Cash Posting Cash Posting

Cash posting is a process by which the payment gets received from customers, towards due payment and other accounts in the invoice system. Cash team receives the cash files and applies the payments in the WinFashion ERP. During cash posting, overpayments are immediately identified and necessary refund requests are generated for obtaining approvals. Also underpayments/denials are informed to the customer.

There are two ways to do Cash posting in WinFashion:-

- 1) Cash Posting(Payment) through Invoice
- 2) AR (Accounts Receivable) Cash posting

I) <u>CASH POSTING THROUGH INVOICE</u>:-

This method allows you to **post a payment** while entering an **invoice**.

NOTE: This function is for 1 payment to 1 invoice.

In other words, This Cash posting is done through Invoice Module. Once the payment entries are made in 'Invoice', Balance amount gets transferred to the 'AR Cash Posting' which is the second way of doing cash posting entries.

- Go to **Invoice** on the toolbar
- If you are retrieving an **existing invoice**, go to **List button** → Click on **Get Date** button then choose the invoice from the list by clicking on once of them →Click on **Select button**
- If you are creating a **new** invoice, click on the **New Button** → enter all of the necessary information→then click on the **Save Button**.
- In the **Invoice Detail** screen, Left-Click on **payment** button.
- Payment screen pops up with an empty details.
- Click **new button** in detail screen to enter the **payment** details.

• Enter Reference No , Paid amt (which is editable and can be partial or full payment) , Payment Code such as via 'Check , Wire Transfer , Post Payment etc , Paid Date , Memo , Batch No. , Bank No (Bank Transit No. , Invoice No.

NOTE: - **Payment Code** details must be set up in the 'Payment Code table' in WinFashion to be able to choose from in Cash Posting & Invoice.

- Click on **'Save'** button to save the payment details **NOTE:** - If there is any partial payment done before, we could edit & delete
- If you need to go back to the **Invoice**, Click on the Invoice button (**the row of button in the middle of the screen**). The **invoice button** also reverts to the **payment button**.
- If you want to **delete** the payment details , **select** the **row** and click on **delete button** in the invoice detail screen

азврес заји цилови зансили источ икстеос асвичасе цитном престр ичтоклан изичкот исселе цва-цоон инвого цанком шиком сан
6\ Invoice#: 100138PO#:CustBOSCOVS
C End 100138 K K F F B QK Lst New Copy Paste Del Multime" CAI* Box* Stat Cmfwr Cose SO 20 Alocationder Print Save* Ext. CC 2 & Recept Contacting 610 856 Explore
Invoice No. 100133 Sold to[805C0VS Div A Store[00 Div Div Div A Store[00 Div Div Div A Store[00 Div
Sime statu Termini 1/30 VET 30 DAVS Factor 0 % Subtration 335,980.00 100000 10 Minuted UPS Auctin 00 % Subtration 335,980.00 100000 100000 100000 1000000 1000000 1000000 1000000 1000000 1000000 1000000 1000000 1000000 1000000 10000000 1000000 1000000 100000000 10000000000 1000000000000 1000000000000000000000000000000000000
0.00 Amt Due: \$34,88120 Conf# Batch Factor Batch#
Disc.% 00 FOB: EDI Stat: GOH Pick# 139 return reason Created/winsoft D3/20/15 19:37:00 Boxes: 0 Wgft: .00 Seq.# Vol.: 856 810 Bloctri.# City 160 Updated/winsoft D3/20/15 19:39:58
New Lat" Dupi Distributur Del
Refno Peddant Pulbdate Hemo Batchino Curnoy Excel/Rate Bankino Dustome st. Price Commission Lots tax (00 w WH Ordered 1470-demedStyle
B54831546 \$30,000.00 CHK Decode/15 Partal Payment Totals 0.00000/21547841 BOSCOV 4352.80 0.00000/21547841 DISD Cummery Ordered (54.97) Totals \$30,000.00 1 0.00000/21547841 BOSCOV 4352.80 0.00000/21547841 DISD Cummery Ordered (54.97) Totals 0.00000/2000/2000/2000/2000/2000/2000/2
5x Price Commission ost tax (00 WHY Condenti 147 Science(50)th/ 4352.80 0.00 WHY Condenti 147 Science(50)th/ Complexe 272.25 1.000000 Exemptical Protocol [45:68 Priored Color
Style Coor 38R 40R 42R 44R 46R 50R 52R 54R 56R 57R 58R Total: UntPrice ExtPrice Commission 68 tax 00 WH1 Order: 147 147 141 1
Style Coor 38R 49R 42R 44R 59R 52R 54R 58R 57R 58R 57R<
Style Color 38R 40R 42R 44R 46R 50R 52R 54R 56R 57R 56R Total UnitPrice Extribution oistax 00 WH Ordered 147 InderedStyle Z41035 YELLOW v 1 2 1 1 1 1 1 1 1 272.05 4352.60 0.00 USD Ummy OrderedStyle RALC Commission cistax 00 WH OrderedStyle RALC Commission cistax 00 UNIT 0 RALC Commission cistax 00 WH OrderedStyle RALC Commission cistax 00 Unit Cistax 00 RALC Commission cistax 00 Cistax 00 Cistax 00 Cistax C
Style Color 38R 40R 42R 44R 66R SSR 56R 57R 56R
Lines 10 Totala: 10 20 30 20 10 10 10 10 10 10 10 10 10 10 10 10 10

