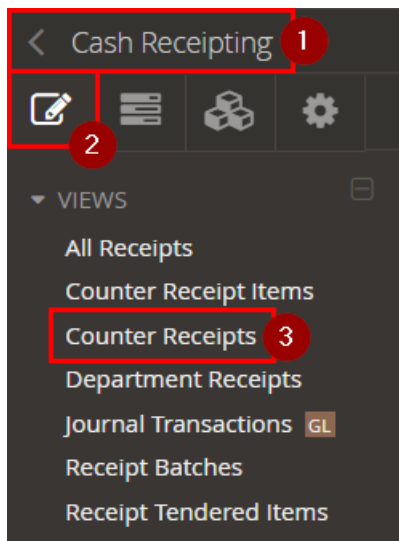


CR - Receipt Creation, Reporting, Posting, & Deposit Creation

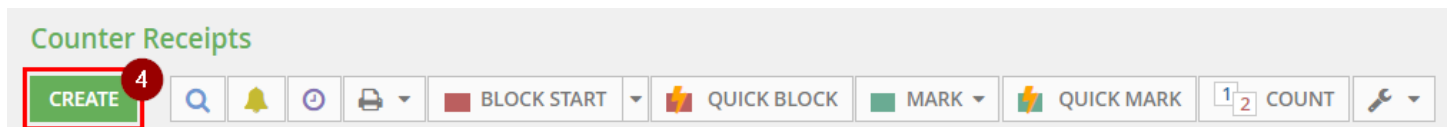
BS&A Software, Inc. | bsasoftware.com | 855 BSASOFT

Enabling Quick Receipt Entry Mode

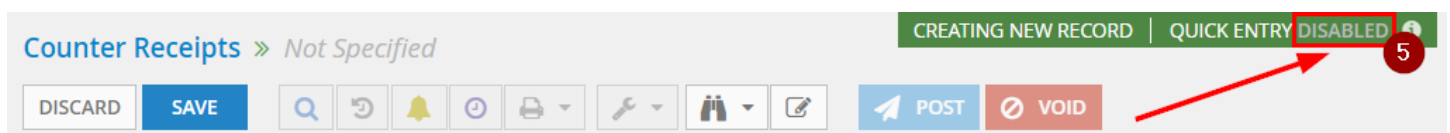
- Quick Receipt Entry Mode will update the Counter Receipt Record View to clear the receipt off the screen to immediately allow you to enter another receipt. To enable this, follow the steps below:
 - Click on the 'Cash Receipting' Module in the Navigation Pane.
 - Click on the 'Views' Menu Item.
 - Click on 'Counter Receipts'.



- Click 'Create' in the Toolbar.



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



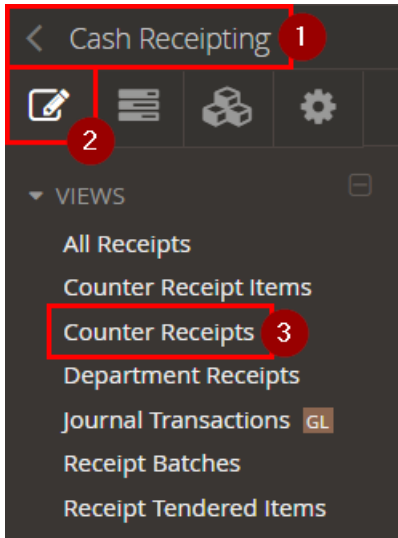
- Verify the hyperlink is now set to 'ENABLED'.



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.

A screenshot of the 'Counter Receipt' form. At the top left is a red circular icon with a document symbol. To its right is the text 'COUNTER RECEIPT' and 'Not Specified'. Below this is a section titled 'PAID BY INFORMATION' with a dropdown arrow. Under this section are three input fields: 'Barcode Entry' (highlighted with a red box and a red circle with the number '5'), 'Received of Name', and 'Received of Address'. Each of the last two fields has a search icon and a dropdown arrow to its right.

