

## SELECTION 2 CASH RECEIPTS

There are 3 Payment options and several other miscellaneous functions included in this section. The payment options are the following:

- 1 - Enter Customer Payment on Account** - post a regular payment, cash or credit card, to a Customer's account.
- 2 - Create Open Credit/Misc Cash** - enter a payment on a Customer's Account when there are NO open invoices (open credit) or enter a deposit item that does not affect Accounts Receivable (misc cash).
- 3 - Enter Negative Cash Receipt** - reverse a payment or enter a payment correction.

The other miscellaneous options are the following:

- 4 - Print Cash Receipt Slips.** Print Cash Receipt Slips for a batch.
- 5 - Check Cash Receipts against Ledger.** Compares the cash receipts file to the GL transactions in the link file.
- B - Change Batch Numbers.** Change from one batch to another without exiting to the menu.
- \*\*F - Change Future Batch Status.** Only if the Future payment feature is installed.

Payment Batch totals should match a deposit slip OR the total of all deposit slips for the day. Totals go to the GL by BATCH and the bank statement will be much easier to balance if EACH batch matches something (deposit slip or total for the day).

DO NOT use Cash Receipts to make general CORRECTIONS to customer accounts.

**The process of posting cash receipts or open credits is as follows:**

Post Cash Receipts and Open Credits/Misc cash for the Day.

Run the Cash Receipt Register for the Batch and check total against an adding machine tape total of payments or your deposit slip. (Reports Menu)

Go to Release Module and Print a General Ledger Pre-Posting Batch Listing. Make sure that the totals are correct and the proof is zero.

(Optional) Release the Totals to General Ledger Link File.

**MENU SELECT:**

From the Accounts Receivable Main Menu, select 2 - *Cash Receipts*.

**BEGIN INPUT**

- Cash receipt date.** Enter the default date for cash receipts (08/08/2005).
- Batch number.** The batch number (yyyymmdd) displays (20050808).
- Default GL Link Code.** Enter a link code for this batch (1). GL distribution is created using the GL accounts in the displayed link code.
- \*\*Future Month Batch? (Y/N).** Enter **Y** if AR has not been closed and these payments belong in NEXT month.  
Enter **N** if the payments are for the CURRENT month.

The GL accounts and descriptions for the selected LINK CODE display.

Petro Data Oil *** Cash Receipt Entry *** 08/08/2005			
Cash receipt date 08/08/2005		Batch number 20050808	
Def. GL Link Code 1		Future Month Batch? (Y/N) N	

Verify AR Link Code			
GL Link Code	1	<input type="text"/>	<input type="button" value="Q"/>
Link Description	GL CODE FOR LOCATION 1		
GL Acct. Rec.	11000-100	<input type="text"/>	<input type="button" value="Q"/>
GL Sales	99900-	<input type="text"/>	<input type="button" value="Q"/>
GL Sales Discount	43100-100	<input type="text"/>	<input type="button" value="Q"/>
GL Sales Tax	20400-100	<input type="text"/>	<input type="button" value="Q"/>
GL Bank	10200-100	<input type="text"/>	<input type="button" value="Q"/>
GL Credit Card	11100-100	<input type="text"/>	<input type="button" value="Q"/>
GL Disc Take	43100-100	<input type="text"/>	<input type="button" value="Q"/>
GL Finance Charge	60300-100	<input type="text"/>	<input type="button" value="Q"/>
GL Eft Ap	20500-100	<input type="text"/>	<input type="button" value="Q"/>
GL Ap Discount	53110-100	<input type="text"/>	<input type="button" value="Q"/>

<input type="button" value="Edit"/>	<input type="button" value="Next"/>	<input type="button" value="Prev"/>	<input type="button" value="Exit"/>
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- <Edit> Edit one or more GL accounts.
- <Next> Displays the next LINK CODE.

- <Prev> Displays the previous LINK CODE.
- <Exit> Accept this link code and begin entering payments.

Petro Data Oil *** Cash Receipt Entry *** 08/08/2005				3.0
Cash receipt date 08/08/2005		Batch number 20050808		
Def. GL Link Code 1		Future Month Batch? (Y/N) N		
<b>Batch Totals:</b>				
Cash in Bank		Credit Card	None yet	
Other Cash		Other Inc	Total A/R	
		Total Deposit		
<ul style="list-style-type: none"> <li>1. Enter customer payment on account</li> <li>2. Create open credit/misc cash</li> <li>3. Enter negative cash receipt</li> <li>4. Print cash receipt slips</li> <li>5. Check cash receipts against ledger</li> <li>B Change batch/link code</li> <li>F Change future batch status</li> <li>Q. Quit to menu</li> </ul>				
Enter an option   2				

If this batch has been used previously, BATCH TOTALS display. Otherwise, *None yet* displays indicating NO transactions have been entered in this batch.

Select *Q* - *Return to Main Menu* to quit the Cash Receipts program when all cash receipt processing is complete.

### 1. ENTER CUSTOMER PAYMENT ON ACCOUNT

Only unpaid and partially paid invoices display in this option. The *Quick Reference* information below is followed by a comprehensive explanation of all selections.

#### *Quick Reference - Payment*

Overview: This process is used when the customer has open invoices on the account and has made a payment.

- \_\_\_ Enter Customer Number
- \_\_\_ Enter **P** to Enter Payment information.
- \_\_\_ Enter the Reference, Date, entire Cash & Credit Card payment Amounts.
- \_\_\_ Enter **A** to apply it to the first invoices listed on the screen,

OR

Enter the line number (LN #) of the invoice to be paid. Enter one at a time.

\_\_\_ Enter **Q** to quit, update, and go to the next customer payment.

