Accounting Module

Cash Receipts
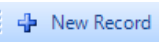Path: Accounting/Data Entry/Cash Receipts

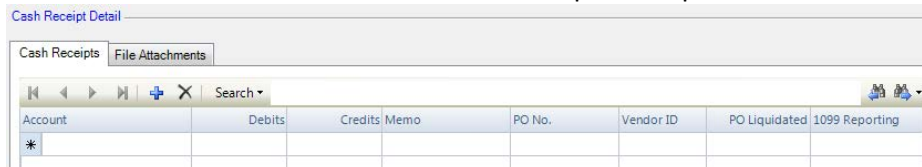The Cash Receipts routine is used to record miscellaneous monies received by your district.

The cash receipt process is comprised of two steps.
1. Select the appropriate open schedule in which to record the cash receipt.
2. Record the basic information regarding the receipt, including the receipt number, date, amount, customer tracking, a brief description of the receipt, and account code distribution.

- Choose an existing schedule or add a new schedule
    - Choose an existing schedule
        - Use drop down arrow in the Schedule field <None Selected>.
        - Highlight the appropriate schedule in the browser and click OK.

Adding a Cash Receipt Record

- Enter Add mode by clicking ⊕ New Record. The New Cash Receipt window displays.
- Enter all appropriate information regarding Cash Receipt.
    - **Receipt Num** - (REQUIRED) When adding a receipt, this field defaults to the next sequential cash receipt number. You may change the default value as needed.
    - **Date** - (REQUIRED) You may change the default value as needed. Enter the date of the cash receipt. NOTE: The date of the cash receipt is the basis for all reporting purposes.
    - **Approval Status** - If cash receipt approval is required on all transactions that you enter this field defaults to Pending when adding a new cash receipt. If cash receipt approval is not required, this field defaults to Not Required when adding a new cash receipt record.
    - **Amount** – (REQUIRED) Enter the dollar amount received. NOTE: You may enter a negative dollar amount for a situation where you received a check and the check bounces and you wish to record that information. You may also enter a zero dollar amount in situations where you wish to record a voided cash receipt slip.
    - **Customer ID** - Enter the appropriate customer number for this receipt. Use the lookup to display and choose from a listing of valid customer codes. To add a new customer click Add (if you have access).
    - **Description** - This field is used to enter any miscellaneous information regarding the cash receipt. For example, you may enter a description or reason for the cash receipt.
- Enter the account distribution in the Cash Receipt Detail portion of the window.

    The Total Debits must equal the Total Credits in order for the distribution to be balanced.
    - **Account** - Enter the account code. You can manually type in the account number or click the lookup.
        - **NOTE:** General Ledger control account such as 521, 522, 821, or 980 should not be used, as posting to those accounts automatically takes place once the transaction is saved.
        - After an Appropriation account number is specified, nVision displays the unencumbered (remaining) balance for that account in a tooltip that is displayed while hovering your mouse over the account code.

- o **Debits** – Enter the debit amount for the account.
- o **Credits** – Enter the credit amount for the account.
- o **Memo** - Use this field to indicate any additional information relating to the detail line.
- o **PO No** - When an appropriation account is selected, the PO No field is enabled. If applicable, enter the appropriate purchase order number. Use the lookup to display and choose from a listing of valid purchase order numbers.
- o **Vendor ID** – When an appropriation account is selected, you must enter the Vendor ID. This field is used to enter the code representing the vendor whose 1099 will be impacted by this cash receipt.
- o **PO Liquidated** – If you entered an appropriation account and a PO number, leave the default liquidation amount or enter another dollar amount.
- o **1099 Reporting** - This field is only accessible if the 1099 flag is set for the vendor. Use the drop-down to set the appropriate 1099 flag if the detail distribution is reportable on the vendor's 1099.
- Save the record.
- **This routine immediately posts transactions to the proper general ledger and subsidiary ledger accounts.** This window provides the ability to display or hide automatic, system-generated postings to General Ledger control accounts. To display system-generated postings to General Ledger control accounts (i.e., 521, 522, 821, 980), check the Show System Generated Details box at the bottom of the window. System generated detail records are highlighted in blue.

Approving a Cash Receipt Record

- Find the appropriate schedule and highlight the record in the Cash Receipts listing.
- Enter Update mode.
- Make any changes to the cash receipt record as needed.
- Change the **Approval Status** from **Pending** to **Approved**.
- Save the record.

The Approver's Login name and the Approved Date are saved in the record.

Printing the Cash Receipt

- Click **Print Receipt** located at top of Cash Receipt.