



# Cash Receipts

## Included in the Core System



### WHAT IT DOES FOR YOU

**AccuFund Cash Receipts** is the center point for receipts from all billing modules within the **AccuFund Accounting Suite**, including **Accounts Receivable** for non-profits and **Utility Billing, Property Tax, Court Fines and Fees, Taxes and Licenses** for government clients.

**Cash Receipts** allows you to apply cash, check and credit card payments for all types of receivables in one location. Credit card payments may include a convenience fee for transactions in which the credit card fee cannot legally be

organizations and individuals as customers, define the banks to which various receipts will be deposited and classify cash draws.

When creating a receipt for miscellaneous cash, **Cash Receipts** allows you to identify the bank and the account to which the amount is going and explain in the receipt's description field what the cash is for, as well as identify the customer from whom the cash was received.

Two types of the cash receipt users are definable. They are "Back Office" and "Front Office". For users receiving payments through the mail the "back office" allows the entry of the payment amount and then the application to various receivables. For users working at a counter the "front office" screen lets the user select the items to be paid and the total due is calculated. The user will then accept the cash, check or credit card payment.

To apply cash receipts to receivables, **Cash Receipts** has a double-check icon that you click on for each receipt that is ready to be applied. When you click on "All," the double-checked receipts will be applied to the outstanding invoices,

starting with the oldest. The order of the invoices to which the receipts will be applied can be changed to start with the newest. Invoices are listed in the lower ledger on the receipt screen so you are able to view them and see specifically which invoices will be credited.

A/R credits can be created in **Cash Receipts** when a customer has pre-paid, over-paid or double-paid something by mistake. You can set up an A/R credit right on the cash receipt, which will distinguish the A/R credit from any cash credits that are also on the receipt.

*The Front Office receipt screen provides a running balance on a register receipt as items are processed.*

deducted from the amount due, such as with utility bills.

**Cash Receipts** also allows you to enter any customer to get a list of all their outstanding items.

Miscellaneous cash receipts not related to a specific customer account, can simply be applied to a General Ledger account. These might include front counter pamphlet sales, emptying the soda machine or other miscellaneous cash items.

### HOW IT WORKS

**AccuFund Cash Receipts** enables government entities and non-profit organizations to handle payment of all receivables and miscellaneous cash. You set up the

## OTHER FEATURES

**AccuFund Cash Receipts** has several other features that provide tremendous value:

- ✓ **Cash Receipts** post to a non-deposited funds account in General Ledger instead of a cash account until a deposit is created. Then, once a deposit is created, the cash is updated.
- ✓ When applying cash to receivables, the **AccuFund Accounting Suite** modules listed in the navigation on the left side of the customer record show the number of items related to the customer that are in that module. A red check shows that the cash has been applied.
- ✓ If funds are received and it is not clear how to apply them, there are two types of credit to choose from - cash credit and accounts receivable (A/R) credit - to apply when needed.
- ✓ Refund a credit to a customer through Accounts Payable.
- ✓ Open credits as well as cash can be applied at the same time.

## COMPONENT INTEGRATION

**Cash Receipts** is integrated with:

- ✓ **Accounts Receivable** for tracking funds received from the customers
- ✓ **Web Payment** for accepting customer payments over the internet.
- ✓ **Accounts Payable** for tracking funds refunded to the customers
- ✓ **General Ledger** for financial reporting
- ✓ **Client Accounting** for tracking any client invoices and requisitions

## GOVERNMENT USER LICENSE

The **AccuFund Accounting Suite** license for government includes several modules with which **Cash Receipts** interfaces that the license for non-profits does not. The following are modules available for use largely by municipalities:

- ✓ **Court Fines/Citations** for tracking citations issued by law enforcement and the associated accounting, dispensation and reporting. Cash receipts created for citations paid have a citation field.
- ✓ **Property Tax Billing** for managing tax assessments for

Amount Paid

Received: 6,900.00

☒ Credit Card

Type: MC

Reference: 7777 6666 5555 4444

Card Name: Card User

CCV Number: 897

Expiration Date: 1/2008

Tendered: 6,900.00

Change: 0.00

☒ OK ☐ Cancel

*When ready for payment a payment entry screen pops up and using a card swipe device the card information is filled in automatically or can be completed manually.*

different types of property that are categorized as either real (land, buildings) or personal (automobiles, motorcycles, trailers).

- ✓ **Utility Billing** for managing invoices for public utility usage and service. Municipalities use cash credits with the Utility Billing for recording deposits on service. "Deposit" would be checked off so the amount doesn't show up as a credit.
- ✓ **Fees, Taxes & Licenses (FTL)** for issuing decals and permits as well as recording sales tax collected for taxing entities.

## COMPONENT AVAILABILITY

**Cash Receipts** is available with both the Standard and Professional editions of the

**AccuFund Accounting Suite.**

## STANDARD TEMPLATES PROVIDED

**AccuFund** provides a set of default reports with the **Cash Receipts** component. These reports and forms may be modified or added to through the **Reports/Forms Designer**. Default reports include customer receipt form, deposit slip, deposit ticket, deposit log, receipt distribution recap, credit aging, credit distribution, and customer credit recap.

Deposit will be Added [Federal Bank and Trust]

DEPOSIT

Description: 7/12 deposit

Activity Date: 7/12/2007

Reference: 0000007

☒ OK ☐ Cancel

Drawer:

☐ Printed

Receipts | Distribution

Date	Drawer	Type	Reference	Name	Description	Received
11/12/2005	<none>	Check	0020022	Colorado Custom Decks		30.00
11/15/2005	<none>	Check	0000123	AccuFund, Inc.		401.00
11/30/2005	<none>	Cash		Munson, John T.		6,000.00
✓ 1/01/2007	<none>				New bond payment	100.00
✓ 1/02/2007	<none>				Apply bond payment	0.00
✓ 3/03/2007	<none>				apply bond	0.00
✓ 3/03/2007	<none>	Cash			bond payment	620.00
✓ 7/12/2007	<none>			AccuFund, Inc.		1,000.00

☒ Mark ☒ All

Total Receipts: 1,720.00

*Once cash is received, the deposit screen is utilized to batch the receipts together by deposit. The deposit amount is posted to cash and included in the bank reconciliation.*