

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.

<u>Receipt Number</u>	<u>Received From</u>	<u>Entry Date</u>	<u>Description</u>	<u>Chart of Account Number</u>	<u>Amount</u>
Batch Description: November 2013 Cash Receipts			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					<u>2,500.00</u>
903	JAMES James Harry	11/01/2013	Rent	10 1910 000	250.00
Receipt Number Total: 903					<u>250.00</u>
904	SMITH Smith Jane	11/03/2013	Rent	10 1910 000	275.00
Receipt Number Total: 904					<u>275.00</u>

Diagram A

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**.

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

Diagram B

Deposits and Manual Journal Entries					
Selected	Amount	Entry Date	Journal Code	Transaction Description	
<input type="checkbox"/>	3,025.00	11/30/2013	CR	November 2013 Cash Receipts Receipts	

Diagram C

