Training Document – Shipment Reversal Methods

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

After completing this lesson you will be able to:
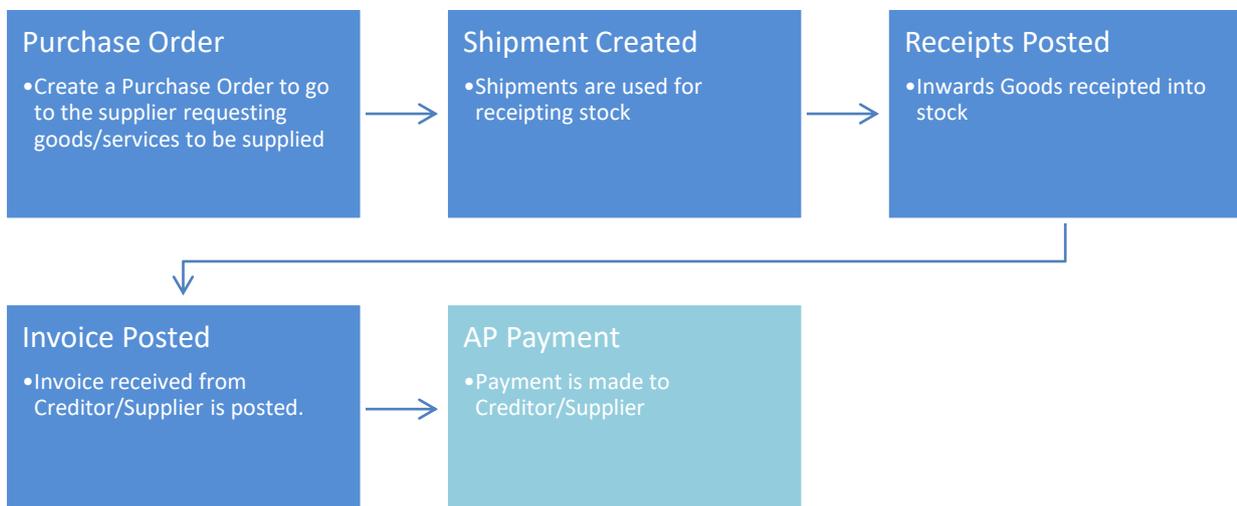
- Produce a Shipment without a PO
- Produce a Shipment using a PO
- Reverse A Shipment
- Run Useful Reports

Last updated 06 December 2016

Contents

Purchase Order to Invoice Process

Process flow

Purchase Order	Shipment Created	Receipts Posted
•Create a Purchase Order to go to the supplier requesting goods/services to be supplied	•Shipments are used for receipting stock	•Inwards Goods receipted into stock

Invoice Posted	AP Payment
•Invoice received from Creditor/Supplier is posted.	•Payment is made to Creditor/Supplier

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Shipments

Using Shipments

Shipments are used when receiving stock. There are two parts to a shipment: Receiving and Invoicing. When goods are received the Receipt and Lines tabs are updated and receipts posted to Inventory Control. When the Invoice is received the Invoice, Lines and Additional Costs tabs are updated and the invoice is posted to Accounts Payable.
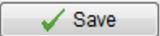
Creating Shipments

A shipment (receipting stock and updating creditor invoices) can be generated from the Accounts Payable module or alternatively, from a Purchase Order)

To create a shipment without a Purchase Order:

- **Tasks / Accounts Payable / Enter Shipments:**
- Select Shipment (This will create a creditor invoice and an associated batch of inventory receipts), Invoice Only (This will create a creditor invoice only allowing receipt to be carried out at a later stage), or Receipt only, this will create a batch of inventory receipts.
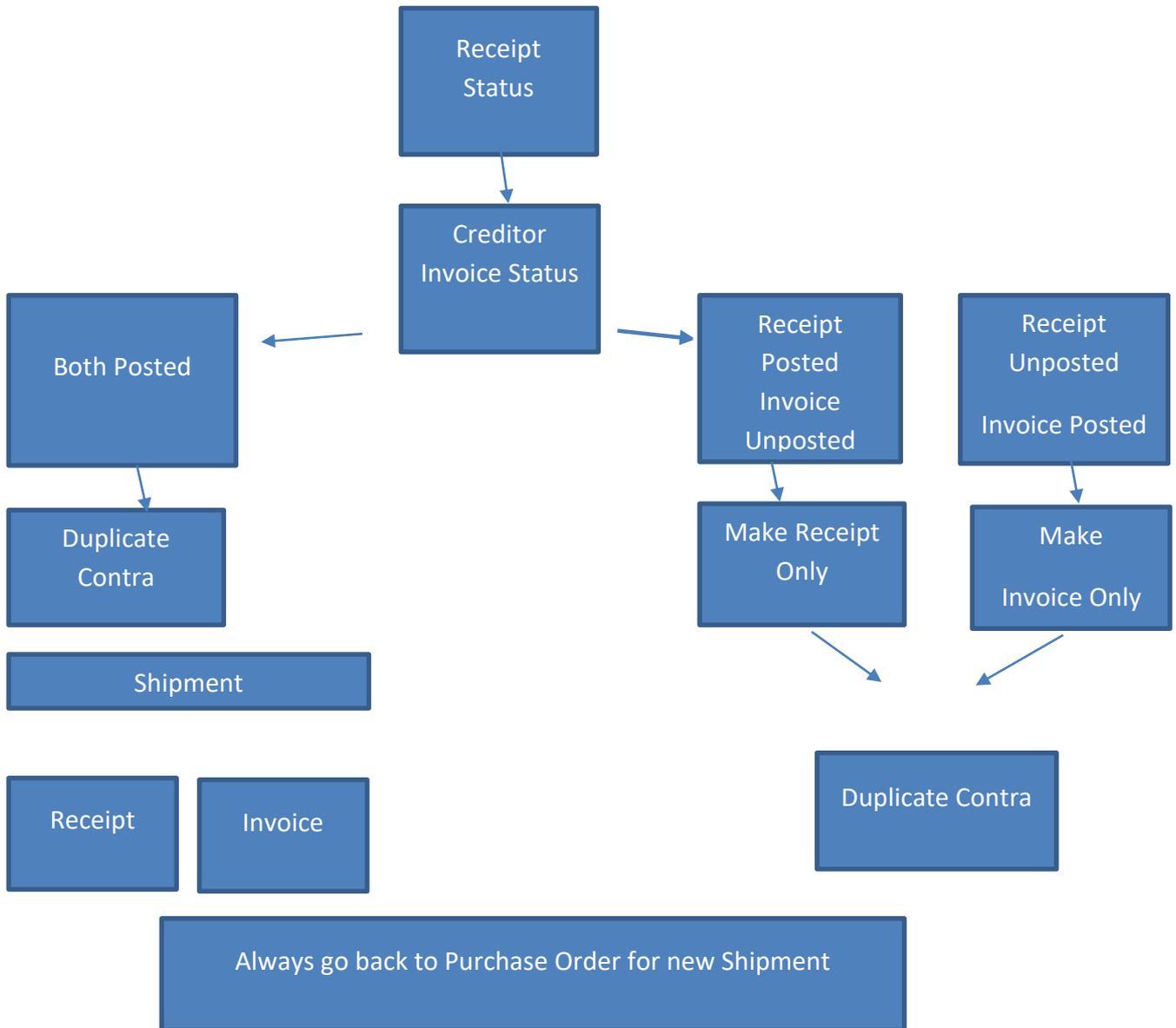
Creating a shipment using Purchase Order details:

- **Open the Purchase Order that needs to be receipted or invoiced:**
    - See *"Reviewing Purchase Orders"* above.
- Click the 'Create Shipment' button at the bottom of the Purchase Order screen.
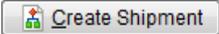
- Select Shipment.
- Most details will be filled from the purchase order, fill out the other details as required.
- Save (F9).
- **Note:**
    - To post receipt transactions to inventory click 'Post Receipts'
        - This will update your Stock/Inventory counts.
    - To post invoice transactions to Accounts Payable click 'Post Invoice'
        - This will update your Accounts Payable.

Shipment Reversals

Shipment Reversals are required when a shipment has been entered incorrectly.

