BS&A Courseware: Cash Receipting

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BS&A Software Courseware

Written and published by BS&A Software, Inc.

About this Courseware

This courseware assumes students understand the basics of using a Windows-based computer, and are comfortable using the keyboard and mouse. Students should also be comfortable navigating the file structure of their computer in order to create and manage files and folders. Understanding of and experience with printing and using a Web browser is also encouraged.

This courseware is not exhaustive in covering every possible scenario or area of the application. Its intent is to showcase key areas and procedures that are covered in more detail in the software manual, and it has been designed as a reasonable outline of the information and order followed during your training on the software.

BS&A's applications are designed to anticipate every need of your department. As not all municipalities have identical procedures, some aspects of this courseware may not be necessary, while some of your training might involve scenarios not covered by this courseware. Training is tailored to the individual municipality.

Customers and potential customers have unlimited access to our Tech Support department; feel free to contact them at any time with questions.

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Section 1: User Setup and Database Groups

In this section you will learn how to:

- o Establish user and password security
- o Add users
- o Set up Shared Database Groups

Lesson 1.1: Security Settings

Four basic security settings are available: Disallow Login to Cash Receipting; No Access (Read-Only); Full Administrator Access; Custom (Limited) Access.
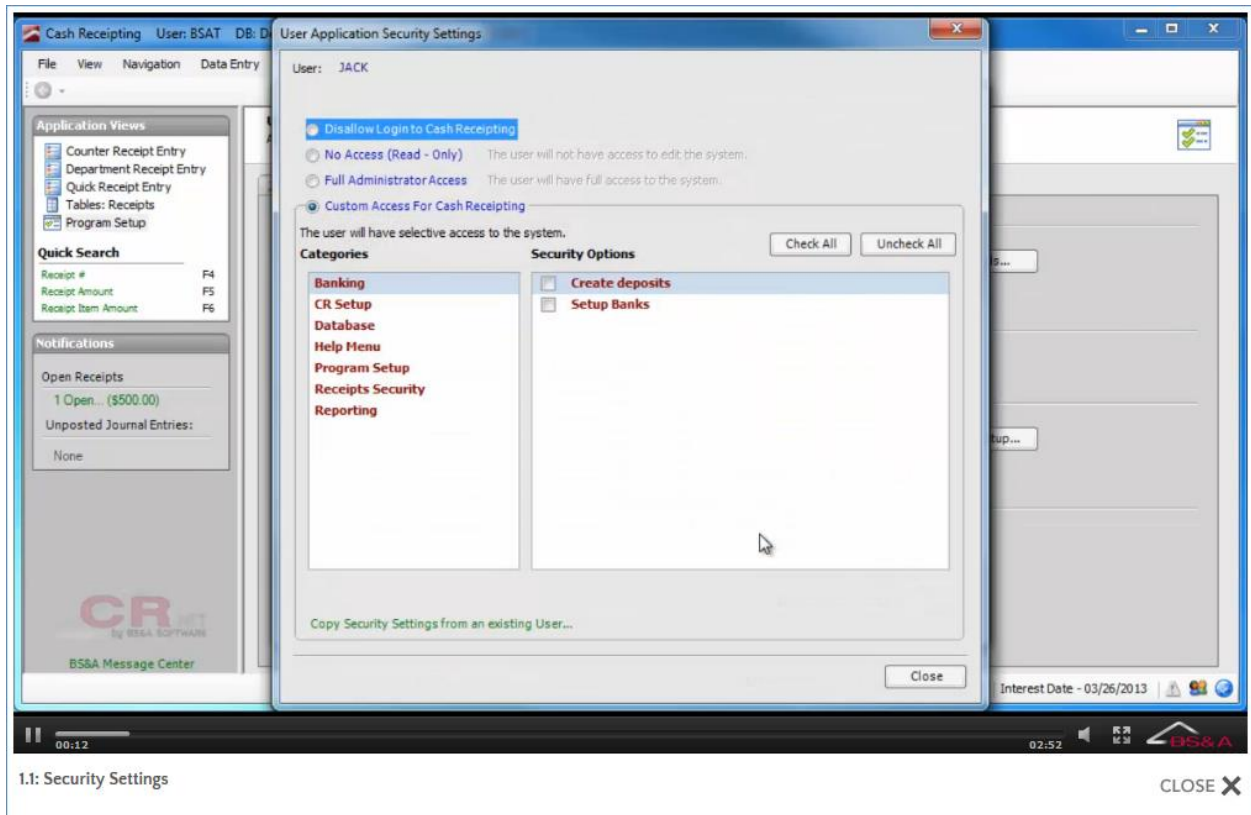
Disallow Login

Users are initially set to this access when first added (or imported, if using Active Directory users) so that, as an example, access to Payroll is not accidentally given while creating a user for Tax.

No Access (Read-Only)

The user can open the program and look around, but cannot edit any data. This is rarely used, as No Access (Read-Only) users cannot even print a report of the data they are viewing on the screen.

Full Administrator Access

The user will have lookup/edit access to all areas of the current application (a spreadsheet of security settings is available; your trainer will address this, or you may contact Tech Support). These settings are to the BS&A application only. Jack can be set as a Full Administrator Access user in AP, but have custom access set in GL. For full Administrator rights over all BS&A .NET applications, an additional security level exists for Enterprise Administrator.

Enterprise Administrators have the highest security level in the program and have rights to perform tasks that affect both users and user groups in <u>all</u> shared BS&A applications. For example, if Jack should have admin rights in Tax, but restricted rights in GL, do not check this box. If checked, Jack will have admin rights in GL as well. Enterprise Administrators have the rights to add or delete any other user (including an Enterprise user). A user must be marked as "Enterprise" in order to access the Shared Program Folder.

Custom (Limited) Access

Custom access is separated into categories, which are then separated into security options. If a number of users will have the same custom access, you can either copy settings from another user, or set up a User Group (see page 14). If a custom-access user attempts an operation for which he is restricted, the program will pop up a message; for example:
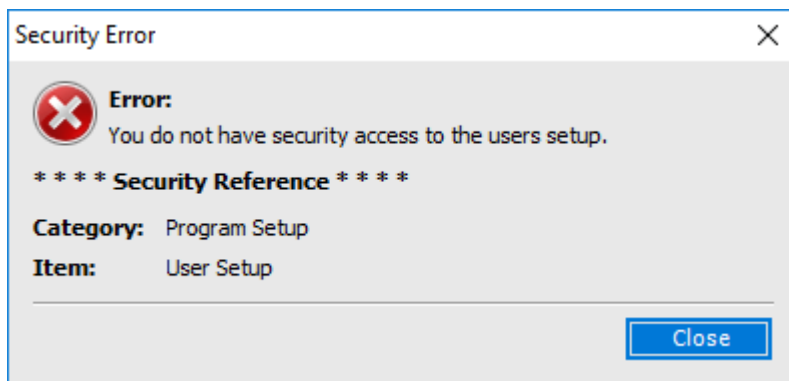
Notes

Lesson 1.2: Password Security

This is an entirely optional feature that allows an Enterprise Admin user to set requirements on individual users' passwords.

1. Go to Program Setup>Administration>Password Security.

    The Verify Passwords Against Active Directory... setting should only be used under the direction of I.T. Support. If checked, it will change everyone's password (if already set up) in every BS&A program.

2. Check the Use Password Requirements box.

3. Select your options.

Regarding the other two settings appearing at the top of the screen:

o   **BSA Users May Only be Imported from Active Directory.** If checked, the ability to manually add users is eliminated. Users can only be added by importing them from Active Directory.

o   **Only Enterprise Admins May Add New Users.** If unchecked, users set up with either Full Administrator Access or with Custom Access to the User setup screen will be able to add users.

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Lesson 1.3: Adding Users

Option 1: Manually Add a User
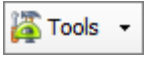
1. Go to Program Setup>Administration>Users.

2. Click ![Add] and enter the User Name.

3. (Optional) Enter the full Name, the user's Email, and any fields[1] in the Other Information pane.
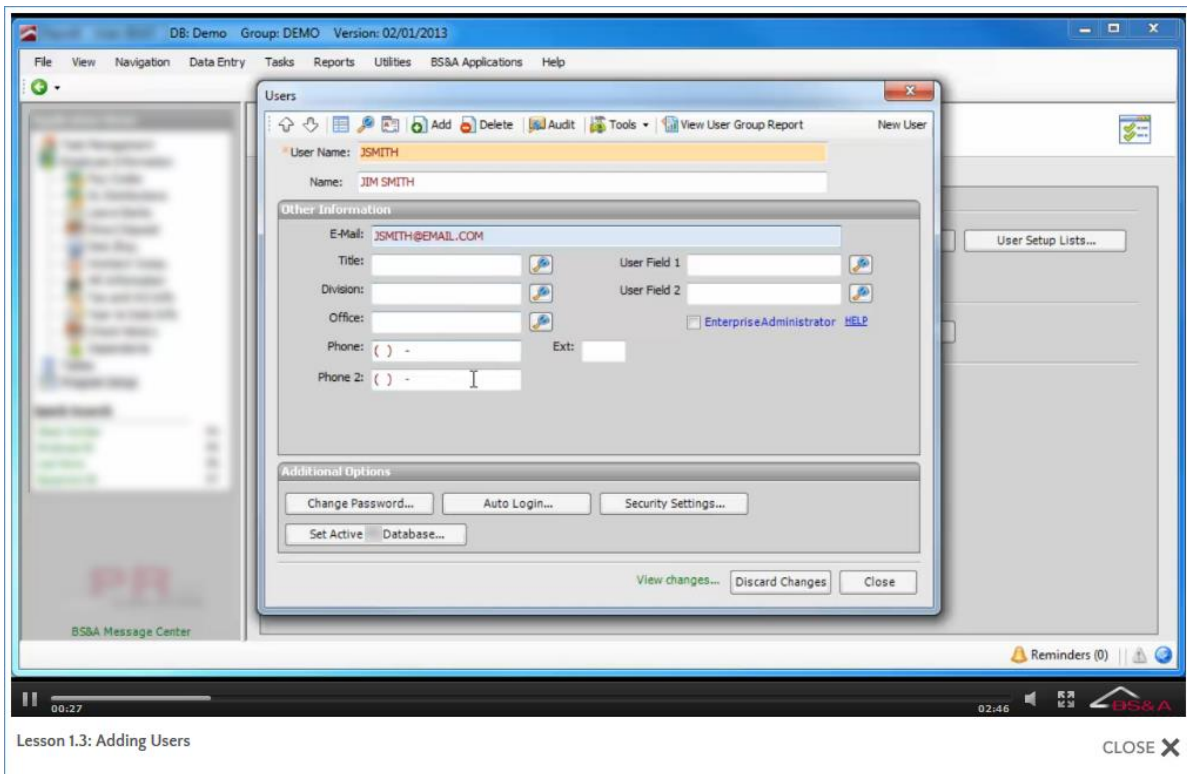
4. If applicable, click Set Active [application name] Database.

5. Once you have all of your users entered, you may (optionally) set passwords (see page 10) and set up either individual security or group security (see page 14).

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[1]With the exception of Enterprise Administrator; please contact BS&A I.T. Support for assistance.

Option 2: Import Users from Active Directory

1. Go to Program Setup>Administration>Users.

2. Click ![Tools] >Import Users from Active Directory.

3. (Optional) Set a Default Password.

4. (Optional) Set a Username, Name, and/or Email filter to reduce the amount of names to select from.

