CR - Receipt Creation, Reporting, Posting, & Deposit Creation

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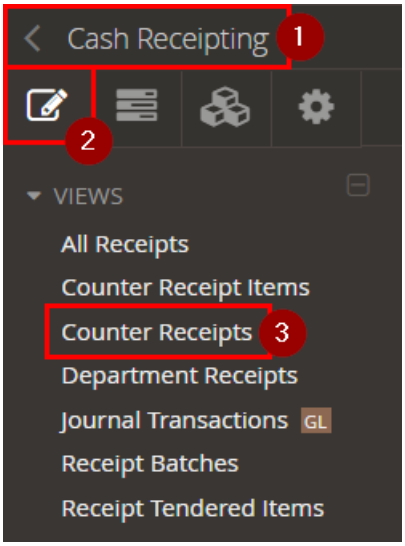
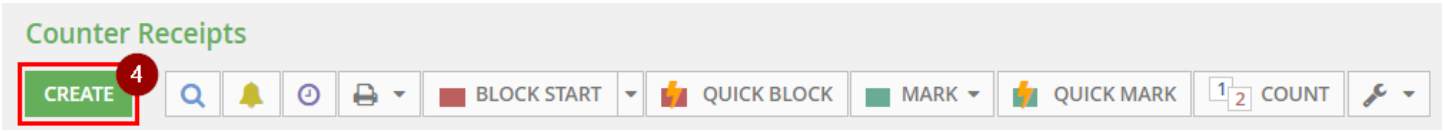
Enabling Quick Receipt Entry Mode

- Quick Receipt Entry Mode will update the Counter Receipt Record View to clear the receipt off the screen to immediately allow you to enter another receipt. To enable this, follow the steps below:

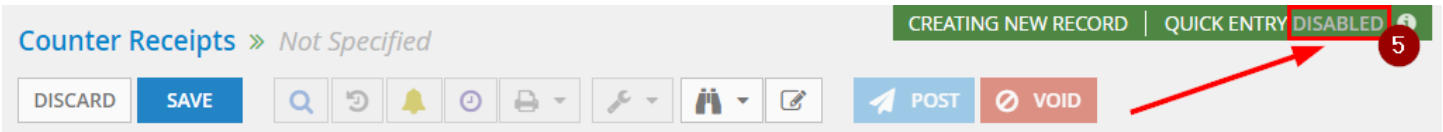
1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'Counter Receipts'.



4. Click 'Create' in the Toolbar.



5. Click the 'DISABLED' hyperlink towards the top of the screen.

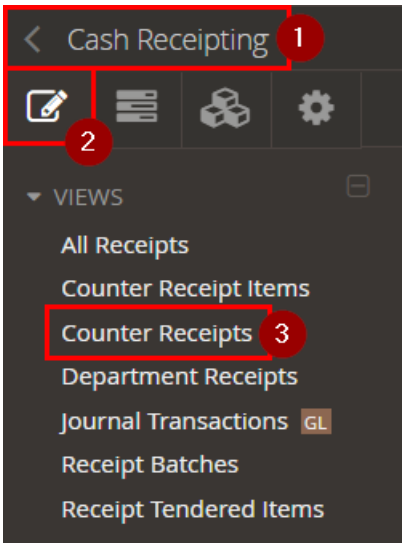


6. Verify the hyperlink is now set to 'ENABLED'.

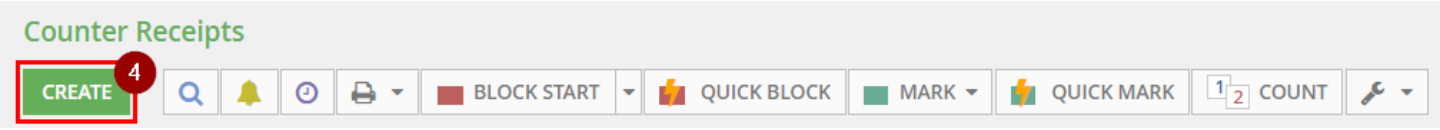
Creating a Counter Receipt

Creating VIA Barcode Scanner

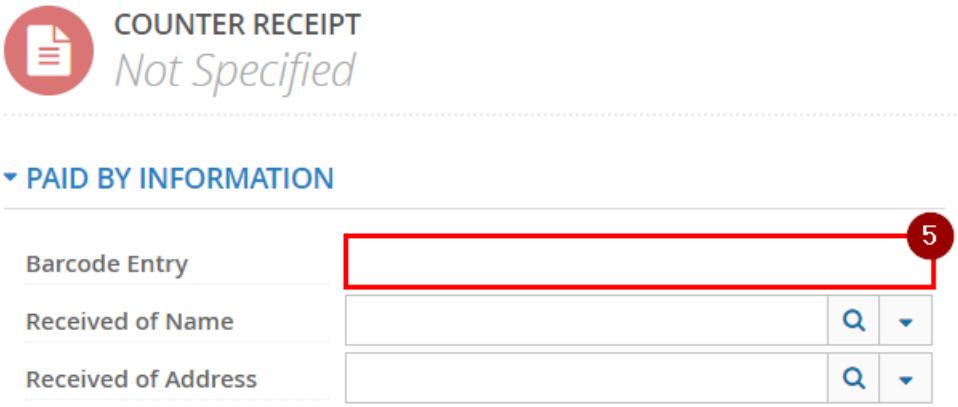
1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'Counter Receipts'.



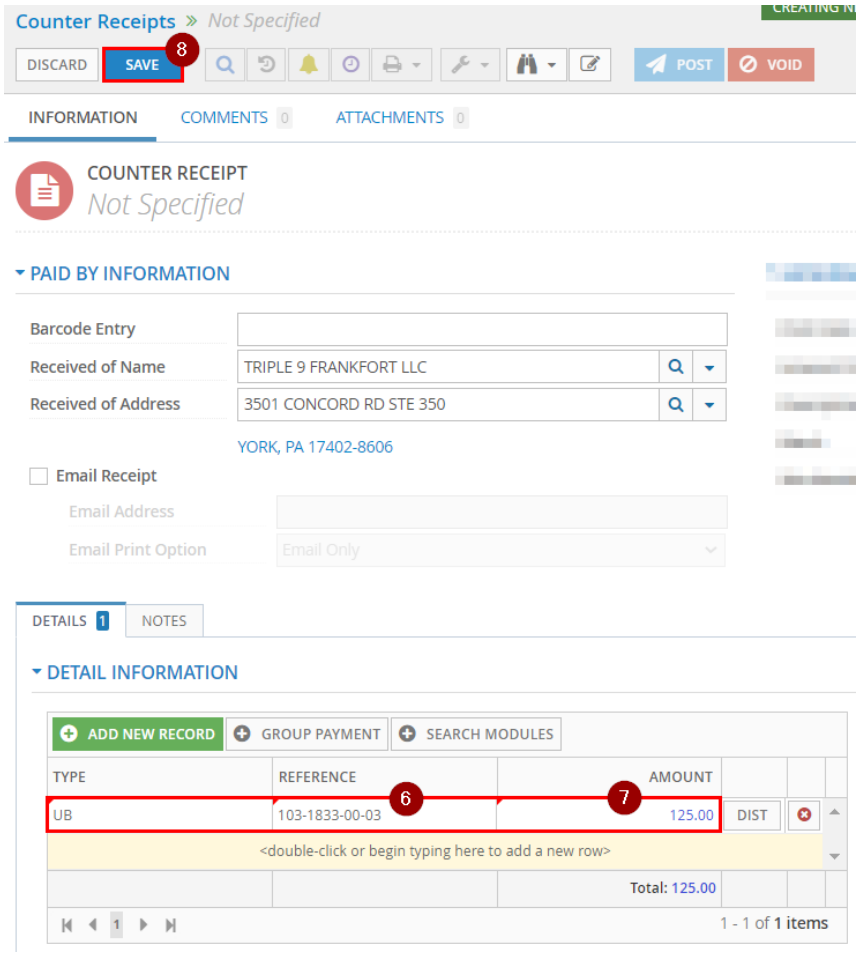
4. Click 'Create' in the Toolbar.



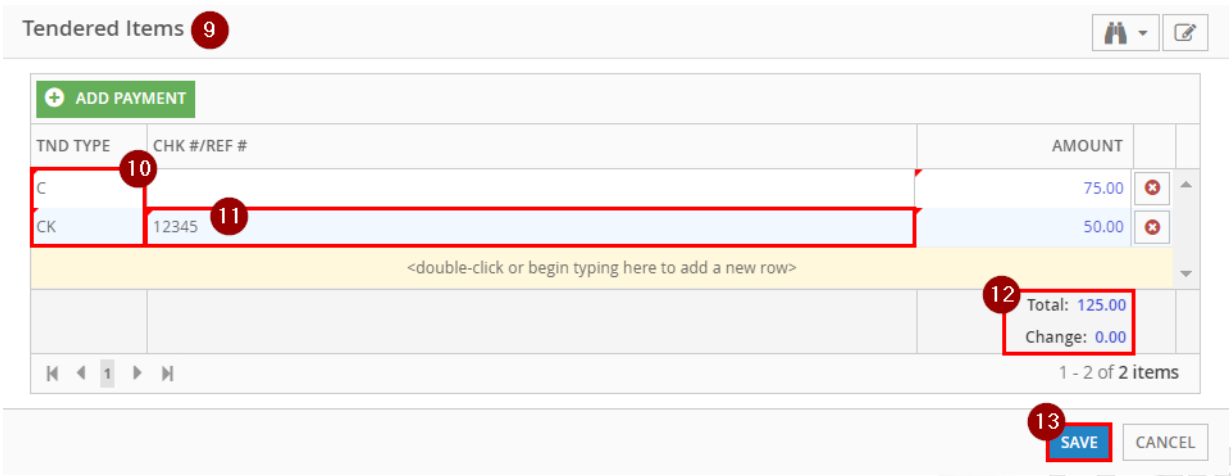
5. Verify/Click in the 'Barcode Entry' field and then scan the barcode.