*Quick Reference - Apply Credit Memo*

Overview: This process is used when a credit memo (Credit line item) needs to be applied to invoices on the customer account.

\_\_\_ Enter Customer Number

\_\_\_ Enter **M** to apply Credit Memo.

\_\_\_ Enter the line number of the Credit Memo.

\_\_\_ Enter **Y** to the message 'Ready (Y/N)'.

(Multiple credits may be selected before they are applied to invoices)

\_\_\_ Enter the line number of the first invoice to pay.

\_\_\_ Enter **Y** if the screen correctly reflects your intent. Enter the next invoice LN#.

\_\_\_ Enter **Q** to quit and update.

\_\_\_ Enter **Y** to update the transaction.

**MENU SELECT:**

From the Cash Receipts Submenu, select *1 - Enter Customer Payment on Account*.

**Customer Number.** Enter a Customer Number **F2** to lookup or **Q** to quit without entering any payments.

If the account is out of balance (the balance does not equal the sum of the open items), the following message displays:

'Account out of Balance. Reindex and/or out of balance report. Press enter.'

Do not continue with cash receipt entry until the account is in balance. If reindexing does not solve the problem, run the AR Out of Balance Report (option 11 on the Reports Submenu). See instructions in the Reports section of this documentation. If you need assistance, call Customer Support.

Petro Data Oil *** Enter Customer Payments *** 08/10/2005							
Cust No.	KATENT KATHY ENTERPRISES			Balance	101.00		
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal Ok
1	012105	01/21/2005	02/10/2005	100.00	0.00	0.00	100.00
2	012405	01/21/2005	02/10/2005	1.00	0.00	0.00	1.00
Enter line #    G=GL code    P=Enter payment    M=Apply Cr Memo    Q=Quit A=Pay all       S=Scan       R=Reverse entry       UNAPPLIED       0.00 <input type="checkbox"/> Code 1        Bank 10200-100    A/R 11000-100    CrCrdd 11100-100    Disc 43100-100							

Open invoices and partially paid invoices display. GL accounts from the selected LINK CODE are listed at the bottom of the screen.

**ACD Prompts:**

**Enter line #.** After payment has been entered, enter the line number of invoice to pay.

**G = GL code.** Enter **G** to edit Link Code or accounts for these transactions.

**P = Enter payment.** Enter **P** to input a payment.  
**Ref.** Enter the reference number of the payment.  
**Date.** Enter the transaction date (usually the batch date).  
**Cash.** Enter the total amount of cash or check paid.  
**Credit Card.** Enter the credit card amount paid.  
**OK?** Enter **Y** to continue, **N** to reenter payment information.

**M = Apply Cr Memo.** Enter **M** to apply an existing credit to an invoice.  
**Enter line number of credit memo to apply.**

**A = Pay all.** Enter **A** to apply a payment to the first invoices listed (usually the oldest).

**S = Scan.** Enter **S** to scan to display the next screen. Only line items on the displayed screen may be selected.

**R = Reverse entry.** Enter **R** to reverse the application of a payment or credits.  
**Enter line number to reverse**  
**A = All**  
**Blank for none**

**Q = Quit.** Enter **Q** to Quit AND update, cancel, or return to apply.  
**Y = Update** - update the payment all applications.  
**C = Cancel** - cancel the payment and all applications.  
**R = Return** - return to change the application.

ENTERING A PAYMENT - The LONG version

Enter Payment. Enter **P** to enter a Payment.

**Reference.** Enter the check number, or a unique reference number.  
Do not use 'Cash' as a reference number for cash payments. Duplicate reference numbers will not be allowed.

**Date.** Enter the date of the payment (usually the batch or deposit date).  
This date will be printed on all Cash Receipt reports.

**Cash.** Enter the total amount of the cash or check payment.

**Credit Cards.** Enter the total amount of credit cards included with this payment.

Payments may be cash only, credit cards only, or a combination of both.

**Total.** Verify the total payment (Cash + Credit Cards).

**OK?** Enter **Y** - if the amounts are correct. The payment amount displays in the 'Unapplied' field at the bottom of the screen.  
Enter **N** - to reenter reference, date or payment amounts.

The payment amount displays in the 'UNAPPLIED' field at the bottom.

Petro Data Oil *** Enter Customer Payments *** 08/11/2005								
Cust No.	KATENT KATHY ENTERPRISES			Balance	101.00			
Ref 569267	Date	08/10/2005	Csh	51.00	Cr	50.00	Tot	101.00 Ok? Y
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Disct	New Bal	Ok
1	012105	01/21/2005	02/10/2005	100.00	0.00	0.00	100.00	
2	012405	01/21/2005	02/10/2005	1.00	0.00	0.00	1.00	
Enter line #	G=GL code	P=Enter payment		M=Apply Cr Memo		Q=Quit		
A=Pay all	S=Scan	R=Reverse entry		UNAPPLIED		101.00		
Code 1	Bank 10200-100	A/R 11000-100		CrCr		11100-100 Disc 43100-100		

**Enter Line Number.** Enter the LN# of the invoice to pay.

- **Payment** column - the open amount of the invoice minus the discount (if applicable) is calculated and displays IF it is less than the full payment amount. Invoices will NEVER be OVERPAID.

- **Discount** column - the discount amount displays (if applicable)

- **New Balance** column - if the invoice is paid in full, this column displays 0.00. If not paid in full, the new invoice balance displays.

\*\*If partially paid, only the New Balance will display the next time you display the customer record in 'Enter customer payment on account'.

**OK?** Enter Y if the displayed application of the payment is what you intended.

Enter N if you need to change the Payment or manually add a Discount.

