

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) CASH POSTING THROUGH INVOICE:-

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

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

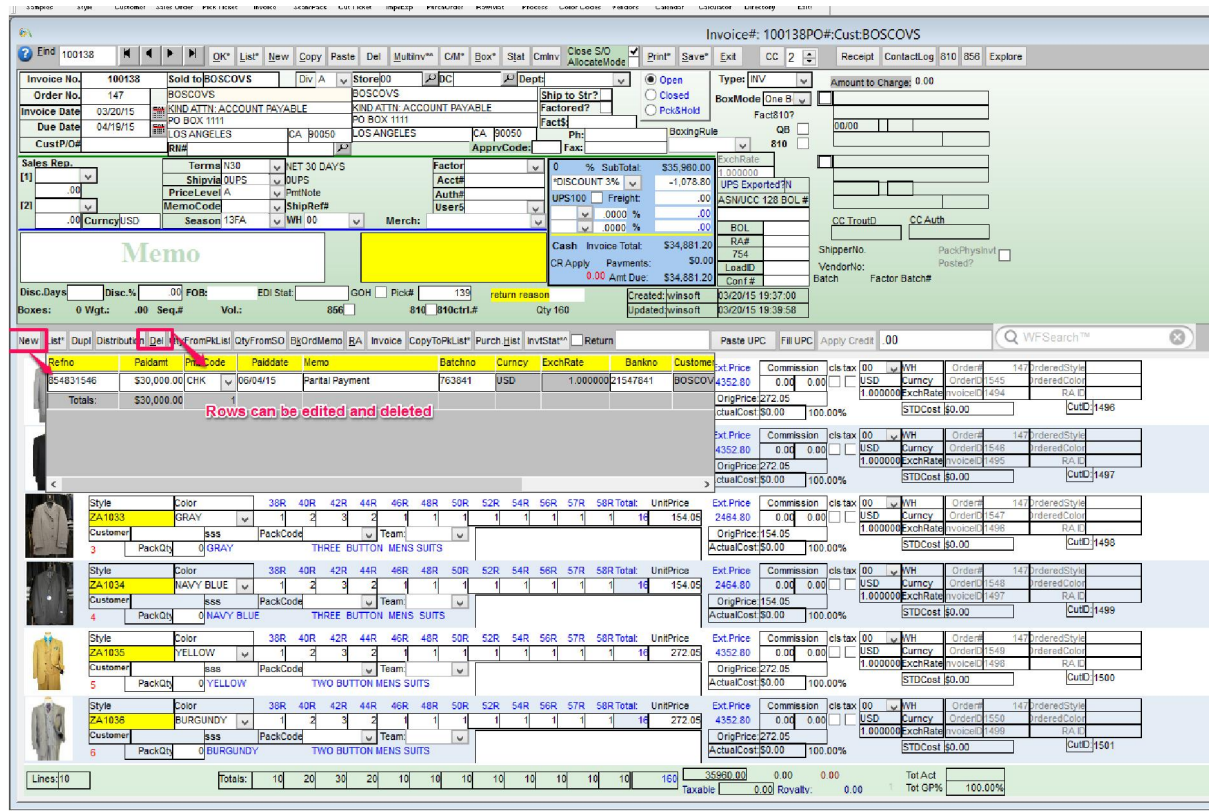
In other words, This Cash posting is done through Invoice Module. Once the payment entries are made in 'Invoice', Balance amount gets transferred to the 'AR Cash Posting' which is the second way of doing cash posting entries.

