

Accounting Setup

Last Modified on 07/08/2024 2:38 pm ACST

Transaction Means (7.0.0 Product Feature)

CareRight has a default list of "means" used when receipting as follows. But, system also allows an ability to define your own types for receipting payments.

- Cash
- Cheque
- Credit Card (Manual)
- Eftpos (Savings A/C)
- Direct Deposit
- Cheque for External Payee
- Eftpos (Credit A/C)

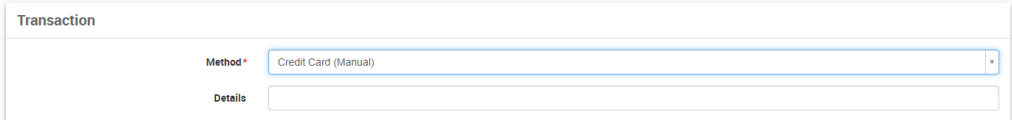
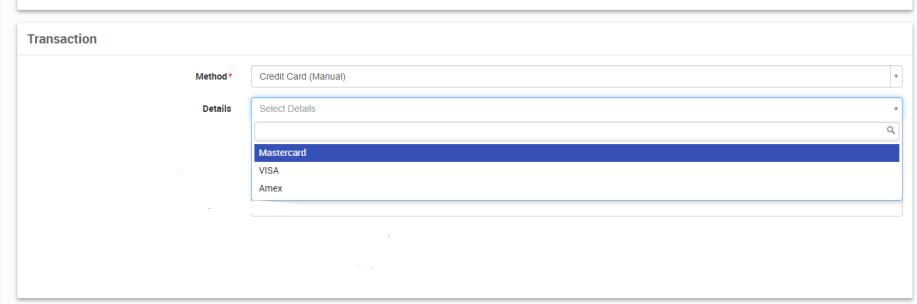
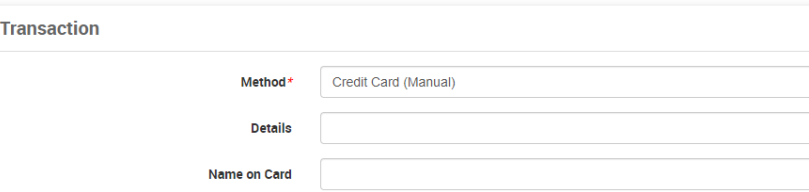
An additional panel to enable/disable the different means. **Direct Deposit** is always enabled and cannot be changed.

The screenshot displays the 'Accounting setups' page. On the left is a sidebar menu with options like Dashboard, Administration, Accounting, and Transaction Means. The main content area has a blue header 'Accounting setups'. Below it, there's an 'Ageing' section with a 'Referrals' box containing a text input for 'Number of extra days in the current period' (set to 0) and a label 'Last aged referrals on' with the date '10/07/2024'. The 'Transaction Means' section is highlighted with an orange border. It contains a yellow warning box stating 'Receipt and Deposit means of payment accepted. At least one must be enabled.' Below this is a list of payment methods with checkboxes: Cash, Cheque, Credit Card (Manual), Eftpos (Savings A/C), Eftpos (Credit A/C), Direct Deposit (unchecked), Cheque for External Payee, BPOINT, and Afterpay (unchecked).

Add Transactions Means:

1. From administration
2. Click on accounting
3. Click on transactions Means
4. Click New.
5. Add the details:
6. Click create transaction mean.

Details

Means Code	Add means code. e.g. H
Means Description	HICAPS
Enabled	By default, this is enabled when you are adding new transaction type.
Description Label	<p>Add the description label that will be displayed when you select the transaction method, e.g., "Details".</p> 
Description Generic Table	<p>The system allows you to configure the dropdown options for the label you previously added from the generic table.</p> 
Bank Label	<p>Add the label to be displayed when you select the transaction method. E.g: Name on Card.</p> 
Bank Generic Table	The system allows you to configure the dropdown options for the bank label that you previously added from the generic table, if needed.
Payment Label	Add the payment label name. E.g.: Card Number
Payment Generic Table	The system allows you to configure the dropdown options for the payment label that you previously added from the generic table, if needed.
Show Bank Date	<p>If ticked, system will give bank statement date for transaction type.</p> 
Payment Group	Select the payment group from drop down. E.g.: Card