CASELLE®
Commitment to Community

Cash Receipting

User Guide

Table Of Contents

Help and Support 1

Troubleshooting 1

Contacting Caselle 1

How do I back up a database? 2

Creating a backup file 2

Organization 7

Categories 7

What is a category? 7

How do I add a category? 9

How do I delete a category? 10

How do I set up a tax certification category? 11

Category glossary 13

Category 27

Court Management 54

Source Validation 61

Distributions 75

Payment types 105

How do I add a payment type? 105

How do I change a payment type? 106

How do I delete a payment type? 107

What is a GL combined deposit? 108

What is a payment provider? 109

How do I process a credit card payment? 110

How do I set up a payment type for checks? 111
How do I set up a payment type for cash? 112
How do I set up a payment type for credit cards? 113
How do I set up a payment type for money orders? 115
Payment type glossary 116
How do I fix "One of the above payment types must have the change flag set"? 119
Third party accounts 120
What is a third party account? 120
How do I add a category for a third party account? 121
How do I add a distribution for a third party account? 123
How do I add a third party account? 125
How do I change the balance due on a third party account? 127
How do I link a third party account to an existing customer? 128
How do I delete a third party account? 129
Users 130
How do I add a user? 130
What is a user? 131
How do I require a user to enter a password to enter payments? 132
How do I display a receipt confirmation? 133
How do I require void password to void receipts? 134
How do I delete a user? 135
Workspaces 136
How do I add a workspace? 136
What is a workspace? 137
How do I delete a workspace? 138

Workspace 139
Check endorsement 155
Cash drawer 173
Auto-Cutter 181
Checkout 183
How do I run Checkout? 183
How do I change the date range? 184
How do I search for partially completed receipts? 186
How do I check if third party payments have been updated? 188
How do I fix a "Category and distribution discrepancy error?" 190
How do I change the receipt number range? 192
How do I change the workspace? 194
How do I search for blank customer numbers? 196
How do I search for receipts that are partially updated to General Ledger? 198
How do I search for receipts with an invalid receipt group? 200
How do I search for missing receipt numbers? 202
Update general ledger 204
Update transactions to Caselle GL 205
GL update reports 213
Update transactions to non-Caselle GL 216
Organization 219
Organization 220
Interfaces 225
Passwords 240
Tracking 241

User-Defined Fields 244
Recalculate 247
How do I recalculate? 248
What does "recalculate" mean? 249
Payments 250
Enter payments 251
How do I enter payments? 251
How do I unlock a restricted field? 252
How do I fix RTE 3021: No current record? 253
Quick entry 254
Split mode 262
Stop fields 265
Log in and out 266
Receipts 269
Payment allocation 275
Users 280
Iinterfaced application options 282
Source validation 285
Reconcile payments 286
Workspace 288
Payment date 290
Change payment entries 302
Payment types 307
Change 311
Redisplay 312

Enter payments glossary 322
Process online payments 324
Import online payments 325
Export online payments 329
Set up online payments 333
Close prior payment date 339
How do I close prior payment date? 339
Delete bad receipts 340
How do I delete bad receipts? 340
Import payments 343
Third party payments 344
Import Court Payments 373
Troubleshooting 378
Import third party account information 379
Import Third Party Account Information 380
Update payments 389
How do I post payments to interfaced applications? 389
How do I update payments that have already been updated to interfaced applications? 390
How do I view payments that have not been updated? 391
What if one receipt is not updated? 392
What happens when I void a court payment? 393
Court Management 394
Delete payment detail 398
How do I delete payment detail? 398

Export Third Party Payments Delimted File Type 402
How do I export third party payments for delimited files? 402
Export Third Party Payments Fixed Length File Type 403
How do I export third party payments for fixed-length files? 403
Reports 406
GL Reconciliation Report 407
How do I print a GL Reconciliation report? 407
Unupdated Payments Report 409
How do I print the Unupdated Payments Report? 409
How do I reprint the Update Payments report because of a printer error? 410
Receipts 411
How do I create a receipt header? 411
How do I start a new receipt roll? 413
What is a printer tear-off adjustment? 414
How do I read the receipt number? 415
How do I use the receipt number to track who entered the payment? 416
How do I print a receipt register? 417
How do I batch print receipts? 419
How do I re-print receipts? 420
How do I print comments on receipts? 421
Can I add the GL account to a receipt? 422
Can I print text-only receipts? 423
How do I print a receipt header on receipts? 424
How do I change the bottom margin on my receipts? 426
How do I select my default options for printing receipts? 428

Which receipt types are supported? 429
How do I delete a duplicate receipt? 430
Deposit list 431
What is a deposit? 431
How do I print a deposit list? 432
Payment Register 434
How do I print a payment register? 434
How do I print a payment register for a second deposit? 437
Receipt Register 440
How do I print a receipt register? 440
How do I print a receipt register for a second deposit? 444
Unposted GL Report 446
How do I print unposted transactions? 446
Index 448

Help and Support

If you need more help, contact Caselle using the online support site, online knowledge base, email, or telephone.

Troubleshooting

Search the **Caselle Knowledge Base** and access online support tools at http://support.caselle.com.

Contacting Caselle

Search the **Caselle Knowledge Base** and access online support tools at http://support.caselle.com.

Tel: (800) 243-8275

Hours: 7:30 AM - 5:30 PM, M-F

How do I back up a database?

Before proceeding, back up the current files. Always make a back up of the database BEFORE running routines that modify or delete transactions.

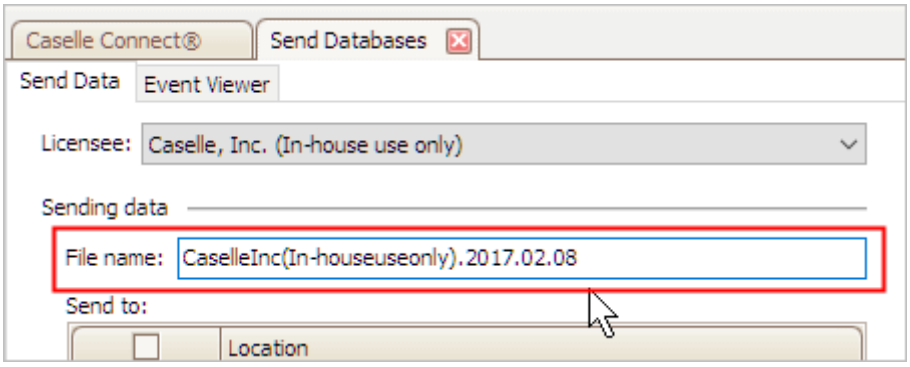
The database name for Cash Receipting is CR0.

Creating a backup file

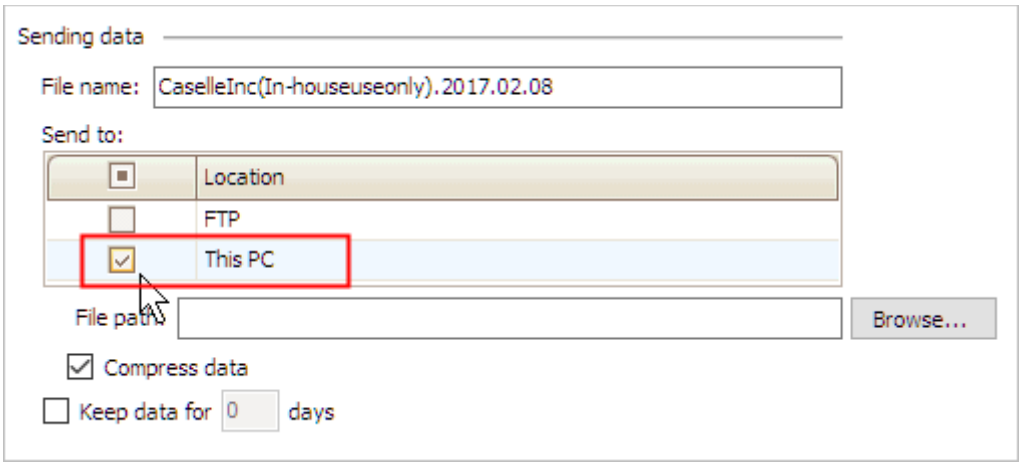
1. Open Connect System Management > System Tools > Send Databases.

2. Enter a file name.

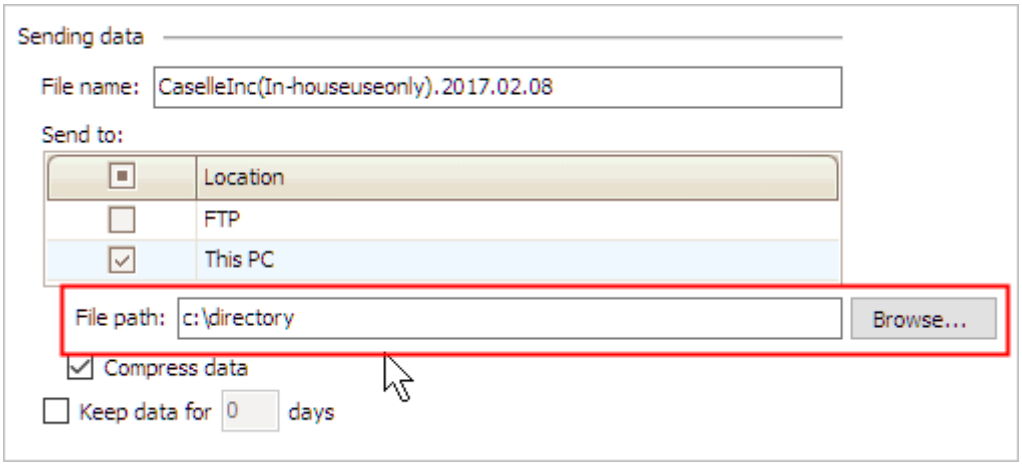
The default file name is [Organization Name][License Name].[Version]. You can use the default file name or you can replace it with a different file name.



3. Select the checkbox titled This PC.



4. Enter the File Path.

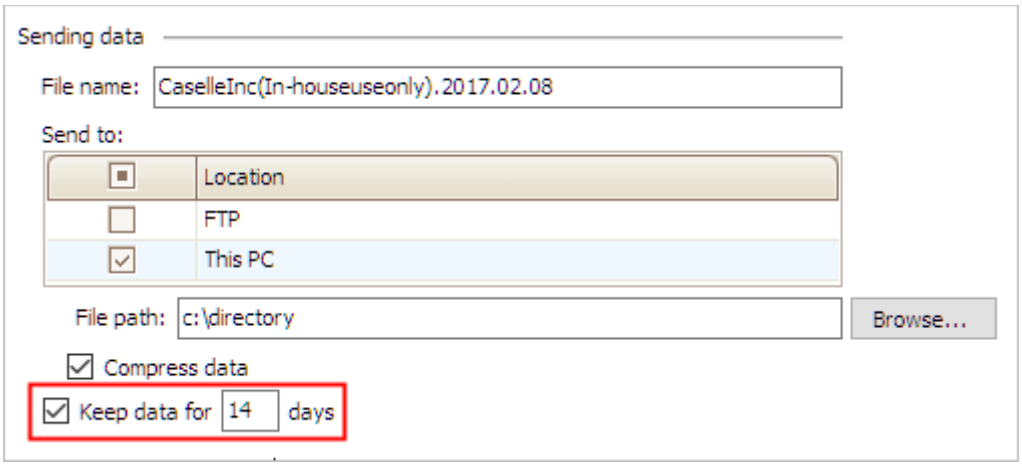


5. Select the checkbox titled Compress Data.

This option will create a .zip file instead of a .mdb file. The .zip file is usually a smaller file than the .mdb file.

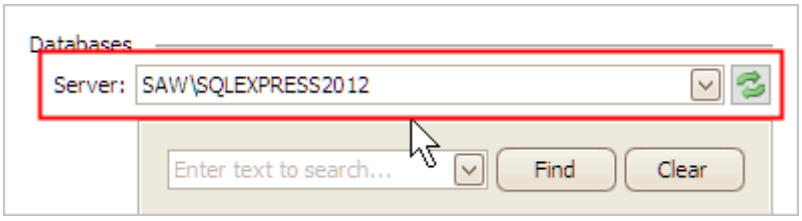
6. Set up the period to save copies of the database on the SQL server.

Use this option to automatically delete the backup copy from the SQL server. Adding a time limit allows Connect to remove unused or unneeded copies of databases from the SQL server, which in turn, may improve performance.



7. Select the SQL Server running the Caselle database.

Use the server list to locate the SQL Server running the Caselle databases that you want to backup. This field will display the SQL server that you are currently using to run Connect as the default SQL server.



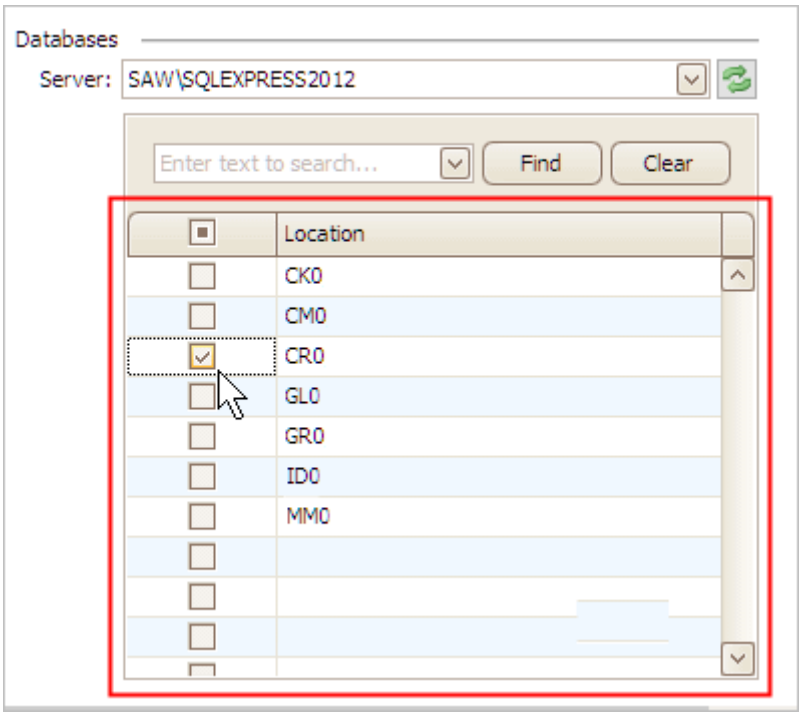
Which SQL Server do you want to back up?

- **Create a backup copy of the Caselle databases that I'm running now.** That's perfect. This is the default setting. Go to the next step.
- **Create a backup copy of Caselle databases on another SQL Server.** Use the Load Data to Server menu to select a SQL Server. You may need to click the Refresh button, located at the end of the Load Data to Server field, to update the server list.

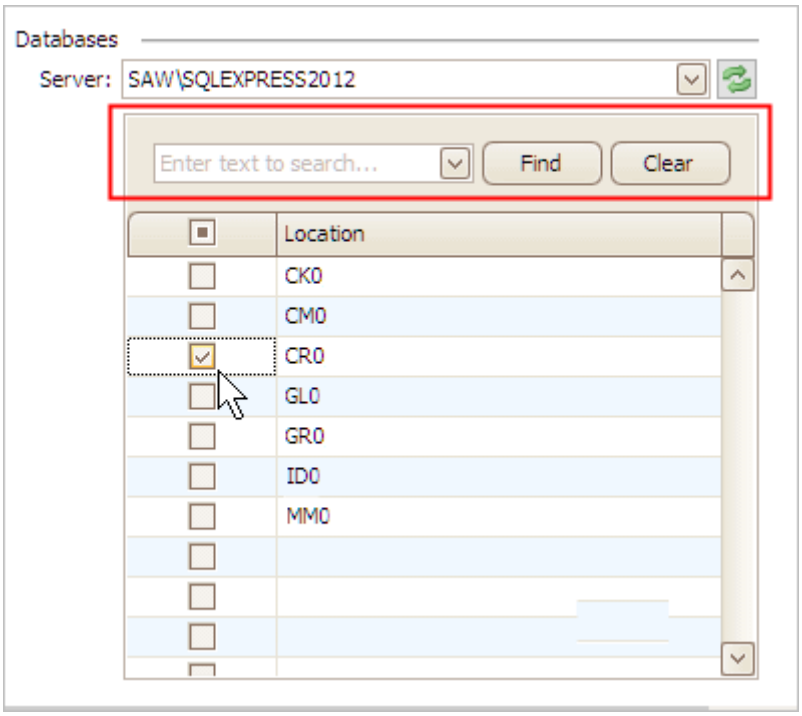
8. Select the databases to back up.

For most users, the server list displays the Caselle databases on the selected SQL Server that match the default database name saved in the Connect configuration file.

For users with administrative rights, the server list displays all of the Caselle databases on the selected SQL Server.



You can search the server list quickly using this field. Type the database name in the search field and then click Find.



To view a list of abbreviated names for Caselle applications, see the help topic titled Abbreviated database names for Caselle Applications.

9. Click GO (CTRL+G).

Connect saves a copy of the selected databases.

Organization

Categories

What is a category?

Connect uses categories to route payments. You can set up the categories your organization will use to receive payments.

[Category code], [Description]

1, Utilities

2, Accounts Receivable

3, Business Licenses

4, Animal Licenses

5, Business Tax Collection

6, Real Property Tax

8, Court

9, Property Improvements

10, Cemetery

11, Miscellaneous

12, Building Permit, and Fees

13, Impact Fees

14, Returned Checks

15, Charges for Services

16, Tax Fees

17, Intergovernmental

18, Contributions

99, Third Party

How do I add a category?

You can add a new category for receiving payments.

Here is a list of categories that are commonly set up in Cash Receipting: Cemetery, Court, Improvements, Licenses, Permits, Miscellaneous, Recreation, Tax Revenue, and Utility Payments.

Adding a category

1. **Open Connect Cash Receipting > Organization > Category**.

2. Click New (CTRL+N).

3. Fill in the form.

Each field on the form is listed in this help topic. Use the instructions to fill in each field.

4. Click Save (CTRL+S).

The category is saved.

How do I delete a category?

You cannot delete a category with related transactions.

Deleting a category

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Lookup bar to enter a category code. Press Enter.

3. Use the information that displays on the screen to verify this is the category that you want to delete.

4. Click Delete (CTRL+D).

The category is deleted.

How do I set up a tax certification category?

Create a tax certification category to update payments to Utility Tax Certification.

Step 1: Setting up a Tax Certification category

1. Open Connect Cash Receipting > Organization > Categories.

2. Click New (CTRL+N).

3. Enter the category code, description, and priority for the tax certification category.

4. Use the Interface menu to select Utility Management - Tax Certification.

5. Set up the receipt options.

The tax certification category code is set up.

Step 2: Adding a Tax Certification distribution to the Tax Certification category

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the tax certification category code. Press Enter.

3. Click to select the Distributions tab.

4. Click the button titled Add a New Distribution.

5. Enter the tax certification distribution code and sorting order.

6. Click to select the Description field, and then enter the distribution name.

7. Set up the distribution options.

8. Click Save (CTRL+S).

The tax certification distribution code is set up.

Category glossary

Apply accounts receivable payments

Use *Apply Accounts Receivable Payments* to allow the user that is entering a payment for an open invoice to immediately apply the payment to the open invoice. If you do not want to apply payments right away, you can apply the payment to the open invoice in Accounts Receivable > Apply Payments.

Do you want to immediately apply payments for Accounts Receivable?

- Yes, immediately apply payments for Accounts Receivable. Click to select **Apply Accounts Receivable Payments**.
- No, let me apply payments for Accounts Receivable later. Click to deselect **Apply Accounts Receivable Payments**.

Auto-increment numbers

Auto-increment increases a number by a given quantity. Use auto-increment to assign the next available number when you set up a new record.

How do I turn on/off auto-increment numbers?

- Turn on auto-increment numbers. Click **Options** (F12). Click to select **Auto-increment**. Then, enter the Beginning and Ending Range, and Increment By number.
- Turn off auto-increment numbers. Click **Options** (F12). Clear the **Auto-increment** checkbox.

Category code

The *category code* is a unique number that is assigned to each category. For example, *01* is commonly assigned to the category for Utilities.

What is the category code?

Use the **Category Code** field to enter a unique number (two-digits or less).

Court management

Complete this section if the category code will access the Court Management application. In other words, the Interface field is set to Court Management.

Do you want to print the offense total as the beginning balance on the receipt?

- Yes, use the Offense total as the beginning balance. On the Court Management tab, click to select **Print Offense Total as Beginning Balance on Receipts**.
- No, use the Previous balance or New Current balance as the beginning balance. On the Court Management tab, click to deselect **Print Offense Total as Beginning Balance on Receipts**. Use Court Management to which balance will print on receipts.

Do you want to print the grand total for the defendant on the receipt?

- Yes, print the grand total on the receipt. On the Court Management tab, click to select **Print Defendant's Grand Total On Receipts**.
- No, do not print the grand total on the receipt. On the Court Management tab, click to deselect **Print Defendant's Grand Total On Receipts**.

What is the payment code for court payments?

The *payment code* is code that will be assigned to payments in Court Management. On the Court Management tab, use the **Payment Code** field to enter the journal code for court payments. This field is only available when the interface is set up for the Caselle General Ledger.

What is the payment adjustment code for court payments?

The *payment adjustment code* is another code that is specific to Court Management, which is assigned to transactions that will adjust a payment. On the Court Management

tab, use the **Payment Adjustment Code** field to enter the journal code for court payment adjustments. This field is only available when the interface is set up for the Caselle General Ledger.

Why can't I fill in the payment code and payment adjustment code?

These fields will only be available if the Court Management interface is turned on. Use Organization > Categories to add a category that will collect payments and payment adjustments for the Court Management application.

Data path

Complete this section if the category code will access a Caselle 2.x application. The *Data Path* is the location on the hard drive for the database of the Caselle 2.x application.

What is the data path?

- Use the default data path. Leave the **Data Path** field blank to use the Caselle 2.x database in the default Caselle directory.
- Help me find the data path. Click **Browse**. Then, use the Open dialog to navigate to the Caselle 2.x database.

Database information

Use *Database Information* when the category code uses an application that uses a SQL database, usually Caselle 3.x or 4.x. You can skip this section if the category code does not use a SQL database.

What is the server name?

- I know the server name. Use the **Server** field to enter the name of the server, or use the drop-down list to show a list of server names that are used frequently.
- Help me find the server name. Click **Browse**. Use the Server Selection dialog to select a server name.

What is the database name?

- Use the default database. This is the database this application normally uses to access the application.
- I know the database name. Use the **Database** drop-down list to select a different database name.
- The database name is not showing up in the Database list. Make sure that the server is correct. Only databases on the selected server will be included in the Database list.

How do you want to connect to the database?

- Use the user name and password that the user uses to log into Windows. Click to select **Windows Authentication**.
- Use the user name and password that the user uses to log into the SQL server. Click to select **SQL Server Authentication**. Then, enter the user name and password that you use to log into the SQL Server.

Description

A *description* is a word or phrase that describes the character or features of the category code.

What is the description?

Use the **Description** field to enter a word or phrase (30 characters or less).

Display credit balance warning when entering payments

A *credit balance* occurs when a customer has an account with an overpayment or credit. You can set up the options on the category code to display a warning message when a user enters a payment from a customer that has a credit balance on their account. This message will not prevent the user from entering the payment.

Do you want to display a warning when an account has a credit balance?

- Yes, display a warning. Click to select **Display Credit Balance Warning When Entering Payments**.
- No, do not display a warning. Click to deselect **Display Credit Balance Warning When Entering Payments**.

Display application in use warning when updating payments

An *application is in use* when another user is logged into the Connect application that this category code is interfaced to. You can set up the category code properties to display a warning message when a user updates payments, by running the Update Payments routine, for a category code that accesses an interfaced application. Best practice is to wait until the interfaced application is not in use to update payments from Cash Receipting.

Note: If the Interface field is None, then this option is not available.

Do you want to display a warning when a user updates payments for this category code?

- Yes, display a warning. Click to select **Display Application In Use Warning When Updating Payments**.
- No, do not display a warning. Click to deselect **Display Application In Use Warning When Updating Payments**.

Include in payment update description

When a category code will update payments to an application, you can choose to add additional information to the transaction description. The standard information will include the default description, in other words, the description that displays in the Description field on the Categories form. You can set up the options in Include in Payment Update Description to add the name of the user that created the entry, the manner in which the payment was made, and the name of the individual that made the payment. The additional information will be appended to the Description field.

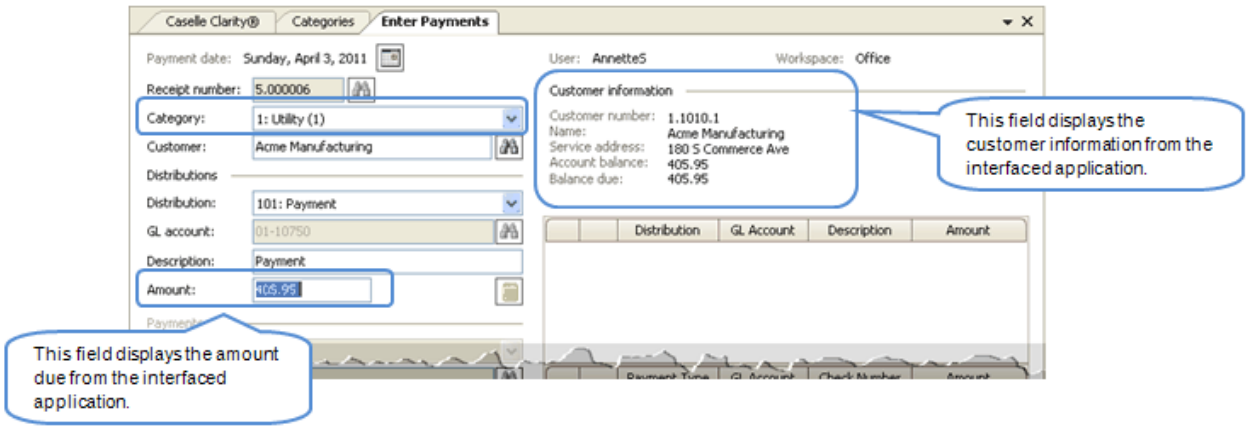
Example: Jane decides to add the user ID, payor, and payment type to receipts for the Utilities category. When the utility payment updates to the Utilities application, the options that Jane selected will modify the content in the Description field so it looks like this when it posts to the Utility application: [Category], [User ID], [Payment Type], [Payor] or Utility, JES, Cash, Acme Manufacturer

What do you want to include in the Description field?

- Include only the default description. Click to deselect all of the options listed under **Include In Payment Update Description**.
- Add the name of the user that entered the payment. Click to select **User ID**.
- Add the manner in which the payment was made (Example: Cash, Credit, Check.) Click to select **Payment Type**.
- Add the name of the individual or organization making the payment. Click to select **Payor**.

Interface

You can set up a category code to receive payments in Cash Receipting for another Caselle application. For example, Jane can set up a category code for Utilities. When she selects this category code to enter a payment, the system will retrieve the customer's billing and payment information from the Utility application and display the information on the Cash Receipting screen.



Will this category code send or receive information from a Caselle application?

- Yes, turn the interface on. Use the **Interface** field, in Organization > Category, to select the Caselle application that Cash Receipting will access to display information.
- No, leave the interface off. Select **None** as the **Interface**.

Lock/unlock restricted fields

Use *Restricted Fields* to unlock a locked field. A locked field is disabled, which means users cannot make changes to the field's contents without first unlocking the field. Clicking the *Restricted Fields* button again will lock an unlocked field.

How do I restrict fields?

You can select which fields to restrict on the entry screen. After the field information is entered, the field is *locked* and the information in the field is view only. Click **Options** (F12) and then click the **Select** button to choose which fields to include on the Restricted Fields list.

How do I lock/unlock restricted fields?

You can *lock fields* to prevent users from making changes to the field value. A locked field has a gray background. If you need to make changes to a locked field, you can click the **Restricted Fields** button to unlock the field contents. An *unlocked field* has a white background and you can edit it.

Print balances, mailing address, and/or service address on the receipt

You can set up these options to print the account balance, mailing address, and service address on the printed receipt. The *balance* is the amount that remains on an account after you record the payment. The *service address* is the physical address of the location that is receiving service. The *mailing address* is the address the account holder uses to receive mail, including bills and notices.

Do you want to print the account balance on the receipt?

- Include the account balance on the receipt. Click to select **Print Balances on the Receipt**.
- Do not include the account balance on the receipt. Click to deselect **Print Balances on the Receipt**.

Do you want to print the mailing address on the receipt?

- Include the mailing address on the printed receipt. Click to select **Print Mailing Address on the Receipt**.
- Do not include the mailing address on the printed receipt. Click to deselect **Print Mailing Address on the Receipt**.

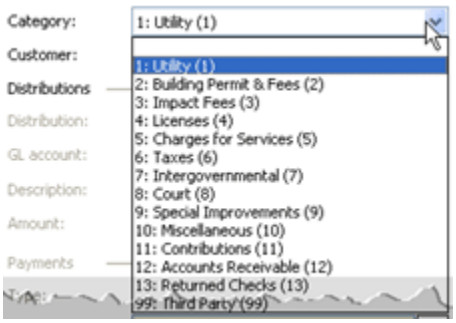
Do you want to print the service address on the receipt?

- Include the service address on the printed receipt. Click to select **Print Service Address on the Receipt**.
- Do not include the service address on the printed receipt. Click to deselect **Print Service Address on the Receipt**.

Priority

The *priority* is a number that is assigned to a category code that determines where the category code will be displayed in relation to the other categories in the Category Code list. For example, if the Utilities category code is assigned a priority of *1*, and then the Utilities category code will be displayed as the first item in the Category Code list. If you assign the same number to more than one category code, the categories will be listed by priority and then by alphabetical order in the Category Code list.

This is the Category list on the Enter Payments screen. The number shown in parenthesis (1) is the priority number that is assigned to the category code. The number at the beginning of each category is the category code.



What is the priority?

Use the **Priority** field to assign a priority number (0-99) to the category code.

Property tax type

When the Interface is Property Tax Collection, you can use this option to assign a property tax type to the payment. *Real Property* is land, a piece of real estate, that is owned by an owner. *Personal property* is a material asset, such as a car, boat, mobile home, etc., for personal or business use.

What is the property tax type?

- This category code collects payments for real property (land). Select **Real Property** as the **Property Tax Type**.
- This category code collects payments for personal property (moveable assets). Select **Personal Property** as the **Property Tax Type**.

Require manual allocation

Use this option to distribute a payment by hand instead of waiting until you run the routine to allocate payments in the interfaced application. This option is only available when the category code is linked to an interfaced application AND the interfaced application allows you to allocate payments.

Do you want to require the user entering the payment to allocate the payment by hand?

- Yes, allocate payments manually. Click to select **Require Manual Allocation**.
- No, let me allocate payments later. Click to deselect **Require Manual Allocation**.

Summarize billing details

This option will print the invoice/tax return and total balance as a single line in the Allocations grid on the Enter Payments form. When this option is not selected, each item will print on a separate line in the Allocations grid.

Do you want to summarize billing details?

- Yes, summarize billing details. Click to select **Summarize Billing Details**.
- No, include the billing details. Click to deselect **Summarize Billing Details**.

Update license information

This option is available when the Interface is Animal License. When you receive a payment for a category code that is interfaced to the Animal License application, you can update the owner's license information at the same time.

Do you want to update license information when you receive payments for Animal License?

- Yes, update license information. Click to select **Update License Information**.
- No, do not update license information. Click to deselect **Update License Information**.

Update payments immediately

You do not have to wait until you run Update Payments to post a payment to an application. This option allows you to post a payment after you enter and save the transaction in Enter Payments. It also posts payments immediately that have been

imported into Cash Receipting. This option is available on all Connect applications and Permit-N-Force.

When you select this option and a payment is entered, the system will display a Receipt Finished dialog to confirm the receipt is finished and the receipt will be saved and updated. The same dialog will be displayed when you void a receipt.

Do you want to post payments to the interfaced application as soon as the entry is saved?

- Yes, post payments immediately. Click to select **Update Payments Immediately**. **Note**: This option is only available when the **Interface** is **None**.
- No, wait until I run Update Payments to post payments. Click to deselect **Update Payments Immediately**. At the appropriate time, run Cash Receipting > Payments > Update Payments.

Source validation

The *source validation* refers to four lines on the receipt that you can use to include items such as the organization's address and telephone number. Since a receipt provides a record of payment, adding the source validation to the receipt will help you look up the receipt or customer account when and if you find that changes are needed.

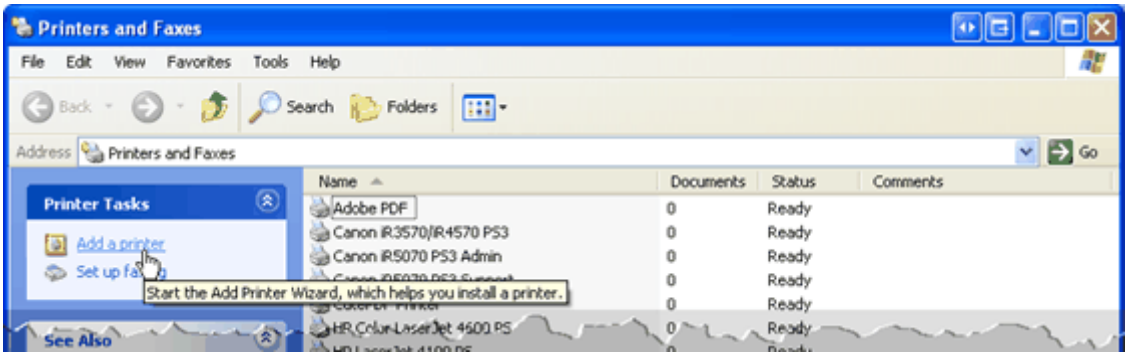
Do you want to print source validation on the receipt?

- Yes, print source validation on the receipt. On the Source Validation tab, click to select **Activate Source Validation**. Then, answer the rest of the questions in this section.
- No, do not print source validation on the receipt. On the Source Validation tab, click to deselect **Activate Source Validation**.

Which printer will you use to print source validation on the receipt?

Use the **Validation Printer** field to select a printer name. The Validation Printer drop-down list displays the printers that have been added to the computer.

Troubleshooting: If the printer that you wish to select is not included in the Validation Printer drop-down list, you need to add the printer to the computer before you can continue. Like this



What is the model?

Use the **Validation Printer Model** drop-down list to select the model name.

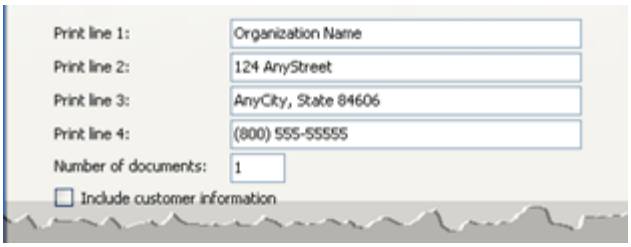
If the Validation Printer Model is Epson, what is the validation mode?

- This is a slip printer. I can slide a receipt into this printer to print information on it. Click to select **Slip**.
- This is a validation printer. This printer uses a drop-in roll of paper to print receipts and validation information. Click to select **Validation**.

What do you want to print on the receipt?

Use **Print Line 1-4** to enter the information that will print as source validation on the receipt. The information that appears in Print Line 1-4 will print on the receipt exactly as it appears on the Source Validation tab.

Example: Jane creates a source validation that looks like this



When she prints the source validation on a receipt, it will print like this

How many copies do you require?

Use the **Number of Documents** field to enter a number. For example, if Jane wants to print the source validation on the original copy and then she wants to print two copies, she would enter *3* in the Number of Documents field.

Do you want to print the customer's name and number as part of the source validation?

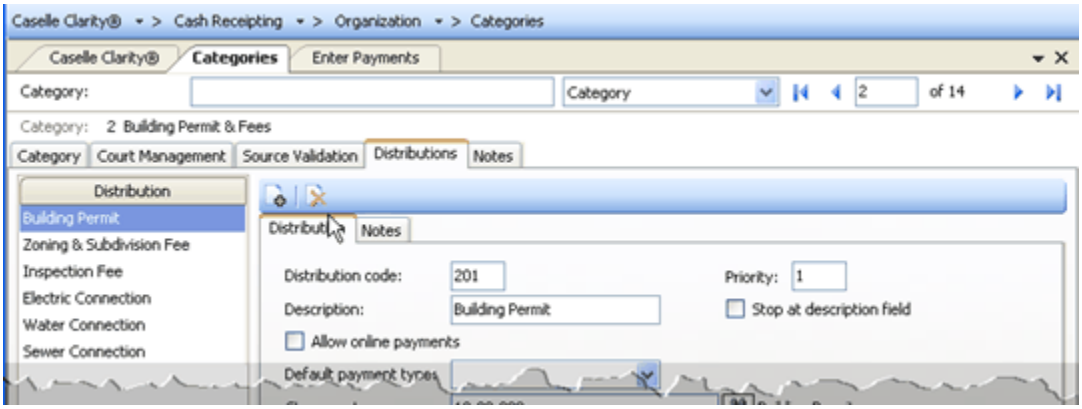
- Yes, print the information in Print Line 1-4 and the customer's name and number. Click to select **Include Customer Information** on the Source Validation tab.
- No, only print the information in Print Line 1-4. Click to deselect **Include Customer Information** on the Source Validation tab.

Distributions

Categories can be broken down into subcategories called *Distributions*. When it's time to balance the books, simply print an itemized list of payments received for each distribution or create a GL summary for each category.

How do I add/remove a distribution?

- I want to add a distribution to a category. If you haven't already, look up the category code in Organization > Categories. Then, click **Add a New Distribution** on the Distributions tab. Fill in the remaining fields. Click here for instructions for completing each field.
- I want to remove a distribution from a category. Look up the category code (Organization > Category) for the distribution that you wish to delete. The Distribution list shows all of the distributions for the selected category. Click to select a distribution. Then, click **Remove the Selected Distribution**.



Category

How do I apply a payment to an open invoice?

Set up a category to apply a payment to an open invoice as soon as the receipt is saved.

Applying payments to an open invoice on receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Apply Accounts Receivable Payments.

Connect will credit the payment to open invoice amount.

Applying payments to an open invoice later

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Apply Accounts Receivable Payments..

Connect will wait until payments are updated to credit the payment to open invoice amount.

How do I change my category properties?

Update the category properties.

Changing my category properties

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Lookup bar to enter a category code. Press Enter.

3. Now, you can update the category.

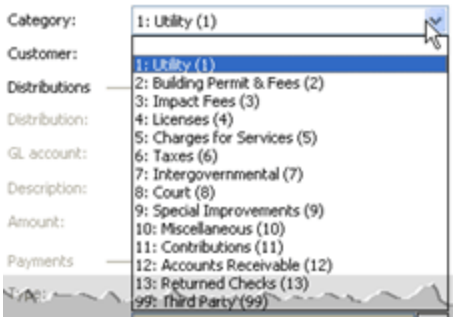
4. Click Save (CTRL+S).

The updated category is saved.

How do I change the category code display order in Enter Payments?

The *priority* is a number that is assigned to a category code that determines where the category code will be displayed in relation to the other categories in the Category Code list. For example, if the Utilities category code is assigned a priority of *1*, and then the Utilities category code will be displayed as the first item in the Category Code list. If you assign the same number to more than one category code, the categories will be listed by priority and then by alphabetical order in the Category Code list.

This is the Category list on the Enter Payments screen. The number shown in parenthesis (1) is the priority number that is assigned to the category code. The number at the beginning of each category is the category code.



Changing the display order of categories in Enter Payments

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Lookup bar to enter a category code. Press Enter.

3. Click to select the field titled Priority.

4. Enter a number.

Use number 1 to display the first item in the Category list. Number 2 displays as the second item, and so on. The Category list displays the priority number [1: Utility (1)], category name [1: Utility (1)], and category code [1: Utility (1)].

5. Click Save (CTRL+S).

The display order is saved. Connect will display the category code in Enter Payments based on the number assigned to the Priority field.

How do I create a category not linked to an application?

Use Connect to create a category code that is not linked to a Caselle application to collect payments. Some of the receipt options will be disabled when the category code is not linked.

Creating a category code not linked to an application

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Use the Interface menu to select *None*.

4. Click Save (CTRL+S).

Connect will create receipts for the category code.

How do I display a credit balance warning?

A *credit balance* occurs when a customer has an account with an overpayment or credit. You can set up the options on the category code to display a warning message when a user enters a payment from a customer that has a credit balance on their account. This message will not prevent the user from entering the payment.

Displaying a credit balance warning

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Display Credit Balance Warning When Entering Payments.

The category will display a warning message when there's a credit on an account.

Removing a credit balance warning

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Display Credit Balance Warning When Entering Payments.

The category will not display a warning message when there's a credit on an account.

How do I enter third party payments?

You can use the same customer account number if multiple categories have been set up. Begin by setting up a category for each "third party payment" group. Example: Category 10 - Property Tax, Category 11 - Assessment, etc. When you import balances, you may need to select a specific category if the desired category does not default into the Category field.

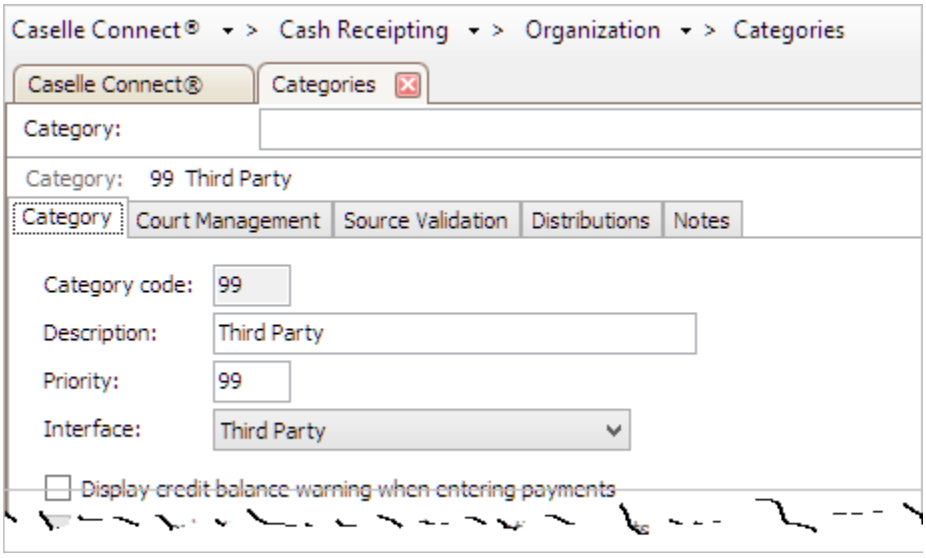
Adding a category for third party payments

1. Open Connect Cash Receipting > Organization > Categories.

2. Click New (CTRL+N).

3. Enter the category code, description, and priority.

4. Use the Interface menu to select Third Party.



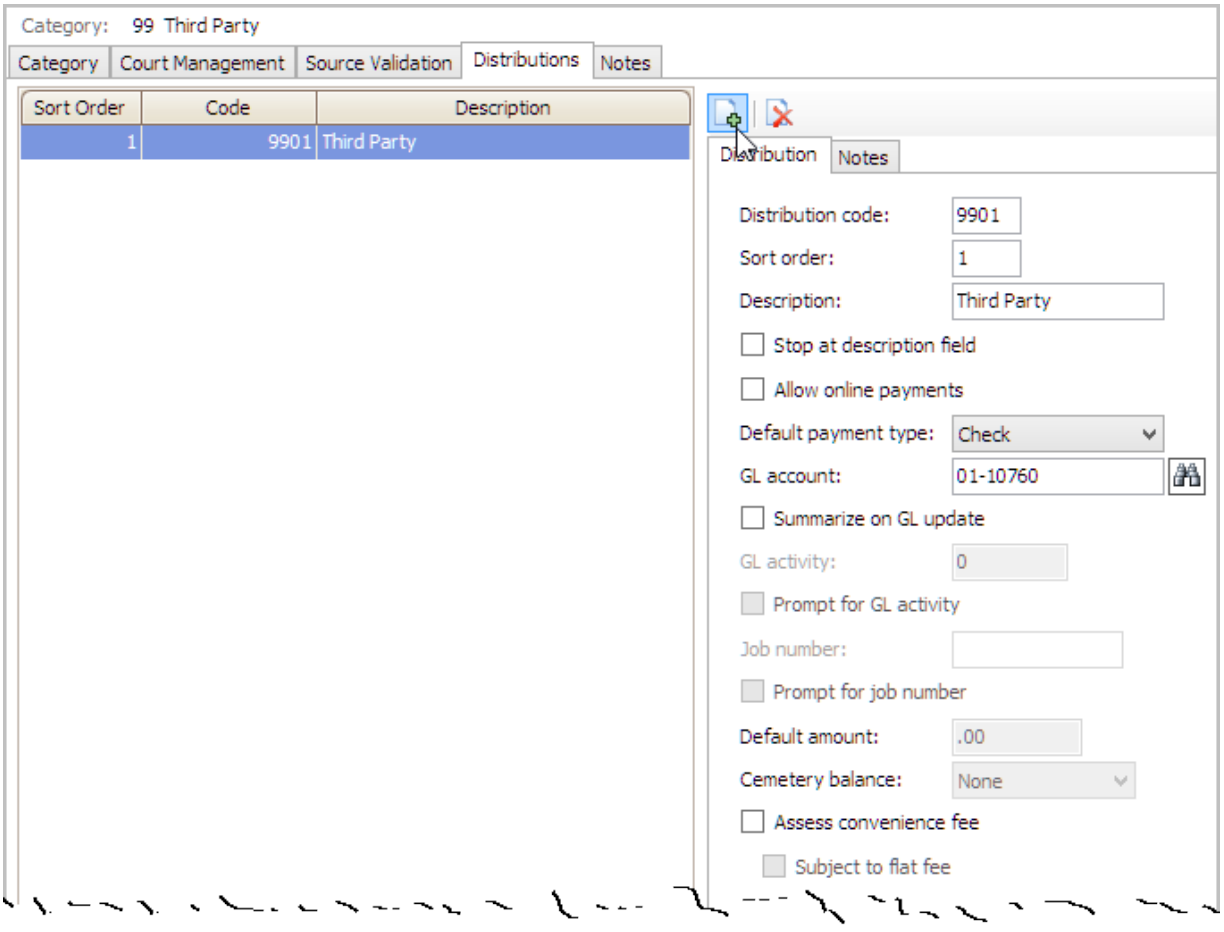
5. Finish setting up the rest of the options on the Category tab.