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Cust No. KATENT KATHY ENTERPRISES				Balance		1.00		
Ref 569267	Date 08/10/2005	Csh	51.00	Crdr	50.00	Tot	101.00	Ok? Y
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
1	012105	01/21/2005	02/10/2005	100.00	100.00	0.00	0.00	Y
2	012405	01/21/2005	02/10/2005	1.00	1.00	0.00	0.00	Y
Enter line #		G=GL code	P=Enter payment	M=Apply Cr Memo		Q=Quit		
A=Pay all		S=Scan	R=Reverse entry	UNAPPLIED		1.00 2		
Inv Amt		1.00	Prev Pay	0.00	Disc Due	0.00	Unapplied	1.00

\*\*\*\*\*NOTE 1: This is your chance to discount a few pennies underpayment or negative discount a few pennies overpayment to get them off the books. If you are linked to General Ledger, the GL account for Discounts in the selected Link Code will be used.\*\*\*\*\*

Petro Data Oil *** Enter Customer Payments *** 08/11/2005								
Cust No. KATENT KATHY ENTERPRISES				Balance		1.00		
Ref 569267	Date 08/10/2005	Csh	49.00	Crdr	51.00	Tot	100.00	Ok? Y
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
1	012105	01/21/2005	02/10/2005	100.00	99.00	1.00	0.00	N
2	012405	01/21/2005	02/10/2005	1.00	0.00	0.00	1.00	Y

Discounting an UNDERPAYMENT

Petro Data Oil *** Enter Customer Payments *** 08/11/2005								
Cust No. KATENT KATHY ENTERPRISES				Balance		1.00		
Ref 569267	Date 08/10/2005	Csh	51.00	Crdr	51.00	Tot	102.00	Ok? Y
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
1	012105	01/21/2005	02/10/2005	100.00	100.00	0.00	0.00	Y
2	012405	01/21/2005	02/10/2005	1.00	2.00	-1.00	0.00	N

Negative Discounting an OVERPAYMENT

\*\*\*\*\*NOTE 2: The amount in the 'Payment' column may not exceed the total cash and credit card amounts.

\*\*\*\*\*NOTE 3: If a customer pays the entire invoice and is due a discount, change the amount in the 'Payment' column to the discounted amount of the invoice, enter the discount amount in the 'Discnt' column leaving a 'New Bal' of



0. The remaining payment amount may be applied to another invoice or left as an open credit.\*\*\*\*\*

**Quit.** Enter **Q** to quit and update the payment.

Enter line #	G=GL code	P=Enter payment	M=Apply Cr Memo	Q=Quit
A=Pay all	S=Scan	R=Reverse entry	UNAPPLIED	0.00 Q
Code 1	Bank 10200-100	A/R 11000-100	CrCrdd 11100-100	Disc 43100-100
Option: Y=Update C=Cancel R=Return? (Y/C/R)				

	<b>Option:</b>	<b>Y=Update</b>	Payment updates, <u>customer balance is recalculated</u> , distribution is created, open invoice file is updated.
		<b>C=Cancel</b>	Payment and application are cancelled.
		<b>R=Return</b>	Return to change the application or to apply more.

*APPLY CREDITS - the LONG version*

If a payment is made AND credits need to be applied, each function must be done **SEPARATELY**. Enter the payment, apply it and update and then enter the same customer number again to apply the credits OR apply the credits first and after updating, enter the payment.

**Apply Credit Memo.** Enter **M** to apply a credit memo (a negative invoice).

**Enter line number of credit memo to apply . Q=Quit.** Enter the LINE.

Cust No.	BLUE	BLUE FARM		Balance	54579.10			
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
121	M1998	04/22/2005	04/22/2005	-10.00	0.00		-10.00	A
122	M2002	05/01/2005	05/01/2005	-0.78	0.00	0.00	-0.78	

Enter line #      G=GL code      P=Enter payment      M=Apply Cr Memo      Q=Quit  
A=Pay all      S=Scan      R=Reverse entry      UNAPPLIED      10.00 M  
Enter line number of credit memo to apply.      Q=Quit 121

The amount displays LIKE a payment as shown below and is applied in the same manner.

Petro Data Oil *** Enter Customer Payments *** 08/11/2005							
Cust No.	BLUE	BLUE FARM		Balance	54579.10		
Ref 1		Date 08/10/2005	Cr Memo M1998	Amount	10.00	Ok?	(YN)  Y

MULTIPLE credits may be selected before applying them (see below).

Enter **M** and the line number of a credit to apply. A message will display if the line selected is not a credit.

An **A** is placed at the end of each line as the credit is added to the UNAPPLIED amount. See example below.

Petro Data Oil *** Enter Customer Payments *** 08/11/2005								
Cust No.	BLUE	BLUE FARM				Balance	54579.10	
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
109	C51	06/04/2004	06/04/2004	-650.99	0.00	0.00	-650.99	
110	C62	06/04/2004	06/04/2004	-2781.11	0.00		-2781.11	A
111	C63	06/04/2004	06/04/2004	-2627.14	0.00		-2627.14	A
112	C64	06/04/2004	06/04/2004	-82.97	0.00		-82.97	A
113	C29	06/04/2004	06/04/2004	-379.77	0.00		-379.77	A
114	C3081	06/04/2004	06/04/2004	-39.15	0.00		-39.15	A
115	M1168	06/22/2004	06/22/2004	-150.00	0.00		-150.00	A
116	10401	08/25/2004	09/10/2004	0.46	0.00	0.00	0.46	
117	F37	10/28/2004	10/28/2004	10.00	0.00	0.00	10.00	
118	C1116	11/16/2004	11/16/2004	-300.00	0.00		-300.00	A
119	BALEW	11/30/2004	12/10/2004	100.00	0.00	0.00	100.00	
120	033105	03/31/2005	04/10/2005	100.00	0.00	0.00	100.00	
Enter line #      G=GL code      F=Enter payment      M=Apply Cr Memo      Q=Quit A=Pay all          S=Scan            R=Reverse entry      UNAPPLIED          6360.14      Q Code 1            Bank 10200-100    A/R 11000-100    CrCrd 11100-100    Disc 43100-100								

**Scan** to other screens if necessary to select other credits until all have been selected, then SCAN to the screen that has the invoice or invoices to be paid with the credits.

