

Overview & Objective – The purpose of this I M & U is to demonstrate the recording of cash receipts. Receipts are recorded in Cash Management Module when the A/R Module is not available for use.

Initial Navigation – To navigate to the Record Other Receipts Screen (from the Accounting Console):

1. Go to the Applications dropdown (upper right hand corner)
2. Select the Cash Management Module
3. Once in the Cash Management Module go to the Activities dropdown (upper left hand corner)
4. Select the Activity “Record Other Receipts”

Receipts Entry – The title “Record Other Receipts” should appear in the upper left hand corner, entry as follows:

- ***Receipt Date** – Input the date that the cash was received
 - ***Payer** – Enter the name of the payer (party from whom the payment came from)
 - ***Document Date** – Input the date that the cash was received
 - ***Payment Method** – Enter the payment method (check, charge card, record transfer, cash)
 - **Document Number** – Enter a confirmation number as supplied by the bank
 - **Description** – Enter a description that summarizes the nature of the payment
 - **Deposit To Bank Account** – Select the bank account that the deposit was made to
 - ***Deposit Date** – Enter the date the cash was deposited to the bank. This should be confirmed by a deposit receipt from the bank, a wire transfer notification, OR in instances where procedures call for “To Bank Statement Reconciliation” use the date the deposit was cleared by the bank.
 - ***G/L Account** – Enter a sales or liability account if the cash receipt is a deposit for future goods/services.
 - **Amount** – Enter the amount of the deposit
 - **Department(s)** – Select Department(s) associated with the deposit
 - **Memo** – Use the same description as appears in the “Description” field (see above)
- ⇒ When the deposit has been entered click “**Save**” (upper right hand corner)

Further Instruction & Use – For further information regarding Record Receipts contact your Account Executive or call The NDH Group, Ltd. at 312.461.0505.