

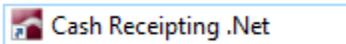
Cash Receipting Entry

Logging into the Cash Receipting BS&A Module

Locate the Equalizer.Net Icon on your desktop and double click



Find Cash Receipting.Net and double click

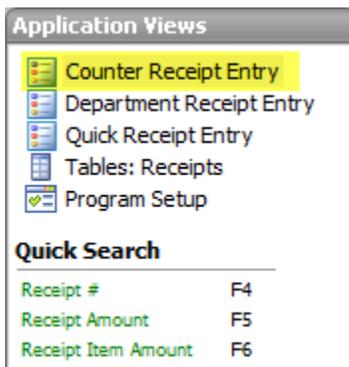


The log in screen will open, enter your Windows login and click Login

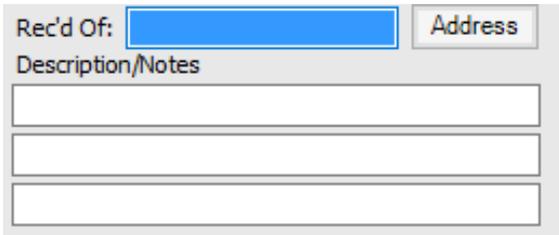
Dialog box titled "Login to Cash Receipting" with the logo "CR.NET by BS&A SOFTWARE". It contains fields for "Username:" and "Password:", "Login" and "Cancel" buttons, and a "Database Connection Valid" status. At the bottom, it shows "Current Server: ASULLIVANT560\BSA16" with links for "Click to Setup..." and "Help..."

Entering a Counter Receipt

Click on Counter Receipt in the Application Views on the left hand side of the screen

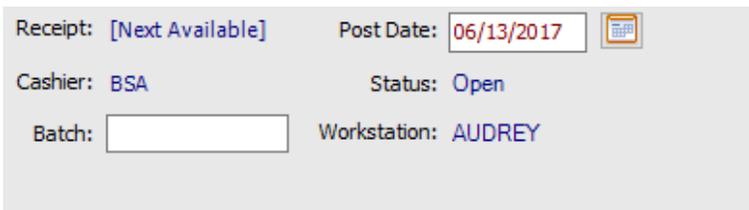


First, you will enter who is making the payment in the Rec'd Of: field- you are able to enter the address of the payer by clicking the address button. Next you will enter a short description in the three Description/Note lines if needed.



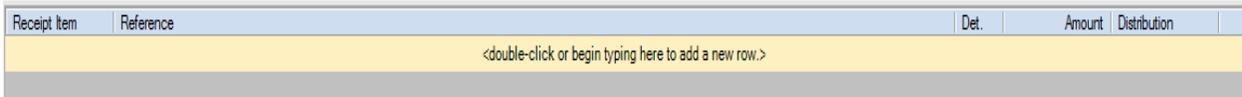
A screenshot of a software interface. At the top, there is a text input field labeled "Rec'd Of:" followed by a blue button labeled "Address". Below this is a section titled "Description/Notes" containing three stacked, empty text input boxes.

The Batch: field can be utilized if you are entering large volumes of payments, but in most cases this will be left blank. The Post Date: field will auto fill today's date and should only be changed when advised by the Finance Department.



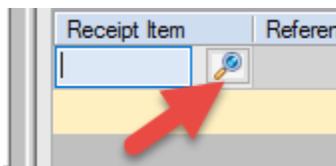
A screenshot of a receipt header section. It includes the following fields: "Receipt:" with a dropdown menu showing "[Next Available]"; "Post Date:" with a date field containing "06/13/2017" and a calendar icon; "Cashier:" with the text "BSA"; "Status:" with the text "Open"; "Batch:" with an empty text input field; and "Workstation:" with the text "AUDREY".

Next, you will double click on the yellow line to enter the type of receipt that is being paid and how much is being paid.



A screenshot of a table with a yellow highlighted row. The table has columns for "Receipt Item", "Reference", "Det.", "Amount", and "Distribution". The highlighted row contains the text "<double-click or begin typing here to add a new row.>".