**Enter line #** of the first invoice. The amount needed to pay the invoice will display in the 'Payment' column.

Edit the payment amount and discount if needed.

Y - everything is okay  
 N - change the application

**Enter line #** of the next invoice, if needed. Otherwise quit and update.

**(R=Reverse)** if needed to reverse a single line or the entire session to reselect or reapply. If it gets too confusing, type Q to quit and C to cancel and start over.)

Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
Cust No. BLUE BLUE FARM				Balance	54579.10			
1	C148	06/04/2004	06/04/2004	2279.54	2279.54	0.00	0.00	
2	C149	06/04/2004	06/04/2004	1061.35	1061.35	0.00	0.00	
3	C419	06/04/2004	06/04/2004	1791.54	1791.54	0.00	0.00	
4	C420	06/04/2004	06/04/2004	251.81	251.81	0.00	0.00	
5	C295	06/04/2004	06/04/2004	1311.14	975.90	0.00	335.24	Y
6	C7	06/04/2004	06/04/2004	1171.14	0.00	0.00	1171.14	
7	C29	06/04/2004	06/04/2004	2126.35	0.00	0.00	2126.35	
8	C30	06/04/2004	06/04/2004	141.90	0.00	0.00	141.90	
9	C712	06/04/2004	06/04/2004	2275.94	0.00	0.00	2275.94	
10	C713	06/04/2004	06/04/2004	876.67	0.00	0.00	876.67	
11	C21	06/04/2004	06/04/2004	2729.33	0.00	0.00	2729.33	
12	C22	06/04/2004	06/04/2004	406.19	0.00	0.00	406.19	
Enter line #		G=GL code	P=Enter payment	M=Apply Cr Memo		Q=Quit		
A=Pay all		S=Scan	R=Reverse entry	UNAPPLIED		975.90	5	
Inv Amt	1311.14	Prev Pay	0.00	Disc Due	0.00	Unapplied	975.90	

(In the example above, lines 1 thru 5 were selected one at a time. Option A to pay all could have been selected in this case. The final invoice is only partially paid using up the remainder of the Unapplied amount. The lines could have been edited from the OK? column to reduce the payment amount and enter a discount.)

**Q=Quit** Quit to update

\*IF ALL of the credits are not applied to invoices and there is an amount remaining in the 'Unapplied', all of the remaining balance will be posted back to one of the credit memos. If this is not what you want, cancel the update and start over. Select ONLY the amount of credits needed to pay invoices:

*Unapplied credit will be posted back to credit memo*

- Y - Update** Updates the application of credits. \*
- C - Cancel** Cancel the entire application of credits just completed for this customer.
- R - Return** Return to make changes.

NOTE: The customer balance will not change IF only credits are applied.

## 2 CREATE OPEN CREDIT / MISCELLANEOUS CASH

An **Open Credit** is a payment applied to a CUSTOMER account that is not going to be applied right away - either there are NO open invoices on the account OR the customer is

PREPAYING. The credit will have to be applied later. The CASH TYPE will always be 1 - Open Credit. Both the BANK account and the AR account display in the record. DO NOT CHANGE THEM to anything other than a bank account and the AR account.

Bank Account	1000.00	(or CC receivable)
AR Account	-1000.00	

A **Miscellaneous Cash** transaction is a deposit or transaction on a deposit that does NOT apply to a Customer account - such as a rent check or tax refund. The customer will ALWAYS be 'MISC'. The CASH TYPE will always be 2 - Misc cash. QThe BANK account displays (this account will be debited) and a space is provided for the INCOME account to be entered (the credit).

Bank Account	500.00
Rent Income	-500.00

**MENU SELECT:**

From the Cash Receipts Submenu, select 2 *Create Open Credit/Misc Cash*.

**CREATE OPEN CREDITS**

**Customer Number.** Enter the customer number or F2 to Lookup. *A valid customer number must be entered to create an open credit properly. DO NOT use MISC or your AR control will be out of balance.*

**Trans Type.** Verify the Transaction Type. It should be 1 for Open Credit.

**Reference.** Enter a reference number for the payment, such as check number. It can be up to 8 characters and must be unique.

**Date Applied.** Enter the transaction date. This date will print on the cash receipts register.

**Cash.** Enter the amount if the payment was in cash or a check (debit the bank).

**Credit Card.** Enter the amount if the payment was made by credit card (debit CC receivable).

**Total Payment.** Cash and credit cards are added and the total payment amount displays. The amount may not be changed. If incorrect, enter N to the next question and cancel the transaction.

**GL for Cash** account displays if there is an amount in 'Cash'.

**GL Cr Card** account displays if there is an amount in 'Credit Card'.

GL for A/R account displays with the total amount.

