

## Using the Cash Receipts Journal

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### **Purpose of this document**

This document describes how to post transactions to G/L Accounts, Bank Accounts, Agencies, Vendors, and Fixed Assets accounts using the Cash Receipts Journal.

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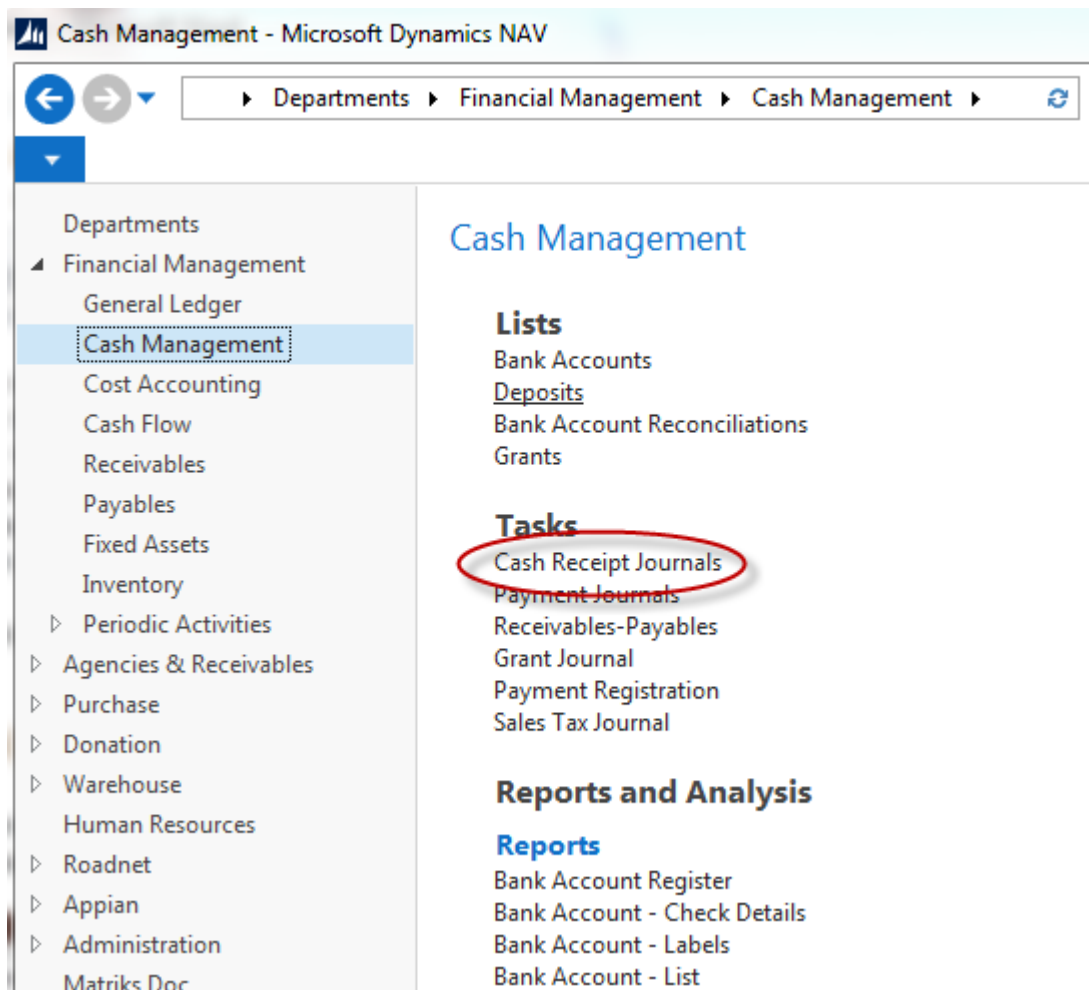
## Purpose

Cash Receipts from Agency payments, Financial Donations, etc. may be recorded using the Cash Receipts Journal. A Cash Receipt Journal is a type of General Journal, so you can use it to post transactions to G/L Accounts, Bank Accounts, Agencies, Vendors, and Fixed Assets accounts. You can apply the payment to one or more entries when you post the payment or you can apply the posted entries later. The most common use of the Cash Receipt Journal is to record payments from Agencies. The Bank Deposit Procedure may be followed as an alternative to Cash Receipts.

*Ceres Object release 4.00.00 is required for the functionality described in this document.*

## Creating and Posting Cash Receipts Journal Entries

1. The Cash Receipts Journal can be accessed from Departments → Financial Management → Cash Management → Cash Management → Tasks → Cash Receipts Journals.



