

Training Document – How to Process Electronic Payments to Suppliers



In this lesson you will learn about using the Accredo system.

After completing this lesson, you will be able to:

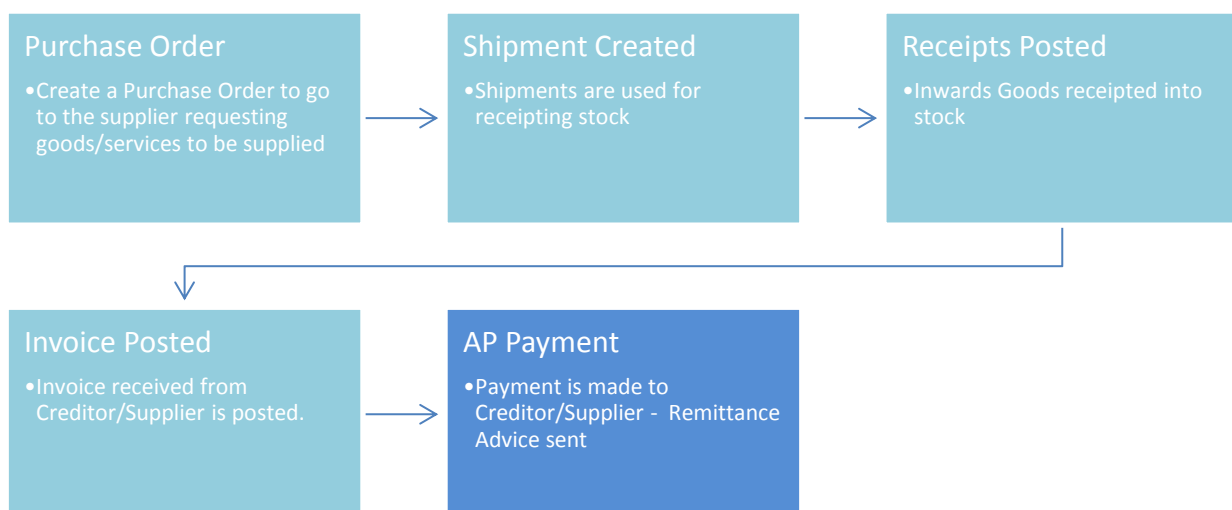
- Create an AP Electronic Payment Batch

Contents

Purchase Order to Invoice Process	2
Process flow	2
Electronic Payments.....	3
Contact	9

Purchase Order to Invoice Process

Process flow



Electronic Payments

We can create Electronic payment batches to pay suppliers and upload to the bank for payment.

Processing Electronic Payments

Approve for Payment

Before you can generate payments based on outstanding invoices, you need to approve the invoices for payment.

Tasks > AP > Approve for Payment

AP Approve for Payment

Creditor - From

Creditor - To

Creditor Group

Currency NZD

Payment Method Electronic

Payment Due On or Before 30/09/2014

Planned Payment Date 30/09/2014

Branch

Department

Payment Priority Up To 9

Run

Creditor Range This allows you to select just the creditors you wish to pay, you may also apply a filter on your creditors if you wish. If you leave the fields blank, it will select all creditors that meet the criteria.

Creditor Group You can select a Creditor Group

Currency Choose the currency of creditors you're are paying

Payment Method Select Electronic.

Payment Due On or Before This date defaults to your system date but can be changed. This allows you to select invoices to pay based on their Due Date. You may apply a filter on transactions.

Planned Payment Date This date defaults to your system date but can be changed. This date is used for calculating any settlement discount.

Branch & Department If you wish to approve for a specific Branch and/or Department you can do so, or leave blank to include all.

Payment Priority You can choose to pay up to a Payment Priority if you have these set on your Creditors.

Once you have made your selections, press Run or press F9 to bring up the list of candidate invoices to approve.

