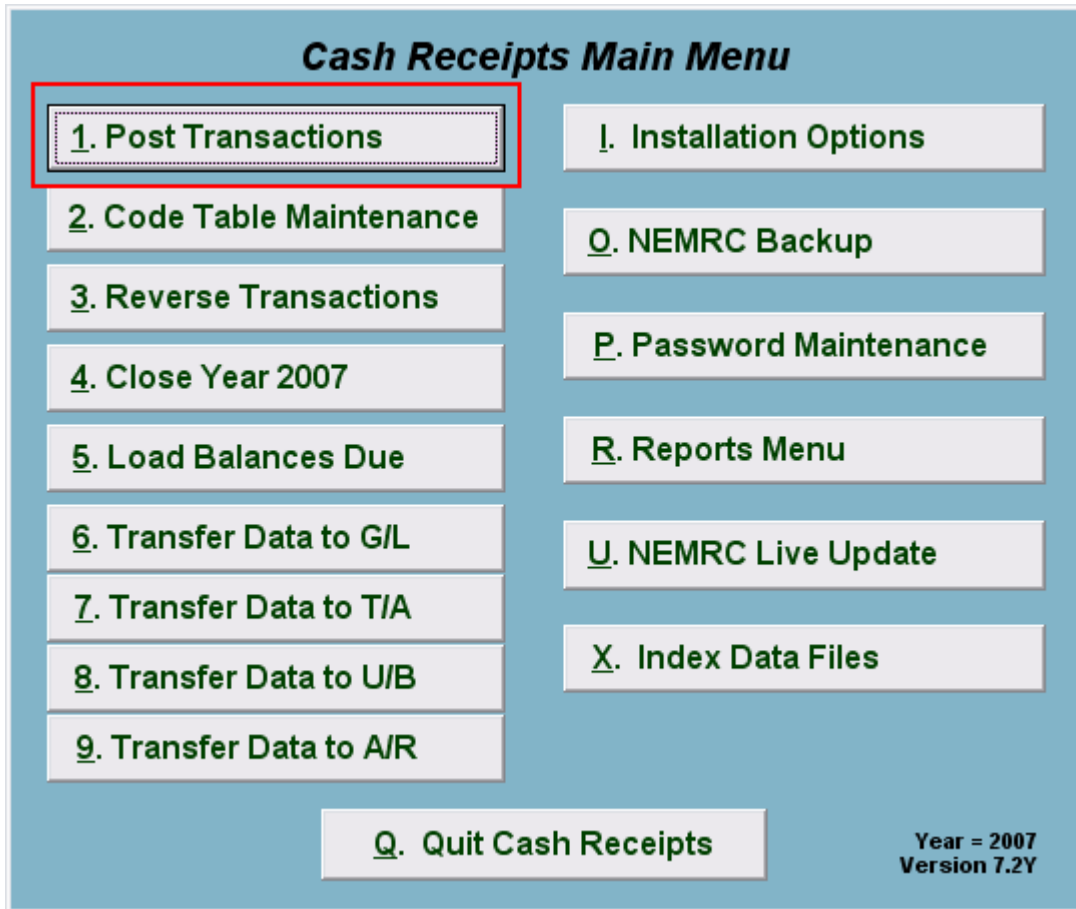


# Cash Receipts

## 1. Post Transactions



**Cash Receipts Main Menu**

**1. Post Transactions**

**2. Code Table Maintenance**

**3. Reverse Transactions**

**4. Close Year 2007**

**5. Load Balances Due**

**6. Transfer Data to G/L**

**7. Transfer Data to T/A**

**8. Transfer Data to U/B**

**9. Transfer Data to A/R**

**I. Installation Options**

**Q. NEMRC Backup**

**P. Password Maintenance**

**R. Reports Menu**

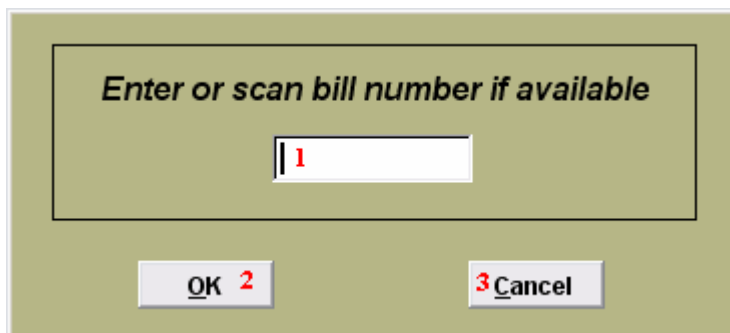
**U. NEMRC Live Update**

**X. Index Data Files**

**Q. Quit Cash Receipts**

Year = 2007  
Version 7.2Y

Click on “1. Post Transactions” from the Main Menu and the following window will appear:



**Enter or scan bill number if available**

**1**

**OK 2** **3 Cancel**

1. Enter the Bill number here or scan with the bar code reader if available.
2. **OK:** Click “OK” to move on to the next screen.
3. **Cancel:** Click “Cancel” to cancel and return to the previous screen.

