

Cash Receipts

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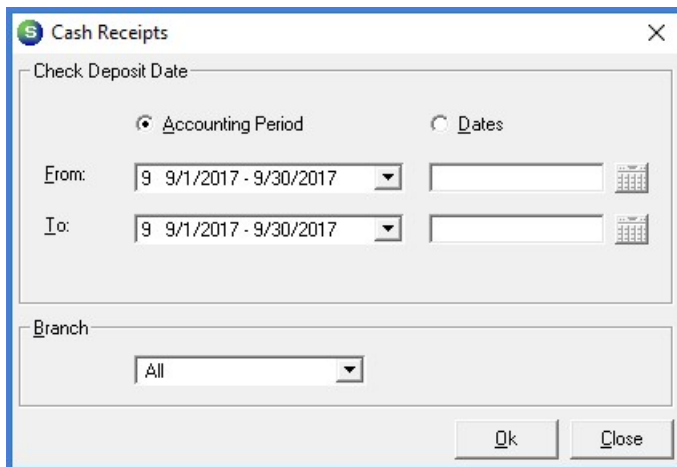
The Cash Receipts Report prints customer payments which meet the criteria of the options selected. The Report will print each customer payment and where it was applied (invoices, unapplied cash, advance deposit or a miscellaneous G/L Account). The last page of the report will print a summary of amounts applied to invoice items.

Once the desired options have been selected on the report options form, click the OK button to display the report in Print Preview mode.

Report Selections

Check Deposit Date - This option will default to the Current Accounting Period. If a different Accounting Period or specific Date range is desired, select either the *Accounting Period* option or *Dates* option. Once an option is selected, the User must select an Accounting Period range or Date range.

Branches - The default is to print All Branches. If a single Branch is desired, you may make a selection from the drop-down list.



The screenshot shows a dialog box titled "Cash Receipts" with a close button (X) in the top right corner. The dialog is divided into two main sections. The first section, "Check Deposit Date", contains two radio buttons: "Accounting Period" (which is selected) and "Dates". Below these are two rows of date selection controls. The first row is labeled "From:" and the second "To:". Each row has a dropdown menu currently showing "9 9/1/2017 - 9/30/2017", followed by an empty text box and a calendar icon. The second section, "Branch", contains a single dropdown menu currently showing "All". At the bottom of the dialog are two buttons: "Ok" and "Close".