You can enter the receipt item in the field, or you can search for an item by clicking the magnifying glass



A list of receipt items will open, find the one you are using and double click

Receipt Item Code	Description	EQ System	Interface Type	Inactive
AD	ADVERTISING	None	None	No
ADULTLG	ADULT ATHLETIC LEAGU	None	None	No
AMF	AIRPLANE MEMORIAL FUND	None	None	No
BALLLG	BALL LEAGUES	None	None	No
BWPACK	BEER/WINE PACKAGE LICENSE	None	None	No
BWPOUR	BEER/WINE POURING LICENSE	None	None	No
EVIDENCE	EVIDENCE FUNDS	None	None	No
EXCCAR	EXCISE TAX - CAR RENTAL	None	None	No
FIELD	ATHLETIC FIELDS	None	None	No
FRANATLG	FRAN TAX-ATLANTA GAS	None	None	No
FRANCOMC	FRAN TAX-COMCAST	None	None	No
FRANDIGI	FRAN TAX-FL DIGITAL NETWORK	None	None	No
FRANGAPW	FRAN TAX-GEORGIA POWER	None	None	No
FRANGRST	FRAN TAX-GREYSTONE	None	None	No
FRANSYGL	FRAN TAX-SYNCHRONET GLOBAL	None	None	No
FRANWIND	FRAN TAX-WINDSTREAM	None	None	No
HOTMOT	HOTEL MOTEL EXCISE TAX	None	None	No
HPCAMP	HUNTER PARK DAY CAMP	None	None	No
HPGATE	HUNTER PARK GATE ADMISSIONS	None	None	No
HPPROG	HUNTER PARK PROGRAM	None	None	No

The Receipt Item code and Reference will populate and you will then enter the amount in the amount field. **Note: some receipt items have default amounts, therefore you will not have to enter the amount it will auto populate.**

Receipt Item	Reference	Det.	Amount	Di
ADULTLG	ADULT ATHLETIC LEAGU		\$75.00	

<double-click or begin typing here to add a new row.>

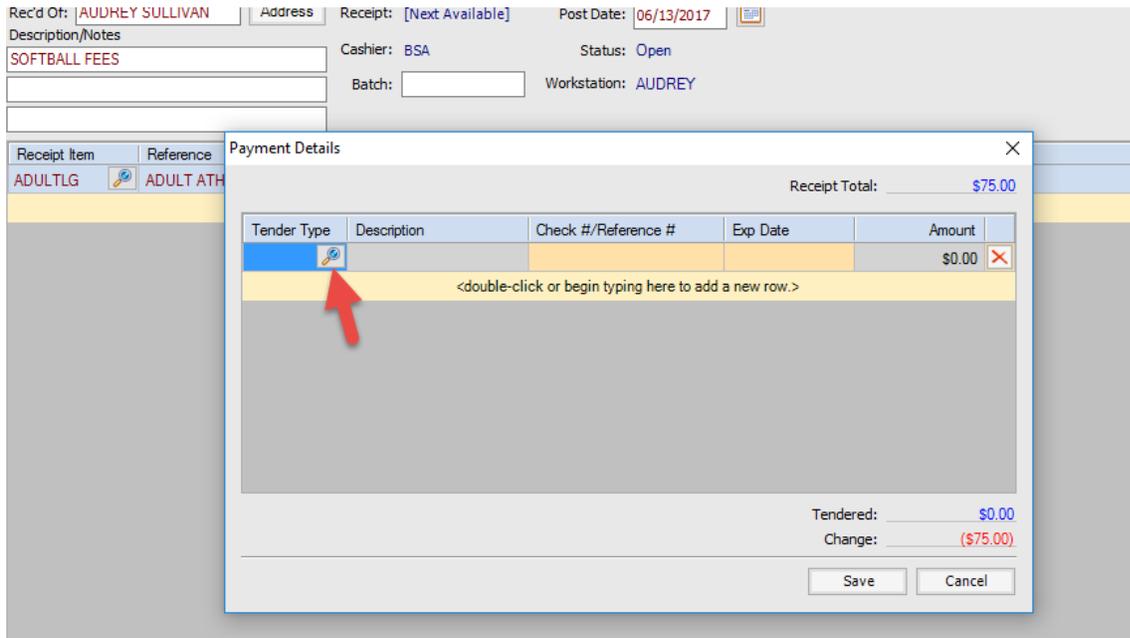
Once you have entered the correct receipt items, you will click Save at the bottom right side of the screen to enter the tender information.