Petro Data Oil *** Create Open Credits *** 08/12/2005		
Customer number (MISC or Q=Quit)	BLUE	BLUE FARM
Balance	54579.10	
Open Credit	0.00	
Loc CodeCode	1	
Tran Type	1	Credit memo / Open credit
Reference	12345PRE	
Date Applied	08/12/2005	
Cash	100.00	
Credit Card	0.00	
Total Payment	100.00	
GL for Cash	10200-100	CASH IN BANK - JOBBER
GL Cr Card		
GL for A/R	11000-100	Accounts Receivable - Jobber
Ok? (Y/N/G)		

OK? (Y/N/G) Enter **Y** to update if the transaction is correct.  
 Enter **N** to cancel or edit the transaction.  
 Enter **G** to change the GL numbers. BE CAREFUL.

Option: G=Change GL number	Y=Post	N=Edit transaction
ook.dbf)	Record: 7/310	Record Unlocked

GL Journal Entry:      10200-100      Cash in Bank - Jobber      100.00  
                                  11000-100      Accounts Receivable - Jobber      <100.00>

**MISCELLANEOUS CASH**

A customer MISC must be set up in the Accounts Receivable Customer File before this process will work. The end result will be a transaction on the cash receipts register in the desired batch, a debit to the bank and credit to the GL account entered during this process. This transaction has NO effect on Accounts Receivable.

**Customer Number.**      Enter MISC. *DO NOT use a regular customer number or your AR control AND the customer account will be out of balance.*

**Trans Type.**      Verify the Transaction Type. It should be 2 for Misc Cash.

**Reference.** Enter a reference number for the payment, such as check number or short description. It can be up to 8 characters and must be unique.

**Date Applied.** Enter the transaction date. This date will print on the cash receipts register.

**Cash.** Enter the amount if the payment was in cash or a check (debit the bank).

**Total Payment.** The total payment amount displays. The amount may not be changed. If incorrect, enter N to the next question and cancel the transaction.

**GL for Cash** account displays if there is an amount in 'Cash'.

**GL for MISC** - enter the GL ACCOUNT to CREDIT.

Do NOT leave the MISC account blank.

Verify the account - the description displays.

Do NOT put or leave the AR account in the field.

Petro Data Oil *** Create Open Credits *** 08/12/2005		
Customer number (MISC or Q=Quit)	MISC	Miscellaneous cash
Balance	0.00	
Open Credit	0.00	
Loc Code	Code	1
Tran Type	2	Misc Cash Receipt
Reference	0705TAXR	
Date Applied	08/12/2005	
Cash	1200.00	
Credit Card		
Total Payment	1200.00	
GL for Cash	10200-100	CASH IN BANK - JOBBER
GL Cr Card		
GL for Misc	19000-100	Prepaid Fuel Taxes
Ok? (Y/N/G)		

**K? (Y/N/G)** Enter **Y** to update if the transaction is correct.  
 Enter **N** to cancel or edit the transaction.  
 Enter **G** to change the GL numbers. BE CAREFUL.

Option: G=Change GL number Y=Post N=Edit transaction
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GL Journal Entry:	10200-100	Cash in Bank - Jobber	100.00
	19000-100	Prepaid Fuel Taxes	<100.00>

### 3 ENTER A NEGATIVE CASH RECEIPT

This option could be used if one of the following happened:

- a payment was posted with the **wrong amount**.
- a payment was posted to the **wrong customer**.
- a payment was applied to the **wrong invoices**.
- **credit cards** were applied to the **wrong invoices**.
- a payment was entered as **cash** and should have been **credit card** or **visa versa**.
- a payment was returned by the bank **NSF**.

If the original payment was entered in the current period, the paid invoices can be **un-paid**. Otherwise, the negative payment will create a DEBIT memo on the account.

Reversing a payment will Credit the Bank and Debit Accounts Receivable.

#### PREPARATION

Print a Cash Receipt Register (Reports submenu Option 5) in detail for the customer and batch of the original payment (use Selection Criteria to narrow it down to the exact payment REFERENCE number). This will help if the original invoices are to be UNPAID.

Select *6 - Reports*

Select *5- Cash Receipts Register*



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Petro Data Oil *** Cash Receipt Report *** 08/15/2005
Display report on screen
Enter Report Date 08/15/2005
Select Range: D=by Date B=by Batch B
Batch range 20050810 20050810 Date range
Subtotal Option: B=Batch D=Date C=Custno C
Select File: C=Current H=History B=Both C
Report Type: D=Detail S=Summary D
Type: 1=Payments 2=Cash Sales 3=CrCard 4=Omit CrCrdd 5=All 1
Enter Customer. (Blank= All) KATENT KATHY ENTERPRISES
Input selection criteria? N
Is everything ok? (Y/N/P=Printer/Q=Quit) Y
    
