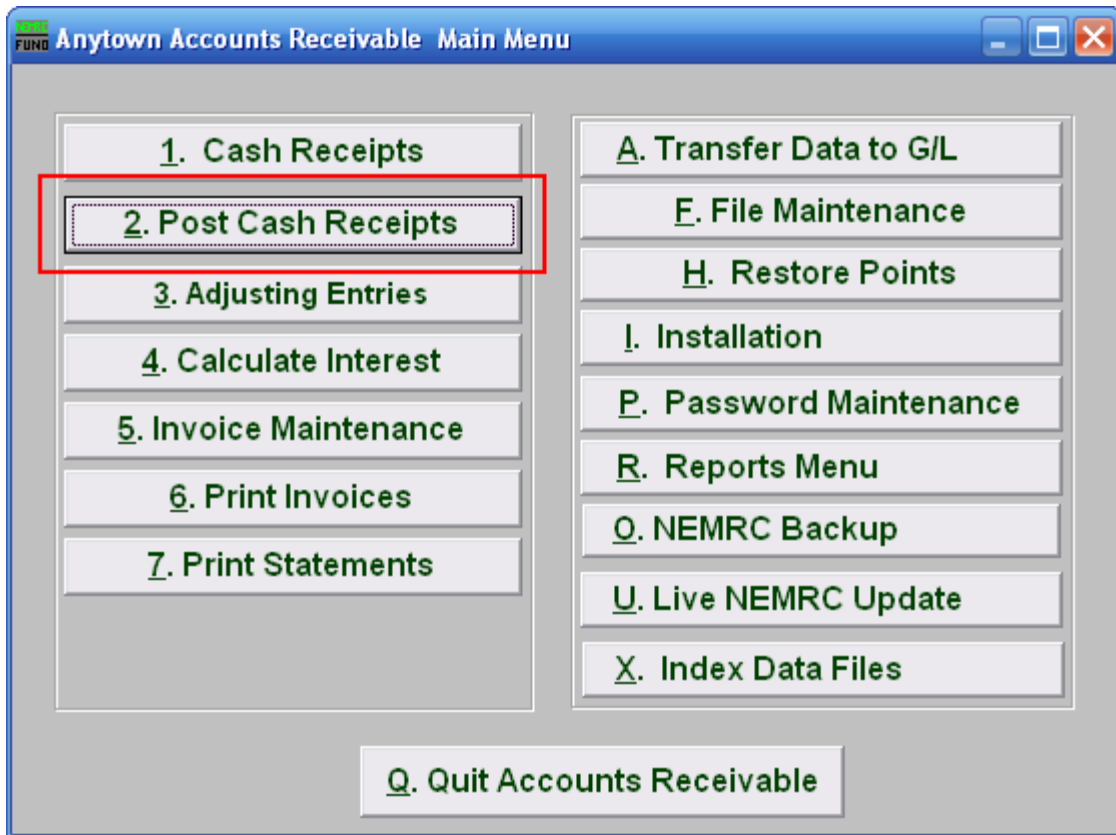


Accounts Receivable

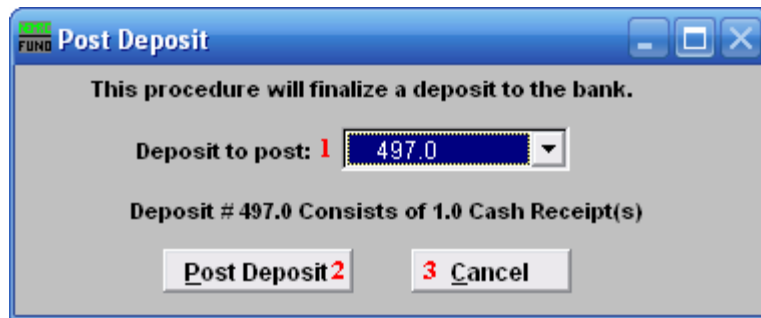
2. Post Cash Receipts



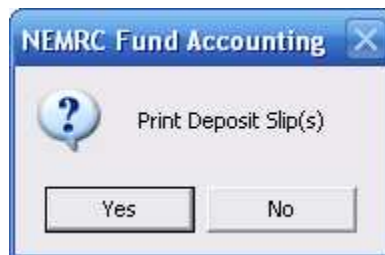
Click on “2. Post Cash Receipts” from the Main Menu and the following window will appear:

Accounts Receivable

Post Cash Receipts



- 1. Deposit to post:** Click the drop down arrow and choose the deposit that you wish to post.
- 2. Post Deposit:** Click “Post Deposit” to post this deposit. You will be asked if you wish to Print the Deposit slip. When you post a deposit the actual invoice balances will be changed and the activities are available to transfer to the General Ledger.
- 3. Cancel:** Click “Cancel” to cancel and return to the Main Menu.



Click “Yes” to print a Deposit Slip(s) for what you just did. Click “No” to simply return to the Main Menu.