Total: \$75.00
Tendered: \$0.00
Change: (\$75.00)

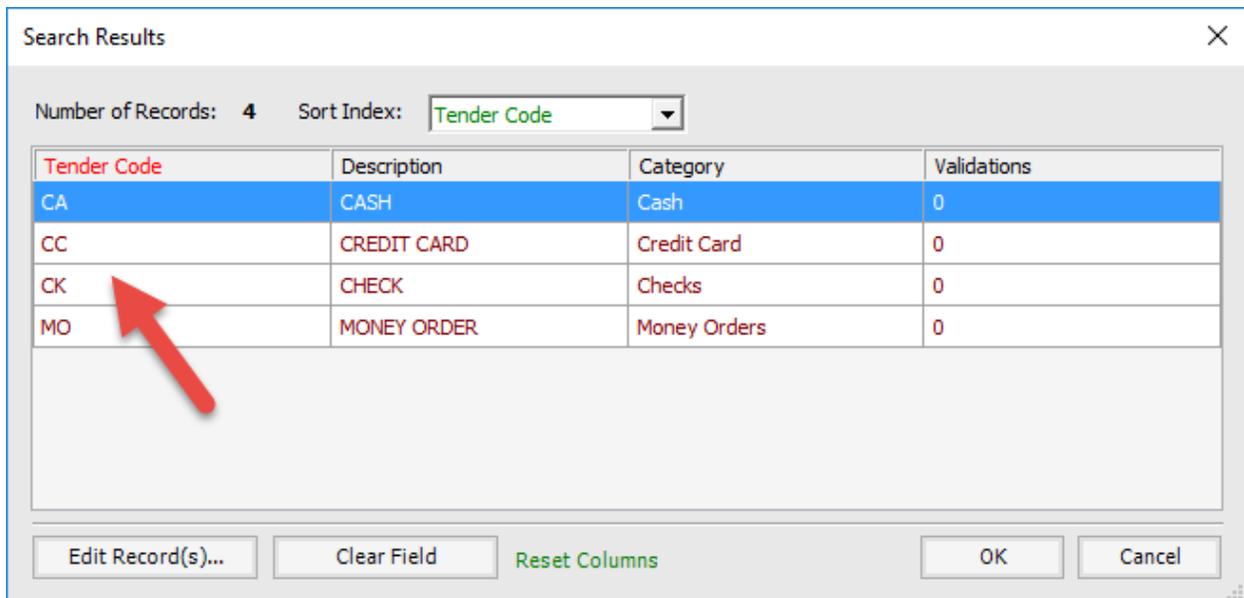
View changes... Save Cancel

06/13/2017 | Interest Date - 06/13/2017

The Payment Details box will open, you will enter the tender type and verify the amount being paid. You can type the tender code, or you can search for it by clicking the magnifying glass.



Choose the appropriate tender code and click Ok



If you select Check, a check number must be entered in the Check#/Reference# field

Tender Type	Description	Check #/Reference #	Exp Date	Amount	
CK	CHECK	123456		\$75.00	X
<double-click or begin typing here to add a new row.>					

Click Save at the bottom of the screen

Tendered: \$75.00
Change: \$0.00

Save Cancel

The system will prompt you to print a receipt, you can run the receipt to the screen and then send it to the printer. Click Yes. **Note: If you say no, you can go back to the receipt and re-print receipts at any time.**

Print Receipt

Print Receipt?