- 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).
- Verify the amount the customer is paying is the correct in the 'Amount' Column'.
- Click 'Save'.

Counter Receipts > Not Specified CREATING IN

DISCARD **SAVE** 🔍 ↺ 🔔 ⌚ 🖨️ ⚙️ 🗺️ 📄 POST VOID

INFORMATION COMMENTS 0 ATTACHMENTS 0

COUNTER RECEIPT
Not Specified

▼ PAID BY INFORMATION

Barcode Entry

Received of Name TRIPLE 9 FRANKFORT LLC 🔍 ▼

Received of Address 3501 CONCORD RD STE 350 🔍 ▼
YORK, PA 17402-8606

Email Receipt

Email Address

Email Print Option Email Only ▼

DETAILS 1 NOTES

▼ DETAIL INFORMATION

+ ADD NEW RECORD + GROUP PAYMENT + SEARCH MODULES

TYPE	REFERENCE	AMOUNT		
UB	103-1833-00-03 6	125.00 7	DIST	✕
<double-click or begin typing here to add a new row>				
Total: 125.00				

1 - 1 of 1 items

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

Tendered Items 9 🗺️ 📄

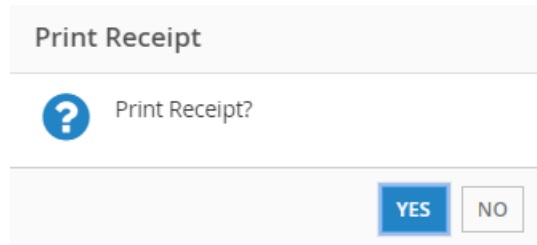
+ ADD PAYMENT

TND TYPE	CHK #/REF #	AMOUNT	
C 10		75.00	✕
CK	12345 11	50.00	✕
<double-click or begin typing here to add a new row>			
		Total: 125.00 12	
		Change: 0.00	

1 - 2 of 2 items

13 **SAVE** CANCEL

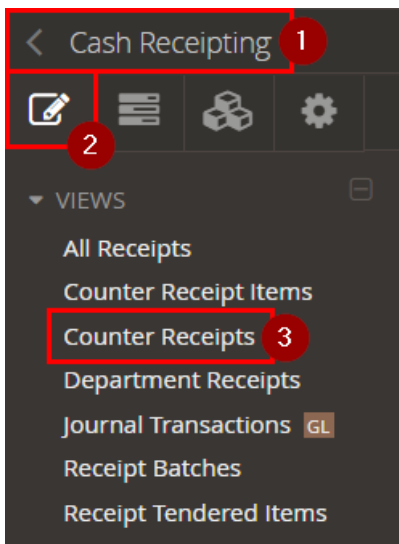
14. A Modal Window will then be displayed with a message asking if you'd like to print a receipt. Click 'YES' or 'NO' accordingly.



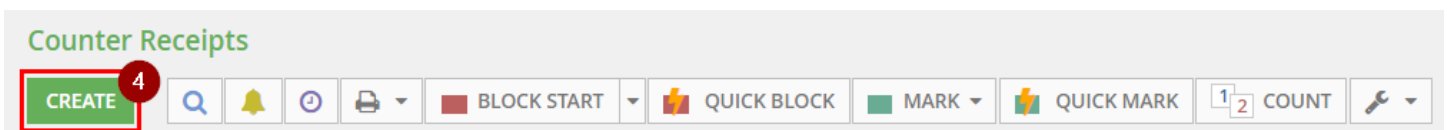
15. Validate the Receipt Items or Tender Items accordingly (if applicable).

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.
 - o Repeat steps 6 – 9 to add another item onto the Receipt.
10. Click 'Save'.

