



Accounts Receivable (AR): Cash Receipts

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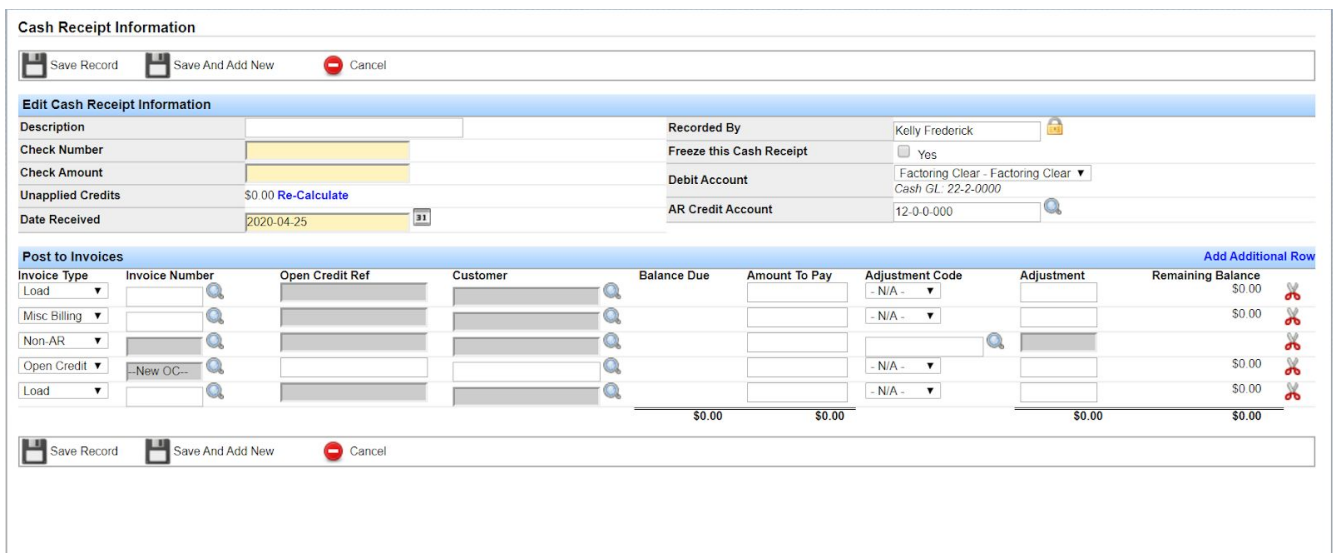
Introduction

Transport Pro allows you to record payments against open invoices via the cash receipts module. This guide shows several different scenarios. If you have any questions about cash receipts, please contact our technical support team at support@transportpro.net.

Add Cash Receipts

In order to record payment against your loads/open invoices in Transport Pro, you must add a cash receipt. This section will show a few different examples of recording cash receipts, such as short payments and open credits. The cash receipts system also feeds the customer credit check system. So if you want the TMS to automatically track your customers' credit limits and flag you accordingly when a customer is nearing, or has exceeded their credit limit, you must use the cash receipts system.

To add a cash receipt, go to AR>Cash Receipts>Add Cash Receipt. Below is a screen shot of the cash receipt entry screen as well as an explanation of each field.



Cash Receipt Information

Save Record Save And Add New Cancel

Edit Cash Receipt Information

Description Recorded By Kelly Frederick

Check Number Freeze this Cash Receipt Yes

Check Amount Debit Account Factoring Clear - Factoring Clear

Unapplied Credits \$0.00 Re-Calculate Cash GL 22-2-0000

Date Received 2020-04-25 AR Credit Account 12-0-0-000

Post to Invoices

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Load						- N/A -		\$0.00
Misc Billing						- N/A -		\$0.00
Non-AR						- N/A -		\$0.00
Open Credit	New OC					- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$0.00	\$0.00		\$0.00	\$0.00

Save Record Save And Add New Cancel

Explanation of Fields:

Yellow fields are required.

Description: You can give the cash receipt a description if you'd like, but it is not required.

Check Number: Enter the check number for the payment received. If it is a wire transfer, enter "1."

