Cash Receipt Processing

1 **Cash Receipt Deposit**
Log into AS400, Click on Budget/Finance Main Menu, Click on A/R Main Menu
Click on A/R Cash Receipts Menu, Click on Cash Receipts Entry- Non-Invoice

Receipt Total:	Total of Deposit (Cash and Checks separate)
Cash ASN:	Leave blank
Print Receipt:	Y
Receipt Date:	Date the deposit will be picked up
Deposit Number:	Number on bank deposit slip
Deposit Date:	Date the deposit will be picked up

2 **Cash Receipts Entry- Non-Invoice**

Bill Code:	F4- type building number, select the appropriate account place an X next to the account and hit enter.
Description:	What is the deposit for? (type over the default description)
Vendor #	F4- type building number, select the appropriate account place an X next to the account and hit enter.
Name:	Leave as is.
Cash ASN:	Should populate to 7A09022
Credit ASN:	Should populate based on the account you selected. Confirm ASN.
F9- Comments	Make sure to enter the bag number and any additional information Hit enter twice
Cash/Coin/Check Amount	Enter the monies on the appropriate line. Please list the check number if entering a check. Endorse the back of the check before putting it in the bank bag. *Cash and Checks go in separate bank bags.*

*when everything has been entered, hit enter, and enter again. You will be redirected back to the Cash Receipt Entry- Non-Invoice screen. From here hit F3-Cancel to go back to the A/R Cash Receipts Menu.

3 **Cash Receipts Edit Listing- By User**

Receipt Date Range:	Date the deposit will be picked up in both spaces
Cash ASN:	Leave blank
Print Comments:	Y
Sort By Vendor Name:	N (leave as default)

"LOVE" YOUR EDIT LIST

Hit Enter- You will be redirected to the A/R Cash Receipts Menu

Log into GUI or Gen3 to access your spooled files.
Two reports will generate- AR0230 and AR0220. Open and Print both of these reports.
Look them over to make sure your ASNs are correct, the comment is there with the Bag #
If the comment isn't there, go back in under the Change/delete option and add it again.

4 **Cash Receipts Update-By User**

Receipt Date Range:	Date the deposit will be picked up in both spaces
Cash ASN:	Leave blank
Post Month:	Month the deposit is going to the bank.
Post Date:	Date the deposit will be picked up.
Location:	Your building number (0xx)
Journal Description:	Leave blank

Hit enter twice.   You will be redirected to the A/R Cash Receipts Menu
Log into GUI or Gen3 to access your spooled files.
Three or Four reports will generate- AR0230 and AR0220. Open and Print these reports.
Staple the bank deposit slip, all of the cash receipt paperwork, the tag from the bank bag
and supporting documentation. You will keep these until the end of the year