



CASHIERING

Apply multiple payments by Customer number

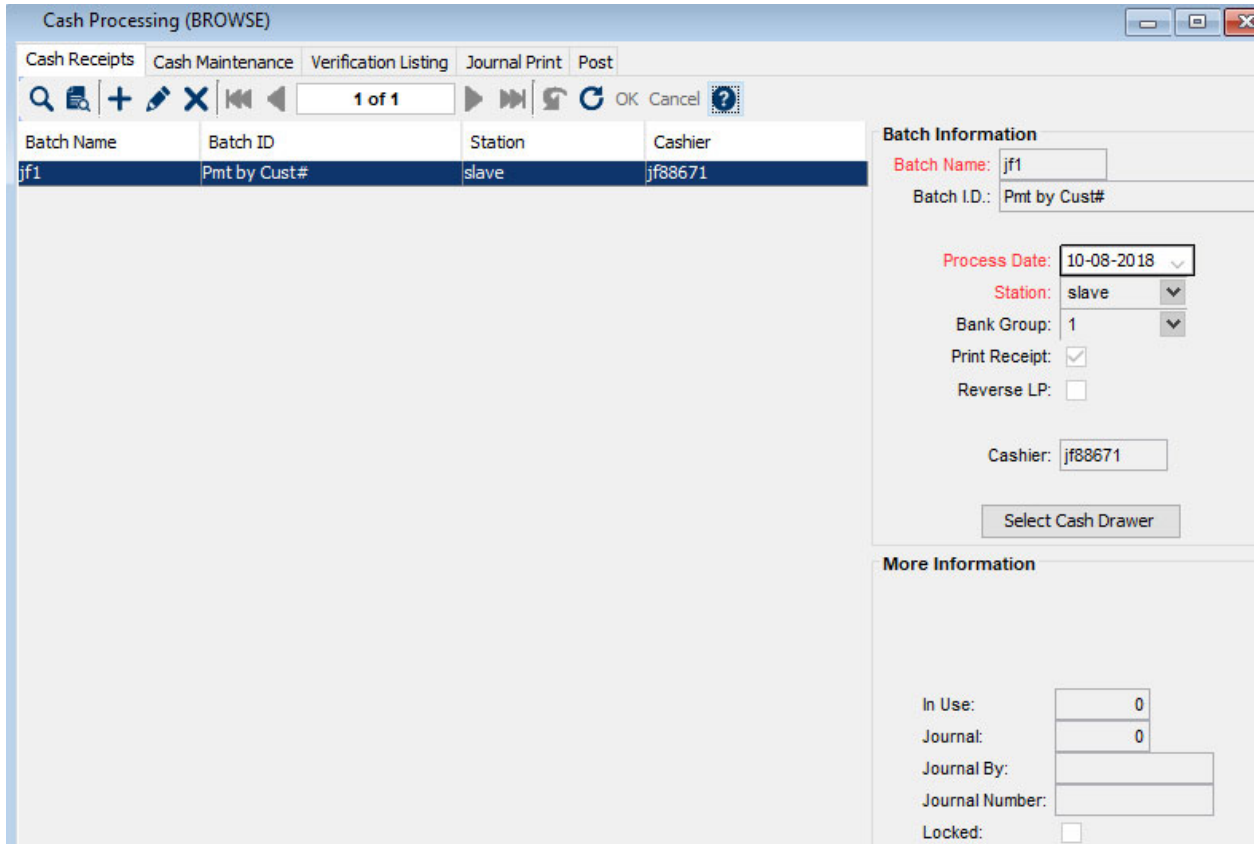
Harris Computer Systems

Version 1.0 11/06/18

Northstar provides the ability to process multiple payments at once provided they are all for the same customer. This can be very useful when developers or property managers are sending in payment for multiple accounts.

Cashiering>Cashiering entry

Create the batch header by adding a batch & batch ID



Batch Name	Batch ID	Station	Cashier
jf1	Pmt by Cust#	slave	jf88671

Batch Information

Batch Name: jf1
Batch ID: Pmt by Cust#

Process Date: 10-08-2018
Station: slave
Bank Group: 1
Print Receipt:
Reverse LP:

Cashier: jf88671

Select Cash Drawer

More Information

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

Cash Entry tab>Add>Enter Customer number

Cash Processing (BROWSE)

Cash Receipts Cash Maintenance Verification Listing Journal Print Post

Cash Entry Add Many

Receipt (A)

Add Account Payment Entries (FIND)

Account Search Entry

Account Info

Account:

Name:

Customer:

Other

Alpha Code:

Service Address

House: Mod: Street: Apt.:

City: Home Phone: Bus. Phone:

Previous Bill

Balance Forward: Balance Owing: Cutoff Date:

Current Bill

Bill Amount: Balance Owing: Cutoff Date:

Summary

Balance Owing:

Receipt Owing:

This will return all accounts associated to the Customer number. From here, use the Select All button to bring in all accounts. Additionally, the accounts can be deselected by clicking the Clear All button.

