



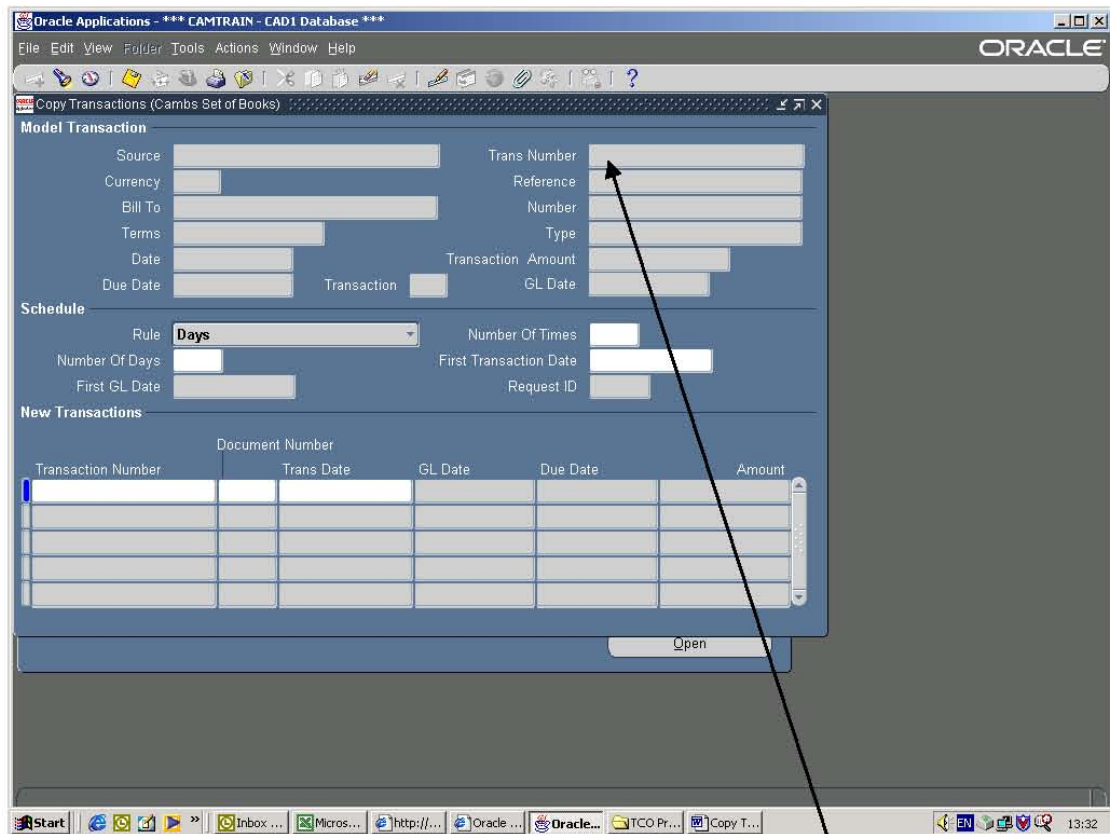
## **ACCOUNTS RECEIVABLE TRAINING PACK**

### **CREATING A COPY LODGEMENT**

#### **COURSE CONTENTS: -**

CREATE A COPY LODGEMENT

Navigate to **Transactions > Copy Transactions**.



Press F11

Type in the Template Number in the “Trans Number” field.

Press and hold Ctrl, then press F11.

