

User Guide

ACCEO Transphere - Acomba

acceo
transphere

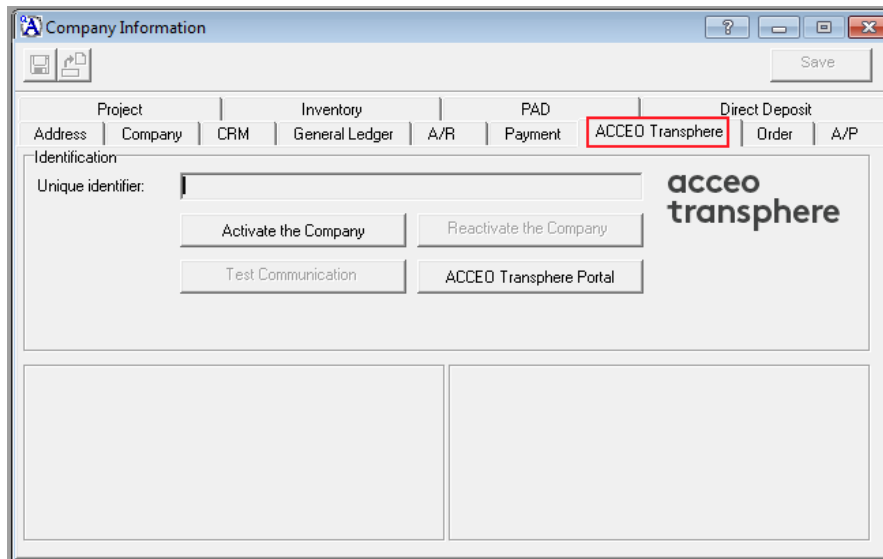
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Activation

ACCEO Transphere is a secure cloud-based platform which allows for transactional exchanges of data and payments directly in Acoma. An invoice can be generated directly from Acoma and sent via ACCEO Transphere. Customers are notified by email that an invoice is waiting for them in the ACCEO Transphere portal. Transphere can also be used to make payments to suppliers and designate up to two people to approve or refuse these payments.

To access the ACCEO Transphere platform, an account must first be created for the company in ACCEO Transphere. In the **Company Information** window, the **ACCEO Transphere** tab has been added in order to activate the company and define the Transphere configuration parameters.



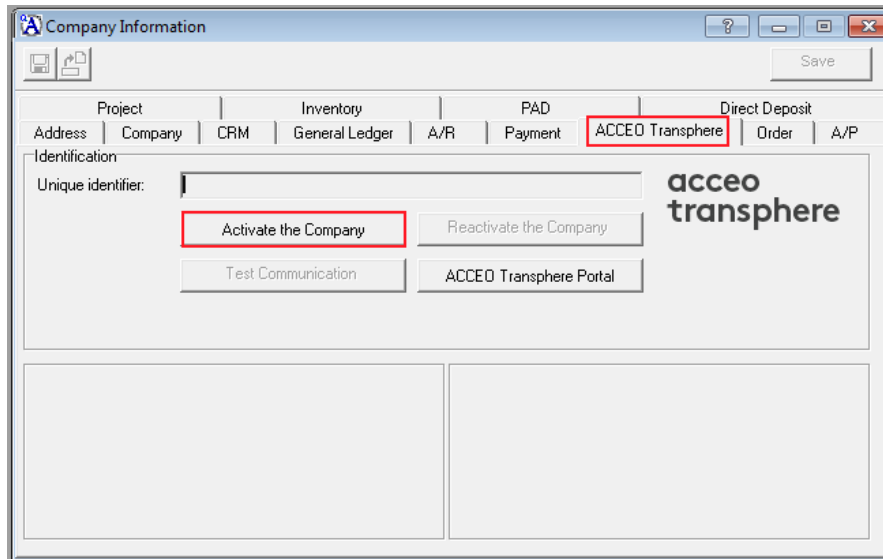
Four buttons are displayed:

- **Activate the Company:** Used to [activate the company](#) by creating an account on the ACCEO Transphere platform.
- **Test Communication:** After activating the company, this button is used to [test communications](#) between Acoma and the ACCEO Transphere platform.
- **Reactivate the Company:** Displays the **Enter the ACCEO Transphere configuration key** window in order to reactivate the company's account in the event a new configuration key has been generated for the company on the Transphere platform. This option is used by the system administrator.
- **ACCEO Transphere Portal:** Displays the **Identification** window, which allows the user to login to the ACCEO Transphere platform.

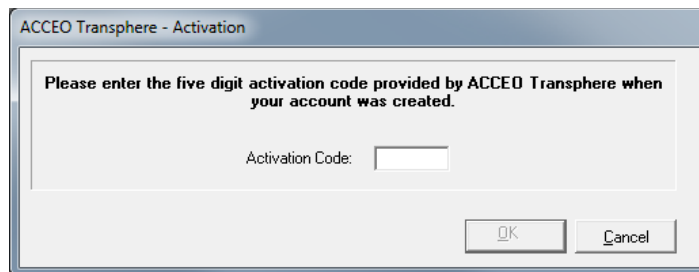
Activating the Company

To activate the company, proceed as follows:

1. In Acoma, click the **Input** menu and select **Company > Company Information**.



2. Click the **ACCEO Transphere** tab followed by the **Activate the Company** button. The **ACCEO Transphere – Activation** window is displayed.



3. For the time being, do not enter anything in the **Activation Code** field and leave the window open.

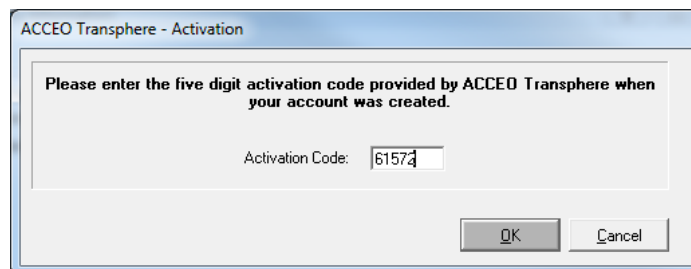
The **ACCEO Transphere – Create your account** window is displayed.

The screenshot shows the 'Create your account' page on the ACCEO Transphere website. The page has a blue header with the 'acceo transphere' logo. Below the header, there are links for 'Log in', 'I forgot my password', and 'I forgot my username'. The main content area is titled 'Create your account' and is divided into three sections: 'Enter your personal details', 'Choose your username and password', and 'Choose your security questions'. Each section contains several input fields for user information. At the bottom of the form, there is a blue button labeled 'Read and accept the terms and conditions of use.' and a green button labeled 'Save'.

4. Enter the appropriate details: Personal information, identifier, password and security question.
5. Read and accept the terms and conditions of use and click **Save**. The **Activate your Acomba** window is displayed.



6. Copy the activation code.



- Back to the activation window, paste the five-digit activation code provided by ACCEO Transphere and click **OK**.

Note: If the ACCEO Transphere account that has just been activated already has an organization number, a message is displayed indicating that the current company can be associated with an existing organization or that a new organization can be created. Select the existing organization or create a new one.

For a new organization, the window used to enter the company's contact information is displayed.

- Enter the organization's contact information. Fields followed by an * are mandatory.
- Click **OK**.

10. Back to the **Company Information** window, the company identifier is indicated in the **Unique identifier** field. The identifier is the link between the Acoma company and the Transphere account. This field is read-only.
11. To define the parameters regarding the ACCEO Transphere receipt and deposit, see [ACCEO Transphere Receipt](#) and [ACCEO Transphere Deposit](#).
12. Click **Save**.

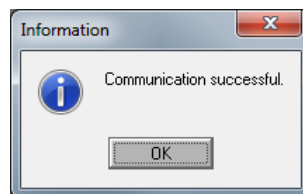
Note: In this step, it is recommended that you make a backup copy of the company in order to keep the data regarding ACCEO Transphere.

Testing the Communication

Once the company is activated, it is important to make sure that communications between Acoma and the ACCEO Transphere platform is established.

1. In Acoma, click the **Input** menu and select **Company > Company Information**.

2. Click the **Test Communication** button. The following message is displayed.



3. Click **OK**.

Note: It is recommended that this procedure be carried out from time to time to ensure that the link between Acoma and ACCEO Transphere works properly.

Transphere Customers

Configuration

Once the ACCEO Transphere account is created, various configuration steps must be carried out in the Accounts Receivable module.

- [Company Information](#)
- [Accounts Receivable](#)
- [Customer File](#)

Note: The Accounts Receivable module must be launched for the ACCEO Transphere functions to be available in Acoma.