Creditor	Type	Date	Reference	Outstanding	Approve	Discount	Hold Comment	DueDate	DiscountD...
AA	Invoice	11/08/2014	RR3999	\$2,560.00	\$2,560.00		Mail Leaflet	20/09/2014	11/08/2014
CARLTON	Invoice	20/08/2014	TK750	\$1,743.75	\$1,743.75		TLN20-55 Lathe	21/08/2014	20/08/2014

Press F11 and press F4 in the approve column beside each invoice you wish to approve for payment.

To select all, press Shift+F4. You can enter a Hold amount if you don't want to pay part of the invoice at this time ie you may be waiting for a credit. Once you have made your selections, press Save.

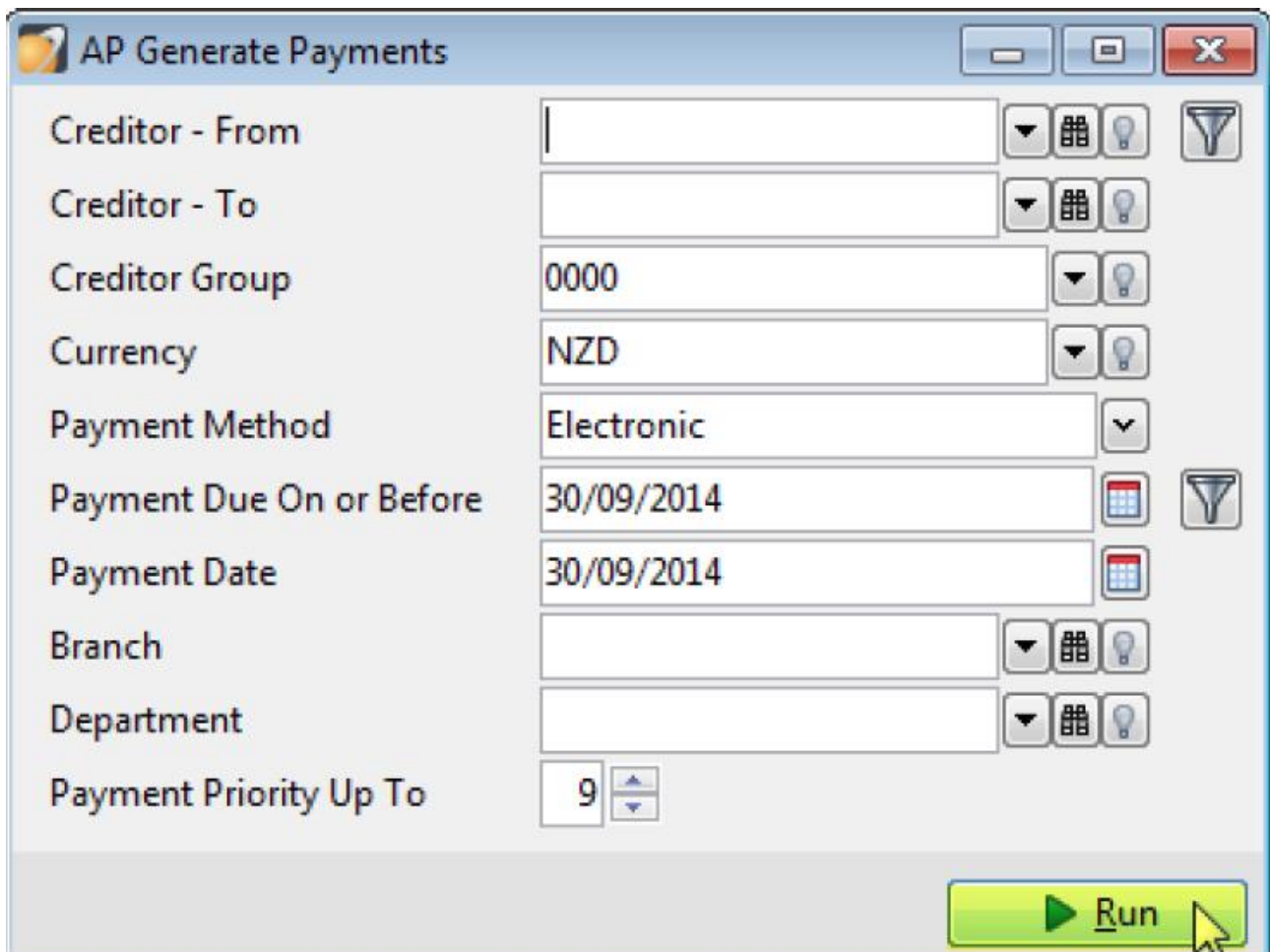
You also have the option to print a report if required.