As there are two parts to a shipment (Receipting Stock and Creditor Invoice) the correct method to reverse the shipment will depend on the status of each of these parts

Shipment Reversal Process


```
                    ┌──────────────┐
                    │   Receipt    │
                    │   Status     │
                    └──────┬───────┘
                           │
                           ▼
                    ┌──────────────┐
                    │   Creditor   │
                    │ Invoice Status│
                    └───┬──────┬───┘
             ┌──────────┘      └──────────┐
             ▼                            ▼
      ┌─────────────┐            ┌──────────────┐    ┌──────────────┐
      │ Both Posted │            │   Receipt    │    │   Receipt    │
      │             │            │   Posted     │    │  Unposted    │
      │             │            │   Invoice    │    │              │
      │             │            │  Unposted    │    │ Invoice Posted│
      └──────┬──────┘            └──────┬───────┘    └──────┬───────┘
             ▼                          ▼                   ▼
      ┌─────────────┐            ┌──────────────┐    ┌──────────────┐
      │  Duplicate  │            │ Make Receipt │    │    Make      │
      │   Contra    │            │    Only      │    │ Invoice Only │
      └─────────────┘            └──────┬───────┘    └──────┬───────┘
      ┌─────────────┐                   └────────┐ ┌────────┘
      │  Shipment   │                            ▼ ▼
      └─────────────┘                     ┌──────────────┐
      ┌──────────┐ ┌──────────┐           │   Duplicate  │
      │ Receipt  │ │ Invoice  │           │    Contra    │
      └──────────┘ └──────────┘           └──────────────┘
      ┌─────────────────────────────────────────┐
      │ Always go back to Purchase Order for new │
      │               Shipment                   │
      └─────────────────────────────────────────┘
```
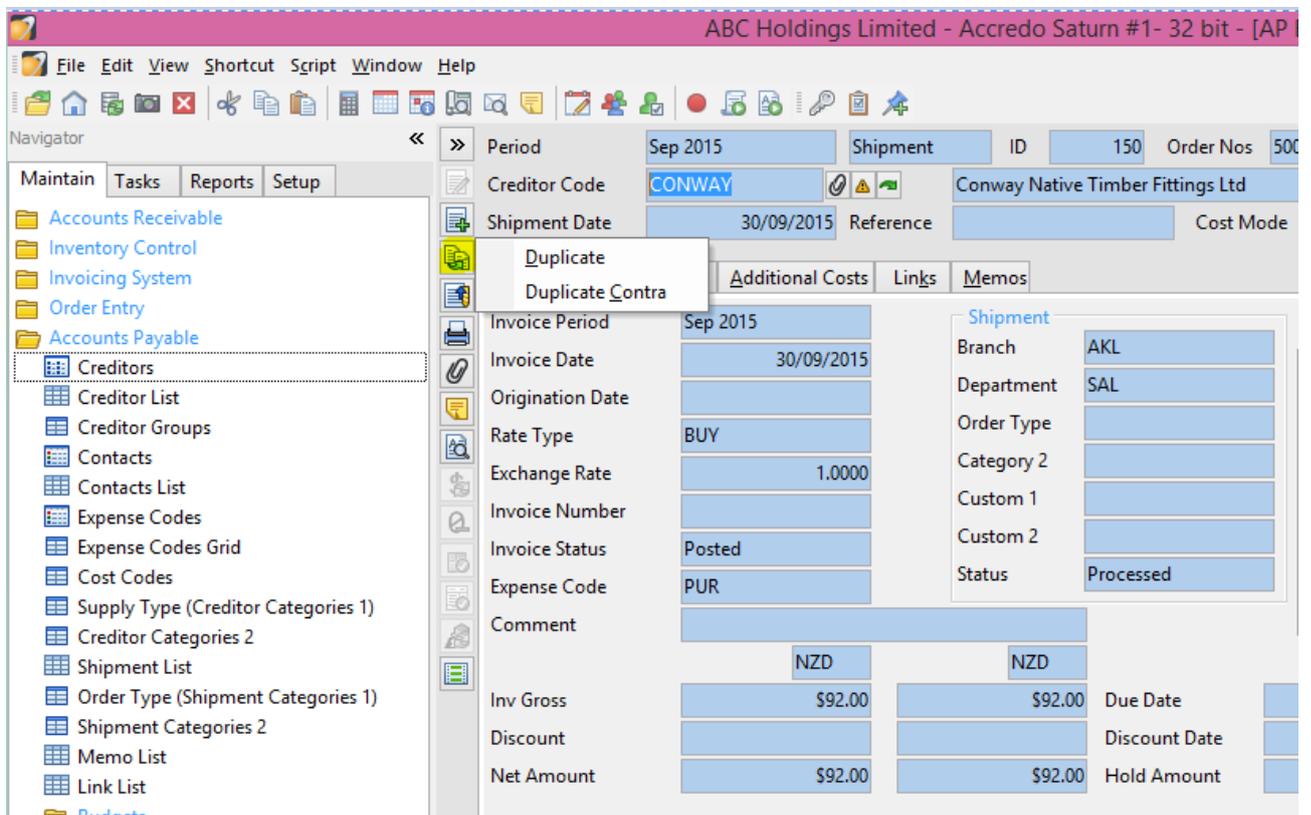
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Shipment with both sides posted