5. Move the items from the left column to the right column.

6. Click Create New Users, then Ok.

7. Locate one of the users you just imported.

8. (Optional) Enter or verify the user's Email, and fill out any fields (see footnote) in the Other Information pane.
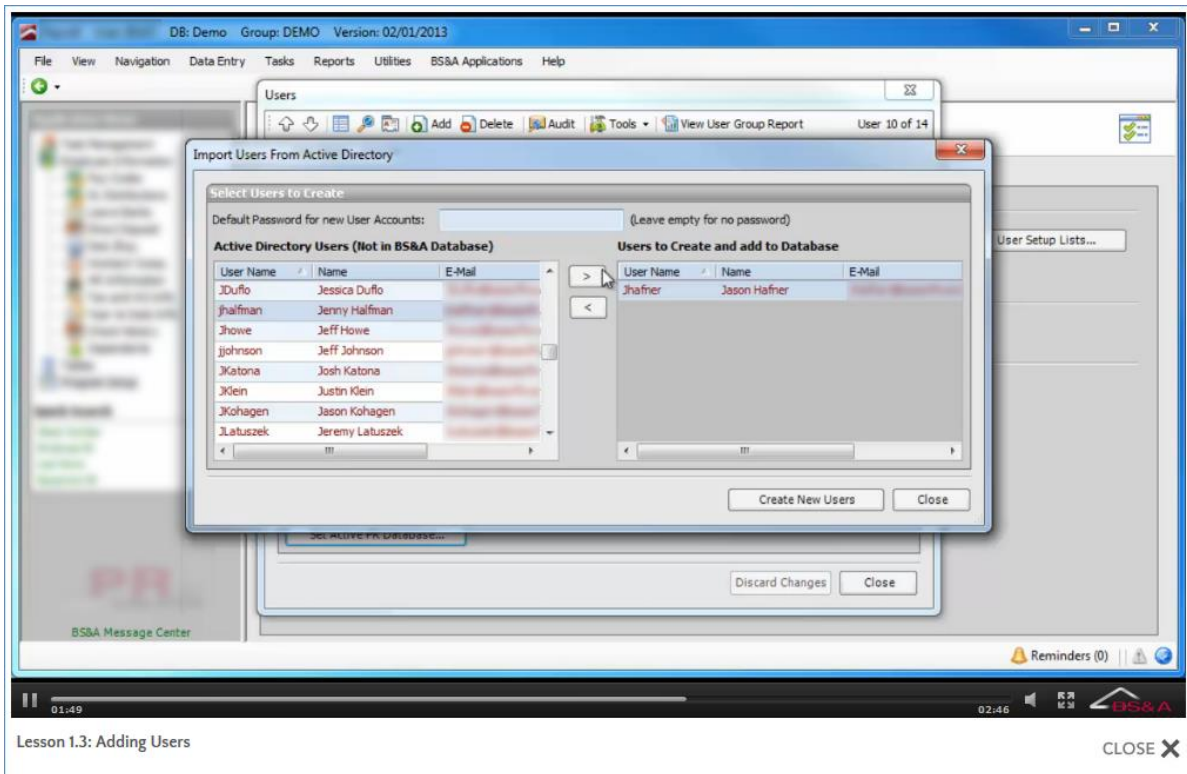
9. If applicable, click Set Active [application name] Database.

10. Once you have all of your users entered, you may (optionally) set passwords (see page 10) OR activate auto login (see page 12), and set up either individual security or group security (see page 14).

Notes

Lesson 1.4: Set Up Passwords

Follow these instructions if you will be setting up passwords in the BS&A programs as opposed to using Active Directory Auto Login (see page 12).

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Change Password.
3. Type the password (may be subject to some type of password security; see page 5) in New Password and Confirm New Password.
4. Click Save Password.
5. Repeat for additional users.

Notes

Lesson 1.5: Active Directory Auto Login

This is an entirely optional feature that allows an Enterprise Admin user to tell the programs to bypass the step of users having to enter a user name and password, <u>provided</u> the user name matches the user name set up in Active Directory.

1. Go to Program Setup>Administration>Active Directory Auto Login.

2. Select Use Auto Login Feature.

3. Check the Require Active Directory box and enter your Domain Name. Please contact I.T. Support for assistance with the When Auto Login Fails... setting.

   At this point, <u>the use of Auto Login is enabled, but users still have to opt in</u>. This can be done through the Users setup screen, or users may do it themselves on their My Settings screen.

Notes

Lesson 1.6: Set User or User Group Security

Setup of User/User Group security is not necessary on Enterprise Admins.

Set Individual User Security

This may not be necessary if the individual user will be part of a User Group. If, however, the user is part of a group but will have additional individual security, setup here is necessary.

1. Go to Program Setup>Administration>Users and locate the user.
2. Click Security Settings and set security for the current user. If "Custom Access," go to each Category to receive its security options and check the appropriate boxes to the right.
3. Click Close to return to the Users screen.
4. Repeat for additional users.

Copy Individual User Security Settings (Optional)

Copying a user's custom security settings is helpful when adding additional users that will have much of the same security. For example, Cash Receipting .NET has well over 50 individual security options per user. Setting these options once and copying to multiple users is a faster way to get users up and running. If individual users will be part of a User Group, this may not be necessary.

1. Go to Program Setup>Administration>Users and locate the user to copy <u>to</u>.
2. Click Security Settings.
3. Select Custom Access.
4. Click Copy Security Settings from an existing User.
5. Select whether to search by Name or User Name, enter the criteria, and click Ok. If an exact match isn't found, a list of results will appear; double-click the appropriate user name to copy from.

Set User Group Security

1. Go to Program Setup>Administration.

2. Add or import users but <u>do not</u> go into the Security Settings screen.

3. Click Close to exit the Users screen; you will be on the Administration tab of Program Setup.

4. Click User Groups.

5. Click and enter the Group Name.

6. Enter the Primary Contact and his/her Email. The Primary Contact is typically the one responsible for determining access rights.

7. Click Security Settings.

8. Set security for the current group. If Custom Access, go to each Category to receive its security options and check the appropriate boxes to the right.

9. Click Close to return to the Groups screen.

10. Move the items from the left column to the right column.

11. If one or more of this user group should have elevated security, return to the Users screen to set it up (see above).

Notes

Lesson 1.7: Printing a User Security Settings Report

1. Go to Reports>Other Reports and select User Security Settings Report.

2. Click Report Options.

3. Select whether or not to Show User Settings for All Applications.

4. Select whether to Display Settings for All Users (and set its optional filters) or to Display Settings for Specified User (and select the user).

5. Click Ok.

6. Select the (print) Destination and click Run Report.

Notes
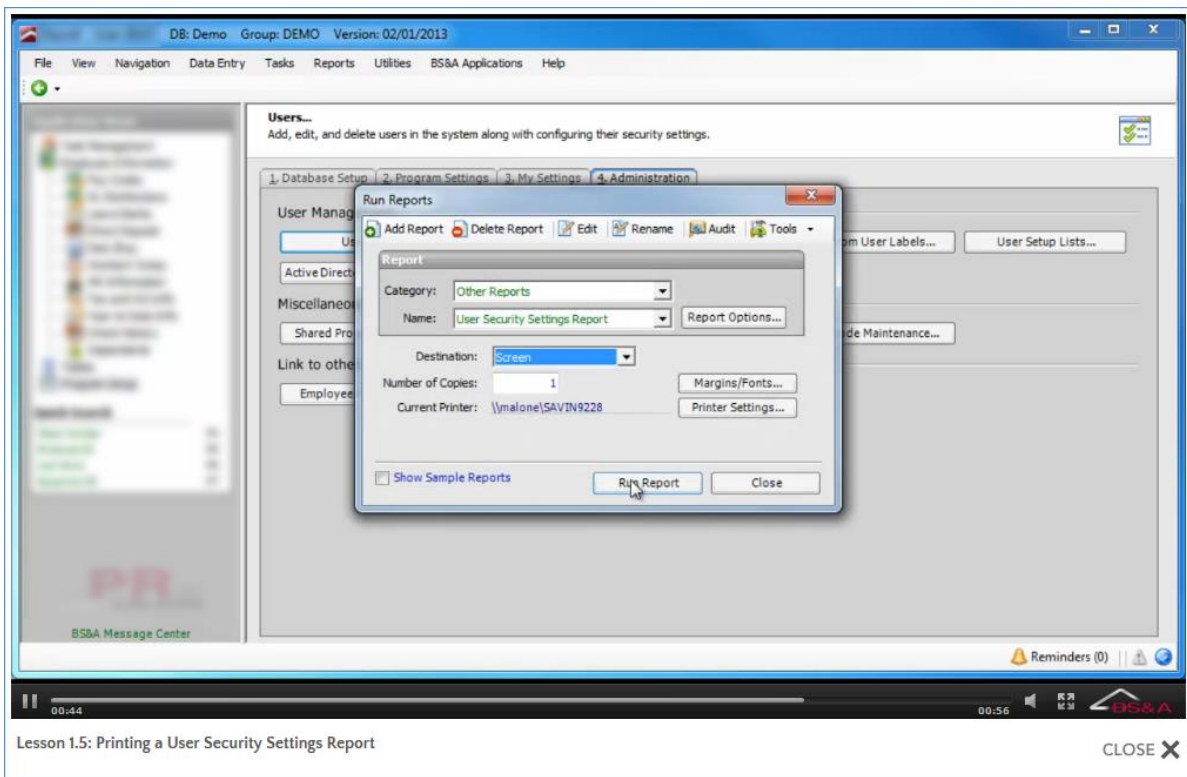
Lesson 1.8: Program Update Security

Program Update Security is designed for network environments with Windows Restricted Users. This option lets you add a specific Windows user name and password which will be used when a restricted user attempts to execute an update.

1. Go to Program Setup>Administration>Program Update Security.

2. Check the Allow Users to Run BS&A Program Updates with Elevated Privileges box.

3. Enter the Domain, User Name, and Password. This is the "Windows" user name/password.
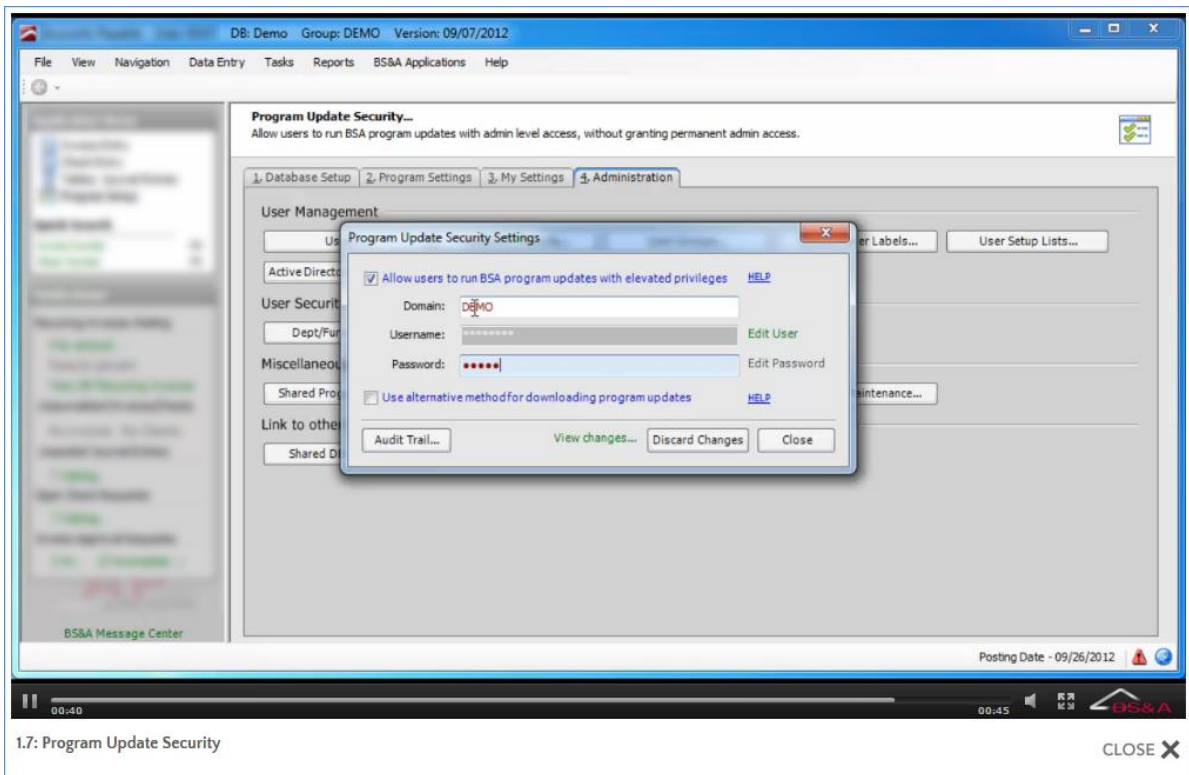
Notes

Lesson 1.9: Attaching Your Database to a Group

To recap the "Basics" courseware that accompanies this one, Shared Database Groups minimize your database management by linking your BS&A .NET databases. A group only needs to be added in one BS&A application, and is then available in others for you to attach the appropriate databases.

1. Go to Program Setup>Administration>Shared DB Settings.

2. Verify Current Database is displaying your currently active (working) database.

3. Verify Database Group Name is displaying the correct group. Show Only Applications that Cash Receipting Can Interact With is checked by default, displaying only those (installed) BS&A .NET applications that link with Cash Receipting. Verify the database names listed there as well.