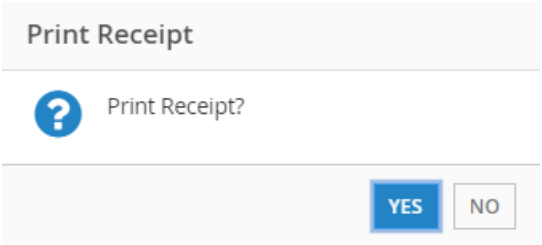
6. A line item will then populate into the Detail Information Grid Control with the values from the barcode (e.g. Receipt Item Type, Reference, Received of Name, and Received of Address).
7. Verify the amount the customer is paying is the correct in the 'Amount' Column'.
8. Click 'Save'.



9. The 'Tender Items' modal window should then display.
10. Enter the tender type(s) into the 'TND Type' column based on how the customer is paying.
11. Enter the Check Number into the 'CHK #/ REF #' column (if applicable).
12. Verify the Total/Change Amount.
13. Click 'Save'



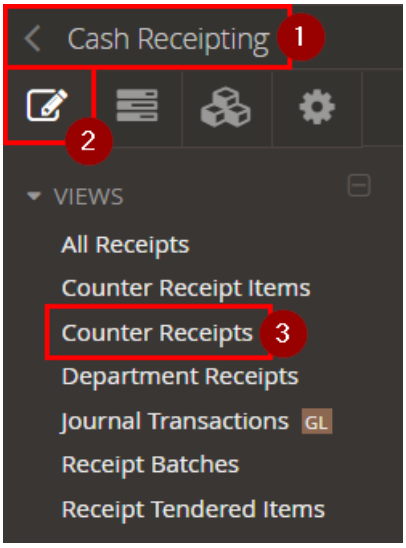
14. A Modal Window will then be displayed with a message asking if you'd like to print a receipt. Click 'YES' or 'NO' accordingly.



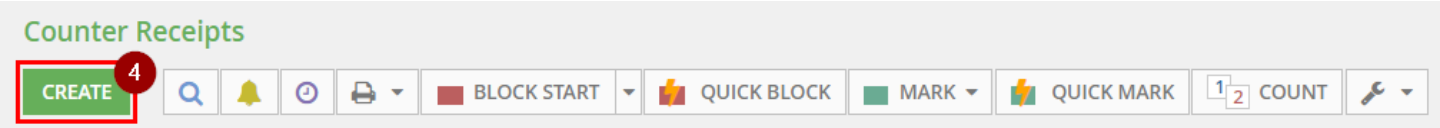
15. Validate the Receipt Items or Tender Items accordingly (if applicable).

Creating a Counter Receipt Manually

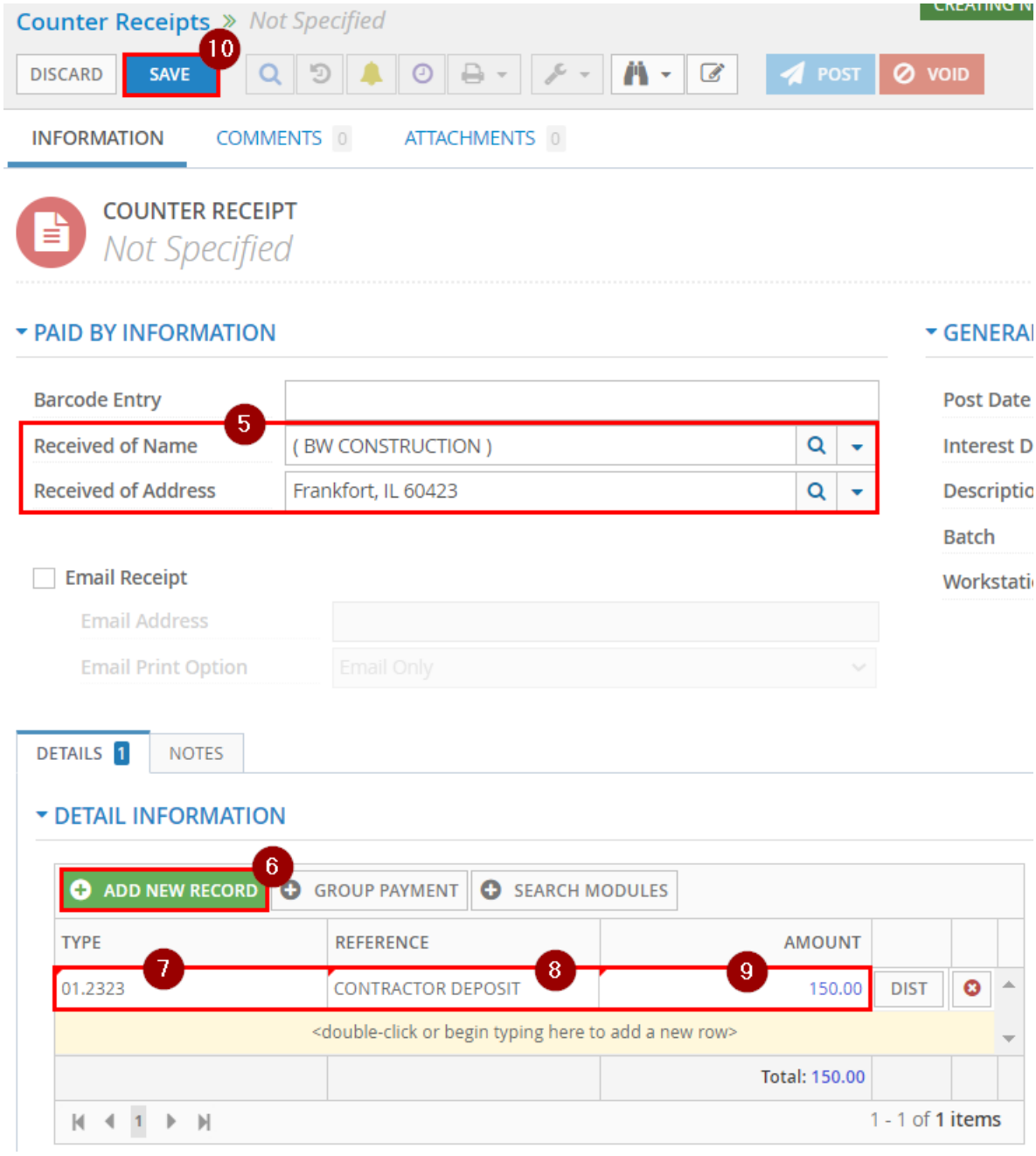
1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'Counter Receipts'.



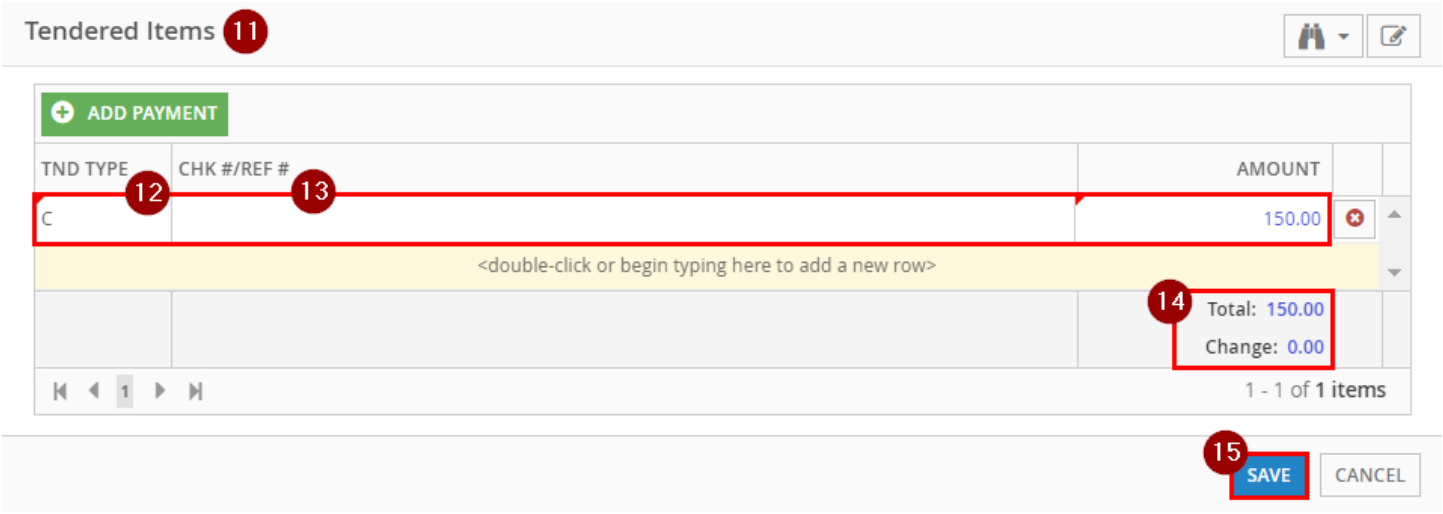
4. Click 'Create' in the Toolbar.



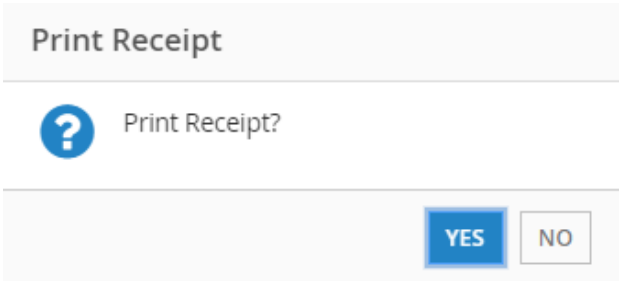
5. Enter a value into the 'Received of Name' field and the 'Received of Address' field (if applicable).
6. Click 'Add New Record' to add an item onto the Receipt.
7. Enter a value into the 'Type' field or click the magnifying glass to see all the available options.
8. Enter a value into the 'Reference' field (if applicable).
9. Enter an amount into the 'Amount' field.
    - Repeat steps 6 – 9 to add another item onto the Receipt.
10. Click 'Save'.



