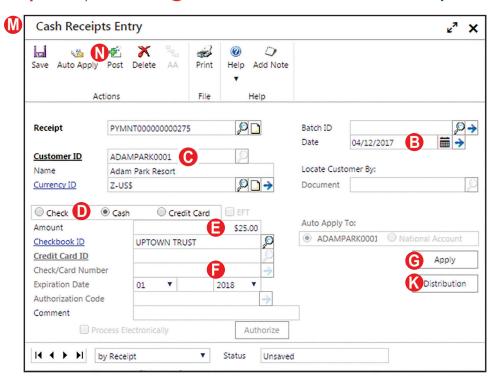# COLLECT AN OUTSTANDING ACCOUNT RECEIVABLE

OVERVIEW

The Cash Receipts Entry and Apply Sales Documents windows are used to process and record a collection of an account receivable. After the windows are posted, the transaction updates the accounts receivable subsidiary records. Later, when the transaction is posted to the general ledger, cash and sales discounts are debited, and accounts receivable is credited.
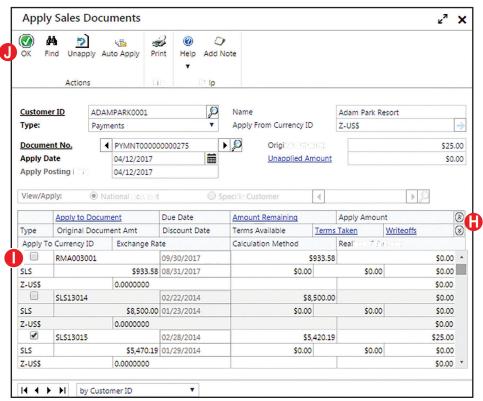
QUICK REFERENCE TABLE

Step	Box or Other Location	Procedure
A	Navigation Pane buttons	Click *Sales* → *Transactions* → *Cash Receipts*.
B	Date	Review the default cash receipt date and change if necessary.
C	Customer ID	Select the Customer ID.
D	Check or Cash radio button	Select the type of payment received: Check or Cash.
E	Amount	Type the amount of the cash receipt.
F	Check/Card Number	For checks only, type the check number.
G	Apply button	Click the Apply button.
H	Show Details button (*steps H through J are in the Apply Sales Documents window*)	Click the Show Details button.
I	Check box(es)	Select the invoice(s) to which the cash receipt is being applied.
J	OK button	Click the OK button.
K	Distribution button	Click the Distribution button.
L	Cash Receipts Distribution Entry window (*not shown*)	Verify the general ledger account distributions.
M	Cash Receipts Entry window	Review the Cash Receipts Entry window for completeness and accuracy.
N	Post button	Post the cash receipt.

Note: You must also record the bank deposit. (Find the Make a Bank Deposit section in the Reference Material Guide)

Cash Receipts Entry Window (A) *Sales → Transactions → Cash Receipts*

(M) Cash Receipts Entry

Save | Auto Apply **(N)** Post | Delete | AA | Print | Help | Add Note

Actions | File | Help

Receipt	PYMNT000000000275		Batch ID		**(B)**
Customer ID	ADAMPARK0001 **(C)**		Date	04/12/2017	
Name	Adam Park Resort		Locate Customer By:		
Currency ID	Z-US$		Document		

( ) Check **(D)** (•) Cash ( ) Credit Card [ ] EFT

Amount		$25.00 **(E)**	Auto Apply To:
Checkbook ID	UPTOWN TRUST		(•) ADAMPARK0001 ( ) National Account
Credit Card ID			
Check/Card Number		**(F)**	**(G)** Apply
Expiration Date	01 ▾	2018 ▾	**(K)** Distribution
Authorization Code			
Comment			

[ ] Process Electronically | Authorize |

|◄ ◄ ► ►| by Receipt ▾ Status | Unsaved |

Apply Sales Documents Window

Apply Sales Documents

(J) OK | Find | Unapply | Auto Apply | Print | Help | Add Note

Actions | File | Help

Customer ID	ADAMPARK0001	Name	Adam Park Resort
Type:	Payments ▾	Apply From Currency ID	Z-US$
Document No.	◄ PYMNT000000000275 ►	Original Amount	$25.00
Apply Date	04/12/2017	Unapplied Amount	$0.00
Apply Posting Date	04/12/2017		