4. Click Set Shared Database Group to Use Current Database, then Yes.
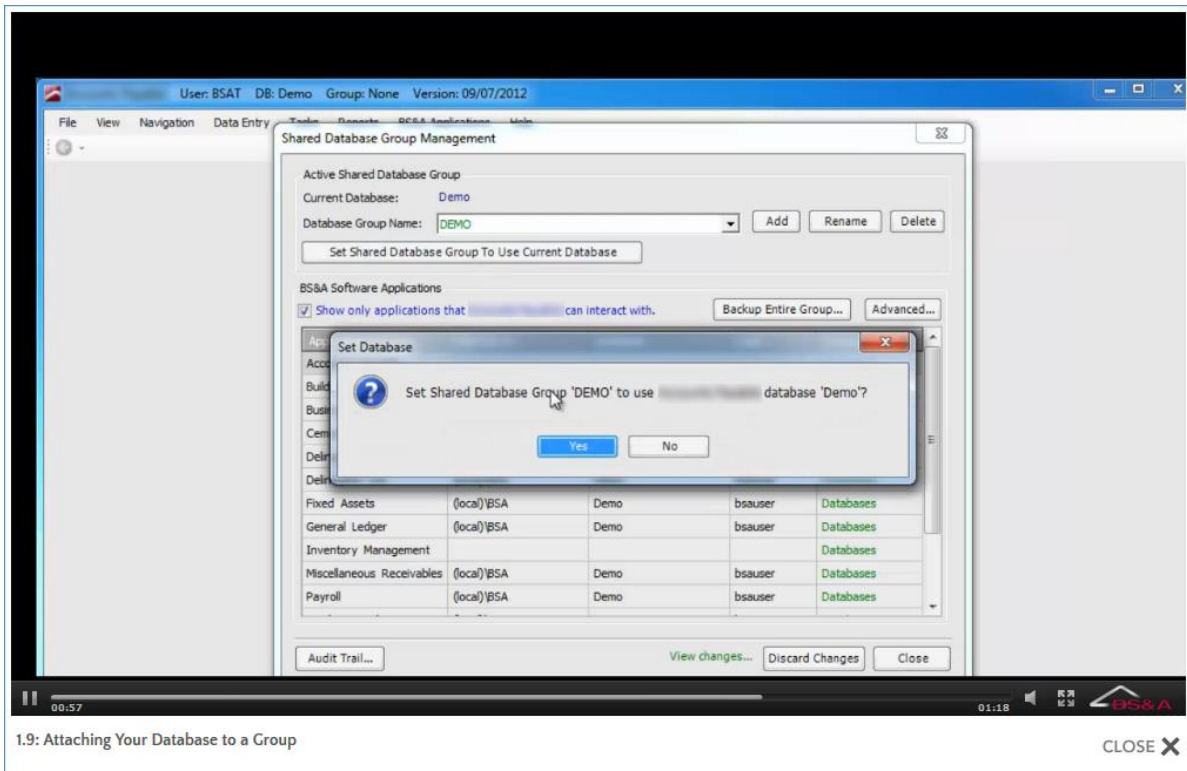
5. Click Close.

6. You are prompted that any other currently-open BS&A .NET applications will need to be closed and restarted for the change to take effect; click Ok. All users that have affected BS&A .NET applications open will need to exit and restart.

Notes

Section 2: Program Settings

In this section you will learn how to:

- o Set general program settings
- o Set workstation and receipt printer settings
- o Enter your Return Address

Lesson 2.1: General Settings

There will be a discussion of General Settings as they relate to your municipality. Of note are items 1 - 4.
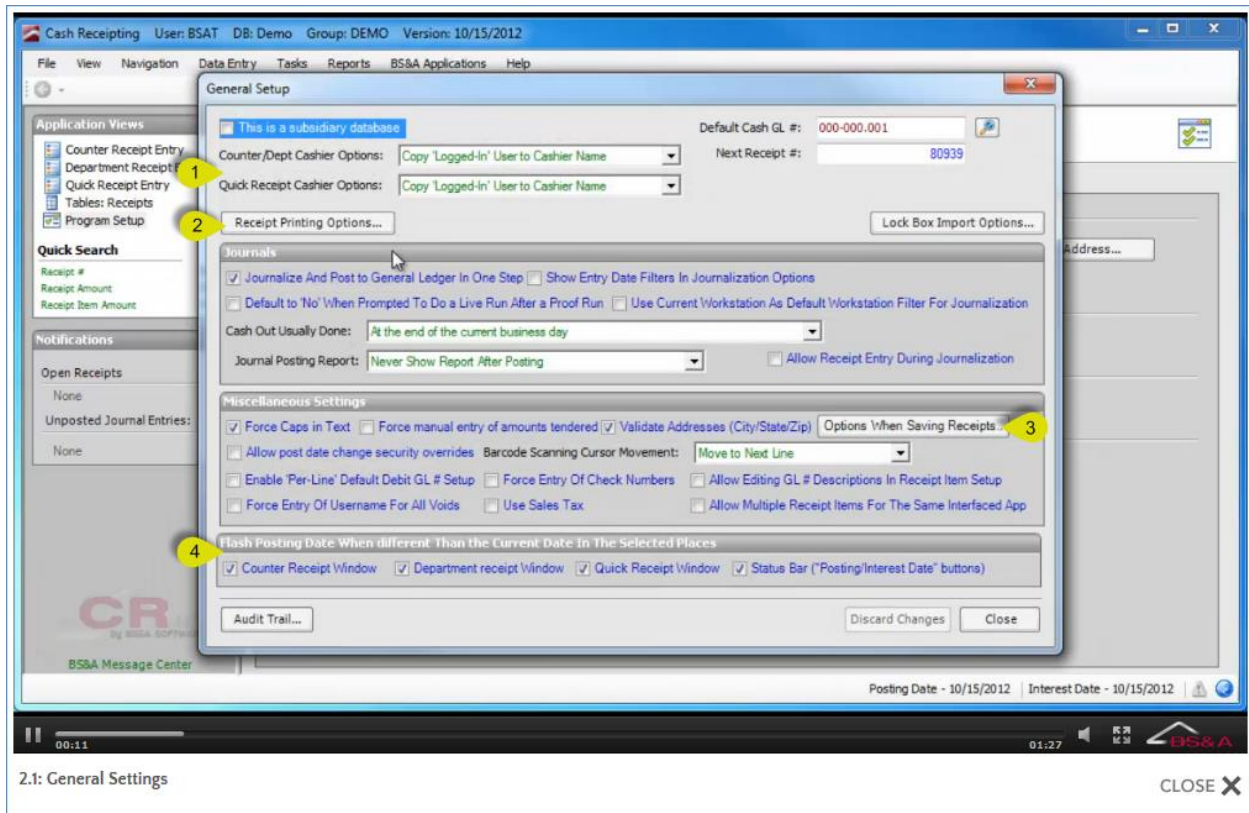
(1) Cashier Options (Counter/Dept; Quick). If set to Copy Logged-In User to Cashier Name or Force Entry of Cashier Name/Password, that setting is applied to all workstations. If this requirement changes depending on the workstation, set this to Use Per Workstation Settings.

(2) Receipt Printing Options. Click to set options to be used whether printing to laser or receipt printers. Regarding Receipt Print Options, its application is similar to Cashier Options above, in that the selected setting will be used for all workstations, unless Specify Printing Preference by Workstation is chosen. The impact of this field's setting is shown in Lesson 4.3 (see page 53).

(3) Options When Saving a Receipt. Lets you specify the requirement of additional information when saving a receipt.

(4) Flash Posting Date. An example of how these settings work is given in Lesson 4.3 (see page 53).

Notes

Lesson 2.2: Workstation/Receipt Printer Settings

These settings affect specific workstations. If you use a receipt printer, it must be installed prior to setting these options. Instructions were provided with the shipment of your printer.

Workstation/Cash Drawer ID. This is the ID per workstation.

Auto-Logout After Saving Receipt; Remember Last Cashier Username. If Auto-Logout... is checked, select whether or not to Remember Last Cashier Username. If checked, the Cashier Name will auto fill.

Limit Access to Users With This Workstation ID. If checked, only users who have been set up with the selected ID will be able to use this workstation.

Receipt Print Options. Requires the Specify Printing Preference by Workstation option to have been selected in General Settings (see page 24). Select the Receipt Print Option for the current workstation.

Counter/Dept Cashier Options; Quick Receipt Cashier Options. Requires the Use Per-Workstation Settings option to have been selected in General Settings (see page 24). Select the cashier option(s) for the current workstation.

Use Dedicated Receipt Printer With This Workstation. If checked, the settings beneath it are enabled for selection.

- o Receipt Printer Type. If you accepted the default driver name during the receipt printer installation, look for Series 150 or Series 90.
- o Printer Font. Click to select the font to use on your receipts. BS&A recommends Draft 17 cpi | Regular | 10.

- Bi-Directional Communication. This must be set to a Disabled option if the printer is installed on a network or if the current workstation uses Windows Vista.
- Advanced Printing Options. Click to set those options for this workstation; please feel free to contact Support for assistance.

2.2: Workstation/Receipt Printer Settings
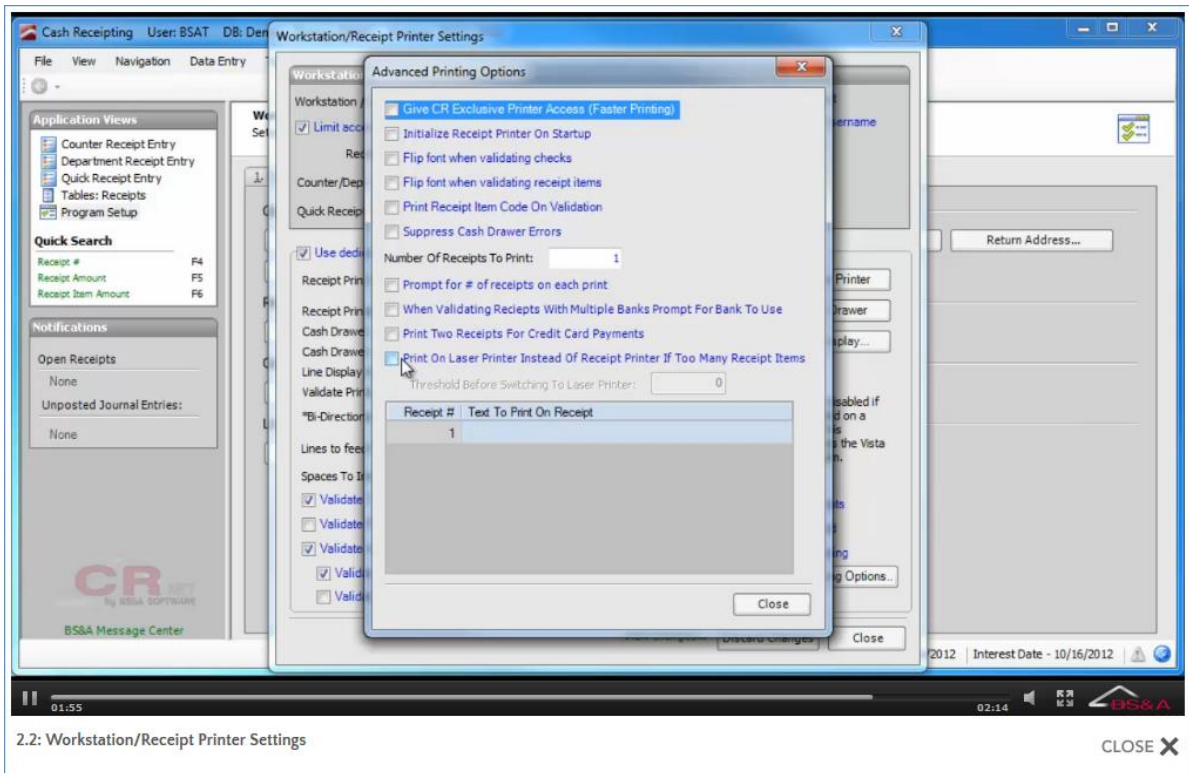
- Test Buttons. Each should be clicked to ensure proper setup.

