

Cash Receipts

Processing Payments

- 1. Go to “5. Load Balances Due” off the Main Menu.**
- 2. Record cash deposit activity.**
 - Go to “1. Post Transactions” off the Main Menu.
 - To turn on the ability to scan/enter a bill number, go to “I. Installation” off the Main Menu.
 - After selecting a customer you may choose “View Balances” to check the balances as of the last loading (from step **1**).
- 3. To cash out in the morning.**
 - Go to “R. Reports Menu,” and choose “1. Cash Receipt Journal.”
 - This report should be run to match your recording method; date, deposit number, work station ID can all be method types of reporting.
 - To reverse an entry from the report, use “3. Reverse Transactions” from the Main Menu.
 - To post an entry that is missing return to step **2**.
 - Continue on only after balancing cash and checks.
- 4. Transfer data from Cash Receipts to other modules.**
 - Transfer to G/L, T/A, U/B, A/R using Main Menu items 6 through 9.
 - Confirm that the debit to the cash account matches the total deposit being made.
 - A report will print after each transfer.
 - The report totals should match cash code totals that they relate to.
 - The G/L clearing accounts should be credits that match T/A, U/B, A/R.
 - Exit Cash Receipts.
- 5. Enter Tax Administration to receive the data from CR**
 - The deposit number to use will be pre-defined.
 - Accept the transfer and print the report.
 - The amount should match in total that was sent.
 - Choose “2. Post Cash Receipts” from Tax Administration Main Menu to post the deposit.
 - **Do not** print the deposit slip.
 - Choose “A. Transfer to GL” from Tax Administration Main Menu.
 - A report will print.
 - Exit Tax Administration.
- 6. Enter Utility Billing to receive the data from CR**
 - Change the remittance number to “cash” if it is not already.
 - Accept the transfer and print the report.
 - The amount should match in total what was sent.
 - Choose option “A. Transfer to General Ledger” off the Utility Billing Main Menu.
 - A report will print.
 - Exit Utility Billing.

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7. Enter Accounts Receivable to receive the data from CR

1. The deposit number to use will be pre-defined.
2. Accept the transfer and print the report.
3. The amount should match in total what was sent.
4. Choose option “2. Post Cash Receipts” from the Accounts Receivable Main Menu to post the deposit.
5. **Do not** print the deposit slip.
6. Choose “A. Transfer Data to G/L” from the Accounts Receivable Main Menu.
7. A report will print.
8. Exit Accounts Receivable.

8. All transfers from A/R, U/B, T/A (to G/L) may include other activity, including...

- Interest added to custom accounts.
- Penalty added to custom accounts.
- New billing added to customer accounts.
- Adjustments made to customer accounts.
- Cash posted electronically from the bank lock box.
- It is important that the G/L clearing account’s Debits are equal to the cash sent to each module. If not, determine what happened.

Common reasons not to match include:

- Cash posted directly in the module A/R, U/B or T/A.
- NSF cash backed out of the module A/R, U/B or T/A.
- Manipulation of credits in or between modules.
- A G/L entry is required to adjust cash with the clearing account.