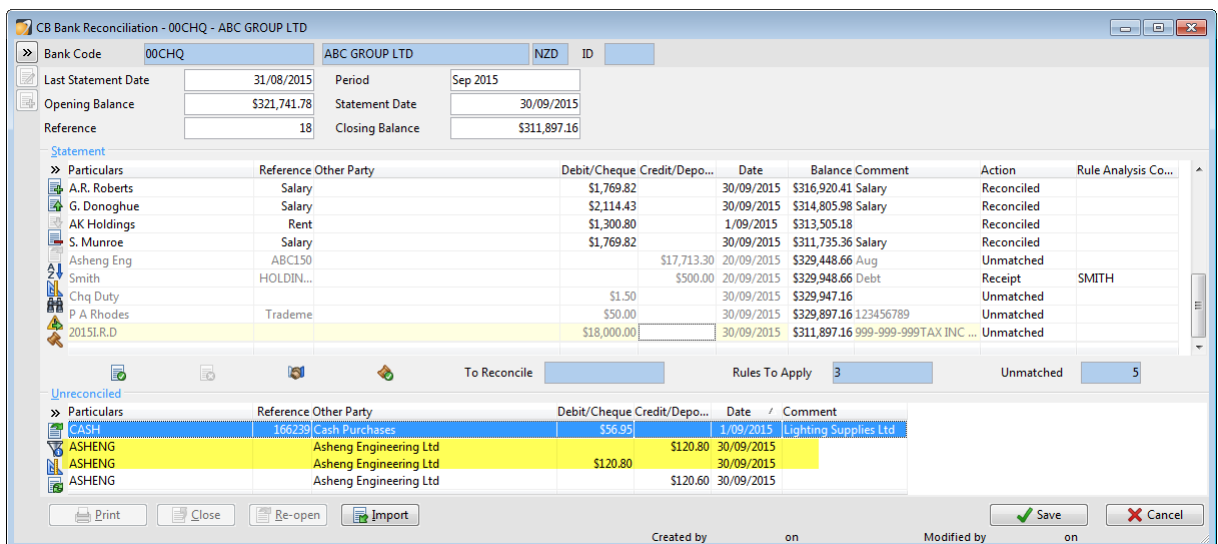
15 Click the  **Refresh (F5)** button in the **Unreconciled** grid on the Bank Reconciliation window. The Contra Transaction and new Banking Transaction will appear.



The screenshot shows the 'CB Bank Reconciliation' window for 'ABC GROUP LTD'. The 'Unreconciled' grid is active, displaying a list of transactions. The transaction for 'ASHENG' is highlighted in blue, showing a debit of \$120.80 to 'Asheng Engineering Ltd' on 30/09/2015. The 'To Reconcile' amount is -\$17,592.70, and there are 5 unmatched transactions.

Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Balance	Comment	Action	Rule Analysis Co...
A.R. Roberts		Salary	\$1,769.82		30/09/2015	\$316,920.41	Salary	Reconciled	
G. Donoghue		Salary	\$2,114.43		30/09/2015	\$314,805.98	Salary	Reconciled	
AK Holdings		Rent	\$1,300.80		1/09/2015	\$313,505.18		Reconciled	
S. Munroe		Salary	\$1,769.82		30/09/2015	\$311,735.36	Salary	Reconciled	
Asheng Eng	ABC150			\$120.80	20/09/2015	\$311,855.96	Aug	Unmatched	
Smith	HOLDIN...			\$500.00	20/09/2015	\$312,355.96	Debt	Receipt	SMITH
Chq Duty			\$1.50		30/09/2015	\$312,354.46		Unmatched	
P A Rhodes	Trademe		\$50.00		30/09/2015	\$312,304.46	123456789	Unmatched	
2015I.R.D			\$18,000.00		30/09/2015	\$294,304.46	999-999-999TAX INC ...	Unmatched	

16 You can then carry on with your Bank Reconciliation. The original CB Transaction and the Contra CB Transaction can both be moved to the Statement Grid, as they equate to zero.



The screenshot shows the 'CB Bank Reconciliation' window after the refresh. The 'Unreconciled' grid now contains four transactions, including the original and contra transactions for 'ASHENG'. The 'To Reconcile' amount is now empty, and there are still 5 unmatched transactions.

Particulars	Reference	Other Party	Debit/Cheque	Credit/Depo...	Date	Balance	Comment	Action	Rule Analysis Co...
CASH	166239	Cash Purchases	\$56.95		1/09/2015		Lighting Supplies Ltd		
ASHENG		Asheng Engineering Ltd	\$120.80	\$120.80	30/09/2015				
ASHENG		Asheng Engineering Ltd	\$120.80		30/09/2015				
ASHENG		Asheng Engineering Ltd		\$120.60	30/09/2015				