

CASH RECEIPTS



The Cash Receipts component is the center point for receipts from all billing modules within the AccuFund Accounting Suite, including Accounts Receivable for nonprofits and Utility Billing, Property Tax, Court Fines, Building Permits and Fees, Taxes and Licenses for governments.

Cash Receipts allows you to apply cash, check and credit card payments for all types of receivables in one location. Credit card payments may include a convenience fee for transactions in which the credit card fee cannot legally be deducted from the amount due, such as with utility bills. Cash Receipts also allows you to enter any customer to get a list of all their outstanding items.

Miscellaneous cash receipts not related to a specific customer account can simply be applied to a General Ledger account. These might include front counter pamphlet sales, emptying the soda machine or other miscellaneous cash items.

OVERVIEW

AccuFund Cash Receipts enables government entities and nonprofit organizations to handle payment of all receivables including miscellaneous cash.

- You set up the organizations and individuals as customers, define the banks to which various receipts will be deposited and create cash draws for each user.
- When creating a receipt for miscellaneous cash, Cash Receipts allows you to identify the bank and the account the amount is going to, and explain in the receipt's description field what the cash is for, as well as identify the customer from whom the cash was received.
- Two types of the cash receipt users are definable. They are "Back Office" and "Front Office". For users receiving payments through the mail, the "back office" allows the entry of the payment amount and then the application to various receivables. For users working at a counter, the "front office" screen lets the user select the items to

be paid and the total due is calculated. The user will then accept the cash, check or credit card payment.

- To apply cash receipts to receivables, Cash Receipts has a double-check icon that you click for each receipt that is ready to be applied. When you click on "All," the double-checked receipts will be applied to the outstanding invoices, starting with the oldest. The order of the invoices to which the receipts will be applied can be changed to start with the newest. Invoices are listed in the lower ledger on the receipt screen so you are able to view them and see specifically which invoices will be credited.
- A/R credits can be created in Cash Receipts when a customer has pre-paid, over-paid or double-paid something by mistake. You can set up an A/R credit right on the cash receipt, which will distinguish the A/R credit from any cash credits that are also on the receipt. (This function requires the Accounts Receivable

The Front Office receipt screen provides an optional running balance on a register receipt as items are processed.

FEATURES

AccuFund Cash Receipts has several other features that provide tremendous value:

- Sales Screen provides a simple point-of-sale screen for low volume sale of items such as decals, books, and passes. The pricing and accounting is stored in the inventory module. (Accounts Receivable or Purchasing is required for this functionality.)
- Cash Receipts post to a non-deposited funds account in General Ledger instead of a cash account until a deposit is created. Then, once a deposit is created, the cash is updated.
- When applying cash to receivables, the AccuFund Accounting Suite modules listed in the navigation on the left side of the customer record show the number of items related to the customer that are in that module. A check shows that the cash has been applied.
- If funds are received and it is not clear how to apply them, there are two types of credit to choose from - cash credit and accounts receivable (A/R) credit - to apply when needed.

- Refund a credit to a customer through Accounts Payable.
- Open credits as well as cash can be applied at the same time.
- Excel or CSV files can easily be imported through Import Wizard.

Quantity	Unit price	Unit/measure	Amount
15.0000	at 0.1000	<none>	1.50

AccuFund's simple point-of-sale screen allows entry of items, with pricing and accounting stored in the Inventory module.

GOVERNMENT USER LICENSE

The AccuFund Accounting Suite government license includes several more Cash Receipts interfacing modules than the license for nonprofits. The following modules are available for use largely by municipalities:

- Building Permits ensure that construction project plans are in compliance with zoning, construction and land use. Cash Receipts is used to collect, track and process Building Permit fees.
- Property Tax Billing for managing tax assessments for different types of property that are categorized as either real (land, buildings) or personal (automobiles, motorcycles, trailers).
- Utility Billing for managing invoices for public utility usage and service. Municipalities use cash credits with the Utility Billing for recording deposits on service. "Deposit" would be checked so the amount doesn't show up as a credit.
- Fees, Taxes & Licenses (FTL) for issuing decals and permits as well as recording sales tax collected for taxing entities.
- Court Fines/Citations for tracking citations issued by law enforcement and the associated accounting, dispensation and reporting. Cash receipts created for citations paid have a citation field.

COMPONENT INTEGRATION, AVAILABILITY & REPORTING

Cash Receipts is integrated with:

- Accounts Receivable for tracking funds received from customers
- Payment Portal for accepting customer payments over the internet.
- Accounts Payable for tracking funds refunded to customers
- General Ledger for financial reporting
- Client Accounting for tracking any client invoices and requisitions
- Inventory for sales screen item pricing and accounting
- Salesforce Donor Management integration

Cash Receipts is available with both the Standard and Professional editions of the AccuFund Accounting Suite.

AccuFund provides a set of default reports with the Cash Receipts component. These reports and forms may be modified or added to through the Reports/Forms Designer. Default reports include customer receipt form, deposit slip, deposit ticket, deposit log, receipt distribution recap, credit aging, credit distribution, and customer credit recap.