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How Do You Add a Check in Cash Receipts? - Accrual

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Cash Receipt Options

When entering Cash Receipts and Adjustments, you may change the Unit # and the Bank G/L #. If you do not have multiple Units or bank accounts, no changes are necessary. Enter the date of the bank deposit. This date will print on the top of the daily deposit report and be reflected in customer history.

There are three sort options for the journal:

1. Order of entry
2. Customer #
3. Customer name

When you enter cash receipts we recommend sorting by Order of entry. This allows printing or viewing of the preview journal in the order of input, giving you a chance to check your work. This option box appears again after you click Finish and the sort option should be changed to customer name or number for future reference. After clicking Ok, you are now ready to start entering your cash receipts.

Note: *When lookup is available for a field, a magnifying glass is displayed to the right of the field.*

Choose either option below to select your customer:
1. Click the magnifying glass
2. Press the F2 key on your keyboard while your cursor is in that field.

Types of Receipts

Customer & Non-Customer checks

Customer Checks

1. Enter the customer number or look it up. There are five methods of lookup: Customer name, Customer #, Customer zip code, Customer OE/Mlg

contact or A/R invoice number. Once you have chosen the correct customer, click Add cust ck.

2. Enter the Check #and Chk amt. Buttons at the bottom of the screen give you the following options.

Payment Options

Inv full

There are two ways to pay an invoice in full:
1. Highlight the line that you want to pay and click the Inv Full button, which puts a check mark in the paid field on that line and enters the Amt due in the Amt paid field.
2. You can achieve the same results by clicking the Paid box to the left of the Invoice # field.

Inv edit

Use this button to record a partial payment and/or an adjustment.

Pay all

Use this button if the customer check is paying all open invoices.

Unpay all

Use this button to unpay all invoices that have been marked as paid.

Ord dep

Use this button to record a deposit to an unwritten/unbilled order (Fig 4).

Unwritten Order

These are orders not yet entered in Order Entry. This entry will create an order number for the deposit, creating an "incomplete" order record. When you go into Order Entry, you can finish entering the new order and the deposit will appear on the order acknowledgment and office copy. Once the order is invoiced, it will appear on the invoice.

Unbilled Order

These are orders already entered in Order Entry. Enter a valid order number for the deposit. Once the order is invoiced, it will appear on the invoice.

Billed Order

A deposit may be applied to a Bill Only or a billed order as long as the invoice has not been printed. The
deposit amount will print on the invoice.

Non-A/R

Use this button if the customer's payment includes something that was not invoiced and does not pertain to an order. Click the Add button, enter the G/L #, G/L amt. and Reason. This G/L # should never be the Cash in Bank account number. Click Ok and add another entry or click Cancel. The entries may be edited or deleted. If the entries are correct, click Ok.

On acct

Use this button to post the payment "on account" instead of to an order or invoice number. The amount will appear as a line with zero invoice and order number. Use this button if you are unsure what the customer is paying. You can research and apply it correctly later.

Mult cust

Use this button when the original check should be applied to more than one customer. After posting payments, deposits and credits to the first customer, click this button. Enter or lookup the next customer number and click Ok. Enter the payments, deposits and credits for this customer. You can continue to change customer number until the "available" balance is zero.

Invoice Notes

Invoice notes can be used to document any correspondence/conversations with the customer. An invoice with an invoice note will have an asterisk (*) in the note field. Invoice notes can be displayed or printed on the Customer Open Invoice and Aging Reports.

Non-Customer Checks

Use the Non-cust ck button to enter payments that are unrelated to your customers. You must enter the Check #, Check amt, G/L # and Reason. If the payment should be distributed to more than one G/L #, the Check # will be entered for each G/L # and the check amount split between the G/L #'s. This G/L # should never be the Cash in Bank account number. Examples include a refund or rebate check from a vendor.