

## Adding Customer Refunds and one off Payments to Creditor Payments Batch (4.0.10.104)

As well as paying creditors electronically, you can now refund customers electronically and process one off payments electronically. You can add Customer Refunds and one off payments to the batch of Payments you have generated from AP or you can create separate batches.

This topic covers

- Entering a Customer Refund
- Electronic Payments batch and adding a one off payment and a Customer Refund

### Entering Customer Refunds

Tasks > AR > Enter Transactions > Receipt

Enter the Refund Amount with a minus. Make sure **Bank Through is not ticked** so the Refund can be added to the banking summary.

Fields in the **Banking Items** grid will default from the fields in the **Customer Banking/Delivery Tab** but if these are blank, then:

The **Payer Name** is **Customer Name**, the Reference is left Blank and **Particulars** is the **Customer Code**. We will enter a Reference for the Refund in the **Reference field**.

**Press Save** when you have finished entering the Refund

AR Transactions - ASHENG - Asheng Engineering Ltd

Period: Sep 2014 Receipt ID: [ ]

Transaction Links Memos

Customer Code: ASHENG Asheng Engineering Ltd NZD

Date: 30/09/2014

Reference: [ ]

Comment: [ ]

Rate Type: SELL Branch: HO

Exchange Rate: 1.0000 Department: SAL

Auto Allocate: [ ] NZD

Net Receipt: -\$500.00

Discount: \$0.00

Gross: -\$500.00

Bill From: [ ] Stop Credit: [ ] Credit Limit: [ ]

CB Banking

Bank Through: [ ] Currency: NZD

Bank Account: 00CHQ Rate Type: SELL

Banking Amount: -\$500.00 Exchange Rate: 1.0000

- Bank Charges: [ ]

Banking Items

Media	Amount	Payer Name	Reference	Particulars	Status	Bank Acco...
DC	-\$500.00	Asheng Engineering Ltd	CR123456	ABC150	Unbanked	

Created by [ ] on [ ] Modified by [ ] on [ ]

Save Cancel

## 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

The screenshot shows a window titled "AP Approve for Payment". It contains the following fields and controls:

- Creditor - From: Text box with a dropdown arrow, a calendar icon, and a filter icon.
- Creditor - To: Text box with a dropdown arrow, a calendar icon, and a filter icon.
- Creditor Group: Text box with a dropdown arrow and a filter icon.
- Currency: Text box containing "NZD" with a dropdown arrow and a filter icon.
- Payment Method: Text box containing "Electronic" (highlighted in yellow) with a dropdown arrow.
- Payment Due On or Before: Text box containing "30/09/2014" with a calendar icon and a filter icon.
- Planned Payment Date: Text box containing "30/09/2014" with a calendar icon.
- Branch: Text box with a dropdown arrow, a calendar icon, and a filter icon.
- Department: Text box with a dropdown arrow, a calendar icon, and a filter icon.
- Payment Priority Up To: Spin box containing "9".
- Run: Button with a green play icon and the text "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 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.

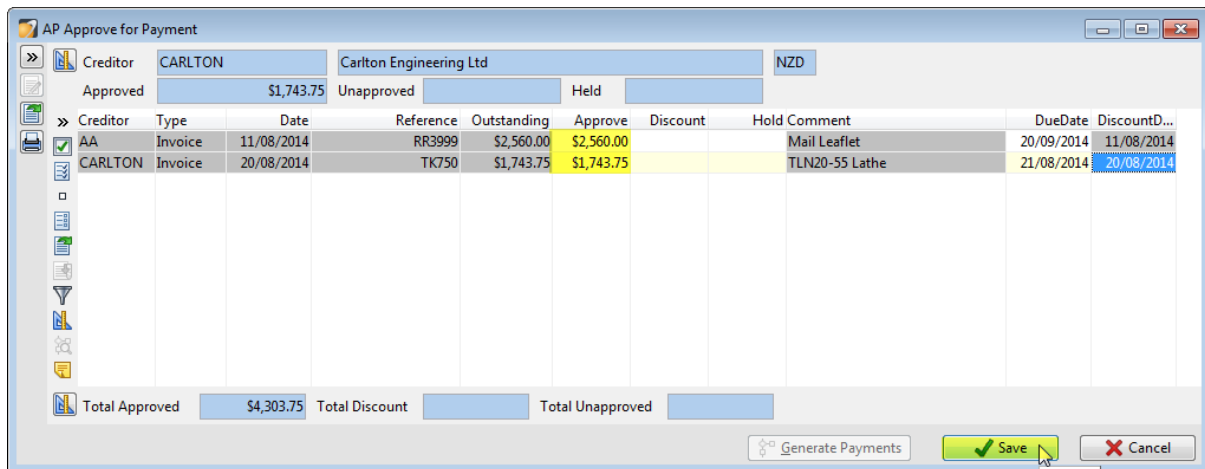
#### Branch & Department

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.