Yes No

Click Print Receipt

Print Receipt

Please choose your target destination

Category: Receipts

Name: DOUGLASVILLE RECEIPT

Destination: Screen

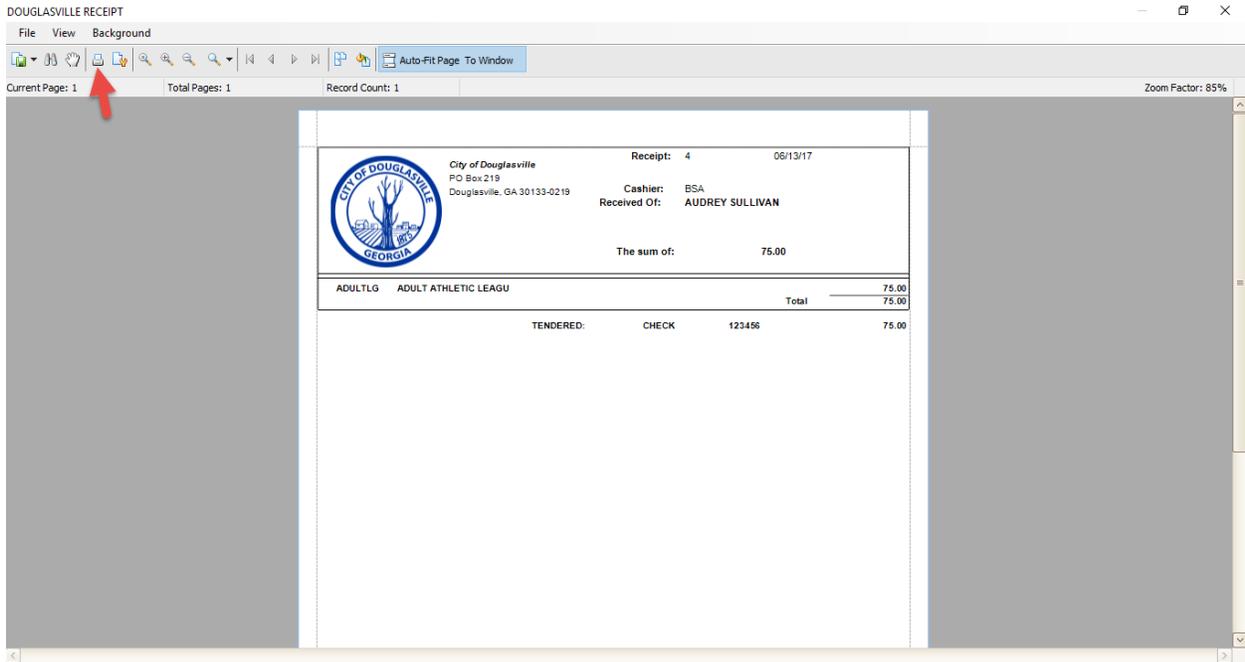
Copies: 1

Current Printer: Microsoft Print to PDF

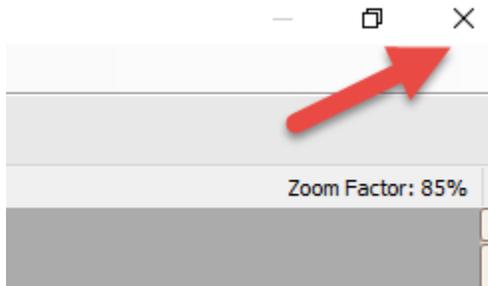
Margins/Fonts...
Printer Settings...

Print Receipt Close

The receipt will appear in a report, and to print, you will click the printer icon. **Note: As will all other reports, you have the option to save this as a PDF or email the receipt to someone by click File at the top left.**



To close the receipt, click the X at the top right. Once the receipt is closed, the system opens a blank receipt and is ready for a new one to be entered.



Entering an Interfaced Counter Receipt

If you are paying an invoice from another BS&A module like UB, BD or MR, you will enter the payment in the Counter Receipt screen as well.

The only difference is, you will not have to enter the information for the person paying and you will simply skip to the yellow line to enter the receipt item. The receipt codes that will be used for interfaced receipts are:

UB = Utility Billing Payment

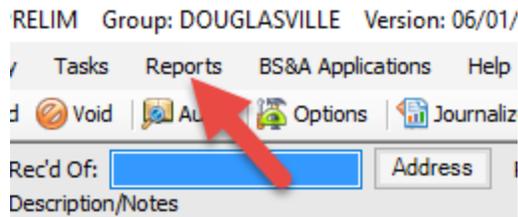
BDINV = Building Department Payment

MR = Miscellaneous Receivable Payment

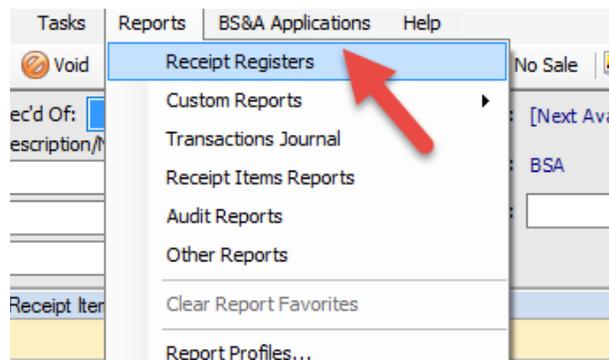
Cash Receipting will grab the data from the other modules and fill in the information in the Counter Receipt entry screen. You will verify the information, click save to enter the tender information and print the receipt as needed.

Running End of Day Report/Balancing

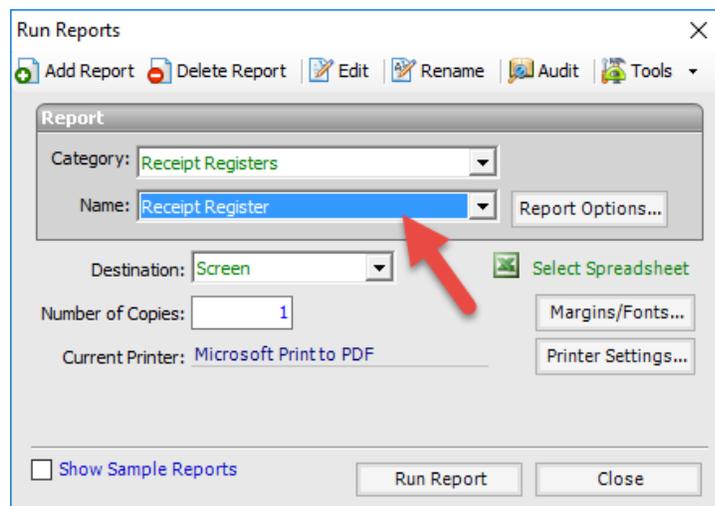
Once all transactions are completed for the day, you will balance the money you have taken in to the Receipt Register report. To run this report, you will click Reports at the top of the screen.



