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

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Purchase Order to Invoice Process

Process flow



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.
 Create Shipment
- Select Shipment.
- Most details will be filled from the purchase order, fill out the other details as required.
- Save (F9). Save
- 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



Shipment with both sides posted

- Open Shipment. Maintain/Accounts Payable/ Shipment List. Select History
- Duplicate Contra

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| Navigator « | » | Period | Sep | 2015 | Shi | pment | ID | 1 | 150 Or | rder Nos | 50 |
| Maintain Tasks Reports Setup | | Creditor Code | COI | NWAY (| 9 🔺 | - | Conway Na | tive Tim | ber Fitti | ngs Ltd | |
| Counts Receivable | 4 | Shipment Date | | 30/09/2015 | Ref | erence | | | | Cost M | lode |
| Inventory Control | | <u>D</u> uplicate | | | | | | | | | |
| Invoicing System | | Duplicate <u>C</u> ont | ra | Additional C | osts | Lin <u>k</u> s | <u>M</u> emos | | | | |
| Criter Entry | | Invoice Period | - | Sep 2015 | | | - Shipment | _ | | | |
| | | Invoice Date | | 30/09/2 | 2015 | | Branch | AKL | | | |
| Creditor List | Ø | Origination Date | | | | | Department | t SAL | | | |
| Creditor Groups | | Rate Type | | RUV | | | Order Type | | | | |
| E Contacts | Ľđ, | Fuck and Data | | 10 | 2000 | | Category 2 | | | | |
| Contacts List | ŝ | Exchange Rate | | 1.0 | 000 | | Custom 1 | | | | |
| 📰 Expense Codes | 0 | Invoice Number | | | | | Custom 2 | | | | |
| Expense Codes Grid | | Invoice Status | | Posted | | | Custom 2 | _ | | | |
| Cost Codes | | Expense Code | | PUR | | | Status | Pro | cessed | | |
| Supply Type (Creditor Categories 1) | | Comment | | | | | | | | | |
| Creditor Categories 2 | 15 | | | NZD | | | NZD | | | | |
| Order Type (Shipment Categories 1) | | 1 | | 1120 | 2.00 | | 1420 | 2.00 0 | Det | | |
| Order Type (Snipment Categories T) | | Inv Gross | | \$9 | 2.00 | | \$9 | 2.00 D | ue Date | | |

- 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

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| Navigator « | » | Period | Sep | 2015 | Shipment | ID | 150 Order Nos 500 |
| Maintain Tasks Reports Setup | | Creditor Code | CON | IWAY | 9 🛆 🖚 | Conway Nati | ve Timber Fittings Ltd |
| 🚞 Accounts Receivable | 4 | Shipment Date | | 30/09/2015 | Reference | | Cost Mode |
| Inventory Control Invoicing System | | <u>D</u> uplicate Duplicate Cont | tra | <u>A</u> dditional C | osts Lin <u>k</u> s | Memos | |
| Corder Entry | | Invoice Period | | Sep 2015 | | Shipment - | |
| Accounts Payable | | Invoice Date | Ì | 30/09/2 | 2015 | Branch | AKL |
| Creditor List | | Origination Date | - i | | | Department | SAL |
| E Creditor Groups | | Rate Type | | BUY | | Order Type | |
| E Contacts | ĽQ, | Exchange Rate | | | 000 | Category 2 | |
| Contacts List | 6 | Invoice Number | | | | Custom 1 | |
| Expense Codes | 0 | invoice Number | | N | | Custom 2 | |
| Expense Codes ond | Б | Invoice Status | | Posted | | Status | Processed |
| Supply Type (Creditor Categories 1) | B | Expense Code | | PUR | | | |
| Creditor Categories 2 | 8 | Comment | | | | | |
| 🔠 Shipment List | | | | NZD | | NZD | |
| Order Type (Shipment Categories 1) | | Inv Gross | | \$9 | 2.00 | \$92 | .00 Due Date |
| Shipment Categories 2 | | Discount | | | | | Discount Date |
| Memo List Jink List | | Net Amount | Ì | \$9 | 2.00 | \$92 | .00 Hold Amount |
| | | | | | | | |

- 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



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Cancel

• Duplicate Contra

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| Navigator « | » | Period | Sep | 2015 | | Receipt On | у | ID 1 |
| Maintain Tasks Reports Setup | | Creditor Code | RIG | HT | 0 | T | Right | t Brothers Timb |
| Accounts Receivable | 4 | Shipment Date | | 30/09/2 | 2015 | Reference | | |
| Inventory Control | G | <u>D</u> uplicate | | | | | 1 | |
| Invoicing System Crider Entry | | Duplicate <u>C</u> on | ntra | inal Costs | Lin <u>k</u> | s <u>M</u> emos | | |
| Accounts Pavable | | Receipt Period | | Sep 2015 | | | | Shipment — |
| E Creditors | 0 | Receipt Date | | 30, | /09/20 | 15 | | Branch |
| E Creditor List | | Rate Type | | BUY | | | | Department |
| Creditor Groups | | Exchange Rate | | | 1.00 | 00 | | Order Type |
| Contacts | ⊡ | Reference | | | | | | Category 2 |
| Evenence Codes | 10 | Job | | | | | | Custom 1 |
| Expense Codes Grid | 2 | Receipt Status | | Posted | | | | Custom 2 |
| Cost Codes | ß | Default Location | | | | | | Status |
| Supply Type (Creditor Categories 1) | | Default Location | | | | | | |
| Creditor Categories 2 | | Manually Apportio | on | | | | | |
| Shipment List | | | | | | | | |

- 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.

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