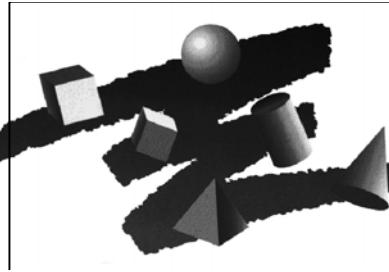


# Solution-IV™ Reprographics Cash Receipts



285 Davidson Ave., Suite 302 • Somerset, NJ 08873-4153  
Telephone: 732-560-1377 • Outside NJ 800-524-0430 • Fax: 732-560-1594

Internet address: <http://www.tbred.com>

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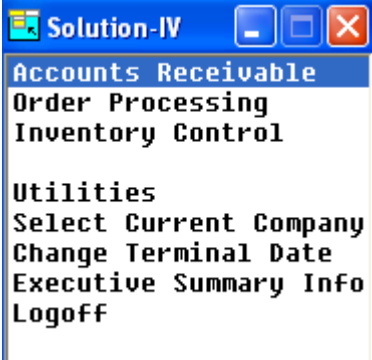
## Cash Receipts

### Deposits

This step is broken into 2 processes:

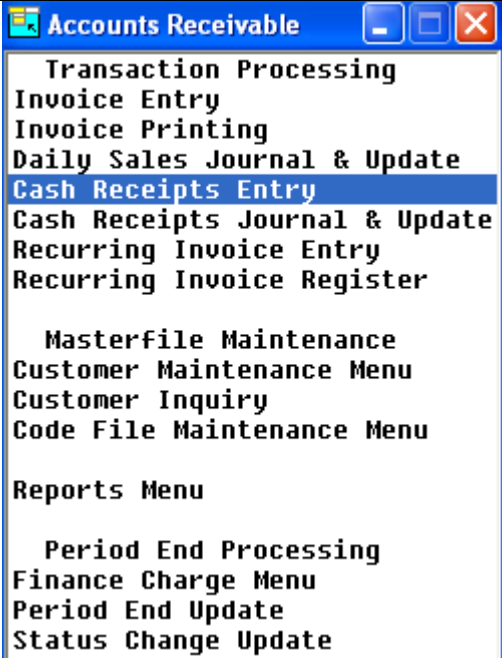
- Cash Receipts Entry
- Cash Receipts Journal and Update

For help with any option or field please refer to the Accounts Receivable Manual or press **F6** on your keyboard.

<p>Both steps begin from the Solution-IV Main Menu where you select <b>Accounts Receivable</b>.</p>	 <p>The screenshot shows a window titled "Solution-IV" with a menu titled "Accounts Receivable". The menu items are: Order Processing, Inventory Control, Utilities, Select Current Company, Change Terminal Date, Executive Summary Info, and Logoff. The "Accounts Receivable" title is highlighted in blue.</p>
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### Cash Receipts Entry

The Cash Receipts program is used to record payments against customer balances. Prepayments are also entered here along with matching credit memos and debit memos to outstanding invoices.

<p>From the Accounts Receivable Main Menu, select <b>Cash Receipts Entry</b>.</p>	 <p>The screenshot shows a window titled "Accounts Receivable" with a menu titled "Accounts Receivable". The menu items are: Transaction Processing, Invoice Entry, Invoice Printing, Daily Sales Journal &amp; Update, Cash Receipts Entry (highlighted in blue), Cash Receipts Journal &amp; Update, Recurring Invoice Entry, Recurring Invoice Register, Masterfile Maintenance, Customer Maintenance Menu, Customer Inquiry, Code File Maintenance Menu, Reports Menu, Period End Processing, Finance Charge Menu, Period End Update, and Status Change Update.</p>
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**Cash Receipts Entry - Header**

**Lightspeed Reprographics (DEM)** 06/20/05 10

Bank Code BA Operating Bank Acct 101-00-00  
 Deposit Date 06/20/05 Amount 12399.88 Dist 12,399.88  
 Batch 123123

Cust \_\_\_\_\_ A/R .00  
 Ref \_\_\_\_\_ Date \_\_\_\_\_ Amt .00 Dist .00

	Invoice	Date	Remaining Amt	Applied Here	Writeoff/Bal
Inv			0.00	.00	.00
Disc			0.00	.00	.00

### Bank Code

Press **F2** to select from Bank Codes or previously entered deposits.

### Deposit Date

This date should match the date on your deposit slip.

### Batch

This batch number is used to delineate deposits made on the same day.