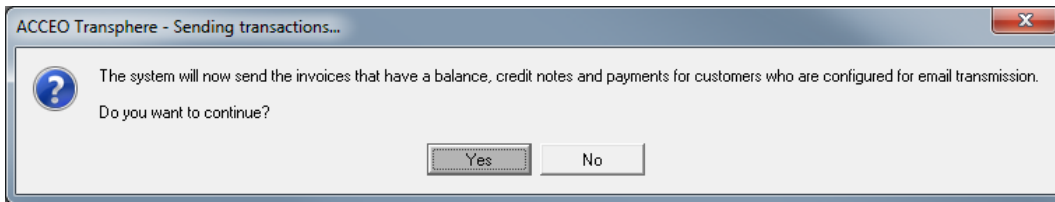
Company Information

[Input menu, **Company**, **Company Information**, **ACCEO Transphere** tab]

In the **Company Information** window, the **ACCEO Transphere** tab is accessible. This tab is used to define the parameters related to the ACCEO Transphere receipt.

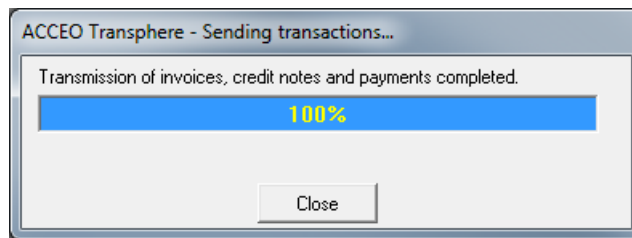
1. Select the **ACCEO Transphere Receipt** box.
2. In the **Authorized Minimum payment** field, enter the minimum amount required to pay invoices, if applicable.
3. Select the **Payment in Full** box to require full payment of the amount, if applicable.
4. Click the **Receivables** button to define the accounts for each Transphere payment method (see [Accounts Receivable](#)).
5. Click **Save**.

When the window is closed, a message is displayed indicating that the system will send the invoices that have a balance and credit notes for customers who are configured to receive messages by email.



It is recommended that they be sent now (see [Sending the Transactions](#)). They can also be sent later.

6. Click **Yes**.



7. When the transmission is completed, click **Close**.

Accounts Receivable

[Input menu, **Company**, **Company Information**, **ACCEO Transphere** tab]

In the **Company Information** window, **ACCEO Transphere** tab, the **Receivables** button provides access to the account receivable window defined by default for the company. Each Transphere payment method must be linked to an account in the chart of accounts.

Account	Number	Category	Suggested	Description
Transphere (MC)	1414	Assets	Assets	Credit card - MasterCard
Transphere (Visa)	1416	Assets	Assets	Credit card - Visa
Transphere (Amex)	1418	Assets	Assets	Credit card - Amex
Transphere (Transfer)	1419	Assets	Assets	

1. Click the **Accounts Receivable** button. The window opens by default under the **ACCEO Transphere** tab.
2. In the **Number** column, associate an account with each payment method by double-clicking the field to select one from the list.
3. Click **Save** to save the Transphere payment methods configuration.
4. If required, repeat these steps for the other accounts receivable used by the company.

Customer File

[Input menu, Accounts Receivable, Customers]

In the **Customer** file, parameters related to ACCEO Transphere must be defined in the **Address** tab and the **File (continued)** tab.

Address tab

In the **Internet** group, the **Invoicing** column has been added.

Customer: 5565478

Number: 5565478 Sorting Key: Harvey Charles

Address | File | File (continued) | Tax | PAD | Miscellaneous | Selections

Address

Name: Charles Harvey, Electrician

C/O: Charles Harvey

Address: 488 King Street

City: Pleasantville (QC)

Country: CA

ZIP/Postal Code: G1G 2G2

Telephone

Description	Number	Ext.
Telephone	418 556-5478	
Fax	418 556-6985	
Other	418 556-6991	

Internet

Web Site:

Description	E-Mail	Mailing	Acct. Stat.	Invoicing
Main E-mail	charveyelec@internet.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Personal E-mail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other E-mail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. In the **Invoicing** column, check the box corresponding to the email address to use to send invoices by email. Only one address can be selected.
2. Click **Save**.
3. Repeat these steps for all customers who will receive their transactions via Transphere.

File (continued) tab

In the **Accounts Receivable** group, the **ACCEO Transphere** checkbox has been added.

The screenshot shows a software window titled "Customer: 2653798" with a "Save" button in the top right. The window has a menu bar with "Address", "File", "File (continued)", "Tax", "PAD", "Miscellaneous", and "Selections". The "File (continued)" tab is active. The "Credit Line" section has "Type of Credit Line" set to "Unlimited". The "Invoicing" section has "Customer's Language" set to "English", "Price" set to "Liquidation", and "Order Allowed" and "Back Order Allowed" checked. The "File Opening Date" section has "Date" set to "26/07/16". The "Purchases" section has "Total Purchases" set to "2 197.48" and "Last Purchase" set to "18/09/17". The "Accounts Receivable" section has "Account Statement" set to "Standard", "Insufficient Funds Check" set to "0", "Interest" set to "24.00", and "Credit Notice" set to "0". The "Cash Discount on Taxes and Shipping" checkbox is unchecked. The "ACCEO Transphere" checkbox is checked and highlighted with a red box.

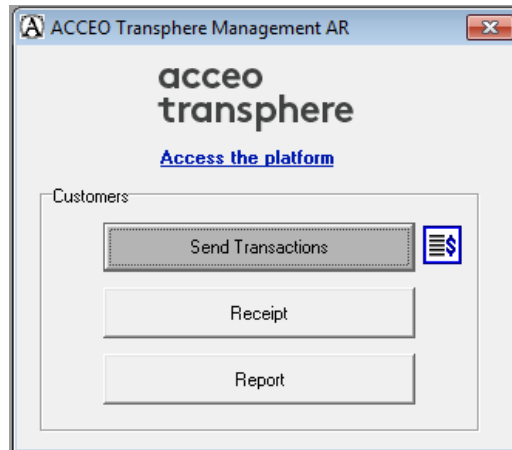
1. Check the **ACCEO Transphere** box so that the customer can receive transactions via Transphere.
2. Click **Save**.
3. Repeat these steps for all customers who will receive their transactions via Transphere.

ACCEO Transphere Management AR

[Input menu, Accounts Receivable, ACCEO Transphere Management AR]

In the Accounts Receivable module, the **ACCEO Transphere Management AR** function has been added in order to provide rapid access to Transphere transaction management functions.

Note: The **ACCEO Transphere Management AR** function is accessible if the user has the required right (**User window > Privileges tab > Accounts Receivable sub-tab > ACCEO Transphere Management AR** option).



- **Access the platform:** Displays the platform **Identification** page in order to allow the user to connect to ACCEO Transphere.
- **Send Transactions:** Sends all transactions that have not yet been sent to Transphere (see [Sending Transactions](#)).

To the right of the **Send Transactions** button:



: The icon is blue when there are new transactions to send. The send function is available in this case.



: The icon is grey when there are no transactions to send. The send function is not available in this case.

- **Receipt:** Displays the receipt window (see [ACCEO Transphere Receipt](#)).
- **Report:** Displays the **Customer Reports** window > **ACCEO Transphere** tab, in order to generate the [Verifying ACCEO Transphere Balances](#) report.

Invoicing

Creating an Invoice

[Input menu, Invoicing, Invoices]

When invoicing an ACCEO Transphere customer, the invoice can be sent to the ACCEO Transphere platform by clicking the **E-Mail** button. The customer receives an email from Transphere notifying them that they can view their invoice on the platform.

Two conditions apply for sending transactions via ACCEO Transphere:

- A portion of the amount of the invoice must be **Receivable**.
- The invoice must be concluded by clicking **E-Mail**.

The screenshot shows the 'Invoicing: Invoice' window for Customer 2653798. The window is divided into several sections:

- Header:** Date: 26/09/17, Customer: 2653798, Gagnon & Fils, Sales Rep.: 9999, Test, Term: 1, Net 30 day(s).
- Table:** A table with columns: Number, Description, Ordered, Invoiced, Price, Discount %, Retail Price, Subtotal, Back, Group, Project, Tax. Row 1: MIR2017, Oval mirror 24" X 36", 1, 1, 69.99, 0.00, 69.99, 69.99, [checked], 134, Undefined.
- Summary:** Subtotal: 69.99, Shipping: 0.00, Taxes: 10.48, Deposit: 0.00, Balance: 80.47. Payment: 0 - Receivable, Amount: 80.47.
- Buttons:** Save, E-Mail (highlighted), and a red circle icon.