6. Click to select the Distributions tab.

7. Click to select the button titled Add a New Distribution.

The Distribution form clears.

8. Set up a distribution for the third party payment.



9. Click Save (CTRL+S).

The category for third party payments is saved.

How do I print a category balance on a receipt?

Set up a category code to always print the category balance on a receipt. The *balance* is the amount that remains on an account after a customer makes a payment.

Printing a category balance on a receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Print Balances on the Receipt.

Connect will print the remaining balance for the account on receipts.

Removing a category balance from a receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Print Balances on the Receipt.

Connect will not print the remaining balance for the account on receipts.

How do I print a customer's mailing address on a receipt?

Set up a category code to always print the customer's mailing address on a receipt. The *mailing address* is the address the account holder uses to receive mail, including bills and notices.

Printing a mailing address on a receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Print Mailing Address on the Receipt.

Connect will print the customer's mailing address on receipts.

Removing a mailing address from a receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Print Mailing Address on the Receipt.

Connect will not print the customer's mailing address on receipts.

How do I show the billing details as a one-line summary?

Set up a category code to show the invoice/tax return and total balance on a single-line in the Allocations grid on the Enter Payments form.

Summarizing billing details

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Summarize Billing Details..

Connect will display the transaction details on a single line in the Allocations grid.

Displaying billing details

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Summarize Billing Details..

Connect will display each item on a separate line in the Allocations grid .

How do I update license information?

You can set up a category code to allow a user to update the license information when you receive payment for a category code linked to the Animal License application.

Allowing users to update license information in Cash Receipting

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Update License Information.

You update license information when you record a payment the category code.

Requiring users to update license information in Animal License

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Update License Information.

You cannot update license information when you record a payment the category code without opening the Animal License application.

How will I know if it's safe to update payments?

You can set up the category code properties to display a warning message when a user updates payments, by running the Update Payments routine, for a category code that accesses an interfaced application. Best practice is to wait until the interfaced application is not in use to update payments from Cash Receipting.

Note: If the Interface field is None, then this option is not available.

Displaying a warning message when an application is in use

1. **Open Connect Cash Receipting > Organization > Categories.**
2. **Use the Look Up bar to enter a category code. Press Enter.**
3. **Click to select the checkbox titled Display Application In Use Warning When Updating Payments.**

The category will display a warning message when a user runs the Update Payments routine and the application is open.

Removing the application in use warning message

1. **Open Connect Cash Receipting > Organization > Categories.**
2. **Use the Look Up bar to enter a category code. Press Enter.**
3. **Click to deselect the checkbox titled Display Application In Use Warning When Updating Payments.**

The category will not display a warning message when a user runs the Update Payments routine and the application is open.

What if I want to allocate payments?

Distribute a payment by hand instead of waiting until you run the routine to allocate payments in the interfaced application.

Requirements

- Category code is linked to an interfaced application, AND the
- Interfaced application allows you to allocate payments.

Allocating payments by hand

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Require Manual Allocation.

You can allocate the payment.

Using Connect to allocate payments for me

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Require Manual Allocation.

Connect will use the default payment setting in the application to allocate the payment.

What if I want to update payments right away?

You do not have to wait until you run Update Payments to post a payment to an application. This option allows you to post a payment after you enter and save the transaction in Enter Payments. It also posts payments immediately that have been imported into Cash Receipting. This option is available on all Connect applications and Permit-N-Force.

When you select this option and a payment is entered, the system will display a Receipt Finished dialog to confirm the receipt is finished and the receipt will be saved and updated. The same dialog will be displayed when you void a receipt.

Updating payments right away

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Update Payments Immediately.

Connect will post payments to the interfaced application as soon as the receipt is saved.

Waiting until I run Update Payments to post payments to interfaced applications

1. Open Connect Cash Receipting > Organization > Categories.

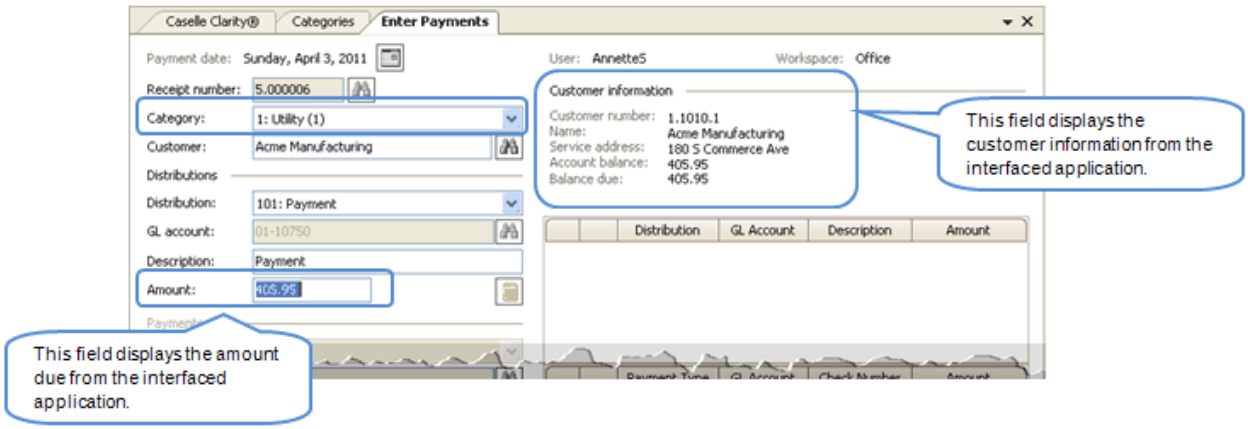
2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Update Payments Immediately.

Connect will not post payments to the interfaced application as soon as the receipt is saved. You will need to run Update Payments to post payments to the interfaced application.

What is an interfaced application?

You can set up a category code to receive payments in Cash Receipting for another Caselle application. For example, Jane can set up a category code for Utilities. When she selects this category code to enter a payment, the system will retrieve the customer's billing and payment information from the Utility application and display the information on the Cash Receipting screen.



Linking a category code to an interfaced application

1. Open Connect Cash Receipting > Organization > Categories.

2. **Use the Look Up bar to enter a category code. Press Enter.**

3. **Use the Interface menu to select the application that you want to link to the category code.**

   Note: Classic (2.x), Classic SQL (3.x), Clarity (4.x), and Connect (5.x)

4. **Click Save (CTRL+S).**

The category code is linked to the application. Connect will use the interfaced application to retrieve the account balance and post payments received in Cash Receipting back to the interfaced application.

Database Information

Can I post payments to Clarity applications?

Cash Receipting can receive payments for Connect or Clarity. For example, Jane uses Connect Cash Receipting to collect payments for Clarity Utility Management. She sets up Connect Cash Receipting to link to the server and database hosting the Clarity Utility Management database. Now, she can collect payments in Connect Cash Receipting and post those payments to the Clarity Utility Management application.

Changing a category code to post payments to Clarity

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Use the Server menu to select the server hosting the Clarity database.

4. Use the Database menu to select the database for the Clarity application.

5. Use the section titled Connect Using to select the authentication setting.

6. Click Save (CTRL+S).

Connect will post payments for the category code to the selected database.

Connecting to a database using Windows authentication

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Find the section titled Connect Using.

4. Click to select Windows Authentication.

5. Click Save (CTRL+S).

Connect will connect to the database using your Windows user name and password.

Connecting to a database using SQL Server authentication

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Find the section titled Connect Using.

4. Click to select SQL Server Authentication.

5. Click to select the field titled User Name, enter the user name to log in to the SQL Server.

6. Click to select the field titled Password, enter the password to log in to the SQL Server.

7. Click Save (CTRL+S).

Connect will connect to the database using the SQL Server user name and password.

Can I post payments to Classic applications?

Cash Receipting can receive payments for Classic. For example, Jane uses Connect Cash Receipting to collect payments for Classic Utility Management. She sets up Connect Cash Receipting to link to the directory hosting the Classic Utility Management database. Now, she can collect payments in Connect Cash Receipting and post those payments to the Classic Utility Management application.

Changing a category code to post payments to Classic

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Find the section titled Database Information.

4. Click to select the field titled Data Path.

5. Enter the path and file name to the Classic database.

6. Click Save (CTRL+S).

Connect will post payments for the category code to the Classic database.

Property Improvements

How do I update payments for personal property?

You can set up a category code to collect property tax for personal property. *Real Property* is land, a piece of real estate, that is owned by an owner.

Updating payments for real property

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Use the Property Tax Type menu to select *Personal Property*.

Connect will post payments for personal property tax in the Property Tax Collection application.

How do I update payments for real property?

You can set up a category code to collect property tax for real property. *Real Property* is land, a piece of real estate, that is owned by an owner.

Updating payments for real property

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Use the Property Tax Type menu to select *Real Property*.

Connect will post payments for real property tax the Property Tax Collection application.

Utility Management

How do I print a customer's service address on a receipt?

Set up a category code to always print the customer's service address on a receipt. The *service address* is the physical address of the location that is receiving service.

Printing a service address on a receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the checkbox titled Print Service Address on the Receipt.

Connect will print the customer's service address on receipts.

Removing a service address from a receipt

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to deselect the checkbox titled Print Service Address on the Receipt.

Connect will not print the customer's service address on receipts.

How do I add the User ID, payment type, or payor to the payment description?

You can set up a category code to add the User ID of the user entering the payment, the payment type, and the payor's name to the payment description on a payment entry. Connect will include the payment description along with the transaction information when payments are updated to subsystems.

Adding the User ID, payment type, or payor to the payment description

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. To add the User ID, click to select the checkbox titled User ID.

4. To add the payment type, click to select the checkbox titled Payment Type.

5. To add the payor, click to select the checkbox titled Payor.

Connect will add the selected items to the payment description.

Removing the User ID, payment type, or payor from the payment description

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. To add the User ID, click to deselect the checkbox titled User ID.

4. To add the payment type, click to deselect the checkbox titled Payment Type.

5. To add the payor, click to deselect the checkbox titled Payor.

Connect will remove the deselected items from the payment description.

Court Management

How do I print the offense total on receipts?

Use Cash Receipting to print the offense total as the beginning balance on the receipt. This option is available when the interface on the category code is set to Court Management.

Printing the offense total on receipts

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the Court Management tab.

Remember, the Court Management tab will only be available when the Interface is set to Court Management.

4. Click to select the checkbox titled Print Offense Total as Beginning Balance on Receipts.

5. Click Save (CTRL+S).

Cash Receipting prints the offense total as the beginning balance on receipts.

How do I print a defendant's grand total on receipts?

Use Cash Receipting to print the offense total as the beginning balance on the receipt. This option is available when the interface on the category code is set to Court Management.

Printing the offense total on receipts

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the Court Management tab.

Remember, the Court Management tab will only be available when the Interface is set to Court Management.

4. Click to select the checkbox titled Print Defendant's Grand Total on Receipts.

5. Click Save (CTRL+S).

Cash Receipting prints the offense total as the beginning balance on receipts.

Can I assign a payment code to court payments?

The *payment code* is code that will be assigned to payments in Court Management. This option is available when the interface on the category code is set to Court Management.

Assigning a payment code to court payments

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the Court Management tab.

Remember, the Court Management tab will only be available when the Interface is set to Court Management.

4. Click to select the field titled Payment Code.

5. Enter the payment code that you want to use to record court payments.

6. Click Save (CTRL+S).

Cash Receipting assigns the payment code to payments assigned to the category.

How do I assign a payment code to payment adjustments?

The *payment adjustment code* is another code that is specific to Court Management, which is assigned to transactions that will adjust a payment. This option is available when the interface on the category code is set to Court Management.

Assigning a payment code to court payments

1. **Open Connect Cash Receipting > Organization > Categories.**
2. **Use the Look Up bar to enter a category code. Press Enter.**
3. **Click to select the Court Management tab.**

   Remember, the Court Management tab will only be available when the Interface is set to Court Management.
4. **Click to select the field titled Payment Adjustment Code.**
5. **Enter the payment adjustment code that you want to use to record court payments.**
6. **Click Save (CTRL+S).**

Cash Receipting assigns the payment adjustment code to payment adjustments linked to the category.

What do I do when the case is closed but the case status is "active"?

Usually, this means a closing date exists in the case record even though a closing transaction has not been entered. Begin by looking up the case in Court Management, then delete the date that is stored in the **Close Date** field.

How do I set up a cash bail receipt?

Make a cash bail category to update cash bail payments to Court Management.

If you set up trust account to collect payments for cash bail, you'll need to set up a separate category and distribution in Cash Receipting for Cash Bail. The Cash Bail category will not update payments to the Court Management application. Next, you'll need to set up Court Management to hold Cash Bail payments until the case is disposed. When the case is disposed, you will enter a disposition to distribute the Cash Bail payment as applied, refunded, or forfeited.

Step 1: Setting up a Cash Bail category

1. Open Connect Cash Receipting > Organization > Categories.

2. Click New (CTRL+N).

3. Enter the category code, description, and priority.

4. Use the Interface menu to select *Other*.

5. Finish entering the rest of the category options.

6. Click Save (CTRL+S).

The Cash Bail category is set up.

Step 2: Adding a Cash Bail distribution to the Cash Bail category

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code or title of the Court category. Press Enter.

3. Click to select the Distributions tab.

4. Click to select the button titled Add a New Distribution.

5. Enter the distribution code and sort order.

6. Click to select the Description field, enter *Cash Bail.*

***7.* Click Save (CTRL+S).**

The Cash Bail distribution is saved.

Step 3: Setting up Cash Bail payments in Court Management

1. In the Court Management application, add the cash bail to the case.

2. When the case is disposed, enter a trust disposition to record how you will distribute the cash bail amount: apply the cash bail amount to the case balance, refund the cash bail amount to the payer, or forfeit the cash bail amount.

Source Validation

Can I add customer information to the validation text?

When you set up a category code to print validation text, you can also print the customer's name and contact information after the validation text prints.

Example:

Organization Name
123 AnyStreet
AnyCity, State 84606
(555) 555-5555

Customer Name
Address
City, State Zip
(555) 555-5555

Adding customer information to the validation text

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up field to enter a workspace code. Press Enter.

3. Click to select the Source Validation tab.

The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. Click to select the checkbox titled Include Customer Information.

5. Click Save (CTRL+S).

The validation text prints lines 1-4 and the customer information.

Removing customer information to the validation text

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up field to enter a workspace code. Press Enter.

3. Click to select the Source Validation tab.

The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. Click to deselect the checkbox titled Include Customer Information.

5. Click Save (CTRL+S).

The validation text prints lines 1-4. It does not include the customer's information.

Can I validate more than one document at a time?

You can set up a category code to print the validation text on several documents. For example, if Jane wants to print the source validation on the original copy and then she wants to print two copies, she would enter *3* in the Number of Documents field.

Setting the number of documents to validate

1. **Open Connect Cash Receipting > Organization > Categories.**

2. **Use the Look Up field to enter a category code. Press Enter.**

3. **Click to select the Source Validation tab.**

   The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. **Find the field titled Number of Documents, enter the number of documents to validate.**

5. **Click Save (CTRL+S).**

Connect will print the validation text on the number of documents to validate.

Do I use Slip or Validation mode?

If you can slide a receipt into the printer to printer the validation text on it, it's a slip printer. On the other hand, if the printer uses a drop-in roll of paper to print receipts and validation text, it's a validation printer.

Changing the printer mode to slip

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up field to enter a category code. Press Enter.

3. Click to select the Source Validation tab.

The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. Find the section titled Mode.

5. Click to select Slip.

6. Click Save (CTRL+S).

The printer uses slip mode.

Changing the printer mode to validation

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up field to enter a category code. Press Enter.

3. Click to select the Source Validation tab.

The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. Find the section titled Mode.

5. Click to select Validation.

6. Click Save (CTRL+S).

The printer uses validation mode.

How do I activate source validation?

The *source validation* refers to four lines on the receipt that you can use to include items such as the organization's address and telephone number. Since a receipt provides a record of payment, adding the source validation to the receipt will help you look up the receipt or customer account when and if you find that changes are needed.

Before you get started

- Purchase the Caselle Source Validation module.
- Install a validation printer.

Activating source validation

1. Open Connect Cash Receipting > Organization > Categories.

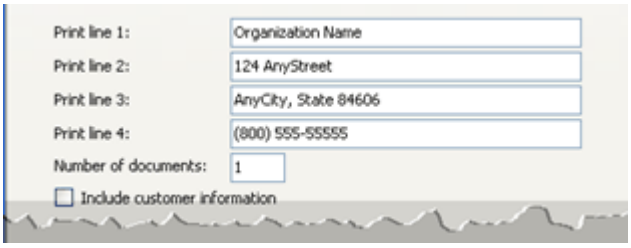
2. **Use the Look Up field to enter a category code. Press Enter.**
3. **Click to select the Source Validation tab.**
4. **Click to select the checkbox titled Activate Source Validation.**
5. **Select the Mode.**
6. **Use the fields titled Print Line 1-4 to enter the validation text that will print on receipts.**
7. **Click to select the field titled Number of Documents, enter the number of documents to validate for each receipt.**
8. **Click to select the checkbox titled Include Customer Information to print the customer's name and contact information with the validation text.**
9. **Click Save (CTRL+S).**

The category code allows source validation.

How do I change the validation text that prints on receipts?

The validation printer can print up to four lines of additional text. The information that you choose to add to the validation text will print exactly as it appears on the Source Validation tab.

Example: Jane creates a source validation that looks like this



When she prints the source validation on a receipt, it will print like this

Changing the validation text

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up field to enter a category code. Press Enter.

3. Click to select the Source Validation tab.

The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. Find the fields titled Print Line 1-4..

5. Enter the validation text to print on each line. .

6. Click Save (CTRL+S).

The validation text is updated.

How do I select a validation printer?

The validation printer is the printer that you will use to print the validation text.

Connect can use these validation printers:

- Epson TM-H6000IV
- Epson TM-U375
- Epson TM-U675
- Ithaca Series 150
- Ithaca Series 1500
- Ithaca Series 50

Selecting a validation printer

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up field to enter a category code. Press Enter.

3. Click to select the Source Validation tab.

The checkbox titled Activate Source Validation needs to be selected to make available the rest of the fields on the Source Validation form.

4. **Use the Validation Printer menu to select the printer you will use to print validation text.**
5. **Use the Validation Printer Model menu to select the**
6. **Use the fields titled Print Line 1-4 to enter the validation text that will print on receipts.**
7. **Click to select the field titled Number of Documents, enter the number of documents to validate for each receipt.**
8. **Click to select the checkbox titled Include Customer Information to print the customer's name and contact information with the validation text.**
9. **Click Save (CTRL+S).**

The category code allows source validation.

How do I use source validation for payment entry?

The *source validation* refers to four lines on the receipt that you can use to include items such as the organization's address and telephone number. Since a receipt provides a record of payment, adding the source validation to the receipt will help you look up the receipt or customer account when and if you find that changes are needed.

Before you get started

- Purchase and install the Source Validation module.

Using source validation for payment entry

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payment Options form displays.

2. Click to select Options.

3. Click to select the checkbox titled Activate Source Validation.

4. Click OK.

The source validation tools are available on the Enter Payments form.

How do I validate checks?

Use *Validate Check (CTRL+Shift+F7)* to print the check validation information on the check.

What is source validation?

The *source validation* refers to four lines on the receipt that you can use to include items such as the organization's address and telephone number. Since a receipt provides a record of payment, adding the source validation to the receipt will help you look up the receipt or customer account when and if you find that changes are needed.

Distributions

Can a distribution accept online payments?

When you have set up Cash Receipting to allow customers to submit online payments through an online payment portal, you can use this option to indicate that this distribution accepts online payments.

Adding online payments to a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

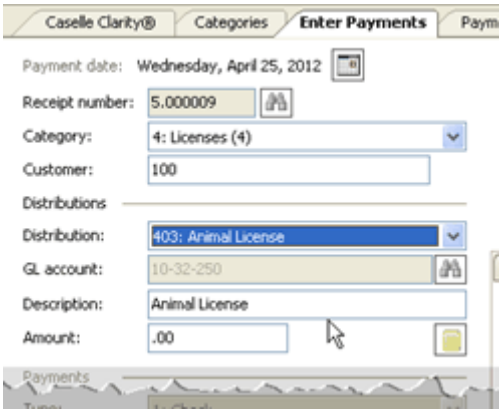
5. Click to select the checkbox titled Allow Online Payments.

6. Click Save (CTRL+S).

The distribution accepts online payments.

Can I ask the user to enter a distribution description?

Use this option when you want to stop the cursor at the Description field on the Enter Payments screen. Press **Tab** if you wish to use the description that is displayed in the Description field. This is the Description field as it appears on the Enter Payments screen:



Asking the user to enter a distribution description

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the checkbox titled Stop At Description Field.

6. Click Save (CTRL+S).

The cursor will stop at the Description field on the Enter Payments form.

How do I add a convenience fee?

A *convenience fee* is a charge in addition to the original transaction amount for the convenience of being able to use the payment method. Usually, you would use this option with the Government Payment Processing application. The Government Payment Processing software processes credit and debit cards to assess a processing fee.

Adding a convenience fee

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the checkbox titled Assess Convenience Fee.

6. Click Save (CTRL+S).

The distribution adds a convenience fee to the distribution amount. The user will be prompted to enter the convenience fee amount.

Billing a flat amount as a convenience fee

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the checkbox titled Assess Convenience Fee.

6. Click to select the checkbox titled Subject to Flat Fee.

7. Click Save (CTRL+S).

The distribution adds a flat fee to the distribution amount. The user will be prompted to enter the convenience fee amount.

How do I add a distribution to a category?

Add subcategories, called *distributions*, to a category. Distributions make it easier to track and itemize payments.

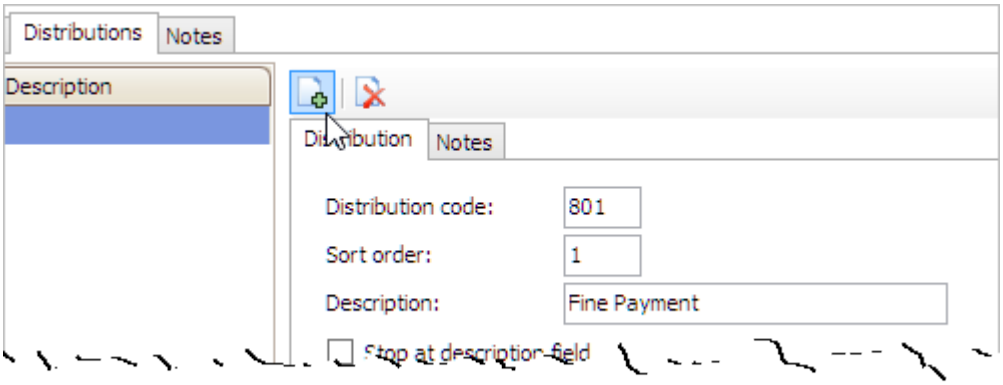
Adding a distribution to a category

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Lookup bar to enter a category code. Press Enter.

3. Click to select the Distributions tab.

4. Click to select the button titled Add a New Distribution.



5. Fill in the distribution details.

6. Click Save (CTRL+S).

The distribution is added to the category.

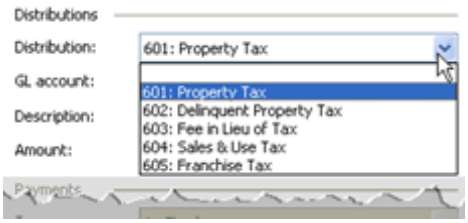
How do I assign a distribution code?

The *distribution code* is a unique number that is assigned to a distribution. Usually, the first digit in a distribution code represents the category code which the distribution belongs to. For example, you set up a category for taxes and the category code is 6. When you set up a distribution that belongs to the category titled Taxes, the first digit in the distribution code would be the number 6, or in this case, 601 to show that this distribution belongs to the category titled *6 Taxes*.

How do I change the distribution display order in Enter Payments?

The *priority* is a number that is assigned to a category code that determines where the category code will be displayed in relation to the other categories in the Category Code list. For example, if the Utilities category code is assigned a priority of *1*, and then the Utilities category code will be displayed as the first item in the Category Code list. If you assign the same number to more than one category code, the categories will be listed by priority and then by alphabetical order in the Category Code list.

This is the Distribution list on the Enter Payments screen. The number at the beginning of each category is the category code.



Changing the display order of distributions in Enter Payments

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Lookup bar to enter a category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the field titled Sort Order.

6. Enter a number.

Use number 1 to display the first item in the Distribution list. Number 2 displays as the second item, and so on. The Distribution list displays the distribution code [601: Property Tax] and distribution name [601: Property Tax].

6. Click Save (CTRL+S).

The display order is saved. Connect will display the distribution code in Enter Payments based on the number assigned to the Sort field.

How do I change the distribution properties?

Make changes to the distribution properties. You cannot change the distribution code if Connect has used the distribution code to create transactions.

Changing distribution properties

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Update the distribution properties.

6. Click Save (CTRL+S).

The distribution properties are updated.

How do I enter a default distribution amount?

The *default amount* is the dollar amount that displays in the Distribution Amount field on the Enter Payments screen.

Entering a default distribution amount

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the field titled Default Amount.

6. Enter the default distribution amount.

7. Click Save (CTRL+S).

The distribution displays the default amount in the Amount field on the Enter Payments form.

How do I prompt a user to select a payment type?

You can set up a distribution to prompt the user to select a payment type. Cash Receipting will not save the distribution until the users assigns a payment type.

Prompting a user to assign a payment type to a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Use the Default Payment Type menu to select *None.*

6. Click Save (CTRL+S).

The distribution displays the default payment type in the Payment Type field during payment entry.

How do I remove a distribution?

Removing a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the button titled Remove the Selected Distribution..

6. Click Save (CTRL+S).

The distribution is deleted.

How do I remove online payments from a distribution?

Turn off the option to accept online payments to stop customers from submitting online payments through an online payment portal.

Removing online payments from a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to deselect the checkbox titled Allow Online Payments.

6. Click Save (CTRL+S).

The distribution accepts online payments.

How do I select the default payment type for a distribution?

Cash, credit, check, and money order are all examples of a *payment type.*

You can set up the *default payment type*, the payment type that is used most often, on each distribution. When a user select the distribution the Payment Type field on the Enter Payments screen will automatically display the default payment type.

Selecting a default payment type

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Use the Default Payment Type menu to select the default payment type for the distribution.

6. Click Save (CTRL+S).

The distribution displays the default payment type in the Payment Type field during payment entry.

Adding a payment type to the Default Payment Type list

1. Open Connect Cash Receipting > Organization > Payment Type.

2. Click New (CTRL+N).

3. Enter the new payment type.

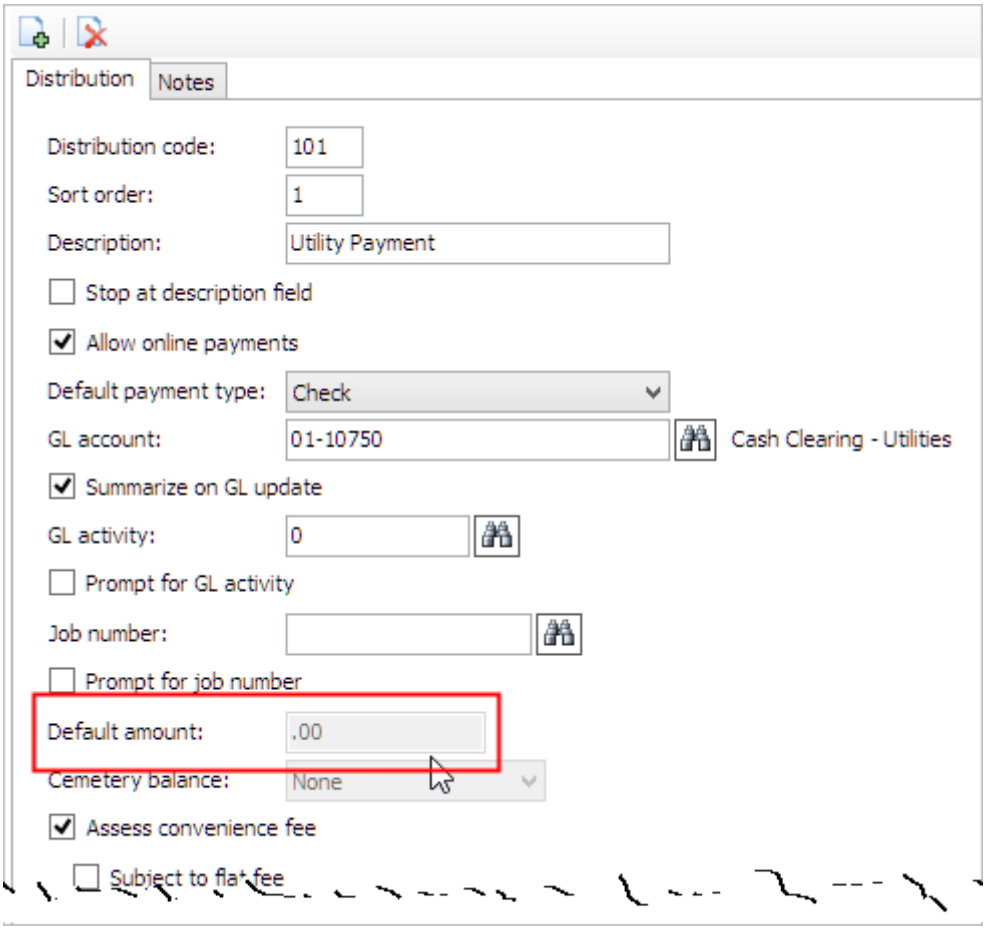
See the help topic titled *How do I add a payment type?*

4. Click Save (CTRL+S).

The payment type is saved. You may need to exit the Categories table to refresh the Default Payment Type list on the Distributions tab.

What if I can't enter a default distribution amount?

When a distribution will display the total from a customer's account, the default amount field will be disabled.



What is a distribution?

Categories can be broken down into subcategories called *distributions*. When it's time to balance the books, simply print an itemized list of payments received for each distribution or create a GL summary for each category. For example, you may need to set up distributions to receive payments for the category titled Building Permit & Fees. You may expect to receive payments for building permits, zoning and subdivision fees, inspection fees, electric connection, water connection, and sewer connection.

Examples...

Category	**Building Permits & Fees**	**Impact Fees**	**Licenses**	**Property Tax**
Distributions	Building permits Zoning & subdivision fee Inspection fee Electric connection Water connection Sewer connection	Storm drain Parks & recreation Public safety Electric Water Sewer	Business license Liquor license Animal license	Property tax Delinquent property tax Fee in lieu of tax Sales & use tax Franchise tax

More about Distributions...

- The name of a GL account usually dictates the distribution name.
- You can tie more than one distribution to a GL account.
- The first digit in a distribution indicates the category the distribution belongs to. Example: Distribution 201 belongs to Category 2.

- Distributions are grouped by category code.

How do I remove a distribution from a category?

Remove distributions from a category.

You cannot remove a distribution if a receipt uses a distribution to record a payment.

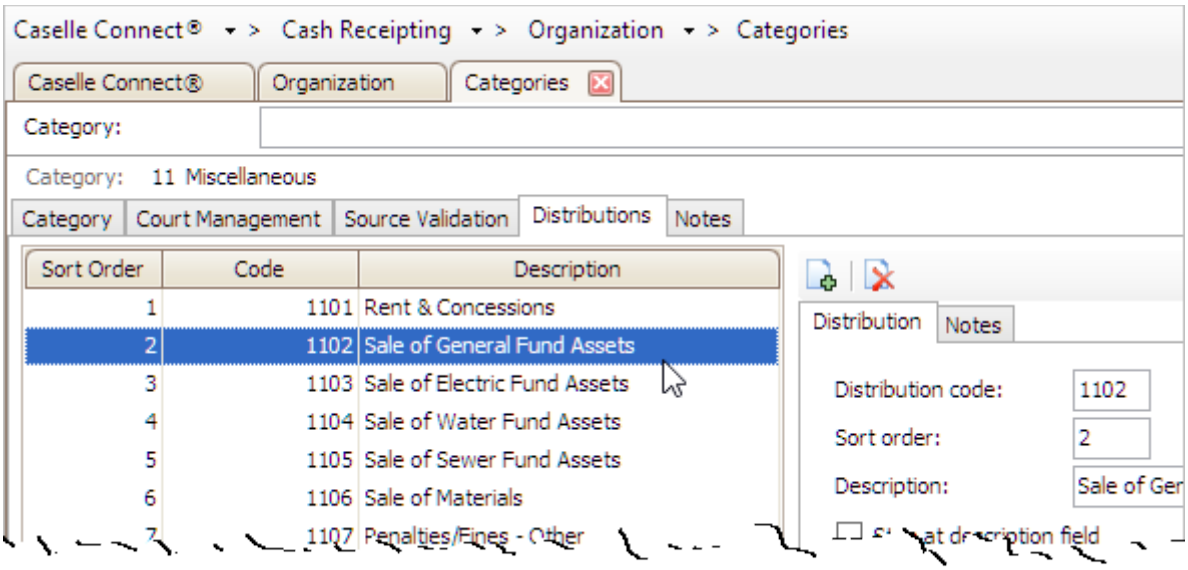
Removing a distribution to a category

1. Open Connect Cash Receipting > Organization > Category.

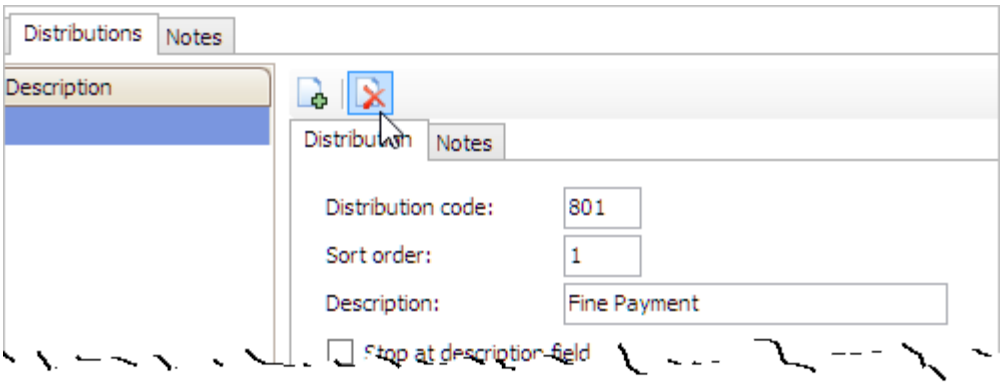
2. Use the Lookup bar to enter a category code. Press Enter.

3. Click to select the Distributions tab.

4. Click to select a distribution.



5. Click to select the button titled Remove the Selected Distribution.



6. Click Save (CTRL+S).

The distribution is deleted.

General Ledger

Can I prompt a user to enter a GL activity code?

When a user enters a distribution that is being tracked by a GL activity code, you can prompt a user to enter a GL activity code. The GL activity code the user enters will override the default GL activity code assigned to the distribution.

Prompting a user to enter a GL activity code

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the checkbox titled Prompt for GL Activity..

6. Click Save (CTRL+S).

Cash Receipting prompts the user to enter a GL activity code.

How do I add a GL account to a blank GL account field?

You can add a default GL account to a distribution. When you select the distribution during payment entry, the default GL account will be displayed in the GL account field on the Enter Payments form.

Adding a default GL account

1. Open Connect Cash Receipting > Organization > Categories.

2. Display the category record.

3. Go to the Distributions tab.

4. Select a distribution from the list.

5. Enter a GL account in the GL Account field.

6. Click Save (CTRL+S).

How do I add a GL activity to a distribution?

Assign a GL activity to a distribution to include the distribution to the transactions being tracked by the GL activity code.

Before you get started

- Add a GL activity to the General Ledger application.

Adding a GL activity to a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select field titled GL Activity.

6. Enter the GL Activity code.

7. Click Save (CTRL+S).

The GL activity tracks transactions for the distribution.

How do I change the GL account assigned to a distribution?

A *GL account* is an account in the General Ledger that records credits and debits.

Changing the GL account assigned to a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the field titled GL Account.

6. Click Save (CTRL+S).

The distribution displays the default payment type in the Payment Type field during payment entry.

How do I remove a distribution from a GL activity?

Exclude a distribution from a GL activity to stop tracking the transactions created for the distribution.

Removing a distribution from a GL activity

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select field titled GL Activity.

6. Delete the GL activity code.

7. Click Save (CTRL+S).

The GL activity will not track the distribution.

What is a GL activity?

A *GL Activity* refers to a user-defined code that is created in Connect General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Connect General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Project Accounting

Can I prompt a user to enter a job number?

When a user enters a distribution that is being tracked by a job number, you can prompt a user to enter a job number. The job number the user enters will override the default job number assigned to the distribution.

Prompting a user to enter a job number

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select the checkbox titled Prompt for Job Number.

6. Click Save (CTRL+S).

Cash Receipting prompts the user to enter a GL activity code.

How do I add a job number to a distribution?

Assign a job number to a distribution to include the distribution to the transactions being tracked by the Project Accounting application.

Before you get started

- Add a job to the Project Accounting application.

Adding a job number to a distribution

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distribution tab.

4. Click to select a distribution code from the Distributions list.

5. Click to select field titled Job Number.

6. Enter the job number.

7. Click Save (CTRL+S).

The job number tracks transactions for the distribution.

How do I link a distribution to a job?

You can set up a distribution to record an amount for Project Accounting. Distributions that are linked to Project Accounting will ask the user to enter a job number. The payment entry will record the payment amount and the job number.

Before you get started

- Turn on the Project Accounting Interface. See the help topic titled *How do I turn on the Project Accounting interface?*

Linking a distribution to a job

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the Distributions tab.

4. Click to select a distribution from the distribution list.

5. Click to select the checkbox titled Prompt for Job Number.

6. Click Save (CTRL+S).

When this distribution is selected, Cash Receipting will prompt the user to enter a job number.

What is a job?

A *job number* refers to a user-defined code that is created in Connect Project Accounting for reporting resources and transactions associated with a specific job. You can use a job number to manage transactions created in Connect General Ledger and the Connect Project Accounting Suite, which includes Project Accounting, Materials Management, and Asset Management.

Payment types

How do I add a payment type?

Create a new record for a payment type.

Adding a payment type

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click New (CTRL+N).

3. Fill in the fields on the payment type form.

4. Click Save (CTRL+S).

The payment type is saved.

How do I change a payment type?

Update the payment type properties.

Changing a payment type

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Use the Lookup bar to enter a payment type. Press Enter.

3. Now, you can update the record.

4. Click Save (CTRL+S).

The payment type is updated.

How do I delete a payment type?

You cannot remove a payment type if related transactions exist.

Deleting a payment type

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Use the Lookup bar to enter a payment type. Press Enter.

3. Click Delete (CTRL+D).

The payment type is deleted.

What is a GL combined deposit?

Use a *GL Combined Deposit* to group payment type together so you can deposit it as a single deposit. Complete this section if you would like to include a payment type as part of a combined deposit. You will need to assign the same letter to all of the payment types that will be included in the combined deposit.

For example, Jane has payment types for Check, Cash, Money Order, and Debit Card. She usually deposits Check and Cash at the same bank. She assigns the letter *A* to the payment type records for Check and Cash.

What is a payment provider?

A *payment provider* is the entity that accepts credit card payments. You only need to select a payment provider if the payment type will process a credit card payment.

List of payment providers supported by Caselle:

- Government Payment Process - Credit Card
- IntelliPay - Credit Card
- Xpress Bill Pay - Credit Card
- Xpress Bill Pay - eCheck

Before you get started

- Purchase and install Caselle Payment Import/Online Payments
- Purchase and install a credit card processing application

Adding a payment provider to a payment type

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Use the Look Up bar to enter the payment code. Press Enter.

3. Use the Payment Provider menu to select the entity that will process credit card payments.

4. Click Save (CTRL+S).

How do I process a credit card payment?

Payment Types

Cash Receipting can process credit card payments, see the help topic titled *What is a payment provider?* for help setting up a payment type for processing credit card payments.

Processing a credit card payment

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Fill in the Enter Payments form.

3. When you reach the section titled Payments, use the Type menu to select the payment type for processing credit card payments.

4. Fill in the Amount and press Enter.

The credit card processing form displays.

5. Enter the credit card information.

The credit card payment is processed.

How do I set up a payment type for checks?

Payment Types

Use Cash Receipting to accept checks as a valid payment type.

Adding a payment type to process checks

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click New (CTRL+N).

3. In the field titled Payment Code, enter the payment code for checks.

4. In the field titled Description, enter *Check*.

5. In the field titled Priority, enter the priority for processing checks.

6. In the field titled Bank, enter the bank for processing checks.

7. If you will include checks in a combined deposit, use the GL Combined Deposit menu to select the letter assigned to the combined deposit for processing checks.

8. Use the Payment Provider menu to select *None*.

9. Click to select the checkbox titled Stop at Check Number Field.

10. Clear the checkboxes titled Use this Payment Type to Give Change, Stop at Payor field, and Open Cash Drawer After Receipt is Finished.

11. Click Save (CTRL+S).

The payment type for processing checks is saved.

How do I set up a payment type for cash?

Payment Types

Use Cash Receipting to accept cash as a valid payment type.

Adding a payment type to process cash

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click New (CTRL+N).

3. In the field titled Payment Code, enter the payment code for cash.

4. In the field titled Description, enter *Cash*.

5. In the field titled Priority, enter the priority for processing cash.

6. In the field titled Bank, enter the bank for processing cash.

7. If you will include cash in a combined deposit, use the GL Combined Deposit menu to select the letter assigned to the combined deposit for processing cash.

8. Use the Payment Provider menu to select *None*.

9. Click to select the checkbox titled Use this Payment Type to Give Change.

Remember, Cash Receipting needs at least one payment type that is set up to give change.

10. Clear the checkboxes titled Stop at Check Number Field, Stop at Payor field, and Open Cash Drawer After Receipt is Finished.

11. Click Save (CTRL+S).

The payment type for processing cash and giving change is saved.

How do I set up a payment type for credit cards?

Use Cash Receipting to accept a credit card as a valid payment type.

List of payment providers supported by Caselle:

- Government Payment Process - Credit Card
- IntelliPay - Credit Card
- Xpress Bill Pay - Credit Card
- Xpress Bill Pay - eCheck

Requirements:

- Purchase and install Caselle Payment Import/Online Payments
- Purchase and install a credit card processing application

Adding a payment type to process credit cards

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click New (CTRL+N).

