



Cash Receipts

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Overview

Cash receipts are used to apply payments to posted invoices. Creating a cash receipt and applying one to a document are two separate steps. A cash receipt must be posted after being applied to a document.

Payments made by credit card, using either PayFabric or Square, will require further setup. Please refer to [PayFabric](#) or [Square](#) integration documentation for more information.

Creating a Cash Receipt

A cash receipt, contrary to its name, may be any type of payment:

- Cash
- Check
- PayFabric
- Square

Cash receipts can be enabled in SalesPad GP through the Security Editor form.

The screenshot shows the Security Editor interface for 'Cash Receipts'. At the top, there are options for 'Select All' (checked), 'Select None', and 'Copy From...'. A search box contains 'Cash Receipts'. Below this is a table with columns 'Acc...' and 'Name'. The first row is checked and labeled 'Cash Receipts*'. Below the table is a filter expression: 'Contains([Name], 'Cash Receipts') And [Name] = 'Cash Receipts''. The main section is titled 'Cash Receipts' and contains two expandable sections: 'Misc' and 'Scripts'. The 'Misc' section has a table with the following settings:

Setting	Value
Allow Cash Receipt Applications	True
Allow Cash Receipt Creation	True
Allow Decrypted Credit Card Lookup	True
Allow Partial Cash Receipt Applications	False
Default Checkbook ID	
Receipt Date Range	1

The 'Scripts' section has a single setting: 'On Load Script' with an empty input field.

Creation or application of a cash receipt can be independently allowed/denied per user group. A default checkbook ID for the payments can be specified.

To create a new cash receipt, the following general fields within the form must be populated:

- Customer
- Currency ID
- Receipt #
- Batch ID
- Date

To create a check payment cash receipt, the following specific fields must be populated:

- Checkbook ID
- Check Number
- Amount

To create a cash payment cash receipt, the following specific fields must be populated:

- Checkbook ID
- Amount

To create a credit card cash receipt when using PayFabric:

- Amount

Additional information will be required on the payment transaction screen. Information marked with an asterisk * must be completed to process the transaction.

PayFabric - Process a Transaction

Process a Transaction

Manually submit a transaction.

Summary

Gateway Account
EVO


Transaction Type
Sale

Transaction Amount
1000.00

Currency
USD

Payment Information

Wallet
XXXXXXXXXXXX1111

Card Number *
XXXXXXXXXXXX1111 

Exp. Date * CVV2
12 24 []

First Name * Middle Initial Last Name *
Aaron [] Fitz

Default Credit Card

Billing Information

Street Address *
One Microsoft Way
[]
[]

City * State/Province Zip/Postal Code *
Redmond WA 98052-6399

Country *
USA

Phone
42555501010000

Email
[]

Shipping Information

1099 S State College Blvd

Use New Address

[Process Transaction](#)

To create a credit card cash receipt when using Square:

- Amount

You will need to fill in the credit card information to process the transaction.

Without either PayFabric or Square enabled, cash receipts cannot be processed with a credit card.

Form Navigation

Receipt Date Range determines how many months of previous cash receipts are loaded into the Receipt # dropdown within the Cash Receipt entry form.

If a previously created cash receipt is selected within the Receipt # dropdown, the data for that cash receipt will automatically populate the entry fields.

If **Refresh** is clicked on the form with a customer number populated, all posted invoices for that customer that a cash receipt can be applied to will be displayed within the grid on the left hand side of the Cash Receipt application form. All open cash receipts which can be applied to those documents will be shown on the right hand side of the same grid.

Application

Once a cash receipt is created, it can be applied to any number of posted invoices. Cash Receipts can be applied fully or partially. To partially apply a cash receipt, the *Allow Partial Cash Receipt Applications* security must be enabled for the user's security group.