II) AR CASH POSTING

This command allows you to show **cash postings/payments received** from a customer for a multiple invoices. You will be able to view a customer and all of their **outstanding invoices**. This command allows you to **post one payment to several invoices**.

NOTE: This function is for 1 payment to several invoices.

- Click on **File** of the **menu** bar
- Select Cash Posting
- Enter the **Customer Code OR** Select the **Customer Code** from a List Button.

- Customer Name, Address, Credit Limit, Terms as well as Contact List information will be displayed in Screen from Customer Master
- The list of invoices that are open will also be displayed on the screen
- Enter a **Batch No**. This batch no will be used to keep track of all the cash applied for a particular point of time. **Note:** We can also use date as the batch#.
- In the Payment Section, Select the Payment Type such as 'Cash', 'Check', 'Wire Transfer' etc., Payment Date (which is defaulted to current date which can be changed if applicable), Reference No. (Check# or Wire Transfer#), Check amount, Memo, Bank No (It can be bank transit number)
 NOTE: Payment type details must be set up in the 'Payment Code table' in WinEashion to be able to choose

NOTE: - Payment type details must be set up in the 'Payment Code table' in WinFashion to be able to choose from in Invoice & Cash Posting.

- Once you enter the **Check Amount**, '**Amount to Post'** and '**Remaining' Amt'** field will be populated in the screen.
- Underline the invoice that you wish to apply cash posting to and double click on the payment field.
- After doing so, The Balance field will be deducted from the amount entered and Remaining field will be zeroed out.
- Click **Save** and **Ok button** to **refresh** the screen.

NOTE - To enter payment for the next invoice from the invoice list:-

Example: - If the first invoice payment is being paid as '\$1000', this amount will get deducted from balance field \$15110.03 so balance will be '\$14110.03'.

Similarly for the next invoice, if the invoice total and balance amounts are \$4225.32, and if you enter the \$1200 in the 'Check Amount' and auto apply it, 'Total amount would be treated as '2200' (1000 from the 1st invoice and 1200 from the second invoice) which will be subtracted and that amount will be displayed in the payment field as \$200 (i.e \$1200-\$1000) and balance will be \$4025.32 which was previously \$4225.32 (\$4225.32 - \$200 = \$4025.32) 2935.27

For invoice 3, invoice total and balance is \$2935.27 and if you enter 1500 in the 'Check Amt' and auto apply it (click on the auto apply button in the 3^{rd} invoice), then the payment field will have \$300 dollar as payment (i.e., \$1500)

 $(3^{rd} \text{ invoice}) - \$1000 (1^{st} \text{ invoice}) + \$1200 (2^{nd} \text{ invoice}) = \$300)$ which will be deducted from the balance field so the balance will be \$2635.27.

For invoice 4, invoice total and balance is 3040.95, if you enter 500 in the 'Check Amt' and auto apply it (click on the auto apply button in the 4rd invoice), then the payment field will have -1000 dollar as payment (i.e., 500 (4th invoice) -1000 (1st invoice) + 1200 (2nd invoice) - $300(3^{rd}$ invoice) = -1000 which will be added to the balance field so the balance will be 4040.95 (as per '-' '-' = '+' in mathematical logic).

