

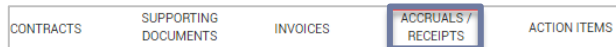
# QUICK GUIDE

# ACCRUALS



## CREATE AN ACCRUAL

- The accrual function can be used for services/materials completed but not yet invoiced, to create select the tab **Accruals & Receipts**



- Press the **+** icon to create a new record. Select **Accrual** and enter the description, select the contract and enter the posting date. Press **Save**.

Add new item

Type  
☒ Accrual ☐ Receipt

\*Description  
Month End Accrual

\*Contract  
100014 - Electrical Fitout / CIV01 - Civil Contractors Pty Ltd

Hint: type a contract ID/Vendor ID or Description

\*Posting date  
09.07.2021

Cancel Save

## ENTERING ACCRUAL DETAILS

- Press the **+** icon to add the relevant contract lines for this Accrual.

Lineitem ID	Type	Description
0001	Service	Install GPO

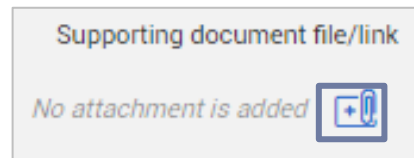
- Select the Type of Accrual and enter the Amount for each item.

Contract	Vendor	Description	Posting date	Supporting document
100014 - Electrical Fitout	CIV01 - Civil Contractors Pty Ltd	Month End Accrual	09.07.2021	No attachment is added

Line ID	Line Description	Type	PO quantity	Previous...	Accrual type	Accrual GL...	Accrual am...	Spec status	Posting...
0001	Install GPO	Service			ME - Month End	21001.001 - Month	\$ 500.00	Draft	

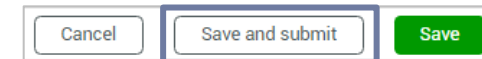
## ATTACHING SUPPORTING DOCUMENT

- Select the **+** icon to attach a scanned copy of the Calculation or other supporting Document



## COMPLETE AN ACCRUAL

- Press the **Save & Submit** button



## REVIEW AN ACCRUAL

- In the Contract go to the **Line Items** tab and set the view to **Accruals/Receipts**. The view will now display the total Accruals and Goods Receipts against each line item. The Amount field will allow drill through to see each accrual posted.

ID	Description	Status	Amount	Type	GL account	Posting date	Created by
0002	Month End Accr...	Success	\$ 500.00	ME	4 - Month En...	09.07.2021	Brenton CH...