11. The ‘Tender Items’ window should then display.
12. Enter the appropriate tender type(s) based on how the customer is paying.
13. Enter the Check Number into the ‘CHK#/REF #’ column (if applicable).
14. Verify the Total/Change amount.
15. Click ‘Save’.



16. A window will then be displayed with a message asking if you’d like to print a receipt. Click ‘YES’ or ‘NO’ accordingly.

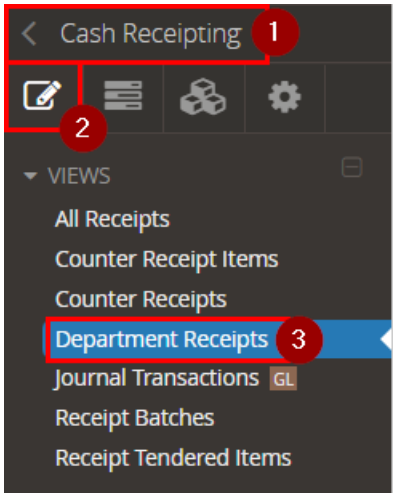


17. Validate the Receipt Items or Tender Items accordingly (if applicable).

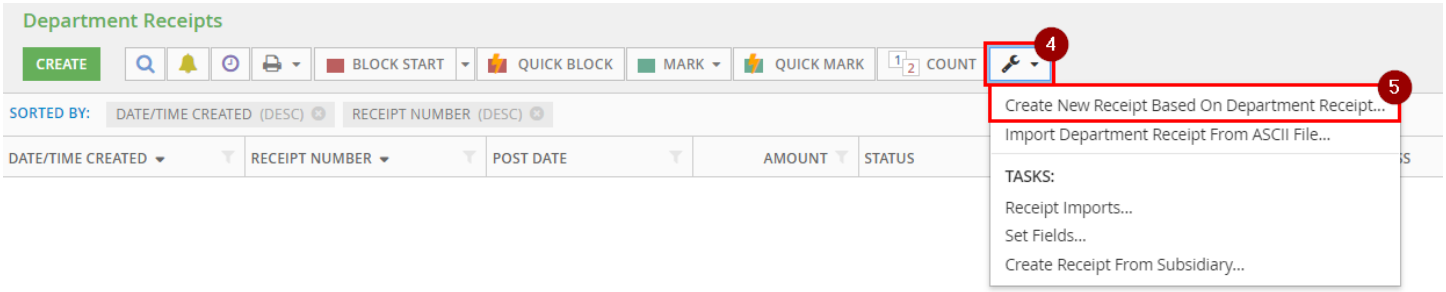
Creating a Department Receipt

Creating Based on a Template

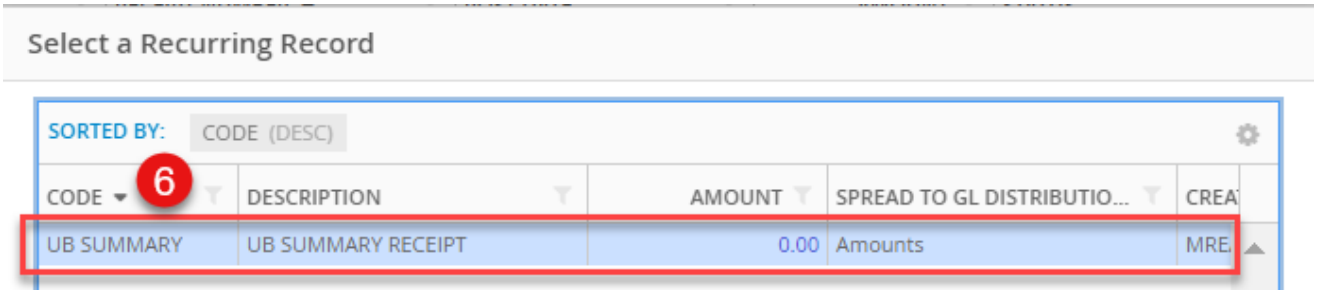
1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'Department Receipts'.



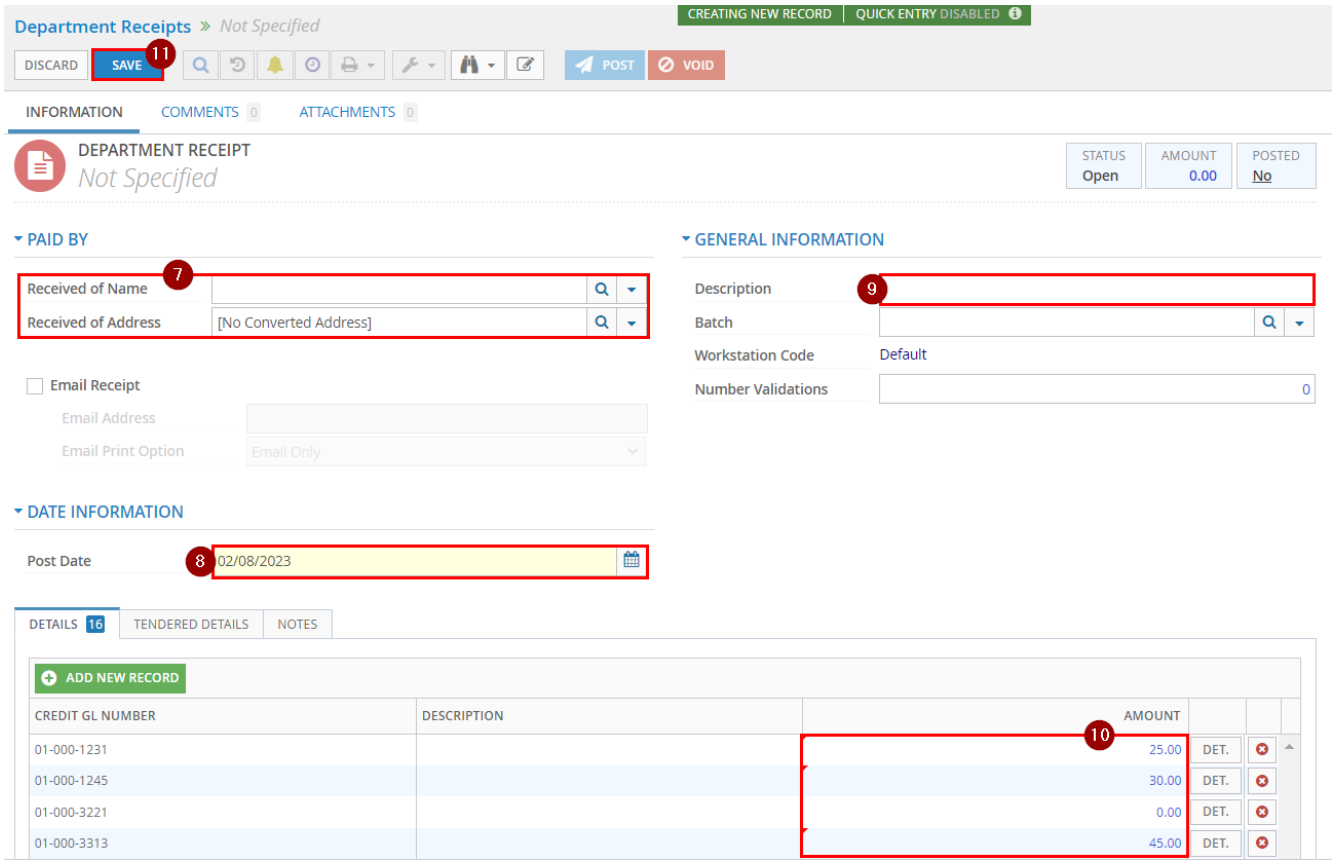
4. Click on the Tools Icon.
5. Click on the 'Create New Receipt Based on the Department Receipt' option.



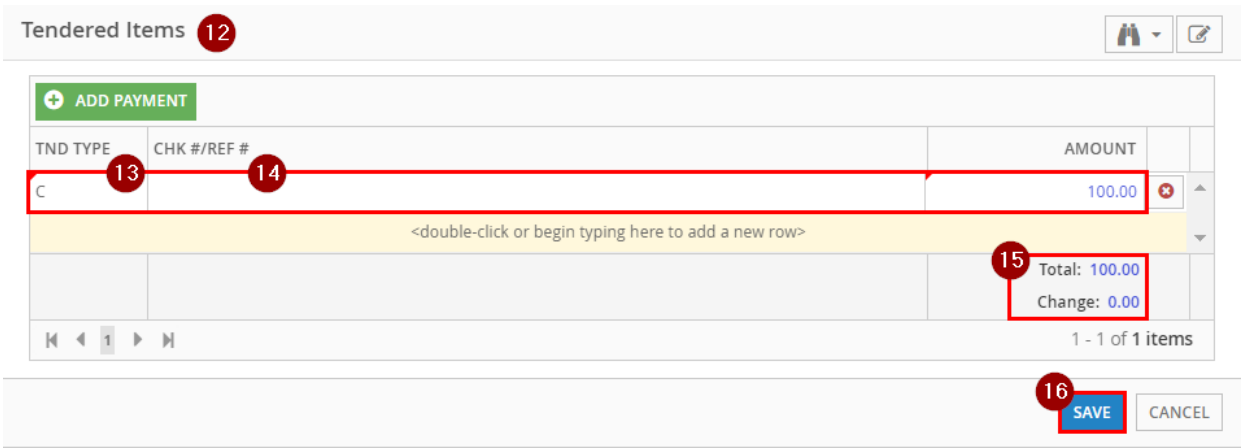
6. Select one of the Templates.



