

# Training Document

## How to Receipt a Customer Payment



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

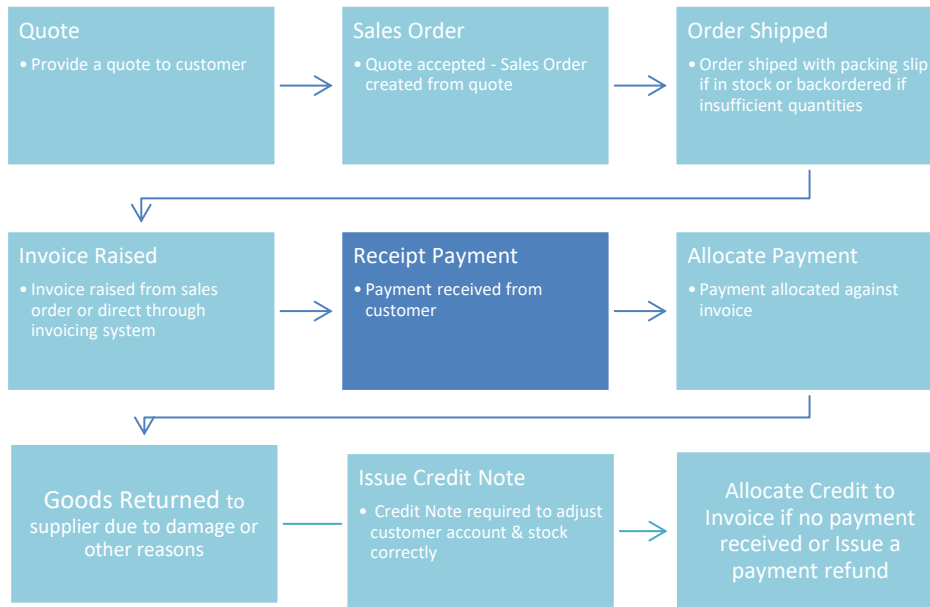
After completing this lesson you will be able to:

- Receipt a Customer Payment

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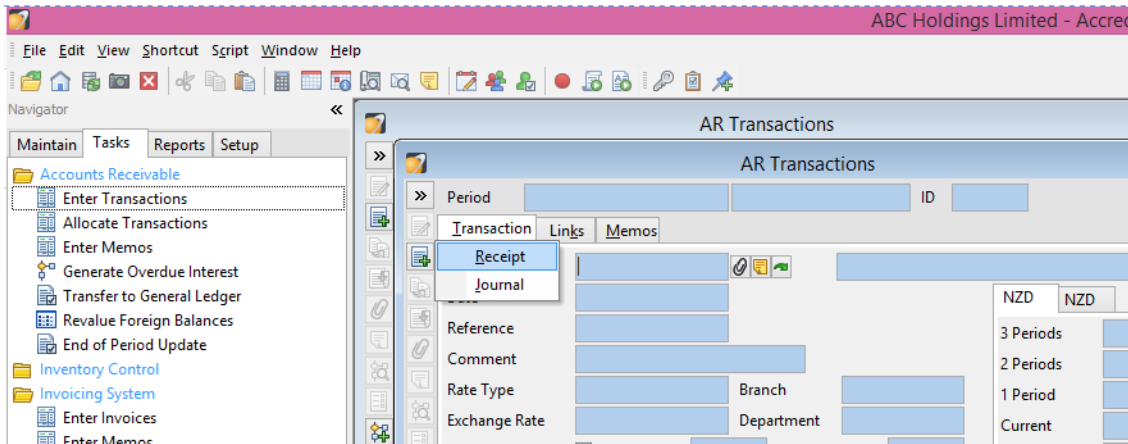
## Process flow



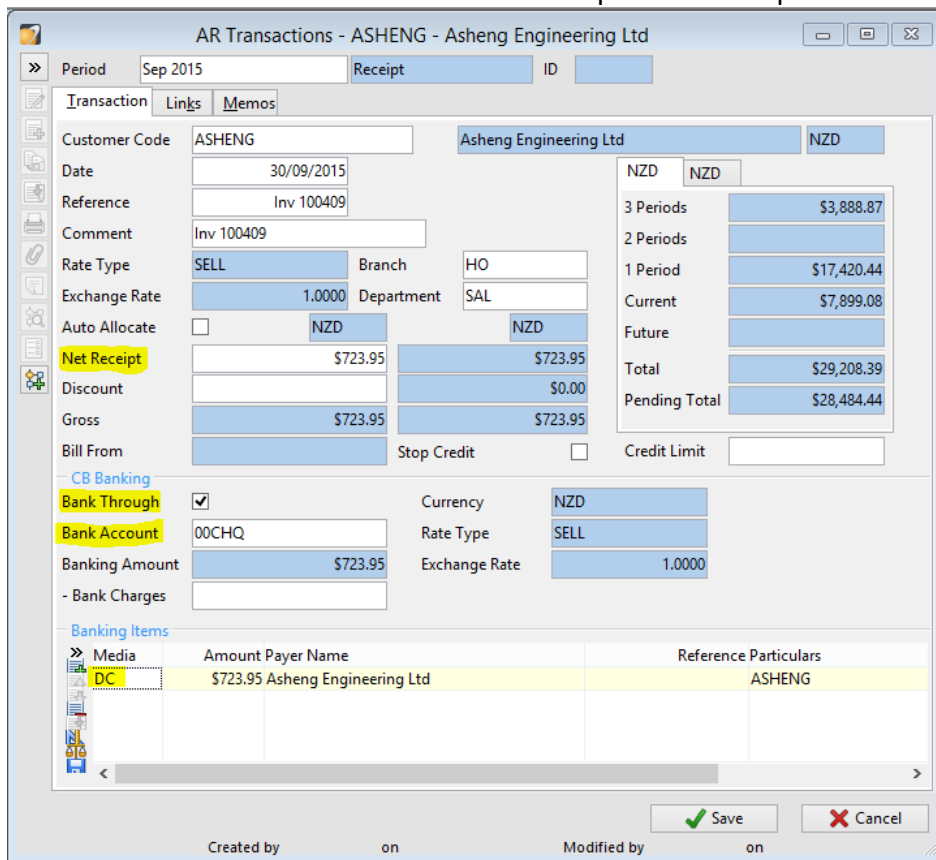
# How to Receipt a Customer Payment

## Processing Receipts

- Tasks / Accounts Receivable / Enter Transactions
- Select type - Receipt or Journal (Receipts for most payment transactions)



- Enter the relevant details – Customer Code, Date (date payment received), Reference, Comment and the Net Receipt (total amount of funds received).
- Take care to ensure that the Bank Through box is ticked if the payment has been received directly into the bank account so the payment will appear on the bank reconciliation.
- If this is not ticked the payment will be included in the next banking deposit along with other items to be banked such as cheques and receipts.



- Click on Save

# Contact

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

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