Counter Receipts >> Not Specified CREATING NEW

DISCARD **SAVE** 10 🔍 ↶ 🔔 🕒 🖨 ⚙ 👤 📝 ➡ POST 🚫 VOID

INFORMATION COMMENTS 0 ATTACHMENTS 0

 **COUNTER RECEIPT**
Not Specified

▼ PAID BY INFORMATION

Barcode Entry

Received of Name 5	(BW CONSTRUCTION) 🔍 ▼
Received of Address	Frankfort, IL 60423 🔍 ▼

Email Receipt

Email Address

Email Print Option

▼ GENERAL

Post Date

Interest D

Descriptio

Batch

Workstati

DETAILS 1 NOTES

▼ DETAIL INFORMATION

6 + ADD NEW RECORD + GROUP PAYMENT + SEARCH MODULES

TYPE	REFERENCE	AMOUNT	DIST	
7 01.2323	CONTRACTOR DEPOSIT 8	9 150.00	DIST	✖
<double-click or begin typing here to add a new row>				
		Total: 150.00		

1 - 1 of 1 items

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'.

Tendered Items **11**

+ ADD PAYMENT		AMOUNT
TND TYPE	CHK #/REF #	
C		150.00
<double-click or begin typing here to add a new row>		
		14 Total: 150.00 Change: 0.00

15

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

Print Receipt

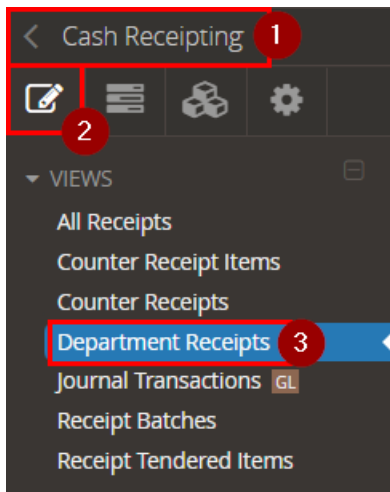
? Print Receipt?