3. In the field titled Payment Code, enter the payment code for credit cards.

4. In the field titled Description, enter *Credit Card*.

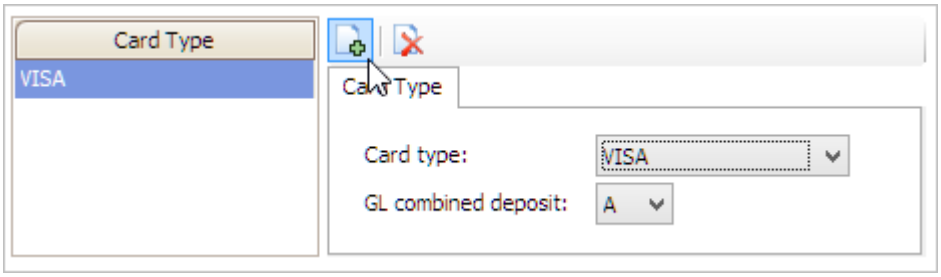
5. In the field titled Priority, enter the priority for processing credit cards.

6. **In the field titled Bank, enter the bank for processing credit cards.**

7. **If you will include cash in a combined deposit, use the GL Combined Deposit menu to select the letter assigned to the combined deposit for processing credit cards.**

8. **Use the Payment Provider menu to select the entity that will process credit card payments.**

9. **If the Payment Provider is *Xpress Bill Pay - Credit Card*, click the button titled Add a New Card Type to enter credit card types that are accepted by your organization. Next, select the Card Type and assign the card type to a GL Combined Deposit.**



10. **Clear the checkboxes titled Use this Payment Type to Give Change, Stop at Check Number Field, Stop at Payor field, and Open Cash Drawer After Receipt is Finished.**

11. **Click Save (CTRL+S).**

The payment type for processing a credit card is saved.

How do I set up a payment type for money orders?

Payment Types

Use Cash Receipting to accept a money order as a valid payment type.

Adding a payment type to process a money order

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click New (CTRL+N).

3. In the field titled Payment Code, enter the payment code for a money order.

4. In the field titled Description, enter *Money Order*.

5. In the field titled Priority, enter the priority for processing a money order.

6. In the field titled Bank, enter the bank for processing a money order.

7. If you will include money orders in a combined deposit, use the GL Combined Deposit menu to select the letter assigned to the combined deposit for processing a money order.

8. Use the Payment Provider menu to select *None*.

9. Click to select the checkbox titled Stop at Check Number Field.

10. Clear the checkboxes titled Use this Payment Type to Give Change, Stop at Payor field, and Open Cash Drawer After Receipt is Finished.

11. Click Save (CTRL+S).

The payment type for processing a money order is saved.

Payment type glossary

Bank

This is the bank that you will use to process the selected payment type.

Card type

Complete this section if the Payment Provider is Xpress Bill Pay. This section allows you to specify which card types will be accepted. A card type is VISA, Mastercard, Amex, or Discover.

Description

A *description* is a word or phrase that describes the character or features of the record. Example: Cash, Credit, Check

GL combined deposit

Use a *GL Combined Deposit* to group payment type together so you can deposit it as a single deposit. Complete this section if you would like to include a payment type as part of a combined deposit. You will need to assign the same letter to all of the payment types that will be included in the combined deposit.

For example, Jane has payment types for Check, Cash, Money Order, and Debit Card. She usually deposits Check and Cash at the same bank. She assigns the letter *A* to the payment type records for Check and Cash.

Open cash drawer after receipt is finished

Complete this section if you are using an electronic cash drawer with Cash Receipting. This option will open the electronic cash drawer to allow the user make change, put away cash or checks, or perform duties that require the cash drawer.

Payment code

The *payment code* is a unique number that is assigned to a payment type.

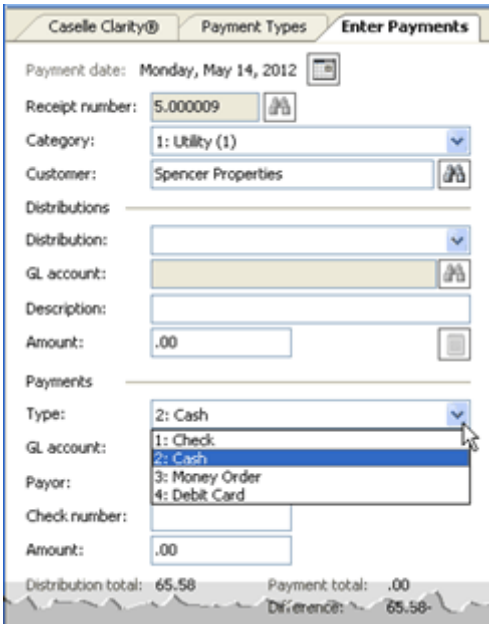
Payment provider

Complete this section if you are setting up a payment type that accepts credit card payments. In order to use this option, you must also be using Caselle Payment Import/Online Payments AND a credit card processing application.

Priority

The *priority* is a number that is assigned to a payment type that determines where the payment type will be displayed in relation to the other payment types in the Payment Type list. For example, if the Check payment type is assigned a priority of *1*, and then the Check payment type will be displayed as the first item in the Payment Type list.

This is the Payment Type list on the Enter Payments screen. The number shown in parenthesis (1) is the priority number that is assigned to the payment type. The number at the beginning of each payment type is the priority number.



Stop at check number field

A *check number* is a unique number that is assigned to each check. You can set up a payment type for Checks to stop the cursor at the Check Number field on the Enter Payments screen to prompt the user to enter a check number.

Stop at payor field

A *payor* is the person who is paying a bill. You can set up a payment type to stop the cursor at the Payor field on the Enter Payments screen to prompt the user to enter a payor name.

Use this payment type to give change

Change is the money that you return when a payment exceeds the amount due. At least one payment type must be set up to allow change.

How do I fix "One of the above payment types must have the change flag set"?

When you log in, Cash Receipting will search for a payment type that is set up to "give change." Usually, you must have at least one payment type that will give change, but you may need to set up the "give change" option on more than one payment type when you have a payment type for credit cards.

Before you get started

- Take a screen shot or write down the information in the error message. You'll need this information so you know which payment type to look up.

Fixing this error

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Use the Look Up bar to enter the payment type code. Press Enter.

This is the payment type code from the error message.

3. Click to select the checkbox titled Use This Payment to Give Change.

4. Click Save (CTRL+S).

The payment type allows Cash Receipting to set the "change" flag.

Third party accounts

What is a third party account?

A *third party account* is any category in Cash Receipting that receives and records payments for any non-Caselle application.

How do I add a category for a third party account?

Create a category to receive and record payments in Cash Receipting.

Before you get started

- Add a third party account to the Third Party Account table. See the help topic titled *How do I add a third party account?*

Adding a category for a third party account

1. Open Connect Cash Receipting > Organization > Categories.

2. Click New (CTRL+N).

3. Click to select the field titled Category Code.

4. Enter a category code for the third party account.

5. Click to select the field titled Description.

6. Enter the name of the third party account.

7. Click to select the field titled Priority.

8. Enter the calculation order of this category in relation to the other categories.

9. Use the Interface menu to select *Third Party.*

10. Set up the category options. Not all of the options will be available for third party accounts.

11. Click Save (CTRL+S).

The category for third party accounts is saved. Next, add a distribution for a third party account to the category.

How do I add a distribution for a third party account?

Use Cash Receipting to set up a distribution on a third party account.

Cash Receipting requires at least one distribution for each category.

Before you get started

- Add a category for the third party account. See the help topic titled *How do I add a category for a third party account?*

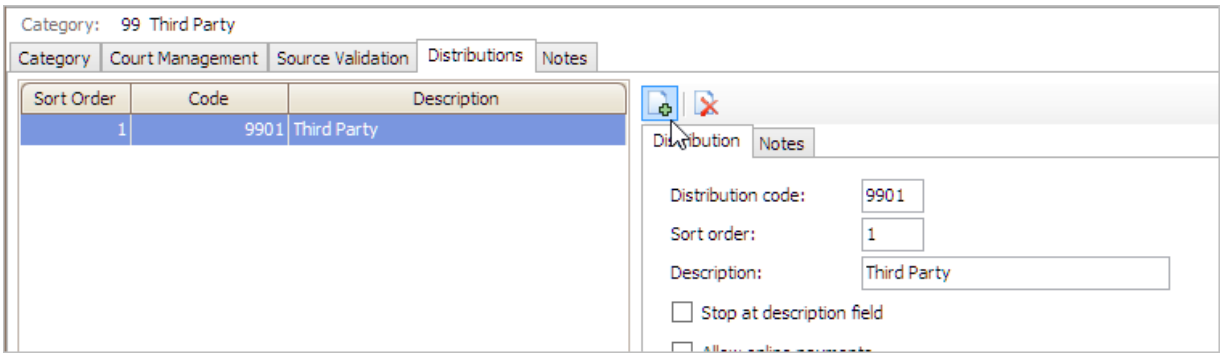
Adding a distribution for a third party account

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code for the third party account. Press Enter.

3. Click to select the Distributions tab.

4. Click to select the button titled Add a New Distribution.



5. Click to select the field titled Distribution Code.

6. Enter the category code followed by the distribution code.

Example: If the category code is 99, the first distribution assigned to the category would be [category code][distribution code], or 9901. Where 9901 is the category code and 9901 is the distribution code.

7. Click to select the field titled Description.

8. Enter the name of the third party distribution.

9. Set up the remaining options for the distribution.

10. Click Save (CTRL+S).

The third party distribution is saved.

How do I add a third party account?

Create a new record for a third party account.

Adding a third party account

1. **Open Connect Cash Receipting > Organization > Third Party Accounts.**
2. **Click New (CTRL+N).**
3. **Use the Category menu to select *Third Party*.**
4. **Click to select the field titled Account Number.**
5. **Enter an account number to assign to the third party account.**
6. **Enter the third party account owner's name, address, and contact information.**
7. **Skip the field titled As of Date.**

   Cash Receipting will fill in the last date when payments for the third party account were updated.
8. **In the field titled Balance Due, enter the account balance on the third party account.**
9. **In the field titled Payment Amount, enter the default payment amount. This field is option.**

10. **In the field titled GL Account Override, enter the GL account for posting transactions for the third party account.**

    If you leave this field blank, the transactions for the third party account will post to the default GL account.

11. **Click Save (CTRL+S).**

The third party account is saved.

How do I change the balance due on a third party account?

You can change the balance due on a third party account in the Third Party Account table.

Changing the balance due

1. Open Connect Cash Receipting > Organization > Third Party Accounts.

2. Use the Look Up bar to enter the third party account number. Press Enter.

3. Click to select the field titled Balance Due.

4. Enter the new balance due.

5. Click Save (CTRL+S).

The balance due on the third party account is updated.

How do I link a third party account to an existing customer?

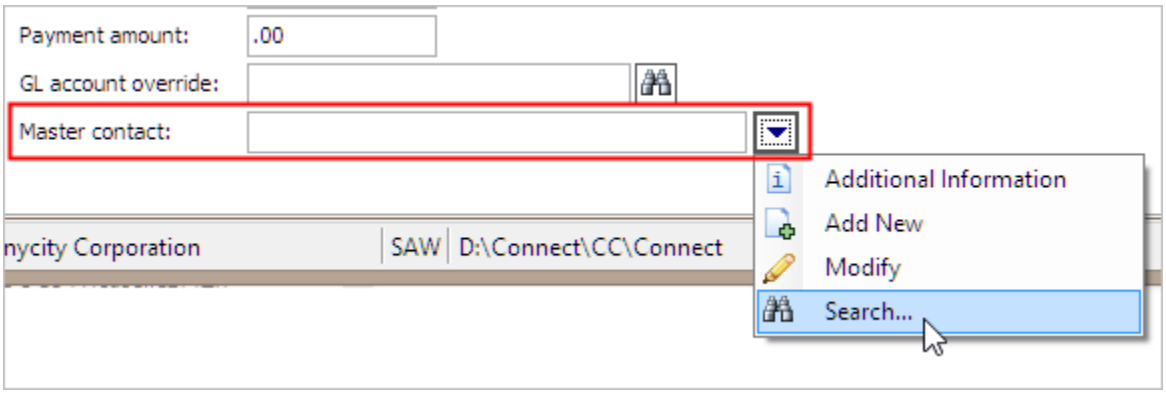
Use a master contact when you create a third party account to track payments for an individual who already has an account set up in an interfaced Caselle application.

Linking third party accounts to an existing customer

1. Open Connect Cash Receipting > Organization > Third Party Accounts.

2. Use the Look Up bar to enter the third party account number. Press Enter.

3. Click to select the field titled Master Contact.



4. Enter the individual's name or use the menu to select Search.

5. Click Save (CTRL+S).

The third party account is linked to the customer's master contact record in Caselle.

How do I delete a third party account?

You cannot delete a third party account when Cash Receipting has created transactions that use the third party account.

Deleting a third party account

1. Open Connect Cash Receipting > Organization > Third Party Accounts.

2. Use the Lookup bar to enter an account number. Press Enter.

3. Click Delete (CTRL+D).

The record is deleted.

Users

How do I add a user?

Set up a new user.

Before you get started

- Add the user to the master user table in System Management. See the help topic titled *How do I add a new user?* in System Management.

Adding a new user

1. Open Connect Cash Receipting > Organization > Users.

2. Click New (CTRL+N).

3. Find the field titled User ID and click the Search button at the end of the field.

The Search form displays.

4. Click to select the user name and click OK.

5. Use the Default Workspace menu to select workspace the user will use most often.

6. Click Save (CTRL+S).

The new user is saved.

What is a user?

A *user* is a person who will use this application. Use the Users table to store the user name, user password, and personal settings for each person that will use Cash Receipting.

How do I require a user to enter a password to enter payments?

User Passwords

Use *Require a Password to Enter Payments* to prompt a user to enter a password to enter payments. This field is not available when the Cash Receipting application does not require a password to enter payments.

Requiring a password to enter payments

1. Open Connect Cash Receipting > Organization > User.

2. Use the Look Up bar to enter a user name. Press Enter.

3. Click to select the checkbox titled Require a Password to Enter Payments.

4. Click Save (CTRL+S).

Cash Receipting will prompt the user to enter a password to enter payments.

How do I display a receipt confirmation?

Cash Receipting can display a receipt confirmation message when a receipt is saved.

Displaying a receipt confirmation

1. Open Connect Cash Receipting > Organization > User.

2. Use the Look Up bar to enter a user name. Press Enter.

3. Click to select the checkbox titled Display Receipt Confirmation When Entering Payments.

4. Click Save (CTRL+S).

Cash Receipting will display a receipt confirmation message to verify the receipt is saved and Enter Payments is ready to record the next receipt.

How do I require void password to void receipts?

Void receipts.

Voiding a receipt will create two transactions: (1) a reversing transaction and (2) a voiding transaction. You can choose which users can void receipts by requiring a password to void receipts.

Requiring a void password

1. Open Connect Cash Receipting > Organization > User.

2. Use the Look Up bar to enter a user name. Press Enter.

3. Click to select the checkbox titled Require a Password to Void Receipts.

4. Click Save (CTRL+S).

Cash Receipting will prompt the user to enter the password for voiding receipts.

How do I delete a user?

Remove a user from Cash Receipting.

These instructions will remove the user from the User table in Cash Receipting. The user will not be able to use Cash Receipting. However, the user record in System Management will remain unchanged.

Deleting a user

1. Open Connect Cash Receipting > Organization > Users.

2. Use the Lookup bar to enter a user ID. Press Enter.

3. Click Delete (CTRL+D).

The user is deleted.

Workspaces

How do I add a workspace?

Create a workspace for each location where you will use Enter Payments to receive payments.

Adding a workspace

1. **Open Connect Cash Receipting > Organization > Workspaces.**
2. **Click New (CTRL+N).**
3. **Click to select the field titled Workspace.**
4. **Enter the name of the workspace.**
5. **Click to select the field titled Receipt Group.**
6. **Assign a number (1-9) to the workspace.**

   Cash Receipting will use the Receipt Group number as the first number on the receipts that are created at this workspace.
7. **Use the Default Category menu to select the category for the payments the workspace will receive the most.**
8. **Use the Default Payment Type menu to select the payment type the workspace will receive the most.**
9. **Click Save (CTRL+S).**

The workspace is saved.

What is a workspace?

The Front Counter and Office are examples of a *workspace.* You can use the Workspace table to add the workspaces that users will use to access Cash Receipting. Each workspace is assigned a unique number. This number is included in the receipt number for receipts that are created at the workspace.

How do I delete a workspace?

Workspace

You cannot delete a workspace with related transactions.

Deleting a workspace

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Lookup bar to enter a workspace name. Press Enter.

3. Click Delete (CTRL+D).

The workspace is deleted.

Workspace

Can I change a workspace name?

Workspace

An error message displays when you attempt to change the name assigned to a workspace. This error message displays when you open the Workspace table and a user is logged in to the workspace.

Finding the user who is assigned to the workspace

1. Open Connect Cash Receipting > Organization > Users.

2. Find the field titled Default Workspace.

3. Is the user assigned to the workspace that you are trying to update?

- **Yes, the user is assigned to the same workspace I'm trying to update**. Log the user off the workspace and then make the changes to the workspace.
- **No, the user is assigned to a different workspace**. Click **Next** (F3) to check the next user.

Logging off the user from the workspace

1. If the user is still at work, ask the user to log off.

Or

Open Connect Cash Receipting > Organization > Workspace.

2. Use the In Use By menu to select the [blank] space.

The user is logged off the workspace. Now, you can update the workspace properties.

Can I lock a workspace over the weekend?

Workspace

Cash Receipting can stop users from logging in to a workspace on Saturday and Sunday.

Locking a workspace over the weekend

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Skip Weekends.

4. Click Save (CTRL+S).

Users cannot log in to the workspace on Saturday and Sunday.

How do I fix the "Workspace is currently in use" error?

Workspace

The "Workspace is currently in use" error means that another user is still logged onto the workspace and the user needs to be logged off before another user can log in.

Logging off a user from a workspace

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the In Use By menu to select the [blank] space.

The user is logged off the workspace.

Set up default receipt options for workspace

How do I choose the receipt type?

Workspace

The dimension of the printed receipt is *receipt type.* A *40 column* receipt will allow up to 40 characters on a printed lined, while a *53 column* receipt allows up to 53 characters. A *formatted* receipt means that you can choose how to format the printed receipt. A *normal* receipt prints on standard 8.5 inch by 11 inch paper.

What is the receipt type?

- Print a 40 column, narrow, text only receipt. Use **Receipt Type** to select **40 Column Roll**.
- Print a 53 column, text only receipt. Use **Receipt Type** to select **53 Column Roll**.
- Print a formatted receipt. Use **Receipt Type** to select **Formatted**. Then, use the **Default Receipt Form** field to select the form layout for printing receipts.
- Print a 5 inch by 5.5 inch receipt on a standard sheet of paper. Use **Receipt Type** to select **Normal**.

Choosing the receipt type for a workspace

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. **Use the Receipt Type menu to select the format: 40 Column Roll, 53 Column Tractor, Formatted, or Normal.**

4. **Click Save (CTRL+S).**

The receipt type is saved.

How do I print the payor's name on receipts?

Workspace

A *payor* is the person who is paying a bill. Use *Print Payor on Receipt* to print the name of the person who is paying the bill on the receipt.

Printing the payor's name on receipts

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Print Payor on Receipt.

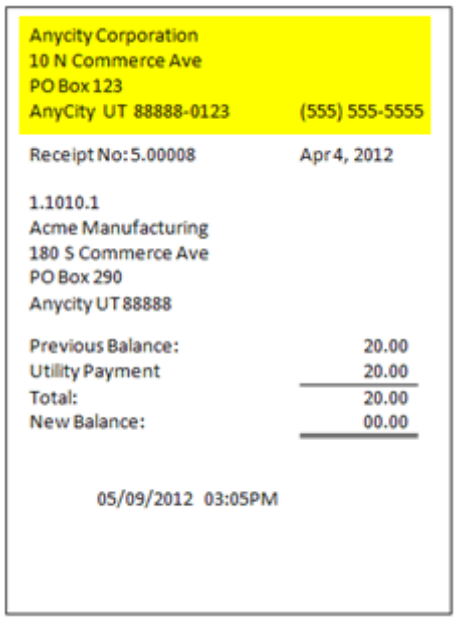
4. Click Save (CTRL+S).

The workspace prints the payor's name on receipts.

How do I set up a workspace to print a receipt header?

Workspace

The *receipt header,* highlighted in yellow, is the organization's name, address, and telephone number. The system uses the information that is stored in Organization > Organization to create the receipt header.



Setting up a workspace to print a receipt header

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Print Receipt Header.

4. Click Save (CTRL+S).

The workspace will print a receipt header on receipts.

Can I set up my workspace to add the GL account to receipts?

Workspace

You can set up a workspace to add the GL account assigned to the distribution to the receipt detail.

Adding GL accounts to receipts printed at my workspace

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Print GL Account on Receipt.

4. Click Save (CTRL+S).

The workspace will print the distribution GL account on receipts.

How do I add account comments to receipts?

Workspace

Some Caselle applications allow users to enter billing comments, notes, and additional explanations. You can print the account comments on receipts.

Adding account comments to receipts

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Print Comments on Receipt.

4. Click Save (CTRL+S).

The workspace prints account comments on receipts.

How do I set up a workspace to print receipts?

Workspace

Use the *print receipt* option to set up the workspace to print a receipt after each payment entry is saved.

Before you get started

- If the organization will print a custom receipt, set up the receipt form layout.

Setting up workspace to print receipts

1. **Open Connect Cash Receipting > Organization > Workspaces.**
2. **Use the Look Up bar to enter the workspace name. Press Enter.**
3. **Click to select the checkbox titled Print Receipt.**
4. **Use the Default Printer menu to select the printer the workspace will use to print receipts.**
5. **Use the Receipt Type menu to select the format: 40 Column Roll, 53 Column Tractor, Formatted, or Normal.**
6. **If the Receipt Type is set to Formatted, use the Default Receipt Form to select the form the workspace will use to print receipts.**

7. Click to select the field titled Number of Copies.

8. Enter the number of copies of the receipt to print.

9. Click Save (CTRL+S).

After a user enters a receipt, the workspace will print it.

What if my workspace uses a printer with a tear-off adjustment?

Workspace

A *printer tear-off adjustment* means the printer automatically rolls the receipt paper forward so you can tear-off a receipt and then rolls the receipt paper backward before it prints the next receipt.

Setting up a workspace for a printer with a tear-off adjustment

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Printer Tear-off Adjustment.

4. Click Save (CTRL+S).

The workspace will roll the receipt paper forward so you can tear it off.

What is a receipt irregularity warning?

Workspace

The *irregularity warning* is the warning message that displays on the screen when the cutoff time has past. This option allows you to determine how many payments a user can enter until the next warning message is displayed. Use a low number to display the warning message frequently.

Changing the frequency the receipt warning displays

1. **Open Connect Cash Receipting > Organization > Workspaces.**
2. **Use the Look Up bar to enter the workspace name. Press Enter.**
3. **Click to select the field titled Allow [_] Receipts Between Receipt Irregularity Warnings.**
4. **Enter the number of transactions a user can enter before the next warning.**
5. **Click Save (CTRL+S).**

Cash Receipting will display the receipt irregularity warning after the specified number of transactions.

Set up default user for workspace

Can I require a user to log in to enter a receipt?

Workspace

Set up the workspace to prompt the user to enter their user name, or user name and password, before the user can start entering payments.

Requiring a user to log in

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Prompt for User After Each Receipt.

4. Click Save (CTRL+S).

The workspace will prompt the user to enter their user name.

Requiring a user to enter a password

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter the workspace name. Press Enter.

3. Click to select the checkbox titled Prompt for User After Each Receipt.

4. Click to select the checkbox titled Password Required.

5. Click Save (CTRL+S).

The workspace will prompt the user to enter their user name and password.

Why can't I log in?

Workspace

Cash Receipting only allows a user to log on to one workspace at a time. If a user exits a workspace without logging off, Cash Receipting will lock the workspace. You will need to log of the user before another user can log in.

Resetting a workspace so another user can log in

1. **Open Connect Cash Receipting > Organization > Workspaces.**
2. **Use the Look Up field to enter the code or title of the workspace that is locked. Press Enter.**
3. **Use the In Use By menu to select the [blank].**

The user is logged out of the workspace.

Check endorsement

What is check endorsement?

A *check endorsement* occurs when you sign your name to the back of a check to guarantee the item and acknowledge that you have accepted it. You can endorse checks "for deposit only" or "for deposit only and the account number" to prevent someone else from cashing the check.

Before you get started

- Purchase and install the Caselle Check Endorsement module.
- Purchase and install a check endorsement printer.

Endorsement printers supported by Caselle

- Epson TM-H6000IV
- Epson TM-U375
- Epson TM-U675
- Ithaca Series 150
- Ithaca Series 1500
- Ithaca Series 50

How do I set up check endorsement?

Check Endorsement

After you install the Check Endorsement module, follow these steps to set up the Check Endorsement options. Check Endorsement details are set up on each workspace. You can set up the Check Endorsement options differently at each workspace.

Before you get started

- Purchase and install the Check Endorsement module.

Setting up check endorsement at a workspace

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

4. Click to select the checkbox titled Activate Check Endorsement.

5. Fill in the remaining fields on the Check Endorsement form.

6. Click Save (CTRL+S).

The workspace can use a printer to print check endorsement text.

Check endorsement printer list

Connect can use these printers to print endorsement text.

Endorsement printers supported by Caselle:

- Epson TM-H6000IV
- Epson TM-U375
- Epson TM-U675
- Ithaca Series 150
- Ithaca Series 1500
- Ithaca Series 50

How do I change my check endorsement printer?

Check Endorsement

An *endorsement printer* can print on both sides of the check at the same time. Printed information may include printing the payee name and amount paid on the front of the check and printing the deposit information on the back of the check.

Changing my check endorsement printer

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

These options are only available when the checkbox to Activate Check Endorsement is selected.

4. Use the Endorsement Printer menu to select the printer that you will use to print endorsement text.

5. Use the Printer Model menu to select the endorsement printer model.

6. Click Save (CTRL+S).

The workspace is linked to the new check endorsement printer.

Do I use Slip or Validation mode?

Check Endorsement

Use *Slip* if you have a check printer that allows you to "slip" a check into the printer to print the front, and then flip the check over to print on the back. Use *Validation* if the check printer supports validation, in other words, the check is inserted from the top.

Changing the printer mode to slip

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up field to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

The checkbox titled Activate Check Endorsement needs to be selected to make available the rest of the fields on the Check Endorsement form.

4. Find the section titled Mode.

5. Click to select Slip.

6. Click Save (CTRL+S).

The printer uses slip mode.

Changing the printer mode to validation

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up field to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

The checkbox titled Activate Check Endorsement needs to be selected to make available the rest of the fields on the Check Endorsement form.

4. Find the section titled Mode.

5. Click to select Validation.

6. Click Save (CTRL+S).

The printer uses validation mode.

What are printer pre-print codes?

Check Endorsement

When you use Check Endorsement to print endorsement text on a check, Connect will send the pre-print codes to the check endorsement printer. The pre-print codes tell the check endorsement printer the next task will be to print the endorsement text on a check.

Changing check endorsement pre-print codes

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

These options are only available when the checkbox to Activate Check Endorsement is selected.

4. Click to select the field titled Printer Pre-print Codes.

5. Enter the pre-print codes for the check endorsement printer.

6. Click Save (CTRL+S).

The workspace is updated with the new pre-print codes for the check endorsement printer.

Finding the check endorsement pre-print codes

The pre-print codes are included with the check endorsement printer. You may need to contact the manufacturer of the check endorsement printer to request the pre-print codes.

What are printer post-print codes?

Check Endorsement

When you use Check Endorsement to print endorsement text on a check, After the endorsement text prints on the check, Connect will send the post-print codes to the printer. The post-print codes tell the check endorsement printer that the task is finished.

Changing check endorsement post-print codes

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

These options are only available when the checkbox to Activate Check Endorsement is selected.

4. Click to select the field titled Printer Post-print Codes.

5. Enter the pre-print codes for the check endorsement printer.

6. Click Save (CTRL+S).

The workspace is updated with the new post-print codes for the check endorsement printer.

Finding the check endorsement post-print codes

The post-print codes are included with the check endorsement printer. You may need to contact the manufacturer of the check endorsement printer to request the post-print codes.

How do I position the printing area on a check?

Check Endorsement

You can use Cash Receipting to choose how many blank lines to print before or after the check endorsement text. Printing blank lines before the check endorsement text will increase the margin between the top of the check and the first printed line. While printing blank lines after the check endorsement text will increase the space after the last printed line.

Printing blank lines before validation text

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

These options are only available when the checkbox to Activate Check Endorsement is selected.

4. Click to select the field titled Print [_] Blank Lines Before Validation..

5. Enter the number of blank lines to insert. .

6. Click Save (CTRL+S).

The workspace will print the blank lines before it prints the validation text.

Printing blank lines after validation text

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click to select the Check Endorsement tab.

These options are only available when the checkbox to Activate Check Endorsement is selected.

4. Click to select the field titled Print [_] Blank Lines After Validation..

5. Enter the number of blank lines to insert. .

6. Click Save (CTRL+S).

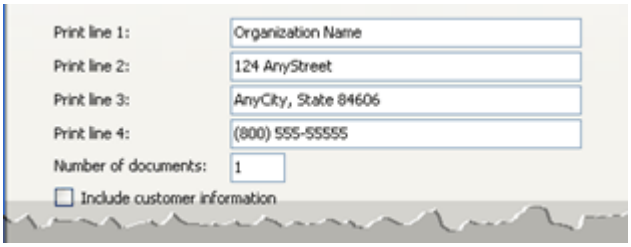
The workspace will print the blank lines after it prints the validation text.

How do I change the endorsement text?

Check Endorsement

The check endorsement printer can print up to four lines of additional text. The information that you choose to add to the check endorsement text will print exactly as it appears on the Check Endorsement tab.

Example: Jane creates a check endorsement that looks like this



When she prints the check endorsement on a check, it will print like this

Changing the endorsement text

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up field to enter a category code. Press Enter.

3. Click to select the Check Endorsement tab.

The checkbox titled Activate Check Endorsement needs to be selected to make available the rest of the fields on the Check Endorsement form.

4. Find the fields titled Print Line 1-4..

5. Enter the endorsement text to print on each line. .

6. Click Save (CTRL+S).

The endorsement text is updated.

How do I add customer information to the endorsement text?

Check Endorsement

When you set up a category code to print check endorsement text, you can also print the customer's name and contact information after the endorsement text prints.

Example:

Organization Name
FOR DEPOSIT ONLY

Customer Name
Address
City, State Zip
(555) 555-5555

Adding customer information to the endorsement text

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up field to enter a workspace code. Press Enter.

3. Click to select the Check Endorsement tab.

The checkbox titled Activate Check Endorsement needs to be selected to make available the rest of the fields on the Check Endorsement form.

4. Click to select the checkbox titled Include Customer Information.

5. Click Save (CTRL+S).

The endorsement text prints lines 1-4 and then prints the customer's information.

Removing customer information from the endorsement text

1. Open Connect Cash Receipting > Organization > Workspace.

2. Use the Look Up field to enter a workspace code. Press Enter.

3. Click to select the Check Endorsement tab.

The checkbox titled Activate Check Endorsement needs to be selected to make available the rest of the fields on the Check Endorsement form.

4. Click to deselect the checkbox titled Include Customer Information.

5. Click Save (CTRL+S).

The endorsement text prints lines 1-4. It does not print the customer's information.

How do I use check endorsement during payment entry?

Check Endorsement

A *check endorsement* occurs when you sign your name to the back of a check to guarantee the item and acknowledge that you have accepted it. You can endorse checks "for deposit only" or "for deposit only and the account number" to prevent someone else from cashing the check.

Use this option if you have set up the check endorsement options and you wish to print the check endorsement information on checks.

Before you get started

- Purchase and install the Check Endorsement module.

Using check endorsement for payment entry

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payment Options form displays.

2. Click to select Options.

3. Click to select the checkbox titled Activate Check Endorsement.

4. Click OK.

The check endorsement tools are available on the Enter Payments form.

How do I validate a check?

Check Endorsement

Follow these instructions to validate a check in Enter Payments.

Validating checks

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Log in.

3. Enter the receipt.

4. When the receipt is finished, click Check Validation (CTRL+SHIFT+F7).

Cash Receipting prompts you to insert the check.

5. Insert the check in the validation printer.

6. Click OK.

The check is validated.

How do I adjust the lines printed before or after the validation text?

See the help topic titled *How do I position the printing area on a check?*

Cash drawer

What is a cash drawer?

An *Electronic Cash Drawer* is a cash drawer with an interface to the computer which allows you to use the Caselle Connect Cash Receipting program to open and close the cash drawer. If you are using an electronic cash drawer, follow these steps to enable the cash drawer interface to Cash Receipting. When you have finished printing a receipt, Cash Receipting will send the open codes to open the cash drawer.

How do I open my cash drawer?

Cash Drawer

You can force the cash drawer to open.

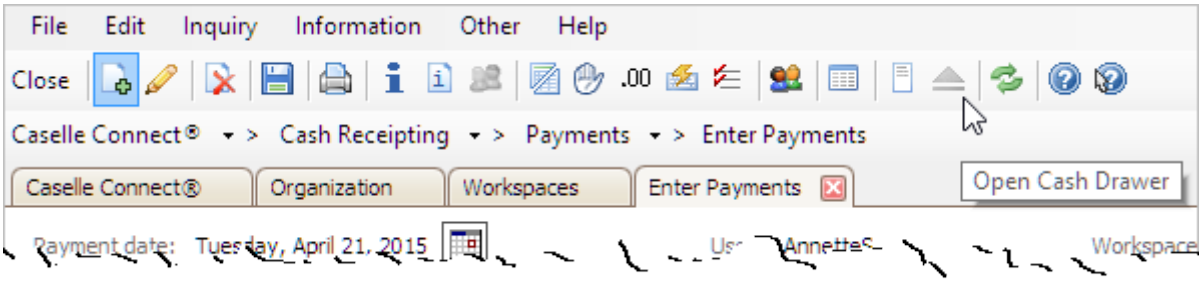
Opening my cash drawer in Enter Payments

1. Finish entering a payment.

Tip! Connect Cash Receipting > Payments > Enter Payments

---

2. Click the button titled Open Cash Drawer.



How do I change my open codes?

Cash Drawer

In the **Open Codes** field, enter the open code for the cash drawer. The Open Codes are the codes required to open the cash drawer. If you need more help locating the open code, please refer to the manual that came with the cash drawer.

Changing my open codes

1. Open Cash Receipting > Organization > Workspaces.

2. Enter a workspace code in the Lookup bar. Press Enter.

3. Click to select the Cash Drawer tab.

4. Click to select the field titled Open Codes.

5. Enter the open codes to open the cash drawer.

6. Click Save (CTRL+S).

The cash drawer open codes are updated.

How do I use a different port to open my cash drawer?

Cash Drawer

If you will be connecting the cash drawer directly, select the port that will be used by the cash drawer from the Port drop-down list. This is the point where the cable to the cash drawer connects to your computer. Please contact your MIS or IT specialist if you need more help.

Changing my cash drawer port

1. Open Cash Receipting > Organization > Workspaces.

2. Enter a workspace code in the Lookup bar. Press Enter.

3. Click to select the Cash Drawer tab.

4. Use the Port menu to select a different port.

5. Click Save (CTRL+S).

The cash drawer port is updated.

Can I link my cash drawer to my printer?

Cash Drawer

Use this option if the cash drawer uses a printer port to connect to the computer.

Linking a cash drawer through a printer

1. **Open Cash Receipting > Organization > Workspaces.**
2. **Enter a workspace code in the Lookup bar. Press Enter.**
3. **Click to select the Cash Drawer tab.**
4. **Click to select the checkbox titled Open Cash Drawer.**
5. **Click to select the field titled Open Codes.**
6. **Use the Port menu to select the port Connect will use to send the open codes to the cash drawer.**

   This is the point where the cable to the cash drawer connects to your computer. Please contact your MIS or IT specialist if you need more help.
7. **Enter the open code for the cash drawer.**

   The Open Codes are the codes required to open the cash drawer. If you need more help locating the open code, please refer to the manual that came with the cash drawer.
8. **Click to select the checkbox titled Use Printer to Open Cash Drawer.**
9. **Use the Printer menu to select the printer that the cash drawer will be connected to the printer.**
10. **Click Save (CTRL+S).**

The cash drawer linked through the computer to the cash drawer.

How do I connect my cash drawer to my computer?

Cash Drawer

Use this option if the cash drawer is connected to the computer using any port, USB connection, etc., except for a printer port.

Connecting my cash drawer to my computer

1. Open Cash Receipting > Organization > Workspaces.

2. Enter a workspace code in the Lookup bar. Press Enter.

3. Click to select the Cash Drawer tab.

4. Click to select the checkbox titled Open Cash Drawer.

5. Enter the open codes and port.

What are open codes? The Open Codes are the codes required to open the cash drawer. If you need more help locating the open code, please refer to the manual that came with the cash drawer.

Which port should I use? If you will be connecting the cash drawer directly, select the port that will be used by the cash drawer from the Port drop-down list. This is the point where the cable to the cash drawer connects to your computer. Please contact your MIS or IT specialist if you need more help.

6. Click Save (CTRL+S).

The cash drawer is connected directly to the computer.

How do I know if my cash drawer works?

Cash Drawer

You can test the cash drawer to see if it opens.

Testing my cash drawer

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up bar to enter a workspace name. Press Enter.

3. Click the button titled Test.

4. Did the cash drawer open?

- **Yes, the cash drawer opened**. You're done!
- **No, the cash drawer did not open**. You'll want to make sure the cash drawer is physically connected correctly to the computer. And then check the open codes and cash drawer settings assigned to the workspace.

Getting help setting up a cash drawer

Contact your IT/IS admin or call customer service for assistance (www.caselle.com/contact)

How do I make my cash drawer open automatically?

Cash Drawer

An *electronic cash drawer* is a cash drawer with an interface to the customer which allows you to use the Cash Receipting application to open and close the electronic cash drawer.

Before you get started

- Purchase and install the Cash Drawer module.

Using a cash drawer for payment entry

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payment Options form displays.

2. Click to select Options.

3. Click to select the checkbox titled Open Cash Drawer Automatically.

4. Click OK.

The cash drawer opens each time you save a transaction.

Auto-Cutter

What is an auto-cutter?

Receipts

An *auto-cutter* is a feature on a receipt printer that trims a printed receipt from a roll of receipt paper. When a receipt prints, the system will send the information that prints on the receipt followed by the command code to cut off the receipt.

Before you get started

- You'll need the command code activate the auto-cutter. You may need to contact the auto-cutter manufacturer to request the command code.

Adding an auto-cutter to my workspace

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up field to enter the code or title of the workspace that is locked. Press Enter.

3. Click to select the Auto-cutter tab.

4. Click to select the checkbox titled Auto-cutter.

5. Click to select the field titled Codes.

6. Enter the command code to cut receipts.

7. Click to select the field titled Lines Before Cutting.

8. Enter the number of lines to insert after the last line prints on the receipt.

The auto-cutter is set up.

Checkout

How do I run Checkout?

Use Checkout to search the database for errors.

Step 1: Running Checkout

1. Open Connect Cash Receipting > Organization > Checkout.

2. Select the options on the routine.

3. Click GO (CTRL+G).

The routine runs. It may take a few minutes depending on how many options you have selected.

Step 2: Reviewing the Checkout report

Use the instructions on the Checkout report to fix the errors in the Cash Receipting database. Some of the errors can be fixed by running Recalculate. The rest of the errors will need to be fixed by hand. See the help topic titled *How do I recalculate?*

Step 3: Rerunning the Checkout report

When you're done fixing the errors listed on the Checkout report, rerun the Checkout report to make sure all of the errors have been resolved. When the Checkout reports that the database is error free, then you're done.

How do I change the date range?

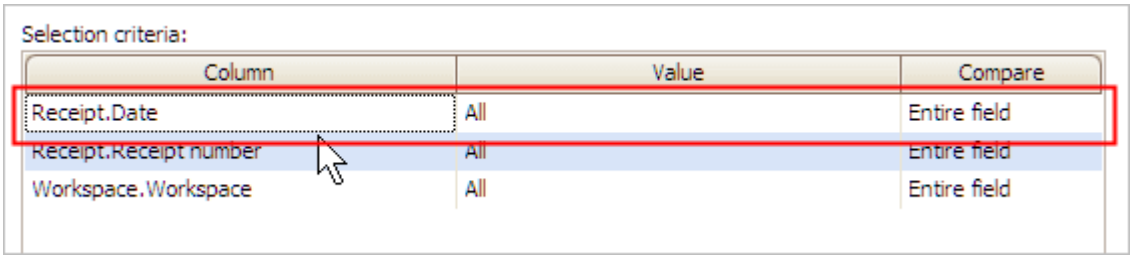
Run Checkout for a date range.

Use *Receipt.Date* in the Selection Criteria to select the report range. Only receipts with transaction dates that fall in the date range will be included in the receipts the system will search when you run Checkout.

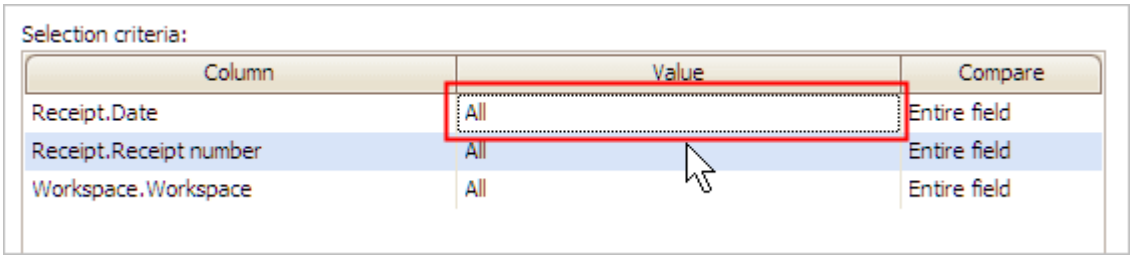
Changing the date range

1. Open Connect Cash Receipting > Organization > Checkout.

2. Find the row for *Receipt.Date* in the Selection Criteria.



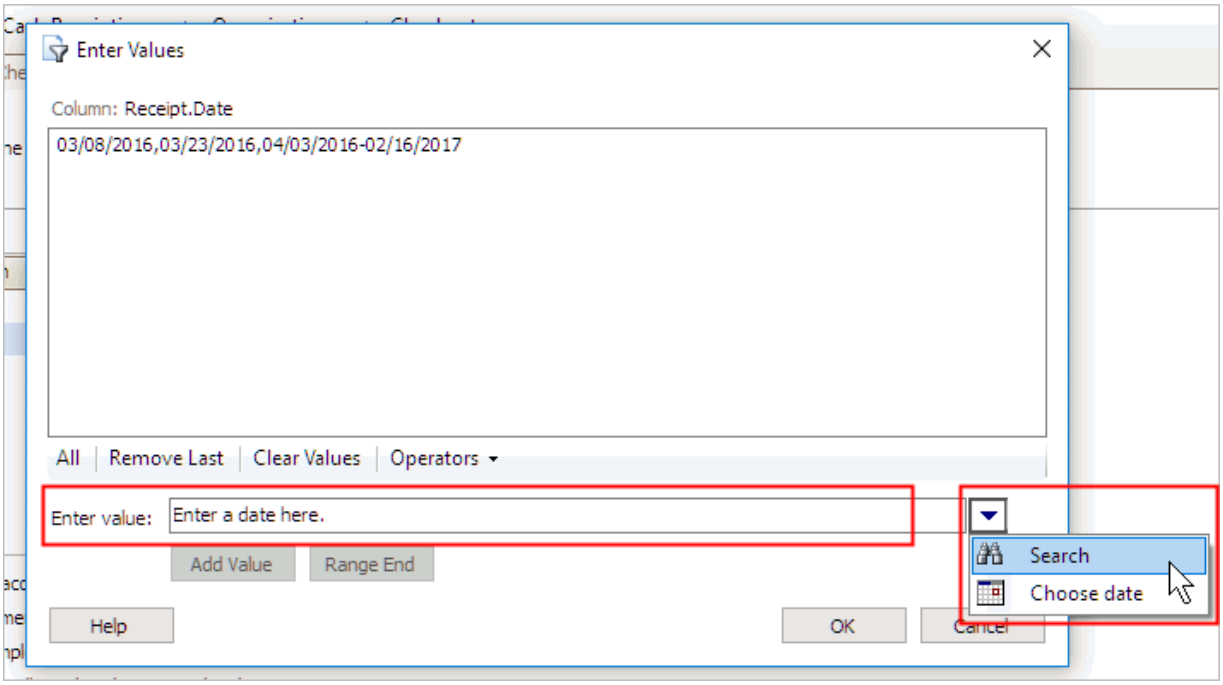
3. Double-click All in the Value column.



The Enter Values form displays.