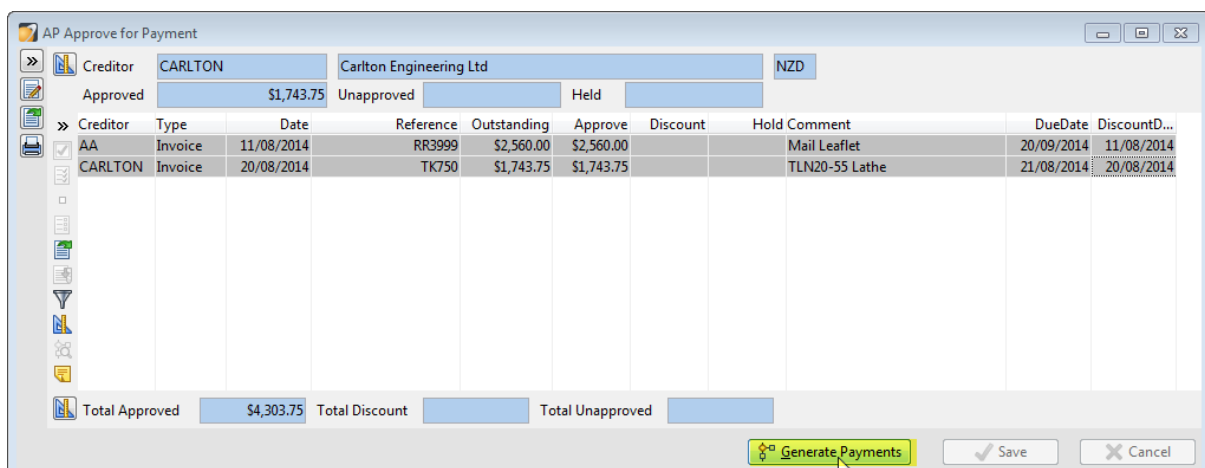
Press F11 and press F4 in the approve column beside each invoice you wish to approve for payment.

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.

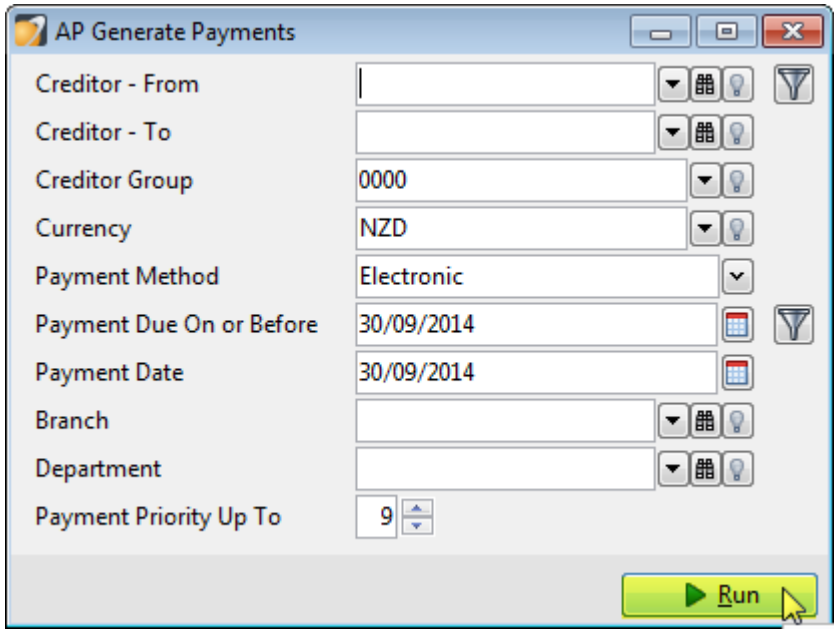
You also have the option to print a report if required.