Please make sure you check the Amount to Post 18556.48 & Remaining field

before proceeding to the 'Auto Apply' button

anpks	a Style	Customor	Sales Orde	Pick Ticket	and the second s	AP Scan/Pack	tut Ticket	inp/Exp	ParchOrder	Q BayMat	X Process	Color Godes	28 Vandors	Calendar	Calculator	25. Directory	Exit!				
															C	ash Post	ing (Mu	ti Invoices)			
stomer	BLUEC	RAGON	List	Batch:		QK	<u>S</u> a	re	Exit	Vew S	ave Detai	Delete Deta	Rece	eipts Rpt D			2.				
ustome				UE DRAG				- M - C	2.21.1999.2	USERS											
CreditLimi Terms		000	Addr 4	3 W. 55 ST.	3RD FL.			- h													
Currency			_	EW YORK		100	10019														
Contact 1. RICHAR	D ORAL	Y 0	tle WNER		Phone (212) 307		Fax (212) 307-0	825	User1 User2			Rep1DAN									
2. RITA ayment		D	ESIGNER			_			User3		Sales	Rep2									
Туг			ef# (Che				mt Currency					Batch		BankNo							
		04/15 7			500		USD					4283	161	7466383							
							nts SAmt t	0 Post	SRemain	00		tem Curren				Print					
	RET	✓ MCR		DB 🔽 C		СВК				t Tota	AutoApply	Paid Payn	prove	2Exc Balance	cel .	O# Paym		Reason	Db/Cr\$		
INV	100065	03/12/1	_			\$15,1		yment D \$778.			Ş(\$14,110.0	Custr	os Payin	ent Note	*DISCOUNT 3	DDJCrş	DAN	repz
INV	100078	03/13/1	5 04/12	V15 N30		\$4,2					\$(0.00 200		\$4,025.3				DISCOUNT :	8	DAN	
INV INV	100107		5 04/17 5 04/18				935.27 040.95	\$151. \$156.		783.97 384.20		0.00 300 0.00 -1,000		\$2,635.2 \$4,040.9				DISCOUNT :		DAN DAN	
inv	100129	03/19/1	5 04/10	N10 N30	00	33,0	140.30	3120.	./ ၁ - ә2,	004.20	31	.00 -1,000	.00	\$4,040.5				-DISCOUNT 3		DAN	
						and the second second															

Cash Posting List Button (Customer List Button)

Customers are the most important people of every business and it is a must to organize and maintain information related to customers. The **Customer** portion of **WinFashion** allows you to store and manage your customer information in a flexible and efficient manner.

WinFashion "Customer" list holds customer address, phone number, credit limit, purchase history, balances and more. You can view several reports based on a customer with a click of a button. Also, each customer can have more than one address (shipping address) listed in this section (Remember the address that you put in the main customer screen is the mailing/billing address).

- Go to Cash Posting
- Click on the List Button which will list all the customer from the Customer Master.
- To select a particular customer from the list. **Double click** on any particular record or Highlight and click **'select' button'**.
- Customer Information will be displayed in the Cash Posting Screen.