4. Use the field titled Enter Value to enter a date or date range.

Use a comma (,) to separate individual dates. Use a dash (-) to separate a date range. Example: 03/08/2016, 04/03/2016-02-16/2017



You can also use the menu button, located at the end of the Enter Value field, to display additional options. Use Search to view a list of dates, or use Choose Date to view a calendar.

5. Click OK.

The Value column displays the receipt number that Checkout will search.

How do I search for partially completed receipts?

Find receipts that are missing information.

A *partially completed receipt* is a receipt that has been saved but some of the fields that should have information filled in, are not filled in. Use this option to search for receipts with missing information.

Searching for partially completed receipts

1. Open Connect Cash Receipting > Payments > Checkout.

2. Set up the search criteria.

3. Click to select the checkbox titled Check for Partially Completed Receipts.

4. Click GO (CTRL+G).

The Checkout report lists receipt numbers that are missing information.

Fixing partially completed receipts

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Click Edit (CTRL+E).

3. Look up the receipt number for a partially completed receipt.

4. Find the field that is missing information and fill it in.

5. Click Save (CTRL+S).

The partially completed receipt is fixed.

Updated on 07Aug2017

How do I check if third party payments have been updated?

Use this option when you have received payments in Cash Receipting for third party accounts. This option will compare the amount recorded on receipts with the payments made for third party accounts.

Checking for updated payments on third party accounts

1. Open Connect Cash Receipting > Payments > Checkout.

2. Set up the search criteria.

3. Click to select the checkbox titled Check Third Party Payments With Receipts Updated Since "As of Date".

4. Click GO (CTRL+G).

The Checkout report lists third party accounts that have payments that have not been updated since the *As of Date*.

Reconciling third party receipt amounts with third party payment amounts

1. Open Connect Cash Receipting > Payments > Recalculate.

2. Click to select the checkbox titled Set Third Party Payment Amounts Equal to Distribution Amount.

3. Click GO (CTRL+G).

Cash Receipting reconciles the third party receipt amounts and payment amounts.

How do I fix a "Category and distribution discrepancy error?"

This error message displays when an invalid number has been assigned to a distribution code. The distribution code must begin with the category code.

Examples of valid distribution codes:

- If the Utility Billing category code is *1*, then the distributions that belong to the Utility Billing category must begin with the number *1* followed by the number that is assigned to the distribution: *101.*
- If Taxes are assigned to category *2*, and then all of the distributions tied to the Taxes category also need to begin with the number *2* and all of the distributions for Taxes should be assigned to *201 - 299*.

Fixing a "Category and distribution discrepancy error"

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code. Press Enter.

3. Click to select the Distributions tab.

4. Click to select the distribution that is causing the error.

5. Click to select the field titled Distribution Code.

6. Delete the distribution code.

7. Enter the category code followed by the distribution code.

Examples of valid distribution codes:

- If the Utility Billing category code is *1*, then the distributions that belong to the Utility Billing category must begin with the number *1* followed by the number that is assigned to the distribution: *101.*
- If Taxes are assigned to category *2*, and then all of the distributions tied to the Taxes category also need to begin with the number *2* and all of the distributions for Taxes should be assigned to *201 - 299*.

8. Click Save (CTRL+S).

The error is fixed.

How do I change the receipt number range?

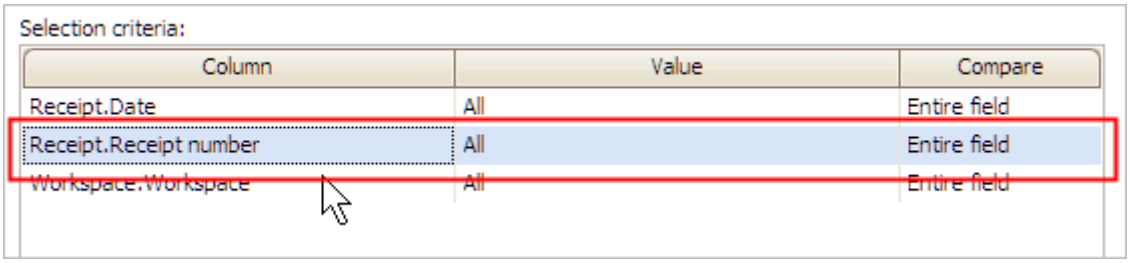
Search for errors by receipt number.

Use *Receipt.Receipt number* in the Selection Criteria to select the receipt number range. Only receipts with receipt numbers that fall in the selected range will be included in the receipts the system will search when you run Checkout.

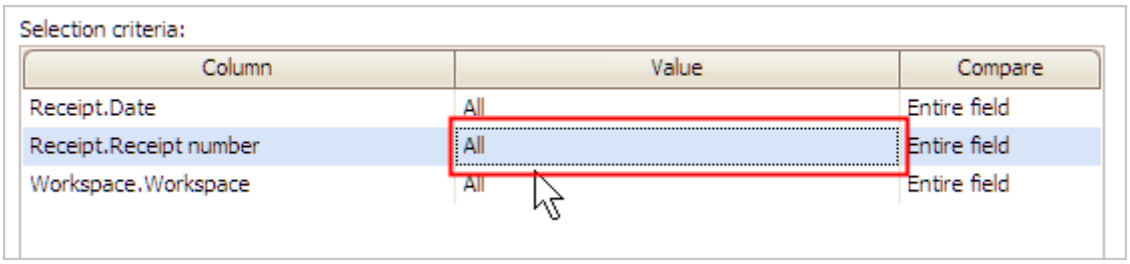
Changing the date range

1. Open Connect Cash Receipting > Organization > Checkout.

2. Find the row for *Receipt.Receipt number* in the Selection Criteria.



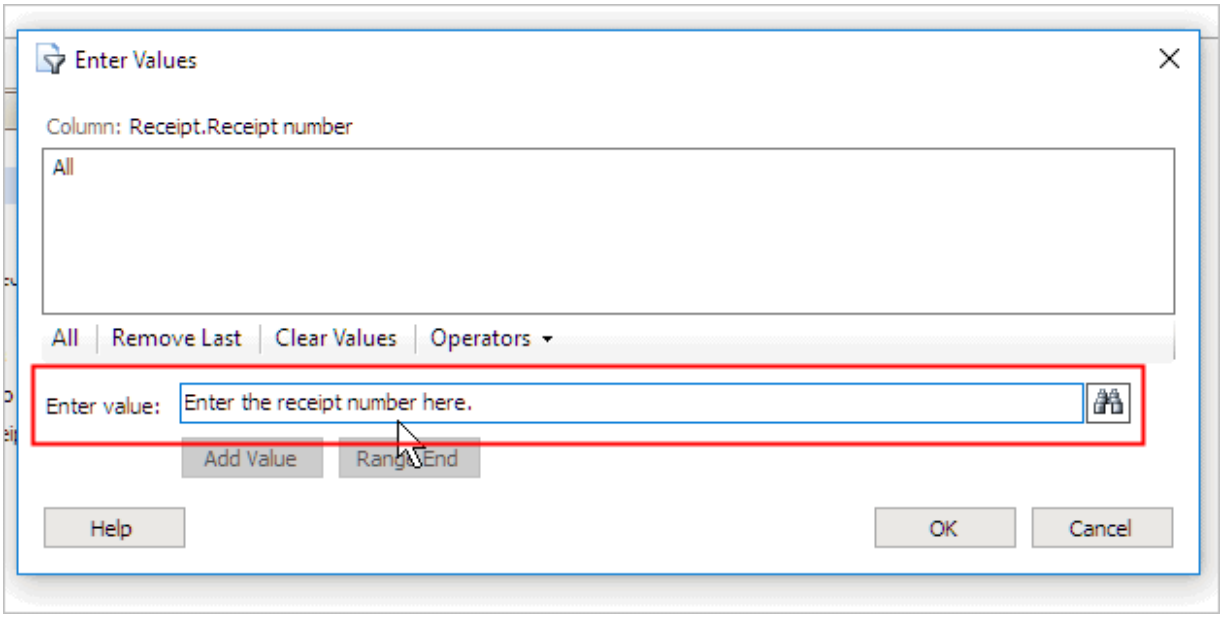
3. Double-click All in the Value column.



The Enter Values form displays.

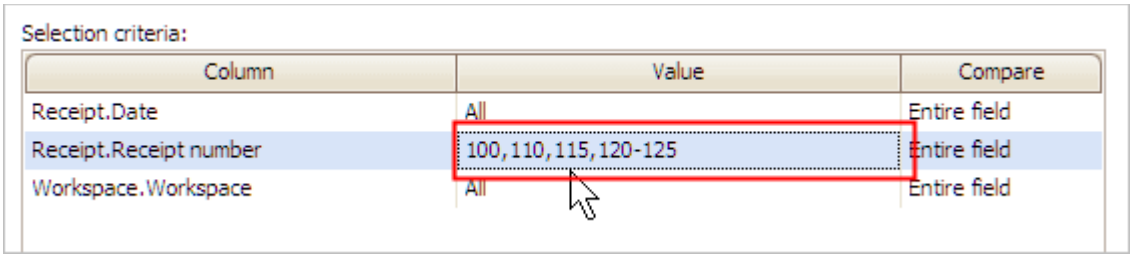
4. Use the field titled Enter Value to enter a receipt number or receipt number range.

Use a comma (,) to separate individual numbers. Use a dash (-) to separate a range. Example: 100, 110, 115, 120-125



5. Click OK.

The Value column displays the receipt numbers that Checkout will search.



How do I change the workspace?

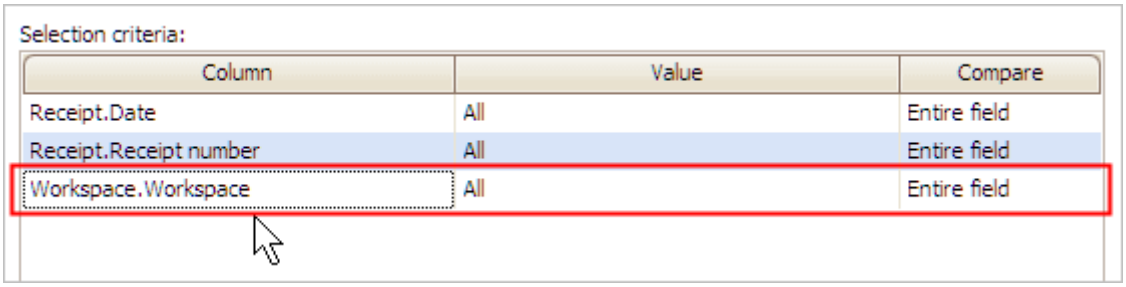
Run Checkout for a specific workspace.

Use *Workspace.Workspace* in the Selection Criteria to select a workspace. Only receipts created by the workspace will be included in the receipts the system will search when you run Checkout.

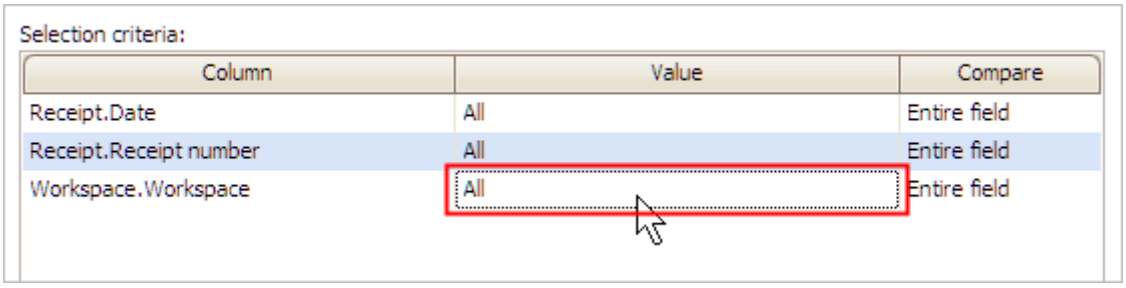
Changing the workspace

1. Open Connect Cash Receipting > Organization > Checkout.

2. Find the row for *Workspace.Workspace* in the Selection Criteria.



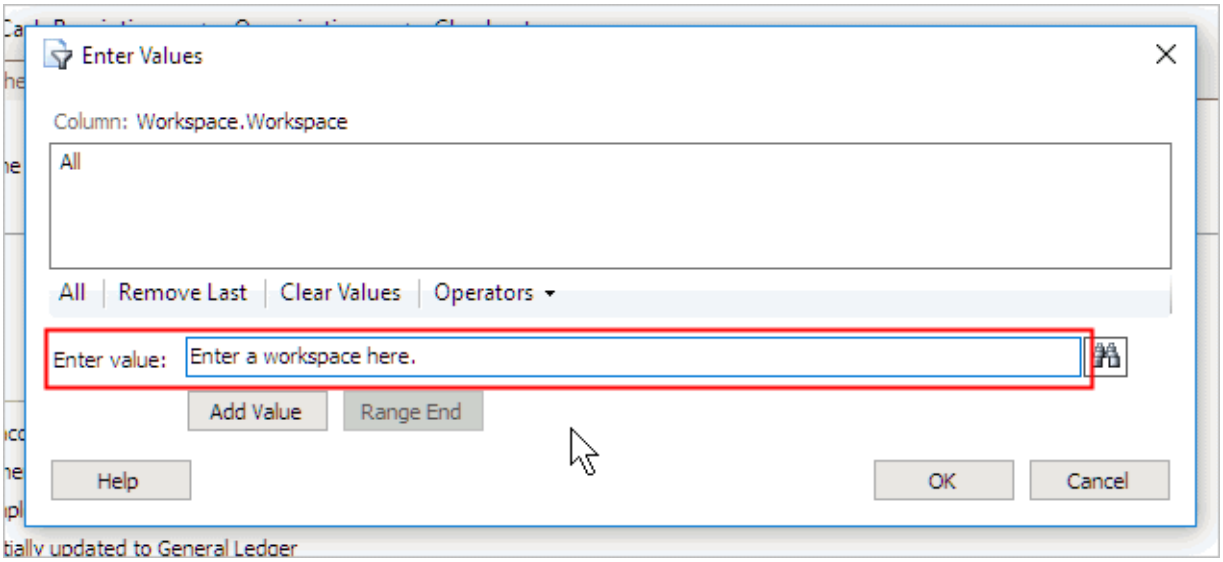
3. Double-click All in the Value column.



The Enter Values form displays.

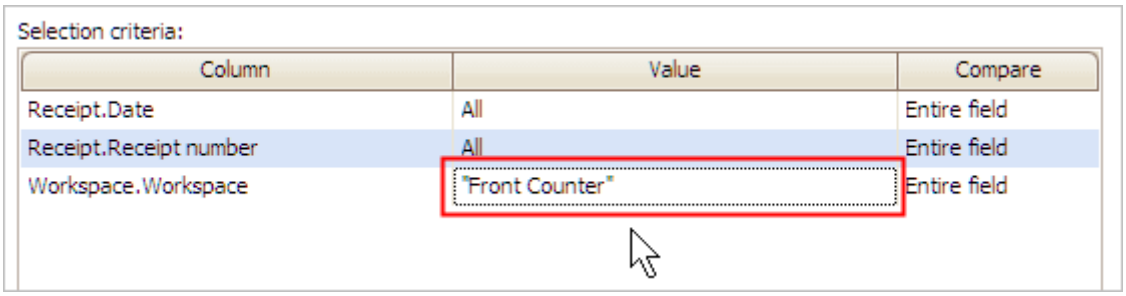
4. Use the field titled Enter Value to enter a workspace.

Use a comma (,) to separate multiple workspaces. Example: Front Office, Office



5. Click OK.

The Value column displays the receipt number that Checkout will search.



How do I search for blank customer numbers?

Checkout

For example, if you have any receipts where the receipt should use the information from the interfaced application to fill in the customer number but the customer number on the receipt is blank.

Searching for blank customer numbers

1. Open Connect Cash Receipting > Organization > Checkout.

2. Set up the Selection Criteria.

How do I change the date range?

How do I change the receipt number range?

How do I change the workspace?

3. Click to select the checkbox titled Check for Blank Customer Numbers.

4. Click GO (CTRL+G).

The Checkout Report prints a list of receipts for interfaced applications if the customer number on the receipt is blank.

Adding a customer number to a receipt

1. To add a customer number to a receipt, use Enter Payments (Payments > Enter Payments).

2. **Switch to Edit mode (CTRL+E).**
3. **Look up the receipt number and use the Customer field to enter a customer number.**
4. **Save your changes (CTRL+S).**

The receipt is saved with a customer number.

How do I search for receipts that are partially updated to General Ledger?

Find receipts with transactions that have not been updated to General Ledger.

Searching for partially updated receipts to General Ledger

1. Open Connect Cash Receipting > Organization > Checkout.

2. Set up the Selection Criteria.

How do I change the date range?

How do I change the receipt number range?

How do I change the workspace?

3. Click to select the checkbox titled Check for Receipts Partially Updated to General Ledger.

4. Click GO (CTRL+G).

The Checkout Report prints a list of receipts with amounts that are included on the receipt but have not been updated to General Ledger.

Updating partially updated receipts to General Ledger

To update a partially updated receipt to General Ledger, run Update General Ledger (Organization > Update General Ledger) to update the unposted amounts on the receipt to General Ledger.

Updated on 07Aug2017

How do I search for receipts with an invalid receipt group?

Look for receipts assigned to a receipt group number that does not exist in Cash Receipting.

When a receipt is created, the next available receipt number is assigned as the receipt number. Caselle uses the receipt group and number to format the receipt number: [receipt group].[number]. If the default receipt number is replaced with a different receipt number, the receipt number may be linked to an invalid receipt group, in other words, a receipt group that does not exist in Cash Receipting.

Searching for receipts with an invalid receipt group

1. Open Connect Cash Receipting > Organization > Checkout.

2. Set up the Selection Criteria.

How do I change the date range?

How do I change the receipt number range?

How do I change the workspace?

3. Click to select the checkbox titled Check for Receipts with an Invalid Receipt Group.

4. Click GO (CTRL+G).

The Checkout Report prints a list of receipts with receipt numbers for receipt groups that are not assigned to a workspace.

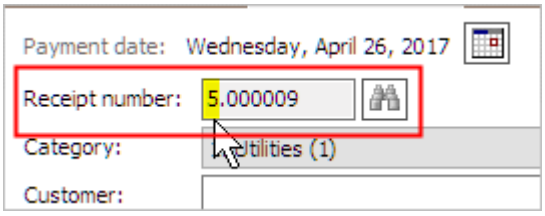
Replacing an invalid receipt group with a valid receipt group

1. **To change the receipt group number assigned to a receipt, use Enter Payments (Payments > Enter Payments).**

2. **Switch to Edit Mode (CTRL+E).**

3. **You'll need to replace the receipt group in the receipt number with a receipt group that is assigned to a workspace.**

   Remember, the receipt group is the number before the decimal in the receipt number.



4. **Click Save (CTRL+S).**

The receipt is saved with a valid receipt group number.

Updated on 07Aug2017

How do I search for missing receipt numbers?

Find receipts without a receipt number.

Caselle will usually assign the next available receipt number to a new receipt. However, if the receipt number is deleted and the receipt is saved, the receipt may not be updated correctly to General Ledger or interfaced applications. Use this option to show receipts that are missing a receipt number for each workspace.

Searching for receipts with missing receipt numbers

1. Open Connect Cash Receipting > Organization > Checkout.

2. Set up the Selection Criteria.

How do I change the date range?

How do I change the receipt number range?

How do I change the workspace?

3. Click to select the checkbox titled Check for Missing Receipt Numbers.

4. Click GO (CTRL+G).

The Checkout Report prints a list of receipts that do not have a receipt number.

Adding a receipt number to a receipt

1. To add a receipt number to a receipt, use Enter Payments (Payments > Enter Payments).

2. Switch to Edit mode (CTRL+E).

3. **With the cursor in the Receipt Number field, click Search to select the receipt that is missing a receipt number.**

4. **Assign the receipt to a receipt number.**

5. **Click Save (CTRL+S).**

Update general ledger

Update transactions to Caselle GL

How do I find unposted transactions?

An *unposted transaction* is a transaction created in Cash Receipting that should be posted to the General Ledger. You can print the Unposted GL report to find unposted transactions in Cash Receipting.

Recommended: Run this report at least once a month. Most users run this report weekly to verify the receipts entered in Cash Receipting match the receipts that have been posted to General Ledger as well as other interfaced subsystems.

Finding unposted transactions

1. Open Connect Cash Receipting > Reports > Unposted GL Report.

2. Use the field titled Title to select a report definition.

3. Click Print (CTRL+P).

The report prints a list of unposted transactions.

How do I post unposted transactions?

Run the *Update General Ledger* routine to post transactions that are created in the Cash Receipting application to an interfaced General Ledger application.

Posting unposted transactions to the General Ledger

1. **Open Connect Cash Receipting > Organization > Update General Ledger.**
2. **Use the GL Posting Period menu to select a GL posting period to post the unposted transactions.**
3. **Use the GL Posting Journal menu to select the journal to post the unposted transactions.**
4. **Use the Print menu to select Report.**

   Cash Receipting will post the unposted transactions and print a report that lists the posted transactions.
5. **Find the section titled Receipts.**
6. **Enter the receipt numbers for the unposted receipts.**
7. **Find the section titled Receipt Dates.**
8. **Click to select the option titled Unupdated Dates.**
9. **Click GO (CTRL+G).**

Cash Receipting posts the unposted transactions to the General Ledger.

How do I update the General Ledger?

Run the *Update General Ledger* routine to post transactions that are created in the Cash Receipting application to an interfaced General Ledger application.

Before you get started

- The General Ledger Interface is set to *General Ledger*.

Updating transactions to the General Ledger

1. Open Connect Cash Receipting > Organization > Update General Ledger.

2. Use the GL Posting Period menu to select a GL posting period to post transactions.

3. Use the GL Posting Journal menu to select the journal to post transactions.

4. Use the Print menu to select Report.

Cash Receipting will post transactions and print a report that lists the posted transactions.

5. Find the section titled Receipts.

6. Enter *All*.

7. Find the section titled Receipt Dates.

8. Click to select the option titled Current Date.

9. Click GO (CTRL+G).

Cash Receipting posts the transactions to the General Ledger.

How do I remove transactions from the General Ledger?

First, remove the transactions that have already been updated to the General Ledger application. Then, run the Update General Ledger routine with the option to **Update Transactions That Have Already Been Updated** checkbox selected.

Removing transactions from the General Ledger

1. **Open Connect General Ledger > Journals > Enter Journal Amounts.**

   The Options form appears.

2. **Enter the journal name and period.**

   Use the journal name and period of the transactions to delete.

3. **Click OK.**

4. **Click Delete (CTRL+D).**

   The Delete form appears.

5. **Set up the options on the Delete form to delete the transactions that were updated to the General Ledger from the last time the Update to General Ledger routine was run.**

6. **Click OK.**

The transactions have been deleted from the journal in the General Ledger.

How do I turn on the General Ledger interface?

Before Cash Receipting can post transactions to the Caselle General Ledger, you will need to turn on the General Ledger Interface.

Turning on the General Ledger interface

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the Interfaces tab.

3. Click to select the General Ledger subtab.

4. Use the Interface menu to select the General Ledger application.

5. Click Save (CTRL+S).

Cash Receipting can update transactions to the General Ledger.

What is an update flag?

An *update flag* stores the update status of a transaction. Before a transaction is updated, the update flag is set to *un-updated*. After a transaction is updated to a subsystem such as the General Ledger, the system changes the update flag to *updated*.

How do I re-post transactions?

When you use this routine to post transactions to the General Ledger application, the system flags the transactions as *updated*, which prevents the transactions from being posted more than once. In the event that the transactions were posted incorrectly, you can use *Update Transactions that have already been Updated* to reset the *updated* flag so you can post the transactions again.

Before you get started

- Delete the transactions you will re-post from the General Ledger. If you do not delete the transactions from the General Ledger, running this routine will create duplicate transactions in the General Ledger. See the help topic titled *How do I remove transactions from the General Ledger?*

Re-posting transactions

1. Open Connect Cash Receipting > Organization > Update General Ledger.

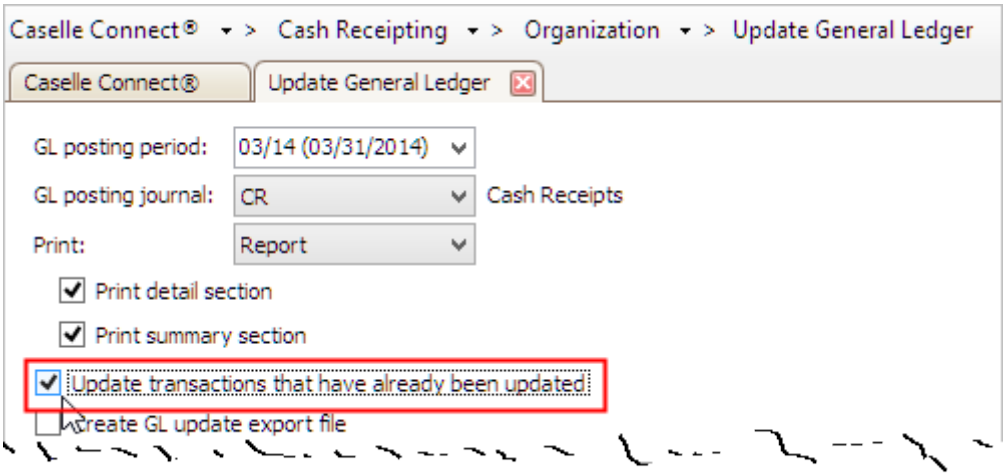
2. Use the GL Posting Period menu to select a GL posting period to re-post transactions.

3. Use the GL Posting Journal menu to select the journal to re-post transactions.

4. Use the Print menu to select Report.

Cash Receipting will post the unposted transactions and print a report that lists the re-posted transactions.

5. Click to select the checkbox titled Update Transactions That Have Already Been Updated.



6. Find the section titled Receipts.

7. Enter the receipt numbers for the re-posted receipts.

8. Find the section titled Receipt Dates.

9. Click to select the date range that matches the receipts you want to re-post.

10. Click GO (CTRL+G).

Cash Receipting re-posts transactions to the General Ledger.

GL update reports

How do I print the GL Update report for a specific date range?

Re-printing the GL Update report for a specific date range

1. Open Connect Cash Receipting > Organization > Update General Ledger.

2. Use the Print menu to select *Report Only*.

3. Click to select the checkbox titled Update Transactions That Have Already Been Updated.

4. Set up the options to select the transactions that you want to include on the report.

5. Find the section titled Receipt Dates.

6. Click to select the option titled Date Range.

7. Use the fields Beginning Date and Ending Date to enter the date range.

8. Click Print (CTRL+P).

The GL Update report prints.

How do I print the GL Update report if transactions have already been updated?

Re-printing the GL Update report

1. Open Connect Cash Receipting > Organization > Update General Ledger.

2. Use the Print menu to select *Report Only*.

3. Click to select the checkbox titled Update Transactions That Have Already Been Updated.

4. Set up the options to select the transactions that you want to include on the report.

5. Click Print (CTRL+P).

The GL Update report prints.

Where did the error section go?

Version 2017.05 and higher.

When you print the Update General Ledger Report, the report will only include an error section when Caselle finds errors in the transactions to update to General Ledger. Otherwise, when no errors are found, the report will print without including the section titled "Errors".

Update transactions to non-Caselle GL

How do I update transactions to a non-Caselle General Ledger?

Organizations that use a different general ledger application to post Cash Receipting transactions can save the transaction details as an export file. You can import the Cash Receipting export file to post the transactions to the non-Caselle general ledger.

Before you get started

- The General Ledger Interface is set to *None*.

Saving transactions to an export file

1. **Open Connect Cash Receipting > Organization > Update General Ledger.**
2. **Use the GL Posting Period menu to select a GL posting period to post transactions.**
3. **Use the Print menu to select Report Only.**

   Cash Receipting will print a report that lists the posted transactions.

5. Click to select the checkbox titled Create GL Update Export File.

6. Find the section titled Receipts.

7. Enter *All*.

8. Find the section titled Receipt Dates.

9. Click to select the date range that matches the receipts you want post

10. Click GO (CTRL+G).

Cash Receipting saves the transactions to post to the general ledger in the export file.

What if I want to manually update transactions?

Use *Set Update Flags* when you will update transactions by hand instead of using the Update Payments routine to post the transactions automatically. When you run Update Payments, the routine will change the update flag for you. When you update transactions by hand, you need to run this routine to change the update flag on the transactions that have been updated to *updated*. Running this routine will prevent you from posting a duplicate transaction.

Before you get started

- Make a list of the receipt numbers that have been manually posted to the General Ledger.

Setting update flags

1. Open Connect Cash Receipting > Payments > Set Update Flags.

2. Click to select the field titled Receipt Dates.

3. Enter the receipt dates of the receipts that have been manually updated.

The field titled Receipts displays all of the receipts with a receipt date that falls in the date range.

4. **Find the section titled Categories.**

5. **Click to select the checkbox next to the categories with receipts that have been manually updated.**

   The field titled Receipts displays all of the receipts assigned to the selected categories.

6. **Find the section titled Receipts.**

7. **Click to select the checkbox next to the receipts that have been manually updated.**

8. **Are there any receipts that were manually updated that have not been selected in the Receipts field?**

   - **Yes, I have selected all of the receipts that have been manually updated.** Click **GO** (CTRL+G) to set the update flag to *updated*. You're done.
   - **No, I have not selected all of the receipts that have been manually updated**. You may need to change the receipt date range or category selection to include the receipt date and category on the missing receipt number.

Organization

Organization

How do I change my contact information?

The organization's name and contact information is stored in Organization. The application will print this name and address on reports, forms, lists, notices, bills, and so on.

Enter the organization’s information in the following fields:

- Primary and secondary name
- Address
- Telephone, Fax, and Email

Changing my contact information

1. Open Connect Accounts Receivable > Organization > Organization.

2. Update the organization's name, address, telephone, and email address.

3. Click Save (CTRL+S).

The contact information is updated.

How many days do I want to keep payment detail?

Use *Keep Payment Detail x Days* to determine how long to keep transactions in the database. Users cannot delete transactions before the number of days of history has elapsed.

Note: Deleting history is part of regular upkeep and maintenance of the database. Choosing to keep for excessive period, or forever, may affect system performance.

Saving my transaction history

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the field titled Keep Payment Detail [_] Days.

3. Enter 0 (zero).

4. Click Save (CTRL+S).

Cash Receipting can delete all of the payment detail.

How long can I keep my transaction history?

Use *Keep Payment Detail x Days* to determine how long to keep transactions in the database. Users cannot delete transactions before the number of days of history has elapsed. For example, if you wanted to save transactions for one years you would enter *365* in the Keep Payment Detail x Days field. You would use 365 because there are 365 days in a year. At the appropriate time, run Organization > Delete History to remove old transactions from the database.

Note: Deleting history is part of regular upkeep and maintenance of the database. Choosing to keep for excessive period, or forever, may affect system performance.

Saving my transaction history

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the field titled Keep Payment Detail [_] Days.

3. Enter the number of days to keep the payment detail.

For example, enter *12* to keep one year of history.

4. Click Save (CTRL+S).

The number of days to keep the payment detail is saved.

How often should I purge history?

When you need to purge history from Cash Receipting depends on your organization's requirements and hardware limitations. Cash Receipting will never automatically purge history.

Before you get started

- How long does the organization need to keep transactions?
- Does the hardware running Cash Receipting have the hard drive space and processing speed to maintain a larger database? A large hard drive can store more Cash Receipting history and a faster processing speed will make it easy to search the Cash Receipting database.

Setting the number of days to keep history

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the field titled Keep Payment Detail [_] Days.

Warning! Choosing to retain more than a few months of history may affect system performance.

3. Enter the number of days to keep the payment detail.

For example, enter *12* to keep one year of history.

4. Click Save (CTRL+S).

The number of days to keep the payment detail is saved.

Purging history

1. Open **Connect Cash Receipting > Payments > Delete Payment Detail**.

2. Click GO (CTRL+G).

The history is purged.

Interfaces

Property Improvements

Why doesn't the amount due on an improvement district show as the total amount of the pay-off?

When an improvement district leaves the "prepayment" phase, only the installment amount that is billed for the year will be displayed as the amount due in Cash Receipting.

Example: A customer's pay-off is $1,800 in the prepayment phase. The amount is being paid off over 5 years. The installment amount for the year is $360 ($1,800 Pay-off Amount / 5 Years). If interest has NOT been billed, then the principle, or $360, will be displayed. If interest HAS been billed, then the principle + interest will be displayed.

General Ledger

How do I make Activity Reporting available in Cash Receipting?

Make the tools for tracking Activity Reporting available in Cash Receipting. Activity Reporting allows you to track transactions that are linked to a GL account in the General Ledger.

Before you get started

- Set up Activity Reporting in the Caselle General Ledger. See the help topic titled *How do I set up Activity Reporting in the Caselle General Ledger?*

Setting up Activity Reporting in Cash Receipting

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the Interfaces tab.

3. Use the Interface menu to select *Caselle*.

4. Click to select the checkbox titled Allow Activity Reporting.

5. Click Save (CTRL+S).

The Activity Reporting fields are available for use in Cash Receipting.

How do I set up Activity Reporting in the Caselle General Ledger?

Use Caselle General Ledger to set up Activity Reporting.

Setting up Activity Reporting in the Caselle General Ledger

1. Open Connect General Ledger > Organization > Organization.

2. Click to select the checkbox titled Use Activity Reporting.

3. Click Save (CTRL+S).

Activity Reporting is available in the General Ledger.

How do I set up GL Activity tracking in Cash Receipting?

A *GL Activity* refers to a user-defined code that is created in Connect General Ledger for reporting resources and transactions. The GL activity code can report on subsystems that are interfaced to the Connect General Ledger. This interface provides an efficient means of tracking and reporting on a GL activity code.

Setting up GL Activity tracking in Cash Receipting

1. **Open Connect Cash Receipting > Organization > Organization.**
2. **Click to select the Interfaces tab.**
3. **Click to select the General Ledger subtab.**
4. **Use the Interface menu to select the Caselle General Ledger application that will interface to Cash Receipting.**
5. **Click to select the checkbox titled Allow Activity Reporting.**
6. **Click Save (CTRL+S).**

The GL Activity fields, options, and reports are available for use in Cash Receipting.

Project Accounting

How do I set up project tracking in Cash Receipting?

Cash Receipting can track payments received for jobs created in Project Accounting.

You'll need to turn on the Project Accounting interface to use this feature.

Setting up project tracking in Cash Receipting

1. **Open Connect Cash Receipting > Organization > Organization.**
2. **Click to select the Interfaces tab.**
3. **Click to select the Project Accounting subtab.**
4. **Use the Interface menu to select the Caselle Project Accounting application that will interface to Cash Receipting.**
5. **Click Save (CTRL+S).**

The job fields, options, and reports are available for use in Cash Receipting.

How do I turn on the Project Accounting interface?

Before Cash Receipting can post transactions to Caselle Project Accounting, you will need to turn on the Project Accounting Interface.

Requirements

- Purchase and install Caselle Project Accounting in the same directory as the Cash Receipting CSLDATA directory.

Turning on the Project Accounting interface

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the Interfaces tab.

3. Click to select the Project Accounting subtab.

4. Use the Interface menu to select the Project Accounting application.

5. Click Save (CTRL+S).

Cash Receipting can update transactions to the Project Accounting.

Utility Management

How do I set up a category for Utility Management?

Utility Management

Use Cash Receipting to set up a category that will display the amount due on a customer's utilities account.

Setting up a category for Utility Management payments

1. Open Connect Cash Receipting > Organization > Categories.

2. Click New (CTRL+N).

3. Click to select the field titled Category Code.

4. Enter the category code for utility payments.

5. Click to select the field titled Description.

6. Enter *Utilities*.

7. Click to select the field titled Interface.

8. Assign the calculation order to utility payments in relation to payments from other categories.

9. Use the Interface menu to select Utility Management.

10. Set up the remaining options.

11. Click Save (CTRL+S).

The category for utilities is set up. Next, add a distribution for utilities to the category.

How do I add a distribution for utilities?

Utility Management

Use Cash Receipting to set up a distribution for utilities. Cash Receipting requires at least one distribution for each category.

Before you get started

- Add a category for the third party account. See the help topic titled *How do I set up a category for Utility Management?*

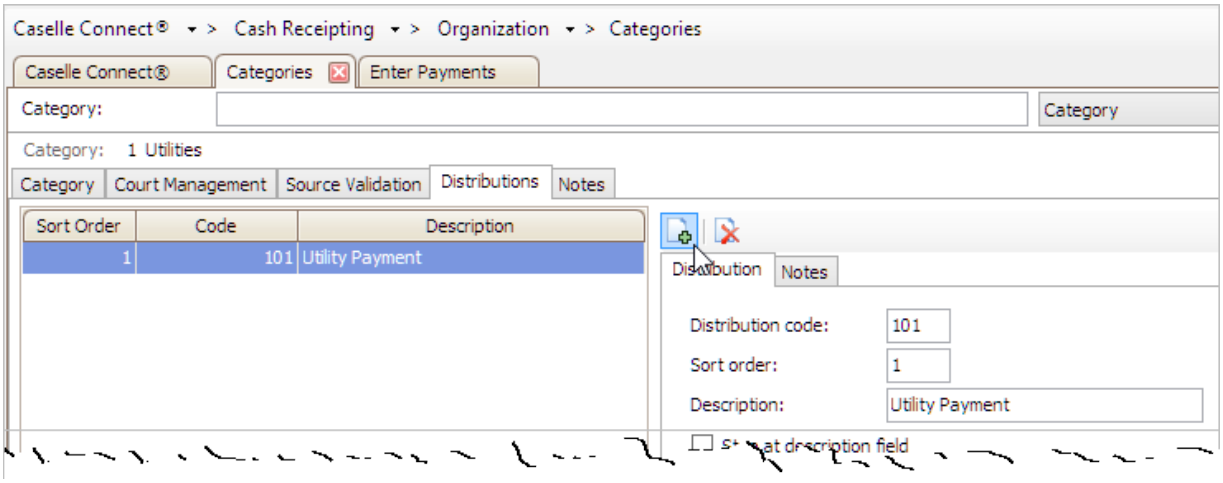
Adding a distribution for utilities

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter the category code for utilities. Press Enter.

3. Click to select the Distributions tab.

4. Click to select the button titled Add a New Distribution.



5. Click to select the field titled Distribution Code.

6. Enter the category code followed by the distribution code.

Example: If the category code is 1, the first distribution assigned to the category would be [category code][distribution code], or 9901. Where 101 is the category code and 101 is the distribution code.

7. Click to select the field titled Description.

8. Enter the name of the utilities distribution.

9. Set up the remaining options for the distribution.

10. Click Save (CTRL+S).

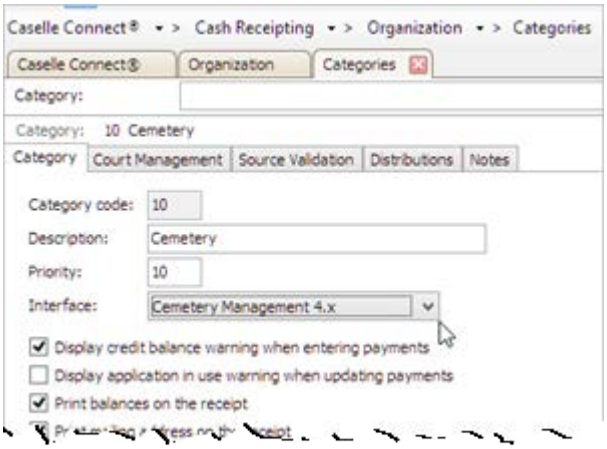
The utilities distribution is saved.

Cemetery Management

How do I add a category to collect cemetery payments?

Cemetery Management

If a category interfaces with the Caselle Cemetery Management program, you will be able to display balances from the Cemetery application in Enter Payments. These balances include the purchase balance, perpetual care amount, or perpetual care balance in Enter Payments, and you will also be able to accept payments for Cemetery Management and update information (not transactions) to the Cemetery Management database.



Adding a category for cemetery payments

1. Open Connect Cash Receipting > Organization > Category.

2. Click New (CTRL+N).

3. Fill in the fields on the Category form.

4. Use the Interface menu to select Cemetery Management.

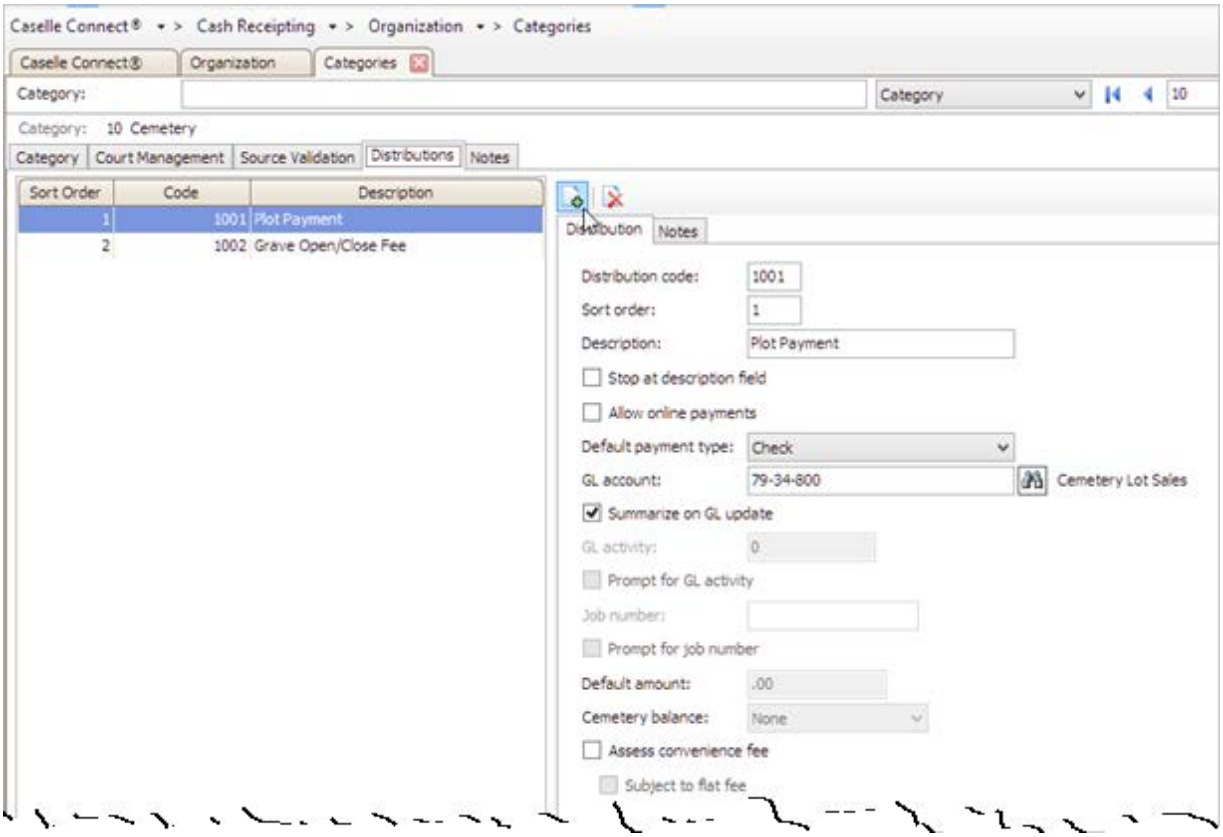
5. Click Save (CTRL+S).

The category will accept cemetery payments.

How do I add a distribution for cemetery payments?

Cemetery Management

After a category for Cemetery Management is set up, go to the **Distributions** tab in the Categories program to add distribution types. For example, you could add distributions for Cemetery Lot Sales, Grave Open/Close Fees, and so on. Remember to use the category code assigned to the Cemetery category as the first digit in the distribution code. If there is a default amount, for example, for Grave Open/Close Fees, enter the amount in the Default Amount field.



Adding a distribution for cemetery payments

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Look Up field to enter the Cemetery category code. Press Enter.

3. Click to select the Distributions tab.

4. Click the button titled Add a New Distribution.

5. Fill in the distribution form.

6. Click Save (CTRL+S).

The distribution will accept cemetery payments.

How do I select the amount to display as the default amount?

Cemetery Management

Use the Cemetery interface to display the perpetual care amount, perpetual care balance, or purchase balance as the default amount on a distribution.

Selecting the default amount for cemetery distributions

1. Open Connect Cash Receipting > Organization > Category.

2. Use the Look Up field to enter the Cemetery category code. Press Enter.

3. Click to select the Distributions tab.

4. Use the field titled Cemetery Balance to select the default amount.

5. Click Save (CTRL+S).

The distribution will display the selection as the default amount.