In the **Invoicing** window, the **Transphere** tab has been added at the bottom of the window next to the **Address** tab. This tab appears if the customer is configured to receive transactions via Transphere.

The close-up shows the 'Transphere' tab with the following fields:

- Minimum payment: 100.00
- Payment in full:

The parameters under this tab are directly related to the configuration parameters defined in the **Company Information** window > **ACCEO Transphere** tab > **ACCEO Transphere Receipt** group.

- The **Minimum payment** field displays the minimum amount required, if applicable. The field can be modified for the current invoice if required.

Note: The required minimum payment must not exceed the balance of the invoice.

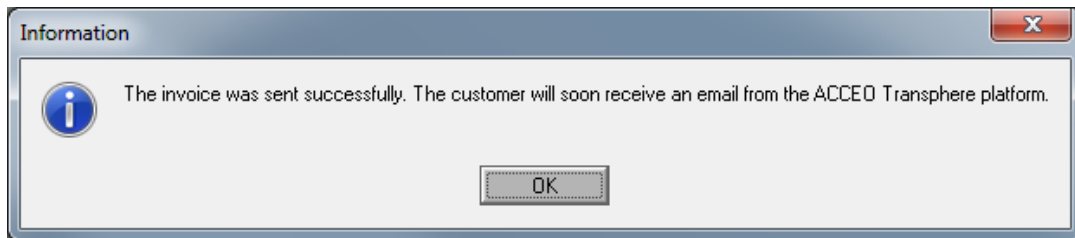
- The **Payment in full** box is checked or cleared based on the configuration parameters. The box can be checked or cleared for the current invoice if required.

To create a transaction to send to the Transphere platform, proceed as follows:

1. Enter the transaction data.
2. Use one of the following two options to finalize the transaction:
 - Click **Save** to save the transaction without sending it to Transphere. It can be sent later (see [Sending Transactions](#)).

Or

- Click **E-mail** to send the transaction to the Transphere platform immediately. A message is displayed indicating that the transaction was sent successfully.



3. Click **OK**. The customer will receive an email from the ACCEO Transphere platform to inform them.

Sending Transactions

[Input menu, Accounts Receivable, ACCEO Transphere Management AR]

In the **ACCEO Transphere Management AR** window, the **Send Transactions** function is used to send to Transphere invoices that have a balance and credit notes that have never been sent.

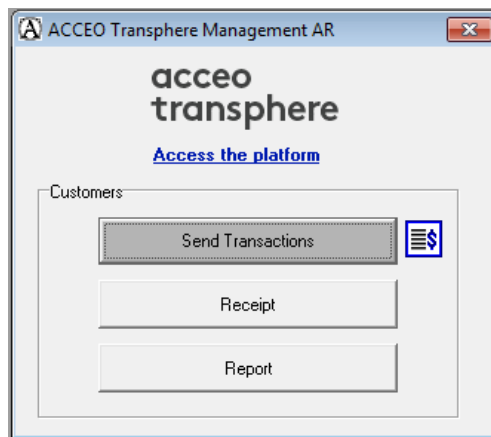
To the right of the **Send Transactions** button:



: The icon is blue when there are new transactions to send. The send function is available in this case.

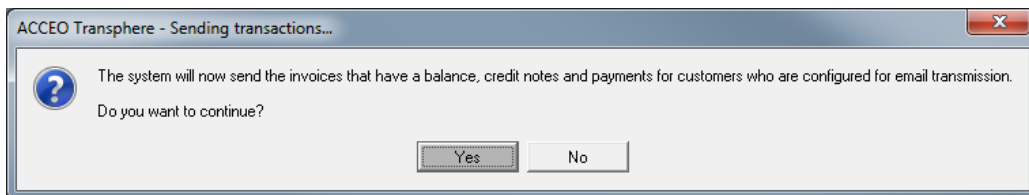


: The icon is grey when there are no transactions to send. The send function is not available in this case.



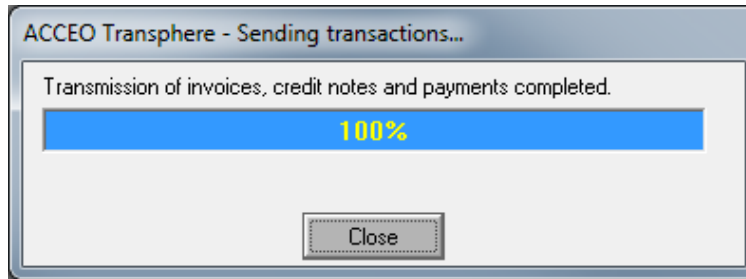
To send the transactions, proceed as follows:

1. In the **ACCEO Transphere Management AR** window, click the **Send Transactions** button. A confirmation message is displayed.



2. Click **Yes**.

A message is displayed showing the level of progress.



3. Once the transmission is completed, click **Close**.

ACCEO Transphere sends an email to the customers informing them that invoices are now available on the platform.

Organisation Acomba 7710, Boulevard Wilfrid-Hamel Québec, QC, G9G9G9 Phone: 4188300000 Website : www.magasinrenovation.com	BILL TO Gagnon & Fils
---	--------------------------

Your invoice #400120 is now available.

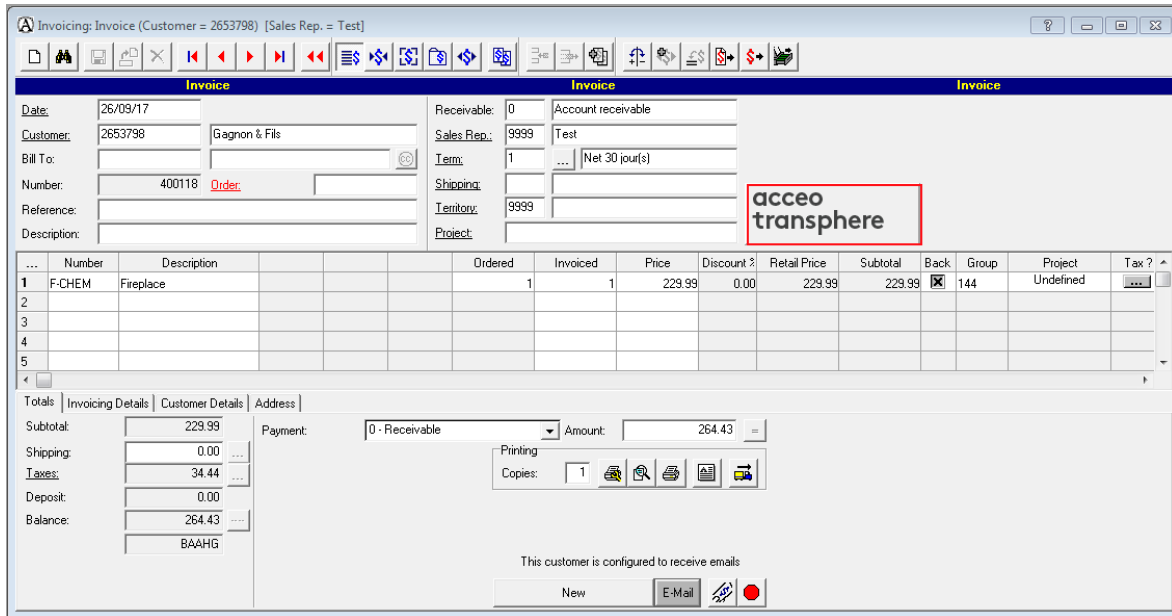
[Consult my invoice](#)

If you have already paid this invoice, please ignore this email.

The email displays the number of invoices and provides a link to ACCEO Transphere for customers to view and settle the transactions.

Example of an ACCEO Transphere Invoice

When an invoice is sent via Transphere, the ACCEO Transphere logo is displayed in the upper right part of the window.



1. Click the **ACCEO Transphere** link to access directly the **Invoices sent** page of the ACCEO Transphere platform (if the user is already connected to ACCEO Transphere).
2. In the list, double-click the appropriate invoicing line to view the details.

Viewing Invoices Sent

To view invoices sent to customers in ACCEO Transphere, proceed as follows:

1. In the ACCEO Transphere **Main Menu**, click **Invoices sent**.

2. In the **Invoices sent** window, **Filters** tab, define the selection criteria to display specific invoices or click **Search** to display all invoices sent.

