

AR.020.020 – CREATING A CASH RECEIPT

Purpose	<ul style="list-style-type: none"> To create a cash receipt.
Description	<p>A cash receipt is created to record a payment received from a customer. When entering a cash receipt, users have the option of assigning the payment a specific item, or as miscellaneous. This topic demonstrates assigning the payment a specific item. The Creating a Cash Receipt by Direct Journal demonstrates designating the payment as miscellaneous cash.</p>
Security Role	BOR_AR_APPLY_PMTS
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a cash receipt for \$250 for customer Joseph Simpson. After entering general information such as the amount and bank account number, you will identify Joseph Simpson as the customer and assign the receipt to a specific Item ID.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon
3.	Click the Accounts Receivable link.
4.	Click the Payments link.
5.	Click the Online Payments link.
6.	Click the Regular Deposit link.
7.	Click the Add a New Value tab to add a new deposit.
8.	Enter the user's institution's Business Unit ID in the Deposit Unit field. For this exercise, enter " 27000 " in the Deposit Unit field.
9.	When adding a new deposit, the Deposit ID field is populated with NEXT - do not change this, just click Add.
10.	Click the Add button.
11.	Enter your institution's Bank Code for where you will deposit this money - either directly into the field or use the look-up prompt. For this exercise, enter " MBOPR " in the Bank Code field.
12.	Enter your institution's Bank Account for where you will deposit the money - either directly into the field or use the look-up prompt. For this exercise, click the Look up Bank Account button.
13.	Select the applicable value in the Bank Account column.
14.	Use the Deposit Type field to specify the code for the payments for which the deposit is made. In this example, the deposit is made for customer receipts.
15.	Enter the total dollar amount of the deposit in the Control Total Amount field. For this exercise, enter " 250.00 " in the Control Total Amount field.

Step	Action
16.	Enter the number of payments which make up the Control Total Amount in the Count field. For this exercise, enter " 1 " in the Count field.
17.	The Entered Total Amount and the Difference Amount fields display the amount and count of the payments that users have entered and the difference between the payments entered and the control totals. If the control and entered totals and count are not the same, users cannot apply any of the payments. Balancing these control totals is a necessary first step in payment application.
18.	The Posted Total Amount and Journalled Total Amount fields display the amount and count of payments that are applied and posted, or directly journalled.
19.	Verify the default information in the Control Data fields: Received , Entered , and Assigned . Update these fields if needed.
20.	Click the Payments tab.
21.	Notice that the status of the field Balance shows Not Balanced , which is the status for the deposit. When the amount total and number of entered payments equals the control amount and count from the Regular Deposit - Totals page, the status changes from Not Balanced to Balanced.
22.	Enter the Payment ID . This may be a check number, invoice number, etc. For this exercise, enter " 9371413 " in the Payment ID field.
23.	Enter the Amount of the payment. For this exercise, enter " 250.00 " in the Amount field.
24.	Enter " USD " in the Currency field.
25.	At this time, GeorgiaFIRST institutions do not use the Payment Predictor functionality. This box should not be checked.

Step	Action
26.	<p>The Journal Directly box should be selected if users wish for the payment to be handled as miscellaneous cash received rather than applied to items/customers. Payments to be directly journalled cannot be processed in payment worksheets and do not go through the Receivable Update process.</p> <p>For more information on how to use the Direct Journal functionality, see business process AR.020.030 – Creating a Cash Receipt by Direct Journal.</p> <p>For this exercise, users will apply a payment to a customer, so the journal directly checkbox should not be selected.</p>
27.	Click the Payment Method list.
28.	<p>Select the appropriate value from the dropdown box to indicate how users received this payment.</p> <p>For this exercise, click the Check list item.</p>
29.	Now users need to apply this payment to a customer.
30.	Click the Look up Customer ID button.
31.	Select the correct customer from the Customer ID list.
32.	Use the Reference Information section to tie this payment to a specific item. This section is optional.
33.	<p>The Qual Code field (qualifier code) can be used to select the type of reference information to use to identify the item, such as document, purchase order, or item.</p> <p>Click the Qual Code button.</p>
34.	Click an entry in the Description column.
35.	Click the Reference button.
36.	<p>From this page users can select the appropriate item to associate with this payment.</p> <p>Click an entry in the Item ID column.</p>
37.	As an alternative, users can click the Detail References link to open the Detail Reference Information page, where users create deductions, pay or write off all or part of an item, and create on-account payments or prepayments.
38.	<p>If users need to add another payment, user can click the Add button near the top right corner of the page.</p> <p>For this example, we only had one payment to enter.</p>

Step	Action
39.	The status should be Balanced whenever the payments equal the control amounts entered on the Totals tab.
40.	Click the Save button.