Passwords

Can I change my passwords?

Cash Receipting uses a Control password, Authorization password, and Field Access password.

Changing my passwords

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the Passwords tab.

3. Enter the new passwords.

4. Click Save (CTRL+S).

The passwords are updated.

Tracking

Can I track fields in Cash Receipting?

Log tracked fields.

A *tracked field* is a field the system is monitoring. When a field is *tracked* the system will create a log file that records when, what, and who made changes to the field content. Some fields contain sensitive information that may change the way a routine calculates or a report runs. For example, you may want to track changes to the customer's account number, social security number, or birth date.

Tracking fields that everyone can see

1. Open Cash Receipting > Organization > Organization.

2. Click to select the Tracking tab.

3. Click to select [+] to expand a section in the Tracking table.

4. Find the field you want to track.

5. Click to select the checkbox in the column titled History Tracking.

Cash Receipting will track changes to the selected field.

Tracking fields only management can see

1. Open Cash Receipting > Organization > Organization.

2. Click to select the Tracking tab.

3. Click to select [+] to expand a section in the Tracking table.

4. Find the field you want to track.

5. Click to select the checkbox in the column titled Management Tracking.

Cash Receipting will track changes to the selected field. But the changes will only print on the Management Tracking report.

Tracking fields when it is deleted

1. Open Cash Receipting > Organization > Organization.

2. Click to select the Tracking tab.

3. Click to select [+] to expand a section in the Tracking table.

4. Find the field you want to track.

5. Click to select the checkbox in the column titled Management Deletions.

Cash Receipting will only track changes when the contents in the field are deleted.

What is a tracked field?

A *tracked field* is a field the system is monitoring. When a field is *tracked* the system will create a log file that records when, what, and who made changes to the field content. Some fields contain sensitive information that may change the way a routine calculates or a report runs. For example, you may want to track changes to the customer's account number, social security number, or birth date.

You have three options that can be used separately or all together:

- You can use *History Tracking* to set up the application to record any changes to the information in the selected field. When you use this option, click the **History** (CTRL+H) button to show the tracking log.
- You can use *Management Tracking* when you want to include any changes to the tracked field on the management report, but not include it on any other report that displays changes to fields selected for History Tracking. Use Reports > Management Report to print the Management Tracking report.
- You can *Management Deletions* to record when information in a field is deleted and the field is left blank. Use Reports > Management Report to print a list of fields with values that have been deleted.

User-Defined Fields

How do I set up a user-defined field?

All user-defined fields are set up in Organization.

In Organization, you can determine where you want the user-defined field to appear in the application, what type of user-defined field to create, and how the user will be allowed to enter the information the user-defined field is requesting.

Before you get started

- What's the name of the routine where you want to create the user-defined field? The name of the routine, for example, Setup New Customer, will also be the name of the Table that you'll be asked to select when you set up the user-defined field.
- What's the name of the user-defined field? It should be descriptive enough to tell the person filling in the field what they should enter.
- What type of information will the user-defined collect? Some user-defined types, like Dates and Numbers are very specific. When in doubt, choose a Text field because a Text field allows text as well as dates or numbers. If you'd rather add a checkbox instead of a field, choose the Yes/No option.
- Do you want to provide users with a list of values to choose from? You can create a drop-down list for your users. A drop-down list will show a list of options which the user can choose from. The drop-down list can limit the user to the list or it can allow a user to type in a different value.
- Do you want to the user-defined field to show a default value? Of course, you can edit the default value but if you already know the value most users will pick then it might save time to use it as the default value.

Adding a user-defined field

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the User-defined tab.

3. Click the button titled Create a New User-defined Field.

4. Use the information you collected to fill in the User-defined Field form.

5. Click OK.

The user-defined field is saved.

What is a user-defined field?

Do you want to add a field that collects information that is not collected elsewhere in the application? A user-defined field is the way to go. You can view user-defined information in the file it was saved in, in Inquiry, or on reports that allow you to print user-defined fields.

Recalculate

How do I recalculate?

Checkout

When you run Checkout to search for errors in the database, the errors that are found are listed on the Checkout report. Some of the errors will be followed by the command Recalculate. That command refers to the Recalculate routine and it means the error in question can be fixed by running Recalculate.

Recalculating checkout errors

1. Open Connect Cash Receipting > Payments > Recalculate.

2. Set up the Recalculate options.

3. Click GO (CTRL+G).

Cash Receipting recalculates the transactions flagged as errors.

4. Run Checkout again.

5. Did running Recalculate fix the errors?

- **Yes, the errors are fixed**. You're done.
- **No, the errors are still listed on the Checkout report**. You'll need to look up the transaction and correct the error by hand. When the error is fixed, run Recalculate again (return to step 1).

What does "recalculate" mean?

Checkout

When you run Checkout to search for errors in the database, the errors that are found are listed on the Checkout report. Some of the errors will be followed by the command Recalculate. That command refers to the Recalculate routine and it means the error in question can be fixed by running Recalculate.

Recalculating checkout errors

1. Open Connect Cash Receipting > Payments > Recalculate.

2. Set up the Recalculate options.

3. Click GO (CTRL+G).

Cash Receipting recalculates the transactions flagged as errors.

4. Run Checkout again. Did running Recalculate fix the errors?

- **Yes, the errors are fixed**. You're done.
- **No, the errors are still listed on the Checkout report**. You'll need to look up the transaction and correct the error by hand. When the error is fixed, run Recalculate again (return to step 1).

Payments

Enter payments

How do I enter payments?

Enter Payments

Use Cash Receipting to record payments. When you finish entering a payment the routine saves the information as a receipt. You can use the receipt number to identify the workstation that was used to enter the receipt.

Entering payments

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Fill in the Enter Payments Options and click OK.

The Enter Payments Form displays. You're ready to enter payments.

How do I unlock a restricted field?

Locked Fields

You can *lock fields* to prevent users from making changes to the field value. A locked field has a gray background. If you need to make changes to a locked field, you can click the **Restricted Fields** button to unlock the field contents. An *unlocked field* has a white background and you can edit it.

Unlocking a restricted field

1. Click to select the button titled Restricted Fields.

2. Enter the Field Access password.

3. Click OK.

The restricted fields are unlocked.

Locking restricted fields

1. Click to select the button titled Options (F12).

2. Find the field titled Restricted Fields.

3. Click to select the button titled Select.

4. Move the fields you want to lock to the Selected Fields list.

5. Click OK.

The selected fields will be locked.

How do I fix RTE 3021: No current record?

Runtime Error

Issue: This is a database error.

Solution: Run Compact and Repair to fix the Cash Receipting database. Contact customer support if you require additional assistance.

Before you get started

- Back up the Cash Receipting database.

Repairing the database

1. Open Connect System Management > System Tools > Maintain Databases.

2. Use the Server menu to select the server hosting the Cash Receipting database.

The databases on the selected server display in the Database field.

3. Click to select the Cash Receipting database (CR0).

4. Click to select the checkbox titled Rebuild Index.

5. Click to select the checkbox titled Shrink Database.

6. Click GO (CTRL+G).

Connect compacts and repairs the database. If you continue to receive the Run Time Error, contact customer support for assistance (www.caselle.com/contact).

Quick entry

What is quick entry?

Use Quick Entry to enter bulk payments.

Quick Entry locks in the same category and distribution code during payment entry. This means you only need to enter the customer number or account number and confirm the payment amount to complete a payment entry transaction.

Note: When you use Quick Entry, the distribution code that will be used must be assigned to ”Priority = 1." You may need to reassign the distribution you wish to use to Priority 1 in Distribution Maintenance.

Is there a faster way to enter payments?

Quick Entry

Use Quick Entry to enter a batch of payments as quickly as possible. Quick Entry locks in the same category and distribution code during payment entry. This means you only need to enter the customer number or account number and confirm the payment amount to complete a payment entry transaction.

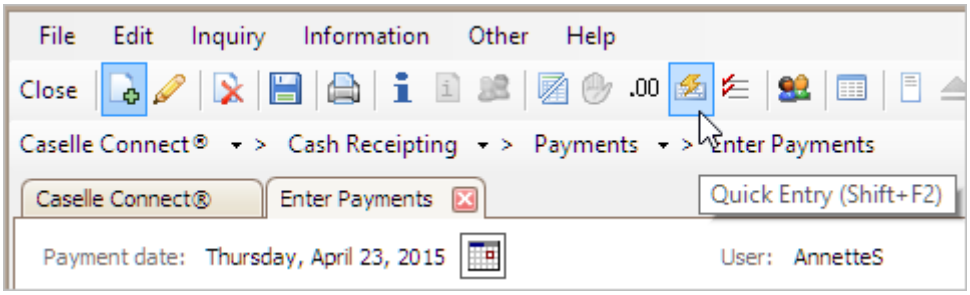
Before you get started

- Assign the sort order on the distribution code to 1.

Turning on Quick Entry

1. Open the Enter Payments form.

2. Click to select the button titled Quick Entry (SHIFT+F2).



3. Enter the payments.

4. Press Enter to move to the next field.

Turning off Quick Entry

When you finish entering the payments, click to select **Quick Entry** (SHIFT+F2).

How do I set up stop fields in Quick Entry?

Quick Entry

A *field stop* allows you to determine which fields the system will stop at and which fields to skip over. Using Stop Fields can help you streamline data entry by only stopping the cursor at the fields that need information and skipping the rest of the fields.

Stopping at the Check Number field

1. Open Enter Payments.

2. Click Stop Fields (SHIFT+F12).

3. Click to select the checkbox titled Stop at Check Number Field in Quick Entry.

4. Click OK.

Cash Receipting will stop the cursor at the Check Number field.

Stopping at the Payor field

1. Open Enter Payments.

2. Click Stop Fields (SHIFT+F12).

3. Click to select the checkbox titled Stop at Payor Field in Quick Entry.

4. Click OK.

Cash Receipting will stop the cursor at the Payor field.

How do I use Quick Entry?

Quick Entry

When you need to enter a lot of payments for the same category and distribution, you can use *Quick Entry* to make payment entry faster. *Quick Entry* means that you only need to enter the customer number, or account number, and confirm the payment amount. Usually, you need to enter the category, customer number (or account number), distribution, amount due, payment type, and payment amount.

Before you get started

- Assign the distribution code to Sort Order 1. See the help topic titled *How do I change the sort order on a distribution?*

Using Quick Entry

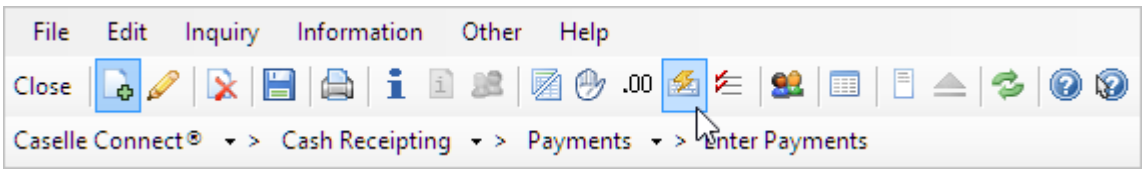
1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Log in.

3. Use the Category menu to select the category code.

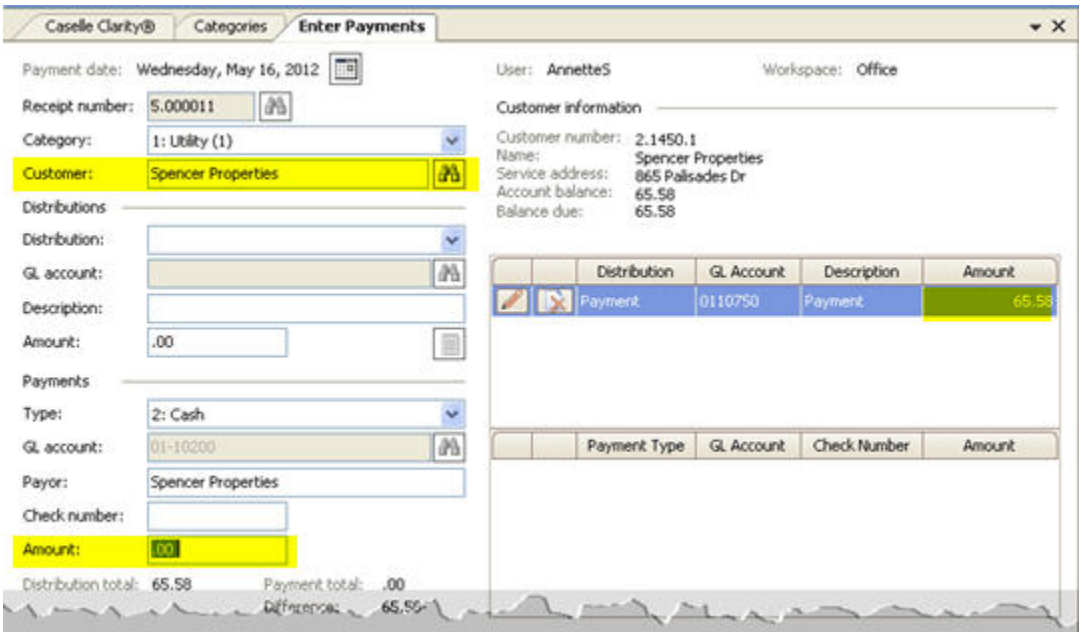
Cash Receipting will assign all of the Quick Entry payments to the selected category.

4. Click to select the button titled Quick Entry (SHIFT+F2).



5. Enter the customer name.

The amount due on the customer's account displays in the Amount field.



6. Press Enter to confirm the payment amount.

The cursor returns to the Customer field and you're ready to enter the next payment.

7. Enter the remaining payments.

Cash Receipting records the payments. Click the Quick Entry button again to exit Quick Entry mode.

How do I change the sort order on a distribution?

Quick Entry

Quick Entry will use the distribution code in sort order 1 to create transactions. You'll need to change the Distribution Priority to the first priority to make the distribution display as the first item in the Distribution list.

Changing the distribution sort order for Quick Entry

1. Open Connect Cash Receipting > Organization > Categories.

2. Use the Look Up bar to enter a category code. Press Enter.

3. Click to select the Distributions tab.

4. Click to select a distribution from the distribution list.

5. Click to select the field titled Sort Order.

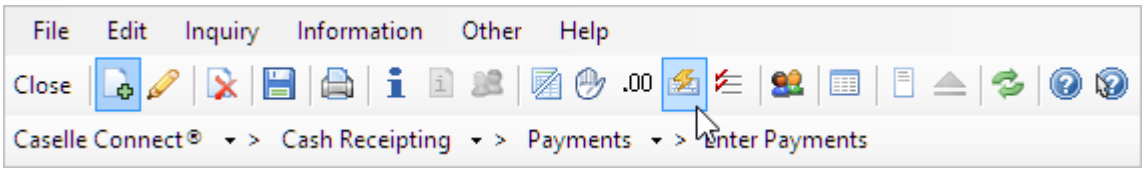
6. Enter *1*.

7. Click Save (CTRL+S).

The distribution is assigned to sort order 1. If more than one distribution is assigned to sort order 1, you will need to reassign the distribution that you do not want to use for Quick Entry to a different sort order.

How do I turn off Quick Entry?

When you are finished entering payments, click **Quick Entry** (SHIFT+F2) again to return to normal payment entry mode.



Split mode

What is spit mode?

Use *Split Mode* (F11) to enter multiple entries on the same reference number, job number, and/or project. Cash Receipting will copy the reference number, to location, job number, and project from your first entry to the same fields on the rest of the entries. Cash Receipting will assign a sequence number to the receipt number in split mode [reference number.sequence number].

About sequence numbers in split mode

A *reference number* is the digit or digits that precede the decimal, shown underlined here as 1.01 A *sequence number* is the digit or digits that follow the decimal, like this 1.01. When Split Mode is turned on, each new entry is assigned to the same reference number but Split Mode will increase the sequence number by 1.

Entry	Split Mode is OFF the reference number changes	Split Mode is ON the sequence number changes
1	1.01	1.01
2	2.01	1.02
3	3.01	1.03
4	4.01	1.04
5	5.01	1.05

How do I turn split mode on?

Add additional items to a receipt.

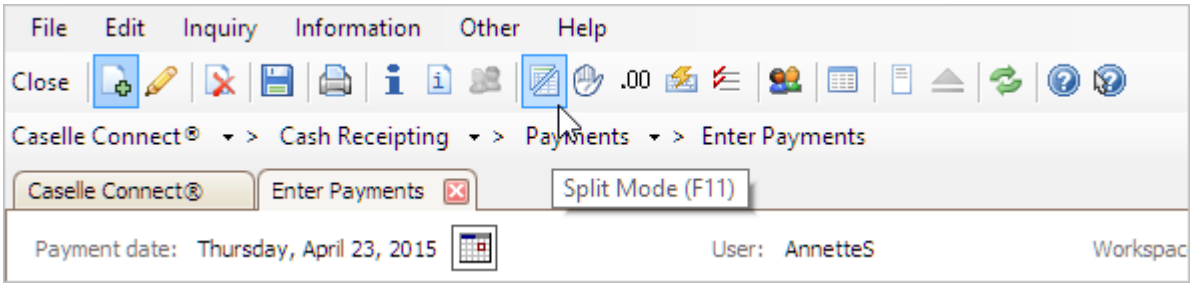
Use Cash Receipting to enter more than one distribution on a receipt.

Turning on split mode

1. Open the Enter Payments form.

2. Fill in the Distribution section.

3. At the Distribution Amount field, click to select the button titled Split Mode (F11).



The customer name remains on the form, but Cash Receipting clears rest of the fields on the Enter Payments form.

4. Enter the next distribution.

5. Repeat step 3 until all of the distributions are saved.

6. Next, enter the payments.

The payment entry is saved.

Turning off split mode

Click to select Split Mode (F11) again. Split mode is turned off.

Stop fields

What is a stop field?

A *field stop* allows you to determine which fields the system will stop at and which fields to skip over. Using Stop Fields can help you streamline data entry by only stopping the cursor at the fields that need information.

Log in and out

How do I log in?

Getting Started

Each time you open Enter Payments, a screen will pop up that reads "Enter Payment Options." This is the screen you will use to log on to Enter Payments.

Logging in

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Select your user name.

3. Enter your password.

4. Select the workspace.

5. Click OK.

You're logged in.

How do I log out?

Click **Close** to log off and exit the Enter Payments screen. When you exit Enter Payments without logging off, you are still logged in to the workspace.

Why can't I log in?

Troubleshooting

Cash Receipting only allows a user to log on to one workspace at a time. If a user exits a workspace without logging off, Cash Receipting will lock the workspace. You will need to log of the user before another user can log in.

Resetting a workspace so another user can log in

1. Open Connect Cash Receipting > Organization > Workspaces.

2. Use the Look Up field to enter the code or title of the workspace that is locked. Press Enter.

3. Use the In Use By menu to select the [blank].

The user is logged out of the workspace.

Receipts

Can I confirm when a receipt is finished?

Use this option to show a confirmation message on the screen when the receipt is finished.

Confirming when a receipt is finished

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click the button titled Options.

The Enter Payments Options form expands.

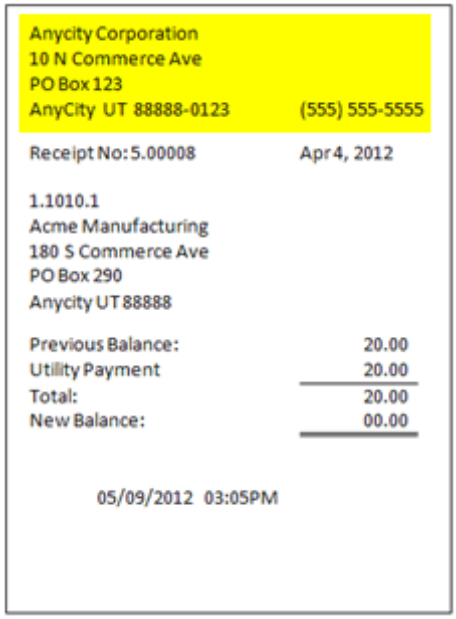
3. Click to select the checkbox titled Display Receipt Confirmation.

Connect displays a confirmation message on the screen when the receipt is finished.

How do I print a receipt header?

Receipts

The *receipt header,* highlighted in yellow, is the organization's name, address, and telephone number. The system uses the information that is stored in Organization > Organization to create the receipt header.



Printing a receipt header on receipts

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click the button titled Options.

The Enter Payments Options form expands.

3. Click to select the checkbox titled Print Receipt.

4. Click to select the checkbox titled Print Receipt Header.

Connect prints the receipt header on receipts.

How do I print a duplicate receipt?

Print a receipt that has already been printed.

Printing a duplicate receipt from Enter Payments

1. **Open Connect Cash Receipting > Payments > Enter Payments.**
2. **Log in.**

   Use the payment date when the receipt was created to fill in the Payment Date field.
3. **Click Edit (CTRL+E).**
4. **Use the field titled Receipt Number to enter the receipt number on the receipt you want to reprint.**
5. **Click Print (CTRL+P).**

   The Print Duplicate Receipt form displays.
6. **In the field titled Number of Copies, enter the number of copies of the receipt.**
7. **Click to select the checkbox titled Print "Duplicate Copy" on the Receipt.**
8. **Click OK.**

The duplicate receipt prints.

How do I print receipts?

Use this option to print receipts on demand, print receipts to a printer, or print receipts as a single batch.

Printing receipts on demand

Click **Print** (CTRL+P) or select **File > Print**.

Changing the default option to always print receipts

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click Options.

The Enter Payments Options form expands.

3. Click to select the checkbox titled Print Receipt.

4. Click OK.

Connect will print a receipt after each payment entry is saved.

How do I void a receipt?

Use *void* to delete a receipt that has been saved during the current or previous session.

Voiding a receipt

Make sure that you are in Edit mode before you continue. Then, use the Lookup bar to enter a receipt number to void. You can Search (F9) this field. Now, click **Delete** (CTRL+D).

Payment allocation

Can I choose which bills to pay first?

Payment Allocation

Cash Receipting can allocate payments based on the payment due date, or you can choose which bills you want to pay first.

Choosing which bills to pay first

1. Open Enter Payments.

2. Click to select the button titled Manual Allocation Mode (SHIFT+F11).

3. If the amount paid is less than the total billed amount,

Cash Receipting will prompt you to apply the unapplied amount or save the applied amount.

How do I apply an overpayment to the original expense account?

Payment Allocation

Applying an overpayment to the original expense account

1. Open Cash Receipting > Payments > Enter Payments.

2. Enter a receipt as usual.

3. Enter the GL account to apply the credit to.

Note: If the Miscellaneous Distribution is tied to a GL account, you can select the distribution code from the Distribution drop-down list, however, you will also need to create a JE journal entry in General Ledger to move the credit to the selected expense account. To do this, debit the GL account that was selected on the receipt and credit the expense account the original invoice was expensed to.

4. Finish the receipt as usual.

The overpayment is applied to the original expense account.

What is manual allocation mode?

Use *Manual Allocation Mode* (Shift+F11) to distribute a billing adjustment to multiple tax entities. If the amount allocated to a single tax period is less than the total transaction amount, the system will prompt you to choose one of the follow options:

- **Apply the unapplied amount**. You can use this option to distribute by hand the unallocated amount.
- **Save the applied amount**. Use this option to leave the applied amount as is. You can allocate it later.
- **Redo the last applied tax period**. Use this option to use the same percentages as the previous year to allocate the unapplied amount.

What is Whole Dollar mode?

Use *Whole Dollar Mode* to enter all amounts as a whole dollar value. In Whole Dollar Mode, *26* is *26.00*. When Whole Dollar Mode is turned off, *26* is *00.26*

How do I round amounts to the nearest dollar?

Use *Whole Dollar Mode* to enter all amounts as a whole dollar value. In Whole Dollar Mode, *26* is *26.00*. When Whole Dollar Mode is turned off, *26* is *00.26*

Users

Can two people enter payments at the same time?

Yes. More than one person can enter receipts at the same time. Each person must be signed into Cash Receipting using a different user name and each user must be assigned to a different workspace. Cash Receipting will print receipt numbers based on the receipt number assigned to the workspace.

How do I change users?

Users

Cash Receipting can switch users while a user is logged in to Enter Payments.

Changing users when I log in

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Use the User menu to select a different user ID.

Changing users after I log in

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click the button titled Select Users (SHIFT+F6).

The Select Users button looks like this:

3. Use the User menu to select a different User ID.

4. Click OK.

The user is changed.

Iinterfaced application options

Can I view the customer's account?

Use *Customer Information (CTRL+F5)* to show the account information for the customer. Clicking this button will launch Inquiry in the application that stores the original account.

How do I find a payee by name?

Look up payee in an interfaced application.

Use Redisplay took up a payee by name to find out if an organization has been paid.

Finding a payee by name

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Click Redisplay (CTRL+R).

The Redisplay form displays on the screen. It will display all of the receipts created on the payment date.

3. Double-click the column heading titled Customer Name.

4. Double-click to select the payee's name.

The payment transaction displays in the Enter Payments form.

How do I view related accounts?

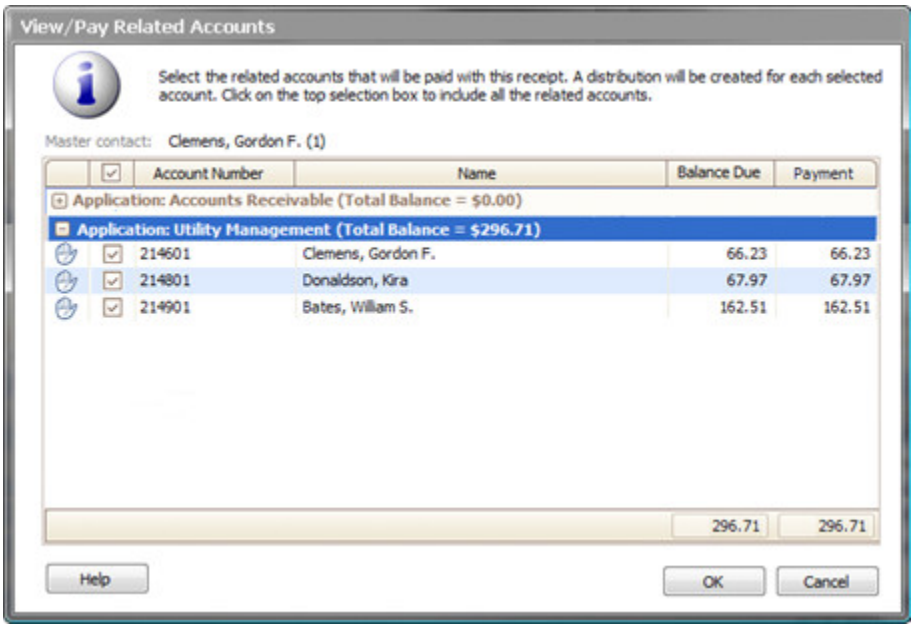
Interfaced Applications

A *master contact* links the current record to a master record. You can see all of the related information for the master contact, including account and account balances by clicking the View Related Account Information button on the toolbar.

Viewing related accounts

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Click the button titled View Related Account Information (ALT+R).



All of the accounts that are linked to the account you are currently viewing will be displayed on the screen.

Source validation

How do I activate source validation?

Source Validation

Using source validation during payment entry

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click the button titled Options.

The Enter Payments Options form expands.

3. Click to select the checkbox titled Activate Source Validation.

Connect makes the Source Validation options available on the Enter Payments form.

Reconcile payments

How do I balance payments and receipts?

Reconcile Payments

You can use the Receipt Register and Payment Register to (1) ensure that payments are allocated to the proper GL account, (2) verify that payments balance before you make your bank deposit, and (3) summarize payments by category. First, print a Payment Register and Receipt Register, then check the total for each report and verify the totals match on the Payment Register and Receipt Register. If the totals match, you're done. If the totals do not match, then look for a discrepancy between the transactions on the Payment Register and Receipt Register. Fix the discrepancy and print the Payment Register and Receipt Register again. Continue to fix discrepancies until the totals on the two reports match.

Step 1: Print the Payment Register

1. Open Connect Cash Receipting > Reports > Payment Register.

2. Change the date range to select the current payment date.

3. Click Print (CTRL+P).

The payment register prints.

Step 2: Print the Receipt Register

1. Open Connect Cash Receipting > Reports > Receipt Register.

2. Change the date range to select the current payment date.

Make sure you use the same period as the date range to print both reports.

3. Click Print (CTRL+P).

The payment register prints.

Step 3: Balance payments and receipts

Turn to the last page of each report and verify that the same total displays on both reports. If the totals match, you're done and your payments and receipts balance. If the totals do not match, your payments and receipts are out of balance. Find the discrepancy by comparing transactions on the Payment Register and Receipt Register. Fix the error, then reprint the reports and verify the totals match. Repeat these steps until the totals match.

Workspace

How do I change workspaces?

Workspaces

Selecting my workspace when I log in

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Use the Workspace menu to select a different workspace.

3. Finish logging in.

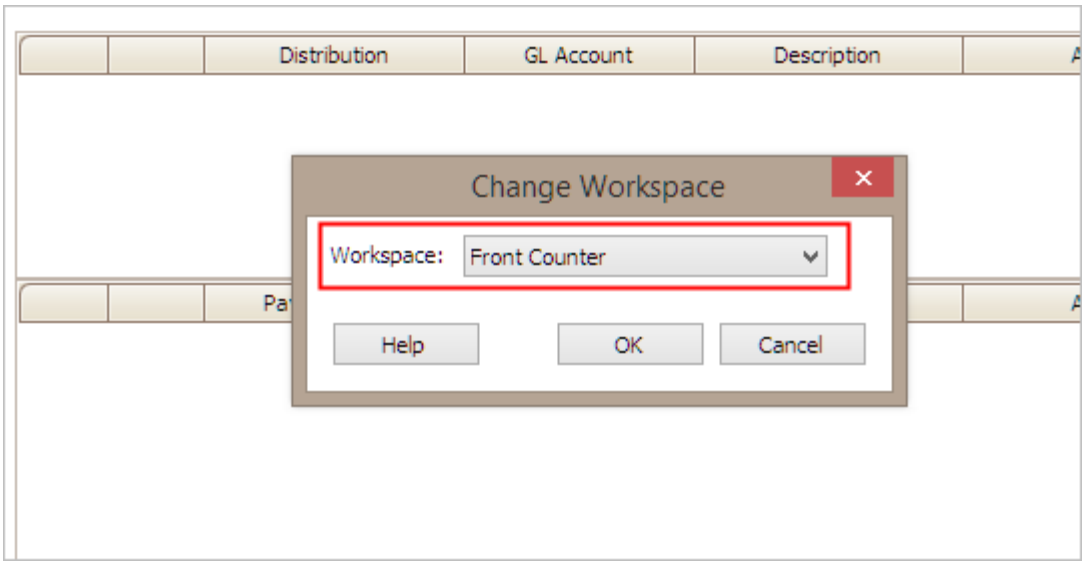
Changing my workspace after I log in

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click the button titled Select Workspace (CTRL+F7).

The Change Workspace form displays.



3. Use the Workspace menu to select a different workspace.

4. Click OK.

You have switched workspaces.

Payment date

How do I close a prior payment date?

Payment Date

Close the prior payment date to prevent users from adding, editing, or removing transactions from the prior payment date.

Closing a prior payment date

1. Open Connect Cash Receipting > Payments > Close Prior Payment Date.

2. Do you want to close the prior payment date on all workspaces?

- **Yes, include all workspaces**. Click to select all of the checkboxes in the **Workspaces** field. You can also click **Select All**.
- **No, let me select the workspaces to close**. Click to select the checkbox next to a workspace to close it. Deselect the checkbox to keep the workspace open.

3. Click GO (CTRL+G).

The prior payment date is closed.

How do I enter payments for a prior payment date?

Use Cash Receipting to enter payments for a prior payment date.

Limitations

- **You cannot enter payments after the payment date is closed.**

Changing the payment date

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options displays.

2. Click to select the calendar button that's located next to the Payment Date field.

A calendar displays.

3. Click to select a prior payment date.

What do I do at cut-off time?

Cut-off payments.

The *payment cutoff time* is the time when the workspace will stop receiving payments and prompt the user to change the cash drawer. Complete this checklist when it is time to cut off payments.

Step 1: Print batch reports and daily registers

Print the batch report, payment register, and receipt register for the current payment date.

Printing the batch report

1. Open Connect Cash Receipting > Reports > Batch Reports.

2. Select the batch report for cut-off time.

3. Click Print (CTRL+P).

The batch report prints.

Printing the Payment Register

1. Open Connect Cash Receipting > Reports > Payment Register.

2. Change the date range to select the current payment date.

3. Click Print (CTRL+P).

The payment register prints.

Printing the Receipt Register

1. Open Connect Cash Receipting > Reports > Receipt Register.

2. Change the date range to select the current payment date.

3. Click Print (CTRL+P).

The receipt register prints. You'll use all three reports in the next step.

Step 2: Balance the payment register and receipt register

Does the total on the Payment Register match the total on the Receipt Register?

- Yes, the totals match. You're done.
- No, the totals do not match. Compare the registers to verify each payment has a corresponding receipt. Make the necessary entries to correct the error. Then, reprint the registers. Click here for help.

Step 3: Balance to bank deposit

Compare the bank deposit to the payment register. Do the totals match?

- Yes, the totals match. You're done.
- No, the totals do not match. Review the payment types on the register to make sure the correct payment type is assigned to each transaction.

Step 4: Close the prior payment date

Close the prior payment date to prevent users from adding, editing, or removing transactions from the prior payment date.

Closing prior payment date

1. Open Connect Cash Receipting > Payments > Close Prior Payment Date.

2. Click to select all workspaces.

3. Click GO (CTRL+G).

The prior payment date is closed. Users cannot use the workspace to enter payments on closed payment date.

Step 5: Run Checkout

Run *Checkout* to search the Cash Receipting database for errors. If any errors exist, they will print on the Checkout Report.

Searching for errors

1. Open Connect Cash Receipting > Payments > Checkout.

2. Use the default options.

3. Click GO (CTRL+S).

The routine searches the Cash Receipting database for errors.

Step 6: Update payments

After you receive payments and print receipts in Cash Receipting, the next task is to update the received payments to the related application.

Updating payments

1. Open Connect Cash Receipting > Payments > Update Payments.

2. Use the default options.

3. Click GO (CTRL+S).

The routine updates payments to the Caselle subsystems.

Step 7: Check update totals for Utility Management

Use the Update Payments report to enter the deposit date and verify the "Update Total" posted to the Utility Management application. .

Step 8: Update General Ledger

Updating the General Ledger

1. Open Connect Cash Receipting > Organization > Update General Ledger.

2. Use the default options.

3. Click GO (CTRL+S).

The routine updates payments to the Caselle General Ledger.

Step 9: Check update totals for General Ledger

Use Journal Inquiry in the Connect General Ledger to check the totals posted to the General Ledger application.

Checking GL update totals

1. Open Connect General Ledger > Journal Inquiry.

2. Look up the CR journal.

3. Click to select the Default tab.

4. Select the period being updated.

5. Check the updated totals posted from the CR journal.

6. Are the updated totals correct?

- Yes, the updated totals are correct. You're done.
- No, the updated totals are not correct. You'll need to find the receipt with the error, correct it, and then start at the beginning of this checklist.

What is a payment date?

Cash Receipting transactions are organized and saved according to the payment date. The *payment date* is the date the system uses to save a receipt. For example, Jane wants to edit the receipt 5.0001. First she keys in the payment date of 05/09/2012 to look up all of the receipts that were created on May 9, 2012.

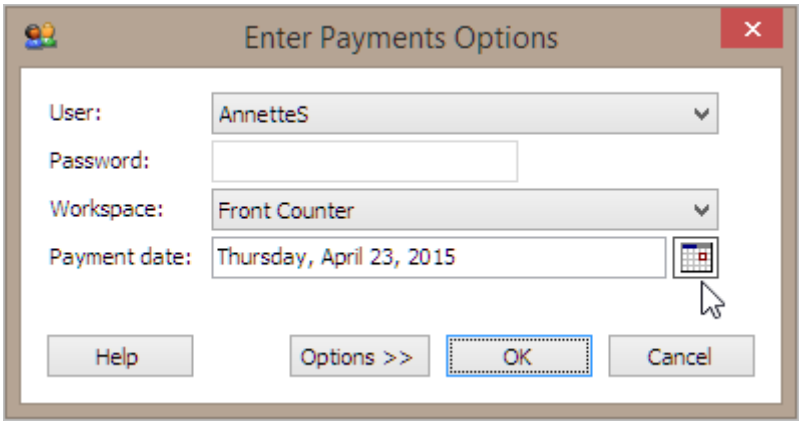
Changing the payment date

1. Open Connect Cash Receipting > Payments > Enter Payments.

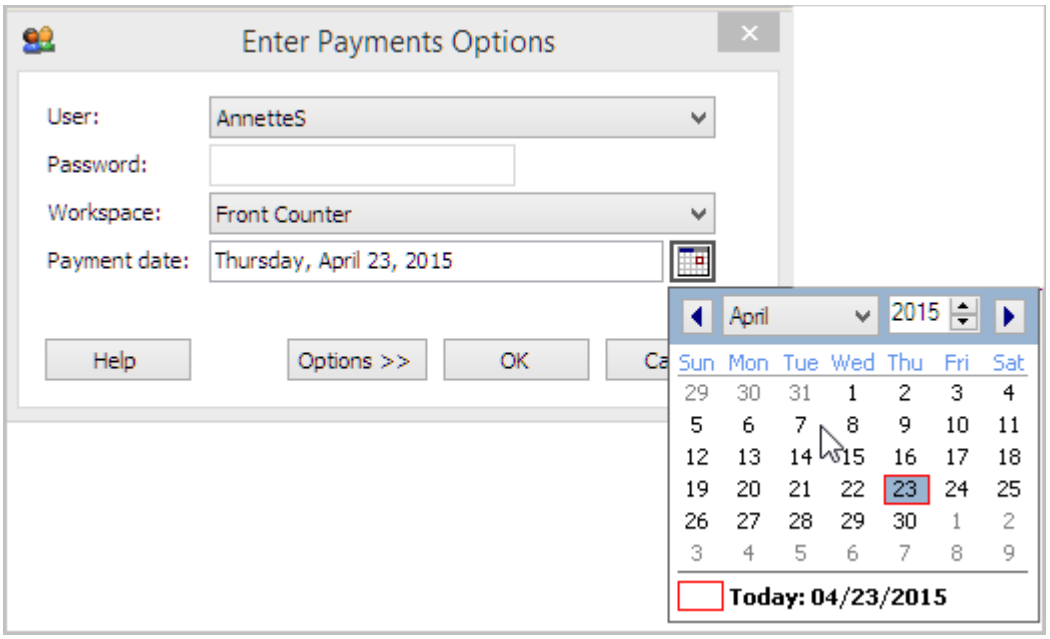
The Enter Payments Options form displays.

2. Find the filed titled Payment Date.

3. Click the Calendar button.



The calendar tool displays.



4. Click to select a payment date.

5. Finish logging in.

The payment date is selected. Cash Receipting will use the payment date as the transaction date.

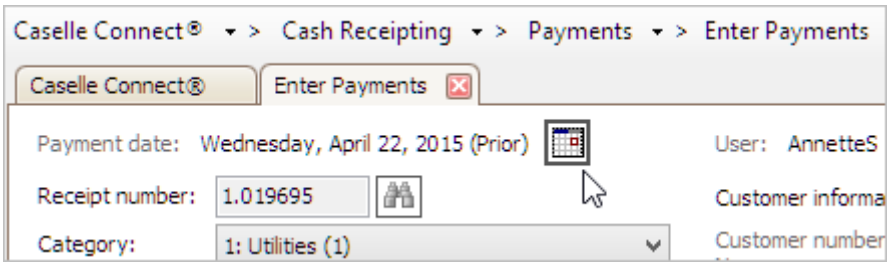
Looking up a receipt entered on the current payment date

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Log in.

3. Find the field titled Payment Date.

4. Click the Calendar button at the end of the Payment Date field.



5. Select Yes to change the date to the prior payment date. Click OK.

The current payment date is selected.

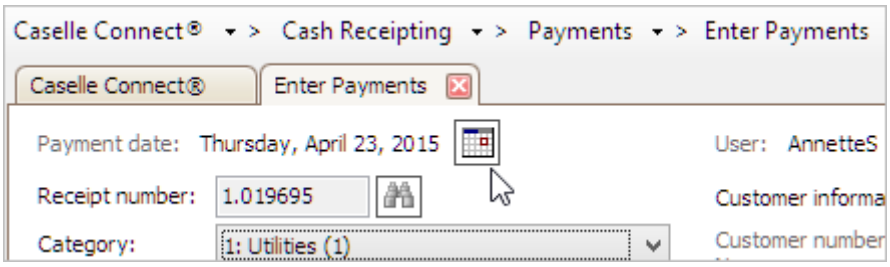
Looking up a receipt entered on the prior payment date

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Log in.

3. Find the field titled Payment Date.

4. Click the Calendar button at the end of the Payment Date field.



5. Select Yes to change the date to the prior payment date. Click OK.

The prior payment date is selected.

Change payment entries

How do I abort a payment?

Exit without saving

Cash Receipting uses the Delete button to clear the payment entry form without saving the current payment entry.

Aborting payments

From the Enter Payments screen in New mode, click **Delete** (CTRL+D).

How do I correct an amount that was posted to cash instead of check?

Change the payment type on a transaction.

Use Enter Payments to change the payment type to check. If the receipt was printed, editing payment type will void the prior receipt and save the receipt with the corrected payment type as a new receipt. If the receipt was printed, you will also need to reprint reports to report the correct receipt information.

Before you get started

- Make sure the payment has not been updated to the interfaced application.

Changing the payment type to check

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Log in.

3. Click Edit (CTRL+E).

4. Enter the receipt number on the receipt with the wrong payment type.

5. Press Enter.

The receipt details display on the Enter Payments form.

6. Find the section titled Payments.

7. Use the Type menu to select *Check*.

8. Click Save (CTRL+S).

The payment type is updated. If you have made changes to a saved receipt, you will need to reprint any reports that reference the receipt.

How do I fix mistakes entering payments?

Enter Payments

Cash Receipting makes it easy to fix mistakes. The most important question to ask is: Has the payment entry been updated to the General Ledger? If the answer is yes, you will need to enter the correction in the General Ledger. But if the answer is no, you can use one of these options.

Option 1 (easy)

Click **Delete** to abort the current receipt. Cash Receipting clears the entire Enter Payments form without saving the transaction. Now, you can begin again.

Option 2

Use this option if (1) the receipt is saved and (2) there is information that has already been tied to the receipt and you don't want to link the receipt to the payment. Click **Save**, and then click **Edit** and return to the receipt to edit it.

Important! As long as the receipt has not printed or updated, then you can edit the receipt. If the receipt has been printed or updated, use the Void Receipt routine.

How do I void a payment entry?

Void payments

Use Enter Payments to void a payment entry. Voiding a payment entry will leave the audit trail intact.

Voiding a payment entry

1. **Open Connect Cash Receipting > Payments > Enter Payments.**
2. **Change the Payment Date to match the date when the receipt was recorded. The system displays receipts based on the payment date.**
3. **Click Delete (CTRL+D).**

The receipt is deleted.

How do I update a payment entry?

Enter Payments

Use Enter Payments to update the details on a saved payment entry.

Changing payment details

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. Log in.

You'll want to change the Payment Date to match the date when the payment was recorded.

3. Click Edit (CTRL+E).

4. Click to select the field titled Receipt Number.

5. Enter the receipt number. Press Enter.

The payment details display on the screen.

6. Now, you can update the payment details.

7. Click Save (CTRL+S).

The payment details are updated.

Payment types

How do I enter more than one payment type?

Multiple payment types

Customers can and do use multiple payment types to pay bills. You can accept multiple payment types and print a receipt that shows the amount received by each payment type. If the value in the Amount field is greater than the value in the Payment Total, then the cursor will return to the Payment Type field so you can enter another payment type.

Entering more than one payment type

1. Complete the Enter Payments form.

2. Enter a payment type in the Payments field.

3. Enter a payor name in the Payor field.

4. Enter a check number in the Check Number field (if applicable).

5. Enter an amount in the Amount field.

6. Press Enter.

If the payment total is less than the distribution amount, the cursor will return to the Type field.

7. Enter the next payment type.

When you have entered all of the payment types, press **Enter** in the Payment Type field to end the transaction.

How do I enter an NSF check and returned check fee?

Returned checks

NSF stands for non-sufficient funds. A check that draws an amount on an account that does not have an account balance greater than the amount drawn is an *NSF check*. In addition to the check amount, the bank may charge a returned check fee to cover the check processing fees.