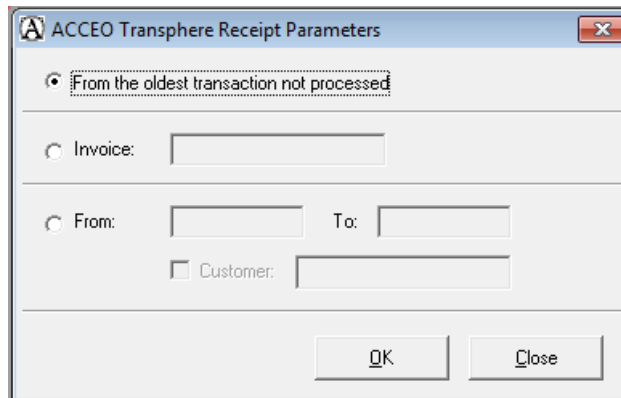
Invoice No.	Client No.	Client name	Date sent	Issue date	Description	Currency	Status	Initial amount
400121	2653798	Gagnon & Fils	26/09/2017 02:50:29 PM	26/09/2017		CAD	Payable	51.73
400120	2653798	Gagnon & Fils	26/09/2017 02:49:10 PM	26/09/2017		CAD	Payable	264.43
400119	2653798	Gagnon & Fils	26/09/2017 02:44:26 PM	26/09/2017		CAD	Payable	264.43
400118	2653798	Gagnon & Fils	26/09/2017 01:45:40 PM	26/09/2017		CAD	Payable	264.43
400117	2653798	Gagnon & Fils	26/09/2017 01:44:31 PM	26/09/2017		CAD	Payable	10.34
400115	2653798	Gagnon & Fils	26/09/2017 01:34:33 PM	26/09/2017		CAD	Payable	442.60

ACCEO Transphere Receipt

Transphere Receipt Parameters

[Input menu, Accounts Receivable, ACCEO Transphere Management AR]

The **ACCEO Transphere Receipt Parameters** window is used to generate the list of transactions to receive.



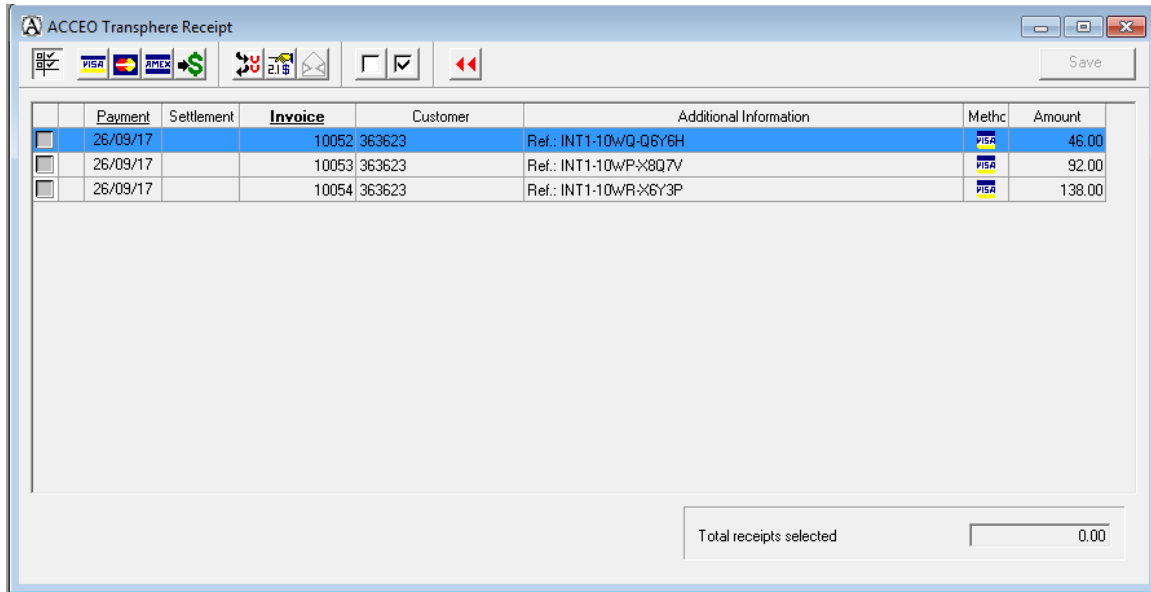
The screenshot shows a dialog box titled "ACCEO Transphere Receipt Parameters". It contains four radio button options and one checkbox, each with an associated text input field. The first option, "From the oldest transaction not processed", is selected. The other options are "Invoice:", "From:", and "Customer:". The "From:" option has two adjacent text input fields labeled "From:" and "To:". At the bottom of the dialog are "OK" and "Close" buttons.

- **From the oldest transaction not processed:** Selected by default, this option is used to obtain all transactions not processed starting with the oldest.
- **Invoice:** Used to select a specific invoice in order to retrieve the receipts associated with this invoice.
- **From / To:** Used to specify a range of dates in order to obtain the receipts included in this range.
- **Customer:** Used to select a specific customer in order to obtain the receipts specific to this customer.
- **OK:** Generates the list of receipts based on the parameters defined.

Transphere Receipt Window

After defining the receipt parameters, the **ACCEO Transphere Receipt** window is displayed.

Note: This window is also accessible by selecting an invoice from the list of invoices (**Input** menu, **Invoicing, Invoices**) and by clicking the ACCEO Transphere logo.



Toolbar button description:



Hides payments already received (option activated by default when window is opened).



Hides Visa credit card payments.



Hides MasterCard credit card payments.



Hides American Express credit card payments.



Hides payments by transfer.



Displays the customer file.



Displays the invoice.



Displays the receipt.



Unselects/selects all lines.



Back to the **Receipt Parameters** window.

The first column in the table is used to select the transactions to receive in Acomba:

- Indicates that the transaction is already received.
- Indicates that the transaction can be received.
- Indicates that the transaction is selected to be received.

The second column in the table indicates the nature of the transaction:

- **Cr** for credits returned by the ACCEO Transphere platform.
- **Re** for rejects returned by the ACCEO Transphere platform.
- Empty for payments settled via the ACCEO Transphere platform.
- **Rf** for refunds returned by the ACCEO Transphere platform.

Payment: Date on which the transaction was carried out on the ACCEO Transphere platform.

Settlement: Date on which the amount of the payment should be paid into the bank account.

Invoice: Invoice number associated with the transaction.

Customer: Customer number associated with the transaction.

Additional Information: Description included in the payment created when the transaction is received (Ref.)

Method: Transaction payment method: transfer or credit card.

Amount: Amount of the transaction.

Total receipts selected: Total of the transactions selected in the table. This total does not include discounts.

Save: Saves the selection of transactions to receive.

In Acomba, receipts are managed as follows:

- The receipt of a payment creates a payment associated with the transaction or with "Other charges (customer)".
- The receipt of a credit creates an "Other charges (customer)" entry.
- The receipt of the rejection of a transfer creates an "Other charges (customer)" entry.
- The receipt of a refund creates a "Credit (customers)" entry.

Customer Payment

[Input menu, Accounts Receivable, Accounts Receivable Payment]

When the customer pays an ACCEO Transphere invoice without going through the ACCEO Transphere platform, the payment procedure is carried out in Acoma.

Payment: Customer Payment (Number = 90)

Customer: 2653798 Number: 90 Payment Date: 26/09/17
 Name: Gagnon & Fils
 Payment Ref.:

Amount: 0.00
 Balance: -264.43

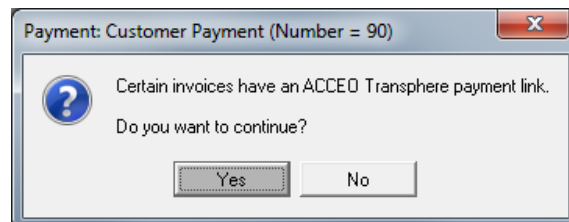
✓	T	Date	Number	Reference	Amount	Paid	Balance	Payment	Discount
<input type="checkbox"/>	I	18/09/17	4571		56.00	0.00	56.00		
<input type="checkbox"/>	I	26/09/17	400111		80.47	0.00	80.47		
<input type="checkbox"/>	I	26/09/17	400112		301.91	0.00	301.91		
<input type="checkbox"/>	I	26/09/17	400113		162.34	0.00	162.34		
<input type="checkbox"/>	I	26/09/17	400115		442.60	0.00	442.60		
<input type="checkbox"/>	I	26/09/17	400117		10.34	0.00	10.34		
<input checked="" type="checkbox"/>	I	26/09/17	400118		264.43	0.00	264.43	264.43	0.00

Automatic discount : allowed (ACCEO Transphere)

Term: Net 30 day(s) Day(s) passed: 0
 Discount: 0.00 Until: 26/09/17 Allowed Discount: 0.00 Payment Required: 264.43

Transactions
 Number: 7 Total: 1 318.09 Balance: 1 053.66 Total Paid: 264.43

When saving the payment, a message is displayed to indicate that invoices have a Transphere payment link.