Get Data	Sort by : co	de	Sort	Select	OnOrder	Export	Profile* :		¥					
0.00	Search™ 🛞		Print	2Excel	Fiter	Exit								
1														
Div Code A 1849EMPC	R 1849 EMPORIUM	Customer City GARDENA		T. Zip 90248	User1	Balance \$0.00	Purchases \$0.00	Cred.Limit \$0.00	OnOrder \$0.00	SalesRe	p1 Terms N30	Open Credit Customer Addr1 \$0.00 548 E. FINNEY_UNIT #C	Customer Contact1	Customer Phone1 ((31) 0)7-69-0
A 1849EMPA		GARDENA	LA	90248		\$0.00	\$0.00	50.00	\$0.00		N30		cu	((31)0)7-69-0
	40UR DREAMERS	LOS ANGELES		90070		\$36,196,28		\$0.00	\$0.00		N30 N30	\$0.00 Los Angels \$0.00 Cristina Angarola Showroom	testes from the	(213).48-9.00
A 40UR			LA.	90070									Janice Wersen	
A 500001	Shankar	Chennai				\$0.00	\$0.00	S0.00	\$0.00		N30	\$0.00 Gandhi Nagar		() -
0 525	525 America	NEW YORK		10018		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00 525 7th Avenue, 10th Floor		(212) -92-1-56
AA	WINFASHION	LOS ANGELES	CA		CII	\$8,025.60	\$8,025.60	\$1,000,000.00	\$0.00	cic	N30	\$0.00 110 E., 9TH ST.	DAN CHONG	(213) -62-7-99
MAA	ALEXIA ADNOR	New York		r 10018		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00 242 West 36th Street, 2nd Fi	0/212-971-9217	() -
A AAFES	AAFES	LOS ANGELES	CA			\$6,388.47	\$6,388.47	\$0.00	\$0.00		N30	\$0.00 FOR TESTING		() -
	W Acapillow Home Furnishings			90405		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00 3030 Pice Blvd.,		((31) 0) -399-
M AFK	AFK FURNITURE	BEVERLY HILLS	CA			\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00 8634 WHILSHIRE BLVD,		((31) 0) -857-
A AGJEANS	Adriano Goldschmied Jeans		CA			\$5,145.85	\$5,145.85	\$0.00	\$0.00		N30	\$0.00 2741 SEMINOLE AVE.		() -
A AIKO	AIKO LOS ANGELES & New '		CA			\$0.00	\$0.00	\$1,500.00	\$0.00	DAN	N30	\$0.00 824 S. LOS ANGELES ST.	SEAN BARRON	(213) -11-1-22
M ALANA	ALANA ALEGRA INTERIORS			91367		\$0.00	\$0.00	\$0.00	\$3,983.00		N30	\$0.00 6430 VARIEL AVE. UNIT 109,		((81) 8) -426-
A ALEXIAAI		NEW YORK	NY			\$0.00	\$0.00	\$2,500.00	\$0.00	DAN	N30	\$0.00 FRENCH DESIGNER GROUP	GINA	(212) -97-1-92
A ALICEOLI	ALICE+OLIVIA	NEW YORK	NY	10018		\$17,955.91	\$17,955.91	\$3,500.00*	\$0.00	DAN	N30	\$0.00 80 W. 40TH ST. 9TH FL.	TERRY	(212) -84-0-11
A ALLWEAT	TEFALLWEATHER	BROOKLYN	NY	11232		\$0.00	\$0.00	\$1,200.00	\$0.00	DAN	N30	\$0.00 34 35TH ST. 4TH FL.	SARA	(716) -78-8-18
A ALOISWIL	ALOIS WILD GMBH	INNSBRUCK		6040		\$4,826.23	\$4,826.23	\$2,500.00*	\$0.00	DAN	N30	\$0.00 SERLESSTRASSE 17-19		(+43) -51-224-
A ALVINVAL	ALVIN VALLEY (MORET GRO	NEW YORK	NY	10012		\$3,698.90	\$3,698.90	\$3,500.00*	\$0.00	DAN	N30	\$0.00 632 BROADWAY 6TH FL.	RICH ROSENTHAL	(212) -25-3-00
A AMER01	AMERICHEM INTERNATIONAL	MIDDLETOWN	PA	17057		\$0.00	\$0.00	\$15,000.00	\$0.00	400	N30	\$0.00 1401 AIP DRIVE SUITE 100	DONNA LEWIS ext 23	(717) 939-7100
A AMER961	AMERIPRID	JACKSON	TN	38301		\$2,952.68	\$2,952.68	\$0.00°	\$0.00	СН	N30	\$0.00 961 LOWER BROWNSVILLE	R Carol	(901) 427-4418
