Cash Receipts Posting Types

When creating a batch of cash receipts, complete the Posting Type field with the option (**Cash Receipt Date**, **Cash Receipt Number**, **Cash/Receivable Account**, or **Individual Entry Detail Line**) for how to post the cash receipts entered within the batch to General Ledger and display within the Check Reconciliation option. Each of the four Posting Types are described below, along with samples showing how the cash receipts post to General Ledger and display within the Check Reconciliation option. See **Diagram A** for a listing of the batch of cash receipts that were entered and posted using each of the four different Posting Types.

Receipt Number	Received From	Entry Date Description	Chart of Account	Number	<u>Amount</u>
Batch Description:	November 2013 Cash Rece	eipts	Processing Month:	11/2013	
902	COUNTY County	11/01/2013 Property Tax	10 1110 000		2,000.00
902	COUNTY County	11/01/2013 Mobile Home Tax	10 1111 000		500.00
			Receipt Number Total:	902	2,500.00
903	JAMES James Harry	11/01/2013 Rent	10 1910 000		250.00
			Receipt Number Total:	903	250.00
904	SMITH Smith Jane	11/03/2013 Rent	10 1910 000		275.00
			Receipt Number Total:	904	275.00

Diagram A

Diagram B

1) Cash/Receivable Account

To post one cash entry per cash account (or receivable account, if applicable) using the date entered in the Batch Date field in the Batch Options (and disregarding the individual cash receipt dates entered in the batch), select **Cash/Receivable Account**. See **Diagrams B and C**.

	Description	<u>JR</u>	Reference Number Invoice / Cost Center	Purchase Order	Vendor ID/Name	Budgeted Amount	<u>Debit Amount</u>	Credit Amount	Account Balance
Fund: 10	General Fund								
10 101	Cash In Bank		*Pro	evious Balance			2,931,724.14	222,922.21	2,708,801.93
11/30/2013	November 2013 Cash Receipts Receipts	CR					3,025.00		

Deposits and Manual Journal Entries

Selected

✓ Amount

✓ Entry Date

✓ Code

✓ Transaction Description

✓ Transaction Description

✓ November 2013 Cash Receipts Receipts

Diagram C

2) Cash Receipt Date

To post one cash entry for each different date of the cash receipts within the batch, select **Cash Receipt Date**. See **Diagrams D and E**.

Entry Date	<u>Description</u>	<u>JR</u>	Reference Number Invoice / Cost Center	Purchase Order	Vendor ID/Name	Budgeted Amount	Debit Amount	Credit Amount	Account Balance
Fund: 10	General Fund	l							
10 101		Cash In Bank	*	Previous Balance			2,931,724.14	222,922.21	2,708,801.93
11/01/2013	11/01/2013 Receipts	CR					2,750.00		
11/03/2013	11/03/2013 Receipts	CR					275.00		

Deposits and Manual Journal Entries									
	Selected	7	Amount ▽	Entry △ ▽	Journal ∇ Code	Transaction V			
١			2,750.00	11/01/2013	CR	11/01/2013 Receipts			
			275.00	11/03/2013	CR	11/03/2013 Receipts			

Diagram E

3) Individual Entry Detail Line

To post one cash entry for each different cash receipt detail line within the batch, select Individual Entry Detail Line. See Diagrams F and G.

Entry Date	Description	<u>JR</u>	Reference Number Invoice / Cost Cent	er Purchase Order	Vendor ID/Name	Budgeted Amount	<u>Debit Amount</u>	Credit Amount	Account Balance
Fund: 10	General Fund								
10 101	Cash in Bank			*Previous Balance			2,931,724.14	222,922.21	2,708,801.93
11/01/2013	Property Tax	CR	902		COUNTY County		2,000.00		
11/01/2013	Mobile Home Tax	CR	902		COUNTY County		500.00		
11/01/2013	Rent	CR	903		JAMES James Harry		250.00		
11/03/2013	Rent	CR	904		SMITH Smith Jane		275.00		
	Deposits and Manu	al Journ	nal Entries						Diagram F

	Deposits and Manual Journal Entries										
	Selected	Δ.	Amount V	Entry △ ▽ Date	Journal ▽ Code	Transaction Description ✓					
١			2,000.00	11/01/2013	CR	Property Tax					
			500.00	11/01/2013	CR	Mobile Home Tax					
			250.00	11/01/2013	CR	Rent					
			275.00	11/03/2013	CR	Rent					

Diagram G

4) Cash Receipt Number

To post one cash entry for each different cash receipt number within the batch, select Cash Receipt Number. See Diagrams H and I.

Entry Date Description	<u>JR</u>	Reference Number Invoice / Cost Center Purchase Order	Vendor ID/Name Budgeted Amount	Debit Amount Credit Amount	Account Balance
Fund: 10 Genera	l Fund				
10 101	Cash In Bank	*Previous Balance		2,931,724.14 222,922.21	2,708,801.93
11/01/2013 Receipt 902	CR	902		2,500.00	
11/01/2013 Receipt 903	CR	903		250.00	
11/03/2013 Receipt 904	CR	904		275.00	

Diagram I

Diagram H

Diagram D