

Applying Crisis Assistance Funds

Upon receipt of Crisis Funds, apply the monies to the account as a payment transaction.

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

From the **Cash Receipts** tab, click the **Add** icon to begin a new batch.

The **Batch Name** will auto-populate.

Enter a **Batch ID**.

Process Date defaults to the current date.

Leave all other fields with the default setting.

Click **OK** to save.

Cashiering > Cashiering Entry > Cash Receipts

The screenshot shows the 'Cash Processing (BROWSE)' window. The 'Cash Receipts' tab is selected. The main table displays one record:

Batch Name	Batch ID	Station	Cashier
agiess1	CRISIS FUNDS	1	agiessen

The 'Batch Information' panel on the right is highlighted with a red box and contains the following fields:

- Batch Name: agiess1
- Batch I.D.: CRISIS FUNDS
- Process Date: 2021-02-26
- Station: 1
- Bank Group: 1
- Print Receipt:
- Reverse LP:
- Cashier: agiessen
- Select Cash Drawer button

The 'More Information' panel below it contains:

- In Use: 0
- Journal: 0
- Journal By: [empty field]
- Journal Number: [empty field]
- Locked:

At the bottom left, a green dot indicates the system is 'Ready'.

Move to the **Cash Maintenance** tab.

Select the **Cash Entry** tab.

Click the **Add** icon.

A popup window appears.

Cashiering > Cashiering Entry > Cash Maintenance > Cash Entry

The screenshot shows the 'Cash Processing (BROWSE)' window. At the top, there are tabs for 'Cash Receipts', 'Cash Maintenance' (selected), 'Verification Listing', 'Journal Print', and 'Post'. Below these is the 'Cash Entry' tab, which is highlighted with a red box. To its right is an 'Add Many' button. The main area is titled 'Receipt (BROWSE)' and contains a toolbar with a search icon, a plus sign (highlighted with a red box), a delete icon, and navigation arrows. Below the toolbar are input fields for 'Date', 'Batch Name' (agies1), 'Entry' (READY), 'Agency #', 'Station' (1), 'Type', 'Receipt #', 'Name on Receipt', and 'Receipt Printed' (checkbox). Below this is another set of tabs: 'Account Payments', 'Miscellaneous Transactions', and 'Method of Payment'. The 'Account Payments' tab is selected, showing a 'Payments on Account (BROWSE)' sub-window. This sub-window has a toolbar with search, add, delete, and navigation icons, and a status '0 of 0'. Below the toolbar is a table with columns: Ap, Account, Occ., Name, Balance, Payment, Deposit, Next Deposit, and NSF/CARe. The table is currently empty. At the bottom of the window, there are 'Account Payment Totals' (Balance, Payment, Deposit Required) and 'Receipt Totals' (Amount Owing: 0.00, Amount Tendered: 0.00, Change: 0.00). A green dot indicates 'There are no records matching your search criteria'.

In the **Account Info** section, enter the Account number, customer name, or Customer number.

Tab or click in the next field. Available customers appear based on account information entered.

Select the customer to receive the payment by placing a checkmark in the box.

Enter the full **Amount** of the check in the Amount to Apply field.

Tab to update the Balance After Payment field.

Click **Apply**. This action closes the Add Account Payment Entries window.

Add Account Payment Entries (FIND)

Account Search Entry

Account Info
Account: 105
Name:
Customer: [Search Icon] [Text Box]

Other
Alpha Code: [Text Box]

Service Address
House: [Text Box] Mod: [Text Box] Street: [Text Box] Apt.: [Text Box]
City: [Text Box] Home Phone: [Text Box] Bus. Phone: [Text Box] [Search]

Filter Zero Balance Select All Clear All

Acc#	Occ.	Debtor	Name	Hou...	Street	Apt	City	Active	Balance	Sel.	View	
105	21	105	RG1 Cust 6	...	105 PINE ST	...	ANYTOWN	...	Y	184.80	<input checked="" type="checkbox"/>	>

Previous Bill
Balance Forward: 0.00 Balance Owing: 0.00 Cutoff Date: 2021-02-01

Current Bill
Bill Amount: 183.09 Balance Owing: 183.09 Cutoff Date: 2021-03-05

Summary
Balance Owing: 184.80
Deposit Owing: 0.00
Total Balance Owing: 184.80
Late Penalty: 1.71 Due Date: 2021-02-22

Payment
Amount to Apply: 184.80
Balance After Payment: 0.00
 Multiple Receipts
 Reverse Late Payment
[Apply] [Cancel]

The **Method of Payment** table is activated.