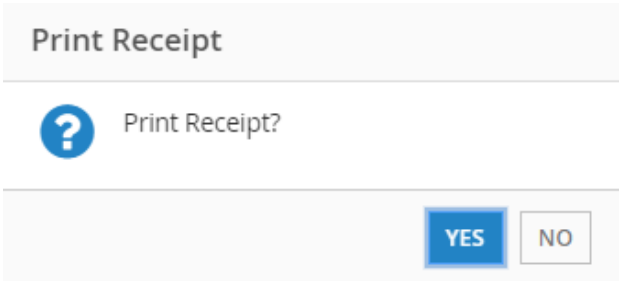
7. Enter a value into the 'Received of Name' and the 'Received of Address' (if applicable).
8. Verify/Change the 'Post Date'.
9. Enter in a Description (if applicable).
10. Enter values into the 'Amount' column accordingly.
11. Click 'Save' in the Toolbar.



12. The 'Tender Items' modal window should then display.
13. Enter the appropriate tender type(s) based on how the customer is paying.
14. Enter the Check Number into the 'CHK #/ REF #' column (if applicable).
15. Verify the Total/Change amount.
16. Click 'Save'.

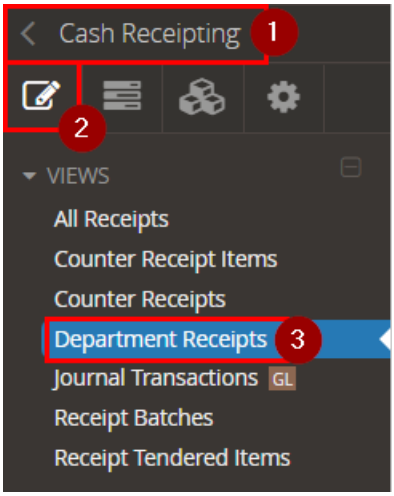


17. A Modal Window will then be displayed with a message asking if you'd like to print a receipt. Click 'YES' or 'NO' accordingly.



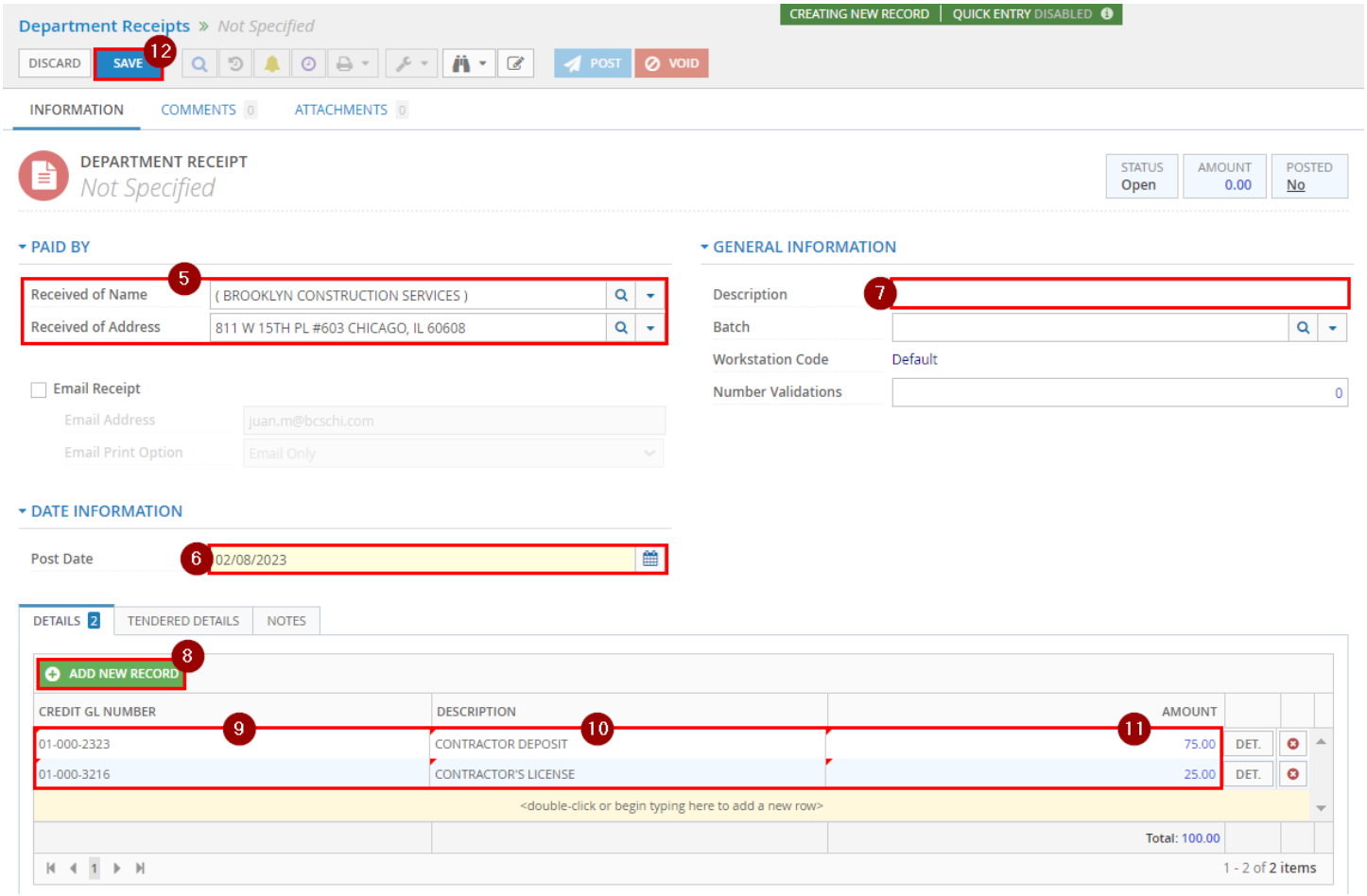
Creating Department Receipt Manually

1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'Department Receipts'.

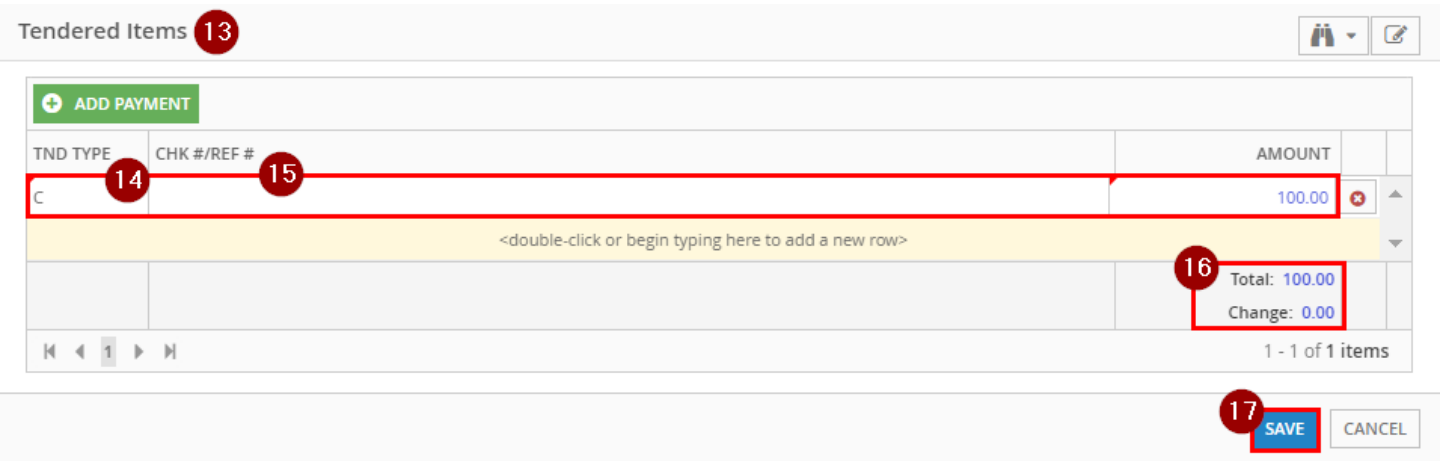


4. Click 'Create' in the Toolbar.

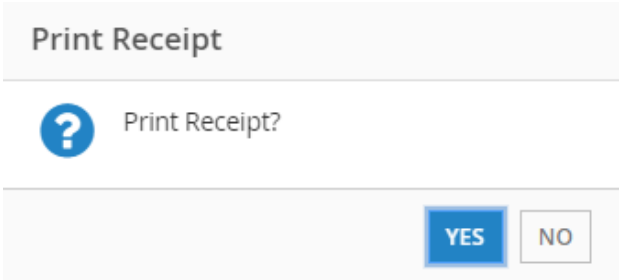
5. Enter a value into the 'Received of Name' and the 'Received of Address' (if applicable).
6. Verify/Change the 'Post Date'.
7. Enter in a Description (if applicable).
8. Click 'Add New Record' to add a General Ledger Number onto the Receipt.
9. Enter a General Ledger Number into the 'Credit GL Number' field or click the magnifying glass to see a full listing of the available options.
10. Enter a value into the 'Description' field (if applicable).
11. Enter an amount into the 'Amount' field.
    - Repeat steps 8 – 11 to add another line item onto the Receipt.
12. Click 'Save'.



13. The 'Tender Items' modal window should then display.
14. Enter the appropriate tender type(s) based on how the customer is paying.
15. Enter the Check Number into the 'CHK #/ REF #' column (if applicable).
16. Verify the Total/Change amount.
17. Click 'Save'.



