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.

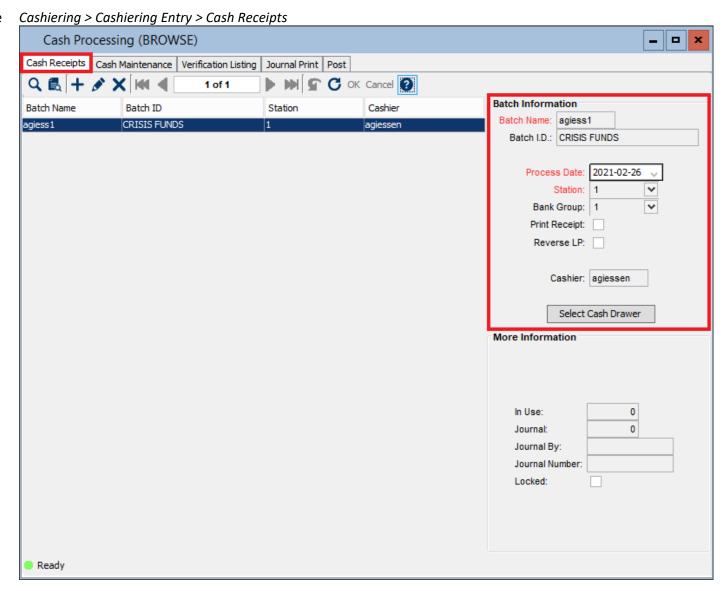
The **Batch Name** will auto-populate.

Enter a **Batch ID**.

Process Date defaults to the current date.

Leave all other fields with the default setting.

Click OK to save.

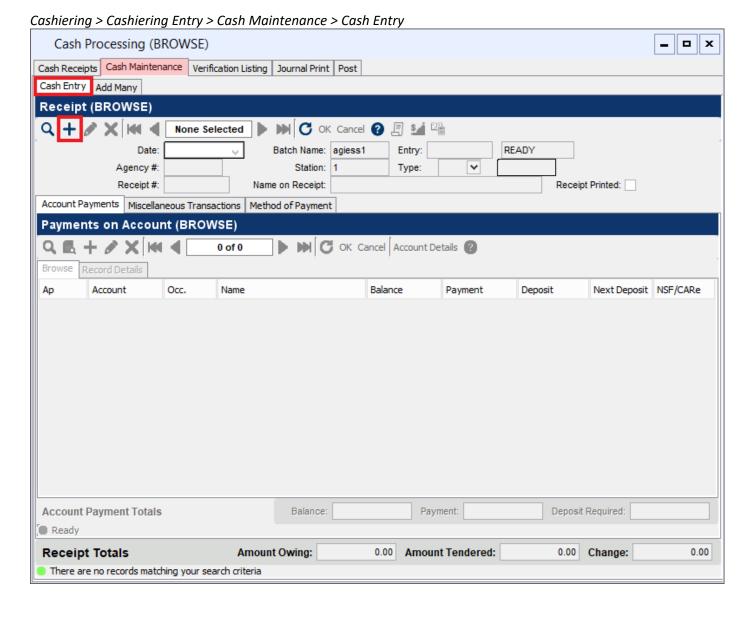


Move to the **Cash Maintenance** tab.

Select the Cash Entry tab.

Click the **Add** icon.

A popup window appears.