Generate Payments

Click the Generate Payments button at the bottom of the Approve for Payment screen.

Creditor	Type	Date	Reference	Outstanding	Approve	Discount	Hold Comment	DueDate	DiscountD...
AA	Invoice	11/08/2014	RR3999	\$2,560.00	\$2,560.00		Mail Leaflet	20/09/2014	11/08/2014
CARLTON	Invoice	20/08/2014	TK750	\$1,743.75	\$1,743.75		TLN20-55 Lathe	21/08/2014	20/08/2014

The Generate Payments selection box displays. The selections you made on the Approve for Payments screen will default where they can. If you don't wish to generate payments at this time, you can do this later by clicking Tasks > AP > Generate Payments

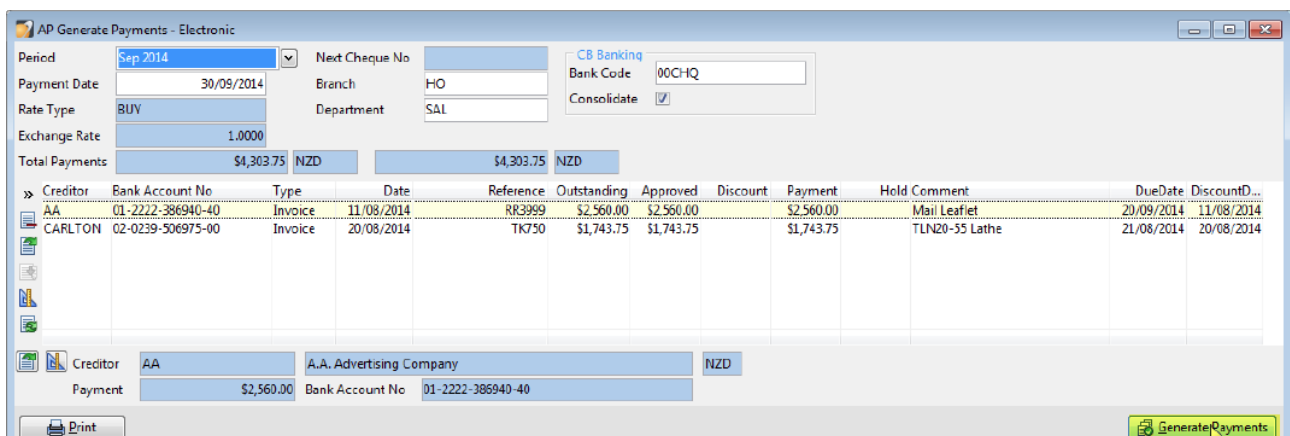


The screenshot shows the 'AP Generate Payments' window. It contains several input fields for generating payments:

- Creditor - From:** Empty text box.
- Creditor - To:** Empty text box.
- Creditor Group:** 0000
- Currency:** NZD
- Payment Method:** Electronic
- Payment Due On or Before:** 30/09/2014
- Payment Date:** 30/09/2014
- Branch:** Empty text box.
- Department:** Empty text box.
- Payment Priority Up To:** 9

At the bottom right, there is a green button labeled 'Run' with a play icon.

Press Run. The following screen will display.



The screenshot shows the 'AP Generate Payments - Electronic' window. It displays a summary of payments and a table of payment details.

