



























## Cash Receipting Quick Reference Guide

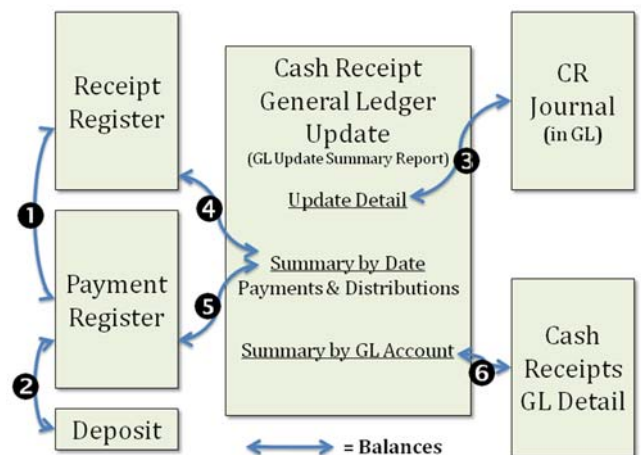
### Keyboard Shortcuts

Icon	Short Cut	Description
	Close CTRL+F12	Exit and returns to the Main Menu or Previous Screen.
	Edit CTRL+E	Modify a record. A Control password is required to edit a primary field.
	New CTRL+N	Add a new record.
	Delete CTRL+D	Delete a record.
	Save CTRL+S	Save a new record or report.
	Undo CTRL+Z	Reverse all changes to the current record since the last save. Note: There is no undo for deleted records.
	Search F9	Select a field and click Search to find data that applies to that field. Data can be sorted in the Search window.
	Inquiry CTRL+I	View customer information.
	Customer Information CTRL+F5	View a customer's name, number, address, telephone number, and account balance.
	Select Operator CTRL+F6	Select a new operator for a workspace without closing the Payment Entry screen.
	Split Distribution F11	Enter a payment that includes more than one category or distribution.
	Quick Entry SHIFT+F2	Enter payments for the exact billing amount with the same payment type and category code. No receipt is printed.
	Open Cash Drawer SHIFT+CTRL+F8	Open an electronic cash drawer.
	Manual Allocations SHIFT+F11	Manually allocate an amount.
	Print CTRL+P	Send a record or a report to the printer.
	Preview	View a report before printing it.
	Previous F2	Return to the previous record after the last field is entered.
	Walk Next F3	Advance to the next record after the last field is entered.
	Fields SHIFT+F2	Set temporary or permanent settings to stop at fields that require data entry.
	Copy SHIFT+F7	Copy data from one record to another record.
	Whole Dollar CTRL+A	Enter amounts in whole dollar amounts. Key the decimal if entering cents.
	Redisplay SHIFT+CTRL+F1	Redisplay transactions.
	GO CTRL+G	Print a report or run a routine.
	Stop SHIFT+F12	Stop printing a report or running a routine.
	Refresh SHIFT+CTRL+R	Apply changes to update the information displayed on the screen.
	Application Help F1	View tasks, frequently asked questions, and troubleshooting tips.

### Steps Checklist

Task	
<b>Daily</b>	
Enter Payments	
<b>At Cutoff Time</b>	
Print Batch Reports	
Balance Registers ( <i>See Report Balancing – At Cutoff Time below</i> )	
Run Checkout Fix errors. If Recalculate is necessary, the Checkout report states “run Recalculate” and the necessary boxes to check. Process Recalculate and re-run Checkout until “No errors found” displays.	
Update Payments Verify no errors exist.	
Update General Ledger Verify no errors exist.	
Print Un-updated Payments report	
Print Un-updated GL Report	
Balance Reports ( <i>See Report Balancing – After No Error Checkout &amp; Payment / GL Update below</i> )	
<b>Monthly</b>	
Delete payment detail ( <i>See Delete Payment Detail in Program Descriptions below</i> )	

### Report Balancing



#### At Cutoff Time:

Balance **1, 2**

#### After No Error Checkout & Payment/GL Update

Balance **3, 4, 5, 6**

Note: Update Detail and Summary by GL Account will NOT balance if there have been VOIDed receipts.


## General Ledger Entries

GL Entries made from Cash Receipts

Daily from Cash Receipts	Monthly from Subsystem (UB)
Debit ..... Cash	Debit.....Cash Clearing
Credit.....Cash Clearing or Revenue	Credit.....A/R

## Abort, Void, or Delete a Receipt


**Halfway through a receipt:** Abort  and re-enter.

**Finished with a receipt:** Void , enter receipt number to void, and re-enter. If a receipt is voided on a day that's been updated to the GL, make sure to update to GL again.

**Edit a Receipt:** Never!

**Delete a Receipt:** Best not to, but can be done if hasn't been updated to GL or other subsystem. Deleting a receipt will leave a gap in receipt numbers. Recommendation: File the printed receipt that was deleted for the auditors.

## NSF Check Processing

- Determine how original check was allocated (Category/Distribution/Subsystem Allocation) For example in UB, check the Customer's transaction tab and uncheck Summarize Payments.
- Enter a negative payment in cash receipts using an NSF Payment Type and appropriate Category/Distribution / Subsystem Allocation. Use Manual Allocation  to set the same distribution as the original payment.
- NSF Fees can be manually billed directly in the subsystem. In Utility billing, use a Miscellaneous or NSF Fee Service
- Repayments entered as any other check.

## Program Descriptions

### Checkout

Checks Cash Receipting database for issues that should be addressed.

### Delete Payment Detail

Deletes receipt transactions that (1) occur prior to and including the deletion date and (2) exceed the number of days the transaction must be retained as set up in the Control Table. As a general rule, can be deleted, with auditor's approval, transactions from the prior year's COMPLETED audit. WARNING! There is no undo for this action.

### General Ledger Update

Updates GL account balances from Cash Receipt Transactions.

## Payment Entry

Performs all Payment entry related tasks

### Recalculate

Fixes errors in the Accounts Payable database. Only run if the Checkout report indicates.

### Update Payments

Updates payment information from Cash Receipting to other subsystems (UB, AR, Permits, etc...)

## Report Descriptions

### General Ledger Detail Report

Details receipt information by General Ledger Account number. **Note:** All transactions are displayed regardless of if they have been updated to the GL or not.

### Payment Register

Details payment information **broken down by cash, check, etc...** Sorts by receipt group (workspace) and receipt number.

### Receipt Register

Details payment information **broken down by Category Distribution.** Sorts by receipt group (workspace) and receipt number.

### Un-updated GL Report

Displays transactions that have not been updated to the General Ledger.

### Un-updated Payments Report

Displays transactions that have not been updated to their associated subsystem.

## Table Lists

Use the following tables based on the type of table list to be created.

Payment Focused (Cash, Check, etc.)	Receipt Distribution Focused
User Receipt Payment Payment Type	Category Distribution User Receipt