Cash Receipts Journal Screen

The Cash Receipts Journal screen is a centralized place to see the status of checks and other forms of payments that have been entered in to the Dump Truck System. When the screen is entered, last month's beginning and ending dates are supplied and all the information is queried. Note than a Bank Account is not initially selected. To narrow the display of payments to a single financial institution, click in the **Bank Account** field and select from the list.

The columns of information are: *Date*, *Check*, *Amount*, *Description* and *Memo*. The *CRJSeq* column shows the Cash Receipts Journal Sequence Number. This sequence number links A/R Payments to the checks. Thus, the next column titled ***Invoices*** is the count of how many invoices the payment went against. A nice feature is to double click on the invoice number and the list of actual invoices paid appears. The Deposit column displays the sequence number of the Deposit Ticket. If the field is empty then you know the item has not been deposited to the bank account yet.
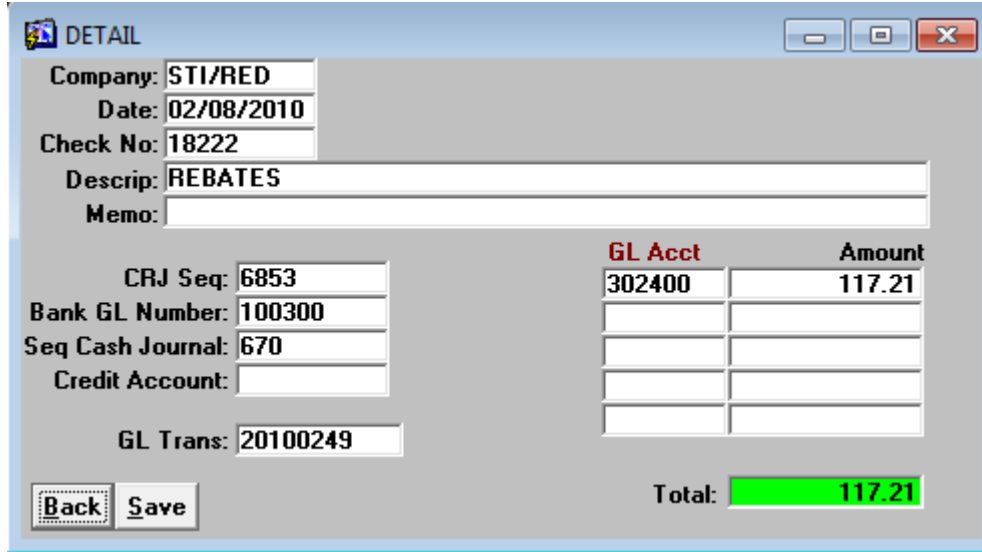
The **Date**, **Check**, **Amount**, and **Description** fields show in rust color because if you single click on their text, the column appears in that order. To change the date range, click in the *Begin Date* field; change the beginning date and the *End Date*. When the **[Enter]** key is pressed, the data is fetched. Note that you can also click on **[Refresh]**.

Click on the **[Back]** button to exit this screen. Use the **[Refresh]** button to display any recent changes made on the detail screen. The **[?]** button produces this document.

There is more information than can be displayed on this screen. Double click on any field other than Invoices to bring up the second screen. The posting of checks to Accounts Receivable will pull in the A/R GL Account as a default. When posting checks other than A/R invoices, up to five different GL Accounts can be specified.

DETAIL

Company: STI/RED
Date: 02/08/2010
Check No: 18222
Descrip: REBATES
Memo:

CRJ Seq: 6853
Bank GL Number: 100300
Seq Cash Journal: 670
Credit Account:

GL Trans: 20100249

Back Save

GL Acct	Amount
302400	117.21

Total: 117.21