Click Receipt Registers



Ensure that Receipt Registers is in the second drop down menu, and click Run Report.



We will set the filters highlighted below the first time you run the report (the system will remember the filters when you run this report again).

Receipt Register - Options

Population
 Population: All Records [Population Options...]
 Apply Report Options To Population Apply Tableview Filters
 Apply Advanced Query to Population [Advanced Query...]

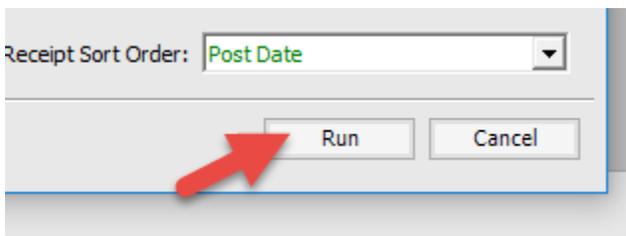
Posting Filters
 Start Date: 06/13/2017 [Calendar]
 End Date: 06/13/2017 [Calendar]
 Posted Status: Open And Completed Receipts [Dropdown]
 Include Voided Receipts

Misc Filters
 Filter By Cashier [Select Cashiers...] Filter By Batch [Select Batches...] Receipt Types: All Receipt Types [Dropdown]
 Selected Cashiers: BSA Selected Batches: All Batches
 Filter By Department [Department:] Filter By Workstation [Select Workstations...] Filter By Receipt Item [Select Receipt Items...]
 Selected Workstation: All Workstations Selected Receipt Items: All Receipt Codes

Print Subtotals By Tender Type Print Totals On A Separate Page Report Format: Print Line Detail [Dropdown]
 Print Subtotals By Bank Code Subtotal Banks by Fund [Custom Headers...]
 Print Subtotals By Receipting Department Print DR GL Number Distribution
 Print Subtotals By Receipt Item Print Notes
 Print Subtotals By Batch Print Subtotals By Recurring Dept Code
 Print Subtotals By: Workstation [Dropdown] Receipt Sort Order: Post Date [Dropdown]

[Set Fonts...] [Reset Fonts] [Run] [Cancel]

Click Run



The report will run to the screen, and it will list the transactions for the specified day.

06/13/2017 09:52 PM Receipt Register Page: 1/2
 User: BSA Post Date from 06/13/2017 - 06/13/2017 Open And Completed Receipts
 DB: PRELIM

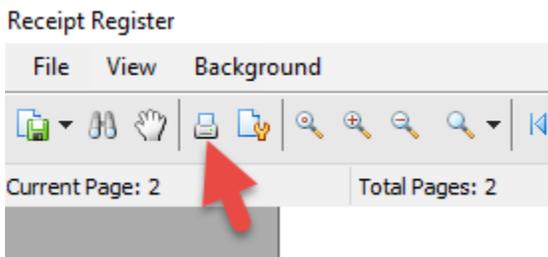
Receipt #	Date	Cashier	Wkstn	Received Of	Amount
0 ADULTLG	4 06/13/2017	BSA ADULT ATHLETIC LEAGU	AUDREY	AUDREY SULLIVAN	75.00 CHECK 123456
Total of 1 Receipts					75.00

You will verify the report shows the same amount of Cash/Check/Credit Card that you have taken in for the day.

06/13/2017 09:53 PM Receipt Register Page: 2/2
User: BSA Post Date from 06/13/2017 - 06/13/2017 Open And Completed Receipts
DB: PRELIM

Receipt #	Date	Cashier	Wkstn	Received Of Distribution	Amount
*** TOTAL BY GL DISTRIBUTION ***					
100-6110-34.77602					
TOTAL - ALL GL NUMBERS:					75.00
*** TOTAL BY FUND ***					
100					
TOTAL - ALL FUNDS:					75.00
*** TOTAL OF ITEMS TENDERED ***					
Tender Code/Desc.					
(CK) CHECK					75.00
TOTAL:					75.00
*** TOTAL BY RECEIPT ITEMS ***					
(1)					
TOTAL - ALL RECEIPT ITEMS:					75.00

To print the report, click the printer icon.



To close the report, click the X at the top right side.