Check Amount: Enter the check amount/amount received.

Unapplied Credits: This is the check amount. As soon as you enter the check amount and click out of that field, the unapplied credits will calculate.

Date Received: This is the date you received payment. This field will default to the current date, but you can change the date if needed.

Recorded By: This is to show who recorded the cash receipt. The name of the user adding the cash receipt will be auto-inserted, but you can click the lock icon and then change the user if needed.

Freeze this Cash Receipt: If this box is checked it will prevent you from posting the cash receipt.

Debit Account: This is the account you wish to debit when the cash receipt is posted. This drop down list looks to the checking accounts you have set up in the system, and can be defaulted here upon setup.

AR Credit Account: This is the account you wish to credit when the cash receipt is posted. By default the system is set up to hit the AR Trade GL account. If you would like the system to default to a different GL account, please consult with your accountant.

NOTE: If you are unsure of which debit/credit accounts to hit here, please consult with your accountant. Checking accounts are managed under Accounting>Checking Accounts>Checking Accounts>Add/Search Checking Accounts. The GL accounts are tied to the system's chart of accounts, which can be reviewed by going to Accounting>Chart of Accounts>Search Chart of Accounts. You also have the ability to edit the chart of accounts.

Post to Invoices: The bottom half of this form is where you apply the payment (i.e. unapplied credits).

Invoice Type: You have four options in this drop down menu:

Load: Apply the payment against a load.

Misc Billing: Apply the payment against a misc invoice.

Non-AR: Apply the payment directly to a general ledger (GL) account.








Open Credit: If overpayment is made, the balance can be applied to an open credit.

This next section will show how to add the cash receipts against all four invoice types as well as show how to record a short payment, and how to manage the adjustment codes.

Apply a Cash Receipt Against a Load

Once you have entered all of the required information in the top half of the form, you need to select which load(s) to apply the payment against. The invoice type defaults to “Load” and you want to make sure this option is selected.

Enter the invoice number (the invoice number is the Transport Pro load ID). If you know the Transport Pro Load ID, you can simply type the ID in the “Invoice Number” field, and the system will auto-insert the customer information as well as the balance due and amount to pay. If you are unsure of the load ID, or perhaps you need to apply the payment against several loads, then you can search for open invoices by clicking the magnifying glass next to the “Invoice Number” field.

Post to Invoices								Add Additional Row
Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Load						- N/A -		\$0.00 
Load						- N/A -		\$0.00 
Load						- N/A -		\$0.00 
Load						- N/A -		\$0.00 

When you click on the magnifying glass, a “Search Invoices” window will open. You can use the filters to search for specific open invoices, or you can simply click “Search” to bring up a list of all open invoices.

Search Invoices	
Invoice Id	
Customer ID	
Customer Code	
Customer Name	
BOL	
Manifest #	
Pickup #	
PO #	
Seal #	
Container #	
Reference #	
Master Bill #	
Internal Comments	
Billing Date	<input type="text" value="MM"/>
Ship Date	<input type="text" value="MM"/>
Delivery Date	<input type="text" value="MM"/>
Freight Bill Total	From: <input type="text"/> To: <input type="text"/>
Search	

Once you click “Search” a list of open invoices will generate. Click anywhere on the row of the invoice you wish to insert on the cash receipt. If the payment is going against several loads, you can click on all applicable rows to auto-insert the information on the cash receipt.

NOTE: There is a limit of applying payment to 100 loads per cash receipt. If you are trying to apply a payment against more than 100 loads, then you will have to do it in batches.

Delivery Date

Freight Bill Total From: To:

Unpaid Load Invoices										
Load Number	BOL#	Manifest#	Customer Code	Customer	Shipper	Consignee	Original Billed Amount	Remaining Balance	Billing Date	Delivery Date
2126	876456		14639	KK Shipping Plus	ABC	DEF	\$2,400.00	\$2,400.00	04/24/2020	12/01/2018
2737	98763578			RYDER	KK Shipping Plus	Keystone Foods Accounting Center	\$1,050.00	\$1,050.00	04/23/2020	04/24/2020
2736	876567			RYDER	KK Shipping Plus	RSC	\$1,110.00	\$1,110.00	04/22/2020	04/23/2020

Once you select the open invoices, the system inserts the customer, balance due and amount to pay. The system also auto calculates the remaining balance. In this first example, the balance is \$0 and all of the unapplied credits have been applied, so the cash receipt can be saved.

