



Cash Receipts Journal

Purpose of this document

Cash receipts from agency payments, financial donations, etc. may be recorded using the Cash Receipts Journal. A Cash Receipt Journal is a type of General Journal, so you can use it to post transactions to G/L Accounts, Bank Accounts, Agencies, Vendors, and Fixed Assets accounts. You can apply the payment to one or more entries when you post the payment, or you can apply the payment to posted entries later. The most common use of the Cash Receipt Journal is to record payments from Agencies. The Bank Deposit Procedure may be followed as an alternative to Cash Receipts.

This document describes how to post transactions to G/L Accounts, Bank Accounts, Agencies, Vendors, and Fixed Assets accounts using the Cash Receipts Journal.

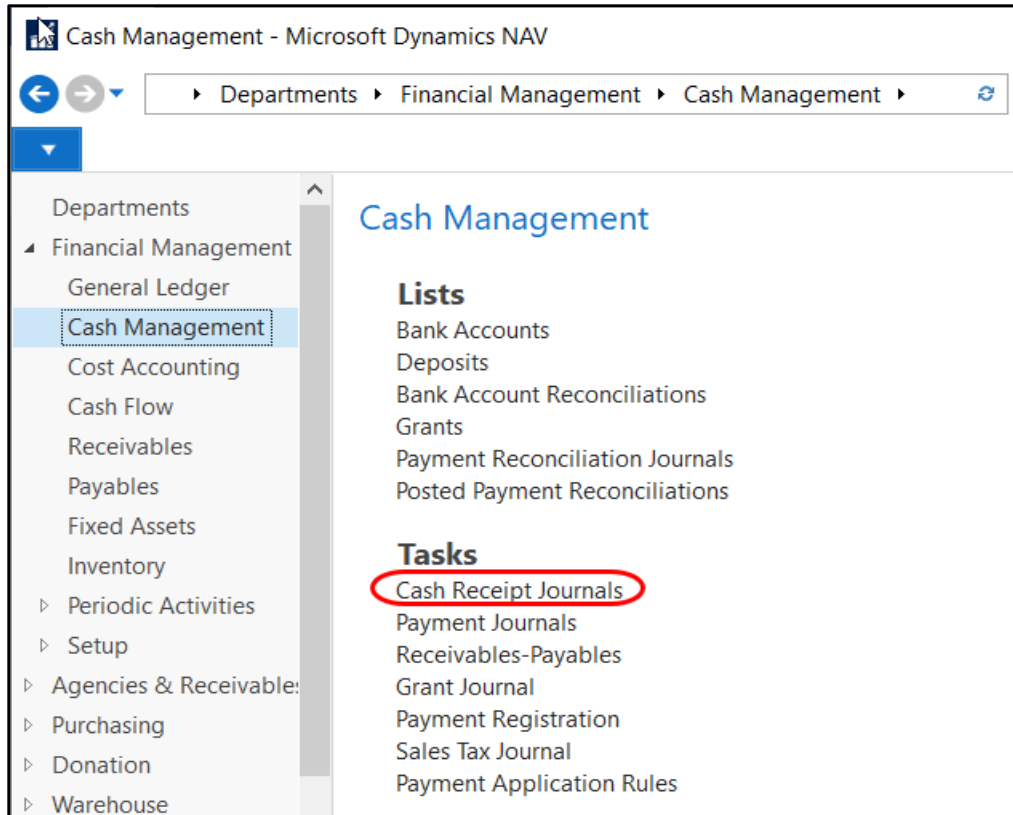
Ceres Object release 5.00.00 is required for the functionality described in this document

