
AR.020.030 – CREATING A CASH RECEIPT BY DIRECT JOURNAL

Purpose	<ul style="list-style-type: none"> To enter a Cash Receipt by Direct Journal. To explain the difference between entering a Cash Receipt and entering a Cash Receipt by Direct Journal.
Description	<p>This process is identical to a previous topic Creating a Cash Receipt, except that the Journal Directly field is checked to indicate the payment should be handled as miscellaneous cash received rather than applied to a specific item. These payments cannot be processed in payment worksheets and do not go through the Receivable Update process.</p>
Security Role	BOR_AR_APPLY_PMTS
Dependencies/ Constraints	None
Additional Information	<ul style="list-style-type: none"> Cash receipts are entered in the system to record payments received from customers. Creating a cash receipt by direct journal requires checking the Journal Direct checkbox.

Procedure

Below are step by step instructions on how to create a will create a cash receipt for \$450. Users will click the Journal Directly checkbox to indicate this payment should be applied to miscellaneous cash. You will not specify a customer or 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.
8.	Enter " 27000 " in the Deposit Unit field.
9.	Click the Add button.
10.	Enter " MBOPR " in the Bank Code field.
11.	Click the Look up Bank Account (Alt+5) button.
12.	Click an entry in the Bank Account column.
13.	Enter " 450.00 " in the Control Total Amount field.
14.	Enter " 1 " in the Count field.
15.	Click the Payments tab.
16.	Enter " 9357412 " in the Payment ID field.
17.	Enter " 450.00 " in the Amount field.
18.	Enter " USD " in the Currency field.
19.	Click the Journal Directly checkbox.
20.	Select the Payment Method . For this example "Check" is selected.
21.	Click the Save button.
22.	Click the Totals tab.