Note: The account will show as 'Incomplete' within the Receipt section until a payment code is applied.

At **Payment Code**, use the dropdown menu to select the *Crisis Assistance Payment* code. The payment code description auto-populates.

Click **OK** to save.

The account now shows as *Ready* to proceed with processing.

Cashiering > Cashiering Entry > Cash Maintenance > Cash Entry > Method of Payment

Cash Processing (BROWSE)

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

Cash Entry | Add Many

Receipt (BROWSE)

1 of 1 | OK | Cancel

Date: 2021-02-26 | Batch Name: agiess1 | Entry: 1 | READY

Agency #: 0 | Station: 1 | Type: 1 | Apply

Receipt #: 232021 | Name on Receipt: RG1 Cust 6 | Receipt Printed:

Account Payments | Miscellaneous Transactions | **Method of Payment**

Method of Payment (BROWSE)

1 of 1 | OK | Cancel

Browse | Record Details

Method of Payment

Payment Code: 14 | CRISIS ASSISTANCE PAYMENT

Amount Tendered: 184.80

Bank No / Branch No: /

Reference:

Payments | Total Tendered: 184.80

Ready

Receipt Totals | Amount Owing: 184.80 | Amount Tendered: 184.80 | Change: 0.00

Ready

Move to the **Account Payments** table to review the entry for accuracy.

Cashiering > Cashiering Entry > Cash Maintenance > Cash Entry > Account Payments

- □ ×
Cash Processing (BROWSE)

Cash Receipts
Cash Maintenance
Verification Listing
Journal Print
Post

Cash Entry
Add Many

Receipt (BROWSE)

1 of 1
OK Cancel ?

Date:

Batch Name:

Entry: READY

Agency #:

Station:

Type: Apply

Receipt #:

Name on Receipt:

Receipt Printed:

Account Payments
Miscellaneous Transactions
Method of Payment

Payments on Account (BROWSE)

1 of 6
OK Cancel Account Details ?

Browse
Record Details

Ap	Account	Occ.	Name	Balance	Payment	Deposit	Next Deposit	NSF/CARe
E	105	21	RG1 Cust 6	104.59	104.59	0.00	0.00	
P	105	21	RG1 Cust 6	1.52	1.52	0.00	0.00	
R	105	21	RG1 Cust 6	12.91	12.91	0.00	0.00	
S	105	21	RG1 Cust 6	15.00	15.00	0.00	0.00	
U	105	21	RG1 Cust 6	7.07	7.07	0.00	0.00	
W	105	21	RG1 Cust 6	43.71	43.71	0.00	0.00	

Account Payment Totals

Balance:
 Payment:
 Deposit Required:

● Ready

Receipt Totals

Amount Owing:
 Amount Tendered:
 Change:

● Ready

Move to the **Verification Listing** tab.

Click the **Edit** icon.

Select the **Batch** for verifying.

Click **OK** to run the verification.

Review the report *Payment By* (will show *Crisis Assistance Payment*) and to make sure the funds will be posted to the correct G/L Account, and nothing goes to Suspense.

Click **Close** when done.

Cashiering > Cashiering Entry > Verification Listing

The screenshot shows a software window titled "Cash Processing (BROWSE)". At the top, there are buttons for "Cancel", "Close" (highlighted with a red box), and a printer icon. Below the title bar are tabs for "Results", "Status", and "Errlog". The main content area displays a report for "ns_20230712_140226-687.pdf" (page 1 of 2). The report header includes "Training Light & water", "CASH RECEIPTS JOURNAL VERIFICATION", "agiessen", "07/12/2023 14:02", and "Page: 1".