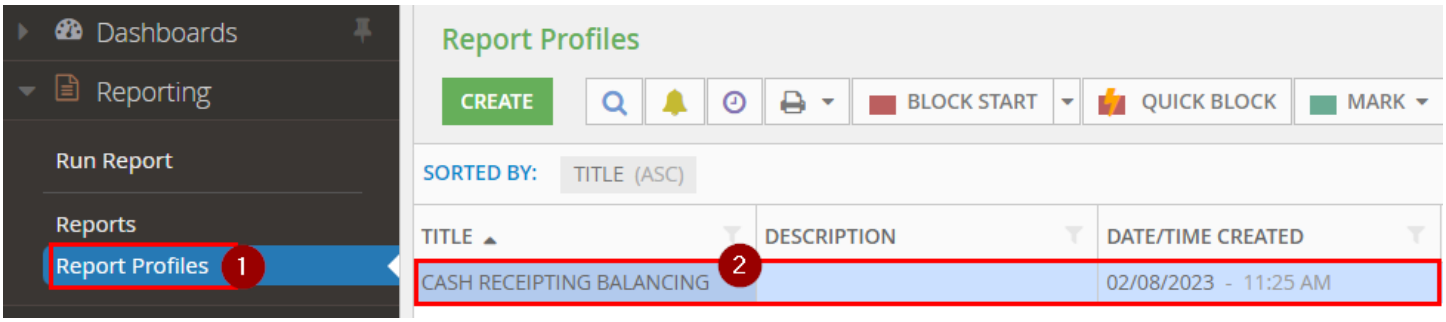
18. A Modal Window will then be displayed with a message asking if you'd like to print a receipt. Click 'YES' or 'NO' accordingly.



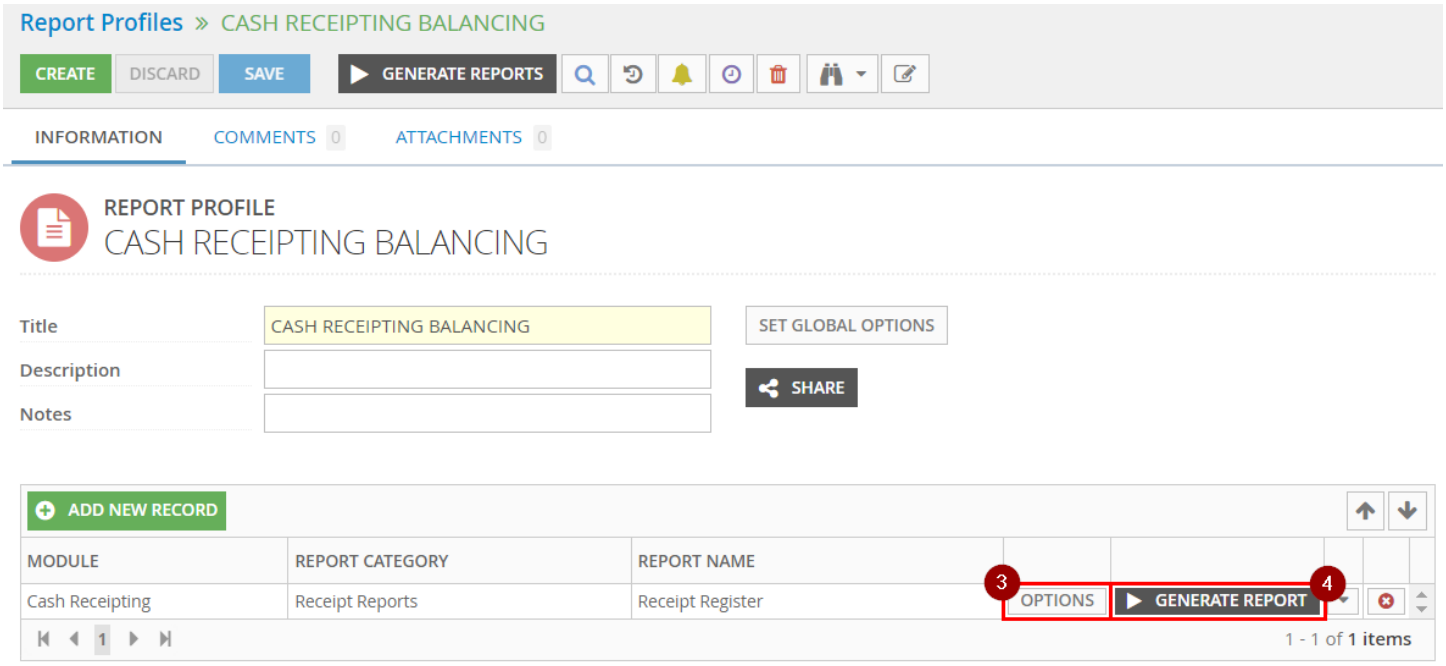
Reporting

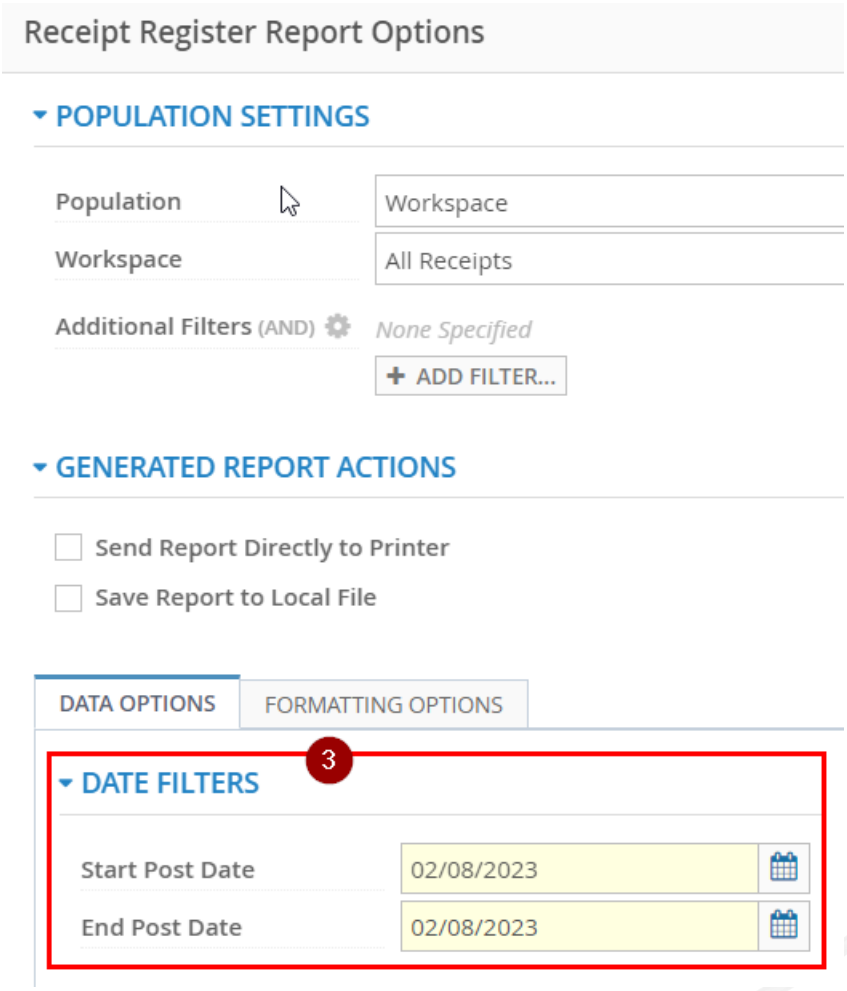
Generating a Receipt Register using Report Profiles

1. Click on 'Report Profiles' in the Navigation Pane.
2. Double click on 'Cash Receipting Balancing'.



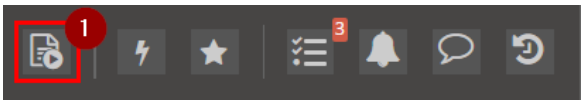
3. Options – **Set your Start and End Post Dates in here EVERY time you run a report.**
4. Generate Report – Once your Date Filters have been set, click this to run the report.