```

The DETAIL cash receipts register shows the original application of the payment as displayed below. This report makes reversing the application of the payment a little easier.

Date: 08/15/2005		Petro Data Oil				Page No.	
Time: 10:53:03		Detail Cash Receipt Report 08/15/2005				1	
		Batch Range 20050810 TO 20050810					
Ref No: 569267	Descr: Payment	Total Paid:	101.00	Cash:	51.00		
Cust No: KATENT	KATHY ENTERPRISES			Cr Card:	50.00		
Batch #	Date Paid	Inv No.	Description	Payment	Discount	Total Amt	
20050810	08/10/2005	012105	Apply Payment	100.00	0.00	100.00	
20050810	08/10/2005	012405	Apply Payment	1.00	0.00	1.00	
				101.00	0.00	101.00	
Subtotals for KATENT		Cash	51.00	CrCard	50.00	Payment	101.00

### ENTERING A NEGATIVE CASH RECEIPT

#### MENU SELECT:

From the Accounts Receivable Menu select *2 - Cash Receipts*.

**Cash receipt date.** Enter the date of the original cash receipt. It is usually best to use this same date and batch for audit purposes.

**Batch Number.** The batch number displays. If the original payment was in a previous month, use a current month batch number for the corrections.

**Default GL Link Code** Enter the Link code to be used for the GL accounts. Make sure it is the same one used for the original payment.

**(Future Month Batch? (Y/N))** Enter N. If you need to reverse a payment in a future batch, call Customer Support for assistance.)

Select 3 - *Enter Negative Cash Receipt.*

**Do only the negative part of the correction here, enter the correct payment in 'Enter Customer Payment on Account.'**

**Customer Number.** Enter the customer number of the account where the negative cash receipts will be posted.

ALL invoices paid in the current period display with zero balances.

**P - NEGATIVE PAYMENT.**

**Reference Number.** Enter the reference number for the payment. The same number may be used as the original payment, or a letter such as C may be added to it to identify it as a correction.

**Date.** Enter the payment date. The original payment date is recommended for audit trail purposes.

Petro Data Oil *** Enter Negative Payment Corrections *** 08/15/2005							
Cust No.	KATENT KATHY ENTERPRISES			Balance	0.00		
Ref 569267	Date 08/10/2005	Csh	-51.00	Crdr	-50.00	Tot	-101.00 ok?
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal OK
1	012105	01/21/2005	02/10/2005	0.00	0.00	0.00	0.00
2	012405	01/21/2005	02/10/2005	0.00	0.00	0.00	0.00
Enter line #	G=GL code	F=Neg Payment	M=Unapply Cr Memo	Q=Quit			
A=Pay all	S=Scan	R=Reverse entry	UNAPPLIED	0.00 P			
Code 1	Bank 10200-100	A/R 11000-100	CrCrdr 11100-100	Disc 43100-100			
Negative payment! Is this a negative cash receipt/correction? (Y/N)							

\*\*\*\*\* Cash.      Enter the cash amount with a minus (-).\*\*\*\*\*

Note: If a payment was entered as cash and should be credit card, only the reversing part may be done here. You must go to Cash Receipts to enter the correct payment. You may not put -10.00 in 'Cash' and put +10.00 under credit card with a net payment of zero.

\*\*\*\*\* Credit Card.      Enter the credit card amount with a minus (-) or press enter for no credit card amount.

The total payment will be calculated and will display as a minus (-). If the process has been done correctly a message displays at the bottom of the screen:

*'Negative payment! Is this a negative cash receipt/correction? (Y/N)'*

If this message **does not** appear, verify that the CASH or CREDIT CARD amount has a MINUS sign. If not the original problem will be double.

Enter **Y** to continue  
 Enter **N** to reenter the payment.

There are a couple of possibilities at this point:

**A. If invoices display with zero balances:**

Petro Data Oil *** Enter Negative Payment Corrections *** 08/15/2005							
Cust No.	KATENT KATHY ENTERPRISES			Balance	101.00		
Ref 569267	Date 08/10/2005	Csh	-51.00	Crdr	-50.00	Tot	-101.00 Ok? Y
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal Ok
1	012105	01/21/2005	02/10/2005	0.00	-100.00	0.00	100.00 Y
2	012405	01/21/2005	02/10/2005	0.00	-1.00	0.00	1.00 Y

**ENTER LINE #**

- Enter the line number of the invoice to be 'unpaid'.
- The payment amount displays in the 'payment' column.
- Discount displays, if applicable.
- VERIFY the 'New Bal' - this will be the new Invoice balance.
- **Ok** Enter **Y** to accept the application as displayed  
 Enter **N** to edit the 'Payment' or 'Discnt' amount
- **Q** to quit and update  
 Enter **Y** to update  
 Enter **C** to cancel the entire negative payment  
 Enter **R** to return and apply

*Note: The program will apply an amount up to the invoice total. However, if a lesser amount was applied to this invoice, change the amount so that the 'New Bal' is correct.*

**B. If invoices are NOT displayed - payment was not in the current period.**

- Enter **Q** to quit. The following message displays:

*Unapplied payment! M=Create credit memo C=Cancel R=Return to apply*

A DEBIT memo will be created on the customer account - see below.

Petro Data Oil *** Enter Customer Payments *** 08/15/2005							
Cust No.	KATENT KATHY ENTERPRISES			Balance	202.00		
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal Ok
1	012105	01/21/2005	02/10/2005	100.00	0.00	0.00	100.00
2	012405	01/21/2005	02/10/2005	1.00	0.00	0.00	1.00
3	R6	08/10/2005	08/10/2005	101.00	0.00	0.00	101.00

R6 (R15, R25, etc) - a sequence number beginning with 'R' is the reference number given to an unapplied reverse payment.

To verify the entries were made correctly, print a SUMMARY Cash Receipts Register for the batch, date, customer. - subtotal by CUSTOMER.

Date: 08/15/2005		Petro Data Oil		Page No.				
Time: 15:11:06		Summary Cash Receipt Report 08/15/2005		1				
		Batch Range 0 TO 99999999						
Batch	Date Paid	Ref No.	Customer No. / Customer Name	Description	Cash	Cr Card	Total	Disc
20050810	08/10/2005	569267	KATENT KATHY ENTERPRISES	Payment	51.00	50.00	101.00	
20050810	08/10/2005	569267	KATENT KATHY ENTERPRISES	Payment	-51.00	-50.00	-101.00	
20050810	08/10/2005	1	KATENT KATHY ENTERPRISES	Payment	-50.00	-51.00	-101.00	
Subtotals for KATENT			Cash	-50.00	CrCard	-51.00	Payment	-101.00

The actual reference number displays on the Cash Receipts Register.

**NOTE:** The Customer Balance at the top of the screen is recalculated when the application of the reverse payment is accepted. Do not enter regular payments while in the Negative Cash Receipt option.

**M = UNAPPLY CREDIT MEMO**

\_\_\_\_\_ If a CREDIT Card or other CREDIT transaction was applied to the wrong invoice, use this option to 'UNAPPLY' it (reverse the incorrect application).

