



[Knowledgebase](#) > [SalesPad](#) > [Sales](#) > [Cash Receipts](#)

# 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 Integration \(V3\)](#) 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.

Security	
<input checked="" type="checkbox"/> Select All <input type="checkbox"/> Select None <input type="button" value="Copy From..."/> <input type="text" value="Cash Receipts"/> <input type="button" value="Search"/>	
Acc...	Name
<input checked="" type="checkbox"/>	Cash Receipts*

☒ Contains([Name], 'Cash Receipts') And [Name] = 'Cash Receipts' ▾

Cash Receipts	
▼ Misc	
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
▼ Scripts	
On Load Script	

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.

The screenshot shows the 'PayFabric - Process a Transaction' window. The form is titled 'Process a Transaction' with a subtitle 'Manually submit a transaction.' It is divided into several sections: 'Summary' on the left and 'Payment Information' on the right. The 'Summary' section includes 'Gateway Account' (EVO), 'Transaction Type' (Sale), 'Transaction Amount' (1000.00), and 'Currency' (USD). The 'Payment Information' section includes a 'Wallet' dropdown, a 'Card Number' field with a Visa logo, 'Exp. Date' (12/24), 'CVV2', and customer name fields (First Name: Aaron, Middle Initial, Last Name: Fitz). A 'Default Credit Card' checkbox is checked. Below these are 'Billing Information' and 'Shipping Information' sections. 'Billing Information' includes 'Street Address' (One Microsoft Way), 'City' (Redmond), 'State/Province' (WA), 'Zip/Postal Code' (98052-6399), 'Country' (USA), 'Phone' (42555501010000), and 'Email'. 'Shipping Information' includes a dropdown for '1099 S State College Blvd' and a 'Use New Address' checkbox. A 'Process Transaction' button is at the bottom right.

Summary		Payment Information	
Gateway Account	EVO	Wallet	XXXXXXXXXXXX1111
Transaction Type	Sale	Card Number	XXXXXXXXXXXX1111
Transaction Amount	1000.00	Exp. Date	12/24
Currency	USD	CVV2	
		First Name	Aaron
		Middle Initial	
		Last Name	Fitz
		<input checked="" type="checkbox"/> Default Credit Card	
Billing Information		Shipping Information	
Street Address		1099 S State College Blvd	
		<input type="checkbox"/> Use New Address	
City	Redmond	State/Province	WA
Zip/Postal Code	98052-6399		
Country	USA		
Phone	42555501010000		
Email			
<button>Process Transaction</button>			

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.

**Input Required**

**Credit/Debit**   **Gift Card**

5105 1051 0510 5100   12/25   123   49546

Enter the zip code

**Submit**

☒ Save Card

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.

**Cash Receipts**

Close   Refresh   Clear

**Customer**

Customer: ...

Customer Name:

Currency ID:

Leave 'Receipt#:' blank for auto generated numbers

Receipt #: PYMNT000000000313

Batch ID:

Date:

Receipt

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.

**Cash Receipts**

Close Refresh Clear

**Customer**

Customer: AARONFIT0001

Customer Name: Aaron Fitz Electrical

Currency ID: Z US\$

Leave Receipt# blank for auto generated numbers

Receipt #: PYMNT000000000305

Batch ID: TEST

Date: 4/12/2017

**Receipt**

☐ Check ☐ Cash ☒ Credit Card

Checkbook ID:

Address Code:

Processor:

Check/Card Number: XXXX-XXXX-XXXX-5100

Card Name: MASTERCARD

Expiration Date: 1/1/0001

Amount: 25.00000

Comment:

Submit Charge

**Cash Applications**

**Apply**

Doc #	Orig. Am...	Commiss...	Cost Amo...	Misc Amo...	Sales Am...	Freight A...	Trade Dis...	Tax Amount	Current A...
SLS11012	5,872.41	164.65	2,741.37	0.00	5,488.23	0.00	0.00	384.18	2,243.70
SLS11015	833.33	25.00	0.00	0.00	833.33	0.00	0.00	0.00	833.33
SLS11016	5,000.00	150.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
SVC1000	4,322.98	129.69	0.00	0.00	4,322.98	0.00	0.00	0.00	468.70
SVC1001	2,155.79	64.67	0.00	0.00	2,155.79	0.00	0.00	0.00	2,155.79
SVC11004	1,859.63	55.79	0.00	0.00	1,859.63	0.00	0.00	0.00	1,859.63
SVC11013	2,356.89	70.71	0.00	0.00	2,356.89	0.00	0.00	0.00	2,356.89
STDINV2...	171.10	4.80	51.41	0.00	159.90	0.00	0.00	11.20	171.10
STDINV2...	5,702.69	159.89	2,719.75	0.00	5,329.60	0.00	0.00	373.09	5,702.69
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
STDINV2...	128.30	3.60	53.54	0.00	119.90	0.00	0.00	8.40	128.30
INVS3008	938.93	26.33	0.00	0.00	877.50	0.00	0.00	61.43	938.93
STDINV2...	39.95	1.20	36.00	0.00	39.95	0.00	0.00	0.00	26.95

Doc #

Current Am...

Discount Amou...

Doc #

Current Am...

Discount Amou...

Cash Application Form

Posted Invoices

Open Cash Receipts

Cash Receipt Entry Form

## 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...	Commiss...	Cost Amo...	Misc Amo...	Sales Am...	Freight A...	Trade Dis...	Tax Amount	Current A...
SLS11012	5,872.41	164.65	2,741.37	0.00	5,488.23	0.00	0.00	384.18	2,243.70
SLS11015	833.33	25.00	0.00	0.00	833.33	0.00	0.00	0.00	833.33
SLS11016	5,000.00	150.00	0.00	0.00	5,000.00	0.00	0.00	0.00	5,000.00
SVC1000	4,322.98	129.69	0.00	0.00	4,322.98	0.00	0.00	0.00	468.70
SVC1001	2,155.79	64.67	0.00	0.00	2,155.79	0.00	0.00	0.00	2,155.79
SVC11004	1,859.63	55.79	0.00	0.00	1,859.63	0.00	0.00	0.00	1,859.63
SVC11013	2,356.89	70.71	0.00	0.00	2,356.89	0.00	0.00	0.00	2,356.89
STDINV2...	171.10	4.80	51.41	0.00	159.90	0.00	0.00	11.20	171.10
STDINV2...	5,702.69	159.89	2,719.75	0.00	5,329.60	0.00	0.00	373.09	5,702.69
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
STDINV2...	128.30	3.60	53.54	0.00	119.90	0.00	0.00	8.40	128.30
INVS3008	938.93	26.33	0.00	0.00	877.50	0.00	0.00	61.43	938.93
STDINV2...	39.95	1.20	36.00	0.00	39.95	0.00	0.00	0.00	26.95

Doc #	Current Am...	Discount Amou...	Discount Take...	GST Discount...	Non Distribute...	Original Amount	Transaction A...	Write Off Amount
PYMNT000000000276	0.02	0.00	0.00	0.00	0.00	0.02		0.00
PYMNT000000000274	0.23	0.00	0.00	0.00	0.00	0.23		0.00
PYMNT000000000309	1.00	0.00	0.00	0.00	0.00	1.00		0.00
PYMNT000000000283	2.00	0.00	0.00	0.00	0.00	2.00		0.00
PYMNT000000000284	2.00	0.00	0.00	0.00	0.00	2.00		0.00
PYMNT000000000306	20.00	0.00	0.00	0.00	0.00	20.00		0.00
PYMNT000000000304	25.00	0.00	0.00	0.00	0.00	25.00		0.00
PYMNT000000000305	25.00	0.00	0.00	0.00	0.00	25.00		0.00
RTN20015	2,568.00	0.00	0.00	0.00	0.00	2,568.00		0.00

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.