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A/R Cash Application

Daily > Accounts Receivable Management > Cash Application

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 5 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 apply open A/R Credits to open A/R Invoices, the menu option is *Daily > Accounts Receivable Management > Cash Applications*. Application batches that have not yet been posted will be displayed on this screen. This screen can also be reached by clicking the *Records > Customers > Summary > Invoice or Receipt > Cash Application* button.

The user may double-click on a batch to review, edit, add additional applications, delete, or post the batch. If preferred, click New Batch to create a new application batch.

Menu Buttons

New Cash Application Batch: Opens the Cash Application screen.

Add to Batch: Opens the batch screen to allow additional customers to open A/R and open invoice selections.

Edit: Opens the batch screen to allow Open AR Credits and Open Invoices to be added/removed.

Delete: When a batch is selected, this button will delete the batch.

Post: The cash application GL entry will be entered when it is posted.

Refresh: Refreshes the data on this screen.

Reports: Quick Print, Advanced Print, Export only visible rows to Excel, Export all rows to Excel.

Advanced Filters: Will bring up a list of posted batches, a specific batch, or a list of batches for a specified period.

New Cash Application Batch

Save: Stores the entered invoice information and clears the screen for entering the next invoice in the batch. To save/Post the Cash Application batch, the customer must balance selected Open A/R Credits and Open Invoices for the batch in full.

Post: This will post the Application batch. To save/Post the Cash Application batch, the customer must balance selected Open A/R Credits and Open Invoices for the batch in full.

Reports: Print and export only visible rows to Excel, and export all rows to Excel.

Cash Application Header

Customers: Will default to **All**. To Multi-Select specific customers, click the magnifying glass, check the box(es) next to the desired Customer(s), and select **OK**. The Cash Application screen will re-display with the selected customer(s) open A/R Credits and Open Invoices.

Period: Confirm the period range of the entry activity to be displayed. The initial default period range is the first period of the current accounting year to the end of time.

Post Period: Confirm/Modify the Post Period. This is the accounting period into which the cash application GL Entry will be entered when posted.

Total Amounts Applied: This will display the selected totals of Open A/R Credits, Invoice Balances, and the (Under)/Over-applied total.

Cash Application

Open AR Credits: Check the box(es) next to all the Open A/R Credits to be applied to Open Invoices, and confirm the amounts to be applied. The amount will default to the entire Open A/R Credit balance, but may be modified if only a partial A/R Credit is applied. Open A/R Credit and Open Invoices activity may not be cross-applied between Customers.

Open Invoices: Check the box(es) next to all Open Invoices to be paid with the Selected Open A/R Credits and confirm the amounts being paid. The amount will default to the Open Invoice balance, but may be modified if the Open Invoice is only partially being paid. Open A/R Credit and Open Invoice activity may not be cross-applied between Customers.

Show/Hide A/R Credit Account: Show or hide the assigned A/R Credit account and the A/R Credit Account Description.

Show/Hide Invoice Account: Show or hide the assigned Account and the Account Description.

How to create a Cash Application Batch

1. Open the new Cash Application entry screen. Go to *Daily > Accounts Receivable Management > Cash Application > New > New Cash Application Batch*.
2. Enter/Select a Customer. You can use the magnifying glass to Multi-Select single or multiple customers, or use All to pull in Open AR Credits for all customers.

3. Select a Period range.
4. Select a Post Period.
5. Display.
6. Check the Open AR Credit rows, adjusting the Applied amount as necessary**.** (Credit and Open Invoices activity may not be cross-applied between Customers.)
7. Check the Open Invoice rows, adjusting the amount as necessary. (Credit and Open Invoices activity may not be cross-applied between Customers.)
8. Save or Post.
    - If an additional Cash Application entry is needed before the batch is posted, select Save to store your work.
    - If all Cash Application entries are completed, select Post.