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

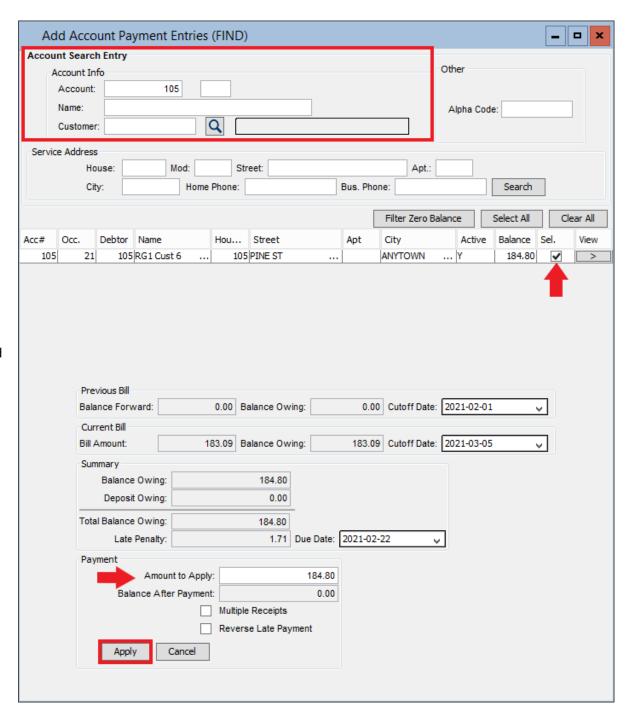
Tab or click in the next field. Available customers appear based on account information entered.

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.



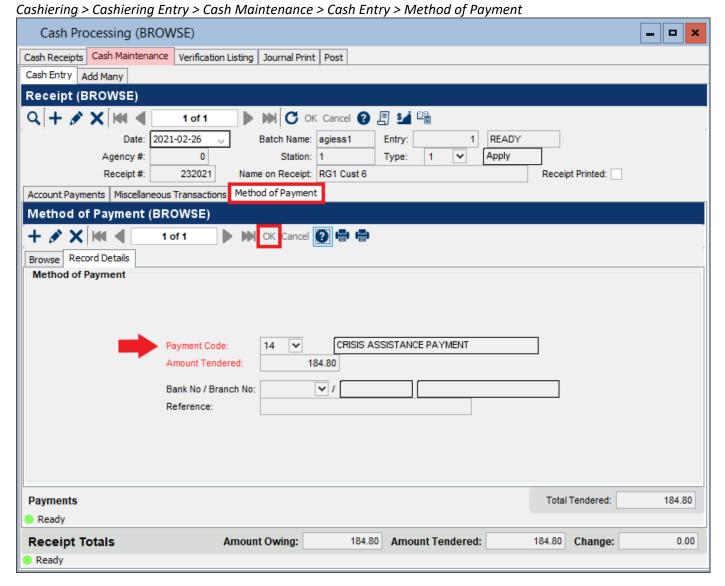
The Method of Payment table is activated.

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

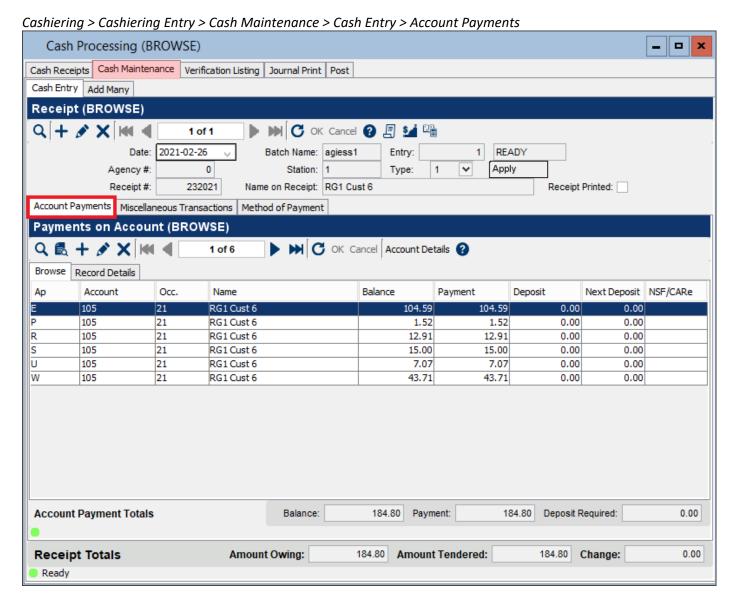
At **Payment Code**, use the dropdown menu to select the Crisis Assistance *Payment* code. The payment code description auto-populates.

Click OK to save.

The account now shows as Ready to proceed with processing.



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



Move to the **Verification Listing** tab.