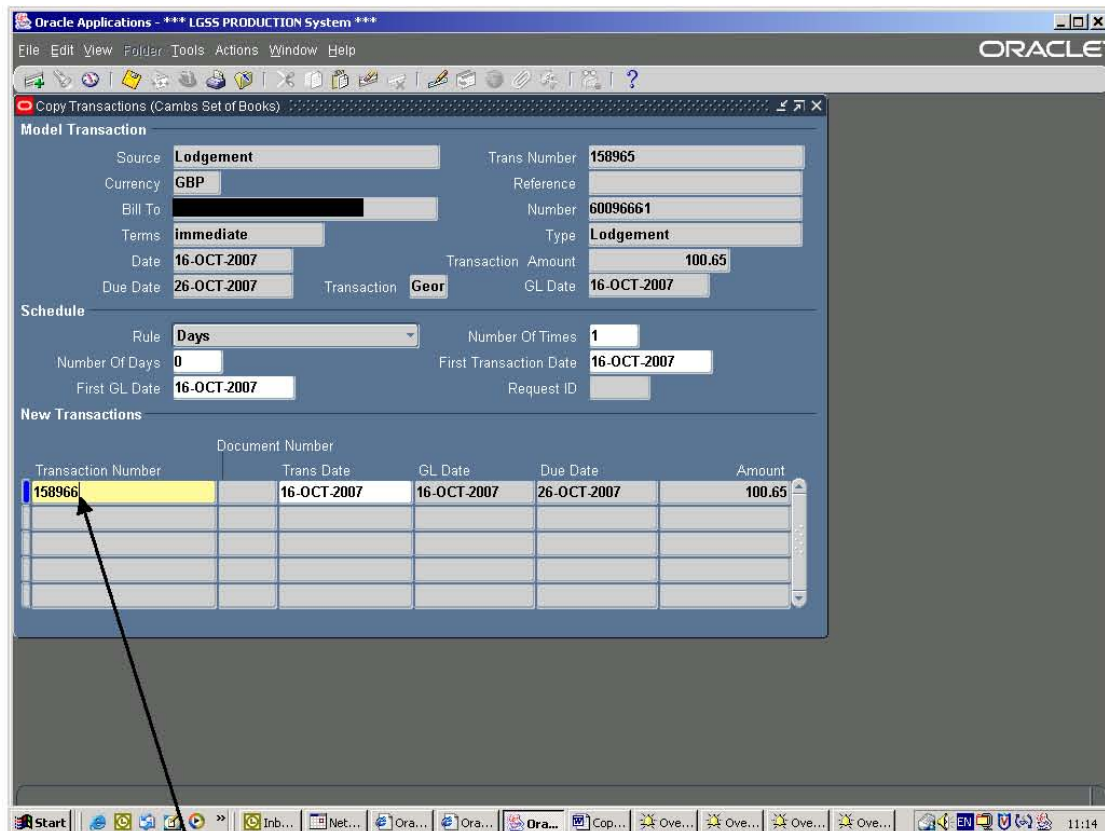
The following screen appears:

Transaction Number	Document Number	Trans Date	GL Date	Due Date	Amount

Type in the number of times you wish to copy this invoice in the “Number of Times” field. i.e. 1

Type 0 in the “Number of Days” field.

Enter Today’s Date in both the “First Transaction Date” and the “First GL Date” fields.



Type the paying in slip number that you are doing the current banking on in the “Transaction Number” field.

Click on the SAVE icon.

Exit out of Copy Transactions screen.