A AMERICA	AMERICA'S PROMO PLACE	DELAWARE	OH	43015		\$4,891.50	\$4,891.50	\$0.00 °	\$0.00	CH	P/P	\$0.00 1370 WINGATE DRIVE	DEB SCHAFFER	(614) 499-8619
A ANALOG	ANALOGY	NEW YORK	NY	10018		\$22,647.63	\$23,029.69	\$4,500.00*	\$0.00	DAN	N30	\$0.00 1407 BROADWAY SUITE 201	EMUKESH	(201) -61-7-10
A ANDREW	ANDREWS SPORTS	NEW YORK	NY	10018		\$11,847.16	\$13,847.16	\$5,000.00*	\$0.00	DAN	N30	\$0.00 1410 BROADWAY 2ND FL.	TRIVEN	((21) 2) -302-
A ANITA	ANITA	NEW YORK	NY	10018		\$106,501.31	\$106,501.31	\$500.00*	\$5,930.25*	CC	N30	\$0.00 1407 BROADWAY 21ST FL.		() -
A AOS	Articles of Society	LOS ANGELES	CA	90021		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00 2338 8th St.		(213) -59-5-40
A AQUASEA	AQUA SEA CLOTHING, INC.	RANCHO DOMING	UEZ CA	90221		\$3.923.65	\$3,923,65	\$1,200.001	\$0.00		N30	\$0.00 3097 EAST ANA ST.	LORNA	((31) 0) -884-
M ARCADIA	Arcadian Home & Lighting					\$7,958.85	\$7,958.85	\$0.00*	\$0.00		N30	\$0.00 14820 Central Ave.,		() -
A BASIRI	BASRI, INC.	LOS ANGELES	CA	90012		\$8,159.64	\$8,159.64	\$5,400.00*	\$0.00	DAN	N30	\$0.00 1220 S. MAPLE SUITE 400	SHAWN	((21) 3) -747-
M BASSIRI	BASSIRI INC		LA			\$448.82	\$448.82	\$0.00*	\$0.00		N30	\$0.00 New Orleans	(213)747-7010	() -
M BBB	PRAKASH	CHENNAL	-			\$5,266,13	\$5,266,13	\$0.00	\$147,979.00		N30	\$0.00 VOC COLONY 1ST STREET		(895) 625-8789
A BELARE	BELAIRE BRIDAL	TORRANCE	CA	90502		\$7,591.60	\$7,591,60	\$3,500.00*	\$1,272.00*		N30	\$0.00 23002 MARIPOSAAVE	ERIC	((31) 0) -325-
A BELK	BELK	LOS ANGELES	CA			\$103.637.04		50.00	\$7.310.95		N30	\$0.00 2356 18TH STREET		() -
A BEOBE	BEOBE CLOTHING CO.	LOS ANGELES		90015		\$50,770,48		\$3,200.001	\$4,266.85*		N30	\$0.00 127 E. 9TH ST. SUITE 802	BEN BROWN	((21) 3) -489-
A BHS	BHS GUANGZHOU	GUANGZHOU				\$2,788.96	\$2 832.93	\$1,200.00*	\$0.00	DAN	N30	S0.00 HEDI CHINA	HELEN	(86) 203479
A BIGSTAR	BIGSTAR	NEW YORK	NY	10010		\$2,797.48	\$2,797.48	50.00'	\$14,240.00*	0.044	N30	\$0.00 135 Fifth Avenue 8th Floor		() -
F BLAIR	BLAR LLC	MIDDLETON		01949		\$30,785.13	\$30,785.13	50.00	\$0.00		N30	\$0.00 33 VILLAGE ROAD		() -
A BLOOM	BLOOMINGDALES	LOS ANGELES	CA			\$536.31	\$536.31	\$0.00*	\$0.00		N30	S0.00 TEST		() -
	BLUE DRAGON	NEW YORK	NY			\$25,311.57	\$25,311,57	\$9,000.00*	\$0.00	DAN	N30	\$0.00 46 W. 55 ST, 3RD FL.	RICHARD ORALY	((21) 2) -307-
A BM	BM MANUFACTURING LLC	ENGLEWOOD CLI		07632		323,311.57 \$0.00	\$0.00	\$8,000.00	\$0.00	DAN	N30	\$0.00 210 SYLVAN AVE. SUITE 23		((20) 1) -541-
	ESBODYWAVES (DIVA LLC.)	GARDEN GROVE	CA			\$11 209 32	S11 209 32	\$5,000.00*	\$0.00	DAN	N30	\$0.00210 STEVANAVE. SOITE 23 \$0.0012362 KNOTT STREET	WILL SU	
A BOSCOV	and the second second second	LOS ANGELES	100	90050		\$85,858,44	\$65,858,44	\$5,000.00	\$4,380.90	UAN	N30	S0.00 KIND ATTN: ACCOUNT PAYA		((71) 4) -898-
A BOSCOV		LOS ANGELES WUX	UA	90090		\$65,858.44	\$65,858.44			BLL	N30 N30			() -
A BOZZOLO		LOS ANGELES		90035		\$0.00 \$50 383.52		\$23,000.00 \$12,000.00*	\$2,337.20 \$0.00	BLL	N30 N30	\$0.00 ROOM 602, NO.37, YINSHAN \$0.00 1602 S. CREST DR.	CIVIN EUN NEE	(+86) 510-8279

