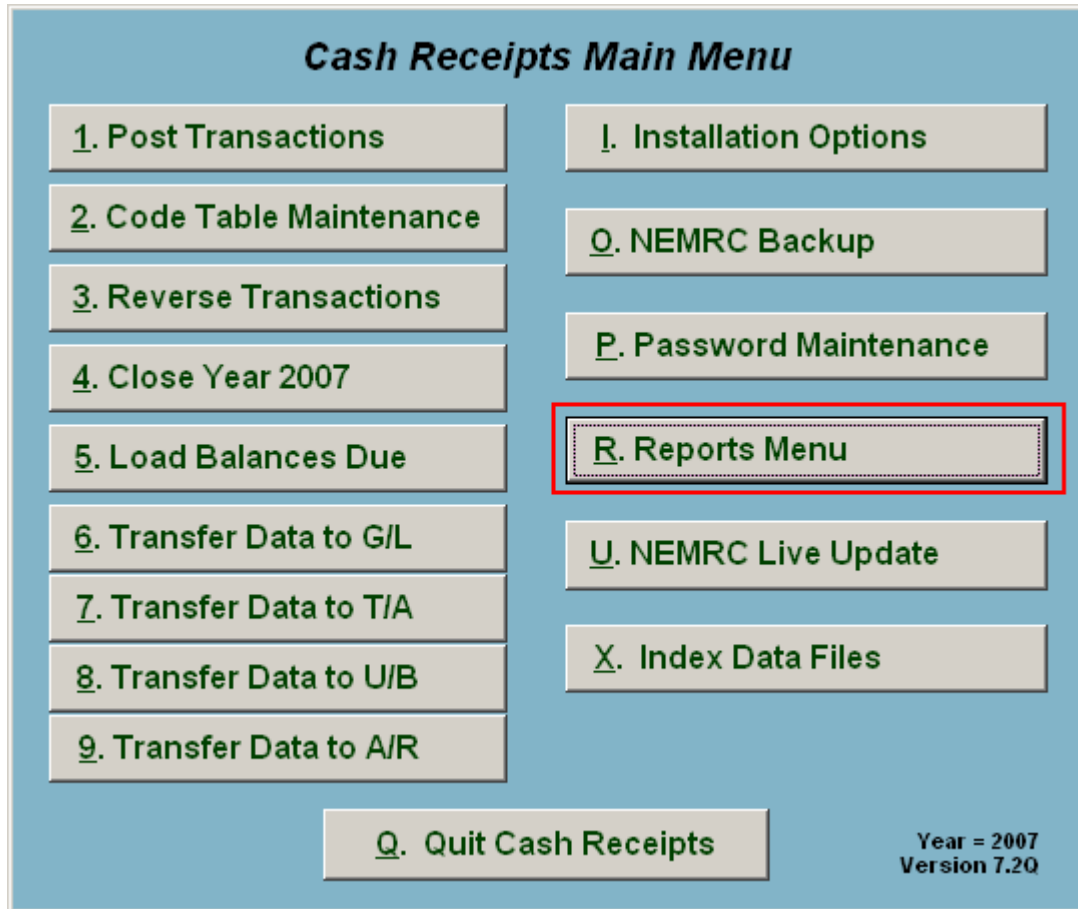


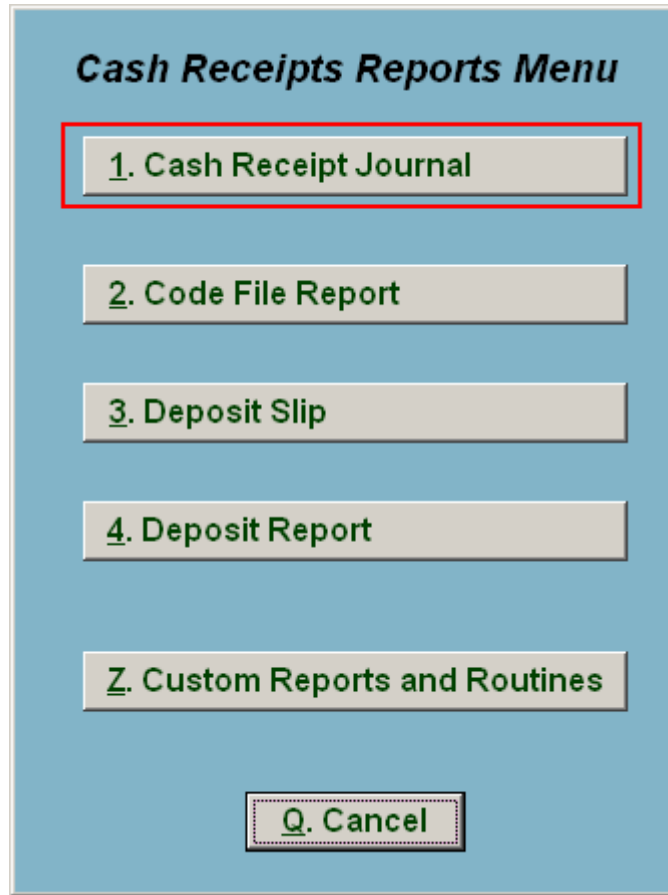
# Cash Receipts

## R. Reports Menu: 1. Cash Receipt Journal



Click on "R. Reports Menu" from the Main Menu and the following window will appear:

## Cash Receipts



Click on "1. Cash Receipt Journal" from the Reports Menu and the following window will appear:

# Cash Receipts

## Cash Receipt Journal

- 1. All dates OR Date range:** Choose whether this report will be on All Cash Receipt dates, or a Range of Cash Receipt dates.
- 2. Cash receipt date range: (blanks for all):** If you chose “Date range” these fields become available. Enter the starting and ending date range to use, or leave blank for All dates.
- 3. All deposit numbers OR Deposit number range:** Choose whether this report will be for All deposit numbers, or a Range of Deposit numbers.
- 4. Deposit number range:** If you chose “Deposit number range” these fields become available. Enter the starting and ending deposit numbers, or leave as zeroes for All deposit numbers.

## Cash Receipts

- 5. All codes OR Range of codes:** Choose whether this report will be for All Codes, or a Range of Codes.
- 6. Code range: (blanks for all):** If you chose “Range of codes” these fields become available. Enter the starting and ending codes to use, or leave blank for All codes.
- 7. Include voided items:** Voided items will be reflected as both recorded and reversed on the report and thus net to a zero value.
- 8. General Ledger entity:** Select the general ledger group to report on from the drop down list.
- 9. No transaction detail OR Summarize Transactions OR Complete transaction:** Each option expands the amount of detail to report. The first prints a summary totals only. The second will net the total cash transaction by customer. The last will show every code entry by customer.
- 10. Include GL accounts:** Check this box to show what account was credited during the posting of cash transaction. This is only valid with the “Complete Transaction” option from item **9**.
- 11. GL account summary page:** Check this box to have the system report totals by General Ledger credit account in summary at the end.
- 12. No Code OR Code summary:** Determine if you want a page summarizing by cash code the amounts recorded.
- 13. Display report in the following order:** Select what order you would like the report to print.
- 14. Display receipts with the following status:** The default is to report all activity. You may check or un-check each box to narrow your report to items you are seeking to report on.
- 15. PreView:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 16. Print:** Click this button to print this report. Refer to GENERAL PRINTING for more information.
- 17. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 18. Cancel:** Click “Cancel” to cancel and return to the previous screen.