- Click **Yes** to confirm.

Once the payment is made, the amount paid for each invoice with a payment link is transferred to the ACCEO Transphere platform.

Note: Discounts are not managed with ACCEO Transphere. If the organization manages discounts, it is recommended that you contact technical support.

Verifying ACCEO Transphere Balances

[Report menu, Accounts Receivable, Customer Reports, ACCEO Transphere tab]

This report is used to compare the balances in the accounts with those of the ACCEO Transphere platform.

1. Define the report parameters (sort, range of dates, etc.)
2. In the **Options** group, exclude certain transactions if required:
 - Exclude invoices whose balances are at zero
 - Exclude invoices whose balances are equal
3. Click **Produce**.

Total **572.81** | **572.81** | **572.81** | **572.81** | **0.00** |

The report displays the total Acomba transactions and the balance, as well as the total Transphere transactions and the balance. The **Difference** column displays the difference between the two balances.

Note: A difference between the two balances is generally due to the fact that the transactions carried out via the ACCEO Transphere platform have not yet been received in the Acomba system. If not, contact technical support to rectify the situation.

In exceptional situations, invoices could be present only in Acomba or only in Transphere. In this case, the report could display the following sections:

- Invoices found only in Acomba
- Invoices found only in Transphere

Transphere Suppliers

Configuration

Before being able to pay supplier invoices via ACCEO Transphere, two configuration steps must be carried out in Acoma.

- [Company Information](#)
- [Supplier File](#)

Note: The Accounts Payable module must be launched for the ACCEO Transphere functions to be available in Acoma.

Company Information

[Input menu, **Company**, **Company Information**, **ACCEO Transphere** tab]

In the **Company Information** window, the **ACCEO Transphere** tab is accessible. This tab is used to define the parameters related to the ACCEO Transphere deposit and to invite suppliers to join Transphere.

1. Under the **ACCEO Transphere** tab, check the **ACCEO Transphere Deposit** box.
2. Click the **Bank Configuration** button.

The **ACCEO Transphere Deposit** window is displayed.

Field	Value
Company Name:	ABC Company
Abbreviated Company Name:	
Originator Number:	0000010259
Institution Number:	815
Branch Number:	20026
Account/Folio Number:	1234568
Sequential File Number:	302
Sequential Test File Number:	1

3. In the **ACCEO Transphere Deposit** window, **General** tab, enter the following information:
 - Company Name
 - Institution Number
 - Branch Number
 - Account/Folio Number

Note: These data must correspond to those that were defined in ACCEO Transphere for the payment of supplier invoices.

4. Click **OK** to confirm.
5. Back to the **Company Information** window, **ACCEO Transphere** tab, click the **Invite All Suppliers** button to invite suppliers immediately.

All suppliers for whom a valid email address is defined in their file under the **Address** tab receive an email from ACCEO Transphere inviting them to register for ACCEO Transphere. **Note:** These suppliers must have had a business relationship with the company in the last two years under anti-spam legislation.

To view the invitations that have been generated, in the **ACCEO Transphere Management AP** window, click the **View supplier invitations on the platform** link.

6. For an invitation to be launched automatically when creating a new supplier, check the **Automatically Invite New Suppliers** box. An email address must be defined in the supplier file.
7. Click **Save**.

Supplier File

[Input menu, Accounts Payable, Suppliers, Electronic Deposit tab]

In the **Supplier** file, parameters related to ACCEO Transphere must be defined under the **Address** tab and the **Electronic Deposit** window.

1. Under the **Address** tab, enter an email address.

Supplier: 101

Number: 101 Sorting Key: Supplier 1

Address | File | Electronic Deposit | Sales Representative

Address

Name: Supplier 1

C/D:

Address:

City:

Country: CA

ZIP/Postal Code:

Telephone:

Description	Number	Ext.
Telephone		
Fax		
Cellulaire		
Résidence Perso.		

Internet

Web Site:

Description	E-Mail	Mailing	Direct Deposit
Main E-mail:	supplier1@hotmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Personal E-mail:		<input type="checkbox"/>	<input type="checkbox"/>
Other E-mail:		<input type="checkbox"/>	<input type="checkbox"/>

2. Check the **Direct Deposit** box to use this address to send emails.
3. Click the **Electronic Deposit** tab.

Supplier: 101

Number: 101 Sorting Key: Supplier 1

Address | File | Electronic Deposit | Sales Representative

Direct Deposit

Institution: 003

Branch: 20012

Account: 1234567

ACCEO Transphere Deposit Invitation by email to register for ACCEO Transphere

Business Link:

Save and invite

4. Check the **ACCEO Transphere Deposit** box.

5. The **Business Link** field is read-only. This link is displayed when the [business links are retrieved](#) and the statement “Active link” is displayed below.
6. Click the **Save and invite** button to invite the supplier to join ACCEO Transphere. The statement “Invitation sent” is displayed below the button as confirmation. If it is an existing supplier, the button indicates **Invite**.

Note: The user can wait and send an invitation to all users at the same time once the supplier files are configured (see [Invite all Suppliers](#)).

The supplier receives an email from the Transphere platform informing them that the company is currently implementing a secure payment platform to pay its suppliers.

Based on the period defined in Transphere, the supplier receives a second email inviting them to create their Transphere account by clicking the [CREATE YOUR ACCEO TRANSPHERE ACCOUNT](#) link.

Renovation Supplies Inc.

Good day,

Organisation Acomba now uses the ACCEO Transphere secure platform to pay its suppliers.

By using an ACCEO Transphere account, your financial information remains confidential. None of your bank account information will be stored in our accounting system.

When we make a payment, you will receive an email specifying the amount, the funds availability date, as well as a list of the invoices paid.

If you already have an account, **you must log in** to start receiving payments from Organisation Acomba. Click here to [ACCESS YOUR ACCEO TRANSPHERE ACCOUNT](#).

If you don't have an account, click on the following link to [CREATE YOUR ACCEO TRANSPHERE ACCOUNT](#).

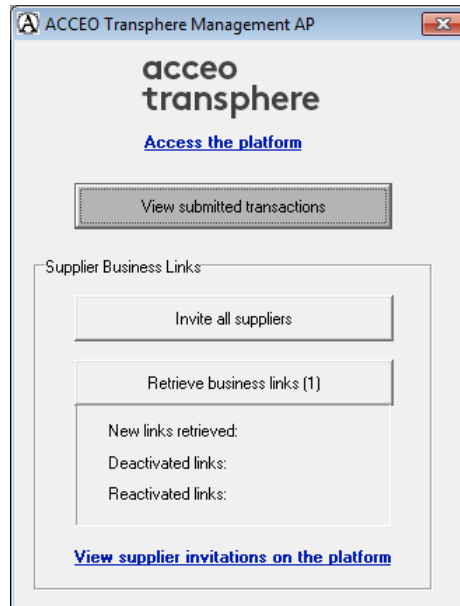
7. Follow this procedure for all suppliers that you want to pay via ACCEO Transphere.

ACCEO Transphere Management AP

[Input menu, Accounts Payable tab, ACCEO Transphere Management AP]

In the Accounts Payable module, the **ACCEO Transphere Management AP** function has been added in order to provide rapid access to the Transphere transaction management functions.

Note: The **ACCEO Transphere Management AP** function is accessible if the user has the required right (**User window > Privileges tab > under the Accounts Payable sub-tab > ACCEO Transphere Management AP option**).



- **Access the platform:** Displays the platform **Identification** page to enable the user to login to ACCEO Transphere.
- **View submitted transactions:** Used to view the transactions that have been submitted in ACCEO Transphere (see [Viewing submitted transactions](#)).
- **Invite all suppliers:** Sends an invitation to all suppliers at the same time (see [Invite all Suppliers](#)).
- **Retrieve business links:** Used to retrieve the business links in order to enter them in each supplier file (see [Retrieving business links](#)). The number of business links retrieved is indicated in parentheses.
- **View supplier invitations on the platform:** Used to view the list of invitations sent to suppliers on the ACCEO Transphere platform ([Viewing supplier invitations on the platform](#)).

Inviting all Suppliers

[Input menu, Accounts Payable tab, ACCEO Transphere Management AP]

The **Invite all suppliers** function is used to send an invitation to all suppliers at the same time. The suppliers receive an email from ACCEO Transphere inviting them to create an account on the platform.

Note: An email address must be defined in the supplier file and the **ACCEO Transphere Deposit** option must be activated under the **Electronic Deposit** tab. Suppliers must have had a business relationship with the company in the last two years under anti-spam legislation.