Process-date	Entry Name on Receipt	Receipt #	Login	Tendered	Required	Change

Ap Customer Account No.		Balance	Payment	Deposit	Next-Depos	Rev. Late NSF Charge

Batch Name :	agiess1 CRISIS FUNDS	Cashier: agiessen Amy Giessen		Bank Group: 1		
02/26/2021	1 RGI Cust 6	232021 agiess1	Apply	184.80	184.80	0.00
E 105	105-021 RGI Cust 6	104.59	104.59	0.00	0.00	
P 105	105-021 RGI Cust 6	1.52	1.52	0.00	0.00	
R 105	105-021 RGI Cust 6	12.91	12.91	0.00	0.00	
S 105	105-021 RGI Cust 6	15.00	15.00	0.00	0.00	
U 105	105-021 RGI Cust 6	7.07	7.07	0.00	0.00	
W 105	105-021 RGI Cust 6	43.71	43.71	0.00	0.00	
→ Payment By :		14 CRISIS ASSISTANCE PAYMENT	184.80			

Batch Summary	1 Entries in agiess1 CRISIS FUNDS		Cashier: agiessen Amy Giessen			
→ Payment By :		14 CRISIS ASSISTANCE PAYMENT	184.80			
		Tendered :	184.80			
		Change :	0.00			
		Balance :	184.80			

Navigation icons (back, forward, home, search, zoom in, zoom out) are visible on the right side of the window.

Proceed to the **Journal Print** tab.

Click the **Edit** icon.

Select the **Batch** to Journal Print.

Click **OK** to print the journal.

Review the report *Payment By* (will show *Crisis Assistance Payment*) and to make sure the funds will be posted to the correct G/L Account, and nothing goes to Suspense.

Save and/or **Print** based on Utility procedure.

Click **Close**.

Advance to the **Post** tab and post the batch.

Cashiering > Cashiering Entry > Journal Print

The screenshot shows a software window titled "Cash Processing (BROWSE)". At the top, there are window control buttons and a "Close" button highlighted with a red box. Below the title bar, there are tabs for "Results", "Status", and "Errlog". The main content area displays a report for "ns_20230712_140226-687.pdf" (page 1 of 2). The report header includes "Training Light & water", "CASH RECEIPTS JOURNAL 00001546", "agiessen", and "07/12/2023 14:02". The report lists a batch of "1 RGI Cust 6" with a total payment of 184.80. A red arrow points to the "Payment By" line: "14 CRISIS ASSISTANCE PAYMENT 184.80". Below this, a "Batch Summary" section shows "1 Entries in agiess1 CRISIS FUNDS" and another red arrow points to the "Payment By" line: "14 CRISIS ASSISTANCE PAYMENT 184.80". A summary table follows:

	Tendered	Required	Change
Payment By : 14 CRISIS ASSISTANCE PAYMENT	184.80	184.80	0.00
Tendered :	184.80		
Change :	0.00		
Balance :	184.80		

Return to **Account Gateway** and locate the account that received the Crisis Assistance payment.

From the Account Balance History table, the newly applied funds appear as the most recent entry with the description Crisis Assistance Payment.

Account Gateway > Account Balance History

Service Summary (BROWSE)		Service Details (BROWSE)		Account Balance History (BROWSE)	
28 of 43					
Browse Detail Service Statistic Change AR Code					
Trans Date	Jour Code	Jour No	Amount	Description	Balance
2021-02-26	CR	1546	-184.80	CRISIS ASSISTANCE PAYMENT	0.00
2021-02-23	LP	166	1.71	LATE PENALTY	184.80
2021-02-01	BJ	544	183.09	REGULAR BILLING	183.09
2021-01-18	CR	1538	-180.87	CASH PAYMENT	0.00
2021-01-01	BJ	538	180.87	REGULAR BILLING	180.87
2020-12-17	CR	1537	-178.76	CASH PAYMENT	0.00
2020-12-01	BJ	537	178.76	REGULAR BILLING	178.76
2020-11-20	CR	1536	-179.87	CASH PAYMENT	0.00
2020-11-01	BJ	536	179.87	REGULAR BILLING	179.87
2020-10-19	CR	1535	-181.05	CASH PAYMENT	0.00
2020-10-01	BJ	535	181.05	REGULAR BILLING	181.05
2020-09-18	CR	1534	-182.25	CASH PAYMENT	0.00
2020-09-01	BJ	534	182.25	REGULAR BILLING	182.25
2020-08-24	CR	1533	-180.04	CASH PAYMENT	0.00
2020-08-03	BJ	533	180.04	REGULAR BILLING	180.04
2020-07-17	CR	1532	-177.93	CASH PAYMENT	0.00
2020-07-01	BJ	532	177.93	REGULAR BILLING	177.93
2020-06-19	CR	1531	-175.81	CASH PAYMENT	0.00
2020-06-01	BJ	531	175.81	REGULAR BILLING	175.81