

Spectra AV – Financials – Cash Receipt Entry



MediaOcean Professional Services
prodacc@mediaocean.com
www.mediaocean.com

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1. Overview

The Enter Cash Receipts option lets you enter client cash and apply it to invoices, unapplied cash, miscellaneous cash, or interoffice cash. You can also distribute Interoffice Cash. If necessary, you can enter corrections, adjustments, offsets, bank transfers, and void payments.

2. Regular Cash Receipts

Use this action to enter regular client cash, requiring no special operation.

1. Select **Accounts Receivable**, **Cash Receipts Processing**, and then click **Enter Cash Receipts**.

The Regular Cash Receipts window is displayed.

2. Click **Add**.
3. Enter the appropriate information for the following fields:
 - **Payer Type** – select Client, A/R Client, Vendor, or Employee.
 - **Action** – select Enter/Apply.
 - **Payer** – select payer code based on Payer Type.
 - **Reference** – enter a reference code.
 - **Amount** – enter the amount received.
 - **Date** – enter or select the deposit date.
 - **Bank** – accept the default Bank Code.
 - **Sts** – displays C if complete or I if incomplete.
4. Click **Next**.

The Cash Receipts Header window is displayed.

5. Enter the appropriate information for the following fields:
 - **Check Date** – date written on check.
 - **Payment Type** – select the payment type (check, cash, wire).
 - **Amount** – accept or type payment amount.
 - **Action** – select Select Invoices, Input Invoices, Input Interoffice, or Input Unapplied.
6. Click **Next**.

The Invoices Limiter Filter Window is displayed.

* Click **Next Bypass Filter** to go directly to the **Select Invoices Window**.

7. Enter information into any of the available fields to limit the collection of invoices.
8. Click **Next**.

The Select Invoices window is displayed.

9. Select the **Sel** check box of the invoice you want to pay.
10. Accept the default **Payment Amount** and **CD Taken**.
11. Click **Recalculate**.
12. Click **Save**.

3. Input Invoices

Use this action to manually enter the Invoice Number and related payment amount for each invoice paid by check.

1. Follow the steps 1 and 2 in the Regular Cash Receipts topic.
2. Select **Input Invoices** from the Action drop-down list.
3. Click **Next**.

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The Cash Receipts Entry – Input Invoices window is displayed.

4. Enter the Invoice number, or enter the Invoice Date, Payment Amount, and Cash Discount Taken, if applicable.
5. Click **Save**.

4. Unapplied Cash

This action is used to input client cash and apply it later to a specific invoice or group of invoices.

1. Follow steps 1 and 2 in the Regular Cash Receipts topic.
2. Select Input Unapplied from the Action drop-down list.
3. Click **Next**.

The Cash Receipts Entry – Input Unapplied window is displayed.

4. Enter applicable payer codes in these fields.
5. Enter the Amount of unapplied cash for the lower levels associated with the Payer Type.
6. Enter a description for the unapplied cash entry.
7. Click **Save**.

5. Matching Unapplied Cash

Use this option to process unapplied cash to invoices by identifying the unapplied check number and amount from the Aged Trial Balance or by viewing client unapplied amounts.

1. Follow steps 1 and 2 in the Regular Cash Receipts topic.

2. Select Match Unapplied from the Action drop-down list.
3. Enter or select a Payer code.
4. Select the Reference code that applies to the unapplied payment.
5. Click **Next**.

The Cash Receipts Header – Match Unapplied window is displayed.

6. Select the applicable Action.
7. Click **Next**.
 - If you selected "Select Invoices" from the Action drop-down list, the Select Invoice Window is displayed as described in Enter Cash Receipts.
 - If you selected "Input Invoices" from the Action drop-down list, the Input Invoices Window is displayed.
 - If you selected Input Interoffice from the Action drop-down list, the Input Interoffice Window is displayed.
8. Select the Sel box for invoice you want to match unapplied cash.
9. Click **Save**.

6. Entering Adjustments

Use this action to reduce the balance of a receivable or eliminate the total amount of a receivable. The adjustment amount can be either a debit or credit amount to the client.