Summary:

- Period: Sep 2014
- Payment Date: 30/09/2014
- Rate Type: BUY
- Exchange Rate: 1.0000
- Total Payments: \$4,303.75 NZD

Payment Details Table:

Creditor	Bank Account No	Type	Date	Reference	Outstanding	Approved	Discount	Payment	Hold Comment	DueDate	DiscountD...
AA	01-2222-386940-40	Invoice	11/08/2014	RR3999	\$2,560.00	\$2,560.00		\$2,560.00	Mail Leaflet	20/09/2014	11/08/2014
CARLTON	02-0239-506975-00	Invoice	20/08/2014	TK750	\$1,743.75	\$1,743.75		\$1,743.75	TLN20-55 Lathe	21/08/2014	20/08/2014

Footer:

- Creditor: AA, A.A. Advertising Company
- Payment: \$2,560.00, Bank Account No: 01-2222-386940-40

At the bottom right, there is a green button labeled 'Generate Payments' with a play icon.

Click the Generate Payments button to pay all the invoices displayed, or if you do not wish to pay some of the invoices at this time, you can select them and press F3 to remove them from the list first. (They are still “approved” so next time you generate payments with matching criteria they will reappear on the generate payments screen).

Code	Date	Period	Exchange	Rate	Ty...	Reference	Amount	AmountB	Payee	Account	Comment
AA	30/09/2014	306	1.0000	BUY	DC	\$2,560.00	\$2,560.00	A.A. ADVERTISING			RF3999
	30/09/2014	306	1.0000	BUY	DC	\$1,743.75	\$1,743.75	CARLTON ENGL...			TK750

Total Payments: \$4,303.75

Buttons: Remittances, Remittances (highlighted), Print Report, Open Summary, Export, Exit

Send Remittances

Click the Remittances button to email remittances to creditors you have paid. The AP Email Remittance Advices window opens. Press Run.