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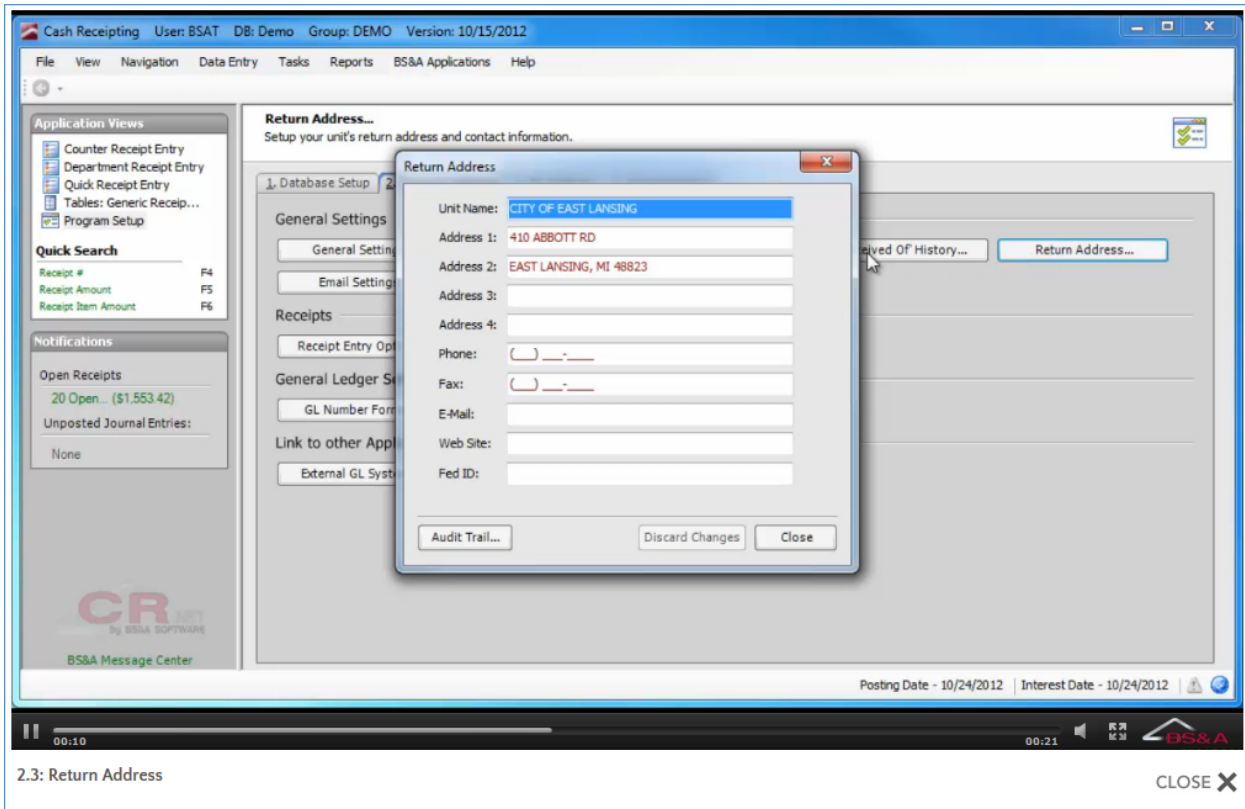
Lesson 2.3: Return Address

In most cases, the Unit Name appears on your receipts (both laser and POS). Depending on the receipt format, the address and other information can also appear.

Notes

Section 3: Database Setup

In this section you will learn how to:

- o Set up and configure receipt items
- o Set up tender codes and validation
- o Set up a generic export and import for communication with software other than BS&A's
- o Set up recurring department receipts

Lesson 3.1: Receipt Item Setup and Configuration

Adding Standard BSA-Interfaced Receipt Items

1. Go to Program Setup>Database Setup>Receipt Item Setup.

2. Click [Tools ▾] >Add Standard BS&A System Receipt Codes.
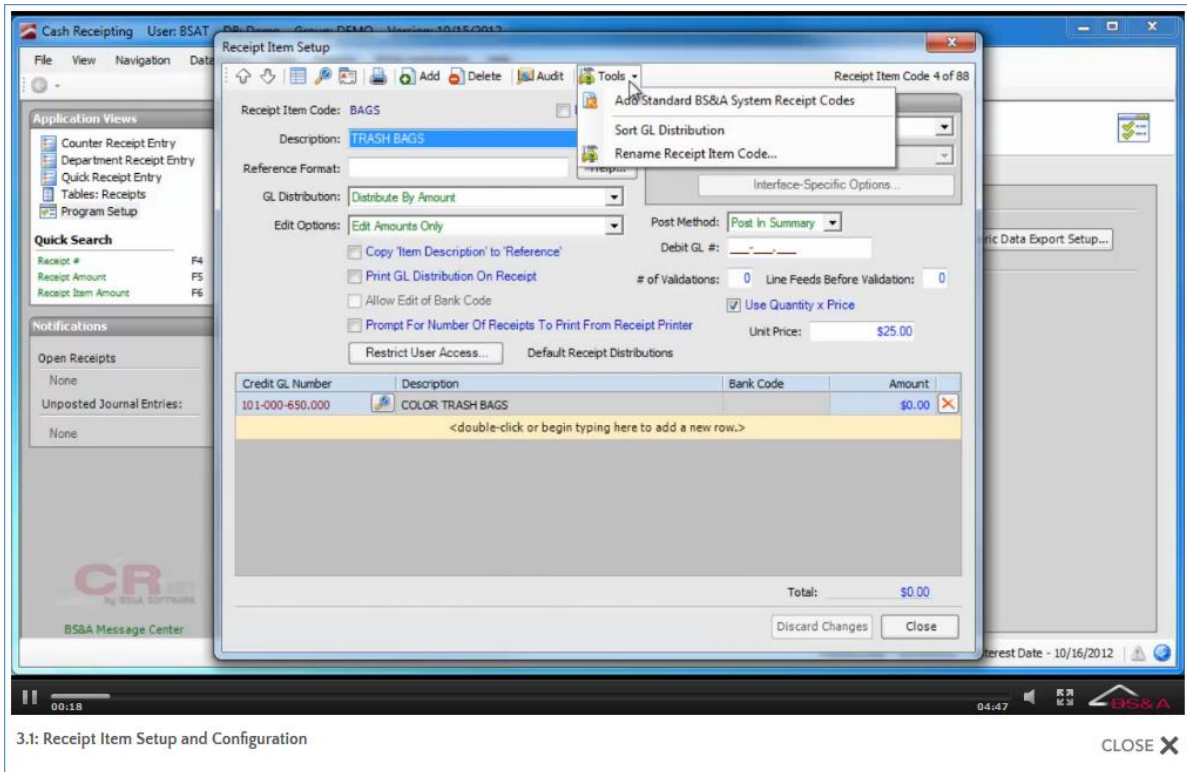
3. Double-click a receipt item to move it from Receipt Items Not in System to Receipt Items to Add and click Ok.

4. When you return to Receipt Item Setup, click [icon] to receive a list of receipt item codes.

5. Double-click a BS&A-Interfaced receipt item.

6. Description comes from the interfaced BS&A application and can be changed here.

7. Select your (distribution) Edit Option.

8. Select whether or not to Print GL Distribution on Receipt.

9. Click Interface-Specific Options.

10. Set your options and click Close to return to receipt item setup.

11. Select your Post Method.

12. Enter the # of Validations.

13. <u>Do not</u> enter distribution.

Adding Non-Interfaced Receipt Items

1. Go to Program Setup>Database Setup>Receipt Item Setup.

2. Click .

3. Enter an alphanumeric Receipt Item Code (up to 8 characters).

4. Enter the Description.

5. (Optional) Enter a Reference Format (click Help for assistance).

6. Select the GL Distribution method.

7. Select your (distribution) Edit Option.

8. Select whether or not to Copy Item Description to Reference (the Reference field on the receipt).

9. Select whether or not to Print GL Distribution on Receipt.

10. Type defaults to None. Do not change it.

11. Select your Post Method.

12. If the current receipt item does not use the default cash account, enter its Debit GL #.

13. Enter the # of Validations.

14. Select whether or not to Use Quantity x Price. If checked, enter the Unit Price.

15. (Optional if Edit Option is set to Edit Amounts and GL Distribution) Fill out the default distribution for the current receipt item:

    i. Double-click the bar labeled <double-click or begin typing here to add a new row.>.

    ii. Enter or select the General Ledger Number.

    iii. Verify and if necessary, edit the Description.

    iv. Select the Bank Code.

    v. Enter the Amount.

    vi. Continue setting up distribution.

Adding ASCII-Interfaced Receipt Items

1. Go to Program Setup>Database Setup>Receipt Item Setup.
2. Click .
3. Enter an alphanumeric Receipt Item Code (up to 8 characters).
4. Enter the Description.
5. (Optional) Enter a Search Format (click Help for assistance).
6. Select the GL Distribution method.
7. Select your (distribution) Edit Option.
8. Select whether or not to Print GL Distribution on Receipt.
9. Select the ASCII export Type (located in the Interfaced Receipt pane).
10. Click Interface-Specific Options and set the path and file name for the current receipt item (click the Export Info/Data Layout Help button for assistance); click Close to return to receipt item setup.
11. Select your Post Method.
12. If the current receipt item does not use the default cash account, enter its Debit GL #.
13. Enter the # of Validations.
14. (Optional if the Edit Option is set to Edit Amounts and GL Distribution) Fill out the default distribution for the current receipt item:
    i. Double-click the bar labeled <double-click or begin typing here to add a new row.>.
    ii. Enter or select the General Ledger Number.
    iii. Verify and if necessary, edit the Description.
    iv. Select the Bank Code.
    v. Enter the Amount.
    vi. Continue setting up distribution.

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Lesson 3.2: Tender Code and Validation Setup

1. Go to Program Setup>Database Setup>Tender Code Setup.

2. Click .

3. Enter the Code (up to 3 characters can be used; e.g., CK or CKS for checks).

4. Enter a Description of the tender code.

5. Select the Category.

6. Enter the Number of Validations required for the current tender code. The number you enter dictates how many times a tender item will be stamped through the receipt printer to validate the payment. Typically, only checks are run through, so you would enter 1 in this field. Entering any number enables the fields below, letting you type information that will be printed on the tendered item. For example, you could type For Deposit Only in Validation Line 1 and <ACCOUNT> (be sure to include the brackets) in Validation Line 2. These entries will appear on the back of the check when stamped through the receipt printer.
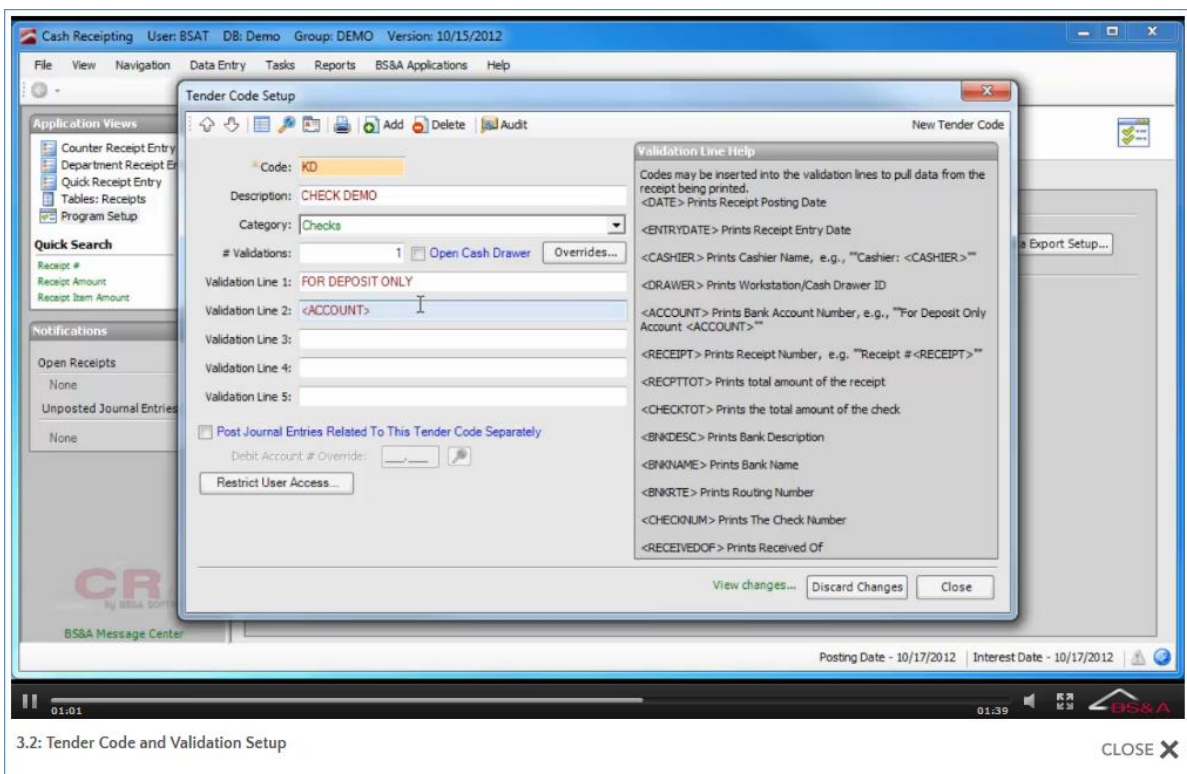
7. If a payment made with the current tender code requires placement in the cash drawer, check the Open Cash Drawer box.

8. Select whether or not to Post Journal Entries Related to This Tender Code Separately. This option is most useful for tender types that are deposited to bank accounts separately from other tender types. When enabled, this setting causes the journal entries to be created separately; as a result, a tender type set up this way cannot be combined with other tender types on the same receipt. If checked, enter the Debit Account Number Override.

Notes

Section 3: Database Setup

Cash Receipting

Lesson 3.3: Generic Data Import/Export Setup

Generic imports and exports can be set up to allow you to exchange information with outside software. For example, if you use a tax billing program other than BS&A, set up a Generic Import to pull the appropriate data from that database (parcel number, owner name, amount due, etc.). This creates a table of customers, amounts, etc.

Set up a Generic Export to return the paid information to the tax billing software.

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Lesson 3.4: Recurring Department Receipt Setup

Setting up a Recurring Department Receipt can speed up your data entry for receipts that always debit and credit the same accounts. Receipts created using Recurring Department Receipts can be edited on an individual basis.

1. Go to Program Setup>Database Setup>Recurring Receipt Setup.

2. Click [Add].

3. (Optional) Enter the (default) Rec'd Of. This could be used to enter the department or the name of the person turning in the receipts.

4. (Optional) Click Addr to fill out the Received Of address; click Close to return to the receipt setup.

5. Enter the Recurring Receipt Code.

6. (Optional) Enter Description/Notes about the current receipt.

7. Enter the Credit Account Number.

8. (Optional) Enter the Default Amount.

9. Click Det ("detail") to enter the Debit Account Number and to verify or select the Bank Code.

10. Click Close to return to receipt setup.
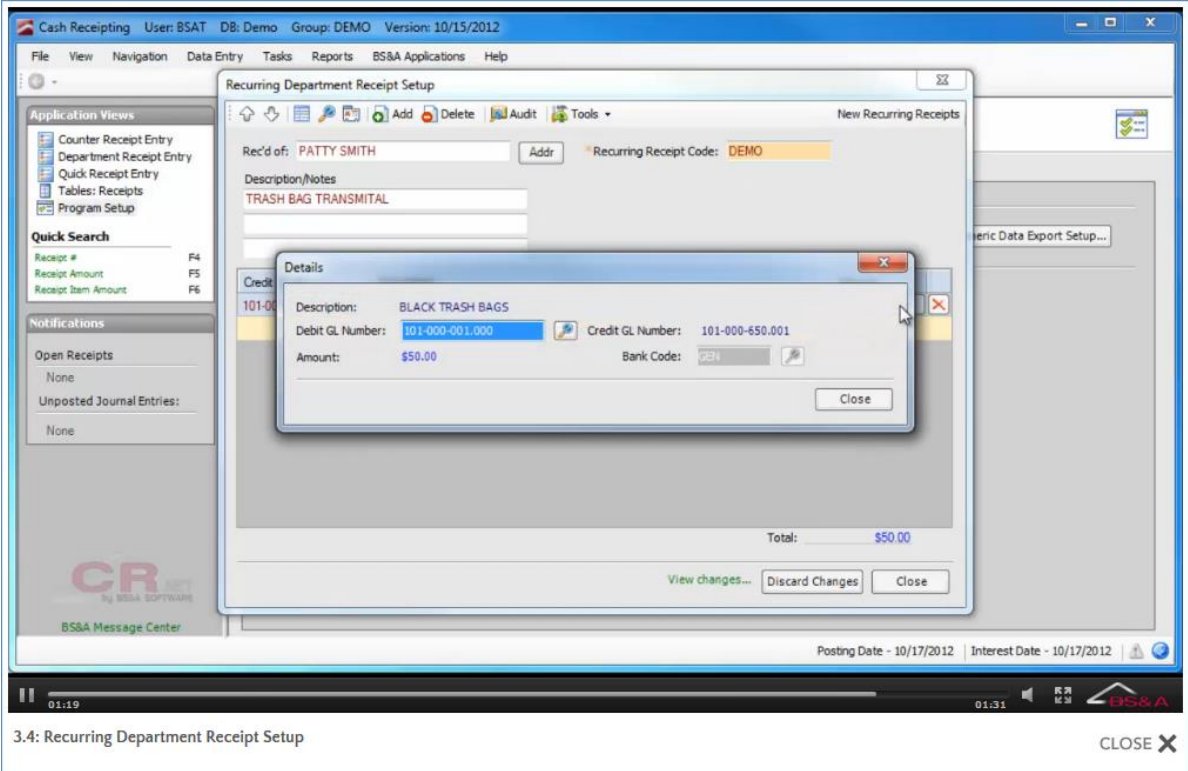
11. If required, set up additional lines.

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Section 4: Receipt Entry

In this section you will learn how to:

- Distinguish between different receipt entry methods
- Set up receipt entry options
- Enter, print, and revalidate receipts
- Void unjournalized receipts

Lesson 4.1: Entry Methods

Counter Receipt Entry

Counter Receipt Entry creates one receipt at a time; an alternative is Quick Receipt Entry, which lets you add a number receipts, creating them all at the same time with the click of a button.

Department Receipt Entry

Department Receipt Entry is designed for users who <u>do not</u> use BS&A Cash Receipting as the receipting authority (such as Parks and Rec, Register of Deeds, etc.). At the end of the day, a rep from the department will bring you a list of monies taken in, and Department Receipt Entry provides the means to account for it.

Quick Receipt Entry

The Quick Receipt Entry screen is an alternative to Counter Receipt Entry. As a receipt is entered into Quick Entry, it is saved to memory, allowing you to exit the screen at any time without actually creating the receipts. You can return to the screen to process more receipts, and create them all at the same time with the click of a button.

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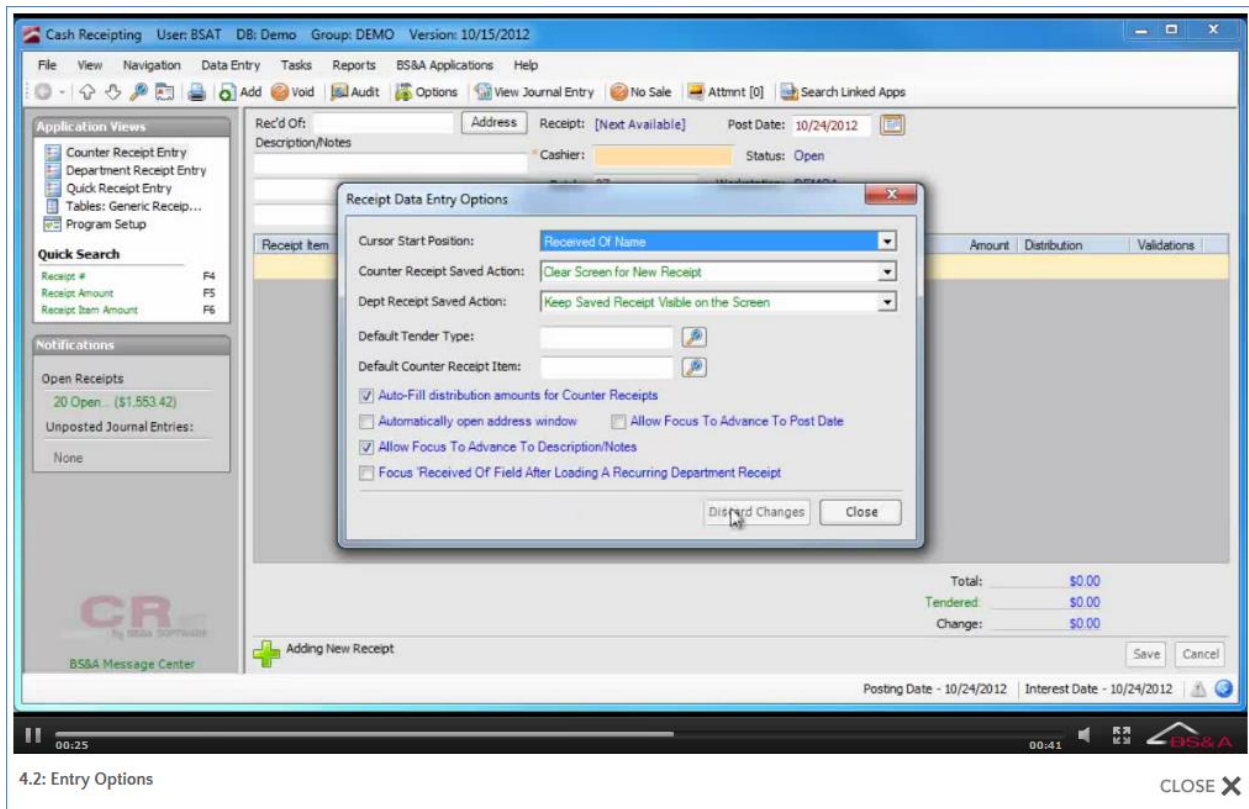
Lesson 4.2: Entry Options

Not all options may be beneficial to you, but are provided to help you fine-tune your data entry.

Counter and Department Receipts

Counter and Department receipts share the same options, set through the Options button on the Tool Bar of their entry screens.

Quick Receipts

Quick Receipt Entry has its own options, set through the [Options...] button directly on the entry screen:

# Notes

Lesson 4.3: Entering a Counter Receipt

1. Go to Counter Receipt Entry. If you are viewing a blank screen, proceed to step 2. If you are viewing a saved receipt, click [Add] and proceed to step 2.

2. (Optional) Enter the Received Of.

3. (Optional) Click Address to fill out the Received Of address; click Close to return to the receipt entry.

4. (Optional) Enter Description/Notes about the current receipt.

5. Verify or enter the Post Date. If you change the Post Date here on the receipt entry screen **(1)**, it affects the current receipt only. If you need to change the Post and/or Interest Date for all upcoming receipts (until you change it again or exit the program), change them in the buttons located in the Status Bar **(2)**:
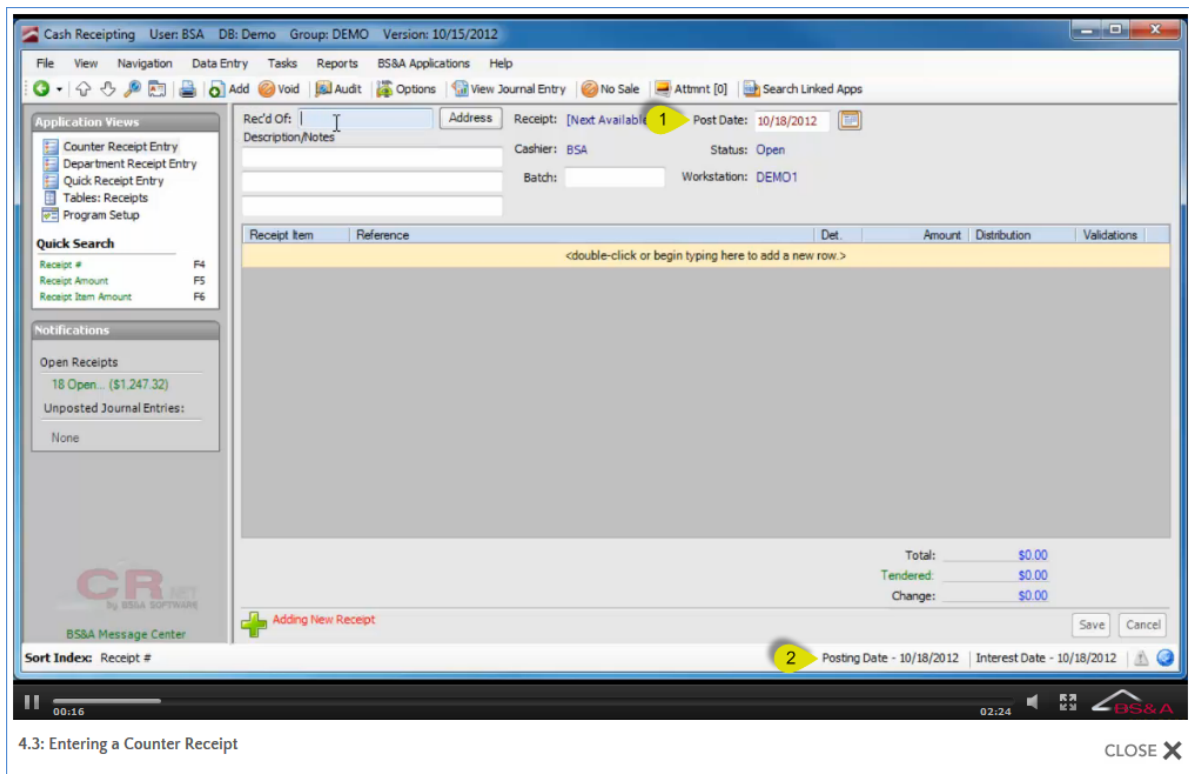
If changed, the field (and button, if changed there) will flash due to a setting in Program Setup>General Settings (see page 24).

6. (Optional) Verify or enter a Batch Number.

7. Verify or select the Receipt Item.
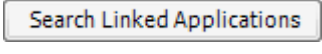
8. Verify or enter the Reference.

9. Verify or enter the Amount.

10. (Optional) Click Distribution and verify or enter the distribution; click Ok to return to the receipt entry screen.

11. Verify or enter the number of Validations.

12. Click Save. The Tendered dialog appears automatically...

    i. Verify or select the Tender Type and enter a Check #/Reference # if applicable.

    ii. Verify or enter the Amount Owed.

    iii. Click Save to return to receipt entry.

