

## VM3COP20.71 – Office – Review Inward Bank Payments

Each new Receipt on the two Viamed currency accounts need to be checked to make sure it is processed in Opera. Most of the time we receive a yellow fax notification letting us know when a customer has paid a Euro or US Dollar Proforma or Quote.

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**BARCLAYS**

To VIAMED LIMITED

Date 05/05/2016

Payment Advice

We have arranged to credit your account as follows

Our Ref	545688
Your Ref	L6T1RA18

Your Account	207842 87399700
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Credit Amount	240.39	EUR
Payment Amount	240.39	EUR

Exchange Rate	1
Value Date	05/05/2016

Ordering Customer : SAS BIORDIS FRANCE LS 3 RUE DU BOIS CHALAND 91090 LISSES FR	Ordering Bank: BANQUE POPULAIRE VAL DE FRANCE 9, AVENUE NEWTON SAINT-QUENTIN-EN-YVELINES MONTIGNY LE BRETONNEUX
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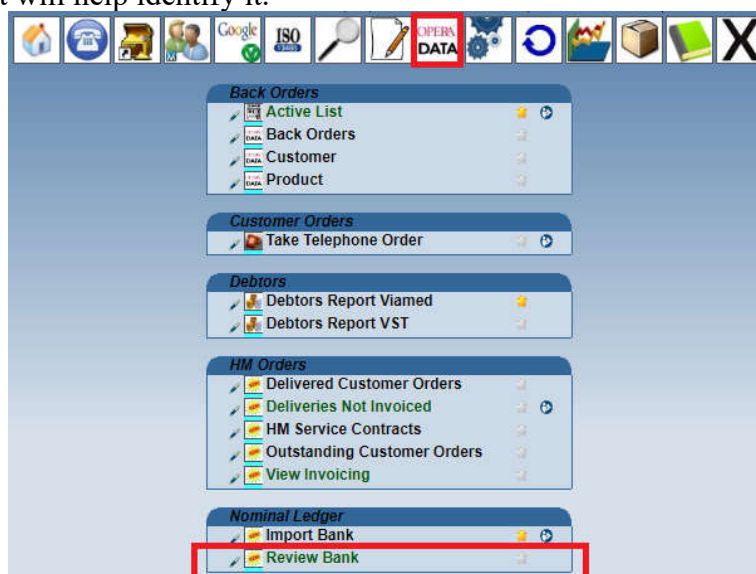
Via : BPCE PARIS 50 AVENUE PIERRE MENDES FRANCE 7501 3 PARIS FRANCE	In favour of :
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Payment Details : PRO03B92 /ROC/NOT PROVIDED
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Reconciliation Data :	Original Amount :	Exchange Rate :	Other Banks Charges :
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Charges Details :
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Items that do not have a fax notification from the bank need to be checked on the Review bank page. From the, 'Opera Data' tab in Intrastats, click on, 'Review Bank'. Work from the last import date, most will have reference that will help identify it.



**Note:** A member of the office team imports the bank daily as per VM3COP20.39.

Click on 'Receipts' to begin.

Account	Name	Receipts	Payments	Balance
00906862	Viamed UK Pounds	Receipts		-1967.81
03324095	VST	Receipts		46341.39
84883845	Viamed Bank Loan	Receipts		-23658.83
87399700	Viamed Euros	Receipts		7353.23
89771244	Viamed USD	Receipts		25811.34
90903124	Vandagraph	Receipts		29987.07

If the task is completed daily, there should be very few payments to check. Check the dates on the left hand side and work through the payments that have been received since the last import.

**Note:** *Very few proformas are issued to UK companies.*

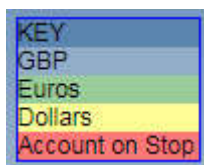
## GB Pound

The GB Pound account should only be reviewed, in conjunction with the Proforma and Quotes files, as necessary. A glance should show if any receipts have a reference with a PRO or QUO. The time needed to fully review this makes the task none profitable. Both files are chase as part of VM3COP27.32 Proforma and Quote Chasing. The customers will as a rule notify us of a payment and if not they will chase their goods.

## Euro and USD Accounts

When reviewing the inward payments, you are looking for quote or proforma payments, to match with the customer paperwork in the Quotes or Proforma files. As these are processed by the office and turned into an order.

Incoming payments should be identified from the yellow fax notifications, if there isn't one, use the review bank page. Compare the incoming payments against the outstanding quotes/proformas files, located in the office, by name and amount paid. Some may reference their quote or proforma number. You can also check the 'Quotes and Proformas' page located on the, 'lookup' tab, in the 'Work Lists' list and search for outstanding proformas using the key provided.



This only needs  
This page is used  
been invoices.

to be done if no yellow fax notification is received.  
when chasing Proformas and Quotes that have not

If you do not receive a fax notification then print out the review bank section to include with the customer paperwork.

Many customers have credit accounts, so they pay at 30 days from the date of the invoice. Which means they do not have to pre pay. These may reference an invoice number, Viamed invoice numbers begin with 'IN' followed by six numbers. E.g. IN151550.

05 Oct 2017	20171005INWARD PAYMENT AMITEC S.K. -m 442947 PRO04648 297.79	EUR		297.79
03 Oct 2017	20171003INWARD PAYMENT FISHER PAYKEL 454618 IN152539 38.44	EUR		38.44
02 Oct 2017	20171002INWARD PAYMENT MEDIO SHIMLOV 628028 IN152502 185.60	EUR		185.60

05 May 2017	20170505WATERMICRO LTD QU004777 T From 20-54-58 33685993 84.00	GBP	Invoice IN150176	84.00
08 Sep 2017	20170908INWARD PAYMENT MEDICAL ESSENTIA 574215 IN151550 350.00	EUR	remitted 20242	350.00
08 Sep 2017	20170908INWARD PAYMENT TransferWise 462022 PRO04604 286.13	EUR		286.13
07 Sep 2017	20170907INWARD PAYMENT MEDICAL ESSENTIA 574215 IN151550 350.00	EUR		350.00

When checking the incoming payment look at the reference as they usually have a quote, proforma or invoice number. If using the fax notification check the Credit Amount matches the quote or proforma value. Remember to allow for bank charges that are usual in US Dollar payments and can be anything from \$5 to \$70.

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		Your Ref	L6T1RA18
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Ordering Customer :	Ordering Bank
SAS BIORDIS FRANCE LS 3 RUE DU BOIS CHALAND 91090 LISSES FR	BANQUE POPULAIRE VAL DE FRANCE 9, AVENUE NEWTON SAINT-QUENTIN-EN-YVELINES MONTIGNY LE BRETONNEUX

Via :	In favour of :
BPCE PARIS 50 AVENUE PIERRE MENDES FRANCE 7501 3 PARIS FRANCE	

Payment Details :

PRO03892  
/ROC/NOT PROVIDED

	Original Amount :	Exchange Rate :	Other Banks Charges :
Reconciliation Data :			

Charges Details :

Or you can check the received amount, on the review bank page, to see if it matches an outstanding quote or proforma, allowing for bank charges, then print the page and highlight the payment.

Retrieve the quote or proforma from the file located in the office and process as per VM3COP20.30/VM3COP20.31.

If there is more than one outstanding quote or proforma for the same customer, ensure that you process the correct one.

**Note:** Some Euro and most USD payments may be different to the amount displayed on the quote or proforma due to bank charges, which can vary wildly. Retrieve the quote or proforma and check the bank

charge line for the value. The amount we receive should be the total, minus the bank charge. They never match completely and if you have any doubts ask.