- Open Shipment. Maintain/Accounts Payable/ Shipment List. Select History
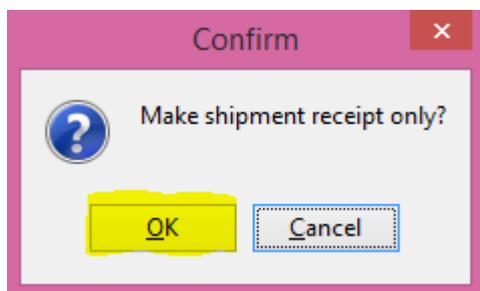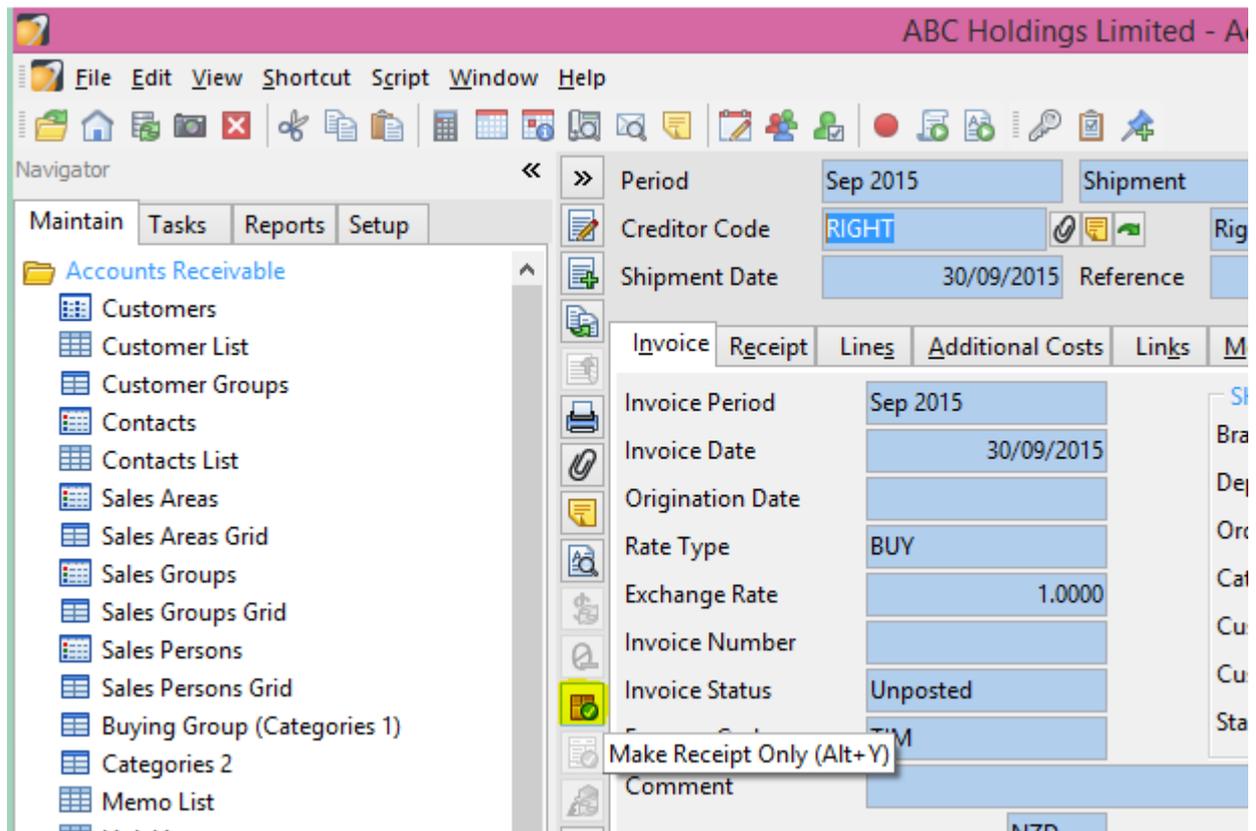- Duplicate Contra
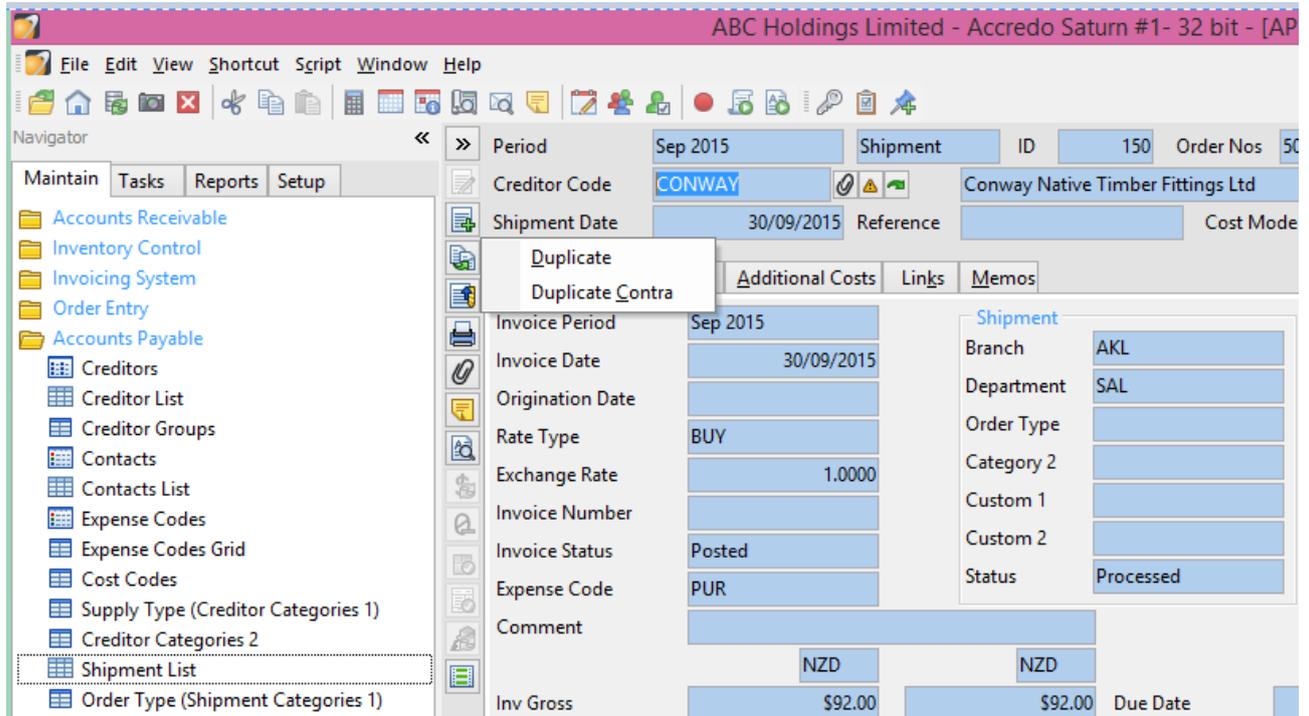
- Open Creditor Invoice. Maintain/ Accounts Payable/Creditors
- Select Creditor – Go to Transactions Tab. Find and open invoice
- Click on the Duplicate button and select Duplicate Contra