## Generate Payments

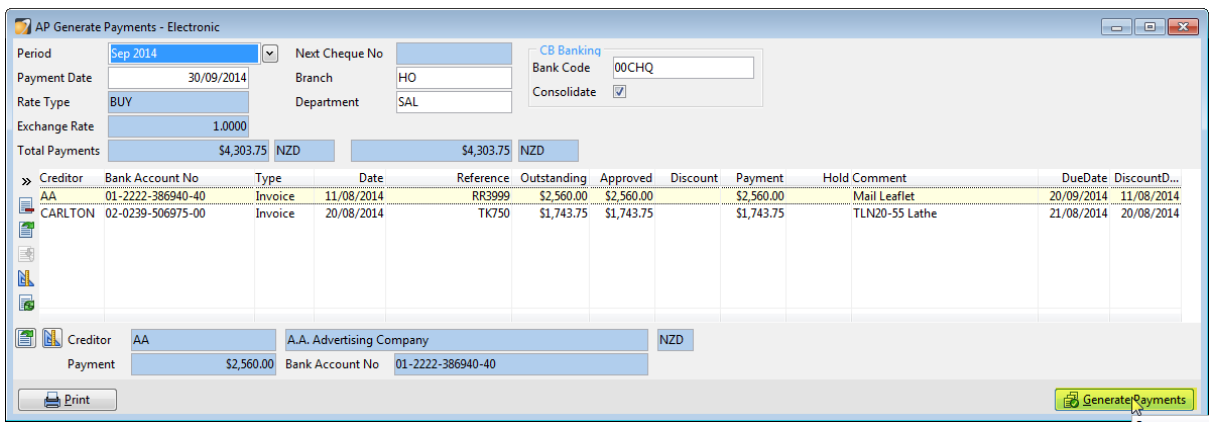
Click the Generate Payments button at the bottom of the Approve for Payment screen.



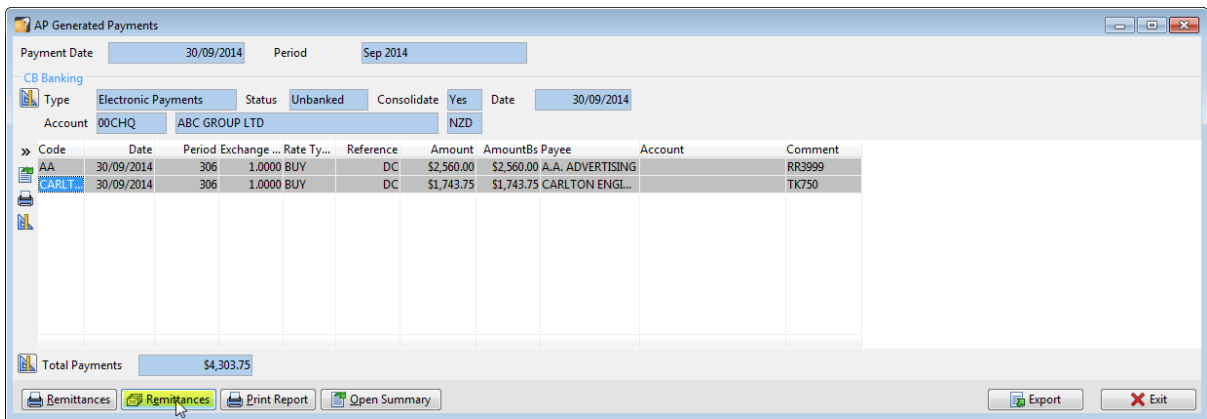
The Generate Payments selection box displays. The selections you made on the Approve for Payments screen will default where they can. If you don't wish to generate payments at this time, you can do this later by clicking Tasks > AP > Generate Payments.



Press Run. The following screen will display.