2. If using Batches, select your Batch from the “Batch Name” field at the top of the Payment Journal page and click OK.

Edit - Cash Receipt Journal - DEFAULT-Default Journal

HOME ACTIONS NAVIGATE

Delete Post Post and Print Apply Entries... Reconcile Dimensions Matrxs Documents Refresh Find

Batch Name: DEFAULT

Posting Date	Document Type	Document No.	Account Type	Account No.	Account Name	Parent Account No.	Fund No.
8/14/2014		CRJ-00024	Agency				

Account Name Bal. Account Name Balance Total Balance 0.00 0.00

OK

### 3. Update the Lines as follows:

**Posting Date:** Enter the Posting Date.

**Document Type:** Select "Payment" from the list.

**Document No.:** Enter a Document Number. If system assigned, the Document No. is automatically filled in by the number series assigned to the Batch

**External Document No.:** Enter the check number that you are receiving.

**Account Type:** Select "Agency" if the payment is from an Agency. You can select other Accounts types for different types of transactions.

**Account No.:** Select the Account from the List. If the Account Type is "Agency" then a list of Agencies will display.

**Amount:** If you do not want to post the application at the same time you post the journal, enter the amount of the payments (NOTE: The amount should be entered as a credit or negative number). If you want to post the application at the same time you post the journal, do one of the following:

- To record a full invoice payment, in the Applies-to Doc. No. field, click the Assist Button. In the Apply Customer Entries window, select the line to which payment should be applied; click OK.

- To record a partial invoice payment, in the Amount field of the Cash Receipt Journal, enter the amount you wish to apply as a negative number. In the Applies-to Doc. No. field, click the Assist Button, select the line, and click OK.
- If you are recording full payment for multiple invoices, click Actions, Functions, Apply Entries. For each line to which the payment is to be applied, select the line and then click Home, Process, Set Applies-to ID. When you have set applies-to ID on the relevant lines, click OK.
- If you are recording a partial payment for multiple invoices, click the Actions, Functions, Apply Entries. On each line to which the payment is to be applied, click Home, Process, Set Applies-to ID. Edit the Amount to Apply field, enter the partial amount as a positive number, and then click OK.

Apply Customer Entries - A0592 - TLC For Children and

HOME ACTIONS NAVIGATE

Set Applies-to ID Navigate Post Application... Refresh Find

Process Page

**General**

Posting Date: 8/14/2014 Description:

Document Type: Currency Code:

Document No.: CRJ-00024 Amount: 0.00

Customer No.: A0592 Remaining Amount: 0.00

Applies-to ID	Posting Date	Document Type	Document No.	Agent No.	Description	Remaining Amount	Appln. Remaining Amount	Amount to Apply	Appln. Amount to Apply	Due Date
	11/19/2013		CRJ-00011	A0592		-10.00	-10.00	0.00	0.00	11/19/2013
	11/19/2013	Payment	CRJ-00012	A0592		-10.00	-10.00	0.00	0.00	11/19/2013
	12/3/2012	Invoice	AO-00132...	A0592	Order AO-00132	2.10	2.10	0.00	0.00	12/3/2012
	12/3/2012	Invoice	AO-00134...	A0592	Order AO-00134	1.20	1.20	0.00	0.00	12/3/2012
	12/12/2012	Invoice	AO-00117...	A0592	Order AO-00117	6.50	6.50	0.00	0.00	12/12/2012
	11/15/2013	Invoice	AI-00006	A0592	Invoice AI-00006	10.00	10.00	0.00	0.00	11/15/2013
	11/21/2013	Invoice	AI-00005	A0592	Invoice AI-00005	15.23	15.23	0.00	0.00	11/21/2013

Appln. Currency Amount to Apply Pmt. Disc. Amount Rounding Applied Amount Available Amount Balance

0.00 0.00 0.00 0.00 0.00 0.00 0.00

**Bal. Account Type:** You can use this field to offset the payment and balance the entry. If the amount is being deposited into a Bank Account, select Bank Account from the list. Please note that if you self-balance each line, a separate entry for each line will post to the G/L Cash Account and the Bank Account. Alternatively you may want to balance the entire Journal and enter a single line for the total amount that is being deposited.

**Bal. Account No.:** Select the Account from the List. If you selected Bank Account as the Bal. Account Type then a list of Bank Accounts will display.

## Reviewing the Cash Receipts Journal:

1. After all the Journal Lines have been entered confirm the Total Balance field at the bottom of the Page is \$0. The debit and credit amounts must be in balance by Posting Date, and/or Document No. or Fund before the Journal will post.
2. Run the Test Report for a final review of the data. The Test Report can be accessed from Actions → Posting → Test Report. Select Preview to preview the report or Print to print a hard copy of the report.

## Posting the Cash Receipts Journal

1. The Cash Receipts Journal must be posted before the Agency Ledger Entries and the General Ledger is updated.
2. Post or Post and Print the Journal. Select the icon from the Home ribbon or choose Actions → Posting → “Post” or “Post and Print”. Select “Yes” to confirm that you want to post the journal lines.

## Related Topics:

1. General Journal Overview
2. Bank Deposits