Selecting a Payer

1. Follow steps 1 and 2 in the Regular Cash Receipts topic.
2. Select Adjustments from the Action drop-down list.

3. Enter or select the applicable Payer for the adjustment being processed.
4. Enter a user-defined Reference.
5. Enter the Adjustment Amount.
6. Accept the default deposit Date and Bank or enter the applicable Date and Bank Code.
7. Click **Next** to display to the Adjustments Header Window.

Using the Adjustments Header Window

The Cash Receipts Header – Adjustments window is displayed.

Using the Adjustments Header Window you can select one of three options from the Action drop-down list. Depending on which option you select, the following window that is displayed will be different. The three options you can select are shown below:

- **Select Invoices** –displays the Invoice Selection Limiter window, which, upon completion, then displays the Adjustment Entry window.
- **Input Invoices** –displays the Input Invoices Adjustments window.
- **Select Unapplied** –displays the Adjustments Unapplied window.

Select an option and click **Next** to display the next window.

Using the Adjustments Entry Window

If you select Select Invoices from the Adjustments Header window, the Adjustments Entry window is displayed.

The Cash Receipts Entry – Adjustments window is displayed.

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1. Select the Sel check box for the invoice you want to adjust.
2. Accept the Adjustment amount or enter your own amount.
3. Enter the G/L Account or select the Adjustment account to which you want the amount posted.
4. Enter a valid Department Code.

Using Input Invoices Adjustments

If you select Input Invoices from the Adjustments Header window, the Adjustments Entry window is displayed.

The Cash Receipts Entry – Adjustments window is displayed.

1. Select the Sel check box for the invoice you want to adjust.
2. Enter or select the Invoice Number you want to adjust.
3. Enter or select the Invoice Date.
4. Enter the Adjustment amount. This amount can be less than the Invoice Balance but not greater than the Invoice Balance.
5. Enter a valid Account Code to which to post the adjustment amount.
6. Enter a valid Department code.
7. Click **Save**.

Using the Adjustments Unapplied Window

If you select Select Unapplied from the Adjustments Header window, the Adjustments Entry window is displayed.

The Cash Receipts Entry – Adjustments window is displayed.

1. Select the Sel check box for the invoice you want to adjust.
2. Enter a valid Account Code to which to post the adjustment amount.
3. Enter a valid Department code.
4. Click **Save**.

7. Entering Cash Discounts

Use this action to pass cash discount amount from the billing system. A flag indicates if the discount was passed, offered, or not offered to the client by the vendor.

- Once a payment is made against an invoice that allows a cash discount, the CD Allowed is no longer available. If an entry is fully voided, then the CD Allowed will be restored and available for use.
- The system does not allow partial application of cash discounts.
- If a cash discount is not allowed, the CD Taken field is not available for use.
- Balance - (Payment + CD Taken) = Remaining amount.

1. Follow the steps in the Regular Cash Receipts topic.

2. If the cash discount was offered and taken, enter the amount of the cash discount in the CD Taken field.
3. When finished, click **Save**.

8. Miscellaneous Cash Receipts

Use this action to apply non-client cash received by an office. Examples of miscellaneous cash could include an employee payment for personal telephone calls, rental income, sale of an asset, sale of stock, or rebates.

1. Follow Steps 1 and 2 of Entering Cash Receipts.
2. Select Misc Cash from the Payer Type drop-down list.
3. Enter the Reference code and Amount of the check.
4. Accept the default Date and Bank or select a Date and Bank code.
5. Click **Next** to display the Miscellaneous Cash Distribution Window.

The Cash Receipts Entry –Misc Cash window is displayed.

6. Select the Payment Type from the Payment Type drop-down list.
7. Enter a Description for the Miscellaneous Cash received for identification on reports.
8. Enter or select the G/L Account number to credit/debit for the miscellaneous cash.
9. Enter or select the Department code, if any, to credit/debit for the miscellaneous cash.
10. From the DR/CR drop-down list, select DR to debit the account/amount or CR to credit the account/amount.
11. Enter the Amount of the miscellaneous cash.
12. Enter or select the Client and if applicable the lower levels associated with the client.
13. Enter or select the Employee code, System code, and Media code if required.
14. Enter a description of the line item in the Description field.
15. Click **Save**.