Cash Receipt Information

Edit Cash Receipt Information			
Description	<input type="text"/>	Recorded By	Kelly Frederick
Check Number	1235	Freeze this Cash Receipt	<input type="checkbox"/> Yes
Check Amount	1000	Debit Account	Factoring Clear - Factoring Clear
Unapplied Credits	\$0.00 Re-Calculate	Cash GL	22-2-0000
Date Received	2020-04-25	AR Credit Account	12-0-0-000

Post to Invoices									Add Additional Row
Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance	
Load	2344		Bay and Bay Brokerage	\$1000.00	1000	- N/A -		\$0.00	
Load						- N/A -		\$0.00	
Load						- N/A -		\$0.00	
Load						- N/A -		\$0.00	
Load						- N/A -		\$0.00	
				\$1000.00	\$1000.00		\$0.00	\$0.00	

Overpayments/Applying Balances to an Open Credit

In the case that an overpayment is made, the balance can be applied to an open credit. Once you save the overpayment as an open credit, the next time you apply a cash receipt for that customer, the system will alert you that an open credit is available to apply.

Post to Invoices									Add Additional Row
The selected customer has an available open credit.									
Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance	
Load	2737		RYDER	\$1050.00	1000	- N/A -		\$50.00	
Load						- N/A -		\$0.00	

First, apply the payment against the load(s) as shown in the previous section. The overpayment amount will be reflected as unapplied credits. If you try to save the cash receipt without applying all of the credits, the system will give you an error.

In the example screenshot below, the check amount is \$1200, but the load balance is only \$1000, an overpayment of \$200. You can record the \$200 as an open credit, and apply that open credit for the customer at a later time.

Cash Receipt Information

Save Record Save And Add New Cancel

There were errors in your form submission.
You have not applied all of the available credits for this Check - A difference of \$200.00

Edit Cash Receipt Information

Description: [Empty]
 Check Number: 1235
 Check Amount: 1200.00
 Unapplied Credits: \$200.00 Re-Calculate
 Date Received: 2020-04-25

Recorded By: Kelly Frederick
 Freeze this Cash Receipt: Yes
 Debit Account: Factoring Clear - Factoring Clear
 Cash GL: 22-2-0000
 AR Credit Account: 12-0-0-000

Post to Invoices

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Load	2344		Bay and Bay Brokerage	\$1,000.00	1000.00	- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$1000.00	\$1000.00		\$0.00	\$0.00

To record an open credit, you will select "Open Credit" from the "Invoice Type" drop down after applying the payment to your load(s).

When you select "open credit" the invoice number field will become grayed out. You will then make a note in the "Open Credit Ref" field, which can be whatever you want, tag the correct customer record, and enter the amount of the open credit (i.e. unapplied credits). When you do this, the system will auto-calculate the remaining balance to reflect the open credit. Then save the record.

Edit Cash Receipt Information

Description: [Empty]
 Check Number: 1235
 Check Amount: 1200.00
 Unapplied Credits: \$0.00 Re-Calculate
 Date Received: 2020-04-25

Recorded By: Kelly Frederick
 Freeze this Cash Receipt: Yes
 Debit Account: Factoring Clear - Factoring Clear
 Cash GL: 22-2-0000
 AR Credit Account: 12-0-0-000

Post to Invoices

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Load	2344		Bay and Bay Brokerage	\$1,000.00	1000.00	- N/A -		\$0.00
Open Credit	--New OC--	OC \$200 4/25/2020	1099 - Bay and Bay Broker		200	- N/A -		\$-200.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$1000.00	\$1200.00		\$0.00	\$-200.00

Save Record Save And Add New Cancel

Whenever you wish to apply the recorded open credit, you will enter a new cash receipt, and on one of the lines, select “Open Credit” from the “Invoice Type” dropdown. Click the magnifying glass next to the “Invoice Number” field to search for open credits that have been recorded (the same way you search for open invoices as shown in the above section). When you find the open credit you wish to apply, click on it to lock it in.

