

Training Document

How to Post a Customer Invoice or Credit Note in AR



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

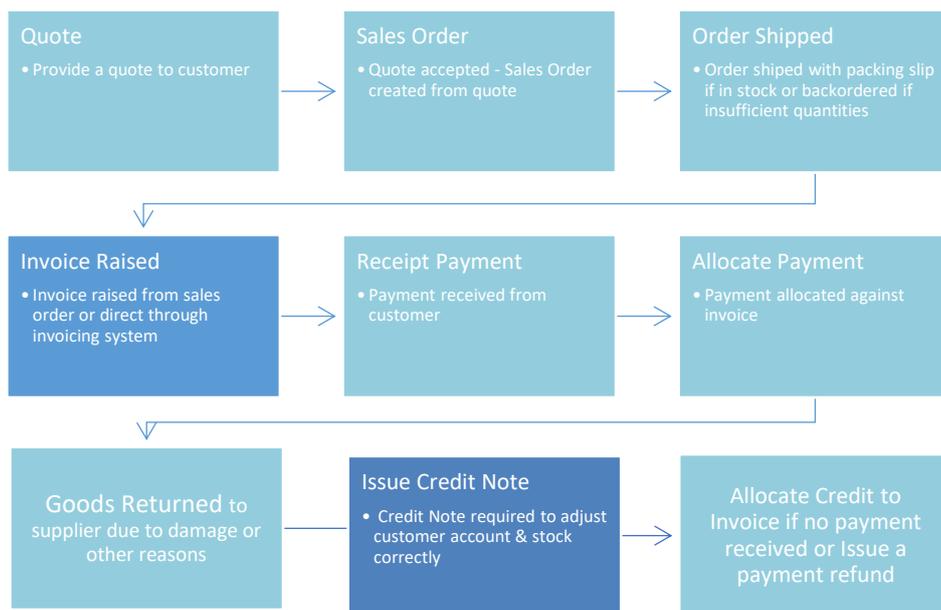
After completing this lesson you will be able to:

- Post an Invoice or Credit Note

Contents

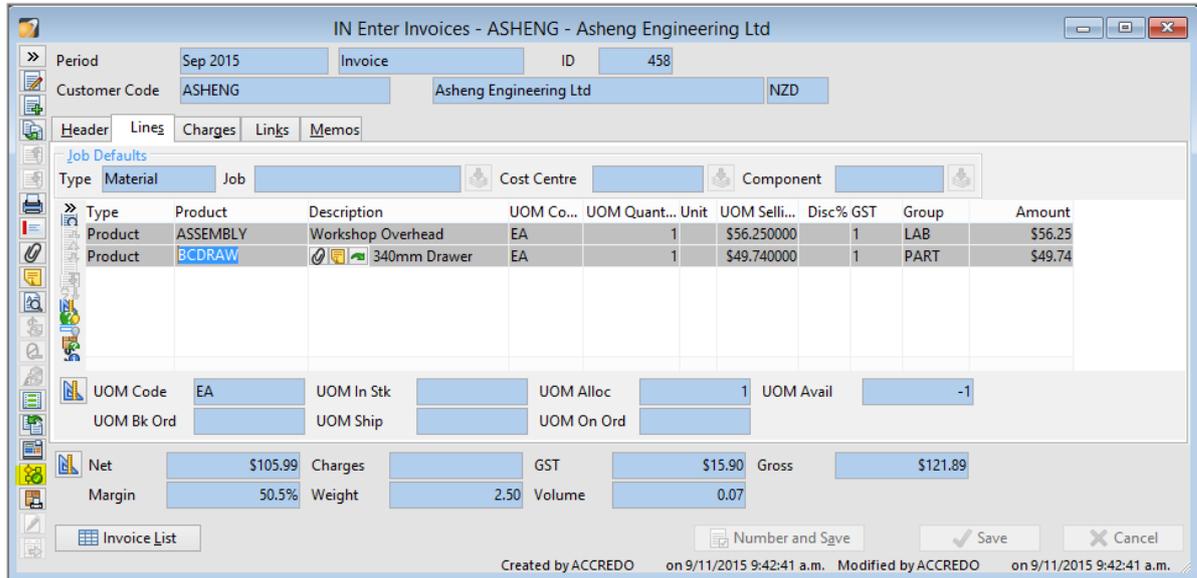
Process flow	2
Posting Invoices	3
Contact.....	4

Process flow



Posting Invoices

- To post an Invoice click on the Save and Post Immediately button  (Alt + O) or if the Invoice is already saved clicking on this button will finish posting.