Entering an NSF check and returned check fee

1. **Open Connect Cash Receipting > Payments > Enter Payments.**
2. **Use the Category field to enter the category code for returned checks.**
3. **Use the Distribution field to enter the distribution code for an NSF check. Then, enter the original check amount as the Distribution Amount. The cursor returns to the Distribution field.**
4. **Now, use the Distribution field to enter the distribution code for a returned check fee. Press Enter. The cursor moves to the Payments portion of the Enter Payments screen.**
5. **Finally, record the payment of the NSF and returned check fee. Select the Payment Type. Then, enter the paid amount in the Amount field.**

The NSF Check and Returned Check Fee are recorded.

What do I do when one or more payment type errors exist?

Payment Type Errors

If the warning message, "One or more payment type errors exist. These errors must be corrected when proceeding with payment entry," Cash Receipting is missing a payment type to give change or the same letter for a GL combined deposit is assigned to more than one payment type.

Checking a payment type is set up to give change

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click Move Forward (F6) to view the first payment type.

3. Check if the checkbox titled Use This Payment Type to Give Change is selected.

Remember, you only need to set up one payment type to give change.

4. Repeat steps 2-3 until you've checked all of the payment types.

5. Did you find a payment type that gives change?

- **Yes, a payment type is set up to give change**. You'll need to check the letter assigned to the GL Combined Deposit.
- **No, none of the payment types are set up to give change**. You'll need to select at least one payment type to give change and then save your changes. You're done.

Checking the letter assigned to the GL Combined Deposit

1. Open Connect Cash Receipting > Organization > Payment Types.

2. Click Move Forward (F6) to view the first payment type.

3. Check the letter in the field titled GL Combined Deposit.

4. Write down the letter assigned to each payment type. .

5. Repeat steps 2-4 to check each payment type.

6. Did you find a payment type uses the same letter for the GL Combined Deposit?

- **Yes, there's more than one payment type assigned to the same GL Combined Deposit**. You'll need to change the GL Combined Deposit on one of the payment type that is assigned to the same letter.

  Example: B, C, D, AA, etc.

  You're done.

- **No, all of the payment types are assigned to a different GL Combined Deposit**. Call customer support for assistance (www.caselle.com/contact).

Change

Why can't I give change?

Payment Type

Cash Receipting needs at least one payment type that is set up to give change. Add the "change" option to the payment types that you will use to give change.

Adding a payment type to give change

1. **Open Connect Cash Receipting > Organization > Payment Type.**
2. **Use the Look Up bar to enter the payment type that will give change. Press Enter.**
3. **Click to select the checkbox titled Use This Payment Type to Give Change.**
4. **Click Save (CTRL+S).**

When you use this payment type, you can give change.

Redisplay

What is Redisplay?

Use *Redisplay* (CTRL+R) to show other transactions that were entered on the Input date. For example, the Redisplay tool comes in handy when you need to edit a saved transaction.

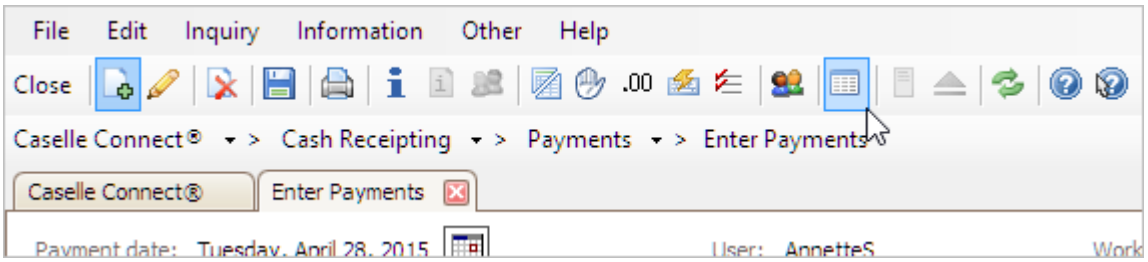
How do I view receipts?

Redisplay

Use Redisplay to look up receipts while you are using Enter Payments. Redisplay can display receipts for the current or prior payment date by user, category, or workspace.

Using Redisplay to view receipts

1. Click the button titled Redisplay (CTRL+R).



Viewing receipts for the current payment date

1. Click the button titled Redisplay (CTRL+R).

2. Click to select the checkbox titled Display Current Payment Date Receipts.

3. Click Edit Receipt.

Tip! You can also double-click a receipt number to view the receipt in Enter Payments.

The receipt displays in the Enter Payments form.

Viewing receipts for the prior payment date

1. Click the button titled Redisplay (CTRL+R).

2. Click to select the checkbox titled Display Prior Payment Date Receipts.

3. Click Edit Receipt.

Tip! You can also double-click a receipt number to view the receipt in Enter Payments.

The receipt displays in the Enter Payments form.

Viewing receipts created before the prior payment date

1. Open Connect Cash Receipting > Reports > Receipt Register.

2. Change the date range to include the date when the receipt was created.

3. Click Preview (CTRL+Q).

The receipt register displays on the screen. Use the receipt register to look up the receipt details.

Can I show a receipt summary?

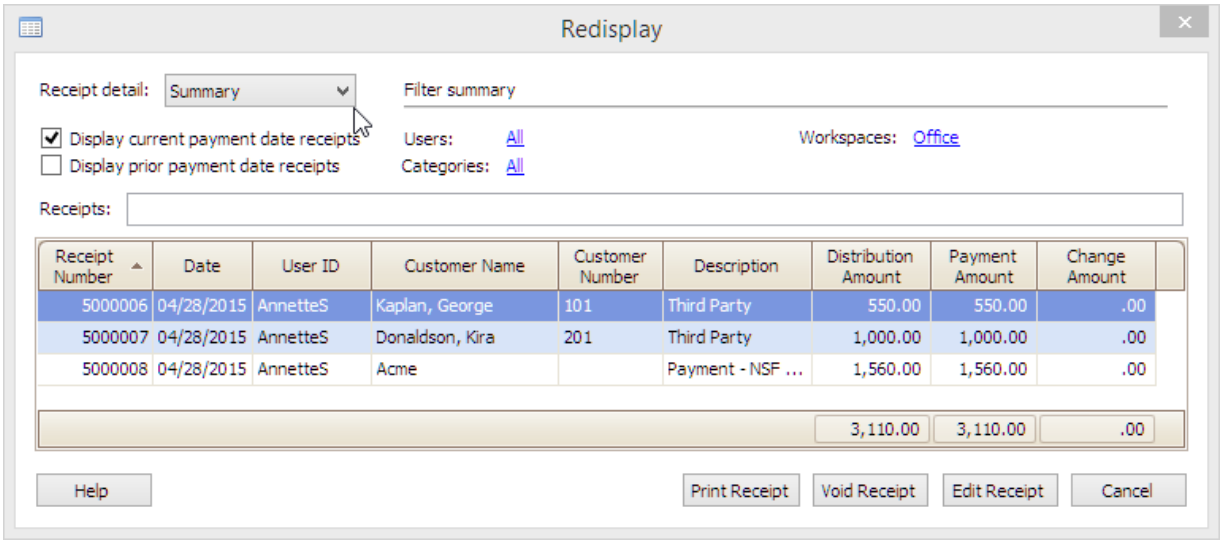
Redisplay

Redisplay can show the receipt detail as a one-line summary, distribution detail, or payment detail. The *summary* displays the entire receipt detail in a one-line summary. The *distribution detail* displays the receipt number and distribution amount. The *payment detail* displays the receipt number and the payment type, payor, check number, and payment amount.

Showing a receipt summary

1. Click the button titled Redisplay (CTRL+R).

2. Use the Receipt Detail menu to select *Summary.*

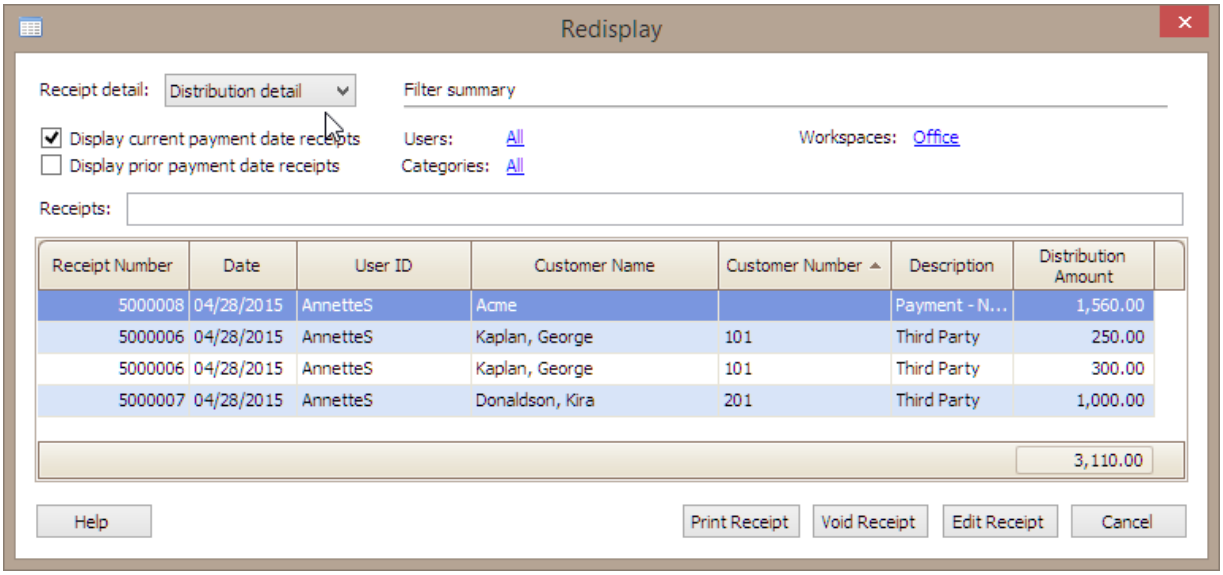


The summary displays the entire receipt detail in a one-line summary.

Showing the distribution detail

1. Click the button titled Redisplay (CTRL+R).

2. Use the Receipt Detail menu to select *Distribution Detail.*

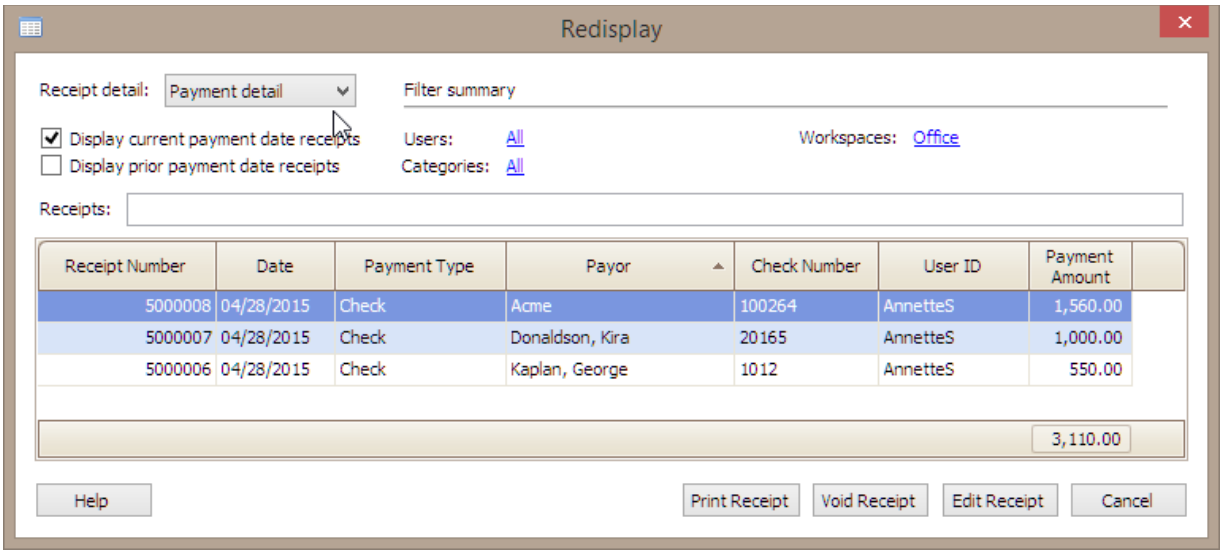


The distribution detail displays the receipt number and distribution amount.

Showing a receipt summary

1. Click the button titled Redisplay (CTRL+R).

2. Use the Receipt Detail menu to select *Payment Detail.*



The payment detail displays the receipt number and the payment type, payor, check number, and payment amount.

How do I filter receipts by workspace, user, or category?

Redisplay

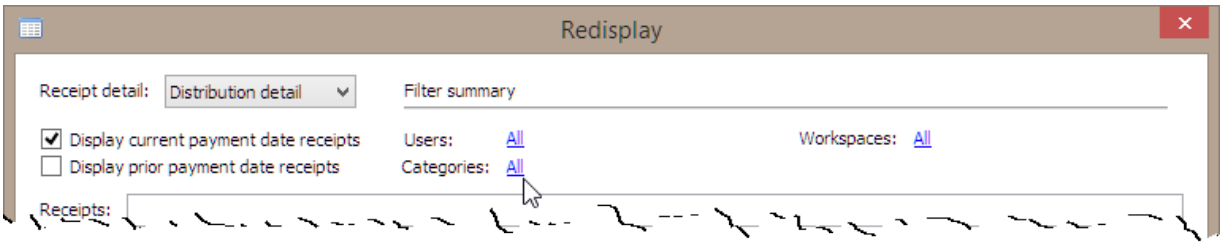
When you use Redisplay to view receipts for the current and prior payment date, you can filter the receipts by user, category, or workspace.

Filtering receipts by user, category, or workspace

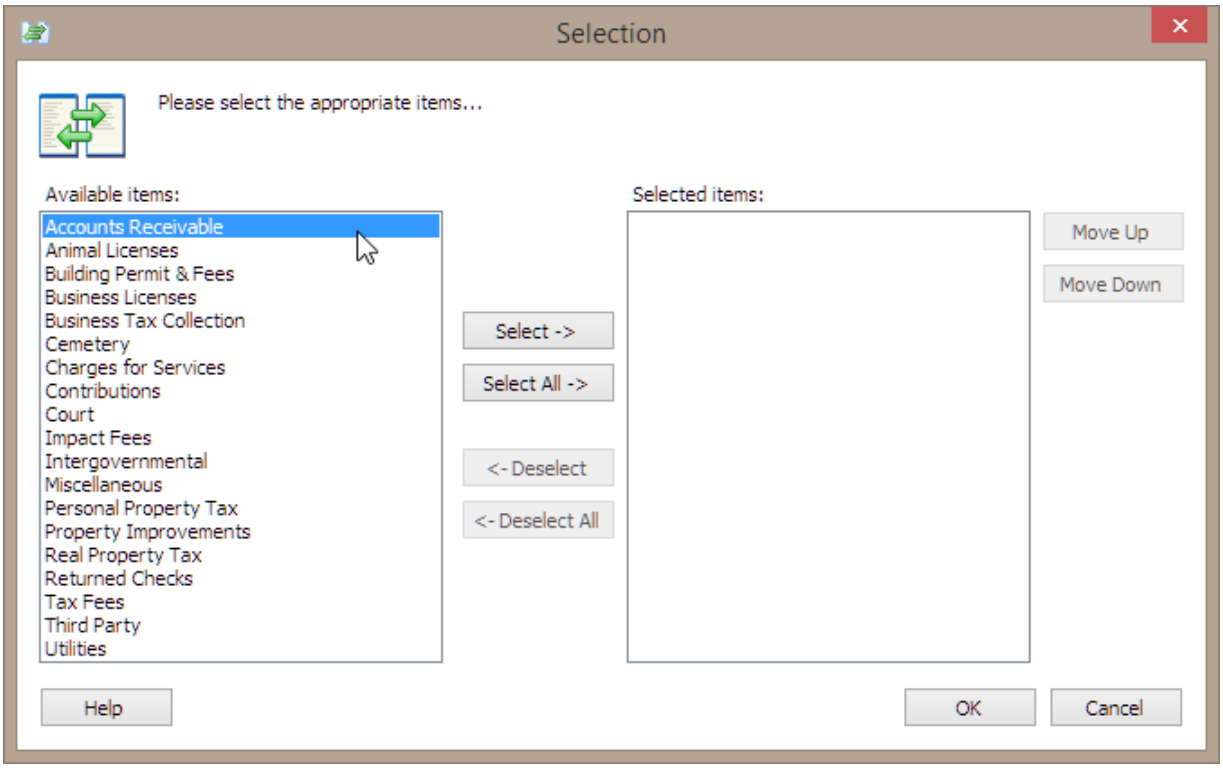
1. Click to select the button titled Redisplay (CTRL+R).

2. Find the section titled Filter Summary.

3. Click to select All.



The Selection form displays.



4. Move the filter value to the Selected Items list.

5. Click OK.

The Redisplay form displays receipts that match your search criteria.

What if I know the receipt numbers?

Redisplay

When you already know the receipt number, use the Receipts field to quickly look up a receipt.

Entering receipt numbers in Redisplay

1. Click Redisplay (CTRL+R).

2. Click to select the field titled Receipts.

3. Enter the receipt number.

Cash Receipting displays all of the receipts that match the receipt number..

Can I void receipts in Redisplay?

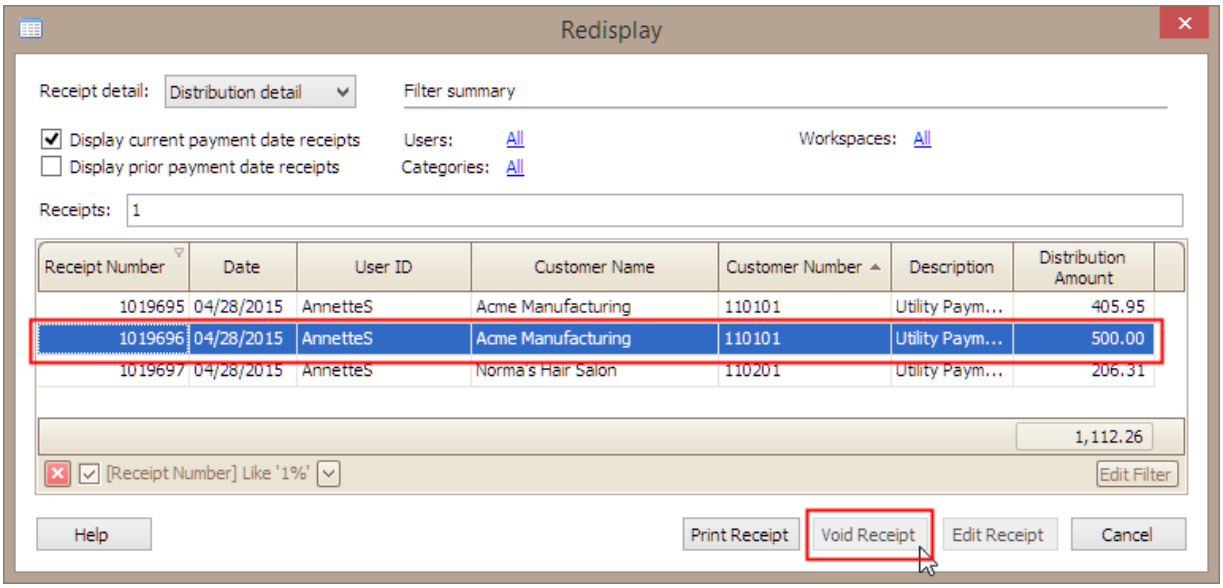
Use Redisplay to reverse the receipt and record the voiding transaction.

Voiding receipts in Redisplay

1. Click Redisplay (CTRL+R).

2. Look up the receipt number.

3. Click to select the receipt number in the search results.



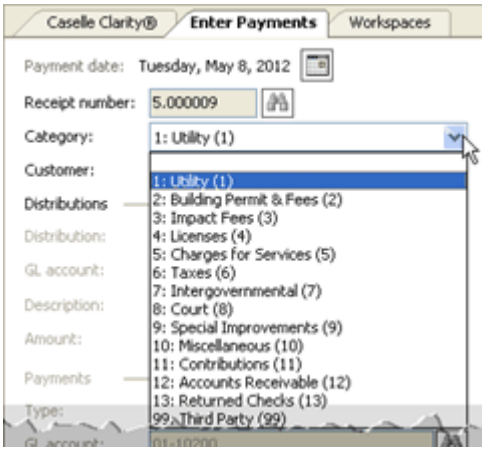
4. Click Void Receipt.

Cash Receipting reverses the receipt and records the voiding transaction.

Enter payments glossary

Category

You can add a new category for receiving payments. Here is a list of categories that are commonly set up in Cash Receipting: Cemetery, Court, Improvements, Licenses, Permits, Miscellaneous, Recreation, Tax Revenue, and Utility Payments.



Customer

A *customer* is an individual or organization that purchases a commodity or service.

Distributions

Categories can be broken down into subcategories called *distributions*. When it's time to balance the books, simply print an itemized list of payments received for each distribution or create a GL summary for each category. For example, you may need to set up distributions to receive payments for the category titled Building Permit & Fees. You may expect to receive payments for building permits, zoning and subdivision fees, inspection fees, electric connection, water connection, and sewer connection.

Manual allocation mode

Use *Manual Allocation Mode* (Shift+F11) to distribute a billing adjustment to multiple tax entities. If the amount allocated to a single tax period is less than the total transaction amount, the system will prompt you to choose one of the follow options:

- Apply the unapplied amount. You can use this option to distribute by hand the unallocated amount.
- Save the applied amount. Use this option to leave the applied amount as is. You can allocate it later.
- Redo the last applied tax period. Use this option to use the same percentages as the previous year to allocate the unapplied amount.

Master contact

A *master contact* links the current record to a master record. You can see all of the related information for the master contact, including account and account balances by clicking the View Related Account Information button on the toolbar.

Payment date

Cash Receipting transactions are organized and saved according to the payment date. The *payment date* is the date the system uses to save a receipt. For example, Jane wants to edit the receipt 5.0001. First she keys in the payment date of 05/09/2012 to look up all of the receipts that were created on May 9, 2012.

Payments

A *payment* is compensation that is given in return for goods or services. The Payments section on the Enter Payments form records the payment type, payor, and amount.

Process online payments

Import online payments

How do I import online payments from an unsupported online payment provider?

Online Payments

Use Cash Receipting to import online payments created by an online payment provider that is not supported by Caselle.

Importing online payments from an unsupported online payment provider

1. Open Connect Cash Receipting > Payments Process Online Payments.

2. Click to select the Import Options tab.

3. Use the Online Payment Provider menu to select *Other*.

4. Click to select the checkbox titled Import Payments.

5. Use the Workspace menu to select the default workspace.

6. Use the User menu to select the default user.

7. Use the Print menu to select No Report.

No report will create transactions in the Cash Receipting database. Use *Report* to print a report of the transactions that will be updated without actually creating any transactions.

8. Find the section titled Categories.

9. Select the categories to import from the import file.

10. Find the section titled Payment Date, and then select the date to assign to imported payments.

11. Select the Import File Name.

12. Find the section titled Import Fields.

13. Click to select the button titled Select.

14. Move the fields to include in the import file to the Selected Items list. Click OK when you're done.

15. Click GO (CTRL+G).

Cash Receipting imports payments from the unsupported online payment provider.

How do I import online payments?

Online Payments

Use Cash Receipting to import online payments created by your online payment provider.

Before you get started

- Use Intellipay's online payment portal.
- Use Xpress Bill Pay's online payment portal.

Importing online payments

1. Open Connect Cash Receipting > Payments Process Online Payments.

2. Click to select the Import Options tab.

3. Use the Online Payment Provider menu to select your online payment provider.

4. Click to select the checkbox titled Import Payments.

5. Use the Workspace menu to select the default workspace.

6. Use the User menu to select the default user.

7. Use the Print menu to select No Report.

No report will create transactions in the Cash Receipting database. Use *Report* to print a report of the transactions that will be updated without actually creating any transactions.

8. Find the section titled Categories.

9. Select the categories to import from the import file.

10. Find the section titled Payment Date, and then select the date to assign to imported payments.

11. Select the Import File Name.

12. Click GO (CTRL+G).

Cash Receipting imports payments from the online payment provider.

Export online payments

How do I create an export file for accounts with a new account balance?

Online Payments

After Cash Receipting creates an export file for your online payment provider, you can create an export file that contains all of the account balances or you can limit the export file by including only accounts with a new account balance. Limiting the export file to only accounts with a new account balance will make the export file smaller.

Limiting the export file to accounts with a new account balance

1. **Open Connect Cash Receipting > Payments > Process Online Payments.**
2. **Click to select the checkbox titled Include Only Accounts Whose Balance has Changes Since.**

How do I export account balances for an unsupported online payment provider?

Online Payments

Cash Receipting can create an export file for an online payment provider that is not supported by Caselle. When you set up the export file properties, you can use the requirements from the unsupported online payment provider to create an export file you can use to export account balances.

Exporting account balances for an unsupported online payment provider

1. **Open Connect Cash Receipting > Payments > Process Online Payments.**
2. **Use the Online Payment Provider menu to select *Other*.**
3. **Click to select the checkbox titled Export Account Balances.**
4. **Set up the section titled Categories. Select the categories to include in the export file.**
5. **Set up the section titled Export File Name. Select the file name to assign to the export file.**
6. **Find the section titled Export Fields.**
7. **Click the button titled Select.**
8. **Move the fields to include in the export file to the Selected Items list. Click OK when you're done.**
9. **Click GO (CTRL+G).**

Cash Receipting creates the export file.

How do I export account balances to my online payment provider?

Online Payments

Use Cash Receipting to save the account balances in an export file. You can use the online payment application to import the account balances from the export file. When your customers use the online payment portal to make a payment, the online payment portal will display the account balance that was saved in the export file.

Exporting account balances for supported online payment providers

1. **Open Connect Cash Receipting > Payments > Process Online Payments.**
2. **Use the Online Payment Provider menu to select the online payment provider.**
3. **Click to select the field titled Export Account Statements.**
4. **Enter the path and file name to the account statements.**
5. **Click to select the checkbox titled Export Account Balances.**
6. **Set up the section titled Categories. Select the categories to include in the export file.**
7. **Set up the section titled Export File Name. Select the file name to assign to the export file.**
8. **Click GO (CTRL+G).**

Cash Receipting creates the export file.

How do I export account statements?

Online Payments

Use Cash Receipting to add the customer's account statement to the export file.

Requirements

- Use Xpress Bill Pay's online payment portal.

Exporting account statements

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Click to select the checkbox titled Export Account Statements.

3. Click to select the field titled Statement File Path.

4. Enter the file path to the directory that contains the account statements.

The export file includes the account statements.

Set up online payments

How do I change my primary contact for online payments?

Online Payments

Cash Receipting stores the email address for the person or persons at your organization who will be responsible for responding to the online payment provider.

Changing my primary contact for online payments

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Click to select the field titled Contact Emails.

3. Type in the email address. If you want to enter more than one email address, use a comma (,) to separate the entries.

Example: name1@city.org, name2@city.org, name3@city.org

4. Click Save Settings (CTRL+S).

The primary contact is updated.

How do I change the payment date?

Online Payments

Select the date Cash Receipting will use to create the payment transactions for online payments.

Using the payment date recorded in the import file

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Find the section titled Payment Date.

3. Click to select the option titled Use Date From Import File.

Cash Receipting uses the payment date from the import file as the payment date in the new payment transaction.

Assigning the default payment date

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Find the section titled Payment Date.

3. Click to select the option titled Use Date.

4. Click to select the field titled Use Date.

5. Enter the date that you want to use as the payment date.

Cash Receipting assigns the payment date to all of the payments in the import file.

How do I save my online payment options for later?

Online Payments

Cash Receipting can save the options you select on the Process Online Payments form.

Saving my online payment options for me

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Set up the Process Online Payments form.

3. Click Save Settings (CTRL+S).

The Save Options form displays.

4. Click Save Them for Me Only.

Cash Receipting saves the current setup as your default layout for processing online payments.

Saving my online payment options for the entire organization

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Set up the Process Online Payments form.

3. Click Save Settings (CTRL+S).

The Save Options form displays.

4. Click Save Them for the Entire Organization.

Cash Receipting saves the current setup as the organization's default layout for processing online payments.

How do I select the export/import name?

Online Payments

Using the provider's default file name

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Find the section titled Export/Import File Name.

3. Click to select the option titled Use Provider's Default File Name.

Cash Receipting will use the default file name assigned by the online payment provider as the file name.

Using a different file name

1. Open Connect Cash Receipting > Payments > Process Online Payments.

2. Find the section titled Export/Import File Name.

3. Click to select the option titled Use File Name.

4. Click to select the field titled Use File Name.

5. Enter the file path to the export/import file.

Example: d:\directory name\sub-directory name\file name.txt

Cash Receipting will use the file path and file name you assigned as the file name.

Which online payment providers are supported by Caselle?

Cash Receipting supports online payment portals created by Intellipay and Xpress Bill Pay.

List of online payment providers supported by Caselle

- Intellipay
- Xpress Bill Pay

Close prior payment date

How do I close prior payment date?

Close the prior payment date to prevent users from adding, editing, or removing transactions from the prior payment date.

For example, if City XYZ's cutoff time is 3 pm and they run the routine to close the prior payment date at 3:30 pm, then Connect will use tomorrow's date as the current payment date.

Closing prior payment date

1. Open Connect Cash Receipting > Payments > Close Prior Payment Date.

2. Do you want to close the prior payment date on all workspaces?

- **Yes, include all workspaces**. Click to select all of the checkboxes in the **Workspaces** field. You can also click **Select All**.
- **No, let me select the workspaces to close**. Click to select the checkbox next to a workspace to close it. Deselect the checkbox to keep the workspace open.

3. Click GO (CTRL+G).

The prior payment date is closed.

Delete bad receipts

How do I delete bad receipts?

Find and repair corrupted receipts.

Use *Delete Bad Receipts* to delete receipts that have been corrupted and cannot be fixed using Payments > Enter Payments. To preserve the audit trail, use Voiding Receipts instead of Deleting Bad Receipts. You can void receipts that have been posted to the General Ledger.

Important! Using this routine will leave a gap in receipt numbers.

Watch a video

Click here to watch a video.

Before you get started

- Back up the database. See the help topic titled How Do I Back Up a Database?
- Has the receipt been updated to an interfaced application? Contact Caselle support for assistance at (800) 243-8275.
- Has the receipt been updated to General Ledger? Contact Caselle support for assistance at (800) 243-8275.

Deleting bad receipts

Back up the database before you continue. When you run this routine, the backup file is the only way to restore a deleted receipt. This routine will allow you to select receipts one at a time. To delete a range of receipts, contact Caselle support at (800) 243-8275.

Do this...

1. Use the Cash Receipting reports or Inquiry to identify the bad receipt numbers.

2. Open Connect Cash Receipting > Payments > Delete Bad Receipts.

3. Enter a Receipt Number.

4. Enter the receipt number assigned to the bad receipt.

You can Search this field. When you enter a receipt number, the receipt information displays in the grid. You can keep entering receipt numbers until all of the receipts that you want to delete are displayed in the grid.

5. Review the receipt numbers in the grid.

Make sure the grid only includes the receipts that you want to delete.

6. Click GO (CTRL+G).

The bad receipts are deleted.

Voiding receipts

Keep an audit trail of voided receipt numbers.

Do this...

1. Open Connect Cash Receipting > Payments > Enter Payments.

2. **Log in.**

3. **Click Edit (CTRL+E).**

4. **Click on the Receipt Number field and enter the receipt number on the receipt to void.**

5. **Click to select the button titled Abort/Void (CTRL+D).**

The receipt is voided.

Restricting user access to this routine

Use Setup/Modify User Rights in System Management > Security to restrict user access to the Delete Bad Receipts routine. See the help topic titled How Do I Explicitly Deny User Access? If you need assistance, contact Caselle support at (800) 243-8275.

Updated on 07Aug2017

Import payments

Third party payments

How do I export third party payments as a delimited file?

Interfaced Applications

You can set up a Cash Receipting category to receive payments for a non-Caselle application. A non-Caselle application is also known as a third party. When it's time send a file of the receipts, you can use *Export Third Party Payments* to send receipts to a third party application. Use a delimited file to create an export file where the field-length varies based on the contents in each field.

Preparation

- Find out the import file types supported by the third party application.

Exporting third party payments as a delimited file

1. Open Connect Cash Receipting > Payments > Export Third Party Payments - Delimited File Type.

2. Enter the report date range.

3. Click Print (CTRL+P).

The export file is saved.

How do I export third party payments as a fixed-length file?

Interfaced Applications

You can set up a Cash Receipting category to receive payments for a non-Caselle application. A non-Caselle application is also known as a third party. When it's time send a file of the receipts, you can use *Export Third Party Payments* to send receipts to a third party application. You'll want to create a fixed-length file when the field length is limited to a set number of characters.

Preparation

- Find out the import file types supported by the third party application.

Exporting third party payments as a fixed-length file

1. Open Connect Cash Receipting > Payments > Export Third Party Payments - Fixed Length File Type.

2. Enter the Beginning Date and Ending Date.

When you run this routine or report, the system will select transactions with dates that occur in the report date range. Use the *beginning date* to enter the first date in the date range, and use the *ending date* to enter the last date in the date range.

3. Enter the Export filename.

The *export filename* is the name of the file that will be assigned to the export file.

The Fixed-Length Text File option is selected.

4. Select the File Type.

The *file type* lets you choose to export the selected fields or export fields for the Michigan Tax Export File.

What is the file type?

- **Export selected fields**. Use the **File Type** field to select **Selected Fields**.
- **Export fields for the Michigan Tax Export File**. Use the **File Type** field to select **Michigan Tax Export File**.

5. Set up Include Column Headings.

A *column heading* is the name assigned to the column that describes the contents of the column. Use *Include Column Headings* to add the column headings to the export file.

Do you want to add the column headings to the export file?

- **Yes, add the column headings**. Click to select **Include Column Headings**.
- **No, the import file does not contain headers or extra information**. Click to deselect **Include Column Headings**.

6. Set up Print Report.

Use *Print Report Only* to print a report that will show you the transactions that will be included in the export file.

Do you want to update transactions or print a report?

- **I want to print a report**. Select the **Print Report Only** checkbox. The routine will print the transactions that will be included in the export file. This option will not mark any transactions as updated. It's a good choice to use to make sure the transactions that will be included in the export file are correct.
- **I want to update transactions**. Leave blank the **Print Report Only** checkbox. The routine will create the export file and change the transaction status to *updated*.

7. Click GO (CTRL+G).

The export file is saved.

How do I import payments?

Interfaced Applications

Use *Import Payments* to import payment information from a file or diskette. This routine will use the data in the import file to create a receipt record in the Cash Receipting database.

Cash Receipting supports these import file types

- **Caselle-delimited File**. The import file uses a file layout predefined by Caselle. This file type uses a comma (,) to mark the end of a field.
- **Caselle Fixed-length Import File**. The import file uses a file layout predefined by Caselle. This file type uses a set value to determine the field length. Field values that exceed the set field length will be truncated.
- **User-defined Delimited File**. This import file does not use a file layout predefined by Caselle and it uses a character to mark the end of a field.
- **User-defined Fixed-length File**. This import file does not use a file layout predefined by Caselle and it limits the field length and format.

Importing payments from a Caselle-delimited file

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Import File Type menu to select Caselle-delimited File.

3. Enter the Import filename.

The routine uses the import file to fill in the form.

4. Use the Print menu to select Report.

5. Use the Workspace menu to select the default workspace.

Note: Cash Receipting will assign the default workspace, user, description, distribution, and so on to the imported payments.

6. Use the User menu to select the default user.

7. Use the Description field to enter the default description.

8. Use the Distribution menu to select the default distribution.

9. Use the Payment Type menu to select the default payment type.

10. Find the section titled Import File Fields.

The *Import File Fields* table displays the first record from the import file in the Data column. The names of the fields in the Type column are the names of the fields that Cash Receipting will use to record the imported payment. Make sure the value in the Data column matches the corresponding column name listed in the Type column. You may need to rearrange the names in the Type column.

11. Use the drop-down list to select the field title in Cash Receipting that matches the information contained in that field in the import file.

12. Click GO (CTRL+G).

Cash Receipting imports the payments from the import file, assigns the default workspace, user, description, distribution, and payment type to the new transactions.

Importing payments from a fixed-length file

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Import File Type menu to select Caselle Fixed-length File.

3. Enter the Import filename.

The routine uses the import file to fill in the form.

4. Use the Print menu to select Report.

5. Use the Workspace menu to select the default workspace.

Note: Cash Receipting will assign the default workspace, user, description, distribution, and so on to the imported payments.

6. Use the User menu to select the default user.

7. Use the Description field to enter the default description.

8. Use the Distribution menu to select the default distribution.

9. Use the Payment Type menu to select the default payment type.

10. Find the section titled Import File Fields.

The *Import File Fields* table displays the first record from the import file in the Data column. The names of the fields in the Type column are the names of the fields that Cash Receipting will use to record the imported payment. Make sure the value in the Data column matches the corresponding column name listed in the Type column. You may need to rearrange the names in the Type column.

The *Import File Fields* table also displays the starting position, length, and format of each field in the import file. First, check the value saved in the Start column. Then, check the field length. Finally, make sure the field format is correct.

11. Use the drop-down list to select the field title in Cash Receipting that matches the information contained in that field in the import file.

12. Click GO (CTRL+G).

Cash Receipting imports the payments from the import file, assigns the default workspace, user, description, distribution, and payment type to the new transactions.

Importing payments from a comma-delimited file

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Import File Type menu to select User-defined Delimited.

3. Enter the Import filename.

The routine uses the import file to fill in the form.

4. Use the Print menu to select Report.

5. Use the Workspace menu to select the default workspace.

Note: Cash Receipting will assign the default workspace, user, description, distribution, and so on to the imported payments.

6. Use the User menu to select the default user.

7. Use the Description field to enter the default description.

8. Use the Distribution menu to select the default distribution.

9. Use the Payment Type menu to select the default payment type.

10. Find the section titled Import File Fields.

First, click Select Types. Use the Selection form to select the column names to assign to the data in the import file. Move the column type to the Selected Types list. Then, click OK.

Second, assign the value in the Data field to the corresponding Type. For example, Jane selects Customer Name to assign to the data saved in the Name field in the import file.

11. Use the drop-down list to select the field title in Cash Receipting that matches the information contained in that field in the import file.

12. Click GO (CTRL+G).

Cash Receipting imports the payments from the import file, assigns the default workspace, user, description, distribution, and payment type to the new transactions.

Importing payments from a user-defined file

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Import File Type menu to select User-defined Fixed Length.

3. Enter the Import filename.

The routine uses the import file to fill in the form.

4. Use the Print menu to select Report.

5. Use the Workspace menu to select the default workspace.

Note: Cash Receipting will assign the default workspace, user, description, distribution, and so on to the imported payments.

6. Use the User menu to select the default user.

7. Use the Description field to enter the default description.

8. Use the Distribution menu to select the default distribution.

9. Use the Payment Type menu to select the default payment type.

10. Find the section titled Import File Fields.

First, click Select Types. Use the Selection form to select the column names to assign to the data in the import file. Move the column type to the Selected Types list. Then, click OK.

Second, assign the value in the Data field to the corresponding Type. For example, Jane selects Customer Name to assign to the data saved in the Name field in the import file.

Third, check the value saved in the following columns: Start, Length, and Format. Make sure the information is correct before you continue.

11. Use the drop-down list to select the field title in Cash Receipting that matches the information contained in that field in the import file.

12. Click GO (CTRL+G).

Cash Receipting imports the payments from the import file, assigns the default workspace, user, description, distribution, and payment type to the new transactions.

What is a delimiter?

A *delimiter* is a character that marks the beginning or end of a unit of data. A *delimited file* is a variable-length field where the field length is based on the field's contents. Commonly used delimiters in export files include the comma (,), semicolon (;), and colon (:).

How do I enter the import file name?

Interfaced Applications

The *import filename* is the filename and file location.

Importing files from the Caselle default directory

The import file is located in the Connect directory. All of the Connect applications are located in the default d:\Connect directory, where you replace *d:*\ with the appropriate drive letter. If the import file was created and saved to the Connect default directory, then you only need to enter the import filename and extension.

Example: ImportFileName.txt

Importing files from another directory

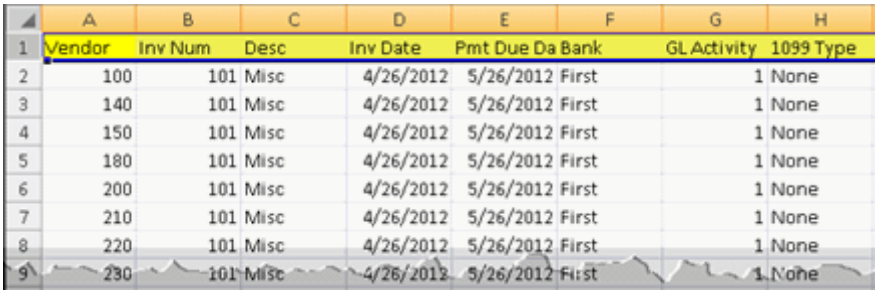
The import file is located in a local or network directory. If you are importing a file that is stored on a disk or hard drive, type in the drive letter and path followed by the import filename and extension.

Example: d:\my documents\ImportFileName.txt

How do I exclude column headers?

Interfaced Applications

A *column heading* that describes the data in a column but is not necessarily data that you want to use to create an invoice record is a *line to skip*. In this example, the yellow line is the column heading row.



	A	B	C	D	E	F	G	H
1	Vendor	Inv Num	Desc	Inv Date	Pmt Due Da	Bank	GL Activity	1099 Type
2	100	101	Misc	4/26/2012	5/26/2012	First	1	None
3	140	101	Misc	4/26/2012	5/26/2012	First	1	None
4	150	101	Misc	4/26/2012	5/26/2012	First	1	None
5	180	101	Misc	4/26/2012	5/26/2012	First	1	None
6	200	101	Misc	4/26/2012	5/26/2012	First	1	None
7	210	101	Misc	4/26/2012	5/26/2012	First	1	None
8	220	101	Misc	4/26/2012	5/26/2012	First	1	None
9	230	101	Misc	4/26/2012	5/26/2012	First	1	None

Excluding column headers

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Click to select the field titled Lines to Skip.

3. Enter the number of rows to exclude from the import file.

Including column headers

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Click to select the field titled Lines to Skip.

3. Enter 0 (zero).

What are my output options?

Interfaced Applications

Use the Print menu to select an output option for processing the import file.

Creating transactions

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Print menu to select No Report.

Cash Receipting creates transactions.

Creating transactions and printing a report

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Print menu to select Print.

Cash Receipting creates transactions and prints a report.

Printing a report

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Print menu to select Report Only.

Cash Receipting prints a report of the transactions that will be created when you choose to create transactions.

How do I change the default workspace?

Interfaced Applications

The Front Counter and Office are examples of a *workspace.* You can identify the workspace where a receipt was created by the first number in the receipt number. When you import a payment that is not assigned to a workspace, the system will use the value in the Workspace field to fill in the blank field.

Changing the default workspace

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the Workspace menu to select a different workspace.

Cash Receipting assigns the default workspace to the imported payments.

Adding a new workspace

See the help topic titled How do I add a workspace?

How do I assign imported payments to a user?

Interfaced Applications

A *user* is the person that is responsible for recording the imported payment. When you import a payment that is not assigned to a user, Cash Receipting will use the value in the User field to fill in the blank field.

Assigning imported payments to a user

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Use the User menu to select a different user.

Cash Receipting assigns the default user to the imported payments.

Adding a new user

See the help topic titled How do I add a user?

How do I remove an empty record from the import file?

Interfaced Applications

If the first row or rows in the import file stores column headers or other information that you do not wish to import to Cash Receipting.

Removing an empty record

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Click to select the field titled Lines to Skip.

3. Enter the number of rows to skip in the import file.

How do I fix RTE 13: Type mismatch?

Runtime Error

Runtime Error (RTE) 13: Type Mismatch displays when the account number in the file does not match the format for valid account numbers.

Verifying the account numbers in the import file

1. **Open Notepad.**

   You can use another text-editor program.

2. **Grab a pencil and paper to write down the changes you make to account numbers and customer names.**

   You will need to make the same changes to the source application.

3. **Open the import file in Notepad.**

   The contents of the import file will display as a text file.

4. **Scan the account numbers for invalid entries.**

   For example, if the account number field in Cash Receipting accepts only numbers then valid account numbers will include only numbers and not letters. Which means if you find account numbers with letters or extra spaces, then that qualifies as an invalid account.

5. **Scan the customer names for invalid entries, take care to delete additional spaces at the end of each customer name.**

6. **Save your changes.**

   The import file is updated and ready to go.