To invite all suppliers, proceed as follows:

1. In the **ACCEO Transphere Management AP** window, click the **Invite all Suppliers** button.

Acomba then sends the supplier information to ACCEO Transphere. Once the information is received, Transphere sends an email to each supplier informing them that the company is currently implementing a secure payment platform to pay its suppliers.

The supplier then receives a second email inviting them to create their Transphere account by clicking the [CREATE YOUR ACCEO TRANSPHERE ACCOUNT](#) link.

Renovation Supplies Inc.

Good day,

Organisation Acomba now uses the ACCEO Transphere secure platform to pay its suppliers.

By using an ACCEO Transphere account, your financial information remains confidential. None of your bank account information will be stored in our accounting system.

When we make a payment, you will receive an email specifying the amount, the funds availability date, as well as a list of the invoices paid.

If you already have an account, **you must log in** to start receiving payments from Organisation Acomba. Click here to [ACCESS YOUR ACCEO TRANSPHERE ACCOUNT](#).

If you don't have an account, click on the following link to [CREATE YOUR ACCEO TRANSPHERE ACCOUNT](#).

2. After sending the invitations, the user can [view supplier invitations on the platform](#).

Viewing Supplier Invitations on the Platform

[Input menu, Accounts Payable tab, ACCEO Transphere Management AP]

To view the supplier invitations on the platform, proceed as follows:

1. In the **ACCEO Transphere Management AP** window, click the **View supplier invitations on the platform** link. The **Supplier invitations** window is displayed.

Supplier invitations

Refresh


Filters Results

Include send statuses Cancelled Blocked Created link

Invitation status All No action Verification transaction Create link

Name	Supplier email	Send status	Sent at	Send attempts	Name of invitee	Progress	Last updated at	E-business link
Fournisseur B	fournisseurb@hotmail.com	Cancelled		1		○ ○ ○ ○ ○		
Décoration Média inc.	louise.bourgault@decorationmedia.acceo.com	Unblock	12/09/2017 10:43:49 AM	2		○ ○ ○ ○ ○		
Quincaillerie Plus inc.	louise.bourgault@acceo.com	Resend	31/08/2017 04:02:39 PM	1	Pierre Tremblay	● ● ● ○ ○	01/09/2017 08:01:10 AM	
Fournisseur A	louise.bourgault@fournisseur.acceo.com	Cancelled		0		○ ○ ○ ○ ○		

The list displays all suppliers to whom an invitation has been sent by email.

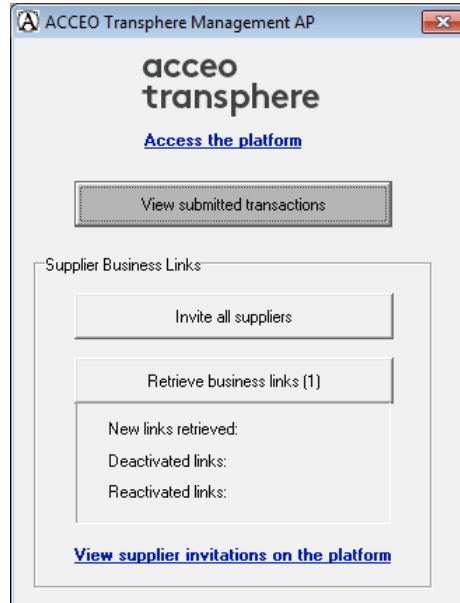
- The **Send status** column indicates the status of invitations for each supplier:
 - The **Invite** button is used to send the invitation to the supplier manually.
 - The **Resend** button is used to send the invitation to the supplier again.
 - The **Cancelled** status indicates that the invitation was cancelled using the  button.
 - The **Sent at** column indicates the date that the invitation was sent to the supplier.
 - The **Send attempts** column indicates the number of times that the invitation was sent to the supplier.
 - The **Progress** column indicates the progress. When all of the circles are green, it means that the supplier has created an account and the business link is displayed in the **E-business link** column.
2. To refresh the list, click **Refresh**.

Retrieving Business Links

[Input menu, Accounts Payable tab, ACCEO Transphere Management AP]

When each supplier has accepted the invitation and their business links have been created in ACCEO Transphere, the business link can be retrieved.

Note: The number of business links that can be retrieved is indicated in parentheses on the **Retrieve business links** button.

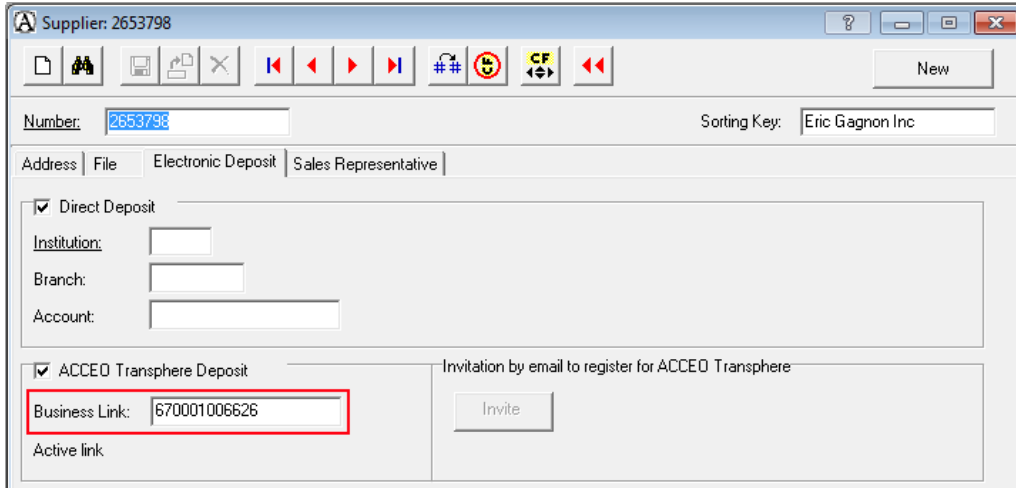


To retrieve the business links, proceed as follows:

1. In the **ACCEO Transphere Management AP** window, click the **Retrieve business links** button.

The following information is displayed below the button:

- The number of new links retrieved.
- The number of deactivated links.
- The number of reactivated links.

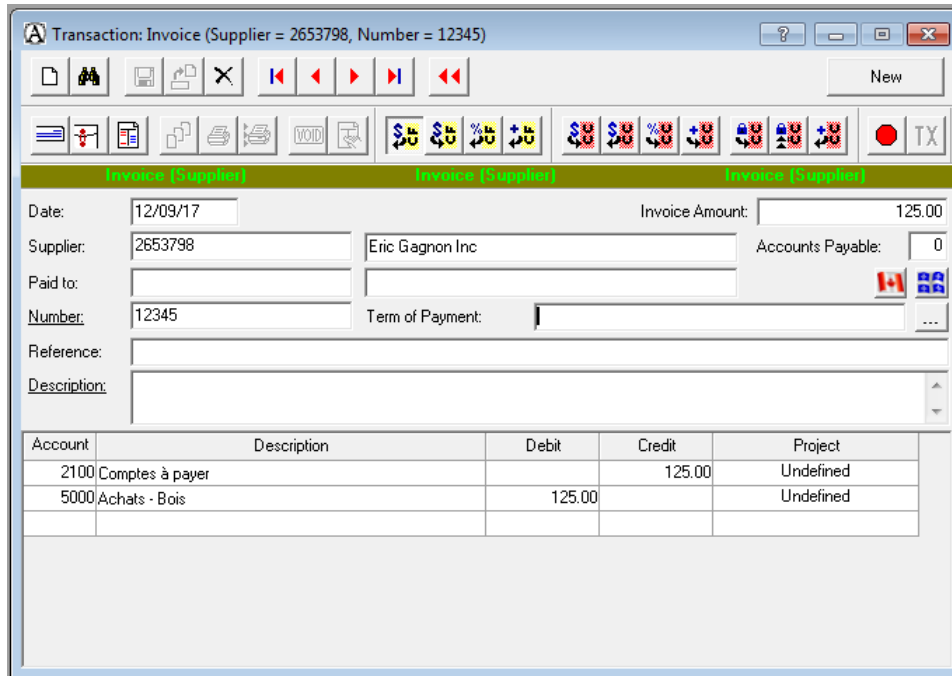


In the supplier file, the business link from ACCEO Transphere is retrieved and saved automatically under the **Electronic Deposit** tab, **Business Link** field. The statement **Active** is also displayed below the **Invite** button.

Entering a Supplier Invoice

The invoice entry procedure has not changed for suppliers who have a business link with ACCEO Transphere.

