# VM3COP20.71 – Office - Review Inward Bank Payments

Log into IntraStats as per VM3COP20.72

From the, 'Opera Data' tab in IntraStats, click on, 'Review Bank'.
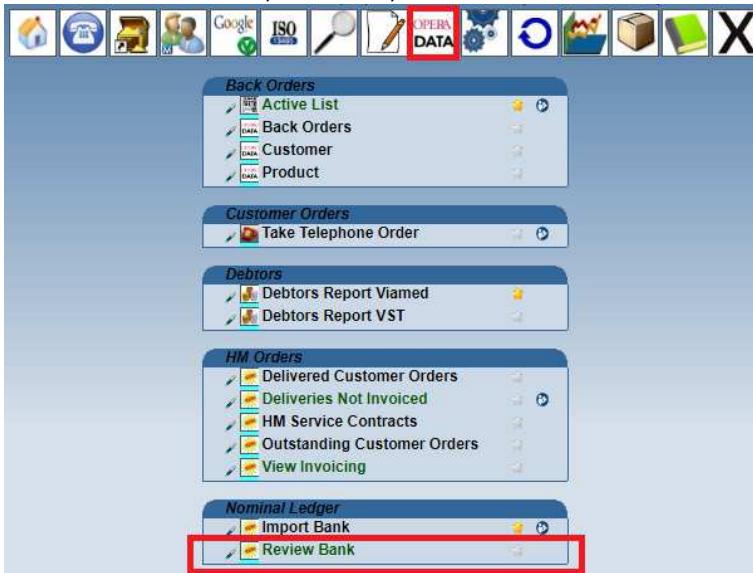
Note: *A member of the office team imports the bank payments daily as per VM3COP20.39. All three of Viamed's accounts need to be checked, work through them one at a time.*

Click on 'Receipts' to begin.

Account	Name	Receipts	Payments	Balance
00906662	Viamed UK Pounds	Receipts		-1967.81
03324095	VST	Receipts		46341.39
84883845	Viamed Bank Loan	Receipts		-236558.83
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 previous working days payments.

UK Pound Account

When reviewing the UK Pounds account, you are looking for quote or proforma payments.

Check the 'Quotes and Proformas' page located on the, 'lookup' tab, in the 'Work Lists' list and search for outstanding UK pound (GBP) proformas using the key provided.
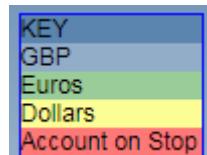
Note: *Very few proformas are issued to UK companies.*
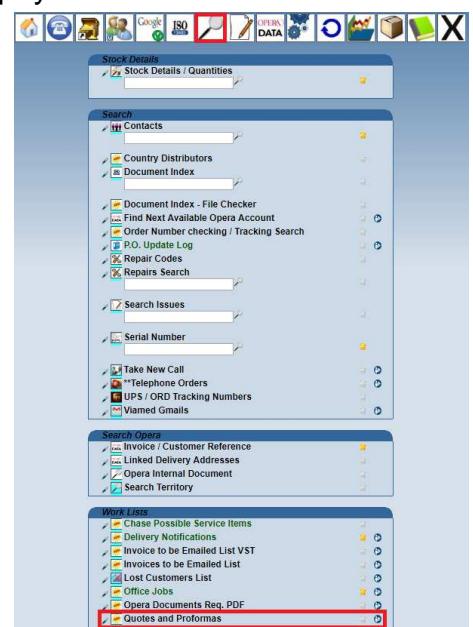
Compare the incoming payments against the outstanding quotes/proformas, by name and amount paid. Some may reference their quote or proforma number.

						Invoice IN150176		
05 May 2017	20170505WATERMICRO LTD QUO04777 FT From 20-54-58 33685993 84.00				GBP			84.00
						pdf remitid 20242		

Euro and USD Accounts

Complete this in the same way as the UK pound account by comparing with the 'Quotes and Proformas' page. Every line needs addressing to ensure that no quote or proforma payments are missed.

Many customers have credit accounts and may reference an invoice number. Viamed invoice numbers begin with 'IN' followed by six numbers. E.g. IN151550.

05 Oct 2017	20171005INWARD PAYMENT AlmiHtec e.K. -m 442947 PRO04648 297.79	EUR			297.79
03 Oct 2017	20171003INWARD PAYMENT FISHER PAYKEL 454619 IN152539 38.44	EUR			38.44
02 Oct 2017	20171002INWARD PAYMENT MEDIO SUOMI OY 628928 IN152502 165.60	EUR			165.60

Some payments may reference a quote or proforma number, in this case, check the received amount, if it matches an outstanding quote or proforma 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.

08 Sep 2017	20170908INWARD PAYMENT MEDICAL ESSENTIA 524205 IN151550 350.00	EUR			350.00
08 Sep 2017	20170908INWARD PAYMENT TransferWise 462022 PRO04604 286.13	EUR			286.13
07 Sep 2017	20170907INWARD PAYMENT MEDIVENT LIMITED 456828 FROM MED 4996.02	EUR			4996.02

Any payments that do not reference an invoice number need to be compared with the 'Quotes and Proformas' page.

For all other payments, compare with the 'Quotes and Proformas' page, check the customer name and the received amount, if it matches an outstanding quote or proforma 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 similar but different to the amount displayed on the quote or proforma due to bank charges, which can be up to €/$60. 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. E.g.*

Proforma total: $620.30
Bank charge on proforma: $25
Payment received: $597.76
This order can be processed, as the credit we have received is more than the total minus the bank charge.

Proforma total: $620.30
Bank charge on proforma: $25
Payment received: $593.46
This order cannot be processed, as the credit we have received is less than the total minus the bank charge. In this case, consult with the accounts department before proceeding.