13. What happens next depends on your Receipt Print Option in General Settings. Most users have a receipt printer, and set this option to Prompt to Print Receipt (Don't Automatically Print), as used in this example:
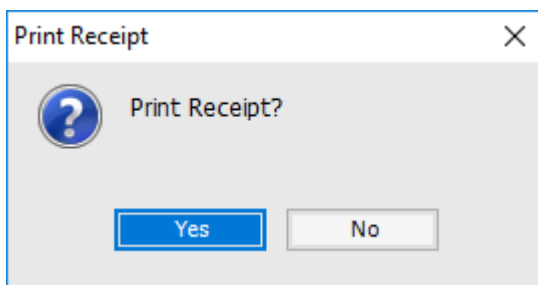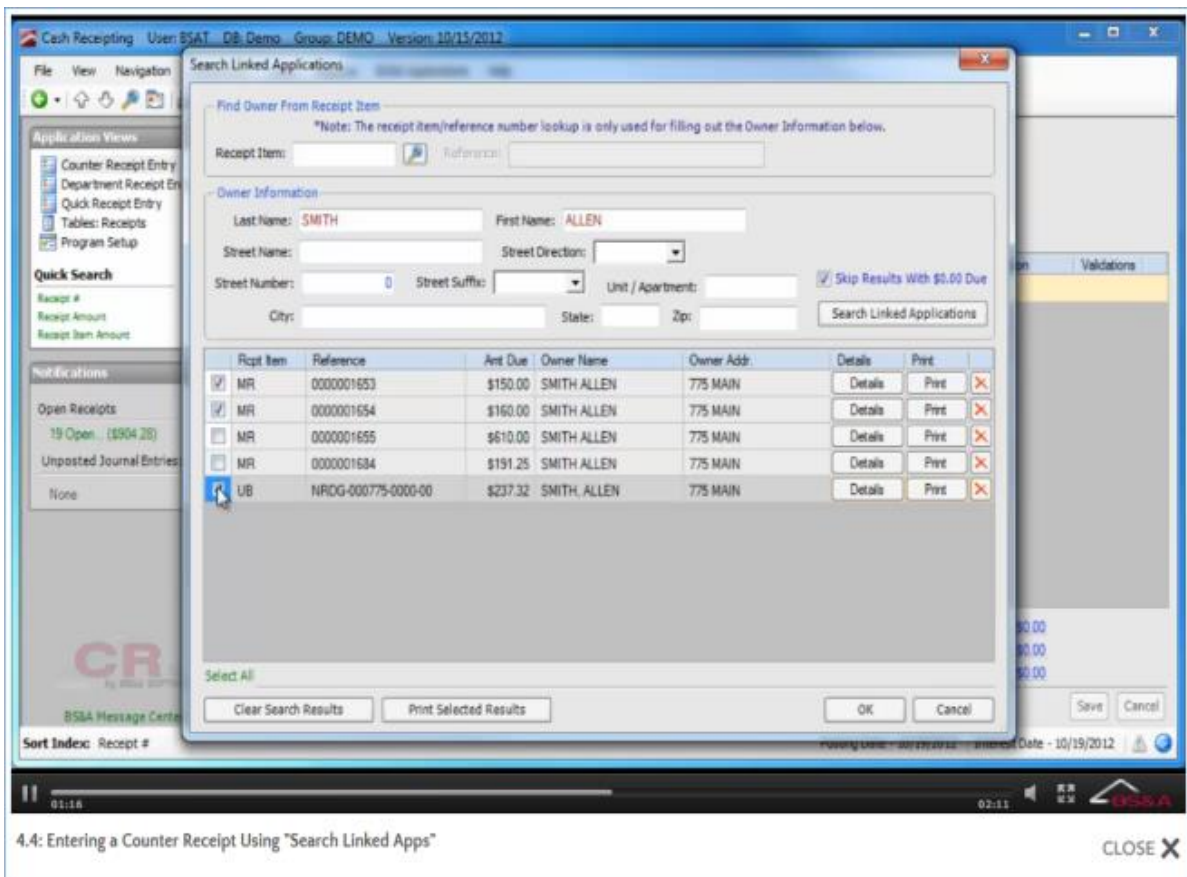

If set to Don't Print Receipt, Don't Prompt, you will still be able to print the receipt (see page 67).

Notes

Lesson 4.4: Entering a Counter Receipt Using "Search Linked Apps"

1. Go to Counter Receipt Entry.

2. Click [Search Linked Apps] .

3. (Optional) Select the (BS&A- Interfaced) Receipt Item and Reference. While optional, this step is helpful in that it fills out all of the Owner Information, letting you skip step 4 of these instructions. If more than one amount is owing from the BS&A app used as the Receipt Item, select any of them. You will be selecting which amounts to pay in step 8.

4. Enter/verify the Owner Information (not necessary if you followed step 3).

5. Skip Results With $0.00 Amounts Due is checked by default and can be unchecked.

6. Click [Search Linked Applications] , then Ok.

7. (Optional) Click Details to view more details; click Print to print the invoice/bill.

8. Check the boxes of the items to pay for this receipt.

9. Click Ok to return to Counter Receipt Entry.

10. (Optional) Enter Description/Notes about the current receipt.

11. Verify or enter the Post Date.

12. (Optional) Verify or enter a Batch Number.

13. Verify or enter the Amount(s).

14. Click Distribution and verify or enter the distribution; click Ok to return to the receipt entry screen.

15. Click Save. The Tendered dialog appears automatically...

    i. Verify or select the Tender Type and enter a Check #/Reference # if applicable.

    ii. Verify or enter the Amount Owed.

    iii. Click Save to return to receipt entry.

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Lesson 4.5: Entering a Quick Counter Receipt (Batch Entry)

The Quick Receipt Entry screen is an alternative to Counter Receipt Entry. As a receipt is entered into Quick Entry, it is saved to memory, allowing you to exit the screen at any time without actually creating the receipts. You can return to the screen to process more receipts, and create them all at the same time with the click of a button. Quick Receipt Entry is designed to make it as easy as possible to enter batches of receipts. This entry is aided by the Quick Receipt options you choose to utilize; please review page 51. This method creates separate receipts for each line. It does not combine all entries into one receipt.

1. Go to Quick Receipt Entry.
2. (Optional) Click Options to set entry options for the current batch of quick receipts.
3. If required, enter your Cashier Name and password.
4. Verify or enter the Post Date.
5. (Optional) Verify or enter a Batch Number.
6. (Optional) Select the Default Tender Type.
7. Select the Receipt Item.
8. Verify or enter the Reference.
9. Click Add (not necessary on BS&A-interfaced items; they are added after entering the reference).
10. Continue adding receipt items.
11. Verify or enter the Amount Owed.
12. Verify or select the Tender Code.
13. Verify or enter the Payment.
14. (Optional) Click Det to verify or enter Received Of information and Distribution; click Close to return to receipt entry.

15. Click Run Proof Report and select the format (summary or detailed); carefully review the report and close it.
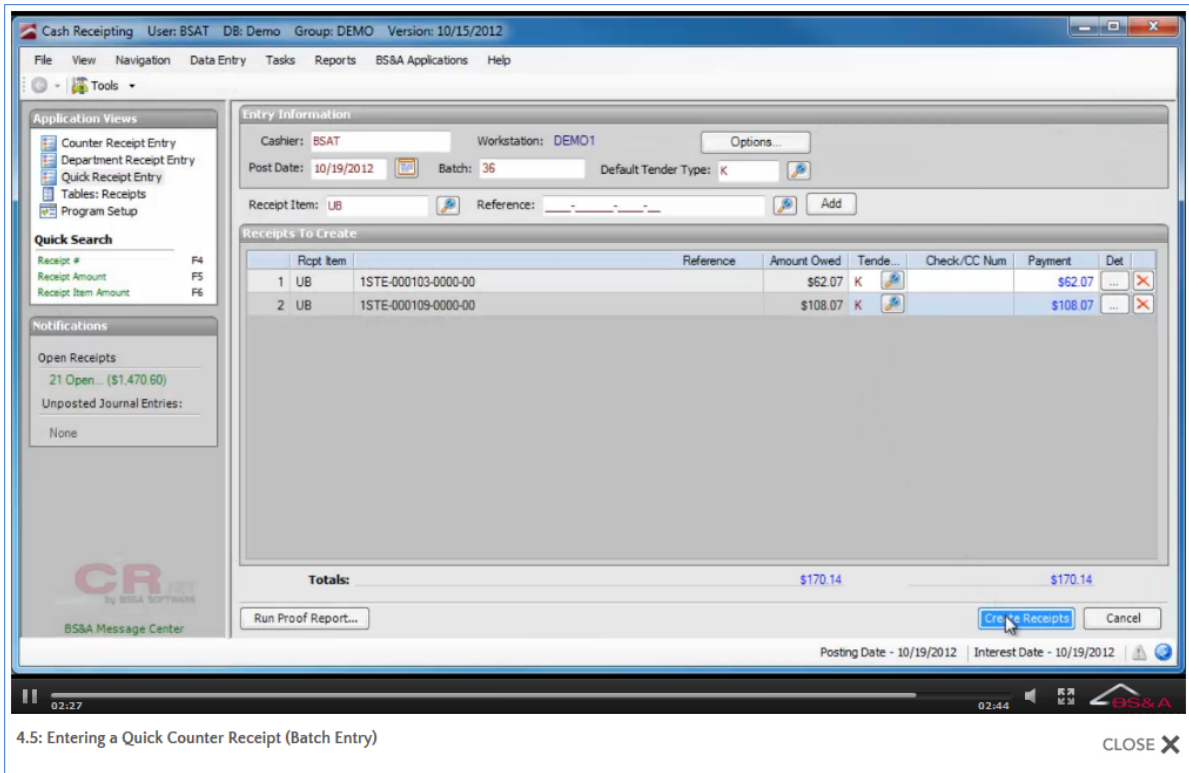

16. Provided everything is correct, click Create Receipts (not required; you can exit the screen and return, and the receipts you just entered will be saved), then Yes.