View/Apply: (•) National Account ( ) Specific Customer ◄ ►

	Apply to Document	Due Date	Amount Remaining	Apply Amount	**(H)**
Type	Original Document Amt	Discount Date	Terms Available	Terms Taken	Writeoffs
Apply To Currency ID	Exchange Rate		Calculation Method	Realized Gain/Loss	
(I) [ ]	RMA003001	09/30/2017	$933.58		$0.00
SLS	$933.58	08/31/2017	$0.00	$0.00	$0.00
Z-US$	0.0000000				$0.00
[ ]	SLS13014	02/22/2014	$8,500.00		$0.00
SLS	$8,500.00	01/23/2014	$0.00	$0.00	$0.00
Z-US$	0.0000000				$0.00
[✓]	SLS13015	02/28/2014	$5,420.19		$25.00
SLS	$5,470.19	01/29/2014	$0.00	$0.00	$0.00
Z-US$	0.0000000				$0.00

|◄ ◄ ► ►| by Customer ID ▾

DETAILED INSTRUCTIONS

A. Click *Sales → Transactions → Cash Receipts*

▶ *Click Sales → Transactions → Cash Receipts to access the Cash Receipts Entry window.*

B. Review the default cash receipt date and change if necessary

▶ *If the date of the cash receipt is different than the date shown, type the correct date.*

C. Select the Customer ID

▶ *Use the adjacent lookup button to select the Customer ID.*

D. Select the type of payment received: Check or Cash

▶ *The default type of payment received is Check. Click on the Check, Cash, or Credit Card radio button to indicate the form of the receipt. Note that for a check you can click on the radio button or click in the Amount box to move to the Amount field.*

E. Type the amount of the cash receipt

▶ *Type the amount of the cash receipt.*

F. For checks only, type the check number

▶ *For checks received, type the check number.*

▶ *For cash received, skip the Check/Card Number box.*

G. Click the Apply button

In most transactions, cash receipts are applied to outstanding invoices. The process is done through the Apply Sales Documents window, which is accessed from the Cash Receipts Entry window by clicking the Apply button. The Apply Sales Documents window was discussed in the Receive Goods on a Sales Return section of the Reference material. The same window is used to apply cash receipts to outstanding invoices.

▶ *Click the Apply button to access the Apply Sales Documents window.*

H. Click the Show Details button

▶ *Click the Show Details button to reveal all boxes in the scrolling window below.*

I. Select the invoice(s) to which the cash receipt is being applied

▶ *Locate the first invoice to which the cash receipt is being applied. Click the check box next to that invoice. Repeat this step with additional invoices until the cash receipt is fully applied.*

J. Click the OK button

▶ *When the cash receipt has been fully applied, click the OK button to save the information and to return to the Cash Receipts Entry window.*

K. Click the Distribution button

▶ *Click the Distribution button to view the Cash Receipts Distribution Entry window.*

L. Verify the general ledger account distributions

▶ *Click the Show Details button to display detailed general ledger account information for each posting account.*

▶ *Verify the account distributions. Make changes if necessary and click the OK button when they are correct.*

M. Review the Cash Receipts Entry window for completeness and accuracy

▶ *Review the Cash Receipts Entry window for completeness and accuracy. If you find an error while reviewing the window, click on the box with the error and make corrections.*

▶ *If the box with the error cannot be accessed or changed, click the Delete button and click Delete again when asked if you are sure that you want to delete. Enter the transaction again by returning to step B.*

N. Post the cash receipt

▶ *After you are satisfied with all of the data in the Cash Receipts Entry window, click the Post button to post the account receivable collection.*

TRANSACTION REVIEW

Transaction review for accounts receivable collection is similar to transaction review for sales and sales returns (click *Sales → Inquiry → Transaction by Customer*). The only difference is that in the Receivables Transaction Inquiry – Customer window, all customer collections contain the letters "PMT" in the Type box of the scrolling window.

ERROR CORRECTION AFTER POSTING THE TRANSACTION

If you discover an error after posting an account receivable collection transaction, refer to Appendix A.