OK Button

• The **OK button** allows you to continue with the command(s). For example,. After you enter the payment details, click on the **OK button**.

Save Button

• The **Save** button is used to save the **record** to the table/list (click Save).

Exit Button

- The **Exit** button is used to exit from the current window (click **Exit**).
- If there is any unsaved work, the program will ask if you want to **save** your work. (Click **Yes** to save and exit, **No** not to save and exit, **Cancel** to cancel **Exit** and you will not exit the program).

Receipts Report Button:-

Receipt report displays the report of all the cash payment done for invoices in a particular point of time which is used as a cash receipt.

Open any existing cash posting from the list or generate cash payment for a particular customer and click on **'Receipt Report'** button.

-					ustomers :							nepe	and Cusi	h Receipt	o o cum						
Sort On	der 🖌 🖣	▶ H	Paid D				By Reference	[Quid	kBooksPro vi	6.0 Export	t	Preview								
		Fro	im: 06/0-	4/2015 🛗	000	3	Currency		OK	Sort* F	itter* S	Summary									
Q WFSea	1.1.1.1.1		o: 06/0	5/2015 🛗	zzz	1	Memo	H		Print* S	Save	Export	Exit								
Q WFSea	irch	(3)																			
	T												-								
		Cash Rec	eipts	Journa	User Id :	winsoft		ates Fro			6/05/15		Page 1 6/4/15 5:5								
							Cust	omer tro	im: 000	10:	ZZZ		0/4/10 0.0	0.20 Pm 6	1						
				· · · · ·		Inuni	ce Informati				_										
Paid Date	Paid Amt.	0-6	WH Di	v Type	Number	Date	Amount		<u></u>	stomer Cod		-	Fctrd.	PO#	Dent	A/ D-	2 1/	C	Ref Batch#	Pmt Note	MiscDesc
	Paid Amt.				wumber	Date	Amount	Jurney	Cu	stomer Cod	e a nam	e	rctra.	P0#	керт	% Re	pz %	Comm	Rel Datch#	Print Note	Miscuesc
Account #:		Contraction of the second s		De: CHK																	
06/04/15	\$2,500.00		00 A		100003	03/03/15				ANDREWS					DAN						*DISCOUNT
06/04/15	\$5,000.00		00 A		100017		\$28,542.73			40UR DREA									23423		"DISCOUNT
06/04/15	-\$500.00	1234567	00 A		100130	03/19/15	\$4,108.24	USD	ANDREWS	ANDREWS	SPORTS				DAN						*DISCOUNT :
Sub:	\$7,000.00 De	positAcct#:		AR Acct#:			Pm	tCode:	CHK	CHECK											
Account #:		Payn	nent Typ	e: CURR																	
06/04/15	\$23.542.73	CURNCY ROUNDIN	00 A	INV	100017	03/04/15	\$28,542,73	USD	40UR	40UR DREA	AMERS										*DISCOUNT :
06/04/15		CURNCY_ROUNDIN			100064	03/12/15	\$7,412.06	USD	ANALOGY	ANALOGY			H		DAN						*DISCOUNT 3
Sub: \$	\$31,329.06 De	positAcct#:		AR Acct#:			Pm	tCode:	CURR												
Account #:		Payn	nent Typ	e: DISC					1.0												
06/04/15	\$441.85	PMT DISCOUNT	00 A	INV	100032	03/05/15	\$8,568,06	USD	40UR	40UR DREA	MEDS										*DISCOUNT :
06/04/15		PMT DISCOUNT	00 A		100043	03/06/15			40UR	40UR DREA			H								*DISCOUNT :
06/04/15		PMT DISCOUNT	00 A		100064	03/12/15			ANALOGY	ANALOGY			Ē.		DAN						*DISCOUNT
06/04/15		PMT DISCOUNT	00 A		100065					BLUE DRAG	BON		Π.		DAN						*DISCOUNT :
06/04/15	\$43.97	PMT DISCOUNT	00 A	INV	100084	03/16/15	\$853.11			BHS GUAN			Ē.		DAN						DISCOUNT :
		positAcct#:		AR Acct#:				tCode:	0100	PAYMENT	10001										

Deposit Report Button:-

Deposit Slip displays the amount being deposited for a particular customer to a particular bank which contains Date, Account#, Bank Name, Customer Name, Amount, Payment Code etc.