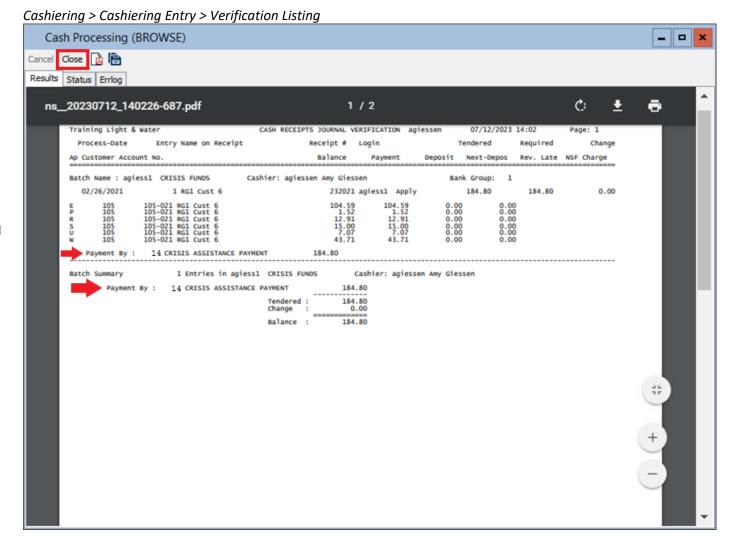
Click the **Edit** icon.

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.



Proceed to the Journal Print tab.

Click the **Edit** icon.

Select the **Batch** to Journal Print.

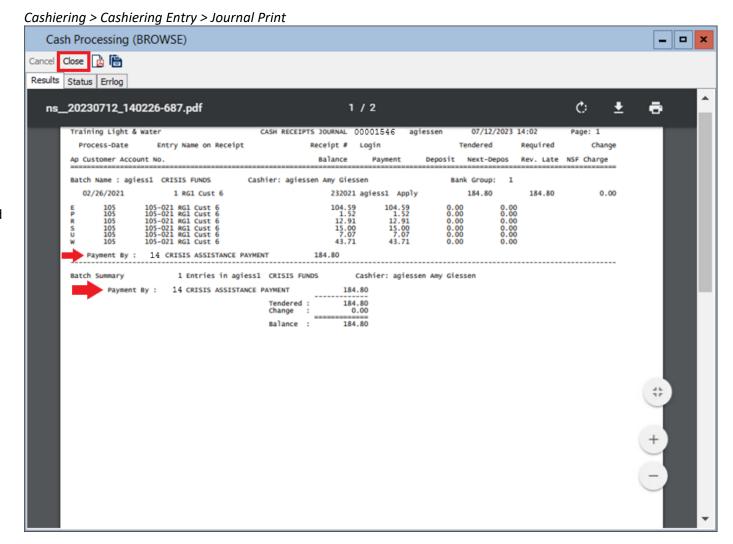
Click **OK** to print the journal.

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.



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) Q											
						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./1	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	ВЈ	537	178.76	REGULAR BILLING	178.76						
2020-11-20	CR	1536	-179.87	CASH PAYMENT	0.00						
2020-11-01	ВЈ	536	179.87	REGULAR BILLING	179.87						
2020-10-19	CR	1535	-181.05	CASH PAYMENT	0.00						
2020-10-01	ВЈ	535	181.05	REGULAR BILLING	181.05						
2020-09-18	CR	1534	-182.25	CASH PAYMENT	0.00						
2020-09-01	ВЈ	534	182.25	REGULAR BILLING	182.25						
2020-08-24	CR	1533	-180.04	CASH PAYMENT	0.00						
2020-08-03	ВЈ	533	180.04	REGULAR BILLING	180.04						
2020-07-17	CR	1532	-177.93	CASH PAYMENT	0.00						
2020-07-01	ВЈ	532	177.93	REGULAR BILLING	177.93						
2020-06-19	CR	1531	-175.81	CASH PAYMENT	0.00						
2020-06-01	ВЈ	531	175.81	REGULAR BILLING	175.81						