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A/R Receipt Entry

Daily > Accounts Receivable Receipts > Receipt Batches

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 9 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

To enter A/R receipts, the menu option is *Daily > Accounts Receivable Receipts > Receipt Batches*. Any receipt batches that have not yet been posted will be displayed on this screen. The user may double-click on a batch to review or edit the entries or create additional receipts. If you prefer to enter receipts into a new batch, click New Batch.

Menu Buttons

Save: This function stores the entered invoice information and clears the screen for entering the next invoice in the batch.

Delete: When viewing a previously saved receipt, this button will delete the receipt from the batch.

Attachments: Documents associated with the receipt (Microsoft-accepted file format). Attachments may be added at any time before or after initial entry.

Links: User-created linkages to other system entries, system screens, and/or custom URLs.

Audit: When viewing a previously saved/posted receipt, this button will display a log of any/all changes made to the receipt after the initial save.

Show/Hide Image: This option displays or hides an image file attached to the receipt on the right side of the screen.

Receipt Header

Customer ID: Only active Customers may be used for receipt entry. Customer IDs may be manually keyed, or the Customer list may be displayed by clicking the search icon. Click the Customer ID label to add a new Customer or access Customer maintenance. Additionally, upon initial screen load, the cursor will default to the Customer Name field, where the Customer Name may be keyed or selected from the dropdown.

Address ID: This specifies the bill-to address to be included on printed/emailed receipt files. Upon selection, the customer's Primary address will initially be displayed. Click the Address ID label to add a new address or access Customer Address maintenance.

Cash Account Source: Controls how the general ledger account is debited for the receipt.

- **Checkbook:** When selected, the Checkbook dropdown will be displayed. The account selection menu lists all cash accounts assigned to the selected checkbook.
- **GL Account:** When selected, the Account field will be displayed. The user can manually enter the GL account by keying it in or search for it by clicking the search icon.

Deposit Slip#: This is an informational field only. While it does appear as the G/L Reference in the General Ledger transaction, it does not appear on the Bank Reconciliation.

Check/Ref#: The check number or EFT information used to identify the receipt.

Receipt Date: Records the receipt date, which may be manually entered or selected through the calendar menu.

Comment: The comment used for GL transaction lines created for all amounts applied to invoices selected in the “Open Invoices” grid, which will be visible in the Customer Summary, Customer Detail, and Account Transactions screens, and in reporting.

AR Receipt Imports: When importing AR Receipts with comments, the system handles them as follows:

- **Invoice Payment Lines:** The header comment is populated using only the first comment in the import file; all other invoice comments for that customer are ignored.
- **Non-Invoice Payment Lines:** Each line displays individual comments on the distribution lines.

Receipt Amount: If preferred, the Receipt Amount field may be used as a validation figure to ensure the entire receipt has been applied. If filled, as invoices are marked as applied and/or distributions are added, the Unapplied Amount will decrease to reflect how much of the receipt remains to be applied or has been overapplied. Note that if the Receipt Amount field is manually keyed, a hyperlink to **Apply Balance to A/R credit** will appear. At any time, the link may be clicked to apply the remaining Unapplied Amount to a single distribution line applied to the default Customer Credit GL account set in *Settings > Accounts Receivable > Entry Options > Receipt Options > Customer Credit Account.*

Unapplied Amount: The difference between the manually keyed Receipt Amount and the total of applied invoice and distribution line amounts. Note that if the Receipt Amount field is not manually keyed, the Unapplied Amount field will remain $0, and the **Apply balance to A/R credit** will not be visible; the Receipt Amount field will update to the total of all applied invoice and distribution line amounts.

Apply balance to A/R credit (if receipt amount manually entered): At any time, the link may be clicked to apply the remaining Unapplied Amount to a single distribution line applied to the default Customer Credit GL account set in *Settings > Accounts Receivable > Entry Options > Receipt Options > Customer Credit Account.*

Batch#: The system batch number assigned to the receipt being entered. All receipts are entered by batch.