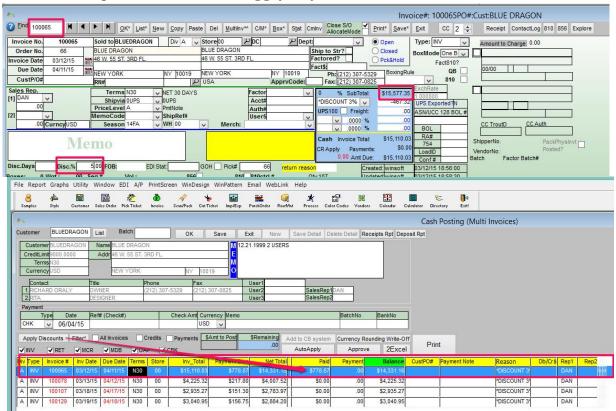
	06/04/15	50	Sort Or	der	OK	Sort	Filter*	Hide	Export	Summary	Print*	Exit	Profile*:
End Date:	06/04/15	-	DZ Form	at					F	Preview*	2Excel	EXIL	
-										-			
WFSea	rch™		(3)										
									age 1 of 1				
					Depo	osit	Slip	6/4/	15 5:56:4	PM C			
				_	-					-67			
				Dat	e: 06/	04/15	Use	rld : wins	oft				
				_						5			
				-									
					eposited	in							
					Accoun					_			
				8	Account	L #:							
Custom	er	Date	Paid Ar	nount	Curr								
	er	Date	Paid Ar	nount			w 16			_			
ank: Custom	er	Date	×		div InvTy	ypInvoice			ANDREWS				
	er	Date		\$500.00	div InvTy A INV	/ 10013	0		ANDREWS				
		Date 50604	\$2		div InvTy	/ 10013 / 10000	0		ANDREWS				
t Custom			\$2	\$500.00 2,500.00	div InvTy A INV A INV USD	/ 10013 / 10000 Che	0 3 :ck #123456	57					
t Custom			\$2 \$2,	\$500.00 2,500.00 000.00	div InvTy A INV A INV USD div InvTy	/ 10013 / 10000 Che	0 3 cck #123456 # Amount	57	ANDREWS			1024	
Custom	WS 201	50604	\$2 \$2 \$5	\$500.00 2,500.00 000.00 5,000.00	div InvTy A INV A INV USD div InvTy A INV	/ 10013 / 10000 Che ypInvoice# / 10001	0 3 ck #123456 # Amount 7	57			TEST	1234	
t Custom	WS 201 201	50604 50604	\$2 \$2 \$2, \$5,	\$500.00 2,500.00 000.00 5,000.00 000.00	div InvTi A INV A INV USD div InvTi A INV USD	/ 10013 / 10000 Che ypInvoice# / 10001	0 3 cck #123456 # Amount	57			TEST	1234	
Custom	WS 201 201	50604	\$2 \$2 \$2, \$5,	\$500.00 2,500.00 000.00 5,000.00	div InvTi A INV A INV USD div InvTi A INV USD	/ 10013 / 10000 Che ypInvoice# / 10001	0 3 ck #123456 # Amount 7	57			TEST	1234	
Custom	WS 201 201	50604 50604	\$2 \$2 \$2, \$5,	\$500.00 2,500.00 000.00 5,000.00 000.00	div InvTi A INV A INV USD div InvTi A INV USD	/ 10013 / 10000 Che ypInvoice# / 10001	0 3 ck #123456 # Amount 7	57			TEST	1234	
Custom	WS 201 201	50604 50604	\$2 \$2 \$2, \$5,	\$500.00 2,500.00 000.00 5,000.00 000.00	div InvTi A INV A INV USD div InvTi A INV USD	/ 10013 / 10000 Che ypInvoice# / 10001	0 3 ck #123456 # Amount 7	57 [TEST	1234	

Apply Discount is the discount which is usually given to a customer who makes the payment before terms due. This Discount is entered in the invoice section under 'Discount' field. To use this button:-

Go to invoice button, Check the terms field and enter the discount% in 'Disc%' field.

• Customer's payment terms come from the terms code table.

- Based on the terms that the **customer** has, **WinFashion** (if you press the **"Apply Payment Discount"** button in cash posting) will calculate how much will be **discounted** from the total **invoice amount**.
- For example, if a customer has a N30 as terms in customer master, then the **customer** has the option to pay in 30 days to receive a 10% discount. If the customer does **not pay within in 30 days**, and then there **is no discount**. This 10% discount will be calculated from the invoice subtotal and will be displayed in 'Paid' section (Cash Posting) when we click on Apply Payment Discount button.



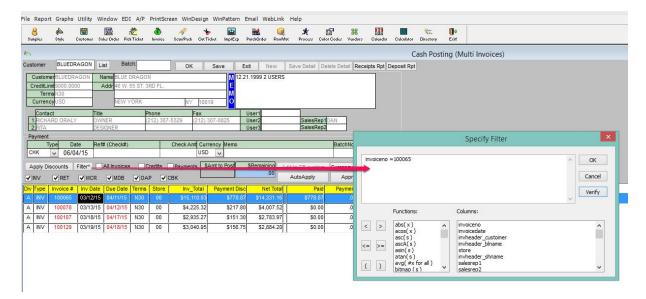
Filter Condition

This is one of the most useful function in WinFashion. This function is used to filter out the data and display it in the screen. For example

If you want to view only records which contains only invoice and no chargeback, then click on 'INV' checkbox and right click on the filter button OR vice – versa

If you want to view a particular invoice from the list of invoices. Say '100065', Left click on the filter button, a pop up window opens up, Select the 'invoice no' as under columns and enter 'invoice no='10001' in the blank section '. Click verify to check if the filter statement is right and ok button to filter.

NOTE: - To remove the filter, Click on the filter button again and remove the filter statement, Click 'OK'.



