CASH RECEIPT PROCESSING

1. Cash Receipt Entry
	1. Batch screen comes up
	2. Click on Batch # and fill in the Description, write down this batch number then click on “Use This Batch”.
	3. Enter your Receipt No (Start with your location number and 001).
	4. Make sure the “bank number field” is your bank
	5. Tab to “Check” field and enter check amount or “Cash” amount (it can also be both check and cash.
	6. Tab to “Customer Name” and type in who is giving you the money (If you have a “Customer” that you use regularly, set them up as a Customer (see how to set up a Customer below).
	7. Tab to account number and key in or select the right account.
	8. Tab to amount and enter (the cash account that it will debit will populate in that field. This is your checking account). Key in a description with the check number.
	9. If you have a check and cash included in the same receipt and you want it to be a separate entry on your cash reports, key the check in one line item and cash in another line item.
	10. (Option) – Print Receipt by clicking the “Print Receipt” field in the upper right hand corner.
	11. Save and enter next receipt.
	12. When you have entered all receipts for your deposit, click twice on the “Batch” icon in the top left had corner. Check to make sure every receipt has your bank number on it then close the entry screen.
	13. Click “Print Cash Receipt Edit List” from menu.
	14. Enter the batch number (this is why you write it down) in the Beginning Batch No and Ending Batch No and Submit.
	15. Print this report.
	16. The total of this report should be the total of your bank deposit.
	17. If you need to edit a receipt before you post, follow #2.
	18. Click on Post Cash Receipts on the menu.
	19. Choose the batch to post and click “Post” at the bottom of the screen.
2. Edit or add Receipts before Posting
	1. Go into Cash Receipt Entry
	2. Choose the same batch
	3. Click on binoculars twice which will populate your receipts in that batch.
	4. If you need to edit a receipt, use the arrows to scroll through and find the receipt, edit and save.
	5. If you need to add more receipts, click on the + icon and enter more receipts.
3. Lost Batch
	1. If you go to post your batch and it isn’t listed, go into “Reset Active Batch” on menu and click on binoculars – find your batch and reset
	2. Run the Cash Edit List again then post
4. Customer Master
	1. If you receive money from a regular customer click on the “Customer Master” in the menu
	2. Click on Customer No which will assign it a number
	3. Fill in the Customer Name (the mailing name is optional)
	4. Choose “Address Type” as Primary and save
	5. This customer will now show up with the “Drop Down Menu” in Cash Receipt Entry. Note: You will be able to see all the schools and district customers so make sure you give it a descriptive name. If it’s just “Students” put your location on it (example BRHS Students)