Batch Total: The summary amount for all receipts included in the batch. As receipts are entered and saved, the batch total will update.

Receipt ID: The unique ID number assigned to the receipt by the system. The field will remain blank until the receipt is saved for the first time.

Period: The accounting period into which the general ledger impact of the entered receipt will be posted. *Settings > Accounts Receivable > Entry Options* controls the number of periods past and future into which receipts may be entered or changed. Batches may contain receipts with different Periods.

Deposit Reference: The Deposit Reference Number groups receipts or deposits together on the Bank Reconciliation. When multiple receipts share the same Deposit Reference Number, they appear as a single grouped deposit on the Bank Rec. This field is editable on the New Receipt Entry screen and will default to the Batch Number unless manually changed.

Status: The current status of the receipt.

User: The user who created the receipt.

Description: Interoffice comments regarding the receipt (optional).

Open Invoices

When invoice use is activated, if open invoice balances exist for the selected customer, the Open Invoices grid will be displayed. Note that when the receipt entry is saved, any invoice lines with applied amounts will be grayed out. They remain grayed out until the receipt is posted, as posted receipts directly affect invoice line items' open balances.

Show/Hide Invoice Account: When clicked, the account to which the invoice credit was entered will be displayed in the open invoice grid.

Applied: The amount to be applied to the invoice line item.

Open Balance: The unpaid balance of the invoice line item after any previous receipts have been applied.

Invoice Amount: The original invoice line-item amount.

Remaining invoice information fields: Invoice #, Receivable Account, Account Description, Comments, Inv Date, Due Date, Period, and Batch.

Applied Receipt Total: The total of all receipt amounts applied to invoice line items in the open invoice grid.

Distributions

Add, Delete, Delete All, Arrow Up, Arrow Down: Click to add new distributions, delete selected distributions, clear all distributions, or reorder selected distributions up/down in the grid.

Transaction Code: Enables the automated split of an entered receipt amount by percentage or flat amount. When selected, the user is presented with the **Select Transaction Code** menu. From this menu, the object type, a high-level transaction code grouping, and a specific transaction code may be selected. When an amount and a Comment are entered, upon clicking OK, distribution lines will be created for the entered amount based on the transaction code split. **See Help for Transaction Codes**.

Show Objects (if Fixed Assets with Object Tracking submodule active): Show/Hide Object Type and Object number fields.

Show Deposit: Show/Hide the default assigned Deposit Reference and Deposit Date for the receipt distribution. This information is used to control whether the line items are consolidated or displayed individually in the Bank Rec screen.

Amount: The amount of the receipt distribution line.

Account: Also referred to as the **Receipt Account**, the general ledger account to which the receipt credit will be entered.

Comments: Descriptive text displayed with the amount in the account transaction history and included in outgoing printed/emailed receipt files.

A/R Credit?: When checked, the receipt line amount will be made available for application to invoices via the Cash Application screen.

Distribution Total: The total amount of all entered receipt distribution lines.

Note: *The sum of the Applied Receipt and Distribution totals is the total Receipt amount.*

How to create a Receipt entry

1. Open the new Receipt entry screen, *Daily > Accounts Receivable Receipts > Receipt Batches > New/Add to Batch*.
2. Enter/Select a Customer (via Customer ID entry, Customer search, or by keying the Customer name).
3. Choose/Confirm the Cash Account Source - this will be the general ledger account to which the receipt entry debit will be entered.
4. Enter the Check/Ref # (if desired and/or required by system settings).
5. Confirm/Modify the Receipt Date.
6. Enter a Comment (optional if Invoice use is activated) – this comment will be used for receipt lines created as a result of amounts being applied to open invoice balances.
7. Confirm the Receipt Period – this will be the accounting period into which the receipt general ledger entry will be entered when posted.
8. Enter a Receipt Amount (optional) - If manually keyed, the Unapplied Amount field will update

each time an amount is applied to an invoice line item and/or when a receipt distribution is created.