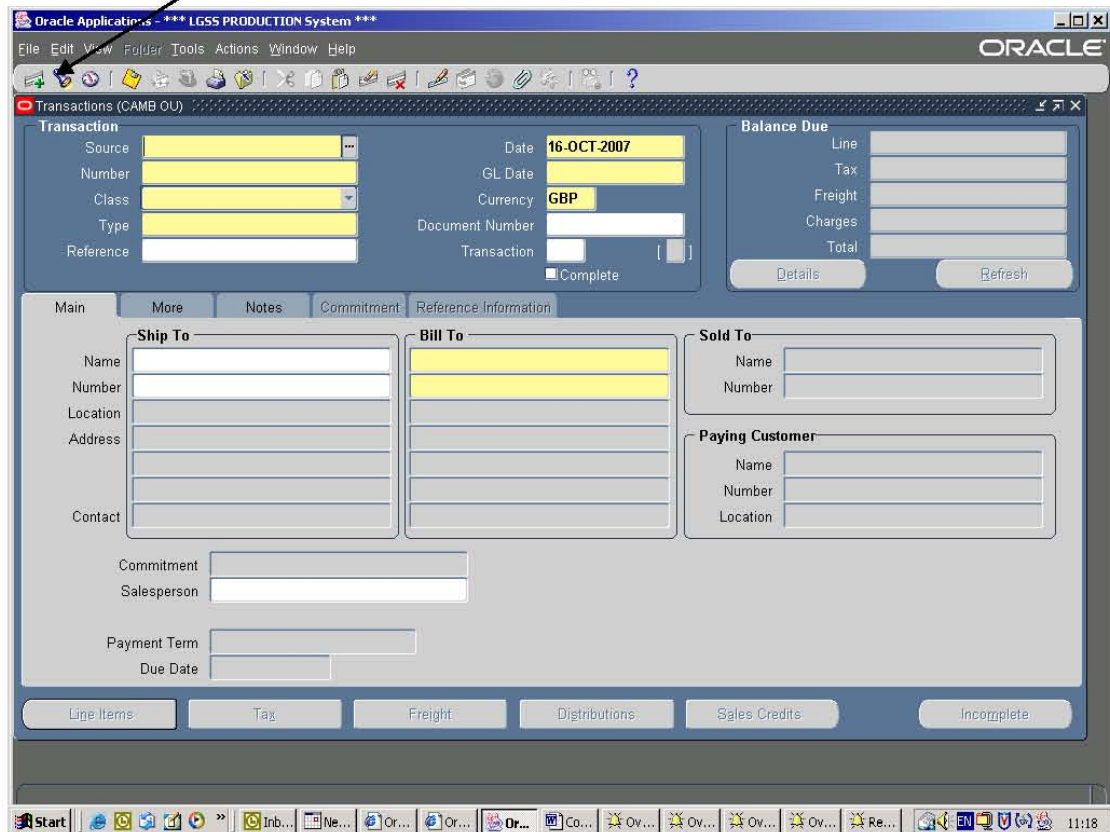
*Note: This new Lodgement is identical to the one you copied, except the Transaction Date, and GL Date.*

*Therefore you now need to go into the new Lodgement to change the amounts you are banking against the various descriptions.*