- Post both
- Close and go back to PO to create new shipment
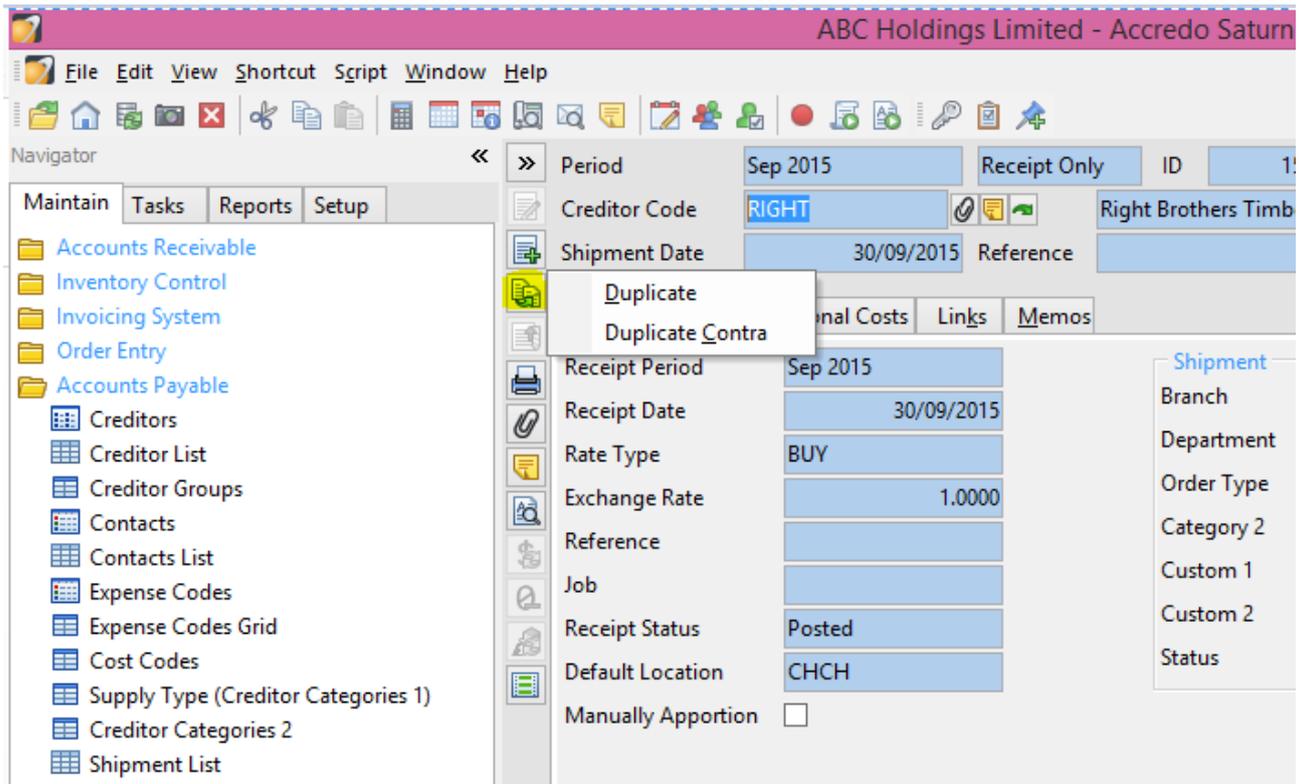
Shipment with one side posted