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

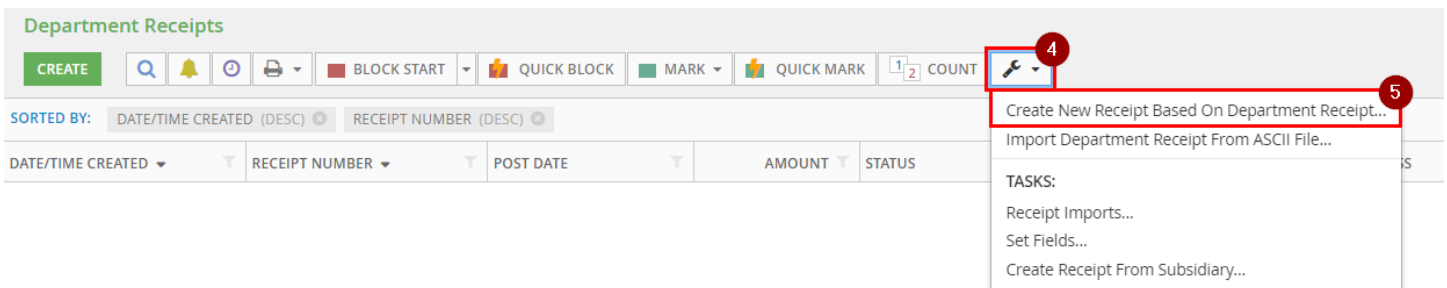
Creating a Department Receipt

Creating Based on a Template

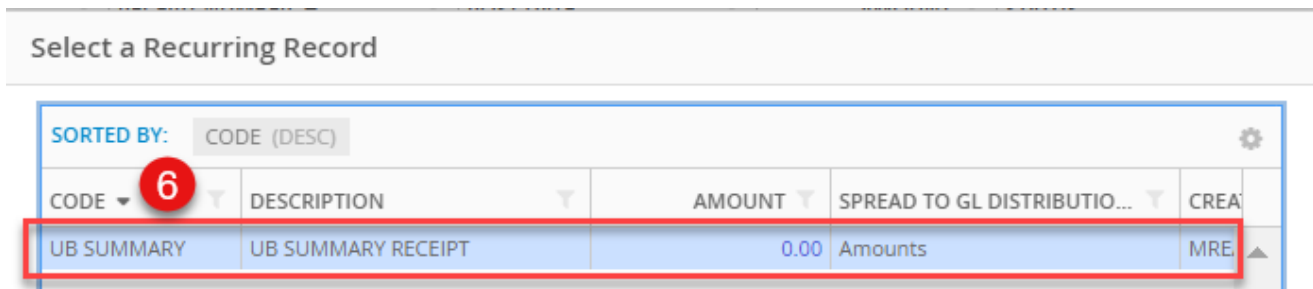
1. Click on the 'Cash Receipting' Module in the Navigation Pane.
2. Click on the 'Views' Menu Item.
3. Click on 'Department Receipts'.



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.

Department Receipts > Not Specified CREATING NEW RECORD QUICK ENTRY DISABLED

DISCARD **SAVE** 🔍 🔄 🔔 🕒 🖨️ 🛠️ 🏠 📄 POST VOID

INFORMATION COMMENTS ATTACHMENTS

DEPARTMENT RECEIPT
Not Specified STATUS: Open AMOUNT: 0.00 POSTED: No

PAID BY

Received of Name 7

Received of Address [No Converted Address]

Email Receipt

Email Address

Email Print Option Email Only

GENERAL INFORMATION

Description 9

Batch

Workstation Code Default

Number Validations 0

DATE INFORMATION

Post Date 8 02/08/2023

DETAILS 16 TENDERED DETAILS NOTES

CREDIT GL NUMBER	DESCRIPTION	AMOUNT			
01-000-1231		25.00	DET.	+	▲
01-000-1245		30.00	DET.	+	
01-000-3221		0.00	DET.	+	
01-000-3313		45.00	DET.	+	

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'.

Tendered Items 12 🏠 📄

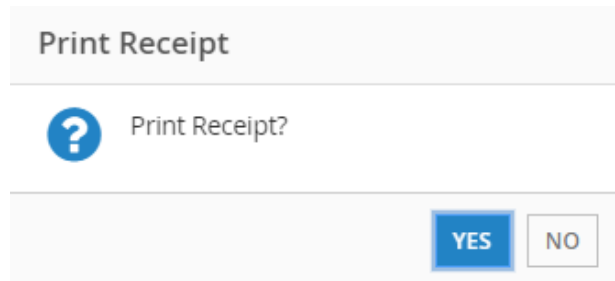
ADD PAYMENT

TND TYPE	CHK #/REF #	AMOUNT		
C 13	14	100.00		+
<double-click or begin typing here to add a new row>				
		Total: 100.00		
		Change: 0.00		

1 - 1 of 1 items

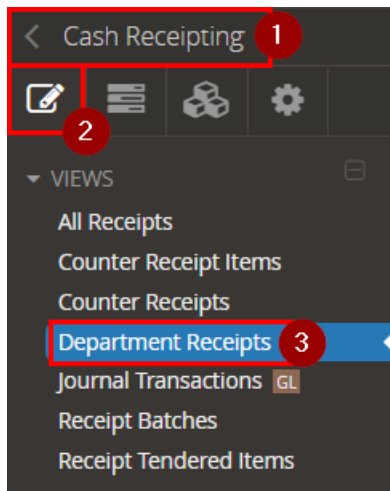
SAVE CANCEL 16

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.