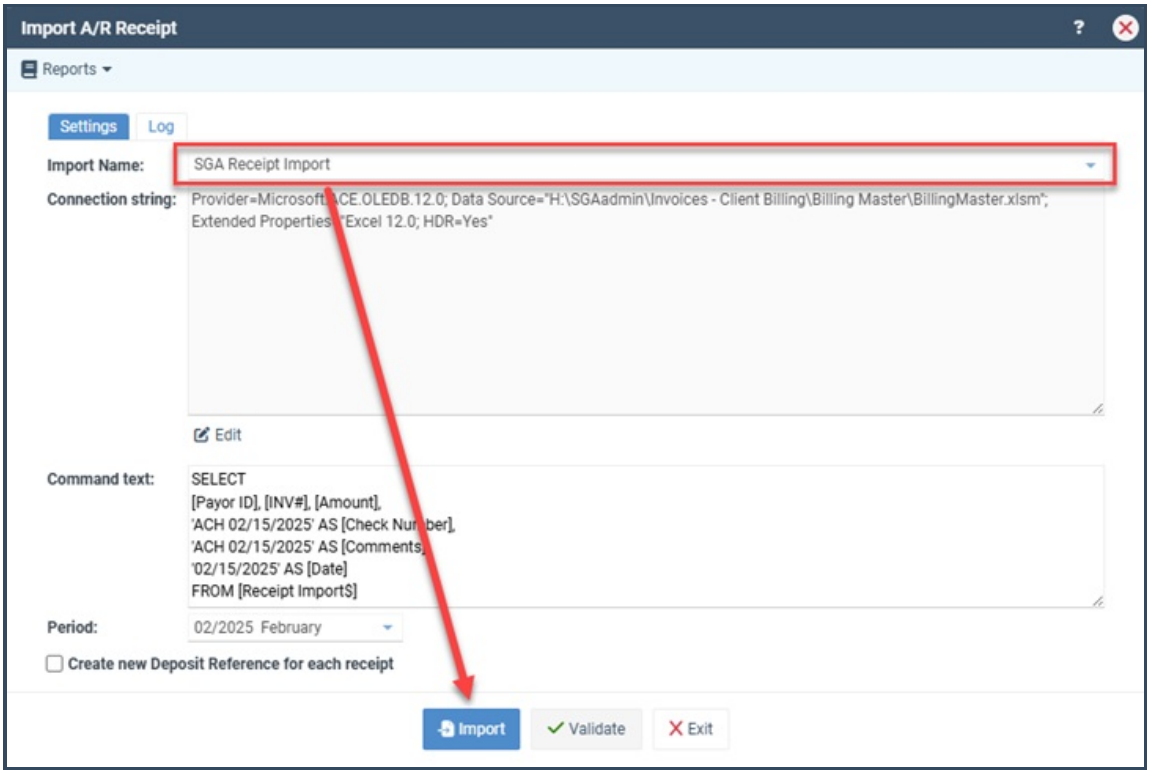
   a. Note that when an amount is entered, the **Apply balance to A/R credit** hyperlink will appear. At any time, the link may be clicked to apply the remaining Unapplied Amount to a single distribution line applied to the default Customer Credit GL account set in *Settings > Accounts Receivable > Entry Options > Receipt Options > Customer Credit Account.*

9. Check the box(es) for any invoice line items where receipt amounts will be applied (optional).
   a. When a box is checked, the entire remaining open balance of the invoice line item will populate the **Applied** field; it may be modified to any amount less than or equal to the Open Balance.
10. Create distribution lines for amounts not applied to invoices, either amounts directly applied to general ledger accounts or amounts for which not enough information is known to apply to open invoice balances. These distribution lines will be entered into the selected Account (the general ledger accounts to which the receipt credits will be entered).
    a. If an entered amount should be made available for application to open invoice balances in the future, check the **A/R Credit?** box.
11. When all amounts have been applied, click **SAVE**.
12. The screen fields will be cleared for entry into the next receipt in the batch.

