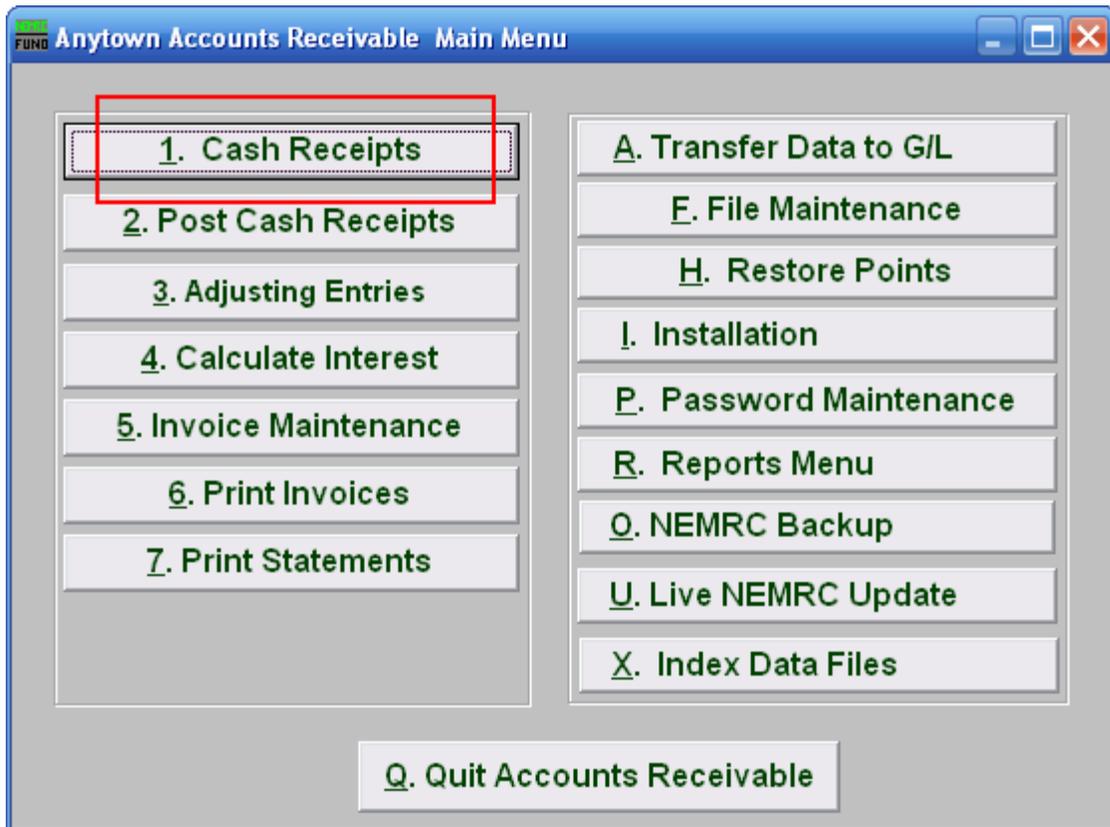


Accounts Receivable

1. Cash Receipts



Click on “1. Cash Receipts” from the Main Menu and the following window will appear:

Accounts Receivable

Receipts

The screenshot shows a window titled 'Receipts' with a blue title bar. Below the title bar, there is a red rectangular box highlighting the search section. This section includes a 'Customer' field with a 'Find' button, and a 'Name' field with a 'Find' button. Above the 'Customer' field, there is a prompt 'Press F4 to Recall BR-' and a small 'BR-' field. Below the search section, there are fields for 'Check #', 'Amount' (0.00), 'Deposit #' (499.0), and 'Date Received' (09/07/2007). A note next to the Amount field says '(Credit will be in Cash Distribution!)'. At the bottom, there is a 'Cancel' button.

1. Find the Customer you are seeking. For more information about finding Customers, refer to AR GENERAL ACCOUNT LOOKUPS.

Receipts

If there is nothing due for the customer you chose, a window will appear explaining that there is nothing due, and asking if you still wish to continue. Click “Yes” to continue, or click “No” to return to the first Cash Receipts menu. If the customer does have a balance due, or you click “Yes,” then you the following window appears:

The screenshot shows the 'Receipts' window with the following data entered: 'Customer' is 'DEV', 'Name' is 'DEVIK WYMAN', 'Check #' is '1', 'Amount' is '1,012.36', 'Deposit #' is '499.0', and 'Date Received' is '09/07/2007'. The note '(Credit will be in Cash Distribution!)' is present. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Cash Distribution'. Red numbers 1 through 7 are overlaid on the form to indicate the steps described in the following list.

1. **Check #:** Enter the check number or “cash” to reflect the method of payment. Cash verses check payments will sub-total on the cash receipts report.
2. **Amount:** Enter the actual amount of the payment collected.

Accounts Receivable

3. **Deposit #:** The system tracks groups of payments by deposit number. Enter the deposit number to accumulate payments for deposit reporting.
4. **Date Received:** Enter the date of payment or date for deposit consistently.
5. **Cash Distribution:** Click this button to manually adjust the distribution of payment when it is not a full payment.
6. **OK:** Click “OK” to save and return to the previous screen.
7. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