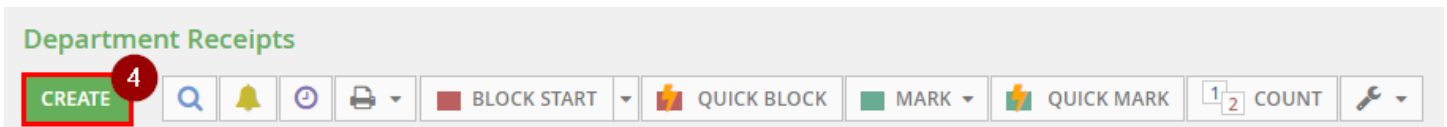


Creating Department Receipt Manually

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'.

Department Receipts > Not Specified CREATING NEW RECORD | QUICK ENTRY DISABLED

DISCARD **SAVE** 12 POST VOID

INFORMATION COMMENTS 0 ATTACHMENTS 0

DEPARTMENT RECEIPT
Not Specified STATUS: Open AMOUNT: 0.00 POSTED: No

PAID BY

Received of Name 5 (BROOKLYN CONSTRUCTION SERVICES)

Received of Address 811 W 15TH PL #603 CHICAGO, IL 60608

Email Receipt

Email Address: juan.m@bcschi.com

Email Print Option: Email Only

GENERAL INFORMATION

Description 7

Batch

Workstation Code: Default

Number Validations: 0

DATE INFORMATION

Post Date 6 02/08/2023

DETAILS 2 TENDERED DETAILS NOTES

ADD NEW RECORD 8

CREDIT GL NUMBER	DESCRIPTION	AMOUNT	DET.	
01-000-2323 9	CONTRACTOR DEPOSIT 10	75.00	DET.	+
01-000-3216	CONTRACTOR'S LICENSE	25.00	DET.	+
<double-click or begin typing here to add a new row>				
Total: 100.00				

1 - 2 of 2 items

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'.

Tendered Items **13**

+ ADD PAYMENT

🔍 ✎

TND TYPE	CHK #/REF #	AMOUNT	
C 14		100.00	✖
<double-click or begin typing here to add a new row>			
		16 Total: 100.00	
		Change: 0.00	

⏪ < 1 > ⏩
1 - 1 of 1 items

17 SAVE
CANCEL

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.

Print Receipt

? Print Receipt?

YES
NO

Reporting

Generating a Receipt Register using Report Profiles

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

- 🏠 Dashboards
- 📄 Reporting
 - Run Report
 - Reports
 - Report Profiles **1**

Report Profiles

CREATE
🔍
🔔
🕒
🖨
⌵
■ BLOCK START
 ⚡ QUICK BLOCK
 ■ MARK
 ⌵

SORTED BY: TITLE (ASC)

TITLE	DESCRIPTION	DATE/TIME CREATED
CASH RECEIPTING BALANCING 2		02/08/2023 - 11:25 AM

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

Report Profiles > CASH RECEIPTING BALANCING

CREATE DISCARD SAVE GENERATE REPORTS

INFORMATION COMMENTS 0 ATTACHMENTS 0

REPORT PROFILE
CASH RECEIPTING BALANCING

Title: CASH RECEIPTING BALANCING

Description:

Notes:

SET GLOBAL OPTIONS

SHARE

ADD NEW RECORD

MODULE	REPORT CATEGORY	REPORT NAME		
Cash Receipting	Receipt Reports	Receipt Register	3 OPTIONS	4 GENERATE REPORT

1 - 1 of 1 items

Receipt Register Report Options

POPULATION SETTINGS

Population: Workspace

Workspace: All Receipts

Additional Filters (AND): None Specified

+ ADD FILTER...