Print a DETAIL Cash Receipts Register to help with the reversal.

Select 3 - Enter Negative Cash Receipt

Enter the customer number and scan to the screen with the applied credits. Use the 'Inv No' and/or 'Inv Date' fields for reference since the balance will

show 0.00.

Enter M and the line number of credit memo to unapply. or Q=Quit.

Petro Data Oil *** Enter Negative Payment Corrections *** 08/25/2005							
Cust No.	BLUE	BLUE FARM			Balance	15654.87	
Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal Ok
61	C29	06/04/2004	06/04/2004	0.00	0.00	0.00	0.00
62	C3081	06/04/2004	06/04/2004	0.00	0.00	0.00	0.00
63	C148	06/04/2004	06/04/2004	0.00	0.00	0.00	0.00
64	C149	06/04/2004	06/04/2004	0.00	0.00	0.00	0.00
65	C419	06/04/2004	06/04/2004	-1796.54	0.00	0.00	-1796.54
66	C420	06/04/2004	06/04/2004	-251.81	0.00	0.00	-251.81
67	C295	06/04/2004	06/04/2004	-1311.14	0.00	0.00	-1311.14
68	C7	06/04/2004	06/04/2004	-1171.14	0.00	0.00	-1171.14
69	C29	06/04/2004	06/04/2004	-2126.35	0.00	0.00	-2126.35
70	C30	06/04/2004	06/04/2004	-141.90	0.00	0.00	-141.90
71	C712	06/04/2004	06/04/2004	-2275.94	0.00	0.00	-2275.94
72	C713	06/04/2004	06/04/2004	-876.67	0.00	0.00	-876.67

Enter line #	G=GL code	F=Neg Payment	M=Unapply Cr Memo	Q=Quit
A=Pay all	S=Scan	R=Reverse entry	UNAPPLIED	0.00 M
Enter line number of credit memo to unapply.			Q=Quit 64	

Line # 64 in the example.

Enter line #	G=GL code	F=Neg Payment	M=Unapply Cr Memo	Q=Quit
A=Pay all	S=Scan	R=Reverse entry	UNAPPLIED	0.00 M
Please verify the amount to use   -1061.35				

Edit the credit amount IF the entire credit was not used in the transaction you are trying to reverse.

Select ONLY the credits and the amounts to be applied.

M - line number - verify amount  
M - line number - verify amount  
Repeat until all credits have been selected.

**Enter Line #.** Enter the line number (61) of the INVOICE. The amounts display at the bottom of the screen.

Inv Amt	Prev Pay	Disc Due
379.77	379.77	0.00

In the example, Credit memos C148 (Ln#63) and C149 (Ln#64) will be applied to invoices C3081 (Ln#62) C29 (Ln#61) C174, C64 and C63

(Ln#60, 59 and 58 - previous page).

As the CREDITS are selected, an 'A' displays under the 'Ok' column after the 'New Bal'.

As the credits are APPLIED to invoices, 'Y' displays under the 'Ok' column after the 'New Bal'.

Ln #	Inv No	Inv Date	Due Date	Balance	Payment	Discnt	New Bal	Ok
61	C29	06/04/2004	06/04/2004	0.00	-379.77	0.00	379.77	Y
62	C3081	06/04/2004	06/04/2004	0.00	-39.15	0.00	39.15	
63	C148	06/04/2004	06/04/2004	0.00	2541.69		-2541.69	A
64	C149	06/04/2004	06/04/2004	0.00	1061.35		-1061.35	A
65	C419	06/04/2004	06/04/2004	-1796.54	0.00	0.00	-1796.54	
66	C420	06/04/2004	06/04/2004	-251.81	0.00	0.00	-251.81	
67	C295	06/04/2004	06/04/2004	-1311.14	0.00	0.00	-1311.14	
68	C7	06/04/2004	06/04/2004	-1171.14	0.00	0.00	-1171.14	
69	C29	06/04/2004	06/04/2004	-2126.35	0.00	0.00	-2126.35	
70	C30	06/04/2004	06/04/2004	-141.90	0.00	0.00	-141.90	
71	C712	06/04/2004	06/04/2004	-2275.94	0.00	0.00	-2275.94	
72	C713	06/04/2004	06/04/2004	-876.67	0.00	0.00	-876.67	

Enter line #	G=GL code	P=Neg Payment	M=Unapply Cr Memo	Q=Quit
A=Pay all	S=Scan	R=Reverse entry	UNAPPLIED	-3563.89 61
Inv Amt	379.77 Prev Pay	379.77 Disc Due	0.00 Unapplied	-3563.89

The UNAPPLIED balance is displayed at the bottom of the screen with the prompts. It decreases as each invoice balance is restored.

**S = SCAN**

Scan is the selection used to view the NEXT PAGE of transactions. The scan moves forward through the pages and then returns to the first page.

Only line numbers on the current screen may be selected.

On the screen above, only lines 61 through 72 may be selected. Use the SCAN option to locate other transactions needed for the current process.

There is no limit to the number of times you may scan through the transactions. All transactions already selected during the current process will remain until Q is entered and the entire transaction updated or cancelled, or R is entered to reverse the application.

**A = PAY ALL**

Pay All is the selection used to apply a payment to the first invoices listed - usually

the oldest. All invoices are paid until the total amount of the payment has been applied. A partial payment could be made on the final invoice if there is not enough to pay it completely. Be careful if there are credit transactions in between the invoices to be paid. If in doubt, select one line at a time.

**R = REVERSE ENTRY**

Reverse Entry reverses a selected application or ALL applications on the current payment. It does NOT cancel the payment.

*Enter line number to reverse    A=for All    Blank for none*

**\*\*This option can be used for applied payments, credit cards, or when just applying credits. If A is selected all applications on all pages will be ‘unapplied’. Try it.\*\***

**G = GL CODE**

GL Codes can be changed either by changing the link code or one of the GL accounts such as the bank account. Changes do NOT permanently change the account in the link code.

The change must be made BEFORE the payment is updated. Accounts display at the bottom of the payment screen.

Once a change is made, all subsequent payments in the batch will have the new accounts until a different link code or account numbers are entered.

**4 PRINT CASH RECEIPT SLIPS**

This option prints cash receipt slips by batch for an entire batch. The receipts can be mailed or faxed to customers.

**Menu Select:**

From the Cash Receipts submenu, select 4 - *Print Cash Receipt Slips*.

**Output to:    S = Screen    P = Printer    F = Text File    Q = Quit**



F3	F7-Start Over	F8-Quit
----	---------------	---------

Petro Data Oil \*\*\* Print Cash Receipt Slips \*\*\* 09/09/2005

Display report on screen

Enter batch number to print 20050831

Type: 1=Payments      2=Cash Sales      3=CrCard      4=Omit CrCrd      5=All 1

Is everything ok? (Y/N/P=Printer/Q=Quit) Y

Enter the **Batch number** to print.

Select the **Type** of transactions to be included on the Receipts.

C a s h   R e c e i p t   S l i p	
Custno:KATENT KATHY ENTERPRISES 12311 WETMORE SAN ANTONIO TX 78247	
Transaction type	Payment
Receipt Date	08/10/2005
Reference	569267
Batch Number	20050810
Cash	51.00
Credit Card	50.00
Total Payment	101.00

## 5 CHECK CASH RECEIPTS AGAINST LEDGER

This selection compares the cash receipt detail against the General Ledger transactions.

**Menu Select:**

From the Cash Receipts submenu, select 5 - *Check Cash Receipts Against Ledger*.

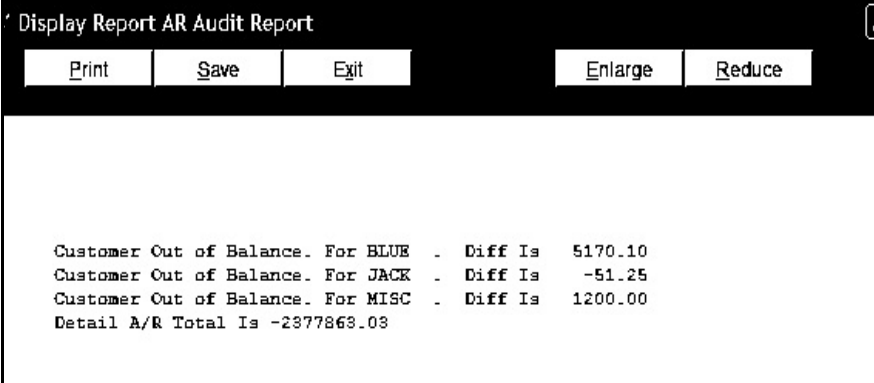
The process begins immediately.

