

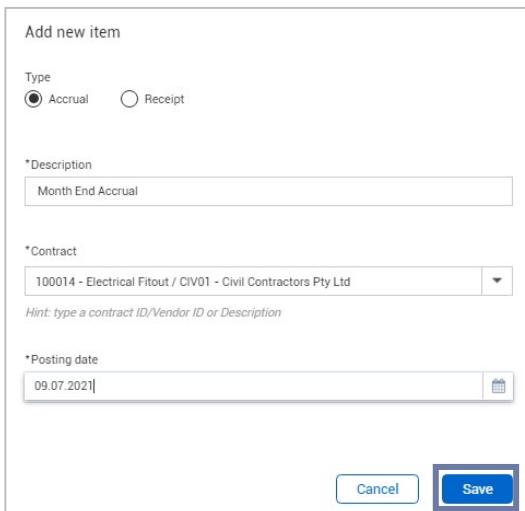
ACCRUALS

CREATE AN ACCRUAL

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



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



ENTERING ACCRUAL DETAILS

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

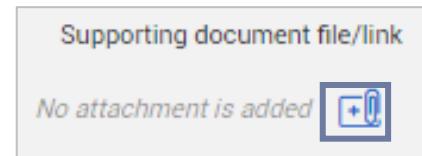
Lineitem ID	Type	Description
0001	Service	Install GPO

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

Contract	Vendor	Description		Posting date	Supporting document file/				
100014 - Electrical Fitout	CIV01 - Civil Contractors Pty Ltd	Month End Accrual		09.07.2021	No attachment is added		<input type="button" value="Cancel"/>	<input type="button" value="Save and submit"/>	<input type="button" value="Save"/>
Line ID	Line descrt.	Type	PO quantity	Previously	Accrual type	Accrual GL	Accrual am.	Sync status	Posting do.
0001	Install GPO	Service	\$		ME - Month End...	21001.001 - Month...	\$ 500.00	Draft	

ATTACHING SUPPORTING DOCUMENT

1. Select the **+** icon to attach a scanned copy of the Calculations or other supporting Document



COMPLETE AN ACCRUAL

1. Press the **Save & Submit** button



REVIEW AN ACCRUAL

1. 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.

Actions	Header	Line Items	Schedule of Values	Vendor/Charge	Order/Line	Back Charges	Payment Terms	Payment Progress	Supporting Documents	Bank/Other Accounts	Sync Log	Contract Log
Accruals/Receipts												

Accruals												
ID	Description	Status	Amount	Type	GL account	Posting date	Created by	Number 1	Number 2	Number 3	Number 4	Number 5
0002	Month End Accr...	Success	\$ 500.00	ME	4 - Month En...	09.07.2021	Brenton Cr...					