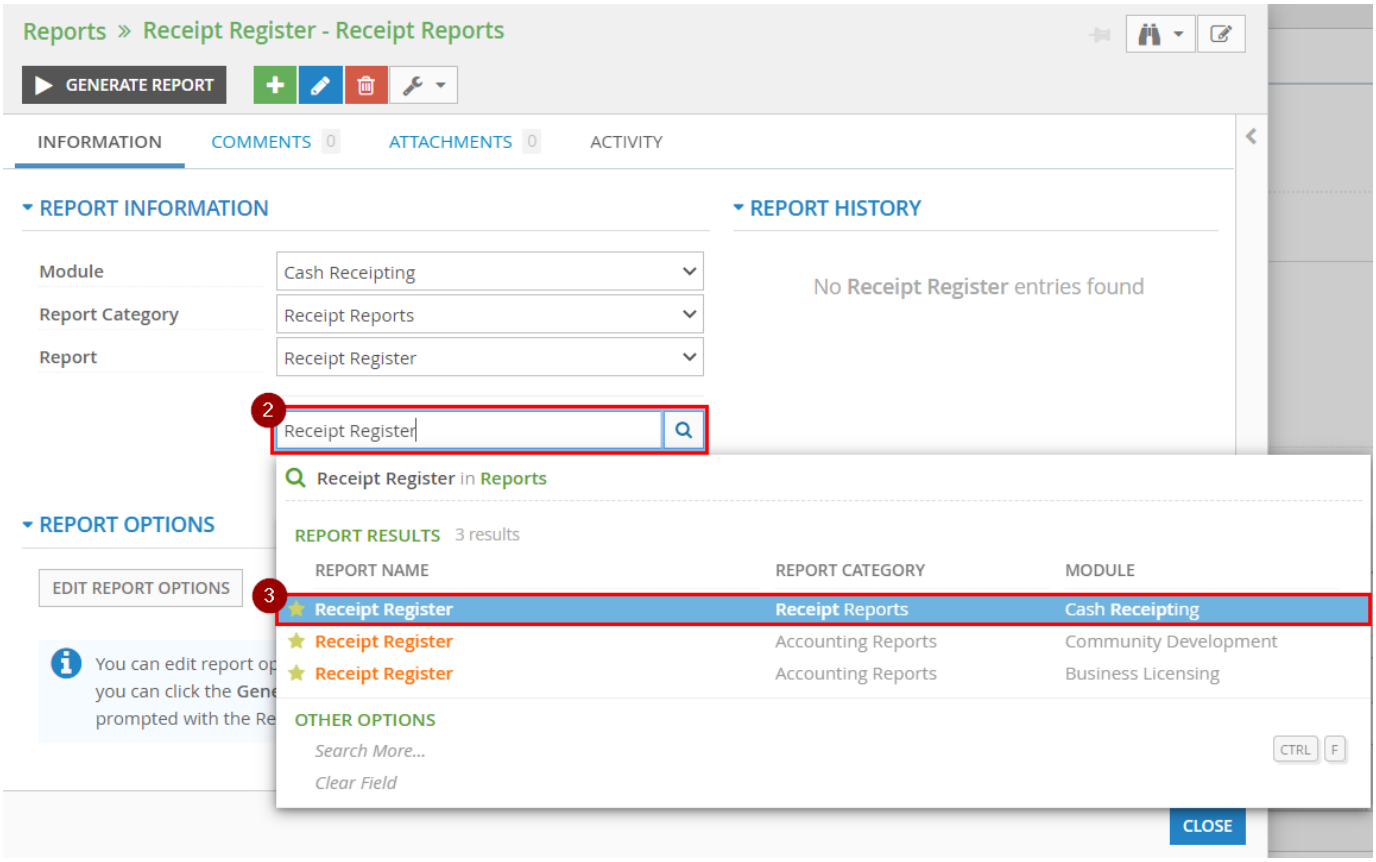


Generating a Receipt Register (not using Report Profiles)

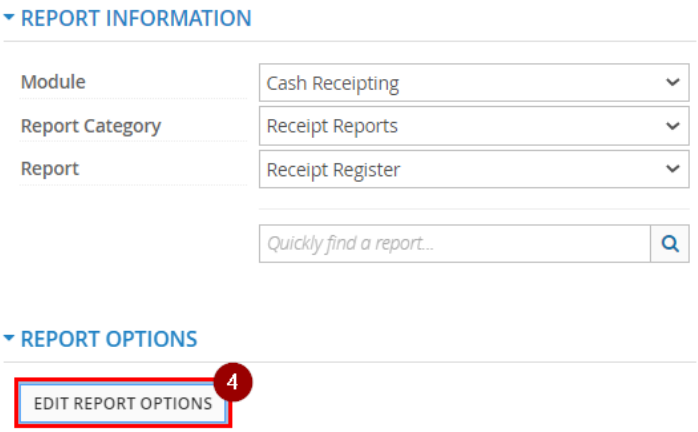
1. Click the 'Reports' Icon in the Activity Stream.



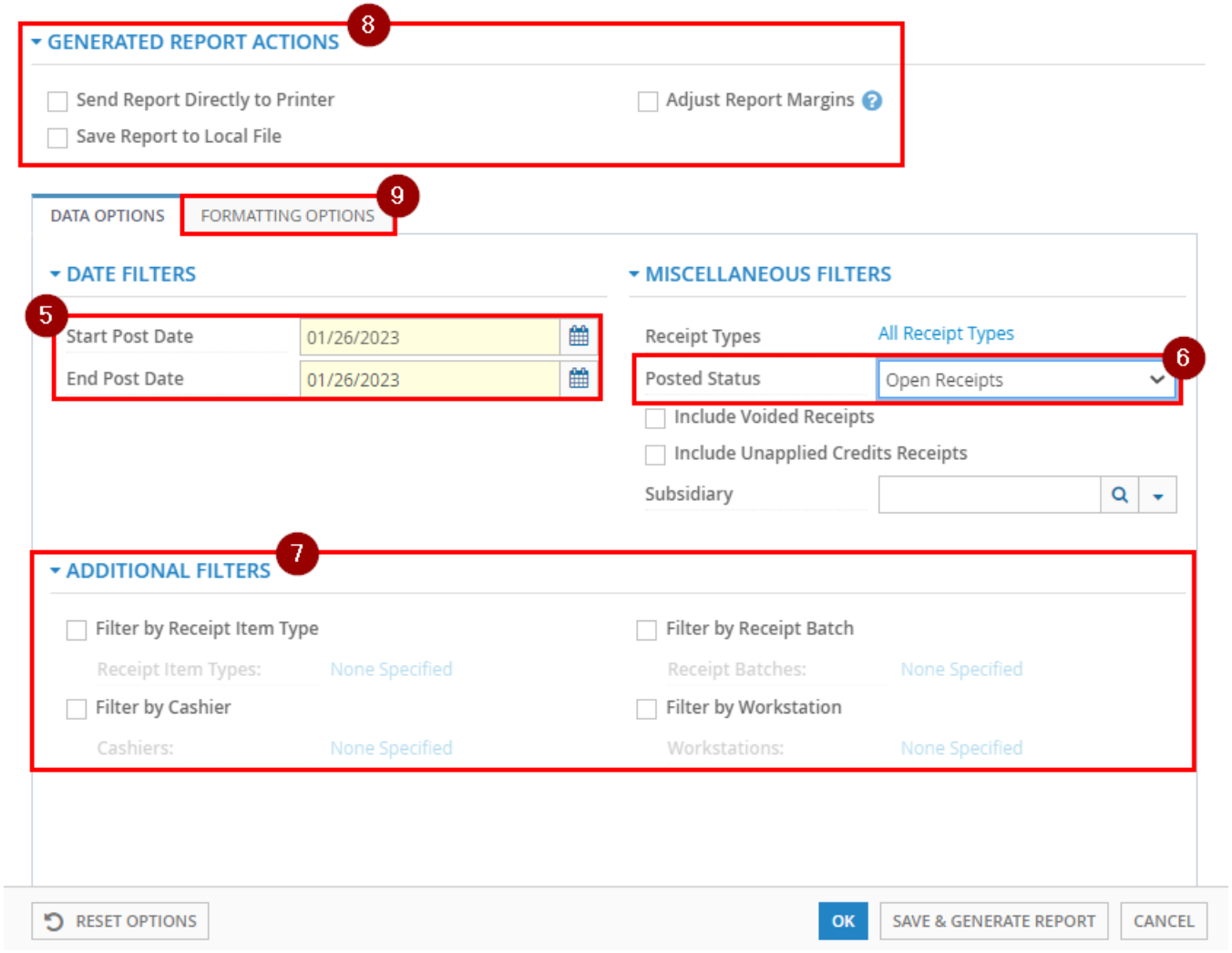
2. Type 'Receipt Register' into the Search Bar.
3. Select the Receipt Register for the 'Cash Receipting' module.



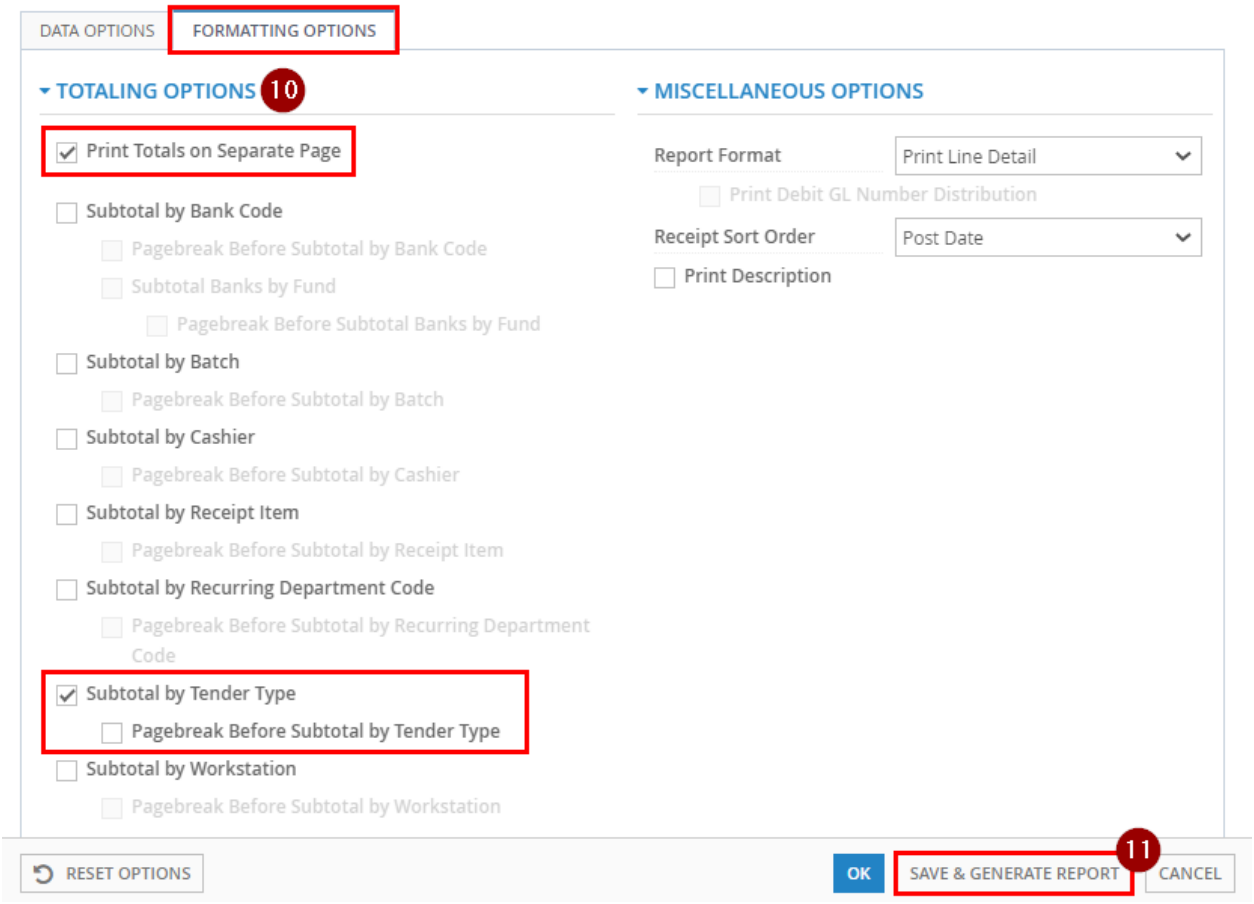
4. Click 'Edit Report Options'.