Notes

Lesson 4.6: Entering a Recurring Department Receipt

1. Go to Department Receipt Entry. If you are viewing a blank screen, proceed to step 2. If you are viewing a saved receipt, click [Add] and proceed to step 2.
2. Select the Recurring Receipt Code.
3. Verify the data coming from the Recurring Department Receipt template.
4. If required, enter your Cashier Name and password.
5. Verify or enter the Post Date.
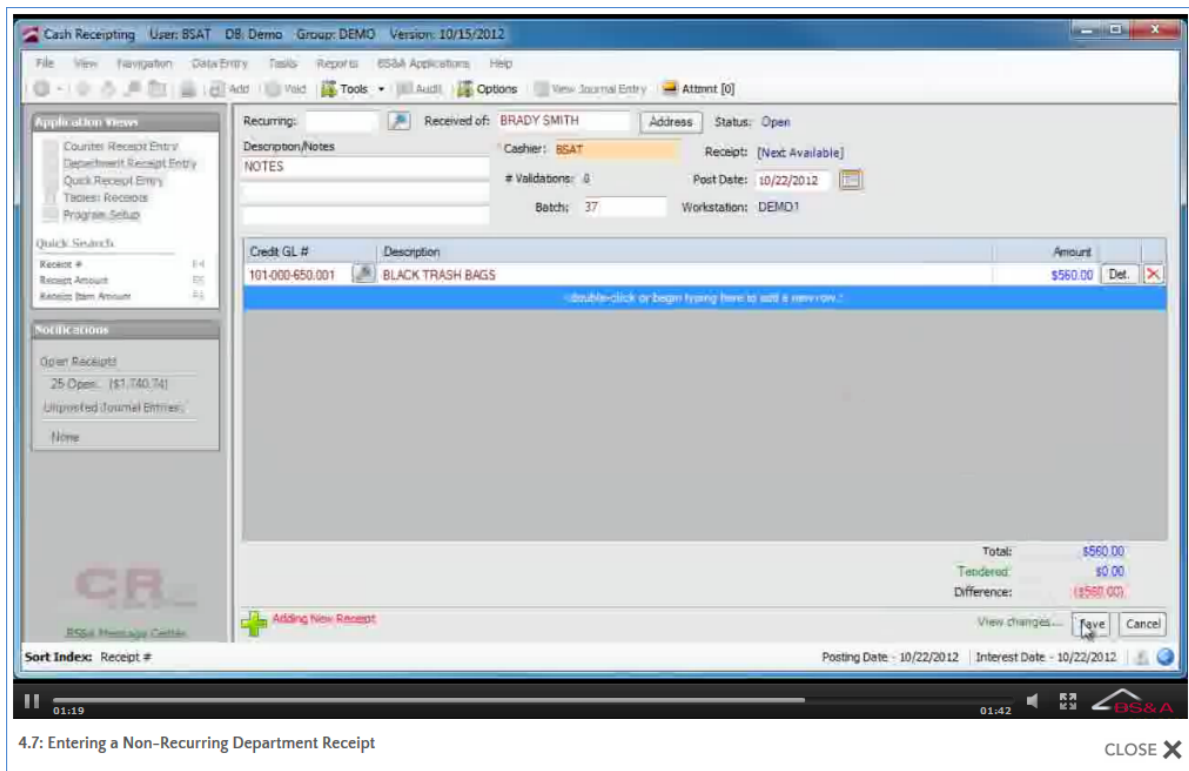6. (Optional) Verify or enter a Batch Number.
7. Verify or enter the Amount.
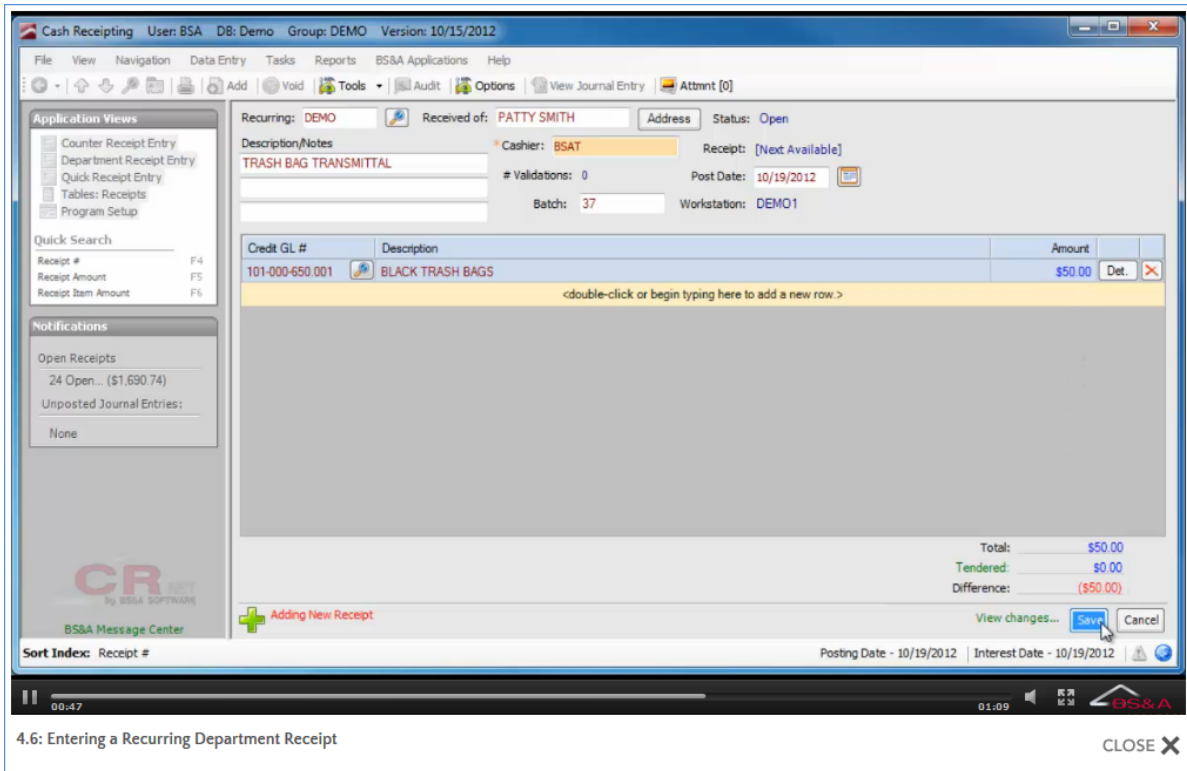
8. Click Save. The Tendered dialog appears automatically...
    i. Verify or select the Tender Type and enter a Check #/Reference # if applicable.
    ii. Verify or enter the Amount Owed.
    iii. Click Save to return to receipt entry.

Notes

Lesson 4.7: Entering a Non-Recurring Department Receipt

1. Go to Department Receipt Entry. If you are viewing a blank screen, proceed to step 2. If you are viewing a saved receipt, click [Add] and proceed to step 2.

2. (Optional) Enter the Received Of.

3. (Optional) Click Address to fill out the "received of address"; click Close to return to the receipt entry.

4. (Optional) Enter Description/Notes about the current receipt.

5. If required, enter your Cashier Name and password.

6. Verify or enter the Post Date.

7. (Optional) Verify or enter a Batch Number.

8. Enter the Credit Account Number.

9. Enter the Amount.

10. Click Det ("detail") to enter the Debit Account Number and to select the Bank Code. Click Close to return to Receipt Entry.

4.7: Entering a Non-Recurring Department Receipt

11. Click Save. The Tendered dialog appears automatically…
    i. Verify or select the Tender Type and enter a Check #/Reference # if applicable.
    ii. Verify or enter the Amount Owed.
    iii. Click Save to return to receipt entry.

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Lesson 4.8: Printing a Receipt

1. If your Receipt Saved Action (see page 50) for either a Counter receipt or a Department receipt is set to Clear Screen for New Receipt, you can page up (or down, depending on the receipt you are currently viewing) to the receipt you want to print:

   a. Press your [Page Up] or [Page Down] key

      OR

   b. Click ⬆ or ⬇ in the Tool Bar. If the screen was cleared after you entered the receipt, paging <u>down</u> returns you to the most recently-added receipt.

2. Click 🖨.
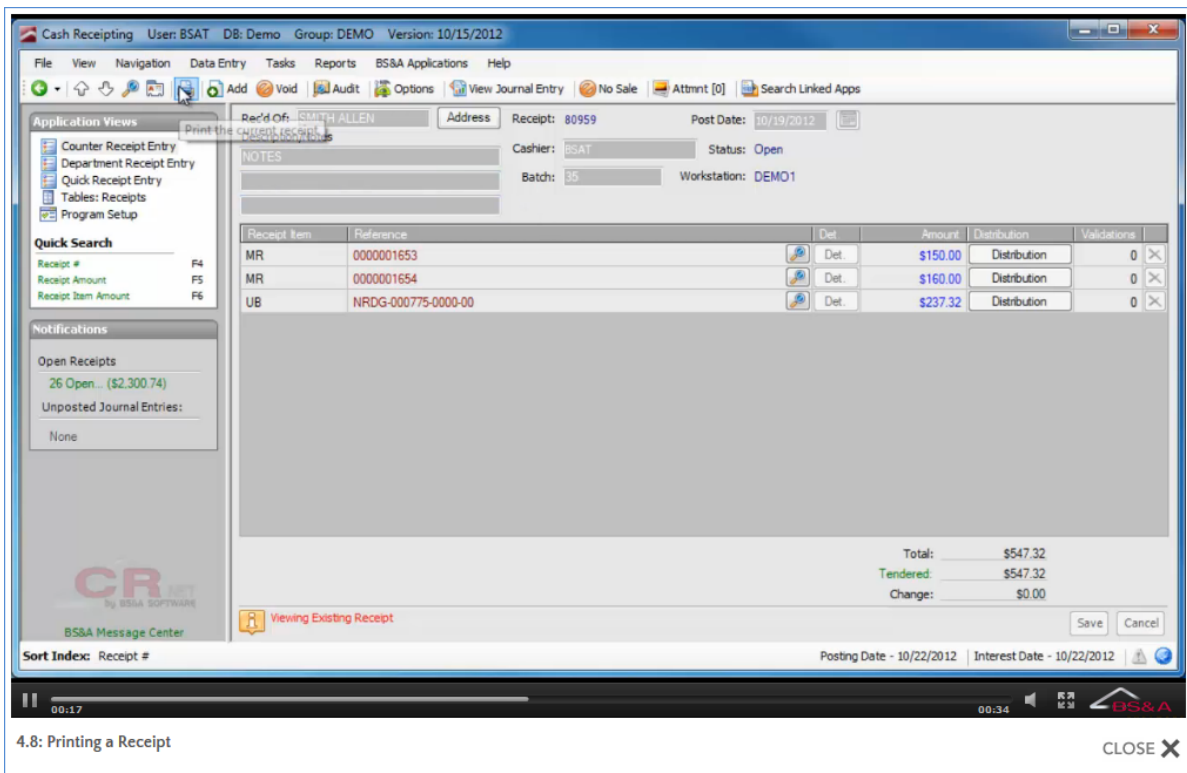
3. Select the receipt format (Name) and Destination.
4. Click Print Receipt.

Notes

Section 4: Receipt Entry

Lesson 4.9: Validating Receipts and Tendered Items

If you use Point of Sale printers and have set tendered items or receipt items up to validate (see page 38), you will be prompted to validate these items after you save the receipt. Simply insert the items to validate and the printer does the rest. If you need to re-validate…

1. Pull up the receipt to be revalidated.

2. Click the Data Entry menu and select either Counter Receipt Entry or Department Receipt Entry (depending on the receipt type).

3. Click Re-Validate Receipt.
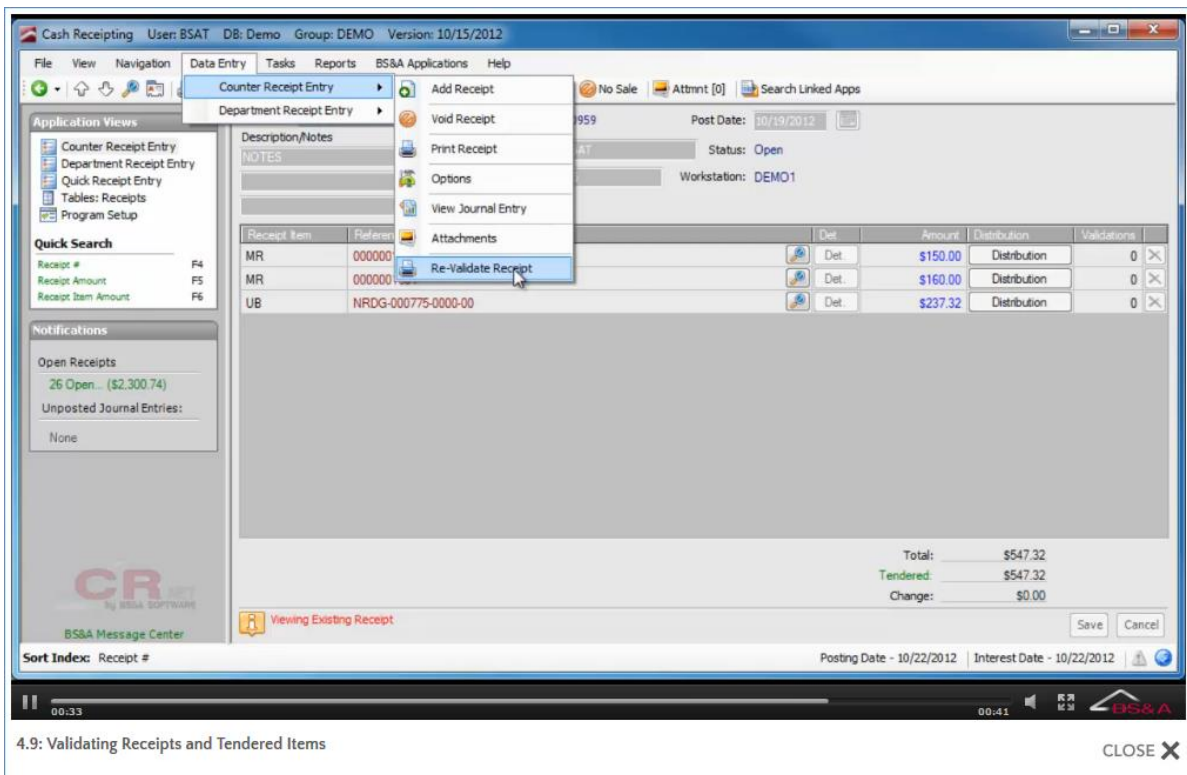
4. Insert the item in the printer.

Notes

Section 4: Receipt Entry

Lesson 4.10: Voiding Unjournalized Receipts

Only unjournalized receipts can be voided. Receipts that have been journalized and posted cannot be voided, because the linked applications have already been updated with those journalized/posted entries. No distinction is made at this point between interfaced receipts and non-interfaced (no BS&A app affected) receipts.

- o In order to void a journalized/interfaced receipt, you will need to go into the linked application and void or reverse the payment from there.

- o In order to void a journalized/non-interfaced receipt, you will need to go into General Ledger and create a manual journal entry to reverse the payment.
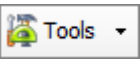
Voiding a Single Receipt

1. Locate the receipt. The accompanying "Basics" courseware illustrates several search methods. A frequently-used method is to open the table (in this example, Receipts), sort by the data you're looking for (in this example, Receipt Number), and begin typing the criteria.