- To fully apply the full amount of cash receipt to a document, click the **Apply Receipt** button when highlighting a cash receipt. This will place its full payment amount up to the current amount of the document. For example:
 - A cash receipt for \$50 is applied to an invoice of \$25. Only half the cash receipt is used, resulting in \$25 left over on the cash receipt, and the document having a current amount of \$0.
 - A cash receipt for \$50 is applied to an invoice of \$100. The entire cash receipt is used up and the current amount of the invoice results in \$50.
- If only a partial amount of the cash receipt needs to be applied to a document, change the Amount to Apply column to reflect the amount needed to be applied. Then click the **Apply Receipt** button.
- When a cash receipt is applied to multiple documents, the cash receipt will place its full payment amount up to the current amount of the document. It will keep doing so sequentially through the selected documents if there is left over money on the cash receipt. For example:
 - A cash receipt for \$200 is applied to documents worth \$50, \$100, and \$150, respectively. The first document worth \$50 is reduced to zero, the document worth \$100 is reduced to zero, and the document worth \$150 is reduced to \$100.
 - To apply a cash receipt, select it within the right hand grid and select any amount of invoices on the left hand side. Then click "Apply."

Cash Applications																		
Apply																		
Doc #	Orig. Am...	Commissi...	Cost Amo...	Misc Amo...	Sales Am...	Freight A...	Trade Dis...	Tax Amount	Current A...	Doc #	Current Am...	Discount Amou...	Discount Take...	GST Discount ...	Non Distribute...	Original Amount	Transaction A...	Write Off Amount
SLS11012	5,872.41	164.65	2,741.37	0.00	5,488.23	0.00	0.00	384.18	2,243.70	PWNT000000000276	0.02	0.00	0.00	0.00	0.00	0.02		0.00
SLS11015	833.33	25.00	0.00	0.00	833.33	0.00	0.00	0.00	833.33	PWNT000000000274	0.23	0.00	0.00	0.00	0.00	0.23		0.00
SLS11016	5,000.00	150.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00	PWNT000000000309	1.00	0.00	0.00	0.00	0.00	1.00		0.00
SVC1000	4,322.98	129.69	0.00	0.00	4,322.98	0.00	0.00	0.00	468.70	PWNT000000000283	2.00	0.00	0.00	0.00	0.00	2.00		0.00
SVC1001	2,155.79	64.67	0.00	0.00	2,155.79	0.00	0.00	0.00	2,155.79	PWNT000000000284	2.00	0.00	0.00	0.00	0.00	2.00		0.00
SVC11004	1,859.63	55.79	0.00	0.00	1,859.63	0.00	0.00	0.00	1,859.63	PWNT000000000306	20.00	0.00	0.00	0.00	0.00	20.00		0.00
SVC11013	2,356.89	70.71	0.00	0.00	2,356.89	0.00	0.00	0.00	2,356.89	PWNT000000000304	25.00	0.00	0.00	0.00	0.00	25.00		0.00
STDNV2...	171.10	4.80	51.41	0.00	159.90	0.00	0.00	11.20	171.10	PWNT000000000305	25.00	0.00	0.00	0.00	0.00	25.00		0.00
STDNV2...	5,702.69	159.89	2,719.75	0.00	5,329.60	0.00	0.00	373.09	5,702.69	RTN20015	2,568.00	0.00	0.00	0.00	0.00	2,568.00		0.00
SLS20000	2,461.00	69.00	2,349.57	0.00	2,300.00	0.00	0.00	161.00	2,461.00									
FC20010	20.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	20.00									
STDNV2...	128.20	3.60	53.54	0.00	119.90	0.00	0.00	8.40	128.20									
DWS3008	938.93	26.33	0.00	0.00	877.50	0.00	0.00	61.43	938.93									
STDNV2...	39.95	1.20	36.00	0.00	39.95	0.00	0.00	0.00	26.95									

Once a cash receipt is fully applied, it will no longer appear in the grid on the right. The same logic applies to the invoices on the left.

Note: Applied cash receipts still need to be posted in Dynamics GP.