If you don’t use the full open credit available, the system will keep that running open credit balance.

Post to Invoices Add Additional Row

The selected customer has an available open credit.

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Load	1156		KK Shipping Plus	\$994.00	994	- N/A -		\$0.00
Open Credit	1028	OC 5/21/2020 \$1421.25	KK Shipping Plus	\$-1421.25	994	- N/A -		\$-427.25
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$-427.25	\$0.00		\$0.00	\$-427.25

Short Payments

You can record short payments a couple different ways, depending on what you wish to do. For example, you may wish to collect the amount that the customer short paid. Or, you may decide not to collect the money and write it off. This section will show you each scenario.

Enter the cash receipt information, and apply the check amount against the load(s) as you normally would. The system will automatically calculate the remaining balance to show the difference between the balance due and the amount to pay.

Edit Cash Receipt Information

Description		Recorded By	Kelly Frederick
Check Number	75568	Freeze this Cash Receipt	<input type="checkbox"/> Yes
Check Amount	900	Debit Account	Factoring Clear - Factoring Clear
Unapplied Credits	\$0.00 Re-Calculate	Cash GL	22-2-0000
Date Received	2020-04-25	AR Credit Account	12-0-0-000

Post to Invoices Add Additional Row

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Load	2509		ABC Company Inc	\$987.00	900	- N/A -		\$87.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$987.00	\$900.00		\$0.00	\$87.00

If you are going to try and collect this balance from the customer, simply save the cash receipt. This remaining balance will be reflected on the AR aging report for this customer.

If you decide that you are not going to try and collect the remaining balance, and wish to write it off, then you can apply an adjustment code.




By default, the only adjustment code you’ll see in the “Adjustment Code” drop down list is “RTE,” which stands for rate adjustment. However, you have the ability to add/edit adjustment codes here. So, for example, you may wish to create a code and call it “short,” or something

to that effect. The next section will show where and how to manage these codes.

To write off the remaining amount, select the desired adjustment code. Then, enter the amount you are writing off. This will update the remaining balance. Save the record.

Edit Cash Receipt Information									
Description					Recorded By	Kelly Frederick			
Check Number	75568				Freeze this Cash Receipt	<input type="checkbox"/> Yes			
Check Amount	900				Debit Account	Factoring Clear - Factoring Clear ▼			
Unapplied Credits	\$0.00 Re-Calculate				AR Credit Account	Cash GL: 22-2-0000			
Date Received	2020-04-25					12-0-0-000			

Post to Invoices									
Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance	
Load ▼	2509		ABC Company Inc.	\$987.00	900	RTE	87	\$0.00	
Load ▼						- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
				\$987.00	\$900.00		\$87.00	\$0.00	

 Save Record
  Save And Add New
  Cancel

Manage Adjustment Codes

Administrators have the ability to add/edit adjustment codes for cash receipts as needed. The most common example of applying an adjustment code to a cash receipt is in the case of a short payment.

By default, the only option you will see in the “Adjustment Code” drop down menu is “RTE,” which stands for rate adjustment. If you wish to edit this default code, or add any others, you can do so under the main administration menu. These codes can also be reported on through the AR module.

To add/manage adjustment codes, go to Administration>Manage Site Settings>Manage Adjustment Codes>Add Adjustment Code. The screenshot below shows the Adjustment Code entry screen as well as an explanation of fields.

Cash Receipt Adjustment Codes

 Save Record
  Cancel

Manage Adjustment Code

Code	SHORT
GL Account	23-5-2000 - Bad Debt
Adjustment	Adjustment ▼
Description	SHORT PAYMENT

Explanation of Fields:

Code: This is how the code will show in the “Adjustment Code” drop down on the cash receipt. It can be whatever you want.

GL Account: This is the GL account that should be hit when this code is applied. If you are unsure of which GL account this code should link to, please consult with your accountant.

