

Cash Receipt Deposit for Sales Order

How to Enter a Cash Receipt Deposit for a Sales Order

This cash receipt entry process is related to applying cash as deposits for specified sales orders.

Menu Path: Accounts Receivable > Cash Receipts > Cash Entry and Misc Cash Receipts

Cash Entry and Misc Cash Receipts

Division 10
☐ (Miscellaneous Cash Only)

Customer No

Check No

Check Amount

Bank Code

Customer Name

Date Received

Total Applied

☐ Hold

Unapplied Balance ☐ (Apply balance to Unapplied Cash Account)

Invoice Number	Due Date	Invoice Amount	Balance Due	Discount Calculated	Discount to Apply	Amount to Apply	Write Off																																			
<div style="display: flex; justify-content: space-around;"> <div style="width: 45%;"> <p>Receipts to General Ledger</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Div</th> <th>Acct</th> <th>Sub</th> <th>Description</th> <th>Dollar Amount</th> </tr> </thead> <tbody> <tr><td colspan="5" style="height: 20px;"></td></tr> <tr><td colspan="5" style="height: 20px;"></td></tr> <tr><td colspan="5" style="height: 20px;"></td></tr> <tr><td colspan="5" style="height: 20px;"></td></tr> </tbody> </table> </div> <div style="width: 45%;"> <p>Deposits</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Sales Order</th> <th>Dollar Amount</th> </tr> </thead> <tbody> <tr><td colspan="2" style="height: 20px;"></td></tr> <tr><td colspan="2" style="height: 20px;"></td></tr> <tr><td colspan="2" style="height: 20px;"></td></tr> <tr><td colspan="2" style="height: 20px;"></td></tr> </tbody> </table> </div> </div>								Div	Acct	Sub	Description	Dollar Amount																					Sales Order	Dollar Amount								
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- 1) Enter a valid **Customer Number** in the appropriate field.
 - a. If the Customer Number is unknown, skip this field to use the customer name search if the Customer Number is un
- 2) Enter a check number in the **Check No** field, select the **Go** button.

Cash Entry and Misc Cash Receipts

Division 10
☐ (Miscellaneous Cash Only)
Customer No 1452 **Customer Name** HOLIDAY STATION
Check No 7880 **Date Received** 05/10/12
Check Amount 500.00 **Total Applied** 500.00 **Unapplied Balance** 0.00
Bank Code 1 - RAMSEY NATIONAL BANK ☐ Hold ☐ (Apply balance to Unapplied Cash Account)

Invoice Number	Due Date	Invoice Amount	Balance Due	Discount Calculated	Discount to Apply	Amount to Apply	Write Off
SC2582	03/20/09	102.00	102.00	0.00			0.00 View
FC2900	05/31/11	40.34	40.34	0.00			0.00 View

Receipts to General Ledger

Div	Acct	Sub	Description	Dollar Amount
10				

Deposits

Sales Order	Dollar Amount
83317	500.00

- 3) Enter the bank deposit date in the **Date Received** field; note the current date is the default date but it can be back dated if necessary.
- 4) Enter the dollar amount for the cash receipt in the **Check Amount** field.
 - a. Note, the message in red "Warning- Hold or apply to unapplied cash" comes up. This will go away once the balance has been applied to a Sales Order or Invoice.
- 5) Select a valid **Bank Code** using the drop down function.
 - a. The Default A/R Bank Code will be pre-selected; the setup of the Default Bank Code is in the System Control Parameters (see system administrator for change)
- 6) Enter in the deposit dollar amount to apply to a Sales Order.
 - a. Under **Deposits**, enter in the **Sales Order #**, and the **Dollar Amount** in the available fields.

Deposits

Sales Order	Dollar Amount
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

- b. The deposit amount will be recorded on the sales order and credited to the A/R Unapplied Cash GL account specified in the Control Accounts. A deposit record will be created and listed on the Deposits/Unapplied Cash and A/R Aging reports; the reference number used for this record is '\$Dnnnn' (nnnn = the check number).

7) Hit the **Save** button available towards the bottom when finished.