- Open Shipment from Maintain/Accounts Payable/ Shipment List.
- If the receipt is posted but the creditor invoice is unposted then click on the Make Receipt Only button

- If the Receipt is unposted but the Invoice is posted click on the Make Invoice Only button
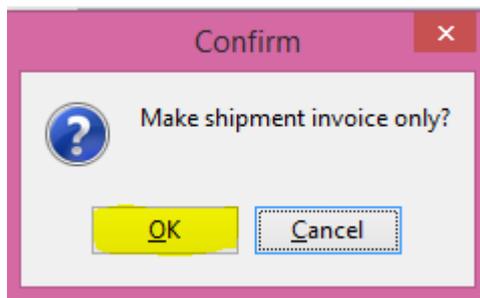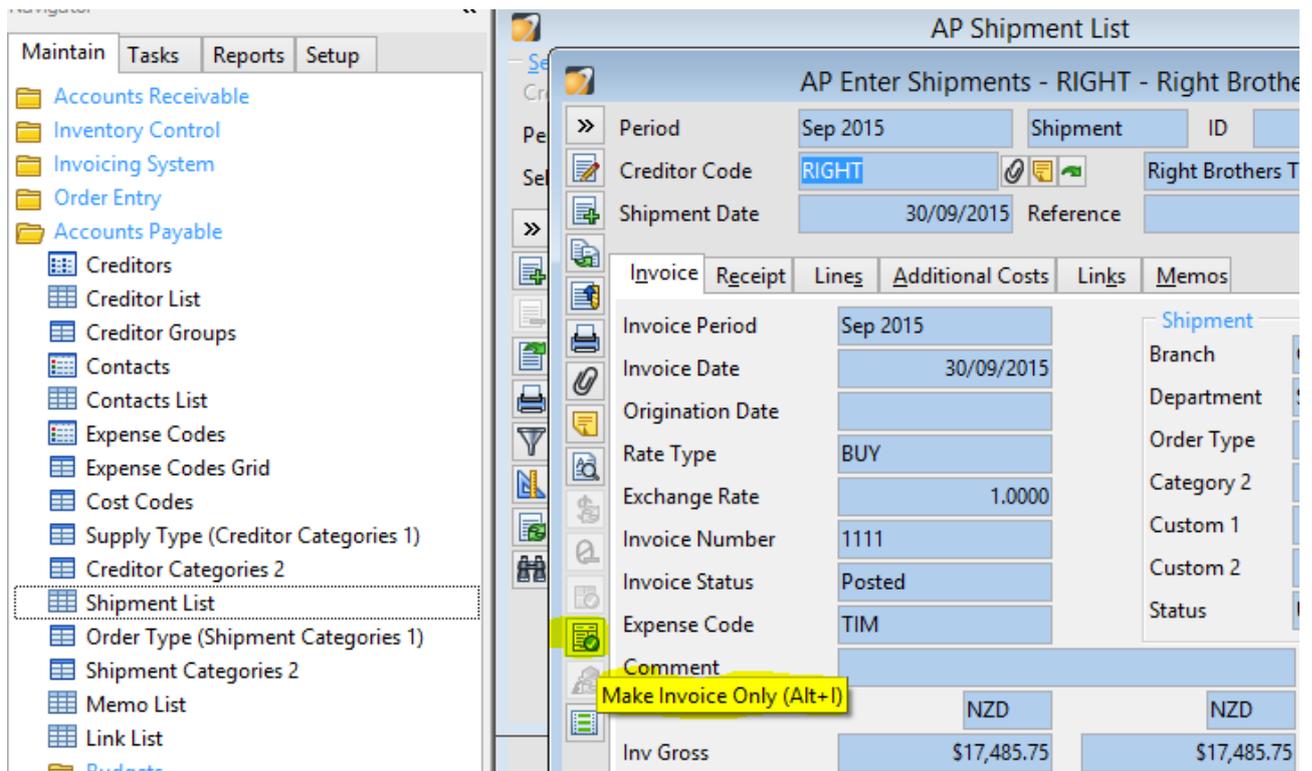
- Duplicate Contra

- Post the Same Side again.
- Close and go back to PO to create new shipment
  Do Not Duplicate from this, as it is a single sided transaction.

Useful Reports

Reports/Accounts Payable/Shipment Reports

Shipment Status

Contact

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

Offices

New Zealand (+64)

Tauranga.. 07 544 4488

Wellington………………………………………. 04 282 1534

Email........................... Helpdesk@ZealSystems.co.nz

Australia (+61)

Melbourne…………………………………………. 03 9016 3410

Sydney……………………………………………. 02 9098 0996

Brisbane………………………………………… 07 3088 4989

Email........................Helpdesk@ZealSystems.com.au

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