### Amount

Enter the exact amount of the deposit as it appears on your deposit slip.

The system displays:

**VIP 4.10 Thoroughbred Software International, Inc.**

System Options Help

Is the displayed information correct? Yes No Delete

Select **Yes**.

**Cash Receipts Entry - Header**

**Solution IV Lightspeed Reprographics (DEM)** 06/20/05 TO

Bank Code BA Operating Bank Acct 101-00-00  
 Deposit Date 06/20/05 Amount .00 Dist 4,455.91  
 Batch 0000000019

Cust H001 High Mountain Engineering A/R 920,583.58  
 Ref 0000012222 Date 06/20/05 Amt 4455.91 Dist 4,455.91

	Invoice	Date	Remaining Amt	Applied Here	Writeoff/Bal
Inv			0.00	.00	.00
Disc			0.00	.00	.00

**Customer**

Press **F2** to lookup Customers or previously entered checks.

**Reference**

Enter up to 10 characters to be used to refer to this check for this customer. Usually the ABA number or the actual check number will be used. If that is not available, or if the payment is other than a check, use any characters you find acceptable.

**Date**

Enter the date from the customer's check or enter will default to deposit date.

**Amount**

Enter the amount of this check or other payment.

**A/R**

Displays the customers current open AR Balance

The system displays:

**VIP 4.10 Thoroughbred Software International, Inc.**

System Options Help

Is the displayed information correct? Yes No Delete

Select **Yes**.

**Cash Receipts Entry - Header**

**Lightspeed Reprographics (DEM)** 06/20/05 T0

Bank Code BA Operating Bank Acct 101-00-00  
 Deposit Date 06/20/05 Amount .00 Dist 4,455.91-  
 Batch 0000000019

Cust H001 High Mountain Engineering A/R 920,583.58  
 Ref 0000012222 Date 06/20/05 Amt 4455.91 Dist 4,341.37

	Invoice	Date	Remaining Amt	Applied Here	Writeoff/Bal
Inv	0000000100-IN	06/01/01	114.54	114.54	.00
Disc		06/11/01	0.00	0.	.00

## Invoice

This is the area where you will be distributing the check amount to various invoices. You will need to enter the invoice in the following format:

When applying to an:	Enter in the following format:	For example:
-----	-----	-----
Invoice	<invoice number>	0000000100
Credit Memo	<credit memo number>-CM	0000000200-CM
Debit Memo	<debit memo number>-DM	0000000300-DM
Prepayment	<check number>-PP	63890-PP
GL Account	GL (then you will distribute it)	GL
Pick invoices	PK (and a view will appear)	PK

If your customer is CASH, you will not get to this field.

Press **F2** to lookup Invoices or previously selected Invoices.

Enter **PK** and press **Enter** to display the following view allowing you to select the invoices by entering a **Y** in the first column:

Pay Ind	Invoice Number	Date	Discount	Balance
N	0000000103-IN	08/18/03	.00	4500.00
N	0000010011-IN	05/27/01	.00	860.22
N	0000010012-IN	06/03/01	.00	573.48
N	0000020000-CM	04/27/04	.00	9115.20-
N	0000050001-IN	09/15/02	.00	1757.68
N	0000050002-IN	09/15/02	.00	4854.60
N	0000050008-IN	09/21/02	.00	336.10
N	0000050011-IN	09/21/02	.00	27216.00
N	0000050017-IN	10/06/02	.00	4854.60
N	0000050022-IN	10/16/02	.00	4203.36

## Applied Here

### Top box

Enter the amount of this check to be applied to this invoice

### Bottom box

Enter the amount of the discount you wish to apply to this invoice. The system will allow you to apply a greater discount than what was originally offered.

### Write-off/Balance

Enter the amount of this check to be applied to this invoice as a write-off.

The system displays:

Is the displayed information correct? Yes No Delete

Select **Yes**.

If the total of invoices selected does not match the amount of the check, you will receive the following message:

Distribution out of balance. Delete check Change check amt F4-More changes

**Note:**

**Matching Credit Memos and Prepayments**

If a customer has previously made an on-account payment (a prepayment), or had a credit memo that did not have an "apply-to" invoice when the credit memo was issued, you can match these to specific invoices or debit memos using Cash Receipts Entry.

