

## Adjust Cash Receipts Credit Balance

From the Main Menu:

- 8 – Daily Activities
- 1 – Main Financial Software
- 2 – Accounts Receivable
- 2 – Cash Receipts

Enter Session Date

Enter Customer Number, Field Exit, Enter

Enter credit amount in the Amount Adjusted Column, Field Minus

Enter General Ledger Account to assign for adjustment (G/L shown below is only a suggestion – Off Invoice Discount)

F1 Update

Enter

F11 View Totals

F7 Edit Entries

Enter Credit Amount to Edit in the Total Miscellaneous field

F7 Continue with Edit

Example: Screen in cash receipts appears before any entries are made

Invoice	Invce Amnt	Invce Blnce	A	Amnt Paid	Amnt Adjst	GL Acct	A/R Balnce
AA 72652	2117.15	82.85-					82.85-
7703	2002/11/18	Cust P.O.: 390040					Lst Paid Date: 10/29/2003

Example: Screen in cash receipts after entries for adjusted have been

Invoice	Invce Amnt	Invce Blnce	A	Amnt Paid	Amnt Adjst	GL Acct	A/R Balnce
AA 72652	2117.15	82.85-			82.82-	59450	82.85-
7703	2002/11/18	Cust P.O.: 390040					Lst Paid Date: 10/29/2003