Clicking on the View button next to the Selection column will bring up the account in Account Gateway, giving the user the opportunity to review / analyze the account balance.

Cash Processing (BROWSE)

Cash Receipts Cash Maintenance Verification Listing Journal Print Post

Cash Entry Add Many

Receipt (All)

Account Payment

Payments

Browse Record

Ap Acc

Account Pay

Ready

Receipt To

Ready

Add Account Payment Entries (FIND)

Account Search Entry

Account Info

Account:

Name:

Customer:

Other

Alpha Code:

Service Address

House: Mod: Street: Apt.:

City: Home Phone: Bus. Phone:

Filter Zero Balance Select All Clear All

Acc#	Occ.	Deb...	Name	Hou...	Street	Apt	City	A...	Balance	Sel.	View
56748	0	1921...	JANIS TOMNIU...	9878	ANTARES	...	OTTAWA	...	N 2163.51	<input checked="" type="checkbox"/>	>
56749	0	1921...	JANIS TOMNIU...	9880	ANTARES	...	OTTAWA	...	Y 14625.94	<input checked="" type="checkbox"/>	>
56750	0	1921...	JANIS TOMNIU...	9882	ANTARES	...	OTTAWA	...	Y 443.56	<input checked="" type="checkbox"/>	>
56751	0	1921...	JANIS TOMNIU...	9884	ANTARES	...	OTTAWA	...	Y 481.25	<input checked="" type="checkbox"/>	>
56752	0	1921...	JANIS TOMNIU...	9886	ANTARES	...	OTTAWA	...	Y 458.44	<input checked="" type="checkbox"/>	>
56753	0	1921...	JANIS TOMNIU...	9888	ANTARES	...	OTTAWA	...	Y 536.76	<input checked="" type="checkbox"/>	>
56754	0	1921...	JANIS TOMNIU...	9890	ANTARES	...	OTTAWA	...	Y 642.93	<input checked="" type="checkbox"/>	>
56755	0	1921...	JANIS TOMNIU...	9892	ANTARES	...	OTTAWA	...	Y 536.76	<input checked="" type="checkbox"/>	>

Previous Bill

Balance Forward: Balance Owing: Cutoff Date:

Current Bill

Bill Amount: Balance Owing: Cutoff Date:

Summary

Balance Owing:

Deposit Owing:

Total Balance Owing:

Late Penalty: Due Date:

Payment

Amount to Apply:

Balance After Payment:

Multiple Receipts

Reverse Late Payment

If the customer payment is not paying off balances on all accounts, the user can uncheck the accounts they do not want payments applied to by simply clicking the box to remove the checkmark.

Add Account Payment Entries (FIND)

Account Search Entry

Account Info
 Account:
 Name:
 Customer:

Other
 Alpha Code:

Service Address
 House: Mod: Street: Apt.:
 City: Home Phone: Bus. Phone:

Acc#	Occ.	Debtor	Name	Hou...	Street	Apt	City	Active	Balance	Sel.	View
56748	2	1921...	JANIS TOMNIU...	9878	ANTARES	...	OTTAWA	...Y	-8.00	<input checked="" type="checkbox"/>	>
56748	0	1921...	JANIS TOMNIU...	9878	ANTARES	...	OTTAWA	...N	2163.51	<input checked="" type="checkbox"/>	>
56749	0	1921...	JANIS TOMNIU...	9880	ANTARES	...	OTTAWA	...Y	13119.08	<input type="checkbox"/>	>
56750	0	1921...	JANIS TOMNIU...	9882	ANTARES	...	OTTAWA	...Y	0.00	<input type="checkbox"/>	>
56751	0	1921...	JANIS TOMNIU...	9884	ANTARES	...	OTTAWA	...Y	418.01	<input checked="" type="checkbox"/>	>
56752	0	1921...	JANIS TOMNIU...	9886	ANTARES	...	OTTAWA	...Y	0.00	<input type="checkbox"/>	>
56753	0	1921...	JANIS TOMNIU...	9888	ANTARES	...	OTTAWA	...Y	0.00	<input type="checkbox"/>	>
56754	0	1921...	JANIS TOMNIU...	9890	ANTARES	...	OTTAWA	...Y	0.00	<input type="checkbox"/>	>

Previous Bill
 Balance Forward: Balance Owing: Cutoff Date:

Current Bill
 Bill Amount: Balance Owing: Cutoff Date:

Summary
 Balance Owing:
 Deposit Owing:
 Total Balance Owing:
 Late Penalty: Due Date:

Payment
 Amount to Apply:
 Balance After Payment:
 Multiple Receipts
 Reverse Late Payment

Once the funds have been applied, run the Verification, Journal Print & Post.