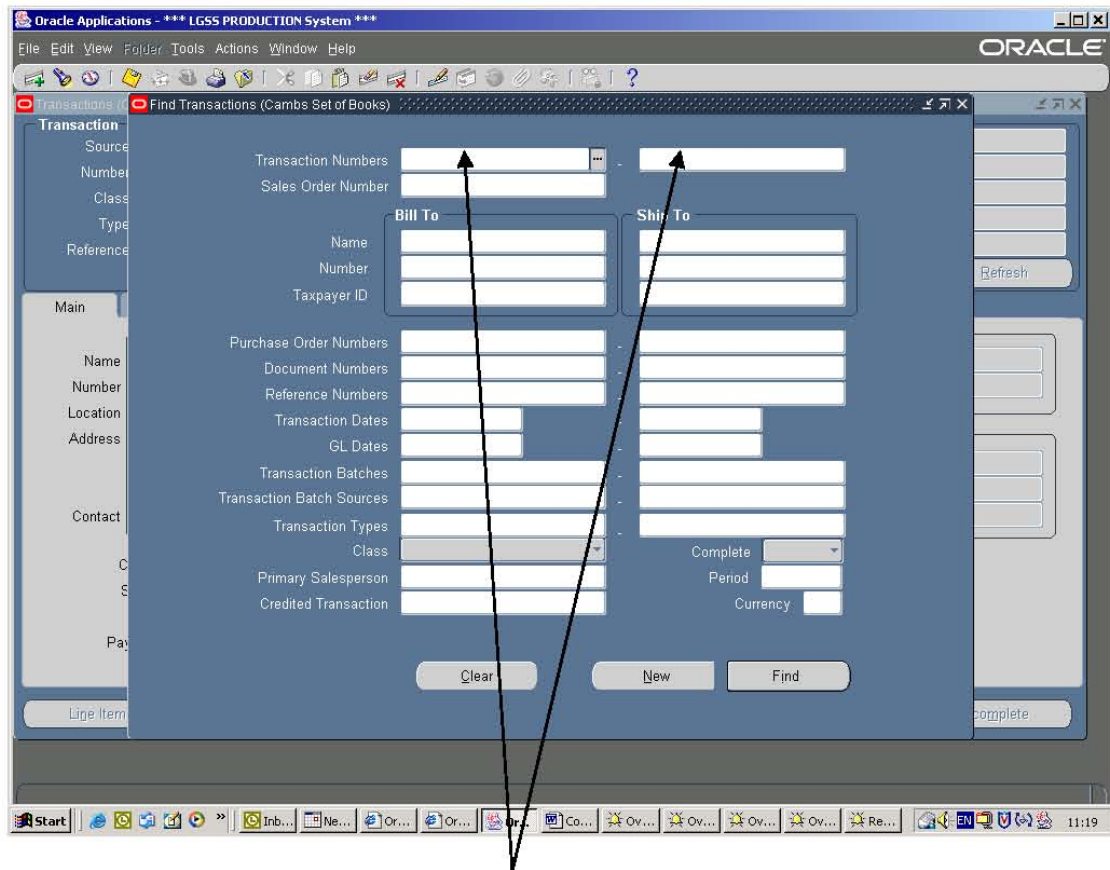
*You can ONLY change the details of the Lodgement on the same day that you have used “Copy Transactions”.*

Navigate to Transaction > Transactions.

Click on the Torch icon.



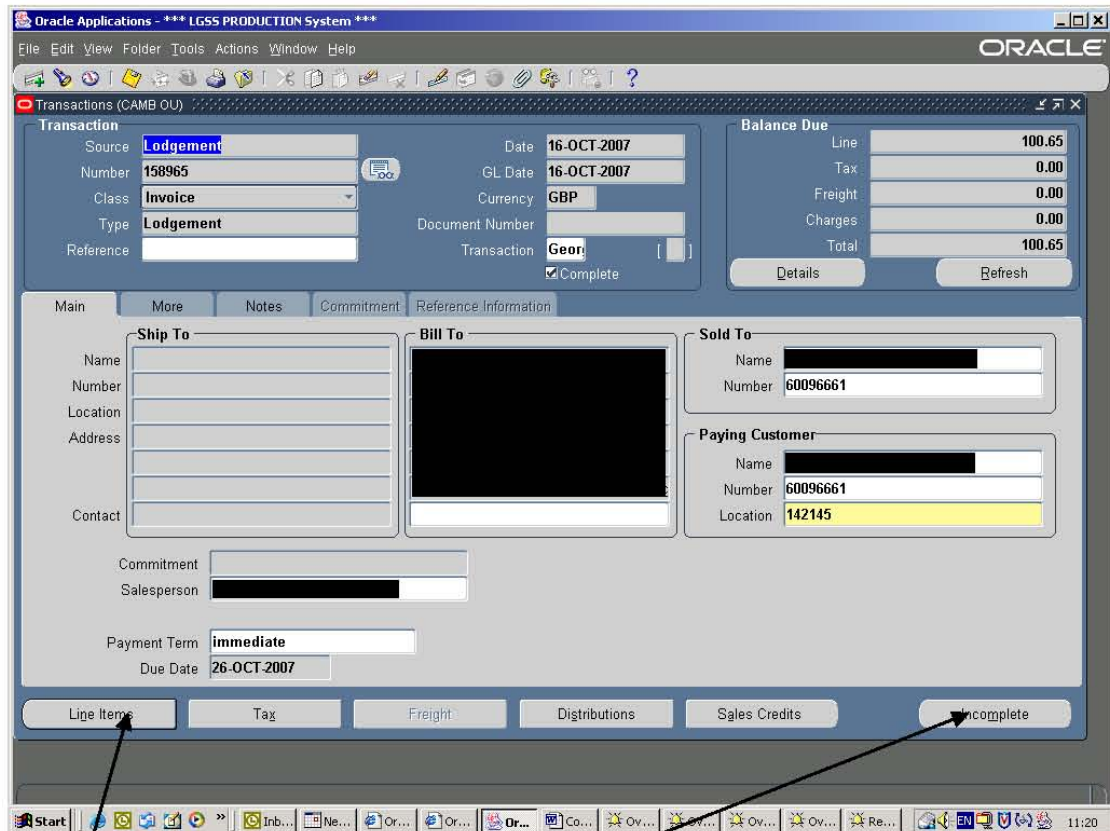
The following “Find Transactions” screen appears:



Type in the Paying in slip Number (current one) that you have just created, in the “Transaction Numbers” fields – left and right hand side.

Click on  .

The following screen will open, showing the Lodgement you have just created for you banking.



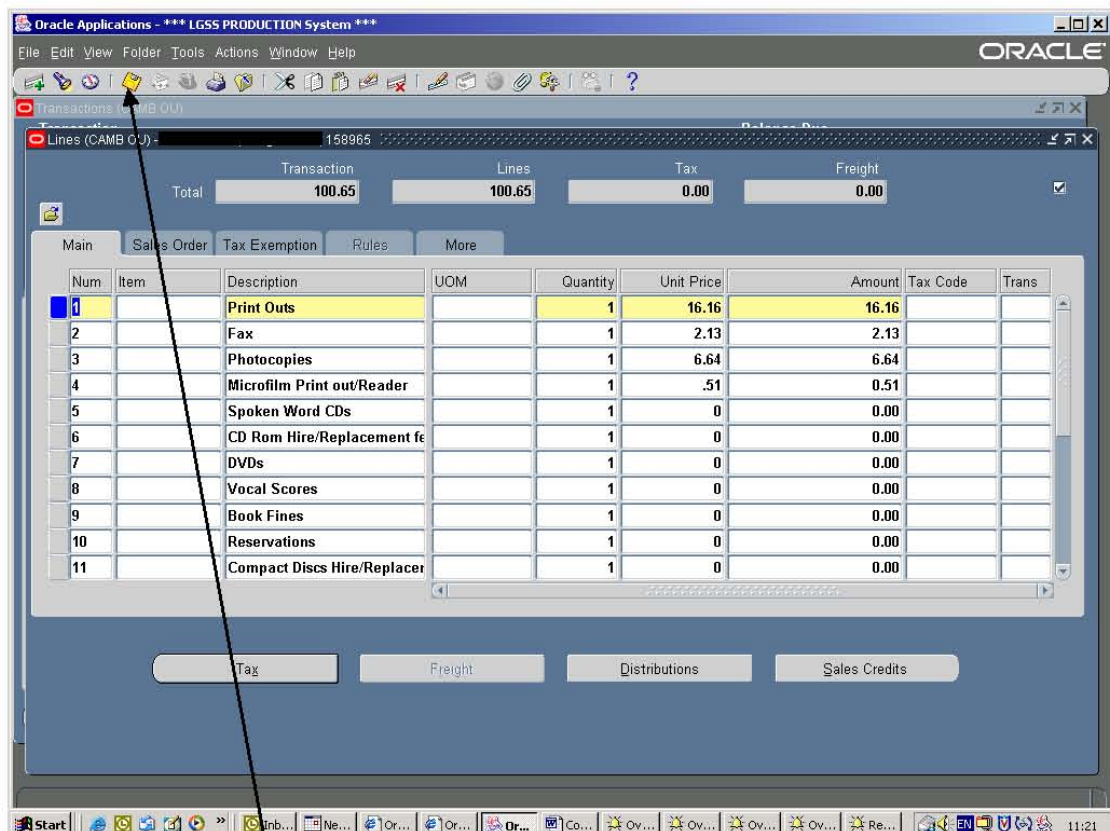
Click on the "Incomplete" button.

