

# Accounts Type Functions

---

## General Ledger

- Structure of the General Ledger
- Add a new account
- Edit an account
- Account Types
- Heirarchy

## Debtors

- Running a list of Debtors
- Viewing a debtor record and associated transactions
- Moving between Jobs/ Returns from Customer/CardFiles and the Debtor screen
- Payment types and changing them
- Receiving payments and prepayments
- Sending Payment Receipts
- Applying credits
- Sending Statements – from individual debtor and list
- Debtor Notes and setting up follow ups
- Debtors Adjustments – use with caution
- Creating Email Templates and setting Editor Rules

## Banking

- Till Reconciliation
- Bank Deposits/Unbanked Funds
- Bank Reconciliation

## Creditors

- Running a list of Creditors
- Viewing a Creditor record and associated transactions
- Moving between Purchases>Returns to Vendor/CardFiles and Creditors
- Payment types
- Making payments and prepayments
- Sending Remittances
- Electronic Payments – setups>payment type>creating ABA files

## Creditor transactions

- Status of FINISH
- Purchase Orders
- Consign Buy Orders
- Expense Orders
- Debtor Contras

### **“Spend Money” transactions**

“Spend Money” transactions  
“Cheque” versus “Deposit”  
Status of FINISH  
Using the Cheque Book

### **General Journals**

Adding a Payroll GJ

### **GST Sessions**

CASH/ACCRUAL, quarterly/monthly, IAS/BAS  
Instalment Income tax  
ATO Clearing Account if not paying in full

For further assistance or information please call Happen support on 02 9570 4696 or email [support@happen.biz](mailto:support@happen.biz)