GENERATED REPORT ACTIONS

- Send Report Directly to Printer
- Save Report to Local File

DATA OPTIONS | FORMATTING OPTIONS

3

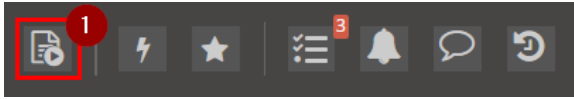
DATE FILTERS

Start Post Date: 02/08/2023

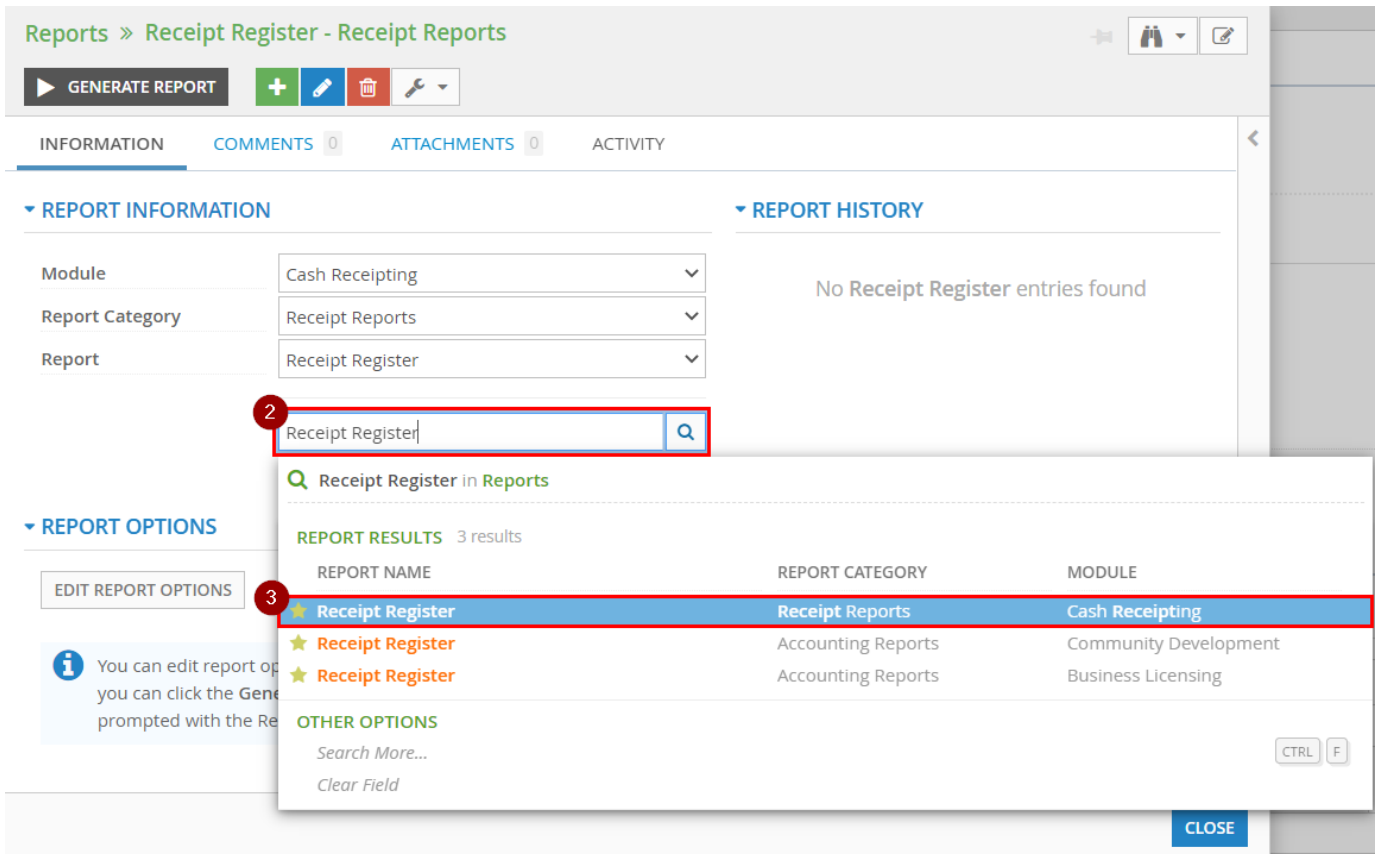
End Post Date: 02/08/2023

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 Receiving' module.



