

Quick Trial Balance - Cash Receipts

Cash Receipts - Listing Tab

This option, in conjunction with the Cash Disbursements option, allow you to enter cash transactions in order to obtain a general ledger showing all activity during the year. If you have a client that brings in their bank statements and you need to prepare a tax return or financial statement from this data, then these options makes this process much easier.

Before you can enter cash transactions, you must setup a journal code using the Manage Journals option in the File menu. You will need to identify the account number that corresponds to the cash account that will be debited when you use that journal code to enter cash transactions.

When the Cash Receipts screen is first displayed, you will be on the listing tab. Here you can search for an existing cash receipt to view, edit or delete as well as add a new cash receipt.

To search, simply type in all or part of the reference number, description, or payer and all matching items will highlight in the grid.

Quick Trial Balance Pro - Cash Receipts

File Edit Help

Add Edit Delete Previous Next Print Home

Listings Tab

Listing

02 - CASH RECEIPTS smi

Journal code Search Cash Receipts

Reference #	Description	Payer	Date
1234	4 Custom wheels	Bob Smith	12/31/2009

Search and view existing cash receipts

1 accounts of 1 Double click cash receipt to view details.

Created 5/27/2014 - 9:21 AM Last Modified 5/27/2014 - 9:21 AM [How To...?](#)

Cash Receipts - Details Tab

When you add or edit a cash receipt, you will automatically be brought to the details listing of the Cash Receipts screen. As the name suggests, here you can see and enter all the details for the cash receipt.

In the top half of the detail screen, enter the main cash receipt information such as the payer, date, amount, etc. On the bottom, you can enter the account numbers and the amount to credited. New lines will automatically be added for accounts until the cash receipt matches the amount entered in the top section.

As long as you have the 'Post Entry?' checkbox checked, the journal entry will automatically post to the selected books when you hit 'Save'.

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File Edit Help

Save Edit Delete Previous Next Print Cancel

Listing Details

Reference No 1235

Date 12/31/2009

Payer

Memo

CASH ACCT DEBITED: 101 - Cash - Check

Post to All Cash Balance

TX 0.00

BK 0.00

Cash Receipts Account Distribution

Account No	Account Name	Memo
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Lookup

Add Row

Delete Row

Entry accounts that needed to be credited by the cash receipt.

Select which books to post the cash receipt.

The overall cash receipt information is added here.

Entries without an amount will NOT be saved.

Total 0.00

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