7. **Open the source application to update the changes to the account numbers and customer numbers.**

You're done.

How do I fix RTE 9: Subscript out of range?

Runtime Error

Runtime Error 9 means the import file contains invalid information.

Verifying the account numbers in the import file

1. **Open Notepad.**

   You can use another text-editor program.

2. **Grab a pencil and paper to write down the changes you make to account numbers and customer names.**

   You will need to make the same changes to the source application.

3. **Open the import file in Notepad.**

   The contents of the import file will display as a text file.

4. **Scan the account numbers for invalid entries.**

   You want to search the import file for a missing account number or a payment on an account in one of the subsystems.

5. **Enter the missing account number or payment.**

6. **Save your changes.**

   The import file is updated and ready to go.

7. **Open the source application to update the changes to the account numbers and customer numbers.**

Now, you're ready to import the file. If you need help fixing the import file, you will need: (1) A list of information in the import file, and (2) a list of categories in the Cash Receipting application.

How do I import third party customer accounts?

Interfaced Applications

A *third party* is a non-Caselle application that is using Cash Receipting to receive and record payments. Use *Import Third Party Account Information* to import records from a comma-delimited text file into the Third Party Account Table. The system uses the account number in the import file to validate existing records and update the account information.

Why is there a third party account table?

- The Third Party Account table stores some account information from the Third Party Account application.
- The Third Party Account table records the payment transactions that you receive in Cash receipting, which you intend to export to the Third Party application.

Step 1: Importing third party account information

1. **Open Connect Cash Receipting > Payments > Import Third Party Account Information.**

2. **Select the Category.**

3. **Select the Import File Type.**

4. **Enter the Import File Name.**

5. **Enter the Additional Information.**

   The *Additional information* field gives you the option of adding a word or brief phrase to the description that is saved in the payment transaction from the third party application.

6. Enter the As Of Date.

This is the transaction date the routine will use to record the imported account.

7. Enter the Skip the First [_] Lines of the Import File.

A *line* is a single row in a spreadsheet. When a row contains the names of column headings, you may prefer to not create a record for the column headings. Use *Lines to Skip* to not import the column headings, or other unnecessary data.

8. Set up Print Report Only.

Use *Print Report Only* to print a report that will show you the transactions that will be included in the import file.

9. Set up checkbox titled Replace Existing Accounts.

Use this option to import the import file, create transactions for the imported payments, and change the transaction status to *updated*.

10. Set up the checkbox titled Include Accounts With a Zero Balance Due.

An account with a *zero balance* is an account that does not have a positive or negative balance. Selecting this checkbox will create a record for an account with a zero balance.

11. Find the section titled Import File Fields.

12. Click GO (CTRL+G).

The third-party account information is imported.

Step 2: Verifying imported third party accounts

1. **Open Connect Cash Receipting > Organization > Third Party Account**s.

2. Now, review the imported records.

Use the Lookbar to enter the third party account number, or press F6 to move to the next record.

Is the information correct?

- **Yes, the third-party account is correct.** Great! Move on to check the next record.
- **No, the third-party account is not correct**. Click on a field and then enter the correct information. When the fields on the third-party account record are correct, move on to the next record.

Third Party Payments Glossary

Import file type

The *import file type* identifies the method in which the data is stored in the file.

What is the import file type?

- Caselle delimited. The import file uses a file layout predefined by Caselle. This file type uses a comma (,) to mark the end of a field. Select **Caselle Delimited** as the **Import File Type**.
- Caselle fixed length. The import file uses a file layout predefined by Caselle. This file type uses a set value to determine the field length. Field values that exceed the set field length will be truncated. Select **Caselle Fixed Length** as the **Import File Type**.
- User-defined delimited. This import file does not use a file layout predefined by Caselle and it uses a character to mark the end of a field. Select **User-defined Delimited** as the **Import File Type**. Then, click on the **Delimiter** field and type in the character or symbol that marks the end of a field. Example: comma (,), semicolon (;), colon (:), etc.
- User-defined fixed length. This import file does not use a file layout predefined by Caselle and it limits the field length and format. Select **User-defined Fixed Length** as the **Import File Type**.

Delimiter

A *delimiter* is a character that marks the beginning or end of a unit of data. A *delimited file* is a variable-length field where the field length is based on the field's contents. Commonly used delimiters in export files include the comma (,), semicolon (;), and colon (:).

Which delimiter does this import file use?

- Use the Delimiter field to enter a character.

Import filename

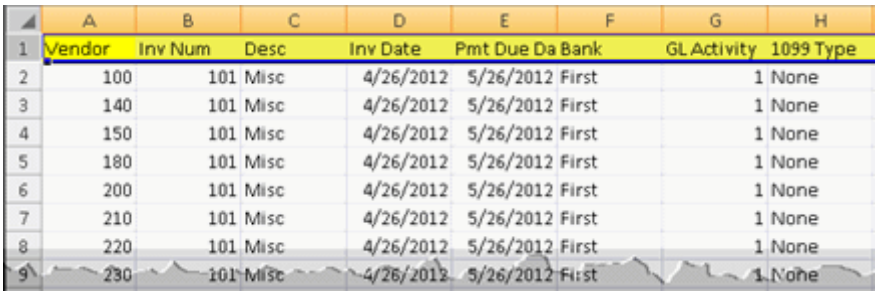
The *import filename* is the filename and file location.

What is the import filename?

- The import file is located in the Connect directory. All of the Connect applications are located in the default d:\Connect directory, where you replace *d:*\ with the appropriate drive letter. If the import file was created and saved to the Connect default directory, then you only need to enter the import filename and extension. For example, ImportFileName.txt
- The import file is located in a local or network directory. If you are importing a file that is stored on a disk or hard drive, type in the drive letter and path followed by the import filename and extension. Example: d:\my documents\ImportFileName.txt

Lines to skip

A column heading that describes the data in a column but is not necessarily data that you want to use to create an invoice record is a *line to skip*. In this example, the yellow line is the column heading row.



	A	B	C	D	E	F	G	H
1	Vendor	Inv Num	Desc	Inv Date	Pmt Due Da	Bank	GL Activity	1099 Type
2	100	101	Misc	4/26/2012	5/26/2012	First	1	None
3	140	101	Misc	4/26/2012	5/26/2012	First	1	None
4	150	101	Misc	4/26/2012	5/26/2012	First	1	None
5	180	101	Misc	4/26/2012	5/26/2012	First	1	None
6	200	101	Misc	4/26/2012	5/26/2012	First	1	None
7	210	101	Misc	4/26/2012	5/26/2012	First	1	None
8	220	101	Misc	4/26/2012	5/26/2012	First	1	None
9	230	101	Misc	4/26/2012	5/26/2012	First	1	None

Does the import file contain column headers or extra information that you do not want to import?

- Yes, the import file contains headers or extra information. Click on the **Lines to Skip** field, then enter the number of rows to omit from the import file.
- No, the import file does not contain headers or extra information. Enter **0** (zero) in the **Lines to Skip** field.

Print

All of the following options will process the import file. The report prints the import properties and lists any processing errors.

What do you want to do with the imported transactions?

- I want to create transactions. Select **No Report** as the **Print** option.
- I want to create transactions AND print a report. Select **Report** as the **Print** option.
- I want to print a report. Select **Report Only** as the **Print** option.

Workspace

The Front Counter and Office are examples of a *workspace.* You can identify the workspace where a receipt was created by the first number in the receipt number. When you import a payment that is not assigned to a workspace, the system will use the value in the Workspace field to fill in the blank field.

Which workspace do you wish to assign to imported payments that have not been assigned to a workspace?

- Let me assign the default workspace. Use the **Workspace** field to select a description.

- Help me add a new workspace. Use Organization > Workspaces to add a new workspace. You may need to exit and reopen this routine to update the options in the Workspace list.

User

A *user* is the person that is responsible for recording the imported payment. When you import a payment that is not assigned to a user, the system will use the value in the User field to fill in the blank field.

Which user do you wish to assign to imported payments that have not been assigned to a user?

- Let me assign the default user. Use the **User** field to select a user name.
- Help me add a new user. Use Organization > User to add a new user. You may need to exit and reopen this routine to update the options in the User list.

Description

A *description* is a word or phrase that describes the character or features of the record. Like the workspace and user, the system will use the description that is recorded in the imported payment unless the description is blank. Then, the routine will use the description that you record here to fill in the blank field.

What is the description to assign to imported payments that have not been assigned to a description?

Use the **Description** field to enter a word or phrase.

Distribution

Categories can be broken down into subcategories called *Distributions*. When it's time to balance the books, simply print an itemized list of payments received for each distribution or create a GL summary for each category. When you import a payment that is not assigned to a distribution, the system will use the value in the Distribution field to fill in the blank field.

Which distribution do you wish to assign to imported payments that have not been assigned to a distribution?

- Let me assign the default distribution. Use the **Distribution** field to select a distribution name.
- Help me add a new distribution. Use Organization > Categories to look up a category name. Then, use the Distributions tab to add a new distribution to the selected category. You may need to exit and reopen this routine to update the options in the Distribution list.

Payment type

Cash, credit, check, and money order are all examples of a *payment type.* When you import a payment that is not assigned to a payment type, the system will use the value in the payment type field to fill in the blank field.

Which distribution do you wish to assign to imported payments that have not been assigned to a payment type?

- Let me assign the default payment type. Use the **Payment Type** field to select an option.
- Help me add a new payment type. Use Organization > Payment Types to add a new payment type. You may need to exit and reopen this routine to update the options in the Payment Type list.

Import file fields

If the Import File Type is Caselle Delimited, then...

The *Import File Fields* table displays the first record from the import file in the Data column. The names of the fields in the Type column are the names of the fields that Cash Receipting will use to record the imported payment. Make sure the value in the Data column matches the corresponding column name listed in the Type column. You may need to rearrange the names in the Type column.

If the Import File Type is Caselle Fixed Length, then...

The *Import File Fields* table displays the first record from the import file in the Data column. The names of the fields in the Type column are the names of the fields that Cash Receipting will use to record the imported payment. Make sure the value in the Data column matches the corresponding column name listed in the Type column. You may need to rearrange the names in the Type column.

The *Import File Fields* table also displays the starting position, length, and format of each field in the import file. First, check the value saved in the Start column. Then, check the field length. Finally, make sure the field format is correct.

If the Import File Type is User-defined Delimited, do this...

First, click **Select Types**. Use the Selection form to select the column names to assign to the data in the import file. Move the column type to the Selected Types list. Then, click **OK**.

Second, assign the value in the Data field to the corresponding Type. For example, Jane selects Customer Name to assign to the data saved in the Name field in the import file.

If the Import File Type is User-defined Fixed Length, then...

First, click **Select Types**. Use the Selection form to select the column names to assign to the data in the import file. Move the column type to the Selected Types list. Then, click **OK**.

Second, assign the value in the Data field to the corresponding Type. For example, Jane selects Customer Name to assign to the data saved in the Name field in the import file.

Third, check the value saved in the following columns: Start, Length, and Format. Make sure the information is correct before you continue.

Save settings

Use *Save Settings* (CTRL+S) to save the current settings for later.

Refresh settings

Use *Refresh Settings* to restore the default settings.

Import Court Payments

How do I import court payments?

Court Management

Use *Import Court Payments* to import payments created in a non-Caselle application, such as CORIS, to Cash Receipting.

Importing court payments

1. Open Connect Cash Receipting > Payments > Import Payments.

2. Set up the options on the Import Payments form.

3. Click GO (CTRL+G).

Cash Receipting imports payments from the import file.

Selecting the import file type

The *import file type* identifies the method in which the data is stored in the file.

What is the import file type?

- Caselle delimited. The import file uses a file layout predefined by Caselle. This file type uses a comma (,) to mark the end of a field. Select **Caselle Delimited** as the **Import File Type**.
- Caselle fixed length. The import file uses a file layout predefined by Caselle. This file type uses a set value to determine the field length. Field values that exceed the set field length will be truncated. Select **Caselle Fixed Length** as the **Import File Type**.

- User-defined delimited. This import file does not use a file layout predefined by Caselle and it uses a character to mark the end of a field. Select **User-defined Delimited** as the **Import File Type**. Then, click on the **Delimiter** field and type in the character or symbol that marks the end of a field. Example: comma (,), semicolon (;), colon (:), etc.
- User-defined fixed length. This import file does not use a file layout predefined by Caselle and it limits the field length and format. Select **User-defined Fixed Length** as the Import **File Type**.

Entering the import file name

The *import file name* is the name of the file that contains the court payments created by the non-Caselle application. Cash Receipting uses the information in the import file name to fill in the fields on the Import Payments form.

Skipping lines

A column heading that describes the data in a column but is not necessarily data that you want to use to create a record is a *line to skip*. In this example, the yellow line is the column heading row.

	A	B	C	D	E	F	G	H
1	Vendor	Inv Num	Desc	Inv Date	Pmt Due Da	Bank	GL Activity	1099 Type
2	100	101	Misc	4/26/2012	5/26/2012	First	1	None
3	140	101	Misc	4/26/2012	5/26/2012	First	1	None
4	150	101	Misc	4/26/2012	5/26/2012	First	1	None
5	180	101	Misc	4/26/2012	5/26/2012	First	1	None
6	200	101	Misc	4/26/2012	5/26/2012	First	1	None
7	210	101	Misc	4/26/2012	5/26/2012	First	1	None
8	220	101	Misc	4/26/2012	5/26/2012	First	1	None
9	230	101	Misc	4/26/2012	5/26/2012	First	1	None

Does the import file contain column headers or extra information that you do not want to import?

- Yes, the import file contains headers or extra information. Click on the **Lines to Skip** field, then enter the number of rows to omit from the import file.
- No, the import file does not contain headers or extra information. Enter **0** (zero) in the **Lines to Skip** field.

Selecting the output option

All of the following options will process the import file. The report prints the imported properties and lists any processing errors.

What do you want to do with the imported transactions?

- I want to create transactions. Select **No Report** as the **Print** option.
- I want to create transactions AND print a report. Select **Report** as the **Print** option.
- I want to print a report. Select **Report Only** as the **Print** option.

Setting up the default field values for workspace, user, description, distribution, and payment type

If the import file does not include data to fill in the workspace, user, description, distribution, and payment type, you can select the value that Cash Receipting will use to fill in the missing information from the import file.

Workspace

The Front Counter and Office are examples of a *workspace.* You can identify the workspace where a receipt was created by the first number in the receipt number.

Which workspace do you wish to assign to the receipts from the court system?

- I want to use an existing workspace. Use the **Workspace** drop-down list to select a workspace.
- Help me add a new workspace. Use Organization > Workspaces to add a new workspace. You may need to exit the Import Court Payments routine to update the items in the Workspace drop-down list.

User

A *user* is the name of the individual the system will use to record as the person who entered the court payment.

Which user do you wish to assign to the receipts from the court system?

- I want to use an existing user. Use the **User** drop-down list to select a user name.
- Help me add a new user. Use Organization > Users to add a new user. You may need to exit the Import Court Payments routine to update the items in the User drop-down list.

Description

A *description* is a word or phrase that describes the character or features of the record. Use this field to enter the description that will appear in the Description field on each imported payment.

Distribution

A *distribution* is a sub-group of a category. Use this field to assign the default distribution on imported payments.

Payment Type

Cash, credit, check, and money order are all examples of a *payment type*. Use this field to select the payment type that will appear in the Payment Type field on imported payments.

Setting up the Import File Fields table

If the Import File Type is Caselle Delimited, Fixed-length, or User-defined Fixed-length, set up the **Import File Fields**. You can use the drop-down list to assign the field title from the application that matches the information contained in the import file.

Troubleshooting

How do I remove an empty record from the import file?

If the first row or rows in the import file stores column headers or other information that you do not wish to import, use this option to skip the field headers. Enter the number of rows to skip in the **Skip the First [_] Lines of the Import File** field.

How do I fix "Run-time error 13: Type mismatch"?

Issue: The account number in the file is incorrect.

Solution: Open the import file in Notepad and verify the account numbers are valid and remove any additional spaces at the end of each customer name. If you modify a customer name, make sure you also update the customer's information in the original application so the error doesn't occur again.

How do I fix "Run-time error 9: Subscript out of range?"

Issue: The import file contains invalid information.

Solution: Open the import file in Notepad. Search the import file for a missing account number for a payment on an account in one of the subsystems (example: Business License, Utility Billing, etc.) Enter the missing account number, save the import file, and try to import the file again.

Additional assistance: Contact customer support. You will need assistance to fix this error. Before you call, prepare a list of the information in the import file and a list of Cash Receipting categories.

Import third party account information

Import Third Party Account Information

Third Party Accounts

A *third party* is a non-Caselle application that is using Cash Receipting to receive and record payments. Use *Import Third Party Account Information* to import records from a comma-delimited text file into the Third Party Account Table. The system uses the account number in the import file to validate existing records and update the account information.

Why is there a third party account table?

- The Third Party Account table stores some account information from the Third Party Account application.
- The Third Party Account table records the payment transactions that you receive in Cash receipting, which you intend to export to the Third Party application.

Import third party account information

Create new records for third-party accounts created in another application.

Do this...

1. **Open Connect Cash Receipting > Payments > Import Third Party Account Information.**

2. **Select the Category.**

   Use the Category field to select the category that you will use to assign to payments from the third party account.

3. **Select the Import File Type.**

   The *import file type* identifies the method in which the data is stored in the file.

What is the import file type?

- Caselle delimited. The import file uses a file layout predefined by Caselle. This file type uses a comma (,) to mark the end of a field. Select **Caselle Delimited** as the **Import File Type**.
- **Caselle fixed length**. The import file uses a file layout predefined by Caselle. This file type uses a set value to determine the field length. Field values that exceed the set field length will be truncated. Select **Caselle Fixed Length** as the **Import File Type**.
- **User-defined delimited**. This import file does not use a file layout predefined by Caselle and it uses a character to mark the end of a field. Select **User-defined Delimited** as the **Import File Type**. Then, click on the **Delimiter** field and type in the character or symbol that marks the end of a field. Example: comma (,), semicolon (;), colon (:), etc.
- **User-defined fixed length**. This import file does not use a file layout predefined by Caselle and it limits the field length and format. Select **User-defined Fixed Length** as the **Import File Type**.

4. Enter the Import filename.

The *import filename* is the filename and file location.

What is the import filename?

- **The import file is located in the Connect directory**. All of the Connect applications are located in the default d:\Connect directory, where you replace *d:*\ with the appropriate drive letter. If the import file was created and saved to the Connect default directory, then you only need to enter the import filename and extension. For example, ImportFileName.txt
- **The import file is located in a local or network directory**. If you are importing a file that is stored on a disk or hard drive, type in the drive letter and path followed by the import filename and extension. Example: d:\my documents\ImportFileName.txt

5. Enter the Additional Information.

The *Additional information* field gives you the option of adding a word or brief phrase to the description that is saved in the payment transaction from the third party application.

Do you want to append a note to the transaction description?

- **Yes, append this note to the existing description**. Use the **Additional Information** field to enter a brief note or phrase.
- **No, leave the existing description as is**. Leave blank the **Additional Information** field.

6. Enter the As of Date.

This is the transaction date the routine will use to record the imported account.

7. Enter the Skip the First [_] Lines of the Import File.

A *line* is a single row in a spreadsheet. When a row contains the names of column headings, you may prefer to not create a record for the column headings. Use *Lines to Skip* to not import the column headings, or other unnecessary data.

Does the import file contain column headers or extra information that you do not want to import?

- **Yes, the import file contains headers or extra information**. Click on the **Lines to Skip** field, then enter the number of rows to omit from the import file.
- **No, the import file does not contain headers or extra information**. Enter 0 (zero) in the **Lines to Skip** field.

8. Set up Print Report Only.

Use *Print Report Only* to print a report that will show you the transactions that will be included in the import file.

Do you want to print a report?

- **I want to print a report**. Select the **Print Report Only** checkbox. The routine will print the transactions that will be included in the import file. This option will not mark any transactions as updated. It's a good choice to use to make sure the transactions that will be included in the import file are correct.
- **I do not want to print a report**. Leave blank the **Print Report Only** checkbox.

9. Set up Replace Existing Accounts.

Use this option to import file, create transactions for the imported payments, and change the transaction status to *updated*.

Do you want to update transactions ?

- **I want to update transactions**. Select the **Replace Existing Accounts** checkbox.
- **I do not want to update transactions**. Leave blank the **Replace Existing Accounts** checkbox. The routine will create transactions and change the transaction status to *updated*.

10. Set up Include Accounts With a Zero Balance Due.

An account with a *zero balance* is an account that does not have a positive or negative balance.

Do you want to import accounts with a zero balance?

- **Yes, import accounts with a zero balance**. Click to select **Include Accounts with a Zero Balance Due**.
- **No, do not import accounts with a zero balance**. Click to deselect **Include Accounts with a Zero Balance Due**.

11. Use the Import File Fields to assign the data in the import file to a field title in the Cash Receipting application.

12. Click GO (CTRL+G).

The third-party account information is imported.

Verify the imported third party accounts

Open the Third Party Accounts table to check if the third party accounts were imported correctly.

Do this...

1. Open Connect Cash Receipting > Organization > Third Party Accounts.

2. Now, review the imported records.

Use the Lookup Bar to enter the third party account number, or press F6 to move to the next record.

Is the information correct?

- **Yes, the third-party account is correct**. Great! Move on to check the next record.
- **No, the third-party account is not correct**. Click on a field and then enter the correct information. When the fields on the third-party account record are correct, move on to the next record.

Options

Additional information

The *Additional information* field gives you the option of adding a word or brief phrase to the description that is saved in the payment transaction from the third party application.

Do you want to append a note to the transaction description?

- Yes, append this note to the existing description. Use the **Additional Information** field to enter a brief note or phrase.
- No, leave the existing description as is. Leave blank the **Additional Information** field.

As of date

The *As of Date* is the date the system will use to record the entry.

Do you want to use the current date as the As of Date?

- Yes, I want to use the current date. Continue to the next step.
- No, I want to use a different date. Click on the **As of Date** field to enter a MM/DD/YYYY.

Category

Use the **Category** field to select the category that you will use to assign to payments from the third party account.

Import file fields

The *Import File Fields* table displays the first record from the import file in the Data column. The names of the fields in the Type column are the names of the fields that Cash Receipting will use to record the imported record. Make sure the value in the Data

column matches the corresponding column name listed in the Type column. You may need to rearrange the names in the Type column.

Import filename

The *import filename* is the filename and file location.

What is the import filename?

- The import file is located in the Connect directory. All of the Connect applications are located in the default d:\Connect directory, where you replace *d:*\ with the appropriate drive letter. If the import file was created and saved to the Connect default directory, then you only need to enter the import filename and extension. For example, ImportFileName.txt
- The import file is located in a local or network directory. If you are importing a file that is stored on a disk or hard drive, type in the drive letter and path followed by the import filename and extension. Example: d:\my documents\ImportFileName.txt

Import file type

The *import file type* identifies the method in which the data is stored in the file.

What is the import file type?

- Caselle delimited. The import file uses a file layout predefined by Caselle. This file type uses a comma (,) to mark the end of a field. Select **Caselle Delimited** as the **Import File Type**.
- Caselle fixed length. The import file uses a file layout predefined by Caselle. This file type uses a set value to determine the field length. Field values that exceed the set field length will be truncated. Select **Caselle Fixed Length** as the **Import File Type**.
- User-defined delimited. This import file does not use a file layout predefined by Caselle and it uses a character to mark the end of a field. Select **User-defined**

Delimited as the **Import File Type**. Then, click on the **Delimiter** field and type in the character or symbol that marks the end of a field. Example: comma (,), semicolon (;), colon (:), etc.

- User-defined fixed length. This import file does not use a file layout predefined by Caselle and it limits the field length and format. Select **User-defined Fixed Length** as the **Import File Type**.

Include accounts with a zero balance due

An account with a *zero balance* is an account that does not have a positive or negative balance.

Do you want to import accounts with a zero balance?

- Yes, import accounts with a zero balance. Click to select **Include Accounts with a Zero Balance Due**.
- No, do not import accounts with a zero balance. Click to deselect **Include Accounts with a Zero Balance Due**.

Print report only (no accounts will be updated)

Use *Print Report Only* to print a report that will show you the transactions that will be included in the import file.

Do you want to print a report?

- I want to print a report. Select the **Print Report Only** checkbox. The routine will print the transactions that will be included in the import file. This option will not mark any transactions as updated. It's a good choice to use to make sure the transactions that will be included in the import file are correct.
- I do not want to print a report. Leave blank the **Print Report Only** checkbox.

Replace existing accounts

Use this option to import file, create transactions for the imported payments, and change the transaction status to *updated*.

Do you want to update transactions ?

- I want to update transactions. Select the **Replace Existing Accounts** checkbox.
- I do not want to update transactions. Leave blank the **Replace Existing Accounts** checkbox. The routine will create transactions and change the transaction status to *updated*.

Skip the first x lines of the import file

A *line* is a single row in a spreadsheet. When a row contains the names of column headings, you may prefer to not create a record for the column headings. Use *Lines to Skip* to not import the column headings, or other unnecessary data.

Does the import file contain column headers or extra information that you do not want to import?

- Yes, the import file contains headers or extra information. Click on the **Lines to Skip** field, then enter the number of rows to omit from the import file.
- No, the import file does not contain headers or extra information. Enter **0** (zero) in the **Lines to Skip** field.

Update payments

How do I post payments to interfaced applications?

Update payments to subsystems.

After you receive payments and print receipts in Cash Receipting, the next task is to update the received payments to the related application. For example, Jane uses Cash Receipting to collect payments for Utility Management. Then Jane uses Update Payments to post the payments to the customer accounts in Utility Management.

Important! If you need to run Update Payments again, select the Update Payments That Have Already Been Updated checkbox. Generally, this checkbox is not selected.

Updating payments

1. **Open Connect Cash Receipting > Payments > Update Payments.**
2. **Use the Receipt Dates menu to select a date. Cash Receipting will update payments posted on the selected receipt date.**
3. **Click to select the field titled Receipts.**
4. **Enter the receipt numbers to update to the interfaced applications.**
5. **Find the section titled Categories.**
6. **Select the categories with receipts to update to the interfaced applications.**
7. **Use the Print menu to select *Report*.**
8. **Click GO (CTRL+G).**

The payments are updated to the interfaced applications.

How do I update payments that have already been updated to interfaced applications?

Re-update payments to subsystems.

When you use this routine to update payments, the system flags the payment as *updated,* which prevents the payment from being updated again. In the event the payment was posted incorrectly, you can use *Update Payments That Have Already Been Updated* to reset the *updated* flag so you can post the payment again.

Before you get started

- Remove payments that will be updated to the interfaced application. Doing this will prevent duplicate transactions in the interfaced application.

Re-updating payments

1. Open Connect Cash Receipting > Payments > Update Payments.

2. Enter the Receipt Dates, Receipts, Categories, and Print option.

3. Click to select the checkbox titled Update Payments That Have Already Been Updated.

4. Click GO (CTRL+G).

The payments are updated.

How do I view payments that have not been updated?

Print the unupdated payments report.

View a list of payments that have not been updated to the interfaced applications.

Printing the Unupdated Payments Report

1. Open Connect Cash Receipting > Reports > Unupdated Payments Report.

2. Use the field titled Title to select a report definition.

3. Find the section titled Report Dates.

4. Change the date range to select the dates that you want to include on the report.

5. Click to select the checkbox titled Include All Categories.

6. Click Print (CTRL+P).

The report prints a list of payments that have not been updated to the interfaced application.

What if one receipt is not updated?

Posting a missed receipt.

Set up the Update Payments routine to update the receipt that was skipped.

Updating a single receipt

1. Open Connect Cash Receipting > Payments > Update Payments.

2. Use the Print menu to select *Report*.

3. Click to select the field titled Receipts.

4. Delete "All" and enter the receipt number on the skipped receipt.

5. Click GO (CTRL+G).

Cash Receipting updates the receipt.

What happens when I void a court payment?

Cash Receipting records the void transaction as a payment adjustment.

When you void a court payment in Cash Receipting, Caselle will void the payment transactions and update the transaction as a payment adjustment (PMTADJ) to Court Management and General Ledger.

Court Management

How do I update court payments that failed to update?

Court Management

When a payment fails to update to the Court Management application, you can use the option to Update Payments That Have Already Been Updated.

Updating court payments that failed to update

1. **Open Court Management > Inquiry and verify the payments have NOT been posted.**

Important! Do not complete the remaining steps if the payments have been posted to Court Management.

---

2. **Open Connect Cash Receipting > Payments > Update Payments.**
3. **Select the receipt dates and receipt numbers.**
4. **Clear the All Categories checkbox.**
5. **Click Select and select *Court* and move it to the Selected Categories list. Click OK.**
6. **Select the Update Payments That Have Already Been Updated checkbox.**
7. **Click GO (CTRL+G).**

The payment is updated.

How do I balance court collections?

Court Management

Follow these steps to balance the collections received in Court Management with the receipts for Court Management that have been created in Cash Receipting with the entries for Court Management that have been posted in the General Ledger.

Step 1: Balance court payments and cash bail receipts

Print a Cash Receipting Payment Register (Cash Receipting > Reports > Payment Register). Then, print a Cash Receipting Receipt Register (Cash Receipting > Reports > Receipt Register). The total court payments should balance with the cash bail receipts.

Step 2: Update payments

Update payments received in Cash Receipting to the Court Management application. Run Cash Receipting > Payments > Update Payments. Set aside the Update Payments report to use in Step 3.

Step 3: Balance updated payments to Court Management payments

Print a Court Management Payment Register (Court Management > Reports > Payment Register). The total on the Court Management Payment Register should balance with the total from the Cash Receipting Update Payments report from Step 3.

Step 4: Set up new trusts for payments receipted to the Cash Bail category

Complete this step to add a category for New Trusts in Cash Receipting.

Step 5: Print the Trust Activity report for New Cash Bail

In Court Management, print the Trust Activity report. Set up the report options to print the report items receipted in the category for new cash bail.

GL clerk (recommended)

Each day send the GL clerk a copy of the Cash Receipting Receipt Register. Use the register to balance the total payments receipted to the Court Payment category and to the Cash Bail category in order to make the appropriate journal entries into the appropriate GL accounts in the CR journal.

If Court Management and General Ledger balance to the Cash Receipting reports each day, then amounts at the end of the month should also balance. The final totals reflected on the Court Collections Summary report and Trust Activity report will balance to the GL entries.

Set up a cash bail (trust account) receipt

Step 1: Set up a separate category and distribution in Cash Receipting for Cash Bail, also known as a trust account. Set the Application Type to *Other* to stop the receipts from updating to Court Management as payments.

Step 2: Set up Cash Bail payments in Court Management as a trust to be held until the case is disposed, then enter a trust disposition to distribute the payment as applied, refunded, or forfeited.

Import court payments

Use *Import Court Payments* to import payments from a non-Caselle application, such as CORIS. See the help topic titled *How do I import court payments?*

Troubleshooting

What do I do if the case is closed but the case status is *Active*?

Usually, this means a closing date exists in the case record even though a closing transaction has not been entered. Begin by looking up the case in Court Management, then delete the date that is stored in the **Close Date** field.

Delete payment detail

How do I delete payment detail?

Remove payment detail that you don't need to keep.

The *payment detail* is the extra information that is saved in addition to the transaction type and amount. Use *Delete Payment Detail* to remove the payment detail after sufficient time has elapsed and you do not need to keep the payment detail as history. This routine will subtract the value in the Keep Payment Detail [_] Days (in Organization > Organization) from the current date. Only payment detail with a transaction date that occurs before the calculated date will be deleted. You should run this routine on a regular schedule to maintain system performance. If you choose to keep more than a few months of history the extra history may affect system performance.

Before you get started

- **Back up the Cash Receipting database**. See the help topic titled How do I back up a database?
- **Verify the period to keep payment detail**. Go to Cash Receipting > Organization > Organization and check the number of days stored in the Keep Payment Detail x Days field.

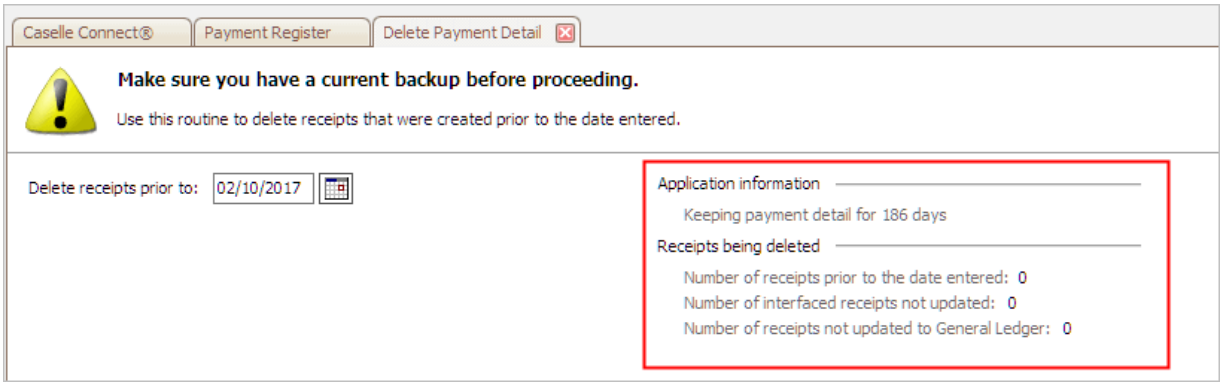
Deleting payment detail

1. Open Connect Cash Receipting > Payments > Delete Payment Detail.

2. Enter the Delete Receipts Prior to MM/DD/YYYY.

Connect subtracts the number of days to keep payment detail (Organization) from the current date. Running this routine will delete payment detail with a transaction date that occurs before the calculated date.

The section titled Application Information shows you the number of days to keep payment detail. The section titled Receipts Being Deleted lists the number of receipts that will be deleted when you run this routine.



Number of Receipts Prior to the Date Entered: These receipts have a transaction date that occurs before the Delete Receipts Prior To date.

Number of Interfaced Receipts Not Updated: These receipts have a transaction date that occurs before the Delete Receipts Prior To date but they have not been updated to an interfaced application. This number should be zero before you run this routine. To update receipts, see the help topic titled How do I post payments to interfaced applications?

Number of Receipts Not Updated to General Ledger: These receipts have a transaction date that occurs before the Delete Receipts Prior To date but they have not been updated to General Ledger. This number should be zero before you run this routine. To update receipts to General Ledger, see the help topic titled How do I update the General Ledger?

3. Click GO (CTRL+G).

The payment detail is deleted.

Deleting transactions prior to date

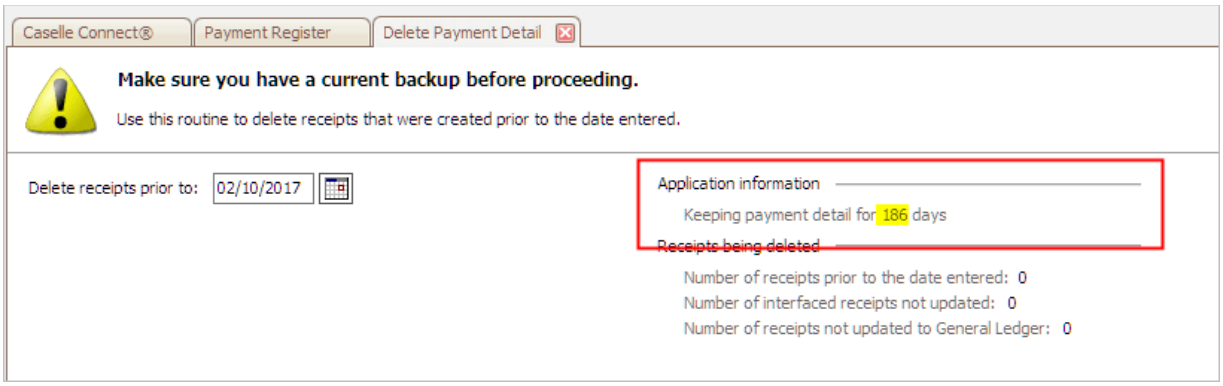
The system calculates this date for you. You can calculate the date by subtracting the value in the Keep Payment Detail [_] Days (in Organization > Organization) from the current date. Only payment detail with a transaction date that occurs before the calculated date will be deleted.

Do you want to use the date the system calculated?

- **Yes, use the default date**. Continue to the next step.
- **No, let me change the date**. Use the **Delete Transactions Prior To** field to enter a MM/DD/YYYY. You need to choose a date that occurs before the date that was calculated by the system.

Changing the value in Keep Payment Detail x Days

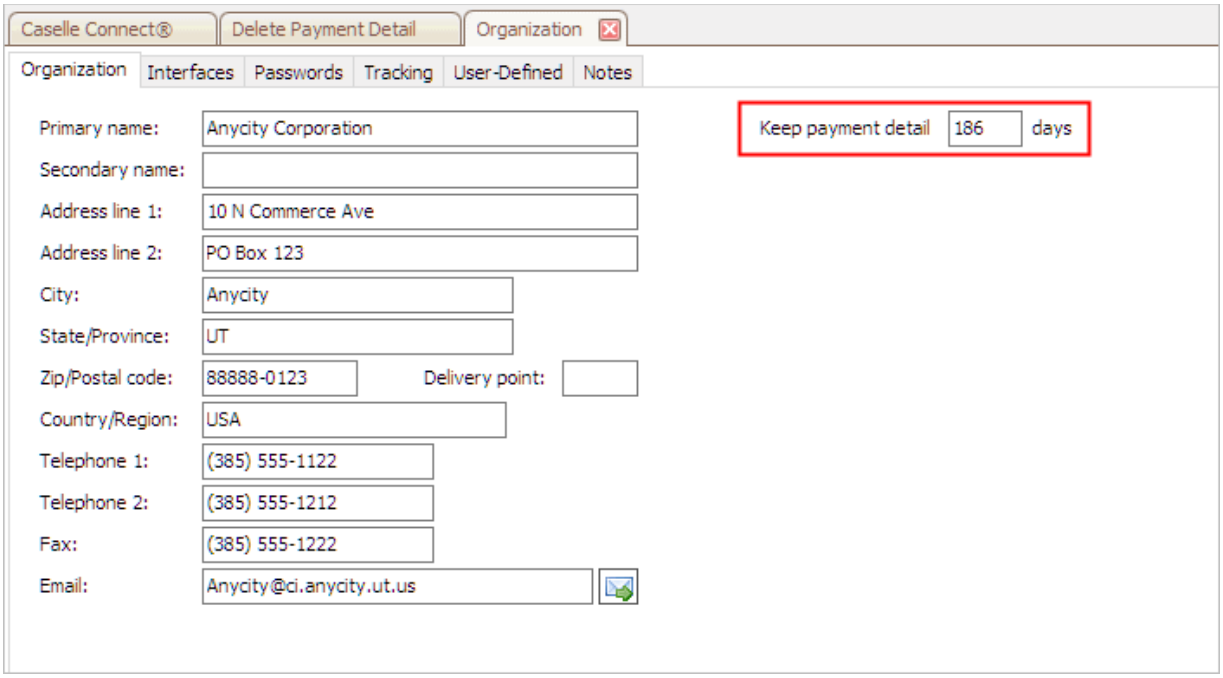
The number of days this routine uses to delete receipts is stored in the Organization table. This is the number that displays in the section titled Application Information. You cannot change the number of days to keep payment detail in the Delete Payment Detail routine without changing the number of days to keep payment detail in the Organization table.



Do this...

1. Open Connect Cash Receipting > Organization > Organization.

2. Click to select the field titled Keep Payment Detail [_] Days.



3. Enter the number of days to keep the payment detail.

Export Third Party Payments Delimted File Type

How do I export third party payments for delimited files?

Create an delimited export file.

A *delimiter* is a character that marks the beginning or end of a unit of data. A *delimited file* is a variable-length field where the field length is based on the field's contents. Commonly used delimiters in export files include the comma (,), semicolon (;), and colon (:).

Exporting third party payments for delimited files

1. Open Connect Cash Receipting > Payments > Export Third Party Payments - Delimited File Type.

2. Enter the report date range.

3. Click Print (CTRL+P).

The export file is saved..

Export Third Party Payments Fixed Length File Type

How do I export third party payments for fixed-length files?

Create a fixed-length export file.

When the field length is limited to a set number of characters the field has a *fixed length.*

Exporting third party payments for fixed-length files

1. Open Connect Cash Receipting > Payments > Export Third Party Payments - Fixed Length File Type.

2. Enter the Beginning Date and Ending Date.

When you run this routine or report, the system will select transactions with dates that occur in the report date range. Use the *beginning date* to enter the first date in the date range, and use the *ending date* to enter the last date in the date range.

3. Enter the Export filename.

The *export filename* is the name of the file that will be assigned to the export file.

The Fixed-Length Text File option is selected.

4. Select the File Type.

The *file type* lets you choose to export the selected fields or export fields for the Michigan Tax Export File.

What is the file type?

- **Export selected fields**. Use the **File Type** field to select **Selected Fields**.
- **Export fields for the Michigan Tax Export File**. Use the **File Type** field to select **Michigan Tax Export File**.

5. Set up Include Column Headings.

A *column heading* is the name assigned to the column that describes the contents of the column. Use *Include Column Headings* to add the column headings to the export file.

Do you want to add the column headings to the export file?

- **Yes, add the column headings**. Click to select **Include Column Headings**.
- **No, the import file does not contain headers or extra information**. Click to deselect **Include Column Headings**.

6. Set up Print Report.

Use *Print Report Only* to print a report that will show you the transactions that will be included in the export file.

Do you want to update transactions or print a report?

- **I want to print a report**. Select the **Print Report Only** checkbox. The routine will print the transactions that will be included in the export file. This option will not mark any transactions as updated. It's a good choice to use to make sure the transactions that will be included in the export file are correct.
- **I want to update transactions**. Leave blank the **Print Report Only** checkbox. The routine will create the export file and change the transaction status to *updated*.

7. Click GO (CTRL+G).

The export file is saved.

Reports

GL Reconciliation Report

How do I print a GL Reconciliation report?

Reconciliation General Ledger

Use this report to view transaction totals by GL account for balancing entries posted to the General Ledger.

Printing a GL Reconciliation report

1. **Open Connect Cash Receipting > Reports > GL Reconciliation Report.**

2. **Use the Definition menu to select the report title.**

3. **Use the section titled Report Dates to select the report date range.**

4. **To include amounts that have been updated to the General Ledger, click to select the checkbox titled Include Amounts Updated to General Ledger.**

5. **To include amounts that have NOT been updated to the General Ledger, click to select the checkbox titled Include Amounts Not Updated to General Ledger.**

6. **Find the section titled Categories, and then click the checkbox next to a category to select it.**

   The routine will search for transactions assigned to the selected categories to include on the report.

7. **Click to select the Additional Options tab.**

8. **Find the section titled Payment Types, and then click the checkbox next to a payment type to select it.**

   The routine will search for transactions assigned to the selected payment types to include on the report.

9. **Find the section titled Users, and then click the checkbox next to a user name to select it.**

   The routine will search for transactions created by the selected users to include on the report.

10. **Find the section titled Workspaces, and then click the checkbox next to a workspace to select it.**

    The routine will search for transactions created at the selected workspaces to include on the report.

11. **Click Print (CTRL+P).**

The GL Reconciliation Report prints.

Unupdated Payments Report

How do I print the Unupdated Payments Report?

Print the Unupdated Payments report to view a list of payments that have not been updated to the interfaced applications.

Recommended: Run this report at least once a month. Most users run this report weekly to verify the receipts entered in Cash Receipting match the receipts that have been posted to General Ledger as well as other interfaced subsystems.

Printing the Unupdated Payments Report

1. Open Connect Cash Receipting > Reports > Unupdated Payments Report.

2. Use the field titled Title to select a report definition.

3. Find the section titled Report Dates.

4. Change the date range to select the dates that you want to include on the report.

5. Find the section titled Categories.

The Categories list will only display categories that belong to applications that interface to Cash Receipting.

6. Click to select the checkbox next to a category to include it on the report.

7. Click Print (CTRL+P).

The report prints a list of payments that have not been updated to the categories that belong to interfaced applications.

How do I reprint the Update Payments report because of a printer error?

Cash Receipting can print the Update Payments report without updating payments.