- 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



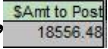
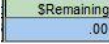
II) AR CASH POSTING

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 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)

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 3rd invoice) , then the payment field will have \$300 dollar as payment (i.e , \$1500

(3rd invoice) -\$1000 (1st invoice) + \$1200 (2nd 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(3rd 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**

\$Amt to Post
18556.48

 & **Remaining field**

\$Remaining
.00

before proceeding to the ‘Auto Apply’ button

File Report Graphs Utility Window EDI A/P PrintScreen WinDesign WinPattern Email WebLink Help

Customer: BLUE DRAGON | Name: BLUE DRAGON | 12.21.1999 2 USERS

Address: 48 W 54 ST, 3RD FL, NEW YORK, NY 10018

Contact: RICHARD ORALY (OWNER), Phone: (212) 307-5329, Fax: (212) 307-5825

Payment Table:

Type	Date	Ref# (Check#)	Check Amt	Currency	Memo	BatchNo	BankNo
CHK	06/04/15	7932543536	500	USD	partial payment	42837161	7496383

Apply Discounts: RET MCR MDB OAP CBK

Print

Inv Type	Invoice #	Inv Date	Due Date	Terms	Store	Inc. Total	Payment Disc.	Net Total	Paid	Payment	Balance	CustPO#	Payment Note	Reason	Db/Crt	Rep1	Rep2
A	INV 160085	03/12/15	04/11/15	N30	00	\$15,116.00	\$776.80	\$14,339.20	\$0.00	1,508.00	\$14,116.00			DISCOUNT		DAM	
A	INV 160075	03/15/15	04/12/15	N30	00	\$4,225.32	\$217.88	\$4,007.44	\$0.00	298.00	\$4,025.32			DISCOUNT		DAM	
A	INV 160100	03/18/15	04/17/15	N30	00	\$2,935.20	\$151.34	\$2,783.86	\$0.00	308.00	\$2,635.20			DISCOUNT		DAM	
A	INV 160129	03/19/15	04/18/15	N30	00	\$5,046.95	\$156.75	\$2,034.20	\$0.00	-1,000.00	\$4,046.95			DISCOUNT		DAM	

Summary: \$25,311.57 | \$1,364.72 | \$24,006.85 | \$0.00 | \$500.00 | \$24,811.57

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.

Div	Code	Name	Customer City	ST	Zip	User1	Balance	Purchases	Cred.Limit	OnOrder	Select/Opst	Terms	Open Credit	Customer Addr 1	Customer Contact1	Customer Phone1
A	1849EMPOR	1849 EMPORIUM	GARDENA	CA	90248		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	548 E FINNEY UNIT #C	CU	(31) 07-89-0
M	1908	kups					\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	Los Angeles		() -
A	40UR	40UR DREAMERS	LOS ANGELES	CA	90070		\$36,196.28	\$41,853.97	\$0.00	\$0.00		N30	\$0.00	Cristina Angarota Showroom	Janice Iversen	(213) 46-9-00
A	59001	Shankar	Chennai				\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	Dandhi Nagar		() -
D	525	525 America	NEW YORK	NY	10018		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	525 7th Avenue, 10th Floor		(212) 92-1-58
A	A	WINDFASHION	LOS ANGELES	CA	90079	CIT	\$0,025.60	\$0,025.60	\$1,000,000.00	\$0.00	cc	N30	\$0.00	110 E. 9TH ST.	DAN CHONG	(213) 462-7-99
M	AA	ALEXADIMOR	New York	N.Y.	10018		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	242 West 38th Street, 2nd Fl	212-971-9217	() -
A	AAFE5	AAFE5	LOS ANGELES	CA	90075		\$0,388.47	\$0,388.47	\$0.00	\$0.00		N30	\$0.00	FOR TESTING		() -
M	ACARLOW	Acaplow Home Furnishings	SANTA MONICA	CA	90405		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	3030 Pico Blvd.		(310) 61-399-
M	AFK	AFK FURNITURE	BEVERLY HILLS	CA	90211		\$0.00	\$0.00	\$0.00	\$0.00		N30	\$0.00	8034 WHILSHIRE BLVD.		(310) 61-857-
A	AGJEANS	Adriens Goldschmid Jeans	SOUTH GATE	CA	90280		\$5,145.85	\$5,145.85	\$0.00	\$0.00		N30	\$0.00	2741 SEMINOLE AVE.		() -
A	AIKO	AIKO LOS ANGELES & New	LOS ANGELES	CA	90079		\$0.00	\$0.00	\$1,500.00	\$0.00		DAN	N30	624 S. LOS ANGELES ST.	SEAN BARRON	(213)-11-1-23
M	ALANA	ALANA ALEGRA INTERIORS	WOODLAND HILLS	CA	91367		\$0.00	\$0.00	\$0.00	\$3,883.00		N30	\$0.00	6430 VAREL AVE. UNIT 109		(818) 61-426-
A	ALEQADMI	ALEXADIMOR	NEW YORK	NY	10018		\$0.00	\$0.00	\$2,500.00	\$0.00	DAN	N30	\$0.00	FRENCH DESIGNER GROUP	GINA	(212) 97-1-82
A	ALICEOLIV	ALICE+OLIVIA	NEW YORK	NY	10018		\$17,955.91	\$17,955.91	\$3,500.00	\$0.00	DAN	N30	\$0.00	W. 40TH ST. 9TH FL.	TERRY	(212)-84-0-11
A	ALLWEATHER	FALLWEATHER	BROOKLYN	NY	11232		\$0.00	\$0.00	\$1,200.00	\$0.00	DAN	N30	\$0.00	34 35TH ST. 4TH FL.	SARA	(718)-78-8-18
A	ALOISWILD	ALOIS WILD GMBH	INNSBRUCK		6949		\$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 GROU)	NEW YORK	NY	10012		\$3,698.90	\$3,698.90	\$3,500.00	\$0.00	DAN	N30	\$0.00	832 BROADWAY 6TH FL.	RICH ROSENTHAL	(212) 25-3-00
A	AMER01	AMERICHEI INTERNATIONAL	MIDDLETOWN	PA	17057		\$0.00	\$0.00	\$15,000.00	\$0.00	400	N30	\$0.00	1401 APT DRIVE SUITE 106	DONNA LEWIS ext 23	(717) 939-7160
A	AMER981	AMERPRD	JACKSON	TN	38301		\$2,952.68	\$2,952.68	\$0.00	\$0.00	CH	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	PIP	\$0.00	1370 WINGATE DRIVE	DEB SCHAFFER	(814) 499-8819
A	ANALOGY	ANALOGY	NEW YORK	NY	10018		\$22,647.63	\$23,029.69	\$4,500.00	\$0.00	DAN	N30	\$0.00	1407 BROADWAY SUITE 2015	MUKESH	(201) 61-7-10
A	ANDREWS	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	(212) 21-362-
A	AMTA	AMTA	NEW YORK	NY	10018		\$196,591.31	\$106,591.31	\$500.00	\$5,930.25	CC	N30	\$0.00	1407 BROADWAY 21ST FL.		() -
A	AQUA SEA	AQUA SEA CLOTHING, INC.	RANCHO DOMINGUEZ	CA	90221		\$3,923.65	\$3,923.65	\$1,200.00	\$0.00		N30	\$0.00	3097 EAST ANA ST.	LORNA	(310) 61-864-
M	ARCADIAN	Arcadian Home & Lighting					\$7,858.85	\$7,858.85	\$0.00	\$0.00		N30	\$0.00	14820 Central Ave.		() -
A	BASRI	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	(213) 31-747-
M	BASSIRI	BASSIRI INC	LA				\$440.82	\$440.82	\$0.00	\$0.00		N30	\$0.00	New Orleans		(213) 747-7016
M	BBB	PRAKASH	CHENNAI				\$5,296.13	\$5,296.13	\$0.00	\$147,979.00		N30	\$0.00	VDC COLONY 1ST STREET		(895) 625-8789
A	BELAIRE	BELAIRE BRDAL	TORRANCE	CA	90502		\$7,581.60	\$7,581.60	\$3,500.00	\$1,272.00		N30	\$0.00	23002 MARIPOSA AVE.	ERIC	(310) 61-325-
A	BELK	BELK	LOS ANGELES	CA	90056		\$103,637.64	\$103,637.64	\$0.00	\$7,310.95		N30	\$0.00	2356 18TH STREET		() -
A	BEORBE	BEORBE CLOTHING CO.	LOS ANGELES	CA	90015		\$50,770.48	\$50,770.48	\$3,200.00	\$4,266.05		N30	\$0.00	127 E. 9TH ST. SUITE 602	BEN BROWN	(213) 31-489-
A	BHS	BHS GUANGZHOU	GUANGZHOU				\$2,788.98	\$2,832.93	\$1,200.00	\$0.00	DAN	N30	\$0.00	HEBI CHINA	HELEN	(86) 20-3479
A	BIGSTAR	BIGSTAR	NEW YORK	NY	10010		\$2,797.48	\$2,797.48	\$0.00	\$14,240.00		N30	\$0.00	135 FIB Avenue 8th Floor		() -
F	BLAIR	BLAIR LLC	MIDDLETON	MA	01949		\$30,785.13	\$30,785.13	\$0.00	\$0.00		N30	\$0.00	33 VILLAGE ROAD		() -
A	BLOOM	BLOOMINGDALES	LOS ANGELES	CA	90050		\$536.31	\$536.31	\$0.00	\$0.00		N30	\$0.00	TEST		() -
A	BLUEDRAGON	BLIE DRAGON	NEW YORK	NY	10019		\$25,311.57	\$25,311.57	\$9,000.00	\$0.00	DAN	N30	\$0.00	46 W. 55 ST. 3RD FL.	RICHARD DRALY	(212) 21-307-
A	BM	BM MANUFACTURING LLC	INGLEWOOD CLIFFS	NJ	07832		\$0.00	\$0.00	\$8,000.00	\$0.00	DAN	N30	\$0.00	210 SYLVAN AVE. SUITE 23	GINA PARK	(201) 41-541-
A	BODYWAVE	BODYWAVES (DNA LLC.)	GARDEN GROVE	CA	92841		\$11,299.32	\$11,299.32	\$5,000.00	\$0.00	DAN	N30	\$0.00	12362 KNOTT STREET	WILL SU	(714) 41-896-
A	BO5COVS	BO5COVS	LOS ANGELES	CA	90050		\$85,858.44	\$85,858.44	\$0.00	\$4,380.00		N30	\$0.00	KIND ATTN: ACCOUNT PRYABI		() -
A	BOZZOLO	BOZZOLO	WUO				\$0.00	\$0.00	\$23,307.00	\$2,337.00	BILL	N30	\$0.00	ROOM 602, NO 37, YINSHANKU	EUN HEE	(+86) 510-8279
A	BRANCHE	BRANCHE	LOS ANGELES	CA	90035		\$50,383.52	\$50,383.52	\$12,000.00	\$0.00		N30	\$0.00	1602 S. CREST DR.		() -

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.

Report - Cash Receipts Journal

Paid Dates: From: 06/04/2015 To: 06/05/2015 Customers: 000 zzz

QuickBooksPro v6.0 Export

WFSearch™

Cash Receipts Journal User id : winsoft Paid Dates From: 06/04/15 To: 06/05/15 Customer from: 000 To: zzz Page 1 of 1 6/4/15 5:55:20 PM

Invoice Information																	
Paid Date	Paid Amt.	Reference#	WH Div	Type	Number	Date	Amount	Currency	Customer Code & Name	Fctrd.	PO#	Rep1 %	Rep2 %	CommRef	Batch#	Pmt Note	MiscDesc
Account #: Payment Type: CHK																	
06/04/15	\$2,500.00	1234567	00 A	INV	100003	03/03/15	\$9,738.92	USD	ANDREWS ANDREWS SPORTS	<input type="checkbox"/>		DAN					*DISCOUNT 3%
06/04/15	\$5,000.00	TEST	00 A	INV	100017	03/04/15	\$28,542.73	USD	4OUR 4OUR DREAMERS	<input type="checkbox"/>					23423		*DISCOUNT 3%
06/04/15	-\$500.00	1234567	00 A	INV	100130	03/19/15	\$4,108.24	USD	ANDREWS ANDREWS SPORTS	<input type="checkbox"/>		DAN					*DISCOUNT 3%
Sub:		\$7,000.00	DepositAcct#:		AR Acct#:		PmtCode: CHK - CHECK										
Account #: Payment Type: CURR																	
06/04/15	\$23,542.73	CURNCY_ROUNDIN	00 A	INV	100017	03/04/15	\$28,542.73	USD	4OUR 4OUR DREAMERS	<input type="checkbox"/>							*DISCOUNT 3%
06/04/15	\$7,786.33	CURNCY_ROUNDIN	00 A	INV	100064	03/12/15	\$7,412.06	USD	ANALOGY ANALOGY	<input type="checkbox"/>		DAN					*DISCOUNT 3%
Sub:		\$31,329.06	DepositAcct#:		AR Acct#:		PmtCode: CURR -										
Account #: Payment Type: DISC																	
06/04/15	\$441.65	PMT DISCOUNT	00 A	INV	100032	03/05/15	\$8,568.06	USD	4OUR 4OUR DREAMERS	<input type="checkbox"/>							*DISCOUNT 3%
06/04/15	\$246.04	PMT DISCOUNT	00 A	INV	100043	03/06/15	\$4,773.18	USD	4OUR 4OUR DREAMERS	<input type="checkbox"/>							*DISCOUNT 3%
06/04/15	\$382.06	PMT DISCOUNT	00 A	INV	100064	03/12/15	\$7,412.06	USD	ANALOGY ANALOGY	<input type="checkbox"/>		DAN					*DISCOUNT 3%
06/04/15	\$778.87	PMT DISCOUNT	00 A	INV	100065	03/12/15	\$15,110.03	USD	BLUEDRAGO BLUE DRAGON	<input type="checkbox"/>		DAN					*DISCOUNT 3%
06/04/15	\$43.97	PMT DISCOUNT	00 A	INV	100084	03/16/15	\$853.11	USD	BHS BHS GUANGZHOU	<input type="checkbox"/>		DAN					*DISCOUNT 3%
Sub:		\$1,892.59	DepositAcct#:		AR Acct#:		PmtCode: DISC - PAYMENT DISCOU										
		40,221.65	USD	Currency Total													

Deposit Report Button:-

- 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.**

Invoice #: 100065PO#:Cust:BLUE DRAGON

Invoice No: 100065 Sold to: BLUE DRAGON Div: A Store: 00 DC Dept: DC

Order No: 66 BLUE DRAGON BLUE DRAGON

Invoice Date: 03/12/15 46 W. 55 ST. 3RD FL. 46 W. 55 ST. 3RD FL.

Due Date: 04/11/15 NEW YORK NY 10019 NEW YORK NY 10019

CustPO#: NEW YORK NY 10019 USA

Terms: N30 NET 30 DAYS

ShipVia: OUPS OUPS

PriceLevel: A

Season: 14FA WH 00

Factor: 0 % SubTotal: \$15,577.35

*DISCOUNT 3% -467.32

Cash Invoice Total: \$15,110.03

CR Apply Payments: \$0.00

0.00 Amt Due: \$15,110.03

Disc. Days: Disc. %: 3.00

File Report Graphs Utility Window EDI A/P PrintScreen WinDesign WinPattern Email WebLink Help

Cash Posting (Multi Invoices)

Customer: BLUE DRAGON Name: BLUE DRAGON

CredLimit: 9000.0000 Addr: 46 W. 55 ST. 3RD FL.

Terms: N30

Currency: USD NEW YORK NY 10019

Inv Type	Invoice #	Inv Date	Due Date	Terms	Store	Inv_Totl	Payment	Net Total	Paid	Payment	Balance	CustPO#	Payment Note	Reason	Db/Cr\$	Rep1	Rep2
A	INV	100065	03/12/15	04/11/15	N30	00	\$15,110.03	\$778.87	\$14,331.16	\$778.87	\$0.00	\$14,331.16		*DISCOUNT 3%		DAN	
A	INV	100078	03/13/15	04/12/15	N30	00	\$4,225.32	\$217.80	\$4,007.52	\$0.00	\$4,225.32			*DISCOUNT 3%		DAN	
A	INV	100107	03/18/15	04/17/15	N30	00	\$2,935.27	\$151.30	\$2,783.97	\$0.00	\$2,935.27			*DISCOUNT 3%		DAN	
A	INV	100129	03/19/15	04/18/15	N30	00	\$3,040.95	\$156.75	\$2,884.20	\$0.00	\$3,040.95			*DISCOUNT 3%		DAN	