AP Email Remittance Advices

Selections | HTML Email Editor | Attachments

Format: Adobe PDF

Report File Name: APRemit.pfd

Reprint: ☐

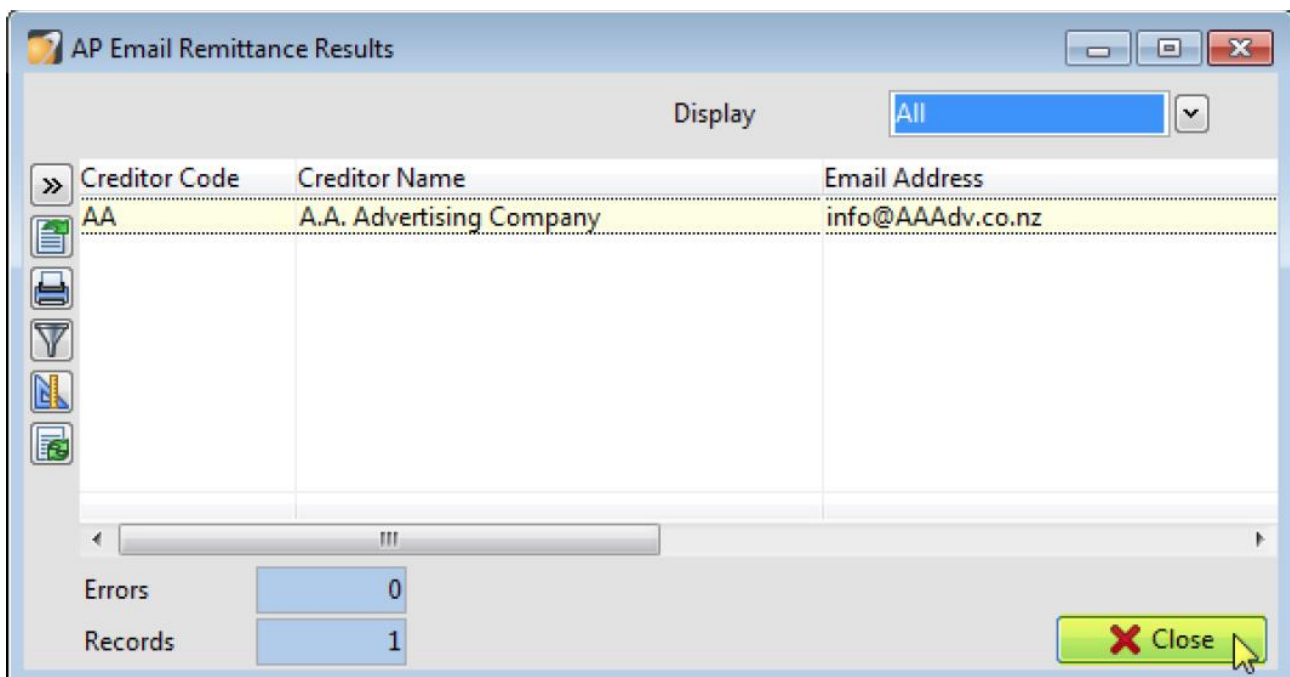
Use SMTP mailing: ☐

Log SMTP Session: ☐

Request Read Receipt: ☐

Run

The AP Email Remittance Results window will display so you can check if there were any issues with emailing.