6×											Cash	Posting	(Multi I	nvoices)			
Customer BLUE	DRAGON	List Bat	ch:	ОК	Save	Exit	New	Save Detail	elete Detail Re	ceipts Rpt Depo	sit Rpt						
CustomerBLUED			DRAGON			12.21.19	99 2 USER	S									
CreditLimit9000.0	0000	Addr 46 W.	55 ST. 3RD FL														
TermsN30 CurrencyUSD		NEW	YORK	NY	10019	n O											
Contact	π	tle	Phone		Fax	Use	er1										
1.RICHARD ORA		WNER ESIGNER	(212) 3	07-5329	(212) 307-0825	Use		SalesRep									
Payment		LOIGHER				030		Culcultur.									
Туре		ef# (Check#)		Check Ar	nt Currency Me	mo			BatchNo	BankNo							
снк 🗸 06	6/04/15				USD 🗸												
Apply Discounts				Paymen	ts SAmt to Po	st SRe	emaining .00	Add to CB system AutoApply	Currency Ro Approve	unding Write-Off 2Excel	f Prin	t					
Div Type Invoice							Net Tota \$14,331.16		Payment .00	Balance \$14,331.16	CustPO#	Payment	Note	Reason *DISCOUNT 3*	Db/Cr\$	Rep1 DAN	Rep2

Currency Rounding Write-Off button -

This button converts the decimal payment amount to round off numbers.

For example if the payment amount is \$1569.877 and if you click on this button, it will be rounded off as '\$1570'

Auto Apply Button -

This button is used to automatically apply the payment amount in the payment section in invoice list.

- Enter the payment information.
- Highlight invoice where you wish to apply cash posting to
- Click on the 'Auto Apply' button and save.

Approve Button –

Approve button approves all the balance dues as payment and zeros out the balance amount field.

- Highlight the list of invoices to be approved and click on 'Approve' Button .
- Check balance field (\$0.00 after approve) and payment field(balance amount will be transferred to Payment

• Click save.

6-N													Cash	Posting (Mult	i Invoices)			
Cust	omer	BLUEDR	AGON Lis	st Bato	cha		<u>0</u> K	<u>Save</u> Ex	it New	Save Detail De	elete Detail Rec	ceipts Rpt Depo	sit Rpt					
0	uston	ner <mark>BLUEDR</mark> 4	GON Na	ame BLUE D	RAGON	Q		M 12.21	.1999 2 USERS									
C	1010-084N-	mit9000.000	0 A	46 W. 5	55 ST. 3	RD FL.		E										
F		ms N30 Icy USD	_	NEW Y	ORK		NY 10	019										
_	Conta		Title			none	Fax		Jser1									
1	RICH/	ARD ORALY		NER		12) 307			Jser2	SalesRep1								
2	RITA		DESI	IGNER				l	Jser3	SalesRep2								
Pa	yment	1																
		Type Da		# (Check#)			Check Amt Cu				BatchNo	BankNo						
CH	IK	v 06/04	4/15			185	56.48 US											
A	oply D	iscounts	Filter*	All Invoices		redits	Payments		SRemaining A	dd to CB system	Currency Rou	unding Write-Of	f					
-	vv	RET	MCR	MDB			свк	18556.48	.00	AutoApply	Approve	and the second sec	Prin	t				
Div	Гуре	Invoice #	Inv Date	Due Date	Terms	Store	Inv_Total	Payment Disc	Net Total	Paid	Payment	Balance	CustPO#	Payment Note	Reason	Db/Cr\$	Rep1	Rep2
А	INV	100065	03/12/15	04/11/15	N30	00	\$15,110.03	\$778.87	\$14,331.16	\$778.87	14,331.16	\$0.00			*DISCOUNT 3		DAN	1440
А	INV	100078	03/13/15	04/12/15	N30	00	\$4,225.32	\$217.80	\$4,007.52	\$0.00	4,225.32	\$0.00			*DISCOUNT 3		DAN	144
A	INV	100107	03/18/15	04/17/15	N30	00	\$2,935.27	\$151.30	\$2,783.97	\$0.00	.00	\$2,935.27			*DISCOUNT 31		DAN	
A	INV	100129	03/19/15	04/18/15	N30	00	\$3,040.95	\$156.75	\$2,884.20	\$0.00	.00	\$3,040.95			*DISCOUNT 3	-	DAN	

For example:

If the balance amount is '\$1000' and if you click on 'Approve' button, it will transfer to the payment field and Balance amount will be \$0.00.

2Excel Button:-

Click on **2excel button** to export the Cash Posting details in excel format which can be used for future reference.

Print Button -

Click on **Print button** to print the cash posting details.

All Invoices, Credits, Payment Check Box:-

Clicking on these checkbox will display the invoice list according to All Invoices, Customer Credits & Payments