Enter the customer code as usual. Since you won't actually have a new check, enter anything for the reference (i.e.: MATCH) and \$0.00 for the check amount. Enter the first credit memo or prepayment you wish to apply to one or more invoices by entering the credit memo or prepayment number as follows:

Credit Memo: 12345-CM

Prepayment: 67890-PP

Enter the amount of the credit memo or prepayment that you wish to apply as a negative number in the **Applied Here** field (i.e.: -100.00). You may do this for as many credit memos and/or prepayments as required. Then enter the invoice or debit memo to apply this to as follows:

Invoice: 12345

Debit Memo: 12345-DM

Enter the applicable amount in the **Applied Here** field or press **Enter** to accept the amount displayed. Repeat for as many invoices as required.

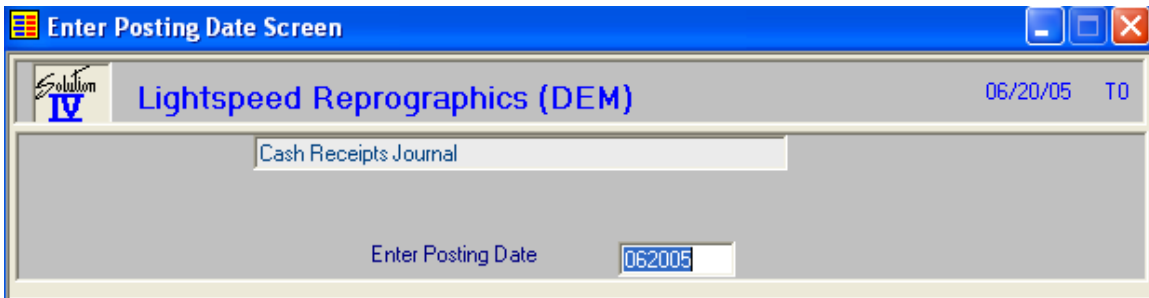
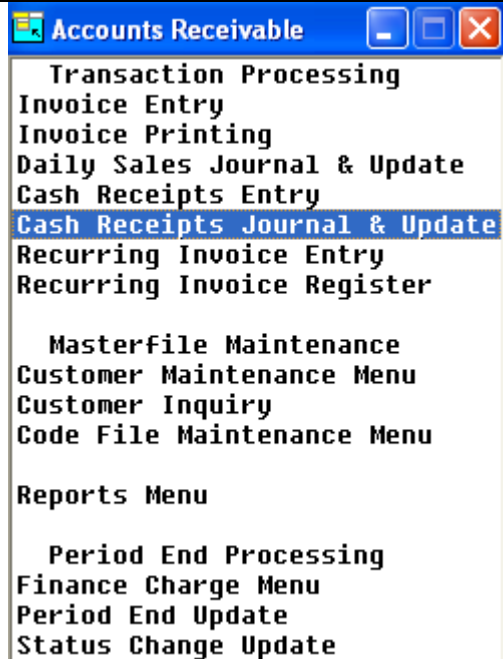
This matching process may occur in a batch by itself or as part of a regular deposit.

**Exit the Screen**

When you are finished entering cash receipts, press **F4** from the bank code field to return to the Accounts Receivable Main Menu. You should now proceed to the Cash Receipts Journal and Update.



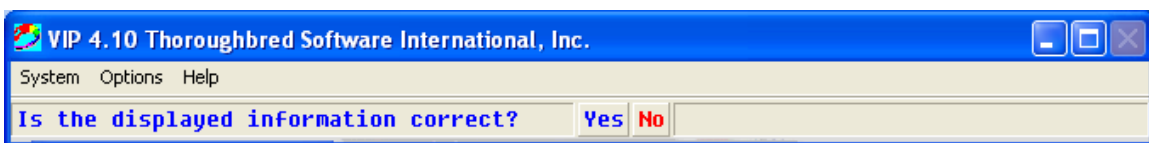
From the Accounts Receivable Main Menu, select **Cash Receipts Journal & Update**.



