

## 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   (Miscellaneous Cash Only)  
 Customer No  Customer Name    
 Check No    Date Received   
 Check Amount  Total Applied  Hold Unapplied Balance  (Apply balance to Unapplied Cash Account)  
 Bank Code

| Invoice Number             | Due Date | Invoice Amount | Balance Due | Discount Calculated | Discount to Apply | Amount to Apply | Write Off |
|----------------------------|----------|----------------|-------------|---------------------|-------------------|-----------------|-----------|
| Receipts to General Ledger |          |                |             | Dollar Amount       | Deposits          |                 |           |
| Div                        | Acct     | Sub            | Description | Dollar Amount       | Sales Order       | Dollar Amount   |           |

- 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                 |
|------------------------|----------|----------------|-------------|---------------------|-------------------|-----------------|---------------------------|
| <a href="#">SC2582</a> | 03/20/09 | 102.00         | 102.00      | 0.00                |                   |                 | 0.00 <a href="#">View</a> |
| <a href="#">FC2900</a> | 05/31/11 | 40.34          | 40.34       | 0.00                |                   |                 | 0.00 <a href="#">View</a> |

### 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 |
|-------------|---------------|
|             |               |

- 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.