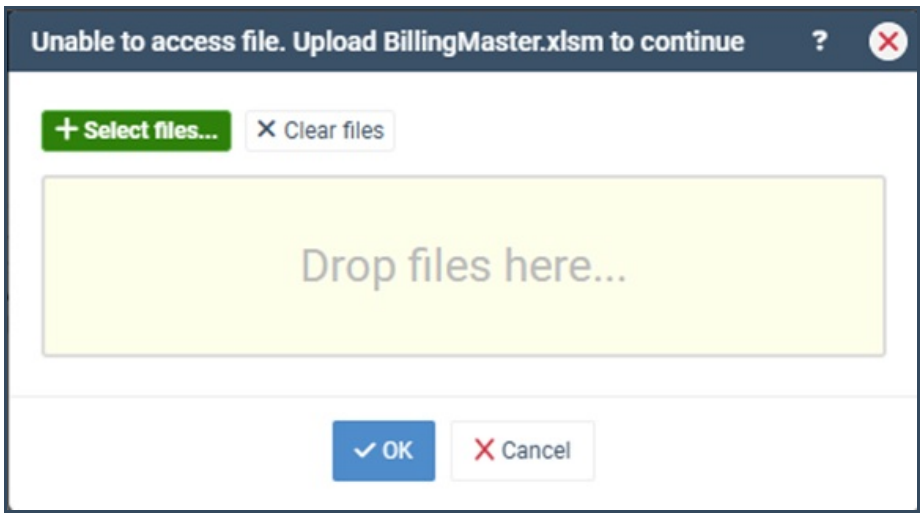
Note: *The Customer will remain selected but may be changed as needed.*

Importing Receipts

1. *Daily > Receipt Batches >New drop-down menu > Import*
2. Choose your **Import Name** from the drop-down menu options. This will automatically populate the Connection String and Command Text fields (as defined in *Settings > Accounts Receivable > A/R Receipt Imports*).
3. Select the **Period**.
4. (Optional) If you want the system to **Create a new Deposit Reference for each receipt**, then check the box. When checked, a new Deposit Reference will be added to each receipt that has been created from imported data. Unique Deposit References separate transactions when displayed in Bank Rec.
5. Click **Import**.

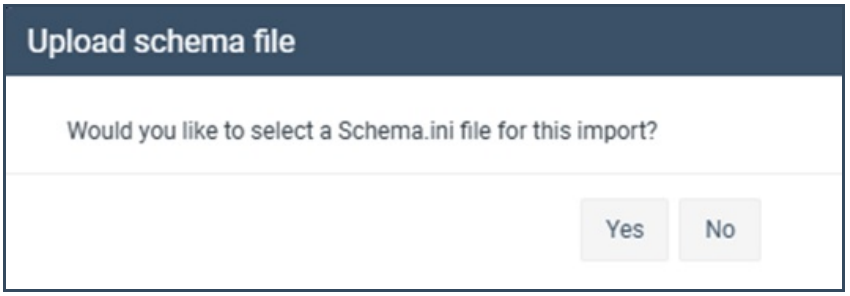


6. **Select** your file or **Drag and Drop** your file into the box.



7. Once your file is selected, click **OK**.

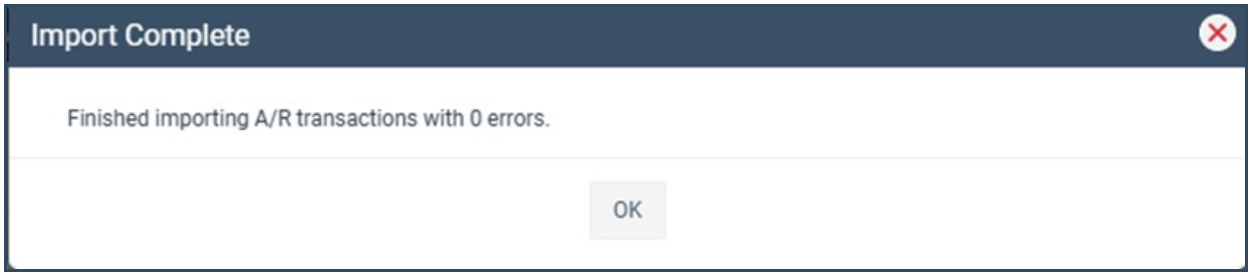
8. If the **"Use Schema"** box is checked within the setup of the Import Name (as defined within *Settings > Accounts Receivable > A/R Receipt Imports)*, then you may be asked if you **would like to select a Schema**.