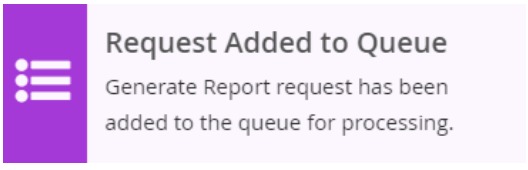
5. Enter in the 'Start Post Date' and 'End Post Date' accordingly.
6. Set the 'Posted Status' to 'Open Receipts'.
7. Enable any Additional Filters (e.g., Workstation) (Optional).
8. Enable any Generated Report Actions (Optional).
9. Click the 'Formatting Options' Tab.



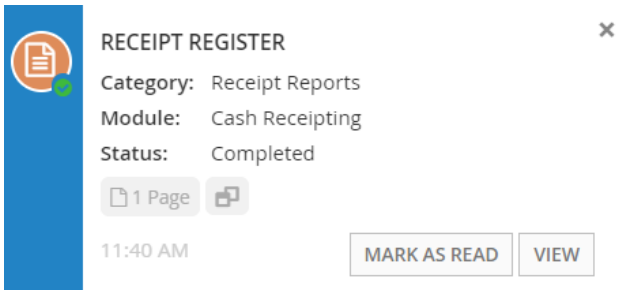
10. Enable the following via the checkboxes under Totaling Options:
    a. Print Totals on Separate Page
    b. Subtotal by Tender Type
11. Click 'Save & Generate Report'.



12. You will then receive a notification that the report has been added to the queue.

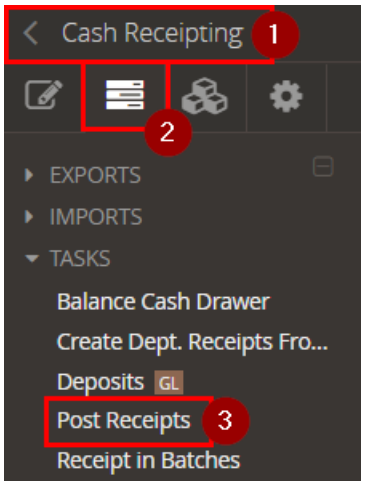


13. Once the Report has finished processing, you will receive another notification that you can click on to view the report.

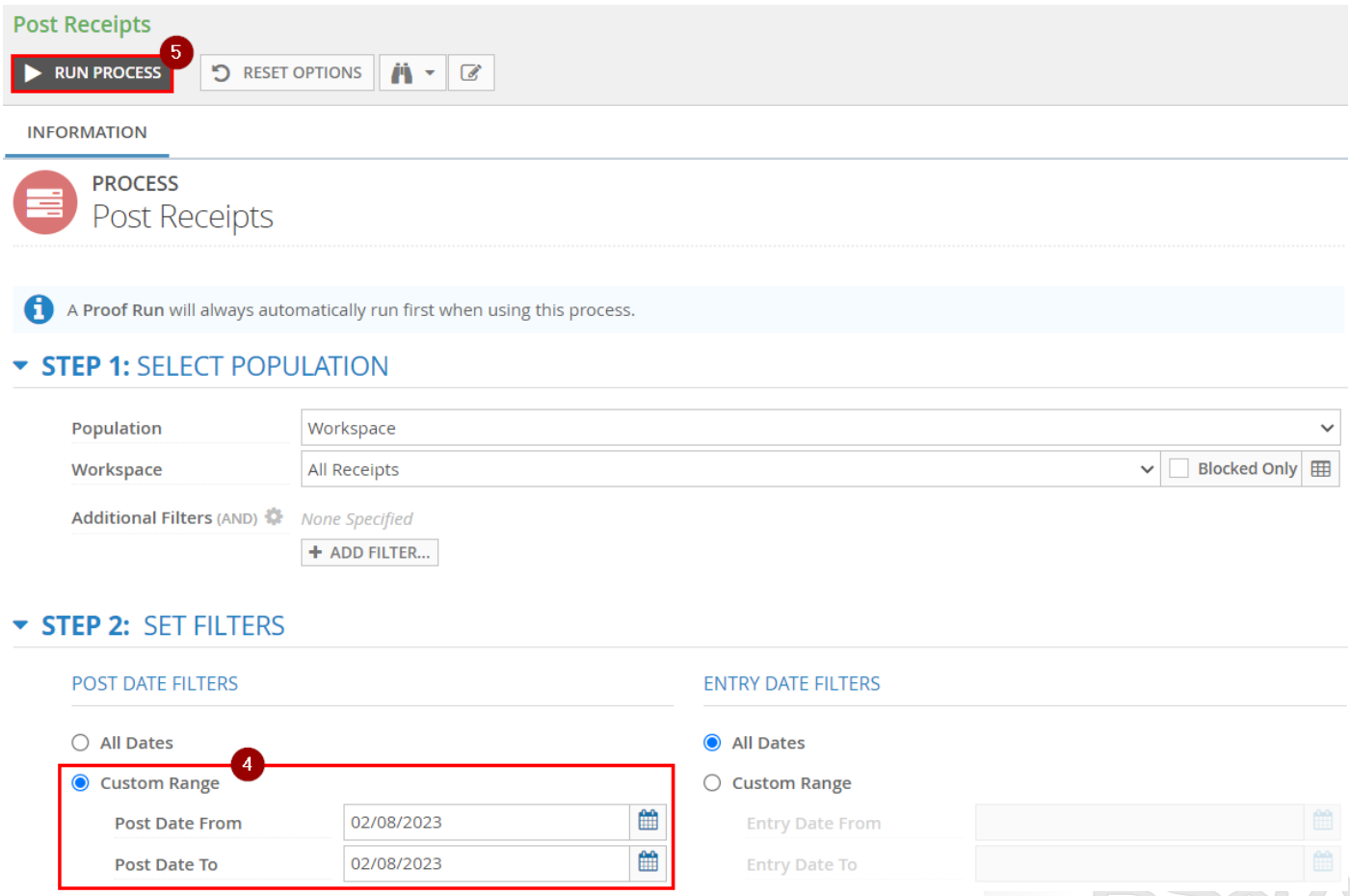


Posting Receipts

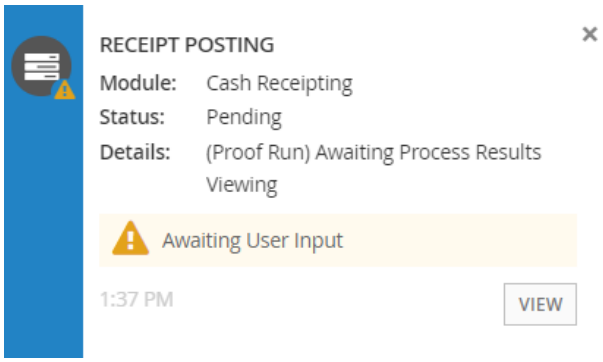
1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Tasks' Menu Item.
3. Click on 'Post Receipts'.



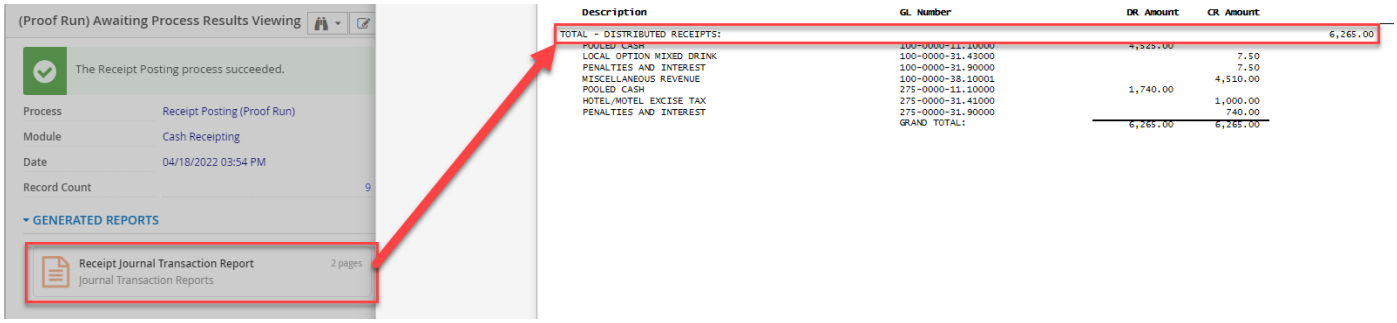
4. Set the date range that you are balancing for. This should match the same dates that you used for your Receipt Register Report.
5. Run Process once your Date Range has been set.