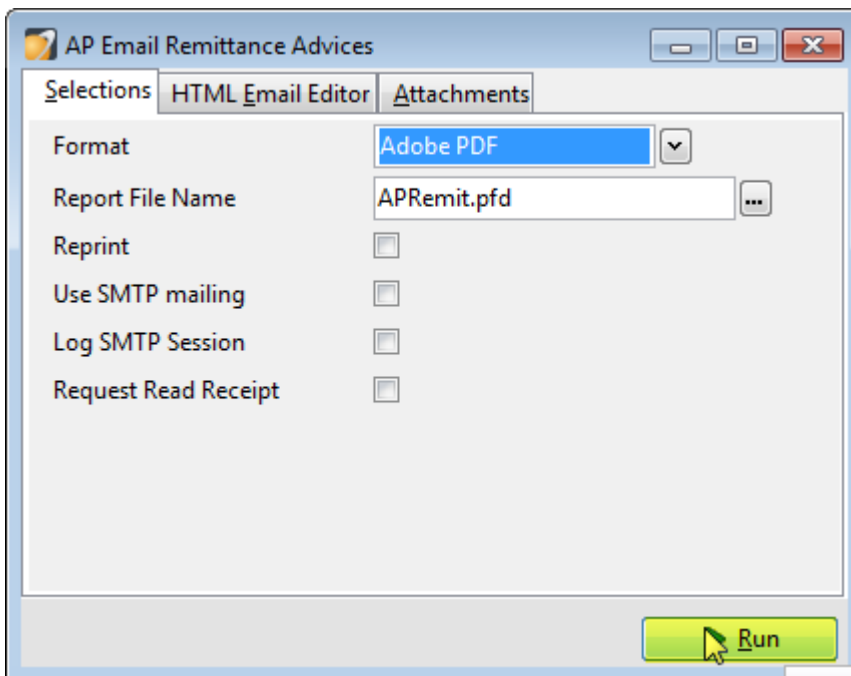


Click the Generate Payments button to pay all the invoices displayed, or if you do not wish to pay some of the invoices at this time, you can select them and press F3 to remove them from the list first. (They are still “approved” so next time you generate payments with matching criteria they will reappear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