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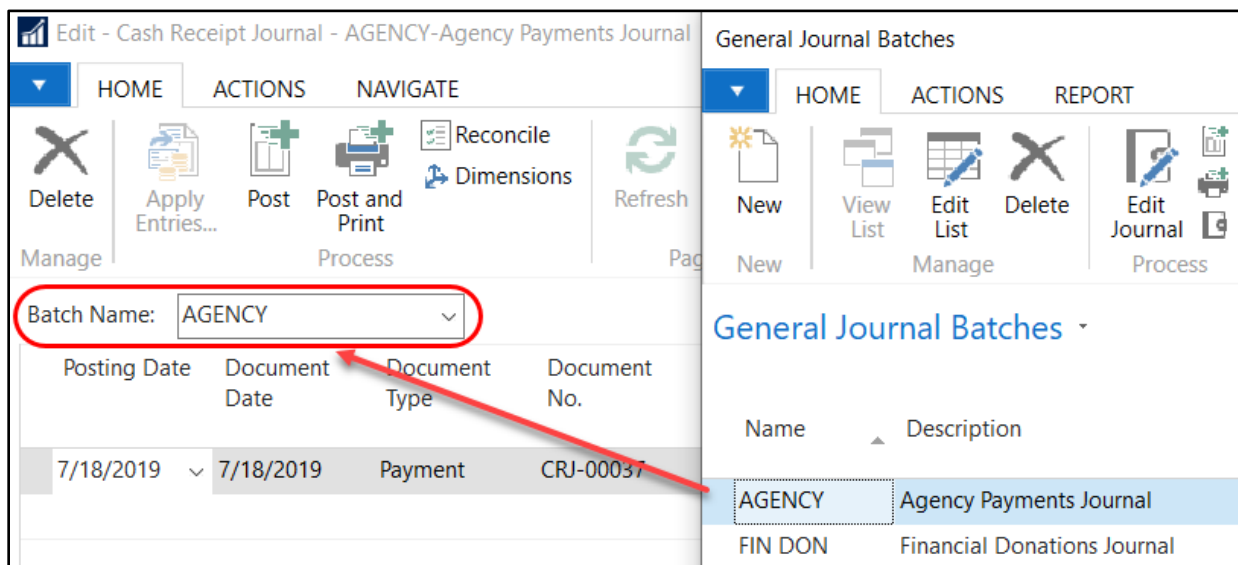
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Creating Cash Receipts Journal Entries

1. The Cash Receipts Journal can be accessed from Departments → Financial Management → Cash Management → Tasks → Cash Receipts Journals.



2. If using Batches, select your batch from the Batch Name field at the top of the Cash Receipts Journal page and click OK.



3. Update the Lines as follows:

Edit - Cash Receipt Journal - AGENCY-Agency Payments Journal

HOME ACTIONS NAVIGATE

Renumber Document Numbers
 Apply Entries...
 Insert Conv. \$ Rndg. Lines
 Reconcile
 Test Report...
 Post
 Preview Posting
 Post and Print

Batch Name:

| te | Document Date | Document Type | Document No. | External Document... | Account Type | Account No. | Account Name | Description | Amount | Bal. Account Type |
|----|---------------|---------------|--------------|----------------------|--------------|-------------|--------------------|---------------|-----------|-------------------|
| | 7/18/2019 | Payment | CRJ-00037 | 125567 | Agency | B0129 | Safehome, Inc. | CR - 07/18/19 | -1,000.00 | G/L Account |
| | 7/25/2019 | Payment | CRJ-00037 | 77889 | Agency | B0310 | Newhouse, Inc. | CR - 07/18/19 | -500.00 | G/L Account |
| | 7/25/2019 | Payment | CRJ-00037 | 556643 | Agency | B0358 | Rose Brooks Center | CR - 07/18/19 | -250.00 | G/L Account |
| | 7/25/2019 | Payment | CRJ-00037 | | Bank Account | 1000 | US Bank Operating | CR - 07/18/19 | 1,750.00 | G/L Account |

Posting Date: Enter the posting date of the entries.

Document Date: Enter the date the payment was received if it is different than the posting date.

Document Type: Select Payment from the list.

Document No.: Enter a Document Number. If system assigned, the Document No. is automatically filled in by the number series assigned to the Batch.

External Document No.: Enter the check number of the payment you are entering

Account Type: Select Agency if the payment is from an Agency. You can select other Accounts types for different types of transactions.

Account No.: Select the Account from the List. If the Account Type is Agency then a list of agencies will display.

Account Name: Displays the Account Name of the entry in the Journal. The Agency Name will display when the Account Type is Agency and the G/L Account Name when the Account Type is G/L Account.

Parent Account No.: Non-editable field which will automatically fill in if an Agency is associated with a Parent Agency.

Food Drive No: Select the appropriate value if you want to track financial \$ received from a food drive in Ceres.