```

Petro Data Oil *** A/R AUDIT CHECK *** 09/09/2005
Standby While the File is Being Sorted
Standby While the Computer Checks for Out of Balance Customers

```

If errors are found, they are displayed on the screen.



The screenshot shows a window titled "Display Report AR Audit Report" with a menu bar containing "Print", "Save", "Exit", "Enlarge", and "Reduce". The main content area displays the following text:

```

Customer Out of Balance. For BLUE . Diff Is 5170.10
Customer Out of Balance. For JACK . Diff Is -51.25
Customer Out of Balance. For MISC . Diff Is 1200.00
Detail A/R Total Is -2377863.03

```

After the process is complete the Accounts Receivable Main Menu displays.

Correcting 'Customer Out of Balance' errors is done through Reports, Option 11 - AR Out of Balance Report.

If the link file is incorrect, use Option R - *Release to GL Link File*, Option 5 - *Fix/Check GL Distribution File*.

## B CHANGE BATCH NUMBERS

This option allows you to go from one Cash Receipt Batch to another without returning to the Main AR Menu. If you are entering cash receipts for more than one day, using this option will be a little more efficient. You may also check the batch totals for other batches.

This feature will NOT change the batch number on an updated cash receipt transaction. Use the 'Enter Negative Cash Receipt' option to reverse a payment that was entered in the wrong batch.

**Menu Select:**

From the Cash Receipt submenu, select *B - Change Batch Numbers*.

Petro Data Oil *** Cash Receipt Entry *** 09/09/2005
Cash receipt date  09/09/2005

Enter the new date, batch number and link code.

## F CHANGE FUTURE BATCH STATUS

This option is ONLY for DRAFT or CREDIT CARD batches.

Regular Cash Receipt batches may not be changed.

If AR is closed before a batch of Drafts or Credit Cards that has been marked as FUTURE can be updated, use this option to change it to a Current batch.

### Menu Select:

From the Cash Receipt submenu, select *F - Change Future Batch Status*.

Petro Data Oil *** Change Future Batch Status *** 09/09/2005
This program changes the FUTURE status of a batch
1=Change to Future Batch    2=Change to Current Batch    Q=Quit    2
Type of Batch:    D=Unposted Draft    C=Unposted Credit Card    C
Enter batch number to change    20050902
Ready to change? (Y/N/Q)    Y

f:\myfiles\docAR\AR2CR.wpd (09/19/05)