2. Double-click the record you want to go to.

3. Click , then Yes.

4. Enter the Reason and click Ok.
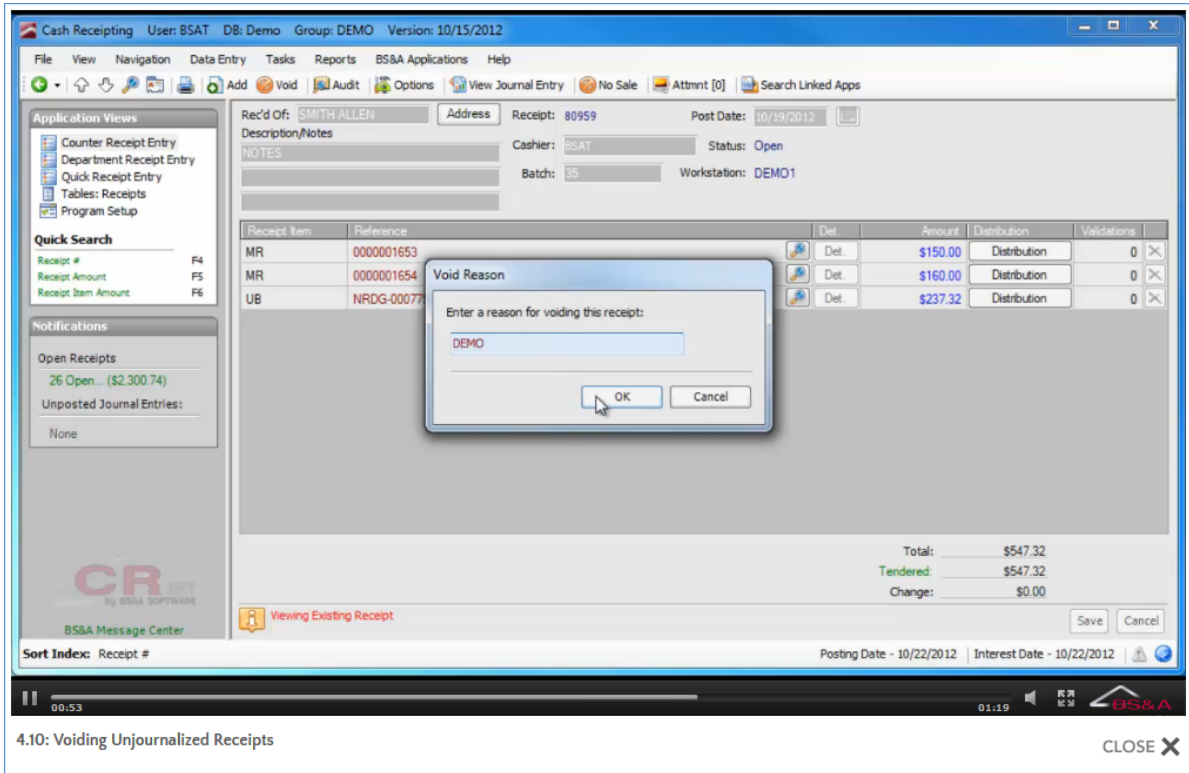
Voiding a Block of Receipts

1. Open the Receipts table.
2. Sort and block the records.
3. Click [Tools ▼] >Void Block of Receipts, then Yes.
4. Enter the Reason and click Ok.

Notes

Section 5: Day End Processes

In this section you will learn how to:

- o   Run the Drawer Balancing utility
- o   Journalize and post receipts
- o   Create deposits

Lesson 5.1: Drawer Balancing Utility

1. Go to Tasks>Drawer Balancing Utility.

2. (Optional; if used) Select the Workstation ID.

3. Verify or enter the Post Date and Entry Date filters.

4. Click Load Receipts.

5. If applicable, enter the Beginning Amount for cash and Beginning Amounts for non-cash transactions.

6. Fill out each Tender Type with the amount in your drawer.

7. Be sure your Over/Short amounts are $0.00. Until they are, journalizing is not recommended.

8. Click Ok, then Yes.

Notes

Lesson 5.2: Journalizing and Posting Receipts

When journalizing linked .NET receipts, the linked application creates and stores the journal entry, then passes the information back to Cash Receipting to be posted to GL at the same time as all of the other receipts. When journalizing linked Pervasive receipts, the journalize/post process must be run in the linked Pervasive application after being done in CR .NET, since CR .NET cannot force the legacy Pervasive applications to post their journal entries.

The Notifications Pane, located on the left side of your screen, will tell you at a glance how many Open (meaning "unjournalized") receipts you have. You may click the command link **(1)**, or go through the Tasks menu **(2)**.
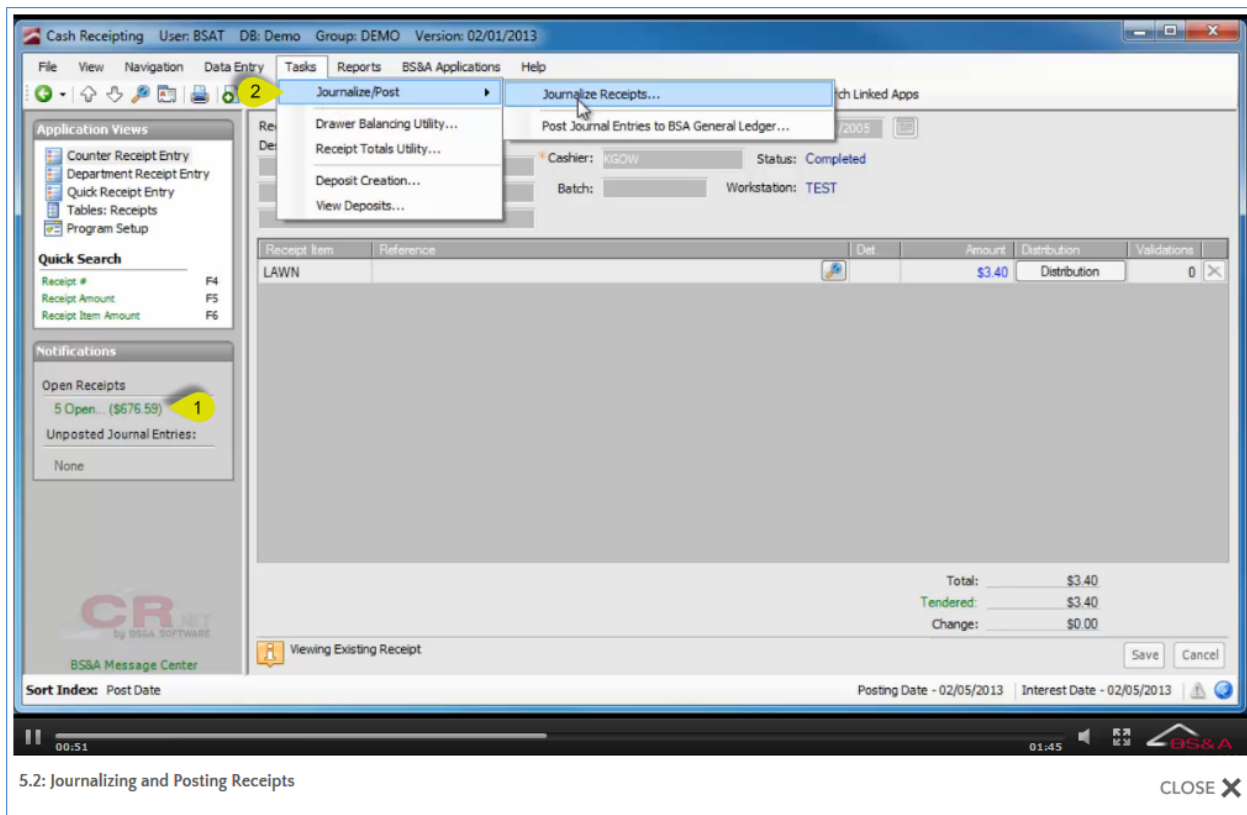
1. Click [n] Open... ($--.--) and then Yes or go to Tasks>Journalize/Post>Journalize Receipts.
2. Select the Date Filter (all or a date range).
3. (Optional) Select additional filters. One filter will not negate the other; however, if two or more filters are used, the receipt data must meet all sets of criteria in order to be selected for journalization.

4. Proof Run is the default selection. A proof run should always be done <u>before</u> a live run to ensure the data is correct; click Run.

5. Select the (print) Destination and click Ok.

6. Carefully review the report before you close it. You are then prompted to proceed with the task. Provided everything is correct, click Yes.
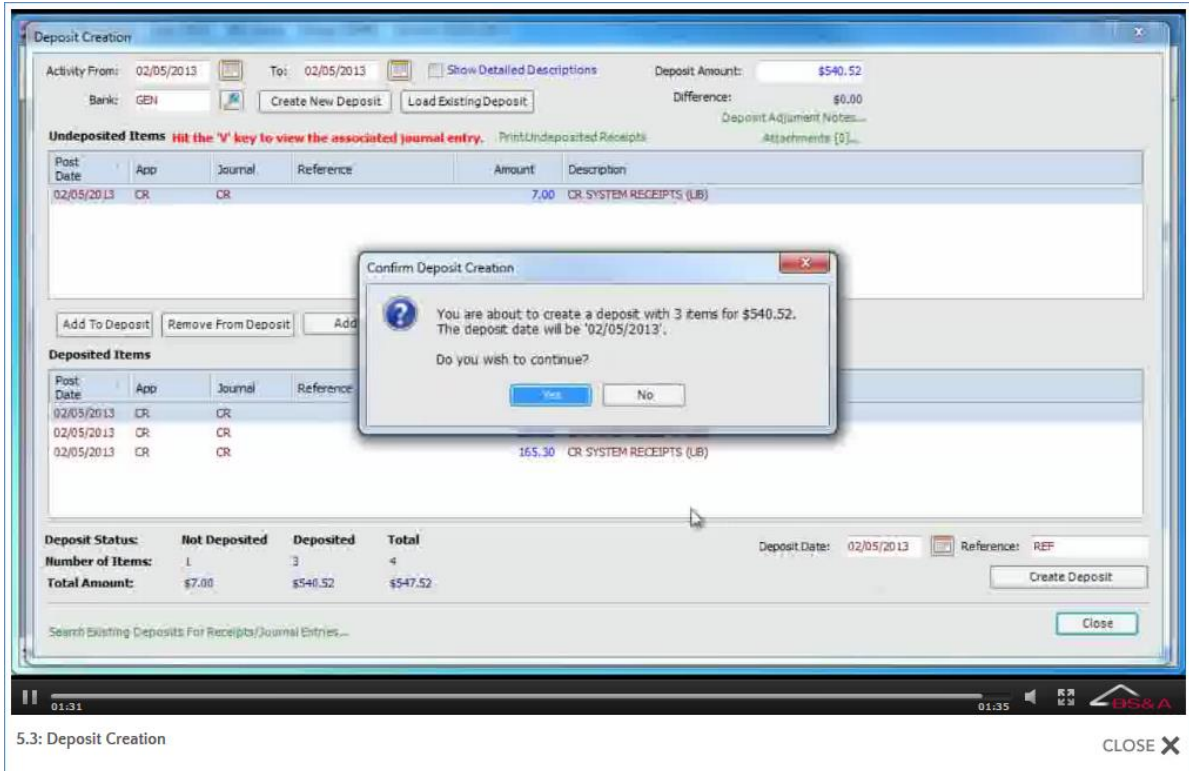
Notes

Lesson 5.3: Deposit Creation

Creating deposits is done <u>after</u> journalization. Any receipts that were not taken through Cash Receipting will not be included. If receipts were taken in outside of Cash Receipting (ACH payments, as an example), creating deposits in General Ledger is a better option, as it will include both Cash Receipting payments and ACH payments from Tax, Utility Billing, etc.

1. Go to Tasks>Deposit Creation.
2. Enter the Activity From and To.
3. Select the Bank Code.
4. Enter the Deposit Amount.
5. Click Create New Deposit.
6. Double-click a journal entry to move it from the Undeposited Items pane to the Deposited Items pane. Another option is to use your Shift or Ctrl key to select multiple journal entries and then click Add to Deposit.
7. (Optional) click Deposit Adjustment Notes to enter a note about the current deposit adjustment; click Ok to return to deposit creation.
8. Verify or enter the Deposit Date.
9. (Optional) Enter a Reference.

10. Click Create Deposit.

11. Provided everything is correct, click Yes.

Notes

Section 6: Reports

In this section you will learn about commonly-run reports. Screen shots show the main Report Options screen for each report.

Lesson 6.1: Deposits Report

Category: **Receipt Registers**

Notes

Lesson 6.2: GL Distribution Report

Category: **Receipt Registers**

Notes

Lesson 6.3: Receipt Register

Category: **Receipt Registers**

Notes

Section 6: Reports

Lesson 6.4: Receipt Listing

Category: **Receipt Registers**

Notes

Section 6: Reports