A/R Receipt

To enter a revenue receipt

Daily > A/R Transactions. Click New Receipt Batch.

Object Type/Payer: Enter the object type and payer ID. Click on the browse icon (magnifying glass) to select an object type and payer, or you may tab or click on the desired box and hit F4 to browse.

Address ID: Allows you to select an alternate address for the payer, if such exists on the payer maintenance screen.

Item ID: Enter the invoice# to apply this receipt. Item ID (Invoice#) is used only if the Object Type is defined as open item, where you enter an invoice# and a subsequent receipt is assigned to that invoice#. Click the search icon (magnifying glass) to see a list of unpaid invoices for this payer. Note the filter for Type, which allows you to view invoices, receipts, or just the invoices with unpaid balances. From there you can double-click to select the appropriate invoice. If the invoice will be created later and does not yet exist, you may leave Item ID blank and later edit this receipt transaction to apply the appropriate Item ID.

Detail ID: this is a system-assigned number.

Distribution Method: The method in which you get the account#(s) and object#(s) (if using object tracking). You can key an account to get an object, an object to get an account, or a transaction code to get both or to split distribution. Depending on which method you select, the other fields will be disabled and will fill in automatically when you key the entry field.

Transaction Code: Use of transaction codes is optional. The transaction code will assign the G/L account#(s) and object#(s) to charge. The transaction code identifies the G/L accounts affected.

Object#: If using Object Tracking, this is the object# to charge.

Scheduled Account#/Transaction Account#:

Displays the G/L debit and credit accounts to be charged based on the transaction code or account# entered. The Object Type controls the scheduled account# for the credit side of the entry.

Print: Click Print if you wish to print a paper receipt upon entry. If receipt# is used, all transaction lines for this receipt# will be printed. There is a default for this in Setup > Options > Accounts Receivable > Receipt.

Prints a receipt on 8 ½ by 11 inch paper. Setup > Options > Accounts Receivable > Receipts has a setting if receipts will print a single copy on 8-1/2 x 11" paper (1-up) or a duplicate copy on a single sheet (2-up).

You can either print receipts upon entry or when viewing payer transaction history.

Amount Enter the payment amount. You may override the defaulted amount, in the case of a partial payment. You may enter a negative amount in order to reverse an entry.

Comments: Comments entered here will be seen in the G/L transaction history and will be included on a receipt if printed.

Receipt#: Optional. (Setup > Options > Accounts Receivable > Receipt.)

Check#: If payment was made by check, record the check# here. If payment was made in some other way (ACH or any type of electronic transfer of funds), you may enter the appropriate information in the Check# field.

Check Date: Today's date is defaulted but may be overridden. This is the date of payment.

Period: The accounting period the receipt will get posted to in the general ledger. The same number of months forward and back is allowed as A/P. (Setup > Options > Accounts Payable > Entry).

Reference: This field can be used to record a receipt# or any info of your choice.

Deposit Reference: If you wish to combine multiple receipts into one row in bank rec, enter the same Deposit Reference name on each receipt transaction.

Deposit Date: May be assigned for reference in bank rec.

Buttons

Save+More (or ENTER key): Enter another receipt for the same payer.

Save: Returns the curser to the Payer ID# so you can select a new payer.

Exit: Leaves the screen without saving.

Delete: Deletes the transaction.

Attachments: Allows adding an attachment to this A/R receipt entry.