Adjustment: Tag this code as either an “adjustment” or a “refund.”

Description: You can give the code an internal description (optional).

Apply a Cash Receipt Against a Misc Invoice

Just as you can apply payment against a load, you can also do so for miscellaneous invoices with open balances. Transport Pro gives you the ability to create misc invoices as needed by going to Billing>Miscellaneous Invoicing>Add Misc Invoice. An example of when you may need to create a misc invoice is for something such as project management. Misc invoices should not be created for loads, or in lieu of applying payment directly against a load.

Once the top half of the cash receipt form is filled out correctly, select “Misc Billing” from the “Invoice Type” drop down menu. You can click the magnifying glass icon next to the invoice number field to search for a list of your open misc invoices, and then select the misc invoice information you wish to insert. This process is essentially the same as applying payment against a load.

Once the information is inserted, save the record.

Edit Cash Receipt Information									
Description					Recorded By	Kelly Frederick			
Check Number	8975				Freeze this Cash Receipt	<input type="checkbox"/> Yes			
Check Amount	900				Debit Account	Factoring Clear - Factoring Clear ▼			
Unapplied Credits	\$0.00 Re-Calculate				Cash GL	22-2-0000			
Date Received	2020-04-25				AR Credit Account	12-0-0-000			

Post to Invoices									
Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance	
Misc Billing ▼	1003		Nucor	\$900.00	900	- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
Load ▼						- N/A - ▼		\$0.00	
				\$900.00	\$900.00			\$0.00	\$0.00

Save Record
 Save And Add New
 Cancel

Apply a Non-AR Cash Receipt

You have the ability to apply a cash receipt directly to a GL account if needed. For example, if you receive a payment for something such as a refund, or some other non-load-related deposit, you can apply the payment directly to the GL.

Once you ensure the top half of the cash receipt form is filled out correctly, select “Non-AR” from the “Invoice Type” dropdown. When you do this, all of the fields except for the “Amount to Pay” and “Adjustment Code” will become grayed out. Enter the amount to pay, and then select the appropriate GL account in the “Adjustment Code” field. If you are unsure of which GL account to hit here, please consult with your accountant. The balance will zero out, and you can save the record.

Save Record

Save And Add New

Cancel

Cash Receipt Information

Description

Recorded By

Kelly Fredenick

Check Number

89

Freeze this Cash Receipt

Yes

Check Amount

800

Debit Account

Cash GL 22-2-0000

Unapplied Credits

\$0.00 Re-Calculate

AR Credit Account

12-0-0-000

Date Received

2020-05-21

Post to Invoices

Add Additional Row

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Non-AR					800	12-1-1000		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$0.00	\$800.00		\$0.00	\$0.00

Save Record

Save And Add New

Cancel

Receiving Payment From Your Factoring Company - Accounting for Fees

When you use a factoring company, receiving payment is a little different than receiving payment directly from a customer, as you have to account for the fees that the factoring company takes. This section shows you how to properly add a cash receipt in this scenario.

In the top half of the form, enter the check amount as the net deposit. Then, select “Non-AR” from the “Invoice Type” dropdown on the first line. Enter the amount to pay (this amount should reflect your fees) as a negative amount (this will increase the available credit on the cash receipt to be the full gross amount). Enter the correct GL account in the “Adjustment Code” field (this will likely be your factoring fees expense account).

Cash Receipt Information

Save Record
 Save And Add New
 Cancel

Edit Cash Receipt Information

Description:

Check Number:

Check Amount:

Unapplied Credits: [Re-Calculate](#)

Date Received:

Recorded By:

Freeze this Cash Receipt: ☐ Yes

Debit Account:

AR Credit Account:

Post to Invoices Add Additional Row

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Non-AR					<input type="text" value="-100"/>	<input type="text" value="22-2-0000"/>		
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$0.00	\$-100.00		\$0.00	\$0.00

Save Record
 Save And Add New
 Cancel

On the following line(s) of the cash receipt, apply the payment against the load(s). Once the remaining balance is \$0 you can save the cash receipt.