Description: Enter text to describe the entry.

Amount: If you do not want to post the application at the same time you post the journal, enter the amount of the payment. Debit amounts are entered as a positive and credit amounts as a negative in the Amount field. Alternatively, a positive amount is entered in the Debit Amount and Credit Amount fields.

If you want to post the application at the same time you post the journal, do one of the following:

- i. To record a full invoice payment, in the Applies-to Doc. No. field, click the Assist Button. Select the line to which the payment is to be applied, then click Home, Process, Set Applies-to ID. Once you have set applies-to ID on the relevant lines click OK.
- ii. To record a partial invoice payment, in the Amount field of the Cash Receipt Journal, enter the amount you wish to apply as a negative number. In the Applies-to Doc. No. field, click the Assist Button, select the line to which the payment is to be applied, then click Home, Process, Set Applies-to ID. Once you have set applies-to ID on the relevant lines click OK.
- iii. If you are recording full payment for multiple invoices, click Actions, Functions, Apply Entries. Select the line to which the payment is to be applied, then click Home, Process, Set Applies-to ID. Once you have set applies-to ID on the relevant lines click OK.
- iv. If you are recording a partial payment for multiple invoices, click Actions, Functions, Apply Entries. On each line to which the payment is to be applied, then click Home, Process, Set Applies-to ID. Edit the Amount to Apply field, enter the partial amount as a positive number, and then click OK.

Apply Agency Entries - B0129 - Safehome, Inc.

HOME ACTIONS NAVIGATE Finance Company - Master

Set Applies-to ID Post Application... Refresh Find

Process Page

General

Posting Date: 7/18/2019 Currency Code: Amount: -1,000.00

Document Type: Payment Remaining Amount: -1,000.00

Document No.: CRJ-00037

| Applies-to ID | Posting Date | Document Type | Document No. | Agency No. | Description | Currency Code | Remaining Amount | Appln. Remaining Amount | Amount to Apply |
|---------------|--------------|---------------|--------------|------------|----------------|---------------|------------------|-------------------------|-----------------|
| CRJ-00037 | 10/20/2017 | Invoice | AO-0061... | B0129 | Order AO-00615 | | 363.18 | 363.18 | 363.18 |
| CRJ-00037 | 10/20/2017 | Invoice | AO-0063... | B0129 | Order AO-00635 | | 181.59 | 181.59 | 181.59 |
| CRJ-00037 | 10/20/2017 | Invoice | AO-0063... | B0129 | Order AO-00639 | | 363.18 | 363.18 | 363.18 |
| CRJ-00037 | 10/20/2017 | Invoice | AO-0064... | B0129 | Order AO-00643 | | 181.59 | 181.59 | 181.59 |
| | 10/20/2017 | Invoice | AO-0065... | B0129 | Order AO-00659 | | 181.59 | 181.59 | 0.00 |
| | 10/20/2017 | Invoice | AO-0066... | B0129 | Order AO-00663 | | 181.59 | 181.59 | 0.00 |

Bal. Account Type: You can use this field to offset the payment and balance the entry. If the amount is being deposited into a Bank Account, select Bank Account from the list. Please note that if you self-balance each line, a separate entry for each line will post to the G/L Cash Account and the Bank Account. Alternatively, you may want to balance the entire Journal and enter a single line for the total amount that is being deposited.

Bal. Account No.: Select the Account from the List. If you selected Bank Account as the Bal. Account Type then a list of Bank Accounts will display.

Reviewing the Cash Receipts Journal

1. After all the Journal Lines have been entered confirm the Total Balance field at the bottom of the Page is \$0. The debit and credit amounts must be in balance by Posting Date, and/or Document No. or Fund before the Journal will post.
2. Run the Test Report for a final review of the data. The Test Report can be accessed from Actions Tab of the Ribbon and then selecting Test Report. Select Preview to preview the report or Print to print the report.

General Journal - Test

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Posting the Cash Receipts Journal

1. The Cash Receipts Journal must be posted before the Agency Ledger Entries and the General Ledger is updated.
2. Post or Post and Print the Journal. Click on the Actions Tab of the Ribbon and then select Post or Post and Print. Select Yes to confirm that you want to post the journal lines.

Related Topics

1. General Journal Overview
2. Bank Deposits