



Overview & Objective – The purpose of this I M & U is to demonstrate the recording of other receipts. Other Receipts are cash inflows *other than customer payments* (E.G. a refund payment from a vendor).

Initial Navigation – To navigate to the Other Receipts screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the Cash Management Module
3. Under Transactions, click on the Other Receipts (link)

Receipts Entry – The title “Other Receipts” should appear in the upper left hand corner. Click the [Add] (button) in the upper right hand corner. The title “Other Receipts Information” should now appear in the upper left hand corner, entry as follows:

- ***Receipt Date** – Input the date that the cash was received. Defaults to today’s date.
- ***Payer** – Enter the name of the payer (party from whom the payment came from)
- ***Payment Method** – Enter the payment method (check, charge card, record transfer, cash)
- ***Transaction Date** – Enter the date of the check or the transaction
- **Transaction Number** – Enter a check number or confirmation number as supplied by the bank
- **Description** – Enter a description that summarizes the nature of the receipt
- **Attachments** – If you are required to submit electronic backup of the receipt the attachments can be made here. After clicking the Attachments dropdown and the Add (link) a dialog-box is presented.
- **Deposit To** – Select either the “Bank Account” or “Undeposited Funds” radio button. Use of Undeposited Funds will require an additional deposit procedure for processing the final receipt to your bank deposit account (see I M & U “Recording Deposits.”)
- ***Account** – For deposit of the receipt select either a Bank Account or the GL account for Undeposited Funds (holding account for receipt).
- ***Deposit Date** – Enter the date the cash was deposited to the bank. This should be confirmed by a deposit receipt from the bank, a wire transfer notification, OR in instances where procedures call for “To Bank Statement Reconciliation” use the date the deposit was cleared by the bank.
- ***Account** – Select a GL account. The account selected will be the *credit* of the system generated journal entry, *and should not be* the GL account associated with your bank account or undeposited funds.
- **Amount** – Enter the amount of the receipt
- **Dimensions** – Add Dimensions by selecting from the Department and Location dropdowns or by clicking on the <Show Details> (curtain) for additional Dimensions.
- **Memo** – Use the same description as appears in the “Description” field (see above)

⇒ When the receipt has been entered click the [Save] (button) (upper right hand corner)

Further Instruction & Use – For further information regarding Recording Other Receipts contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.