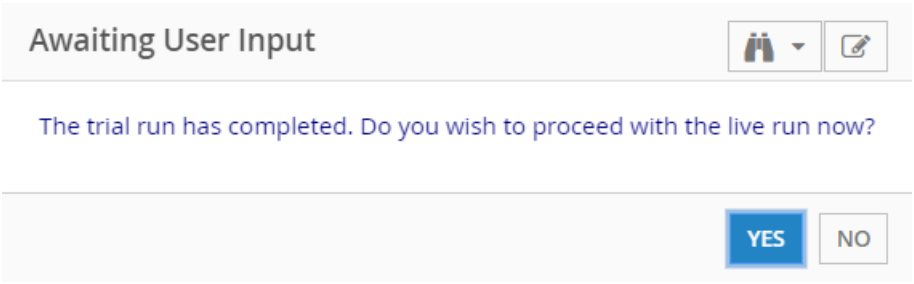
6. Click your notification to view your posting report.



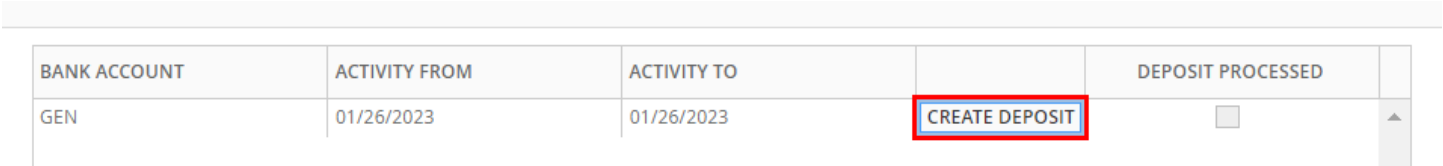
7. Click on your Journal Transaction Report and verify that the total distributed receipts match the total receipts of your Receipt Register Report.



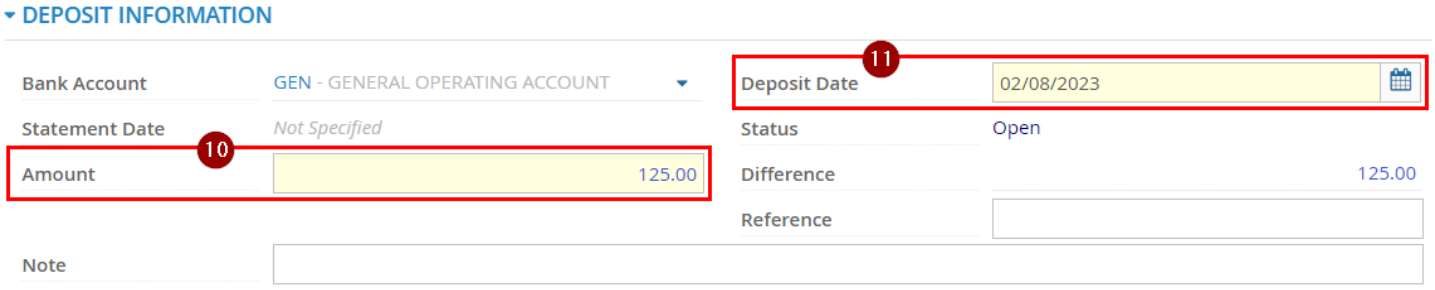
8. If the totals balance, close the report and notification and select 'Yes' to execute the live run.



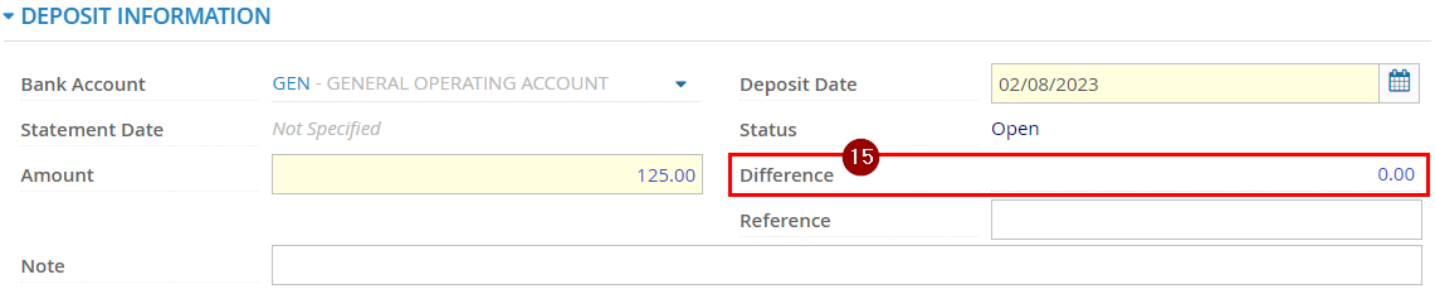
9. Close the notification window, and this will open the Deposit Creation for you. Select 'Create Deposit'.



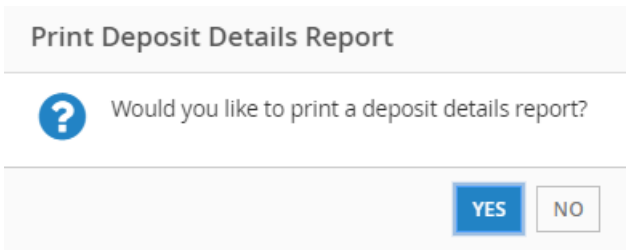
10. Set your Deposit Amount.
11. Set your Deposit Date (when you will be taking the money to the bank).



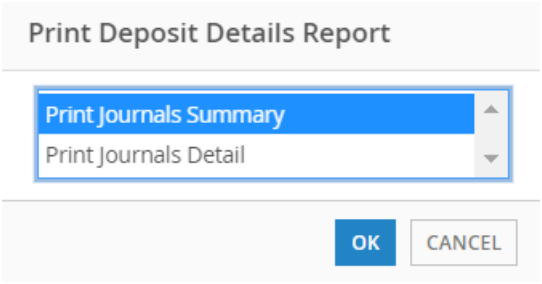
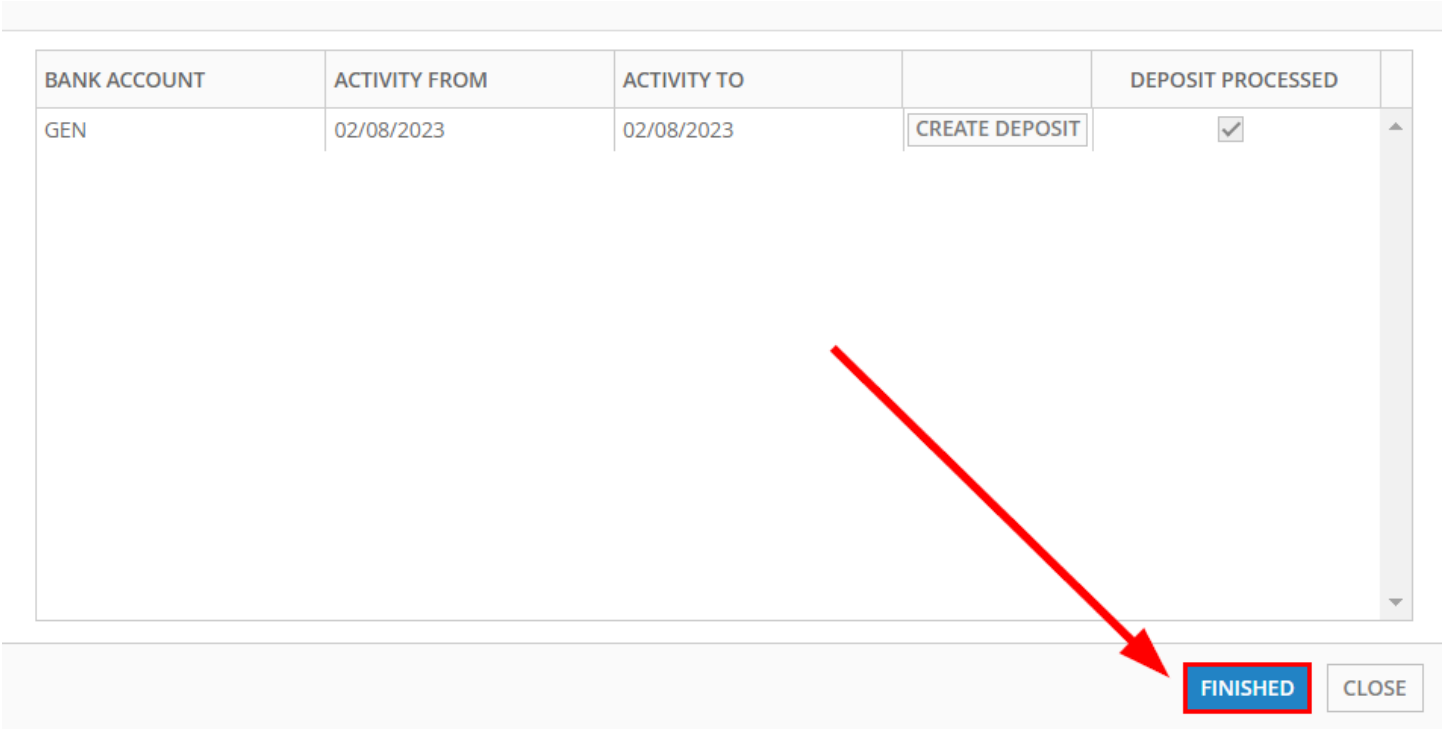
12. Sort your Undeposited Items by Tender Code.
13. You will then create your deposits to match each of the deposits that will be going to the bank. When we deposit the Invoice Cloud Items, this will include credit card payments that were taken in and any online payments.
14. Double click on each of the receipts that will be making up your first deposit.
15. Once your difference is at $0.00, press 'Save'.



16. If additional deposits need to be created, repeat steps 9-15 for all remaining deposits.
17. Once you press 'Save', a notification will appear asking if you would like to print a deposit details report. If so, select 'Yes'.



18. Choose if you want the report in Summary or Detail. Print or save the report if you would like to.



19. Once all the deposits have been created, press 'Finished'.