However, it is important to enter the supplier invoice number in order to easily trace it in ACCEO Transphere.




Electronic Payment of a Supplier Invoice

[Input menu, Accounts Payable, Accounts Payable Payment,  button]

✓	T	Date	Number	Reference	Amount	Paid	Balance	Payment	Discount
<input checked="" type="checkbox"/>	I	14/09/17	5126		45.00	45.00	0.00	45.00	0.00

Transactions Number: 1 Total: 45.00 Balance: 0.00 Total Paid: 45.00

To pay a supplier invoice, proceed as follows:

1. In the payment window, click the **Payment on Hold**  button to display the **Payment – Electronic deposit on hold for suppliers**.
2. Check the box for each invoice to pay and click **Save**.
3. Back to the main window, click the **Deferred Processing** tab and **Print Checks / Payments**.

Check/Payment Print Parameters

Type of Payment

- General Ledger Check
- Accounts Payable Check
- ACCEO Transphere Deposit
- Accounts Payable Direct Deposit
- PAD on Hold

Type of Printing

- Print on Form
- Include Notices Containing only Periodic Installments
- Print List of Payments to Issue

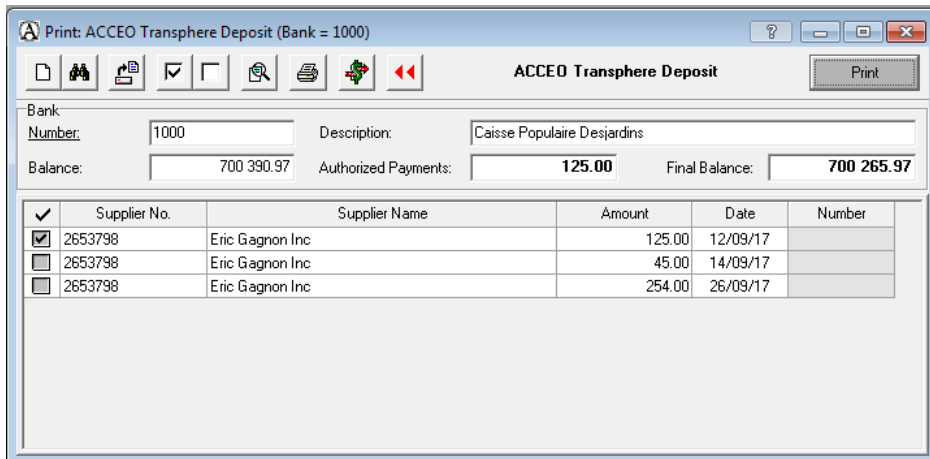
Bank

Number: 1000 Caisse Populaire Desjardins

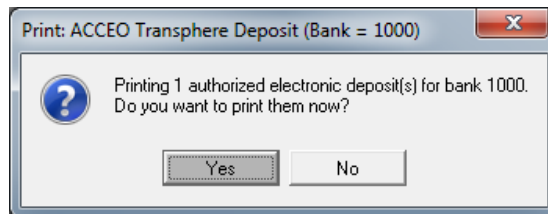
OK Cancel

4. In the **Type of Payment** group, select **ACCEO Transphere Deposit**.

- Click **OK**.

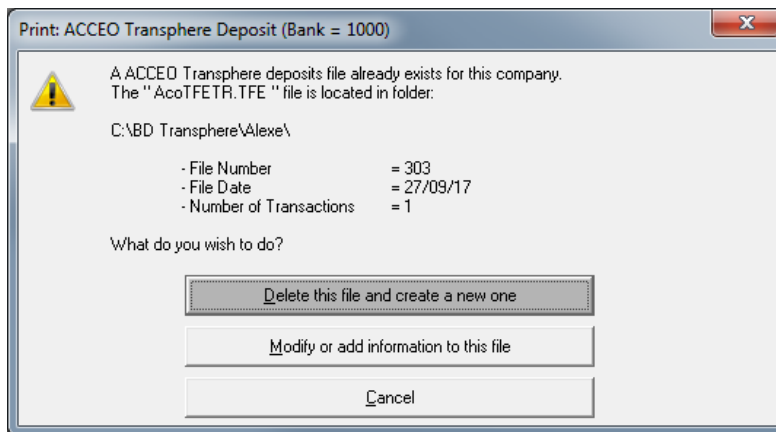


- Check the appropriate payments and click **Print**. A message is displayed.

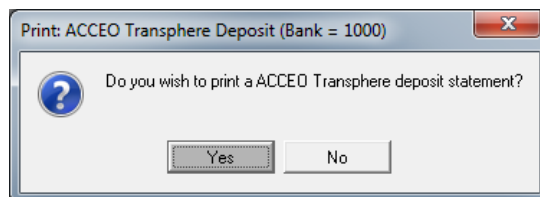


- Click **Yes**.

A message is displayed if a deposit file already exists.

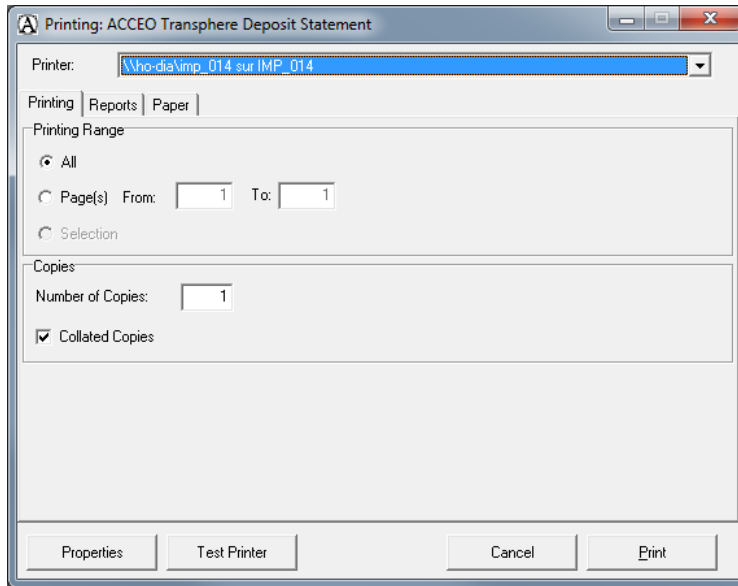


- Click **Delete this file and create a new one** to create a deposit file for the current electronic payment. A message is displayed.

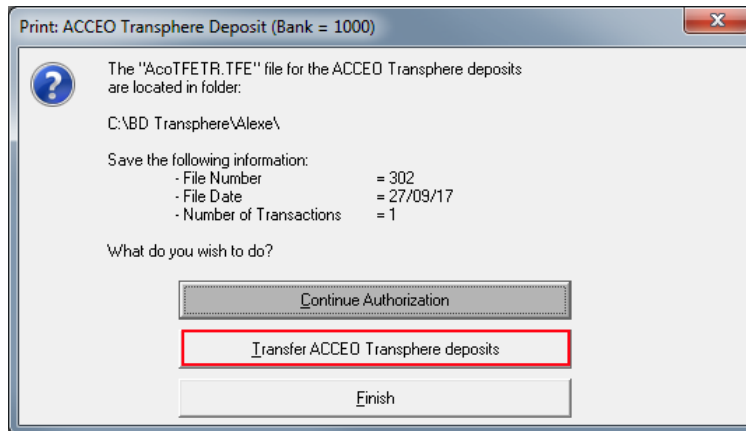


- Click **Yes** to print the ACCEO Transphere deposit statement, if applicable.

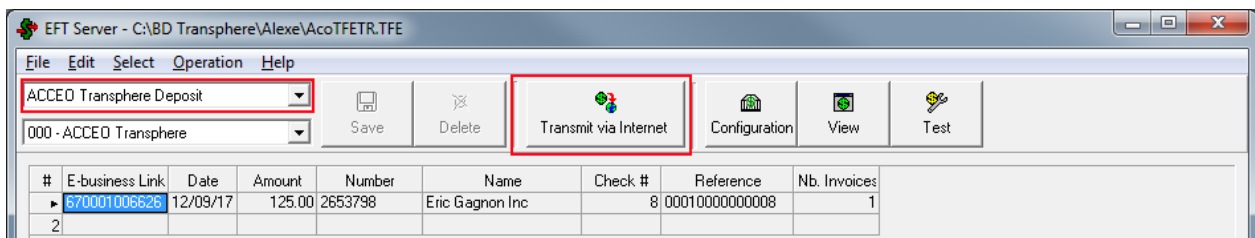
The printing window is displayed.




