


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**

CONTRACTS	SUPPORTING DOCUMENTS	INVOICES	ACCRUALS / RECEIPTS	ACTION ITEMS
-----------	----------------------	----------	---------------------	--------------

- 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

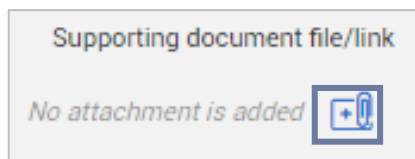
- Select the Type of Accrual and enter the Amount for each item.

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

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

ATTACHING SUPPORTING DOCUMENT

- Select the  to attach a scanned copy of the Calculations or other supporting Document



COMPLETE AN ACCRUAL

- Press the **Save & Submit** button

Cancel

Save and submit

Save

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.

Line Items	Accruals/Receipts
Line No. Type Description Amount Unit Rate Price Tax Rate	Accruals Receipts Draft Accruals Receipts Draft Accruals Receipts Draft
0001 Service Install GPO \$0.00 Each \$ 500.00 1 \$ 500.00	0 \$ 0.00 \$ 0.00 1 \$ 0.00 \$ 0.00 \$ 0.00

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...