Reports » Receipt Register - Receipt Reports

GENERATE REPORT

INFORMATION COMMENTS 0 ATTACHMENTS 0 ACTIVITY

REPORT INFORMATION

Module: Cash Receiving

Report Category: Receipt Reports

Report: Receipt Register

REPORT HISTORY

No Receipt Register entries found

REPORT OPTIONS

EDIT REPORT OPTIONS

Receipt Register

REPORT RESULTS 3 results

REPORT NAME	REPORT CATEGORY	MODULE
★ Receipt Register	Receipt Reports	Cash Receiving
★ Receipt Register	Accounting Reports	Community Development
★ Receipt Register	Accounting Reports	Business Licensing

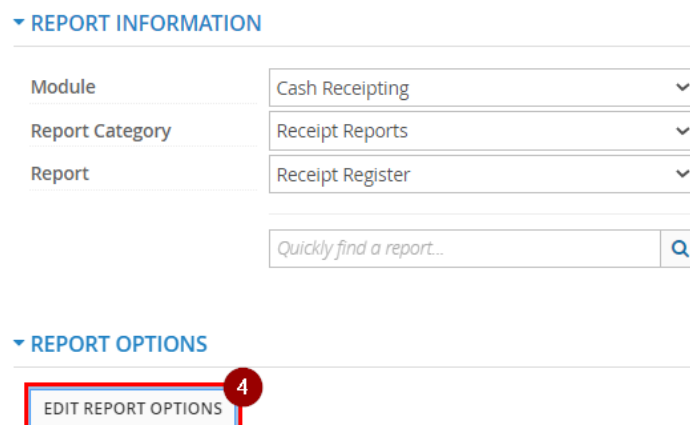
OTHER OPTIONS

Search More... CTRL F

Clear Field

CLOSE

4. Click 'Edit Report Options'.



REPORT INFORMATION

Module: Cash Receiving

Report Category: Receipt Reports

Report: Receipt Register

Quickly find a report...

REPORT OPTIONS

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.

GENERATED REPORT ACTIONS 8

Send Report Directly to Printer Adjust Report Margins ?

Save Report to Local File

DATA OPTIONS 9 FORMATTING OPTIONS

DATE FILTERS 5

Start Post Date	01/26/2023	📅
End Post Date	01/26/2023	📅

MISCELLANEOUS FILTERS

Receipt Types All Receipt Types

Posted Status Open Receipts 6

Include Voided Receipts

Include Unapplied Credits Receipts

Subsidiary 🔍

ADDITIONAL FILTERS 7

Filter by Receipt Item Type

Receipt Item Types: None Specified

Filter by Cashier

Cashiers: None Specified

Filter by Receipt Batch

Receipt Batches: None Specified

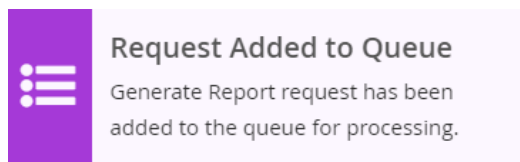
Filter by Workstation

Workstations: None Specified

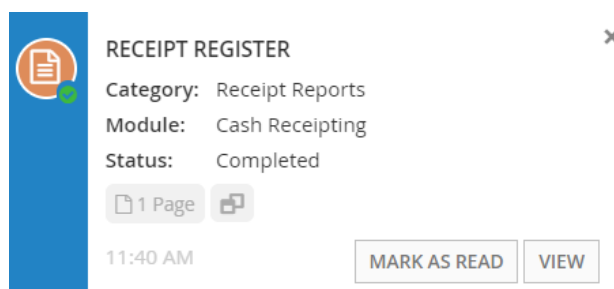
↻ RESET OPTIONS
OK
SAVE & GENERATE REPORT
CANCEL

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.