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9. Offsets

Use this action to mark as “paid” or “applied” invoices or unapplied checks that net to zero but do not have the same invoice number or check number.

1. Follow Steps 1 and 2 of Entering Cash Receipts.
2. Select Offsets from the Action drop-down list.
3. Enter a valid Payer Code for which you want to offset invoices or unapplied checks
4. Enter a Reference code to identify the invoices/checks to be offset.
5. Accept the default Date and Bank since this information is not applicable to offsets.
6. Click **Next** to display the Offsets Header Window.

The Cash Receipts Header – Offsets window is displayed.

7. From the Action drop-down list, select either Select Invoices or Select Unapplied.
8. If you selected Select Invoices, click **Next** to display the Limiter Window or click **Next By Pass Filter** to bypass the Limiter Window and display the Cash Receipts Entry Select Invoices Window.

The Cash Receipts Entry – Offsets window is displayed.

9. Click in the Sel box next to each invoice you want to offset.
10. Select the invoices you want to offset then type full amounts or partial amounts.

11. Click **Save**.
12. If you selected Select Unapplied from the Header Window, the Cash Receipts Entry Offsets Window is displayed and includes all checks for the A/R client code specified that have an unapplied check amount.

The Cash Receipts Entry – Offsets window is displayed.

13. Click in the Sel box next to each check you want to offset.
14. When finished, click **Save**.

10. Voiding AR Records

Use this action to void client cash payments made against an invoice, offsets, adjustments, or miscellaneous cash. Voids may be made for the following reasons:

- An Adjustment, offset, or miscellaneous cash was incorrect and the G/L account distribution must be reversed.
- The cash discount was handled incorrectly.
- The check was posted to the incorrect client.
- The check is returned for non-sufficient funds or was originally entered with an incorrect amount.

1. Follow Steps 1 and 2 of Entering Cash Receipts.
2. Select Void from the Action drop-down list.
3. Enter or Select the Reference Number.
4. Click **Next** to display the Cash Receipts Entry – Void Window.

The Cash Receipts Entry – Void window is displayed.

5. Enter a Description for the voided receipt.
6. Verify information that you want to void and if correct, click **Save**.

11. Bank Transfers

Use this action to transfer cash received from one bank to another bank.

1. Select **Accounts Receivable, Cash Receipts Processing**, and then click **Enter Cash Receipts**.

The Cash Receipts Entry Prompt window is displayed.

2. Select Misc Cash from the Payer Type drop-down list.
3. From the Action drop-down list, select Bank Transfer.
4. Enter a Reference code for this entry.
5. Enter the amount received in the Amount field.
6. Enter or select the deposit date in the Date field.
7. Accept the default Bank Code (based on the signon Company/Office) or enter the applicable bank code.
8. Click **Next** to display the Bank Transfer Window.

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9. Enter a description of the Bank Transfer in the Description field.
10. From the DR/CR drop down list, select DR to debit the amount of cash or select CR to credit the amount of cash.
11. Enter the amount you want to transfer in the Amount field
12. Enter the Bank to which you are transferring cash.
13. Enter a description of the transfer to display on G/L reports.
14. When finished, click **Save**.

12. Input Fee Adjustments

Use this action to process wire transfer fee adjustments

1. Enter Cash Receipts with wire transfer fees as you do on the Select Invoices Window.
2. Click **Save** to return to the Cash Receipts Header Window.

3. Click **Add** to add a row.
4. Select the Input Fee Adjustment function, from the Action drop-down list.
5. Click **Next** to display the Cash Receipt Entry – Input Fee Adjustment window.

6. Enter the Adjustment #, used to identify the fee adjustment on verification reports.
7. Click the G/L function if you want to break down the adjustment into additional records.
8. Click **Save** when finished to return to the Header Window.