10. Define the printing parameters and click **Print**.



11. Click **Transfer ACCEO Transphere deposits**. The **EFT Server** window is displayed.

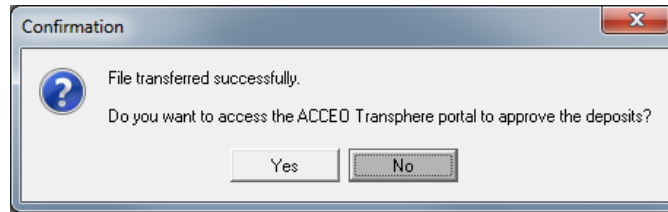


Note: This window is also accessible from the **Deferred Processing** window by clicking the  **EFT** button.

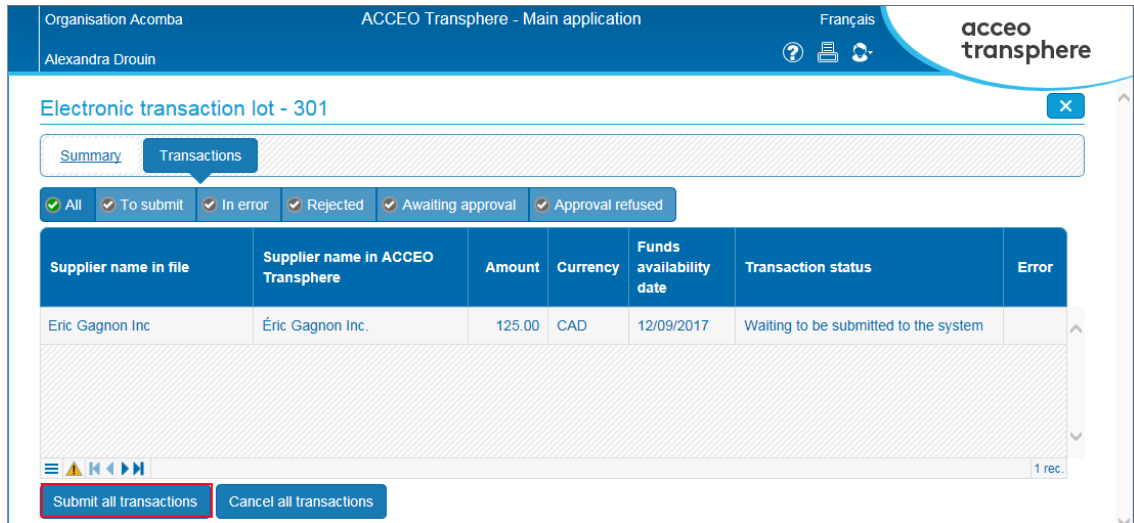
12. Check if the type of payment in the upper part of the window corresponds to **ACCEO Transphere Deposit**. If not, select the appropriate type in the drop-down list.

13. Click **Transmit via Internet**.

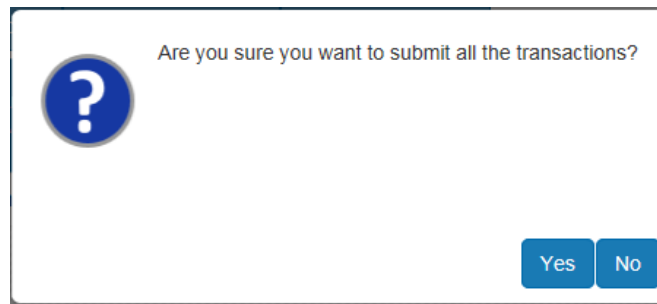
A message confirms that the file was sent to the ACCEO Transphère platform.



14. Click **Yes** to access the ACCEO Transphère portal directly to approve the deposits.



15. In the **Electronic transaction lot** window, click the **Submit all transactions** button.



16. Click **Yes** to submit the transactions.

Supplier name in file	Supplier name in ACCEO Transphère	Amount	Currency	Funds availability date	Transaction status	Error
Eric Gagnon Inc	Éric Gagnon Inc.	450.00	CAD	27/09/2017	Submitted to the system	

In the **Transaction Status** window, indicate “Submitted to the system”.

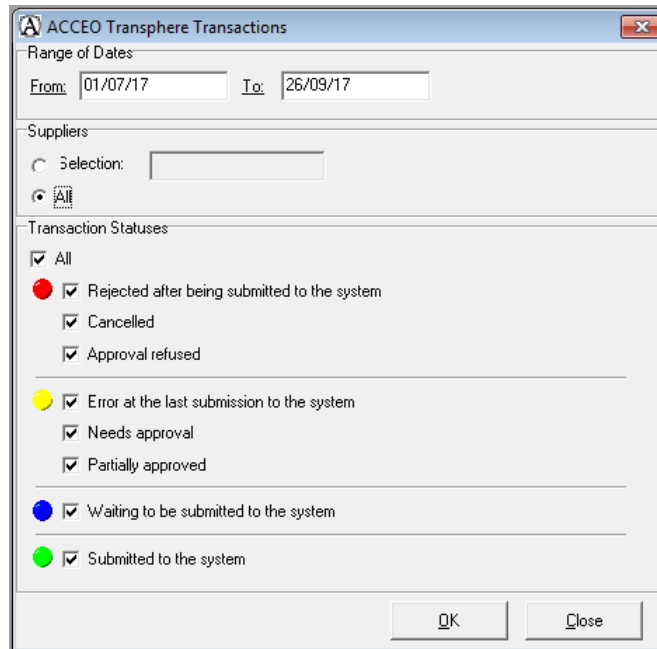
ACCEO Transphère sends an email to confirm that the supplier invoice payment has been submitted correctly.

Viewing Submitted Transactions

[Input menu, Accounts Payable, ACCEO Transphere Management AP]

When supplier invoices are paid and the payments have been submitted, the transactions submitted can be viewed.













1. In the **ACCEO Transphere Management AP** window, click the **View submitted transactions** button. The **ACCEO Transphere Transactions** window is displayed.






2. Specify a range of dates **From/To** for the transactions to view.
3. Select the **All** option to view the transactions of all suppliers or the **Selection** option to select a specific supplier.
4. In the **Transaction Statuses** group, check the **All** box to view all statuses or check only the box of statuses to view.
5. Click **OK**. The **Transphere – Status of Transactions Submitted** window is displayed. This window is used to view the transactions based on the statuses specified in the previous step. It can also be used to reverse transactions that are rejected, cancelled or refused.

Status	Batch No	Creation	Funds Avail.	Payment	Supplier	Supplier Name	Bank	Transphere No.	Amount
Reversed	500	11/09/17	11/09/17	6	2653798	Eric Gagnon Inc	1000	00010000000006	125.00
Error	300	12/09/17	11/09/17	7	2653798	Eric Gagnon Inc	1000	00010000000007	450.00





Description of buttons in the toolbar:

-  Hide transactions whose status is **Rejected, Cancelled** or **Refused**.
-  Hide transactions whose status is **Error, Needs appr.** or **Part. appr.**
-  Hide transactions whose status is **Waiting**.
-  Hide transactions whose status is **Submitted**.
-  Hide transactions which are reversed in the list.
-  Display the payment for the transaction selected in the list.
-  Display the file of the supplier associated with the transaction selected in the list.
-  View the batch on the ACCEO Transphere platform.
-  Unselect all transactions that are selected in the list.
-  Select all transactions that are not selected in the list.
-  Back to the **ACCEO Transphere Transactions** window.
-  Display the reversal of the transaction selected in the list.

The first column in the list is used to select the transactions to reverse in Acomba:

-  Indicates that the transaction is already reversed.
-  Indicates that the transaction can be reversed.
-  Indicates that the transaction is checked in order to be reversed.

The second column in the list indicates the status of the transaction using a coloured dot:

- **Rejected after being submitted to the system, Cancelled, Approval refused:**
Transactions corresponding to one of these three statuses are identified by a red dot .
- **Error at the last submission to the system, Needs approval, Partially approved:**
Transactions corresponding to one of these three statuses are identified by a yellow dot .
- **Waiting to be submitted to the system:** Transactions corresponding to this status are identified by a blue dot .
- **Submitted to the system:** Transactions corresponding to this status are identified by a green dot .

The other columns in the list display the following information: The batch number, the electronic file creation date, the date the funds are available, the Acomba payment number, the supplier's name and address, the bank account number in the chart of accounts, the Transphere reference number and the amount of the payment.

6. To reverse a transaction whose status is **Cancelled**, **Rejected** or **Refused** (red dot ●), check the box of the appropriate line and click the **Reverse** button. Once reversed, a red X is displayed in the 2nd column.

An “Other charge (Supplier)” transaction is generated in Acomba to reverse the ACCEO Transphere deposit.