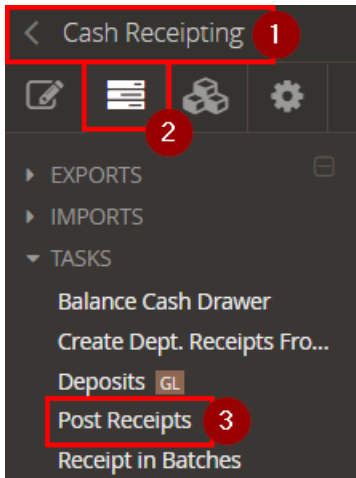


13. Once the Report has finished processing, you will receive another notification that you can click on to view the report.



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.

Post Receipts

RUN PROCESS **5** RESET OPTIONS [Icons]

INFORMATION

PROCESS
Post Receipts

i A Proof Run will always automatically run first when using this process.

STEP 1: SELECT POPULATION

Population: Workspace
Workspace: All Receipts [Blocked Only] [Grid]
Additional Filters (AND) **None Specified**
+ ADD FILTER...

STEP 2: SET FILTERS

POST DATE FILTERS

All Dates **4**
 Custom Range

Post Date From	02/08/2023	[Calendar]
Post Date To	02/08/2023	[Calendar]

ENTRY DATE FILTERS

All Dates
 Custom Range

Entry Date From	[Calendar]
Entry Date To	[Calendar]

6. Click your notification to view your posting report.

RECEIPT POSTING ×

Module: Cash Receipting

Status: Pending

Details: (Proof Run) Awaiting Process Results Viewing

Awaiting User Input

1:37 PM
VIEW

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

(Proof Run) Awaiting Process Results Viewing

✔ The Receipt Posting process succeeded.

Process: Receipt Posting (Proof Run)

Module: Cash Receipting

Date: 04/18/2022 03:54 PM

Record Count: 9

GENERATED REPORTS

Receipt Journal Transaction Report 2 pages

Journal Transaction Reports

Description	GL Number	DR Amount	CR Amount
TOTAL - DISTRIBUTED RECEIPTS:			6,265.00
POOLED CASH	100-0000-11.10000	4,525.00	
LOCAL OPTION MIXED DRINK	100-0000-31.43000		7.50
PENALTIES AND INTEREST	100-0000-31.90000		7.50
MISCELLANEOUS REVENUE	100-0000-38.10001		4,510.00
POOLED CASH	275-0000-11.10000	1,740.00	
HOTEL/MOTEL EXCISE TAX	275-0000-31.41000		1,000.00
PENALTIES AND INTEREST	275-0000-31.90000		740.00
GRAND TOTAL:		6,265.00	6,265.00

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

Awaiting User Input

The trial run has completed. Do you wish to proceed with the live run now?

YES
NO

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

BANK ACCOUNT	ACTIVITY FROM	ACTIVITY TO		DEPOSIT PROCESSED
GEN	01/26/2023	01/26/2023	CREATE DEPOSIT	<input type="checkbox"/>

10. Set your Deposit Amount.

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

▼ DEPOSIT INFORMATION

Bank Account	GEN - GENERAL OPERATING ACCOUNT	Deposit Date	02/08/2023
Statement Date	Not Specified	Status	Open
Amount	125.00	Difference	125.00
Note			

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'.

▼ DEPOSIT INFORMATION

Bank Account	GEN - GENERAL OPERATING ACCOUNT	Deposit Date	02/08/2023
Statement Date	Not Specified	Status	Open
Amount	125.00	Difference	0.00
Note			

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'.

Print Deposit Details Report

Would you like to print a deposit details report?

YES NO

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

Print Deposit Details Report

Print Journals Summary
Print Journals Detail

OK CANCEL

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

BANK ACCOUNT	ACTIVITY FROM	ACTIVITY TO		DEPOSIT PROCESSED
GEN	02/08/2023	02/08/2023	CREATE DEPOSIT	<input checked="" type="checkbox"/>

FINISHED CLOSE