IN Enter Invoices - ASHENG - Asheng Engineering Ltd

Period: Sep 2015 Invoice ID: 458
 Customer Code: ASHENG Asheng Engineering Ltd NZD

Job Defaults
 Type: Material Job: Cost Centre: Component:

Type	Material	Description	UOM Co...	UOM Quant...	Unit	UOM Selli...	Disc% GST	Group	Amount
Product	ASSEMBLY	Workshop Overhead	EA	1		\$56.250000	1 LAB		\$56.25
Product	BCDRAW	340mm Drawer	EA	1		\$49.740000	1 PART		\$49.74

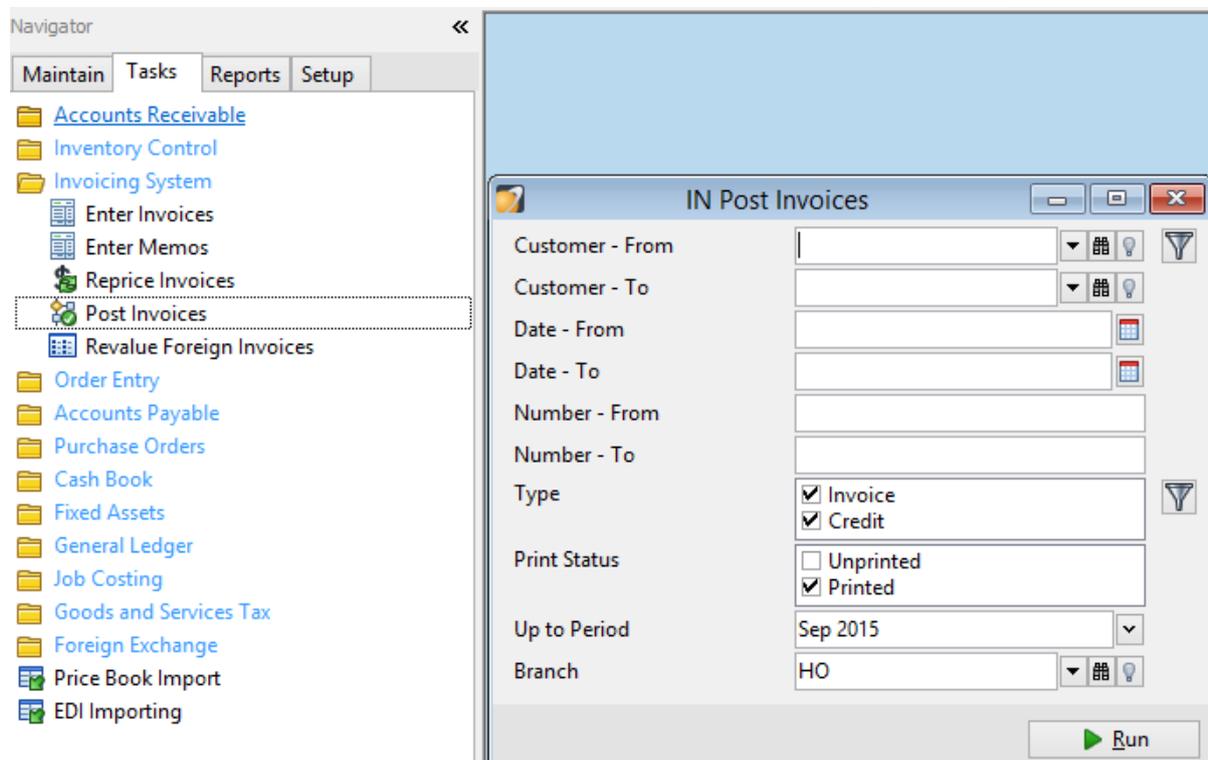
UOM Code: EA UOM In Stk: UOM Alloc: 1 UOM Avail: -1
 UOM Bk Ord: UOM Ship: UOM On Ord:

Net: \$105.99 Charges: GST: \$15.90 Gross: \$121.89
 Margin: 50.5% Weight: 2.50 Volume: 0.07

Buttons: Invoice List, Number and Save, Save, Cancel

Created by ACCREDO on 9/11/2015 9:42:41 a.m. Modified by ACCREDO on 9/11/2015 9:42:41 a.m.

- To Post a Batch of Invoices go to Tasks \ Invoicing System \ Post Invoices and select which invoices you would like to post from the options e.g by Customer, Date, Number and which type of invoices you would like to post e.g. Invoice, Credit Note.



Navigator: Maintain | Tasks | Reports | Setup

- Accounts Receivable
- Inventory Control
- Invoicing System
 - Enter Invoices
 - Enter Memos
 - Reprice Invoices
 - Post Invoices**
 - Revalue Foreign Invoices
- Order Entry
- Accounts Payable
- Purchase Orders
- Cash Book
- Fixed Assets
- General Ledger
- Job Costing
- Goods and Services Tax
- Foreign Exchange
- Price Book Import
- EDI Importing

IN Post Invoices

Customer - From: Customer - To: Date - From: Date - To: Number - From: Number - To: Type: Invoice Credit Print Status: Unprinted Printed Up to Period: Sep 2015 Branch: HO

Run

- Note: Once an invoice is posted it can't be unposted or changed.**

Contact

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

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