

Entering Cash Receipts

Your company might receive payments of the following types:

Non-Client Remittances

These payments are cash receipts that are not client payments. Non-client remittances might include lines of credit, loans, sales of stock or other equity infusions, transfers to and from savings accounts, miscellaneous sales of supplies, and employee reimbursements. For help entering non-client remittances, see the [SYMPAQ SQL Cash Management User's Guide](#).

Client Remittances

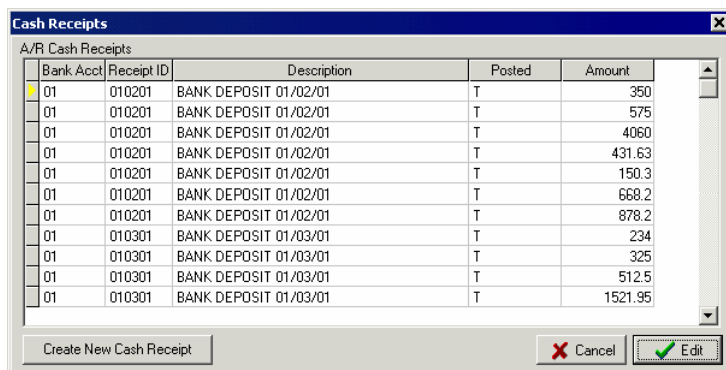
These payments cover outstanding client A/R invoices. They are entered into the system using the method described below.

Before you enter cash receipts, you must:

- Separate bank deposit data entry by deposit date
- Enter and post all A/R invoices applicable to the month

To enter cash receipts:

1. From the **Modules** menu, select **Accounts Receivable**, and then **Process**, and then **Cash Receipts**. The Cash Receipts screen is displayed:



Cash Receipts screen

2. Click **Create New Cash Receipt**. The Create New Cash Receipt screen is displayed:

