

CROSS APPLY

What is Cross Apply?

Cross Apply is the process of reallocating payments between services.

Step-by-Step Procedure

From the **Cashiering** module, open the **Cashiering Entry** table.

Click the **Add** icon to create a new batch.

Batch Name auto-populates with the users' ID.

At **Batch I.D.** enter a name for the batch.

Process Date auto-populates to the current date.

The **Station** and **Bank Group** fields will auto-populate. Neither one should require any changes.

Uncheck the **Print Receipt** box as no receipts are needed.

Click **OK** to save the new batch header.

Cashiering > Cashiering Entry

Cash Processing (ADD)

Cash Receipts Cash Maintenance Verification Listing Journal Print Post

None Selected OK Cancel

| Batch Name | Batch ID | Station | Cashier |
|---------------|----------|---------|---------|
| None Selected | | | |

Batch Information

Batch Name: agies1

Batch I.D.: 2-24 Xapply

Process Date: 2021-02-24

Station: slave

Bank Group: 100

Print Receipt:

Reverse LP:

Cashier: agiessen

Select Cash Drawer

More Information

In Use:

Journal: 0

Journal By:

Journal Number:

Locked:

Print Receipts?

Highlight the newly created Cross Apply batch header.

Move to the **Cash Maintenance** tab.

Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

1 of 1

| Batch Name | Batch ID | Station | Cashier |
|------------|-------------|---------|----------|
| agiess1 | 2-24 Xapply | slave | agiessen |

Batch Information

Batch Name: agiess1
Batch I.D.: 2-24 Xapply

Process Date: 2021-02-24
Station: slave
Bank Group: 100
Print Receipt:
Reverse LP:

Cashier: agiessen

Select Cash Drawer

More Information

In Use: 0
Journal: 0
Journal By:
Journal Number:
Locked:

Ready

Select the **Add Many** tab.

Move to the **Cross Apply** tab.

Click the **Edit** icon at the bottom of the table.

Cashiering > Cashiering Entry > Cash Maintenance > Add Many > Cross Apply

Cash Processing (BROWSE)

Cash Receipts Cash Maintenance Verification Listing Journal Print Post

Cash Entry Add Many

Payments Cross Apply

Cross Apply (FIND)

Cross Apply:

Cycle:


Route:

Account#:

Active/Final/All:

Service:

Category:

Ready  OK Cancel

Enter any defining criteria to limit the accounts that will load into the batch.

Defining criteria may include limiting the batch by:

- **Cycle**
- **Route**
- **Account Number**
- **Active/Final Accounts** (Leave blank for Active & Final)
- **Service** (not generally used)
- **Category**

Click **OK** to initiate the cross apply process.

The screenshot shows a software window titled "Cash Processing (BROWSE)". At the top, there are several tabs: "Cash Receipts", "Cash Maintenance", "Verification Listing", "Journal Print", and "Post". Below these are more tabs: "Cash Entry", "Add Many", "Payments", and "Cross Apply". The "Cross Apply" tab is active, and the main area is titled "Cross Apply (FIND)".

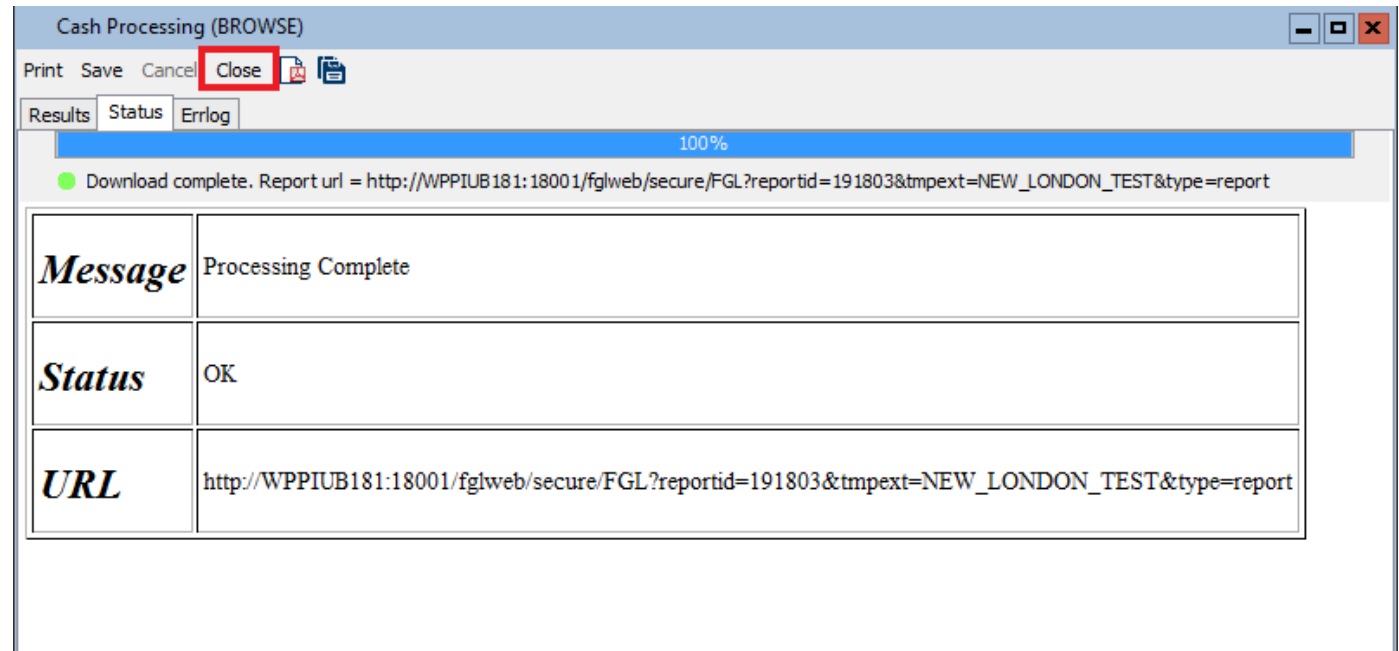
Inside the "Cross Apply (FIND)" dialog, there is a section labeled "Cross Apply:" with the following fields:

- Cycle: 3
- Route: (empty)
- Account#: (empty)
- Active/Final/All: (dropdown menu)
- Service: (dropdown menu)
- Category: (dropdown menu)

At the bottom right of the dialog, there are three buttons: "OK" (highlighted with a red box), "Cancel", and a help icon. The status bar at the bottom left shows "Ready".

A processing window opens.

Click **Close** when processing completes.



Return to the **Payments** tab.

Locate the newly created Cross Apply batch.

The **Payments** section displays all accounts returned from the search.

Cashiering > Cashiering Entry > Cash Maintenance > Add Many > Payments

Cash Processing (BROWSE)

Cash Receipts Cash Maintenance Verification Listing Journal Print Post

Cash Entry Add Many

Payments Cross Apply

Add Many Entry (BROWSE)

1 of 1 OK Cancel Delete Transferred

Add Many Print

Current Entry List

Batch No: 3524 XAPPLY Cashier: agiessen

Pay Date: 2021-02-24 Transferred:

Payment Method: 1 CHECK Batch Total: 0.00

Options
Show Alerts:
Transfer

Payments (BROWSE)

1 of 144 OK Cancel

| Line | Account | Occ. | Name | Bank No | Bank No | Payment Amount |
|------|---------|------|-------------|---------|---------|----------------|
| 1 | 1017 | 3 | TIGER WOODS | | | 0.00 |
| 2 | 1018 | 2 | PERRY MASON | | | 0.00 |
| 3 | 1024 | 3 | MARION ROSS | | | 0.00 |
| 4 | 1031 | 21 | JOSH GROBIN | | | 0.00 |
| 5 | 1040 | 3 | LOIS LANE | | | 0.00 |

Account Payment

Account Number: 1017 3 TIGER WOODS

Amount: 0.00

Check Reference:

Use the navigation buttons to browse records

Batch Total Running Total:

Ready

Delete any account where the dollars should not cross apply to another service.

Highlight the account.

Click the **delete** icon.

Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

Cash Entry **Add Many**

Payments Cross Apply

Add Many Entry (BROWSE)

1 of 1 OK Cancel Delete Transferred

Add Many Print

Current Entry List

Batch No: 3524 XAPPLY Cashier: agiessen

Pay Date: 2021-02-24 Transferred:

Payment Method: 1 CHECK Batch Total: 0.00

Options
Show Alerts:
Transfer

Payments (BROWSE)

1 of 144 OK Cancel ?

| Line | Account | Occ. | Name | Bank No | Bank No | Payment Amount |
|------|---------|------|-------------|---------|---------|----------------|
| 1 | 1017 | 3 | TIGER WOODS | | | 0.00 |
| 2 | 1018 | 2 | PERRY MASON | | | 0.00 |
| 3 | 1024 | 3 | MARION ROSS | | | 0.00 |
| 4 | 1031 | 21 | JOSH GROBIN | | | 0.00 |
| 5 | 1040 | 3 | LOIS LANE | | | 0.00 |

Account Payment

Account Number: 1017 3 TIGER WOODS

Amount: 0.00

Check Reference:

● Use the navigation buttons to browse records

Batch Total Running Total:

● Ready

A pop-up window appears asking for verification prior to deleting the record from the batch.

Click **Yes**.

The screenshot shows the 'Cash Processing (BROWSE)' application window. The main window has tabs for 'Cash Receipts', 'Cash Maintenance', 'Verification Listing', 'Journal Print', and 'Post'. The 'Add Many Entry (BROWSE)' sub-window is active, displaying a 'Current Entry List' with fields for Batch No. (3524), Pay Date (2021-02-24), Payment Method (1), Cashier (agiessen), and Batch Total (0.00). A 'Payments (DELETE)' window is open, showing a table of payments with columns for Line, Account, Occ., Name, Bank No., and Payment Amount. A confirmation dialog box titled 'NorthStar' is overlaid on the table, asking 'Are you sure you want to delete this record(s)?' with 'Yes' and 'No' buttons.

| Line | Account | Occ. | Name | Bank No. | Bank No. | Payment Amount |
|------|---------|------|------|----------|----------|----------------|
| 1 | 1017 | 3 | | | | 0.00 |
| 2 | 1018 | 2 | | | | 0.00 |
| 3 | 1024 | 3 | | | | 0.00 |
| 4 | 1031 | 21 | | | | 0.00 |
| 5 | 1040 | 3 | | | | 0.00 |

Account Payment

Account Number:

Amount:

Check Reference:

Batch Total Running Total:

Click **Transfer** when ready to complete processing the Cross Apply batch.

Cash Processing (BROWSE)

Cash Receipts | Cash Maintenance | Verification Listing | Journal Print | Post

Cash Entry | Add Many

Payments | Cross Apply

Add Many Entry (BROWSE)

Add Many | Print

Current Entry List

Batch No: 3524 XAPPLY

Cashier: agiessen

Pay Date: 2021-02-24

Transferred:

Payment Method: 1 CHECK

Batch Total: 0.00

Options

Show Alerts:

Transfer

Payments (BROWSE)

| Line | Account | Occ. | Name | Bank No | Bank No | Payment Amount |
|------|---------|------|---------------|---------|---------|----------------|
| 2 | 1018 | 2 | PERRY MASON | | | 0.00 |
| 3 | 1024 | 3 | MARION ROSS | | | 0.00 |
| 4 | 1031 | 21 | JOSH GROBIN | | | 0.00 |
| 5 | 1040 | 3 | LOIS LANE | | | 0.00 |
| 6 | 1110 | 0 | HENRY WINKLER | | | 0.00 |

Account Payment

Account Number: 1018 2

Amount: 0.00

Check Reference:

● Ready

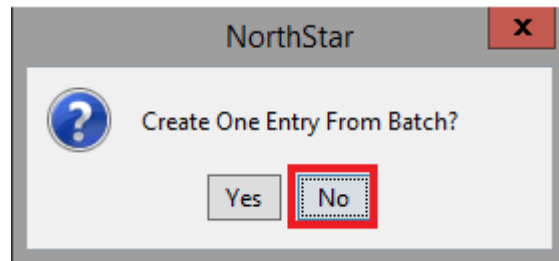
Batch Total

Running Total:

● Ready

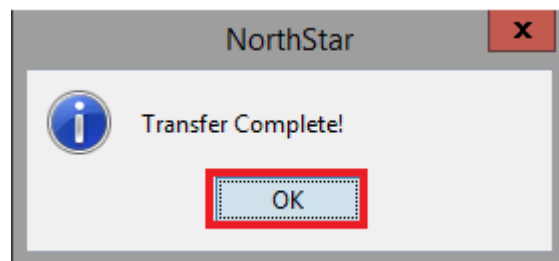
A pop-up window will appear.

Click **No** to creating one entry from the batch.



When the transfer completes, another pop-up window appears.

Click **OK**.



Move to the **Cash Entry** tab.

Click the **Refresh** icon to display the accounts in the cash batch.

Review the accounts to verify the credit applied correctly.

The **Balance** column displays the customer's total balance by service.

The **Payment** column shows the Cross Applied dollar amount.

The new balance owed displays at the bottom of the table.

In the example, the electric service has a credit of \$51.26 with the water and sewer services owing a total of \$55.13.

The Cross Apply payment moved the \$51.26 credit to the water and sewer services. The water service will have a \$0.00 balance, and the sewer service will have a \$3.87 balance owed.

The new account balance is \$3.87.

Cashiering > Cashiering Entry > Cash Maintenance > Cash Entry

Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

Cash Entry Add Many

Receipt (BROWSE)

1 of 143

Date: 2021-02-24 Batch Name: agiess1 Entry: 1 READY

Agency #: Station: slave Type: 1 Apply

Receipt #: 981789 Name on Receipt: PERRY MASON Receipt Printed:

Account Payments Miscellaneous Transactions Method of Payment

Payments on Account (BROWSE)

1 of 3

Account Details ?

| Ap | Account | Occ. | Name | Balance | Payment | Deposit | Next Deposit | NSF/CARe |
|----|---------|------|-------------|---------|---------|---------|--------------|----------|
| E | 1018 | 2 | PERRY MASON | -51.26 | -51.26 | 0.00 | 0.00 | |
| W | 1018 | 2 | PERRY MASON | 31.23 | 31.23 | 0.00 | 0.00 | |
| S | 1018 | 2 | PERRY MASON | 23.90 | 20.03 | 0.00 | 0.00 | |

Account Payment Totals Balance: 3.87 Payment: 0.00 Deposit Required: 0.00

Receipt Totals Amount Owing: 0.00 Amount Tendered: 0.00 Change: 0.00

Ready

Delete any Cross Apply transaction that should not take place.

From the **Receipt** section, click the **Delete** icon to remove the transaction from the account.

Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

Cash Entry Add Many

Receipt (BROWSE)

Date: 2021-02-24 Batch Name: agiess1 Entry: 1 READY
 Agency #: Station: slave Type: 1 Apply
 Receipt #: 981789 Name on Receipt: PERRY MASON Receipt Printed:

Account Payments Miscellaneous Transactions Method of Payment

Payments on Account (BROWSE)

Browse Record Details

| Ap | Account | Occ. | Name | Balance | Payment | Deposit | Next Deposit | NSF/CARe |
|----|---------|------|-------------|---------|---------|---------|--------------|----------|
| E | 1018 | 2 | PERRY MASON | -51.26 | -51.26 | 0.00 | 0.00 | |
| W | 1018 | 2 | PERRY MASON | 31.23 | 31.23 | 0.00 | 0.00 | |
| S | 1018 | 2 | PERRY MASON | 23.90 | 20.03 | 0.00 | 0.00 | |

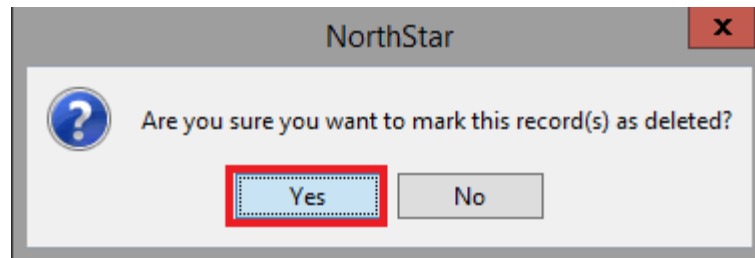
Account Payment Totals Balance: 3.87 Payment: 0.00 Deposit Required: 0.00

Receipt Totals Amount Owing: 0.00 Amount Tendered: 0.00 Change: 0.00

Ready

A confirmation pop-up window appears.

Click **Yes**.



The record will show as **DELETED** in the Receipt section.


Cash Processing (BROWSE)

Cash Receipts **Cash Maintenance** Verification Listing Journal Print Post

Cash Entry Add Many

Receipt (BROWSE)

1 of 143

Date: 2021-02-24 Batch Name: agiess1 Entry: 1 **DELETED**  Apply

Agency #: Station: slave Type: 1

Receipt #: 981789 Name on Receipt: PERRY MASON Receipt Printed:

Account Payments Miscellaneous Transactions Method of Payment

Payments on Account (BROWSE)

1 of 3

Browse Record Details

| Ap | Account | Occ. | Name | Balance | Payment | Deposit | Next Deposit | NSF/CARe |
|----|---------|------|-------------|---------|---------|---------|--------------|----------|
| E | 1018 | 2 | PERRY MASON | -51.26 | 0.00 | 0.00 | 0.00 | |
| W | 1018 | 2 | PERRY MASON | 31.23 | 0.00 | 0.00 | 0.00 | |
| S | 1018 | 2 | PERRY MASON | 23.90 | 0.00 | 0.00 | 0.00 | |

Account Payment Totals Balance: 3.87 Payment: 0.00 Deposit Required: 0.00

Ready

Receipt Totals Amount Owing: 0.00 Amount Tendered: 0.00 Change: 0.00

Ready

Adjust a Cross Apply payment by selecting the service.

Click the **Edit** icon to open the Record Details tab.

Adjust the amounts as necessary.

Click **OK** to save the changes.

When finished reviewing/modifying accounts, complete the Cashiering Process including:

- **Verification Listing**
- **Journal Print**
- **Post**

Any Cross Applied payment displays on the account's Balance History.