Save Record
 Save And Add New
 Cancel

Edit Cash Receipt Information

Description:

Check Number:

Check Amount:

Unapplied Credits: [Re-Calculate](#)

Date Received:

Recorded By:

Freeze this Cash Receipt: ☐ Yes

Debit Account:

AR Credit Account:

Post to Invoices Add Additional Row

The selected customer has an available open credit.

Invoice Type	Invoice Number	Open Credit Ref	Customer	Balance Due	Amount To Pay	Adjustment Code	Adjustment	Remaining Balance
Non-AR					<input type="text" value="-100"/>	<input type="text" value="22-2-0000"/>		
Load	<input type="text" value="2675"/>		KK Shipping Plus	\$1100.00	<input type="text" value="1100"/>	- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
Load						- N/A -		\$0.00
				\$1100.00	\$1000.00		\$0.00	\$0.00

Save Record
 Save And Add New
 Cancel

Post Cash Receipts

There are two steps to applying cash receipts in Transport Pro: 1) Add the cash receipt, and 2) Post the cash receipt. You **MUST** post the cash receipt for the system to recognize that payment has been made. This step updates your customers' open load balances as well as drives the credit check system.

To post a cash receipt go to A/R>Cash Receipts>Post Pending Cash Receipts. A list of your pending cash receipts will show in the list. You can filter your pending cash receipts by check date, or by the user who recorded the cash receipt.

Pending Post Cash Receipts

Check Date: From: To:

Recorded By:

Get Report

Report Results
[Printable Report](#)
[Push To Imaging](#)
[Export to CSV](#)

Date	Collector	Check Number	Check Amount Description	Amount To Pay	Adj Amount	Total Applied	Remaining Balance
05/11/2020	Kelly Frederick	4345	\$2,959.81 test cash receipt	\$2,959.81	\$0.00	\$2,959.81	\$0.00 Details
05/21/2020	Kelly Frederick	1	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00 Details
05/21/2020	Kelly Frederick	89	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00 Details

Post

If you wish to review the details of the cash receipt before posting, you can click the “Details” link out to the right, and a small window will open with the details. To post the cash receipt(s), click “Post.”

Pending Post Cash Receipts

Check Date: From: To:

Recorded By:

Get Report

Report Results
[Printable Report](#)
[Push To Imaging](#)
[Export to CSV](#)

Date	Collector	Check Number	Check Amount Description	Amount To Pay	Adj Amount	Total Applied	Remaining Balance
05/11/2020	Kelly Frederick	4345	\$2,959.81 test cash receipt	\$2,959.81	\$0.00	\$2,959.81	\$0.00 Details
05/21/2020	Kelly Frederick	1	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00 Details
05/21/2020	Kelly Frederick	89	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00 Details

Post

Search Cash Receipts

You can easily search for cash receipts you have added to the system by going to A/R>Cash Receipts>Search Cash Receipts. Here, you have several filter options. Click “Search.” To open a specific cash receipt, click on the ID.

NOTE: If you run the search without using any filters, the results will show ALL cash receipts you have in the system.

Search Cash Receipts

Search Cash Receipts

Cash Receipt ID:

Status:

Check Number:

Description:

Customer Name or ID:

Load ID:

Misc Billing ID:

Open Credit ID:

Terminal:

Entered By:

Report Type:

Receipt Type:

Frozen:

Adjustment Code:

Adjustment Amount: From: To:

Invoice Amount: From: To:

Check Amount: From: To:

Check Date: From: To:

Date Posted: From: To:

Load Billing Date: From: To:

Has Image:

Missing Image:

Search Clear Save Search

Search Results (162)

Print Results

ID	Status	Customer	Description	Check Number	Check Amount	Date Received	Collector Name
1000	Voided	KK Shipping Plus	test	test 2	\$1,500.00	04/08/2013	Jim Ray
1001	Voided	KK Shipping Plus	test 2	test 2	\$1,700.00	04/24/2013	Kenneth Kloeppel
1002	Voided	KK Shipping Plus	test 2	test 2	\$4,000.00	10/01/2013	Demo User
1003	Posted	KK Shipping Plus	test oc	test oc	\$1,000.00	01/16/2014	Kenneth Kloeppel
1004	Posted	KK Shipping Plus	test refund	test refund	\$0.00	01/16/2014	Kenneth Kloeppel
1006	Voided	KK Shipping Plus	wire pay	wire pay	\$3,326.53	08/11/2014	Kenneth Kloeppel

Void Cash Receipts

To void a posted cash receipt, you will need to be on the Cash Receipt Summary screen. You'll first need to run a search to pull up the cash receipt you'd like to void. Then, click on the cash receipt ID to open the summary page.