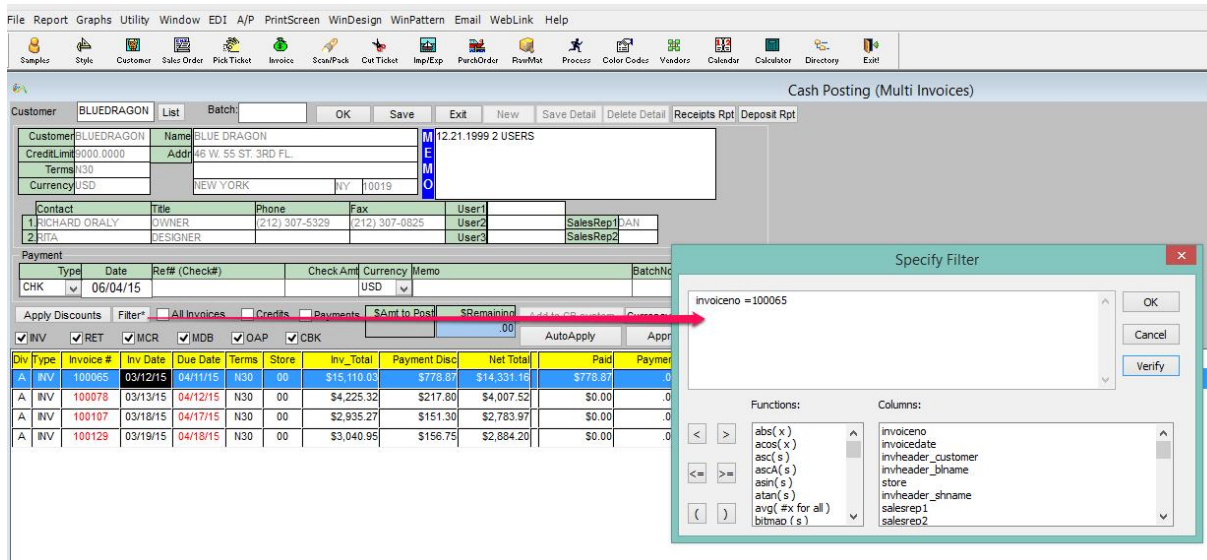
Filter Condition

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'.



- Click **save**.

Cash Posting (Multi Invoices)

Customer: BLUEDRAGON List Batch: OK Save Exit New Save Detail Delete Detail Receipts Rpt Deposit Rpt

Customer	BLUEDRAGON	Name	BLUE DRAGON	MEMO	12.21.1999 2 USERS
Credit Limit	0000.0000	Addr	46 W. 55 ST. 3RD FL.		
Terms	130				
Currency	USD		NEW YORK NY 10019		

Contact	Title	Phone	Fax	User1		
1 RICHARD ORALY	OWNER	(212) 307-5329	(212) 307-0825	User2	SalesRep1	DAN
2 RITA	DESIGNER			User3	SalesRep2	

Type	Date	Ref# (Check#)	Check Amt	Currency	Memo	BatchNo	BankNo
CHK	06/04/15		18556.48	USD			

Apply Discounts Filter* All Invoices Credits Payments \$Amt to Post: 18556.48 \$Remaining: .00 Add to CB system Currency Rounding Write-Off Print

INV RET MCR MDB OAP CBK AutoApply Approve 2Excel

Div	Type	Invoice #	Inv Date	Due Date	Terms	Store	Inv_Total	Payment Disc	Net Total	Paid	Payment	Balance	CustPO#	Payment Note	Reason	Db/Crs	Rep1	Rep2
A	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	
A	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	
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 3		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**