Then click on the "Line Items" button (bottom left)

In here are the different services for which you bank your monies for.

You need to click on the relevant lines for which you are banking money against, and change the “Unit Price” field to the amount you are banking against that service.

Ensure the “Unit Price” for any services you are not banking money against is 0.00.

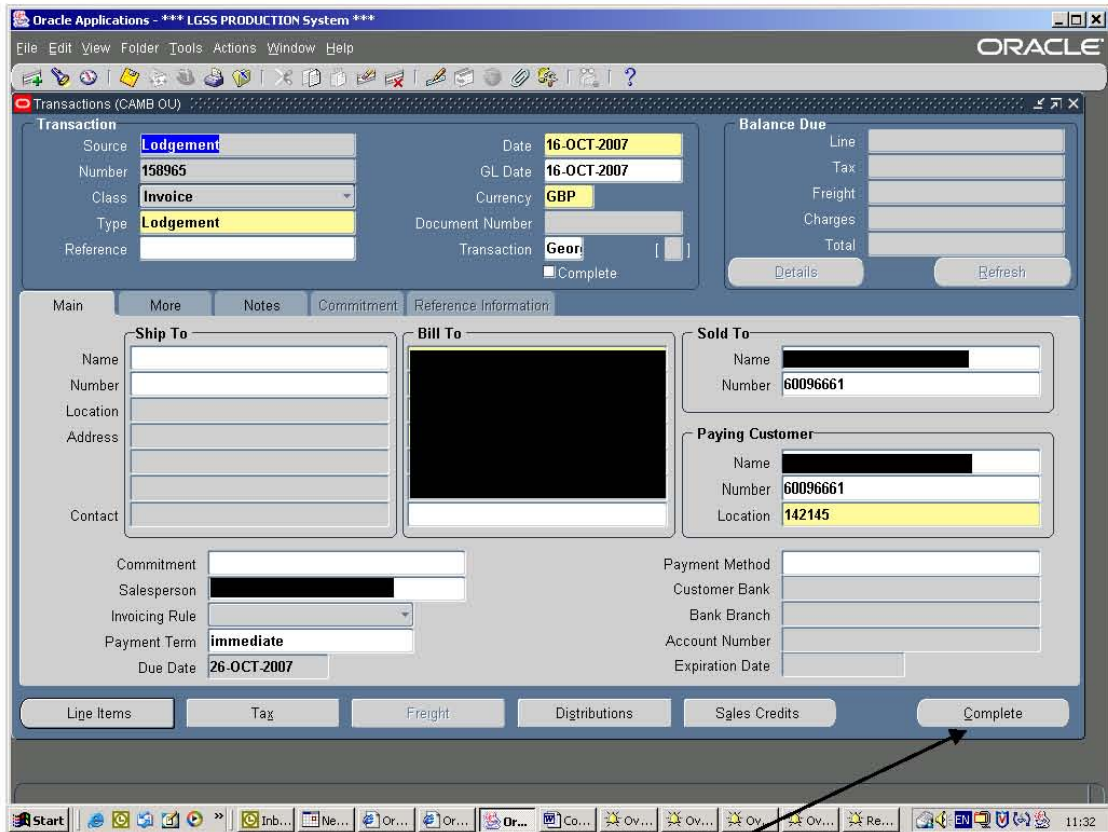


Click on the SAVE icon.

Check that the amount in your “Transaction Total” box matches the amount of your banking.

If it matches, exit out of the line items screen.





Then click on the **Complete** button before exiting “Transactions”.