NOTE: If you have not yet posted the cash receipt, you can simply edit the record.

Search Cash Receipts

Search Cash Receipts			
Cash Receipt ID	<input type="text"/>	Receipt Type	All Receipts ▾
Status	Posted ▾	Frozen	- Select - ▾
Check Number	<input type="text"/>	Adjustment Code	- Select - ▾
Description	<input type="text"/>	Adjustment Amount	From: <input type="text"/> To: <input type="text"/>
Customer Name or ID	<input type="text"/>	Invoice Amount	From: <input type="text"/> To: <input type="text"/>
Load ID	<input type="text"/>	Check Amount	From: <input type="text"/> To: <input type="text"/>
Misc Billing ID	<input type="text"/>	Check Date	From: <input type="text"/> 31 To: <input type="text"/> 31
Open Credit ID	<input type="text"/>	Date Posted	From: <input type="text"/> 31 To: <input type="text"/> 31
Terminal	-- ▾	Load Billing Date	From: <input type="text"/> 31 To: <input type="text"/> 31
Entered By	<input type="text"/>	Has Image	<input type="text"/>
Report Type	Summary ▾	Missing Image	<input type="checkbox"/> Missing All Images
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Save Search"/>			

Search Results (146)

[Print Results](#)

1	2	3	4	5	6	»	[6]
ID	Status	Customer	Description	Check Number	Check Amount	Date Received	Collector Name
1003	Posted	KK Shipping Plus	test oc		\$1,000.00	01/16/2014	Kenneth Kloeppel
1004	Posted	KK Shipping Plus	test refund		\$0.00	01/16/2014	Kenneth Kloeppel
1005	Posted		WIRE		\$50,000.00	08/11/2014	Kenneth Kloeppel
1008	Posted	KK Shipping Plus	1234		\$990.00	01/13/2015	Kenneth Kloeppel
1009	Posted	KK Shipping Plus	24352		\$2,600.00	01/13/2015	Kenneth Kloeppel

On the summary screen, click the “Void This Cash Receipt” link. The system will ask if you’re sure, click OK.

NOTE: You can **NOT** void a cash receipt if there is an open credit on it.

Cash Receipt Summary

Cash Receipt Information - Change Log										
Cash Receipt ID	1008				Date Received	01/13/2015				
Description					Collector Name	Kenneth Kloeppel				
Check Number	1234				Status	Posted				
Check Amount	\$990.00				Void Cash Receipt	Void This Cash Receipt - 2b				

Cash Receipt Distribution											
Date	Receipt ID	Type	Customer ID	Customer	Amount Paid	Adjustment Code	Adjustment Amount	Remaining Balance (At Payment)	Non-AR GL	Date Posted	Posted By
01/13/2015	1008	Load - 1156	1000	KK Shipping Plus	\$990.00	RTE	\$4.00	\$0.00	N/A	01/13/2015	Kenneth Kloeppel

Notes					
No notes were found for this cash receipt					
Add Note					

Accounting Transactions						
1	Date	Transaction ID	GL Account	GL Description	Amount	Description
	01/13/2015	1420	30-0-0300	FRT REV CO O/O TK - Flat - Contra	\$4.00	Post Cash Receipt For Id 1008
	01/13/2015	1420	10-0-2500	Cash - Main	\$990.00	Post Cash Receipt For Id 1008
	01/13/2015	1420	12-0-0-000	A/R - Trade	\$-994.00	Post Cash Receipt For Id 1008

If you have any questions about cash receipts, please contact us at support@transportpro.net.