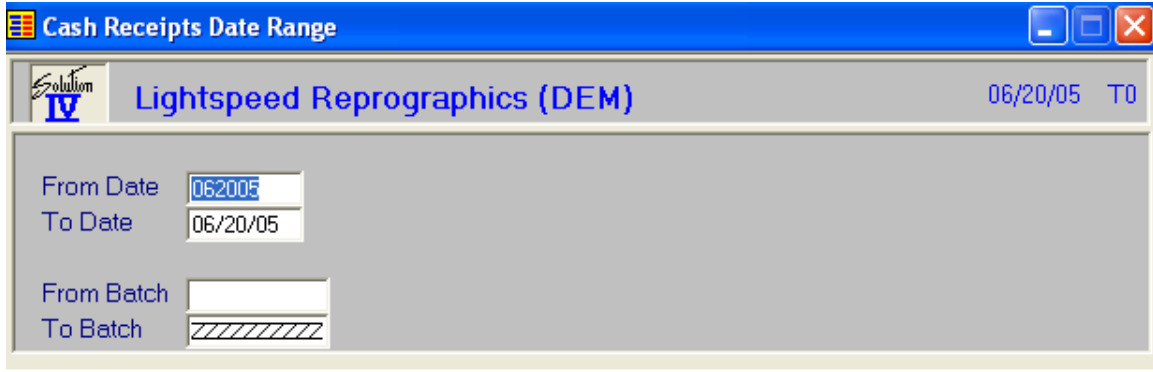
### Enter Posting Date

The posting date is the exact date you want the entry posted to in the General Ledger.

The system displays:



Select **Yes**.



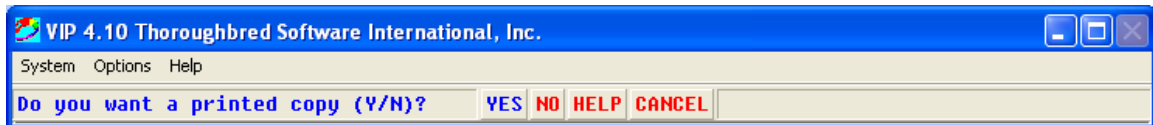
### From/To Date

Enter the starting and ending dates for the deposit you wish to update.

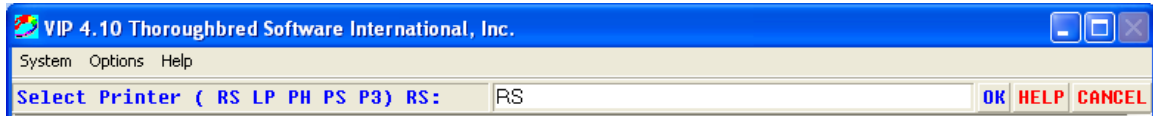
### From/To Batch

Enter the starting and ending batch numbers you wish to update.

The system display:

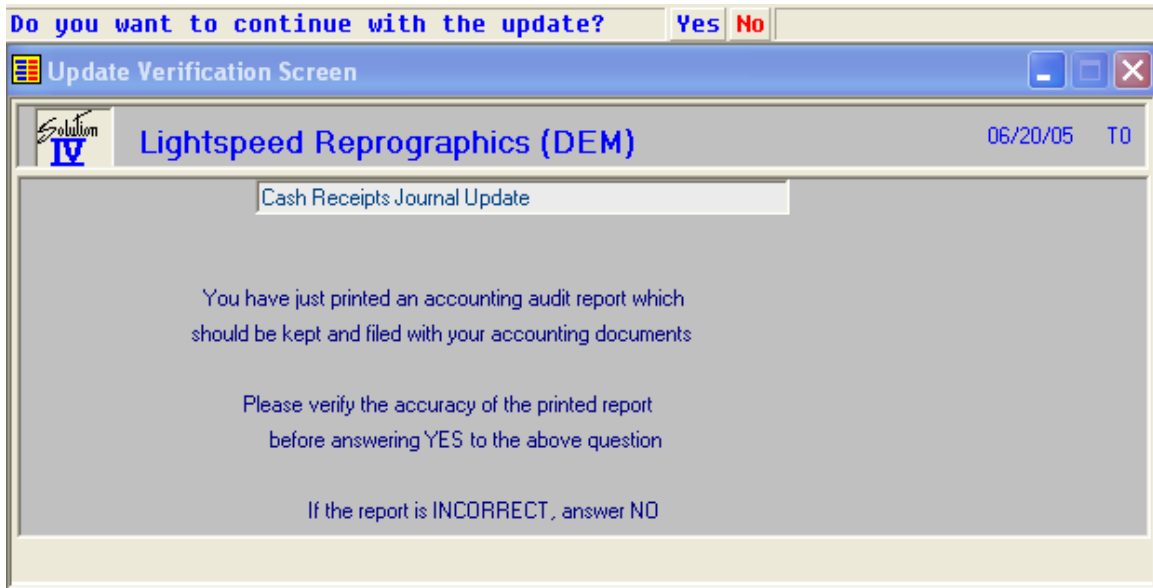


Select **Yes**.



Enter Printer ID

The system displays:



If the Deposit is correct select **Yes**, otherwise select **No** to allow you to go back and make changes.