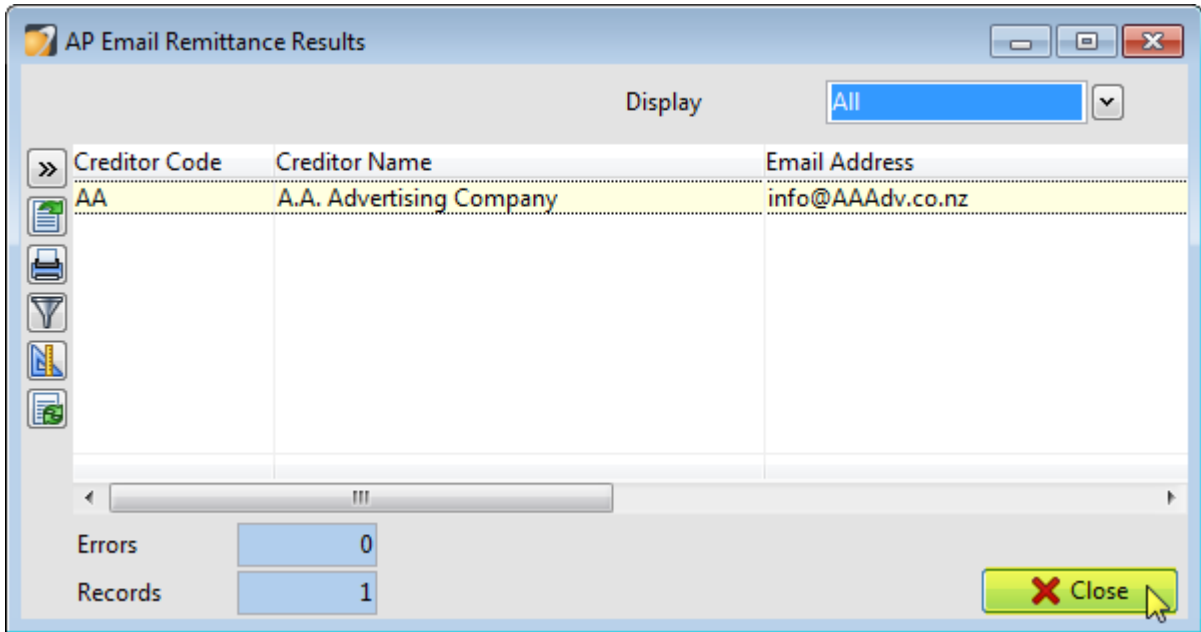


## Send Remittances

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



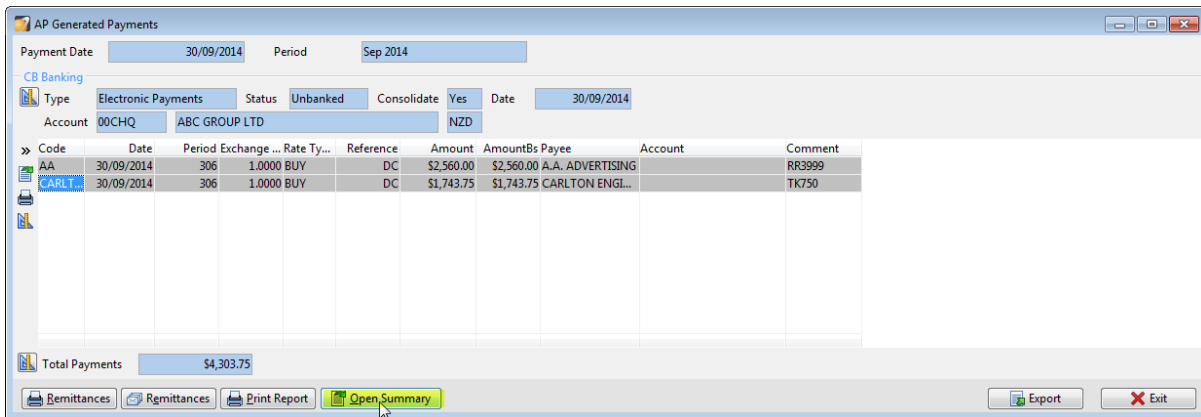
The AP Email Remittance Results window will display so you can check if there were any issues with emailing.



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.

Click the Open Summary button



The CB Banking Summary will display with details of the payment batch, plus any Unbanked Payments. As the receipt was negative, it is classed as a payment.

CB Banking Summary - 00CHQ - ABC GROUP LTD

Period: Sep 2014    Withdrawal - Electronic Payments    ID: 239

Bank Code: 00CHQ    ABC GROUP LTD    NZD

Select Items

Media: DC    Date: 30/09/2014    Particulars: AP Electronic Payments

Currency: NZD    Consolidate:     Reference:

Branch:    Withdrawal Amount: \$4,303.75    Comment:

Bank Charges: \$0.00    Other Party:

**Banking**

Date	Media	Other Party	Reference Particulars	Amount	Code
30/09/2014	DC	A.A. ADVERTISING	DC	\$2,560.00	AA
30/09/2014	DC	CARLTON ENGINEERING	DC	\$1,743.75	CARLTON

Withdrawal pre Charges: \$4,303.75    NZD    Exch Rate: 1.0000    Total: \$4,303.75    NZD

**Unbanked**

Date	Media	Other Party	Reference Particulars	Amount	Code
30/09/2014	DC	Asheng Engineering Ltd	CR123456 ABC150	\$500.00	ASHENG

Print    Export    Accept    Save    Cancel

Created by ACCREDO on 9/03/2015 10:29:45 a.m. Modified by ACCREDO on 9/03/2015 10:29:45 a.m.

Press Edit

CB Banking Summary - 00CHQ - ABC GROUP LTD

Period: Sep 2014    Withdrawal

Bank Code: 00CHQ

Select Items

Edit details (F11)

Media: DC    Date:    Particulars:

Currency: NZD    Consolidate:    Reference:

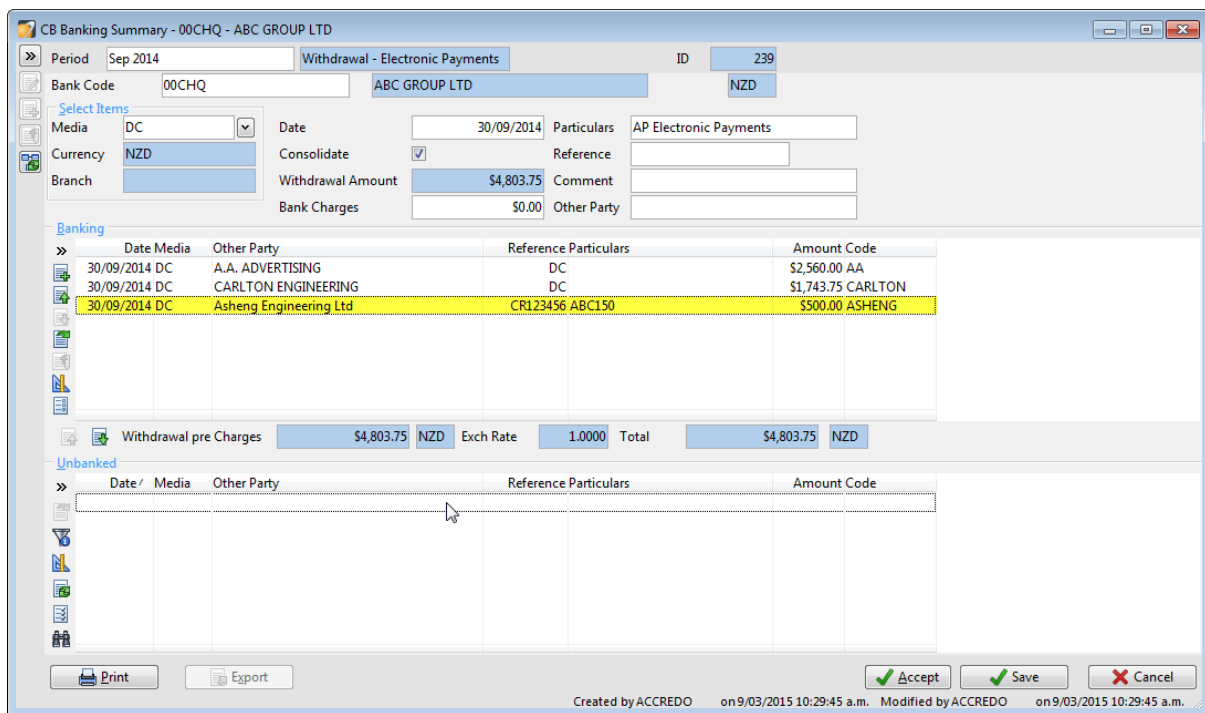
Branch:    Withdrawal Amount:    Comment:

Bank Charges:

**Banking**

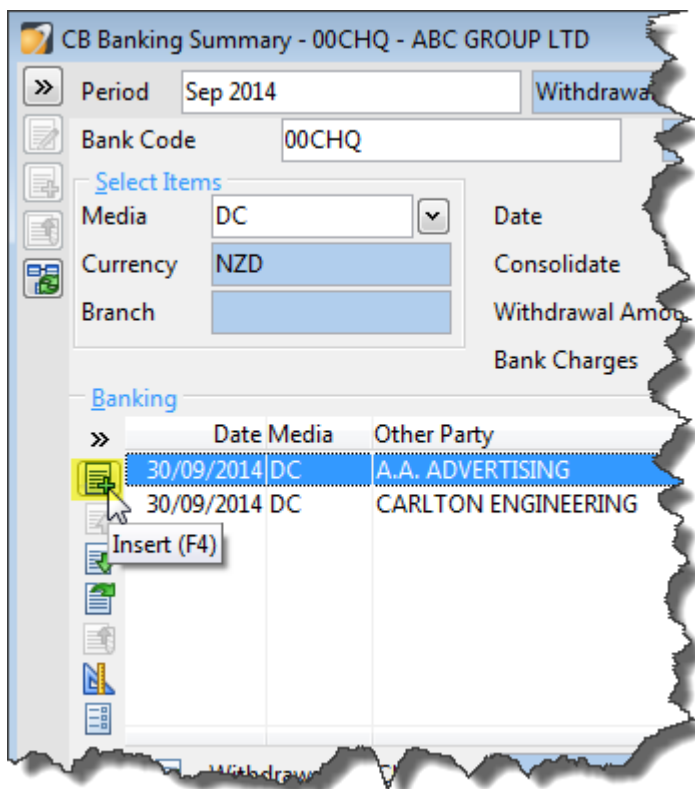
Date	Media	Other Party
30/09/2014	DC	A.A. ADVERTISING
30/09/2014	DC	CARLTON ENGINEERING

Then double click the Unbanked Customer Refund to move it to the Banking Grid



To add a one off payment to the batch

Click Insert



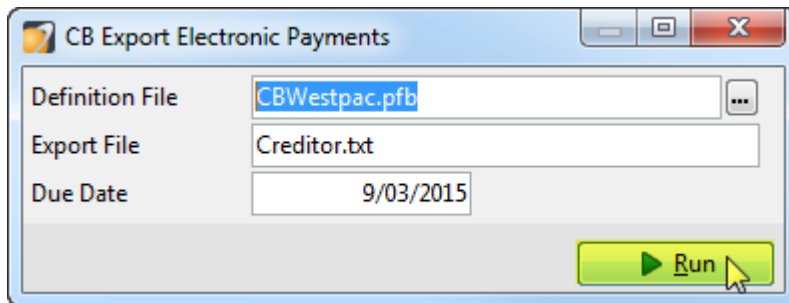


Enter details of who you are paying in the Other Party field, you can also key in a Reference, Particulars and Comment. Enter their Bank Account and the Amount and select a code or codes to analyse the payment to.

Then press Save and it appears in the Banking Grid of the Banking Summary. Click Accept to update the Bank account.

The following window will appear, the Due Date will always default to today's date, but this can be changed to a future date if you do wish to pay them from your banking software today.

Press Run



A Confirmation message will display. Click ok to Accept Summary and update the Bank Account.