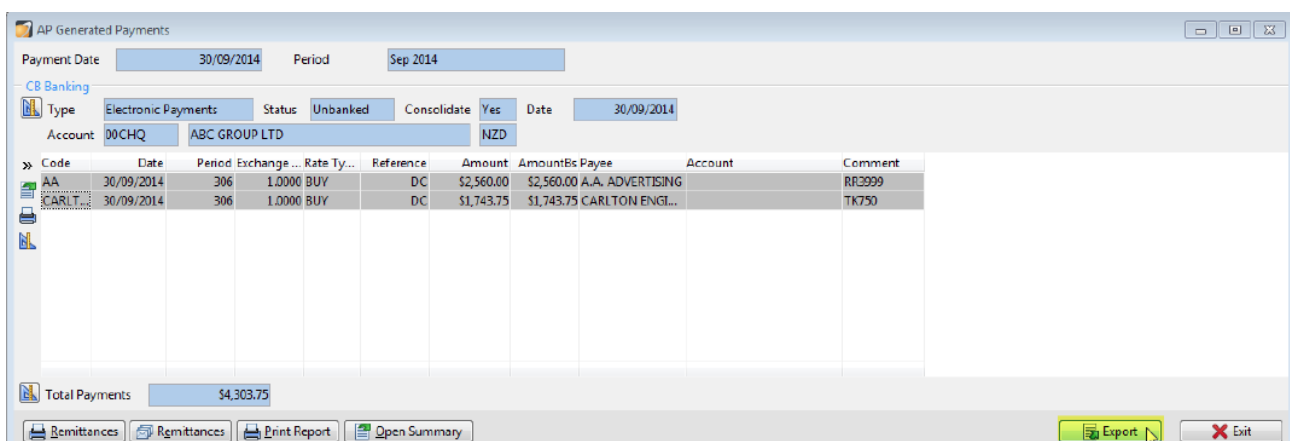


Close the AP Email Remittance Results screen

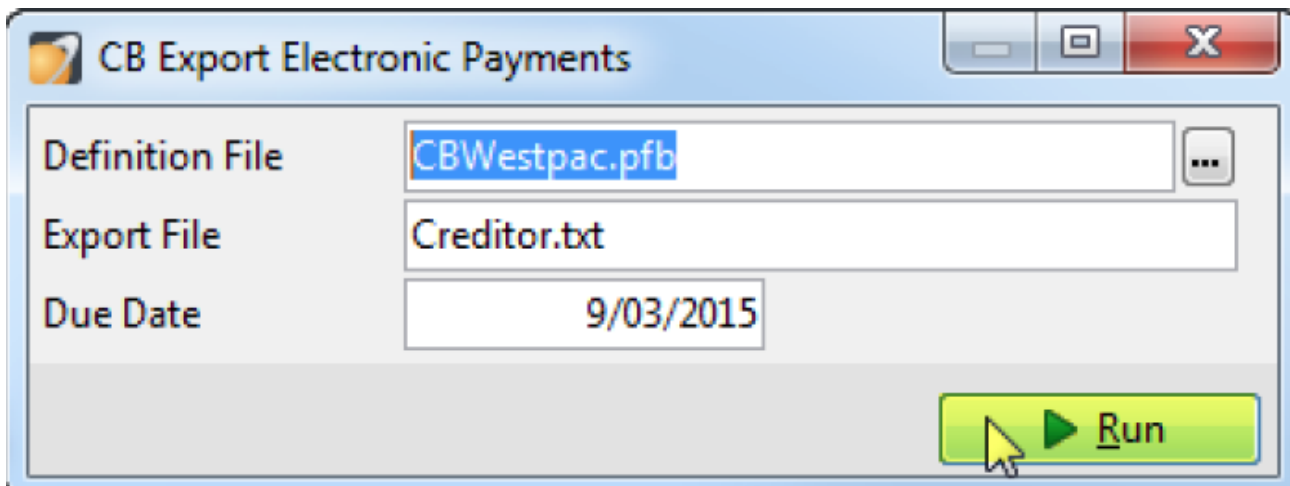
You can also click the print Remittances button to print Remittances for Creditors you have paid that do not have a Remittance Email address.

Export Batch

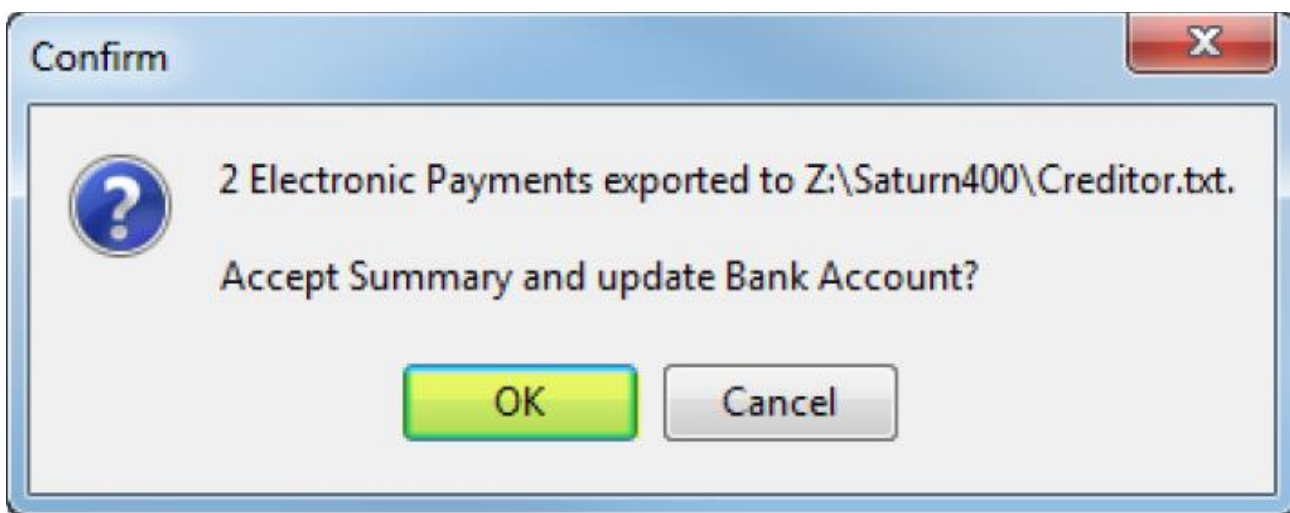
Click Export.



The following window will appear, the Due Date will always default to today's date, but this can be changed to a future date. Press Run to create the file



A confirmation window will appear. Press OK to accept the summary and update the Bank Account



Contact

For further information or for assistance with Accredo please do get in touch with us.

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