# Cash Receipts

## Post Transactions

**Post cash receipts**

Account **1** Find Name **2** Find

Operator Willis D Deposit 511.0 Payment type Check Check number

Date 06/03/2008 Comment

Code Account number Payment type Check no Amount 0.00 Delete

Add a payment

Save Save and Print Receipt View Balances View aGreement

Amount tendered 0.00  
Amount posted 0.00  
Change due 0.00

Cancel **3** Close

- 1. Account:** This field appears when the Installation option is set to use account numbers. Type in the Account number OR click “Find” to select from the Customer Lookup. The **Name** field **2** will automatically be filled in after selecting the Account number. Enter a new account number, and hit Enter; you will be offered to create a new Account with this account number.
- 2. Name:** Type in the Name OR click “Find” and select from the Customer Lookup. The **Account** field **1** will automatically be filled in after selecting the Name.
- 3. CClose:** Click “CClose” to return to the previous screen without saving.

# Cash Receipts

## Post

**Post cash receipts**

Account CH Find Name CHAMBER OF COMMERCE Find

Operator Willis D 1 Deposit 511.0 2 Payment type Check 3 Check number 4

Date 06/16/2008 5 Comment 6

Code 7 Account number CH 8 Find

T013 TOWN MISC A/R PA 110-00-0003-30.30 9 Find A/R Variance Account

Payment type Check 10 Check no 11 Amount 12 0.00 Comment 13

Add a payment 15

Amount tendered 0.00 20

Amount posted 0.00 21

Change due 0.00 22

Save 16 Save and Print Receipt 17 View Balances 18 View aGreement 19 Cancel 23 Close 24

- 1. Operator:** This defaults to the name on the login station.
- 2. Deposit:** This field is open based on the Installation option that allows changing it on the posting screen. Enter the amount of payment.
- 3. Payment type:** Select the Payment type from the drop down menu.
- 4. Check number:** Enter the check number.
- 5. Date:** Enter the Date payment is being made.
- 6. Comment:** Enter any Comments necessary here.
- 7. Code:** Enter the Code OR select by clicking on the drop down arrow.
- 8. Account number:** Enter the Account number or select by clicking "Find" and select from there.
- 9. General Ledger Account:** This field is only available if the option in "I- Installation" is set to allow changing of General Ledger accounts during posting.

## Cash Receipts

- 10. Payment Type:** Select the Payment Type from the drop down menu. This should default from the value selected in field **3 Payment Type**. This allows recording of multiple payment types on a single receipt.
- 11. Check number:** Enter the Check number. This should default from the number entered in field **4 Check number**. This allows recording of multiple check numbers on a single receipt.
- 12. Amount:** Enter the Amount of the payment.
- 13. Comment:** This field is open based on the Installation option that allows comment recording per item on the posting screen.
- 14. Delete:** Click “Delete” if this line item needs to be deleted.
- 15. Add a payment:** Click here if there are multiple payments to be recorded.
- 16. Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 17. Save and Print Receipt:** Click this button to save on this computer and to Print a Receipt.
- 18. View Balances:** Click this button to View any Balances still owed.
- 19. View aGreement:** Click this button to View any Agreements.
- 20. Amount tendered:** This field is automatically filled in when in field **12 Amount** is entered. You can change this amount if different.
- 21. Amount posted:** This field is automatically filled in and cannot be changed.
- 22. Change due:** This field is automatically filled in and cannot be changed.
- 23. Cancel:** Click “Cancel” to cancel and return to the previous screen.
- 24. cLose:** Click this button to cLose the screen without saving and return to the previous screen.

# Cash Receipts

Delete

**Cash receipt deletion**

Request to delete the following posting

Code: T005 TOWN TAXES RECEIVED

Payment type: Check      Amount: 0.00

1 ☐ Confirm deletion of this posting

2 ☐ Do NOT delete this posting

1. **Confirm deletion of this posting:** Click the circle if you are sure you want to delete a posting.
2. **Do NOT delete this posting:** Click the circle if you want to cancel the process of deleting and return to the previous screen.

# Cash Receipts

## Agreement

The screenshot shows a software window titled "Payment agreement" with a small "FUNO" logo in the top-left corner. The window has standard Windows-style controls (minimize, maximize, close) in the top-right. The main content area has a grey header with the text "Payment agreement for account CH CHAMBER OF COMMERCE" and "(Accounts Receivable module)" below it. The central area is a large white rectangle with a vertical scrollbar on the right. A red number "1" is positioned in the top-left corner of this white area. At the bottom center of the window is a button labeled "OK" with a red number "2" to its left.

1. This is a User defined field. This displays the agreement that was entered in the module defined in the window heading.
2. **OK:** Click "OK" to save changes and return to the previous screen.