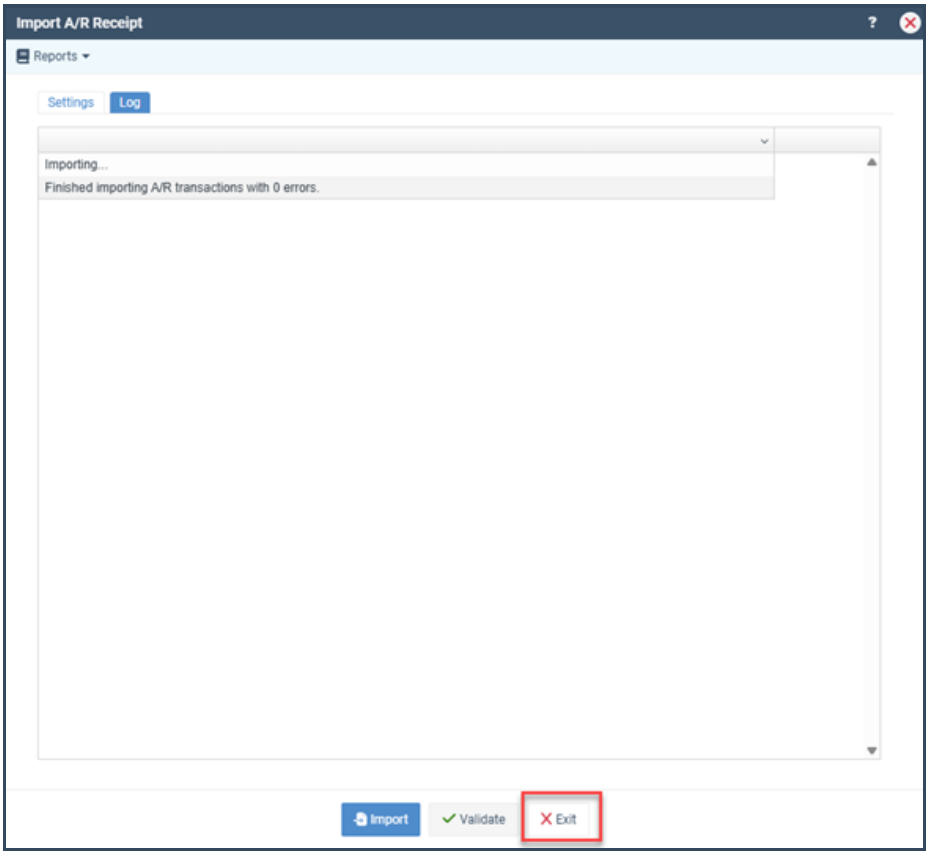
NOTE: *An import schema is used to define the name and type of each item being imported. A schema is only needed in some cases, and SGA can assist you if that situation occurs.*

If you have a Schema that was set up by SGA, choose **YES,** select that file, and the import will complete. If you do not, then you will choose **NO,** and the import will then import at that time.

9. The **Import Complete** message will display once the import is complete with no errors.



10. You may **Import** additional files, or once all the files have been imported, you may **Exit** the screen.



NOTE: *When importing receipts from an outside file source, for each imported receipt, all amounts applied to invoices will use the first Comment in the import file for the selected receipt (if Comment is imported). Receipt distribution amounts not applied to invoices will use the Comment associated with the amount in the import file.*