Re-printing the Update Payments report

1. Open Connect Cash Receipting > Payments > Update Payments.

2. Use the Print menu to select Report Only.

3. Click to select the checkbox titled Update Payments That Have Already Been Updated.

4. Click GO (CTRL+G).

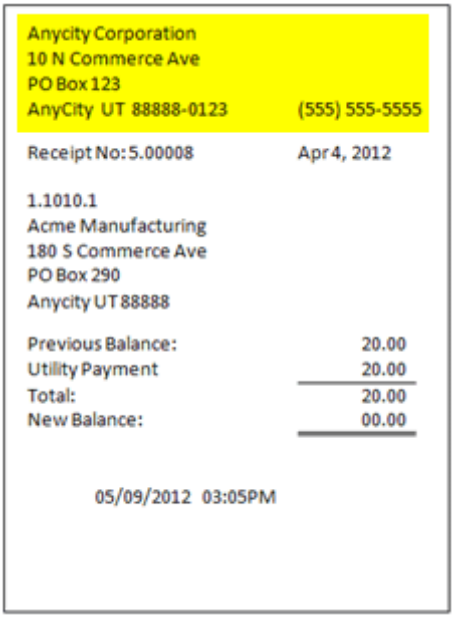
The Update Payments Report prints. No payments are updated to the interfaced subsystems.

Receipts

How do I create a receipt header?

Print the organization's contact information on each receipt.

The *receipt header,* highlighted in yellow, is the organization's name, address, and telephone number. The system uses the information that is stored in Organization > Organization to create the receipt header.



Change the receipt header

1. Open Connect Cash Receipting > Organization > Organization.

2. **Fill in the fields that contain the organization's name, address, and telephone number.**

3. **Click Save (CTRL+S).**

Cash Receipting will use the organization's name, address, and telephone number to print the receipt header.

How do I start a new receipt roll?

Receipts

If you are using a receipt roll instead of a laser printer to print receipts, you may need to adjust the print settings when it's time to start printing receipts on a new roll. Adjusting the print settings will print the receipt header on the receipt being printed, print the receipt, and then print the receipt header for the next receipt.

Printing receipt header on the first receipt on a new roll

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payments Options form displays.

2. Click to select the checkbox titled Print Receipt.

3. Click to select the checkbox titled Print Receipt Header.

If you have been printing a receipt header on receipts, then the Print Receipt and Print Receipt Header checkboxes should already be selected.

4. Click to select the checkbox titled Print Receipt Header on the First Receipt.

5. Click OK.

6. Enter payments and print receipts as usual.

The printer prints the header at the beginning of the new receipt, prints the receipt, and then prints the receipt header on the next receipt.

What is a printer tear-off adjustment?

Receipts

A *printer tear-off adjustment* means the printer automatically rolls the receipt paper forward so you can tear-off a receipt and then rolls the receipt paper backward before it prints the next receipt.

Using a printer with a tear-off adjustment

1. **Open Connect Cash Receipting > Payments > Enter Payments.**

   The Enter Payments Options form displays.

2. **Click to select the checkbox titled Print Receipt.**

3. **Click to select the checkbox titled Print Receipt Header.**

   If you have been printing a receipt header on receipts, then the Print Receipt and Print Receipt Header checkboxes should already be selected.

4. **Click to select the checkbox titled Printer Tear-off Adjustment.**

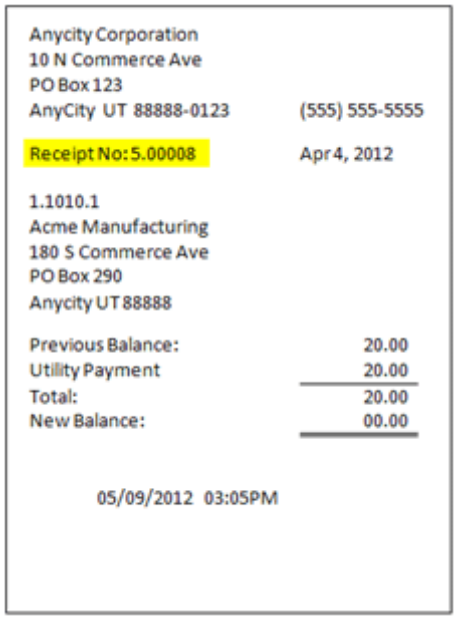
5. **Click OK.**

The printer prints the rolls the receipt paper forward, after the receipt is torn-off, the printer rolls the receipt paper backward.

How do I read the receipt number?

Receipts

A *receipt number* is a unique number that is a assigned to each receipt. The digits before the decimal tells you which workspace created the receipt. In the receipt number 5.00008, 5 is the number for receipts that are created at the Front Counter.



Anycity Corporation
10 N Commerce Ave
PO Box 123
AnyCity UT 88888-0123 (555) 555-5555

Receipt No: 5.00008 Apr 4, 2012

1.1010.1
Acme Manufacturing
180 S Commerce Ave
PO Box 290
Anycity UT 88888

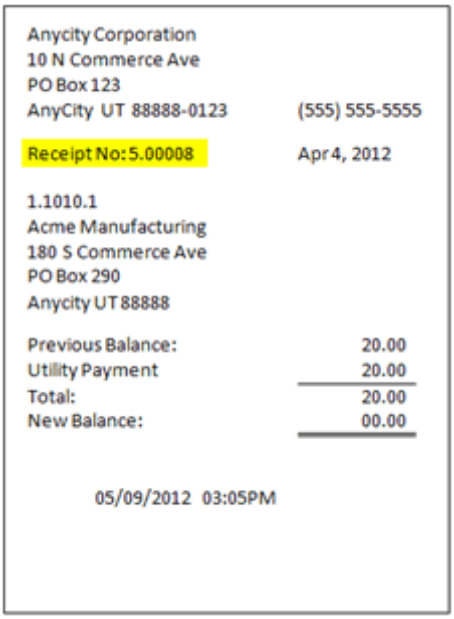
Previous Balance:	20.00
Utility Payment	20.00
Total:	20.00
New Balance:	00.00

05/09/2012 03:05PM

How do I use the receipt number to track who entered the payment?

Receipts

A *receipt number* is a unique number that is a assigned to each receipt. The digits before the decimal tells you which workspace created the receipt. In the receipt number 5.00008, 5 is the number for receipts that are created at the Front Counter.



Anycity Corporation
10 N Commerce Ave
PO Box 123
AnyCity UT 88888-0123 (555) 555-5555

Receipt No: 5.00008 Apr 4, 2012

1.1010.1
Acme Manufacturing
180 S Commerce Ave
PO Box 290
Anycity UT 88888

Previous Balance:	20.00
Utility Payment	20.00
Total:	20.00
New Balance:	00.00

05/09/2012 03:05PM

How do I print a receipt register?

Review receipts.

A *Receipt Register* prints receipts, receipt distributions, and displays in function such as: category, distribution, description, and customer hash total. It will print the total money received by category, distribution, and user.

Printing a receipt register

1. **Open Connect Cash Receipting > Reports > Receipt Register.**

2. **Use the Definition menu to select a report.**

3. **Use the section titled Report Dates to select the report date range.**

4. **Find the section titled Users and then click to select the checkbox next a user name to include it.**

   Caselle will search for transactions created by the user during the report date range.

5. **Click to select the Additional Options tab.**

6. **Find the section titled Categories and then click to select the checkbox next a category to include it.**

   The Categories list will only display categories that belong to applications that interface to Cash Receipting.

   Caselle will search for transactions created for the category during the report date range.

7. **Find the section titled Workspaces, and then select the checkbox next to a workspace to include it.**

   Caselle will search for transactions created by the workspace during the report date range.

8. Click Print (CTRL+P).

The receipt register prints.

How do I batch print receipts?

Print a group of receipts.

Cash Receipting can print receipts by date range. For example, Jane enters a hundred utility payments. She does not print receipts when she enters the payments in quick succession. Then she uses the Receipt report to print receipts for the utility payments.

Printing batch receipts for the current payment date

1. Open Connect Cash Receipting > Reports > Receipts.

2. Use the field titled Report Definition to select a report title.

3. Load the receipt paper in the printer.

4. Click Print (CTRL+P).

Cash Receipting prints the receipts.

How do I re-print receipts?

Receipts

When you print a receipt, the system changes the status on the receipt to *printed*. You can use *Include Previously Printed Receipts* to print receipts that have already been printed.

Re-printing receipts

1. Open Connect Cash Receipting > Reports > Receipts.

2. Find the section titled Report Dates.

3. Change the report date range to include the date when the receipt was created.

4. Click to select the checkbox titled Include Previously Printed Receipts.

5. Set up the rest of the report options.

6. Click Print (CTRL+P).

Cash Receipting prints the receipts again.

How do I print comments on receipts?

Receipts

Cash Receipting can add the comments saved on an account to the printed receipt.

Adding comments to receipts

1. Open Connect Cash Receipting > Reports > Receipts.

2. Click to select the checkbox titled Print Comments on Receipt.

3. Set up the rest of the report options.

4. Click Print (CTRL+P).

Cash Receipting prints comments on receipts.

Can I add the GL account to a receipt?

Print a GL account on a receipt.

A *GL account* is an account in the General Ledger that records credits and debits. Cash Receipting can print the GL account assigned to the category and distribution on the receipt.

Adding the GL account

1. Open Connect Cash Receipting > Reports > Receipts.

2. Click to select the checkbox titled Print GL Account on Receipt.

3. Set up the rest of the report options.

4. Click Print (CTRL+P).

Cash Receipting prints the GL accounts on receipts.

Can I print text-only receipts?

Print an unformatted receipt.

Cash Receipting can print receipts using unformatted text. Some printers can only print plain, unformatted text, which is also known as *generic text*. On the other hand, a printer that allows you to use various text formats, **bold** characters, underline characters, and so on is *rich text format*.

Printing text-only receipts

1. Open Connect Cash Receipting > Reports > Receipts.

2. Click to select the checkbox titled Print Generic Text.

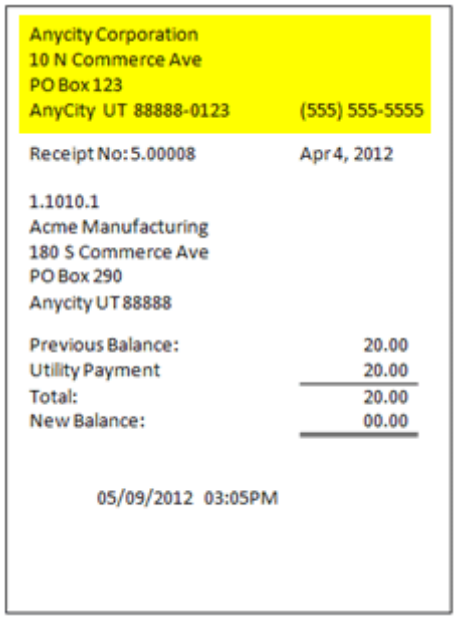
3. Set up the rest of the report options.

4. Click Print (CTRL+P).

Cash Receipting prints receipts using plain text.

How do I print a receipt header on receipts?

The *receipt header,* highlighted in yellow, is the organization's name, address, and telephone number. The system uses the information that is stored in Organization > Organization to create the receipt header.


Anycity Corporation
10 N Commerce Ave
PO Box 123
AnyCity UT 88888-0123 (555) 555-5555

Receipt No: 5.00008 Apr 4, 2012

1.1010.1
Acme Manufacturing
180 S Commerce Ave
PO Box 290
Anycity UT 88888

Previous Balance:	20.00
Utility Payment	20.00
Total:	20.00
New Balance:	00.00

05/09/2012 03:05PM

Setting up my workspace to print a receipt header on receipts

1. Open Connect Cash Receipting > Payments > Enter Payments.

The Enter Payment Options form displays.

2. Enter the user, password, workspace, and payment date.

3. Click to select the button titled Options.

4. Click to select the checkbox titled Print Receipt.

5. Click to select the checkbox titled Print Receipt Header.

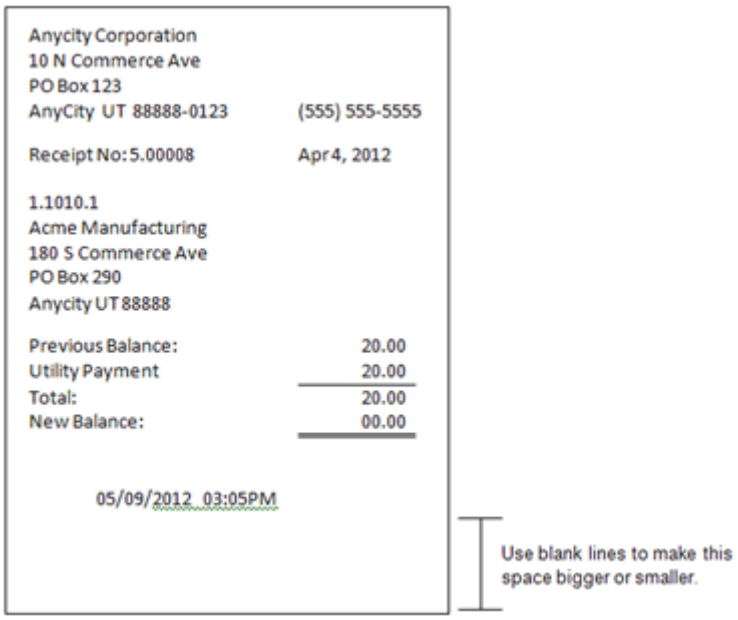
6. Click OK.

The receipt header prints on receipts.

How do I change the bottom margin on my receipts?

Receipts

You can change the distance between the last line of printed text and the end of the receipt by adjusting the number of blank lines to print.



Changing the bottom margin on my receipts

1. Open Connect Cash Receipting > Reports > Receipts.

2. **Use the field titled Report Definition to select the report that you use to print receipts.**

3. **Click to select the field titled Print [_] Blank Lines After Receipt.**

4. **Enter the number of blank lines to insert after the last line of the receipt prints.**

5. **Click Save (CTRL+S).**

   The Save Report Definition form displays.

6. **Click Save Current Report.**

   Why can't I save the current report? If you're updating a Caselle master report, you'll need to save the report as a new report instead of saving the current report. And then, you'll need to select the checkbox titled Default Report to make the new report the report that Cash Receipting will use to print receipts.

7. **Click OK.**

Your changes are saved.

How do I select my default options for printing receipts?

Receipts

Cash Receipting uses the options that you select on the Receipt report as the default setting for printing receipts. You can select which Receipt report Cash Receipting will use as the default report.

Changing my default options for printing receipts

1. Open Connect Cash Receipting > Reports > Receipts.

2. Set up the report options.

3. Click Save (CTRL+S).

The Save Report Definition form displays.

4. Click to select the option titled Save As New Report..

5. Click to select the field below Save As New Report.

6. Enter the report name.

7. Click OK.

8. Click to select the checkbox titled Default Report..

Cash Receipting will use this report to print receipts.

Which receipt types are supported?

Receipts

The dimension of the printed receipt is the *receipt type.* A *40 column* receipt will allow up to 40 characters on a printed lined, while a *53 column* receipt allows up to 53 characters. A *formatted* receipt means that you can choose how to format the printed receipt. A *normal* receipt prints on standard 8.5 inch by 11 inch paper.

How do I delete a duplicate receipt?

Follow these steps to create a voiding receipt number to reverse the original receipt. Voiding a receipt is recommended instead of deleting a receipt because it leaves a clear audit trail and prevents missing receipt numbers.

Deleting a duplicate receipt

1. Open Caselle Connect Cash Receiving > Payments > Enter Payments.

2. Log in.

Important! Log in as the same user and workspace that was used to enter the original receipt.

---

3. Click Edit (CTRL+E).

4. Click to select the field titled Receipt Number.

5. Enter the receipt number that you want to void.

6. Press Enter.

The receipt displays.

7. Click Delete (CTRL+D).

The receipt is voided.

Deposit list

What is a deposit?

A *deposit* is an advance payment required by the organization prior to services being provided. Once services have been provided the deposit can be applied to open (unpaid) invoices or refunded (returned) to the customer.

How do I print a deposit list?

Deposits

A *deposit list* will print a list of transactions that record deposits for a date range. Usually, the deposit list is sent with the deposit to the bank.

Printing a deposit list

1. **Open Connect Cash Receipting > Reports > Deposit List.**
2. **Use the Definition menu to select the report title.**
3. **Use the section titled Report Dates to select the report date range.**
4. **Find the section titled Payment Types. select the checkbox in the column titled Main to add the payment type to the report.**

   The report will search for transactions assigned to the payment type.
5. **To include a summary total for the payment type, click to select the checkbox that's located next to the payment type in the column titled Summary.**
6. **Click the Additional Options tab.**
7. **Find the section titled Workspaces, select the checkbox next to the workspace to select it.**

   The report will search for transactions assigned to the workspace.
8. **Find the section titled Users, select the checkbox next to the user to select it.**

   The report will search for transactions created by the user.
9. **Click Print (CTRL+P).**

The report prints.

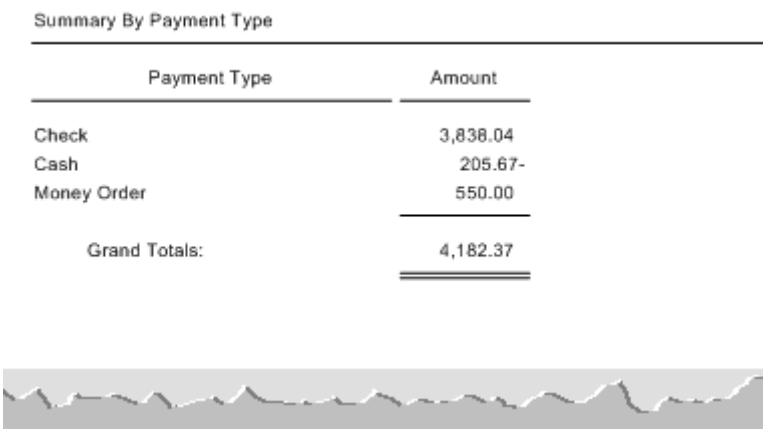
Payment detail and summary

The *summary* gives you the total for each payment type for transactions with input dates that occur within the selected date range.

This is an example of the payment type detail for checks in the main section of the report.

Check		
2056	Smith, Dr. Ronald T.	139.39
4513	Acme Manufacturing	379.08
5832	Jones, Dr. Harvey D.	188.86
5840	Clemens, Gordon F.	63.16
7705	Brown's Garage	173.91
8766	Donaldson, Kira	64.63
	Total Check:	1,009.03
Cash		
	Nielson, David	5.00

While this is an example of a payment type summary that prints at the end of the report.



Summary By Payment Type

Payment Type	Amount
Check	3,838.04
Cash	205.67-
Money Order	550.00
Grand Totals:	4,182.37

Payment Register

How do I print a payment register?

Payment Register

Print the *Payment Register* to view the payment type, check number, payment amount, total paid against the amount due, and change returned.

Printing a payment register

1. Open Connect Cash Receipting > Reports > Payment Register.

2. Select a report title.

3. Set up the report options.

4. Click Print (CTRL+P).

The report prints.

Options

Report dates

Do you want to use the current date as the report date range?

- Yes, I want to use the current date. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

Print summary by payment type

Cash, credit, check, and money order are all examples of a *payment type.*

Do you want to summarize payments by payment type?

- Yes, summarize payments by payment type. Click to select **Print Summary by Payment Type**.
- No, print transactions by payment type. Click to deselect **Print Summary by Payment Type**.

Print summary by user

A *user* is a person that entered the payment.

Do you want to summarize payments by user?

- Yes, summarize payments by user. Click to select **Print Summary by User**. Next, you can add a section to the report that prints the payment type. If you would like to add this section to the report, click to select **Include Payment Type Detail**.
- No, print transactions by user. Click to deselect **Print Summary by User**.

Include page totals in footer

Use this option to include the Total Paid, Total Applied, and Change Amount in the footer, located at the bottom of the each printed page.

Do you want to print totals for the page in the page footer?

- Yes, print totals. Click to select **Include Page Totals in Footer**.
- No, do not print totals. Click to deselect **Include Page Totals in Footer**.

Include users, payment types, or workspaces

Use the options on the Additional Options tab to filter the report by users, payment types, or workspaces.

Do you want to include all users/payment types/workspaces?

- Yes, I want to include all users/payment types/workspaces. Use the Additional Options tab to select **Include All Users/Payment Types/Workspaces**.
- No, let me select which users/payment types/workspaces to include. Use the Additional Options tab to deselect **Include All Users/Payment Types/Workspaces**. Click **Select**. Then, use the Selection form to move the items that you wish to select to the Selected list. Click **OK**.

How do I print a payment register for a second deposit?

Payment Register

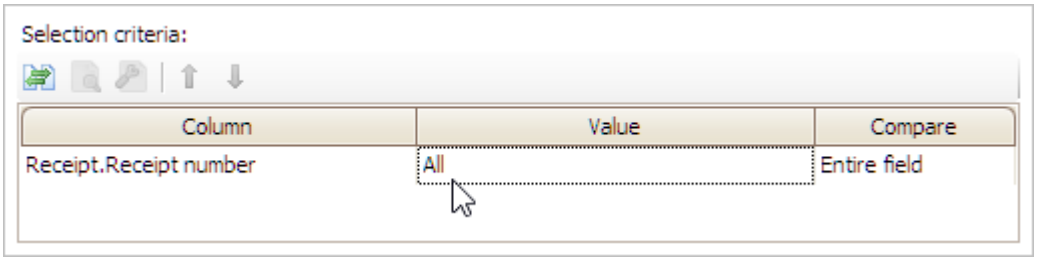
Printing a payment register for a second deposit

1. Open Connect Cash Receipting > Reports > Payment Register.

2. Find the section titled Selection Criteria.

3. Find the column titled Value.

4. Double-click All.

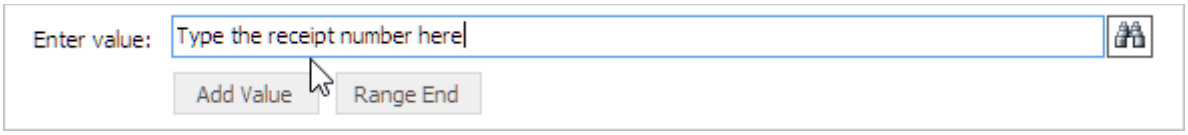


The Values Entry form displays.

4. Click to select the field titled Enter Value.

5. Enter the receipt number on the first receipt in the second deposit. Do not include the decimal.

Example: Type the receipt number as *10001* instead of *1.0001*.



6. Click to select the button titled Add Value.

7. Click to select the field titled Enter Value.

8. Enter the receipt number on the last receipt in the second deposit. Remember to leave out the decimal when you enter the receipt number.

9. Click to select the button titled Range End.

10. Click OK.

11. Click Preview (CTRL+Q).

12. Review the receipt numbers. Does the report include all of the receipt numbers that should be included in the second deposit?

- **Yes, the receipt numbers are correct for the second deposit**. Click Print (CTRL+P).
- **No, the receipt numbers are not correct for the second deposit**. Return to step 2 to change the receipt number range.

Adding Receipt.Receipt number to the selection criteria

1**. Click to select the button titled Select the Criteria Fields.**

The Selection form displays.

2. Find the "Receipt.Receipt number" field in the Available Criteria Fields list.

3. Double-click to select the Receipt.Receipt number field.

The Receipt.Receipt number field displays in the Selected Criteria Fields list.

4. Click OK.

Receipt Register

How do I print a receipt register?

Receipt Register

A *Receipt Register* prints receipts, receipt distributions, and displays in function such as: category, distribution, description, and customer hash total. It will print the total money received by category, distribution, and user.

Printing a receipt register

1. Open Connect Cash Receipting > Payments > Receipt Register.

2. Select a report title.

3. Set up the report options.

4. Click Print (CTRL+P).

The report prints.

Options

Customers

A *customer* is an individual or organization that purchases a commodity or service.

Which customers do you want to add to the report?

- I want to print this report for all customers. Use the **Customers** field to select **All Customers**.

- I only want to print this report for valid or active customers. Use the **Customers** field to select **Valid Customers Only**.
- I only want to print this report for invalid or not active customers. Use the **Customers** field to select **Invalid Customers Only**.

Include customer hash

A *hash total* is the sum of the numbers or amounts to verify values. For example, a customer hash total is the sum of all of the customer numbers on a page. If the customer hash total is not the same as the customer hash total that usually computes, then there may be an error in the entry of the customer number, or perhaps the wrong customer number was entered.

Do you want to print the customer hash total in the footer?

- Yes, print the customer hash total. Click to select **Include Customer Hash**.
- No, do not print the customer hash total. Click to deselect **Include Customer Hash**.

Include docket hash

A *docket* is a legal document, usually for Court Management. While the customer hash total is the sum of the customer numbers on the page, the docket hash total is the sum of docket numbers.

Do you want to print the docket hash total in the footer?

- Yes, print the docket hash total. Click to select **Include Docket Hash**.
- No, do not print the docket hash total. Click to deselect **Include Docket Hash**.

Include page totals in footer

Use this option to include the Total Paid, Total Applied, and Change Amount in the footer, located at the bottom of the each printed page.

Do you want to print totals for the page in the page footer?

- Yes, print totals. Click to select **Include Page Totals in Footer**.
- No, do not print totals. Click to deselect **Include Page Totals in Footer**.

Include users, categories, and workspaces

Use the options on the Additional Options tab to filter the report by users, payment types, or workspaces.

Do you want to include all users/payment types/workspaces?

- Yes, I want to include all users/payment types/workspaces. Use the Additional Options tab to select **Include All Users/Payment Types/Workspaces**.
- No, let me select which users/payment types/workspaces to include. Use the Additional Options tab to deselect **Include All Users/Payment Types/Workspaces**. Click **Select**. Then, use the Selection form to move the items that you wish to select to the Selected list. Click **OK**.

Print summary by distribution

Categories can be broken down into subcategories called *Distributions*. Use this option to summarize receipts by distribution.

Do you want to summarize receipts by distribution?

- Yes, summarize receipts by distribution. Click to select **Print Summary by Distribution**.
- No, print receipts by distribution. Click to deselect **Print Summary by Distribution**.

Print summary by user

A *user* is a person that entered the receipts.

Do you want to summarize receipts by user?

- Yes, summarize receipts by user. Click to select **Print Summary by User**.
- No, print transactions by user. Click to deselect **Print Summary by User**.

Report dates

Do you want to use the current date as the report date range?

- Yes, I want to use the current date. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

How do I print a receipt register for a second deposit?

Receipt Register

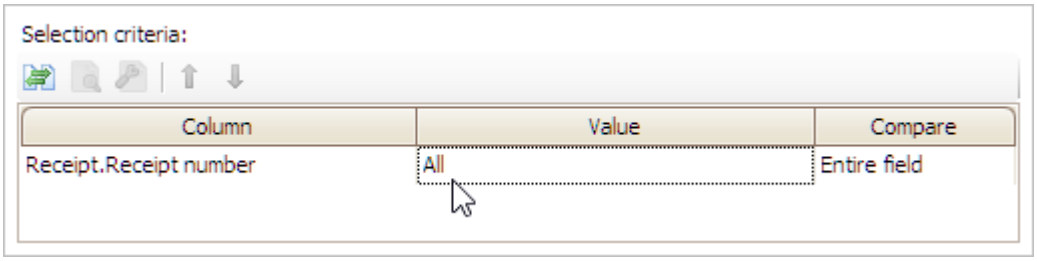
Printing a receipt register for a second deposit

1. Open Connect Cash Receipting > Reports > Receipt Register.

2. Find the section titled Selection Criteria.

3. Find the column titled Value.

4. Double-click All.

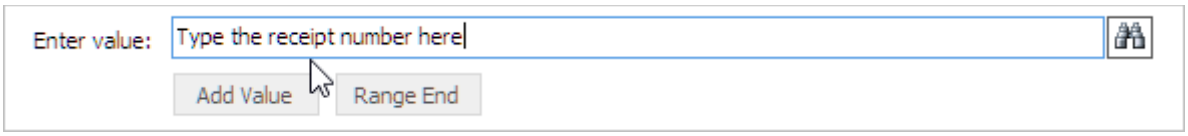


The Values Entry form displays.

4. Click to select the field titled Enter Value.

5. Enter the receipt number on the first receipt in the second deposit. Do not include the decimal.

Example: Type the receipt number as *10001* instead of *1.0001*.



6. Click to select the button titled Add Value.

7. Click to select the field titled Enter Value.

8. Enter the receipt number on the last receipt in the second deposit. Remember to leave out the decimal when you enter the receipt number.

9. Click to select the button titled Range End.

10. Click OK.

11. Click Preview (CTRL+Q).

12. Review the receipt numbers. Does the report include all of the receipt numbers that should be included in the second deposit?

- Yes, the receipt numbers are correct for the second deposit. Click **Print** (CTRL+P).
- No, the receipt numbers are not correct for the second deposit. Return to step 2 to change the receipt number range.

Unposted GL Report

How do I print unposted transactions?

Unposted GL Report

As part of the steps checklist, sooner or later you will post transactions that are created in Cash Receipting to the General Ledger. You can use *Unposted GL Report* to show you the transactions that should have been but have not been updated to the General Ledger. Then, you can use the information to run Organization > Update General Ledger to fix the unresolved issues.

Recommended: Run this report at least once a month. Most users run this report weekly to verify the receipts entered in Cash Receipting match the receipts that have been posted to General Ledger as well as other interfaced subsystems.

Printing unposted transactions

1. Open Connect Cash Receipting > Reports > Unposted GL Report.

2. Select a report title.

3. Enter the Report Dates.

> **Important!** Select only the dates you wish to include in the report. Running the report for *ALL* dates may require additional time.

Do you want to use the calendar year as the report range?

- Yes, I want to use the calendar year. Continue to the next step.
- No, I want to use a different date range. Change the Report Date, or click **Advanced Options**.

4. click Print (CTRL+P).

The report prints.

Index

2

2.x 44

3

3.x 44

4

4.x 44
40 column roll 142, 148

5

5.x 44
53 column roll 142

A

AA 309
Abort 302, 340
  payment 302
Aborting payments 302
Above 119
  One 119
Account Number 125
Accounts 329
Accounts Receivable 7, 13
Acme Manufacturer 13
Activate 66, 156, 158, 159, 161, 162, 163, 166, 168, 170, 285
Activate Source Validation needs 61, 63, 64, 68, 70
Activating check endorsement during payment entry 170
Activating check endorsement, workspace 156
Activating source validation 13, 61, 63, 64, 66, 68, 70, 72, 285
Activating source validation in payment entry 285
Active 58, 395
Activity Reporting 227, 228
  tracking 227
Activity Reporting, setting up 227
Activity Reporting, setting up in General Ledger 228
Add 9, 11, 13, 33, 52, 59, 61, 77, 79, 96, 97, 102, 105, 113, 121, 123, 125, 130, 136, 146, 147, 168, 233, 235, 237, 422, 437
  GL 97, 146, 422
  GL account 96, 146, 422
  GL activity 97
  job number 102
  New Card Type 113
  New Distribution 11, 13, 33, 59, 79, 123, 233, 237
  Receipt.Receipt 437
  Tax Certification 11
  workspace 136
Add account comments 147
  receipts 147
Add customer information 61, 168
  endorsement text 168
  validation text 61
Add Value 437, 444
Adding a category for utilities 232
Adding a distribution to a category 13, 79
Adding a payment type to give change 311
Adding a user ID to payment description 52
Adding a workspace 136
Adding account comments, workspace 147
Adding categories 9
Adding categories for third party accounts 121
Adding customer information to validation text 61
Adding distribution for utilities 233
Adding distributions to a third party 123
Adding GL accounts 146
  receipts 146
Adding GL accounts to receipts 146

Adding GL Activity code to distribution 97
Adding job numbers to distributions 102
Adding payment type 105
Adding payment type for cash 112
Adding payment type for checks 111
Adding payment type to payment description 52
Adding payor to payment description 52
Adding third party account 125
Adding user-defined fields 244
Adding users 130
Additional 363, 380
Additional Information 363, 380
  blank 380
  Enter 363, 380
  Use 380
Additional Options 407, 417, 432, 434, 440
  select 407, 417
  Use 434, 440
Address 37
  receipt 37
Adjust 172
  lines printed before 172
Adjusting validation text position 172
Adjustment 150, 414
Advanced Options 434, 440, 446
After 162, 172
  validation text 172
After Cash Receipting 329
ALL 318, 394, 446
  Clear 394
All Customers 440
Allocate payments 42
  want 42
Allocating overpayments 276
Allocating payments, automatically 42
Allocating payments, manually 13, 42
Allocations 13, 38
Allow 151
Allow Activity Reporting 227, 229
Allowing a user to select payment type 86
Allowing online payments 75, 88
Already been 214, 390
Already been updated 214, 390
ALT 284
AM 1
Amex 116
Amount 84, 110, 226, 239, 258, 307
  select 239
Amount due 226
AND 13, 42, 373, 398
And then 292
Animal License 7, 13, 39
Animal License application 13, 39
  interfaced 13
  linked 39
  opening 39
Animal License, updating license information 39
AnyCity 61
AnyStreet 61
Application 31
  linked 31
Application in use warning 40
Application Type 395
  Set 395
Apply Accounts Receivable Payments 13, 27
Apply Payments 13
Applying payments to open invoice 27
Area 163
  check 163
As 38, 226, 239, 344, 345
  Date 125, 188, 380
  Enter 380
As Of Date 363
  Enter 363
Assess 77
Assessing a convenience fee 77
Assessment 33
Asset Management 104
Assigned 29, 56, 57, 80, 81, 97, 98, 237, 309, 358
  Cemetery 237
  GL 97
  GL Combined Deposit 309
  payment code 56, 57
  Priority 29
  Sort 81

the same 309
Assigning imported payments to a user 358
Assigning payment code to court payments 56
Authorization 240
Auto 13, 181
Clear 13
select 181
Auto-cutter, workspace defaults 181
Available Criteria Fields list 437
Ayment 322

B

Back 2
Balance 127, 286, 395
GL 395
Balance Due 125, 127
change 127
Balance the 13, 92, 322
Balancing court collections 395
Balancing payments and receipts 286
Bank 111, 112, 113, 115
Batch printing receipts 419
Batch Reports 292
Be included in the 345, 380, 403
Been updated 188, 391
BEFORE 2
Before Cash Receipting 231
Beginning 13
enter 13
Beginning Date 213, 345, 403
Enter 345, 403
Billing a flat fee as a convenience fee 77
Billing details, summary 38
Blank 96, 196, 345, 380, 403
Additional Information 380
Print Report Only 345, 380, 403
Replace Existing Accounts 380
Blank GL account field 96
Blank Lines After Receipt 426
Blank Lines After Validation 163
Blank Lines Before Validation 163
Bottom margin 426
change 426
Browse 13
Building 92
Permits 92
Building Permit 7, 92, 322
Business Licenses 7
Business Tax Collection 7

C

Calendar button 298
Can't 91
Card Type 113
select 113
Case 58
Case status 58
Caselle 1, 2, 13, 128, 147, 155, 157, 216, 227, 228, 235, 292, 325, 330, 338, 347, 354, 373, 380, 417
Contacting 1
copy 2
displays 2
install 155
names 2
navigate 13
Caselle application 13, 31, 44, 120, 128, 344, 345, 363, 373, 380, 395
linked 31
select 13
Caselle Connect Cash 173
use 173
Caselle Delimited 373
Caselle Fixed 347
Caselle General Ledger 13, 209, 216, 227, 228, 292
Caselle General Ledger application 229
select 229
Caselle Knowledge Base 1
Caselle master report 426
you're updating 426
Caselle Payment Import 109, 113, 116
Caselle Project Accounting 231
Caselle Project Accounting application 230
select 230
Caselle Source Validation 66
Purchase 66
Caselle-delimited File 347
Cash 2, 13, 44, 59, 75, 108, 112, 116, 119, 163, 173, 180, 188, 223, 227,

229, 230, 241, 253, 292, 340, 344, 345, 363, 380, 389, 395, 446
copy 395
hosting 253
name 2
running 223
select 253
Use 180, 340
Cash bail 59, 395
Cash bail category 59, 395
Cash Drawer 173, 175, 176, 177, 178, 180
install 180
select 175, 176, 177, 178
Using 180
Cash Drawer open codes for my workspace 175
Cash drawer, testing 179
Cash drawer, what is it 173
Cash Receipting 9, 13, 39, 40, 43, 44, 103, 116, 119, 120, 121, 129, 131, 135, 137, 154, 173, 183, 205, 216, 223, 226, 227, 229, 230, 241, 253, 263, 268, 280, 292, 309, 322, 325, 327, 334, 347, 358, 359, 360, 363, 373, 380, 395, 398, 409, 417, 426, 428, 446
Cash Receipting > Reports 395
Cash Receipting application 132, 206, 207, 362, 380
Cash Receipting CSLDATA 231
Cash, adding payment type 112
Cash, Credit 13, 116
Categories 7, 9, 10, 11, 13, 27, 28, 29, 31, 32, 33, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 75, 76, 77, 79, 80, 81, 83, 84, 86, 87, 88, 89, 92, 93, 95, 96, 97, 98, 99, 101, 102, 103, 120, 121, 123, 125, 136, 166, 168, 190, 217, 232, 233, 235, 237, 239, 254, 255, 258, 260, 286, 313, 318, 322, 325, 327, 330, 331, 344, 345, 362, 363, 373, 380, 389, 390, 391, 394, 395, 407, 409, 417, 422, 440
delete 10
distribution assigned 123, 233
distribution code represents 80
distribution indicates 92
Categories glossary 13
Categories table 89
Categories, adding 9
Categories, deleting 10
Categories, deleting distributions 93
Categories, editing 28
Categories, for Clarity 46
Categories, interfaced applications 44
Categories, standalone 31
Categories, without an interfaced application 31
Category balance 36
print 36
Category balance, printing on receipts 36
Category balance, removing from receipts 36
Category Code 29, 121, 232
Category code display order 29
change 29
Category Code list 13, 29, 81
Category list, changing display order 29
Category, for cash bail 59
Category, removing a distribution 87
Category, what is it 7
Cemetery 7, 237, 239
assigned 237
enter 237, 239
Use 239
Cemetery application 235
Cemetery balance 239
Cemetery Lot Sales 237
Cemetery Management 235, 237
Cemetery Management, category for 235
Cemetery Management, default amount 239
Cemetery Management, distributions for 237
Cemetery payments 237
Cemetery, Court 9, 322

Change 28, 29, 68, 81, 83, 98, 106, 119, 127, 139, 158, 166, 175, 184, 192, 194, 220, 240, 260, 281, 288, 305, 333, 334, 357, 426, 434, 440, 446
balance due 127
bottom margin 426
category code display order 29
date range 184
default workspace 357
distribution display order 81
distribution properties 83
endorsement text 166
GL 98
GL account 98
Payment Date 305, 334
Report Date 434, 440, 446
sort order 260
validation text 68
workspace name 139
Change Amount 434, 440
Change flag set 119
Change my category properties 28
Change my contact information 220
Change my open codes 175
Change my passwords 240
Change my primary contact 333
online payments 333
Change the date range 184, 286, 292, 313, 391, 409
Change the date range 286, 292, 313, 391, 409
Change workspaces 288
Changes Since 329
Changing a distribution 83
Changing balance due on third party account 127
Changing bottom margin on receipts 426
Changing category properties 28
Changing check endorsement pre-print codes 161
Changing check endorsement, post-print codes 162
Changing my cash drawer port 176
Changing my check endorsement printer 158
Changing my default workspace 357
Changing my payment provider 109
Changing payment date 298
Changing payment date assigned to online payments 334
Changing payment type 106
Changing payment type on a saved receipt 303
Changing receipt header text 411
Changing the date range 184
Changing the endorsement text 166
Changing users 281
Changing validation text 68
Changing workspace name 139
Charges 7
Services 7
Check 13, 108, 111, 116, 155, 156, 157, 163, 170, 171, 186, 188, 292, 303
area 163
GL 292
Partially Completed Receipts 186
payment type records 108, 116
validate 171
Check Endorsement 155, 156, 157, 158, 159, 161, 162, 163, 166, 168, 170
Check endorsement during payment entry 170
Check Endorsement needs 159, 166, 168
Check endorsement printer 155, 157, 158, 161, 162, 166
Check endorsement printer list 157
Check endorsement printer the 161
Check endorsement, requirements 155
Check endorsement, what is it 155
Check endorsement, workspace properties 156
Check endrosement, for payment entry 170
Check Fee for NSF Check 308
Check Number 116, 257, 307
Check Validation 171
Check Validation button 171
Checking for partially completed receipts 186

Checking third party payments with receipts, update status 188
Checkout 183, 184, 186, 188, 248, 249, 292
Checkout report 183, 292
Checks, adding payment type 111
Choose 142, 244, 275
  Text 244
Choose from 244
Choose the Yes 244
Choose which bills 275
  pay first 275
Choosing slip or validation mode 64
Choosing which bills to pay first 275
City, State Zip 61, 168
Clarity 46
  hosting 46
Clarity applications 46
  post payments 46
Clarity, categories for 46
Classic 48
  hosting 48
  name 48
Classic applications 48
  post payments 48
Classic SQL 44
Classic, categories for 48
Clear 13, 394
  All 394
  Auto 13
Clearing a user from a workspace 268
Click
  Restricted Fields button 13
Close 58, 267, 290, 339
  prior payment date 290
Close Date 58, 395
Close Fees 237
Closed case 58
Closing prior payment date 290, 292, 339
Codes 13, 161, 162, 181
Collect cemetery payments 235
Column heading titled Customer Name 283
Column Tractor 142, 148
Comments, printing on receipts 421
Compress Data 2
Confirm 269
Confirming finished receipts 269
Connect 2, 13, 43, 44, 46, 83, 161, 162, 177, 178, 354, 380
  saved 354, 380
Connect application 13
Connect Cash 46, 48
Connect Cash Receipting 46, 48, 174
Connect General Ledger 100, 104, 229, 292
  interfaced 100, 229
Connect my cash drawer 178
  my computer 178
Connect Project Accounting 104
Connect Project Accounting Suite 104
Connect Using 46
Contact Emails 333
Contacting 1
  Caselle 1
Contributions 7
Control 240
  Receipting uses 240
Convenience fee 77
Copy 2, 148, 272, 395
  Caselle 2
  Cash 395
  Number 148, 272
CORIS 373, 395
CORIS, importing court payments 373
Correcting an amount that was posted to cash instead of check 303
Corresponding 347
  Type 347
Court 7, 56, 59, 393, 394
  title 59
Court Collections Summary 395
Court Management 13, 54, 55, 56, 57, 58, 59, 394, 395, 440
Court Management, balancing payments 395
Court Management, defendant grand total 55
Court Management, payment code 56
Court Payment category 395
Court payments 56, 393

CR 292, 395
CR0 2, 253
Create 13, 31, 92, 244, 322, 329, 411
  export file 329
  GL summary for 13, 92, 322
  New User 244
Create GL Update Export File 216
Creating an export file for non-Caselle applications 216
Creating receipt header text 411
Credit balance 32
  display 32
Credit balance warning 32
Credit card payment 110
  process 110
Credit card payments, processing 110
Credit cards 109, 110, 113
Credit cards, adding payment type 113
Criteria Fields 437
  Select 437
CTRL 2, 9, 10, 11, 28, 29, 31, 33, 44, 46, 48, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 73, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 107, 109, 111, 112, 113, 115, 119, 121, 123, 125, 127, 128, 129, 130, 132, 133, 134, 135, 136, 138, 140, 142, 144, 145, 146, 147, 148, 150, 151, 152, 156, 158, 159, 161, 162, 163, 166, 168, 171, 175, 176, 177, 178, 183, 186, 188, 190, 205, 206, 208, 211, 213, 214, 216, 217, 220, 221, 222, 223, 227, 228, 229, 230, 231, 232, 233, 235, 237, 239, 240, 243, 248, 249, 253, 260, 272, 273, 274, 282, 283, 286, 288, 290, 292, 302, 303, 305, 306, 311, 312, 313, 315, 318, 320, 321, 325, 327, 330, 331, 333, 335, 339, 340, 344, 345, 347, 363, 373, 380, 389, 390, 391, 392, 394, 398, 402, 403, 407, 409, 410, 411, 417, 419, 420, 421, 422, 423, 426, 428, 430, 432, 434, 437, 440, 444, 446
Current report 426
  save 426
Currently 141
Custom Date 184
Custom date range 184
Customer Information button 282
Customer mailing address, printing on receipts 37
Customer Name 61, 168, 347
Customer service address, printing on receipts 51
Customers 37, 51, 128, 196, 258, 282, 440
  existing 128
  print 37
  returns 258
  Use 440
Customer's account 282
  view 282
Customer's pay 226
Customer's service address 51
  print 51
Customers, importing third party accounts 363
Cut 292
Cut-off time 292
Cutter 181

D

Data 347, 380
Data Path 13, 48
  Leave 13
Database 2, 13, 253
  Use 13
Database Information 48
Database list 13
Database menu 46
  Use 46
Date Range 184, 213
  change 184
Dates 125, 188, 244, 380, 390
  As 125, 188, 380
Dates menu 184, 389
Days 221, 222, 398
DD 380, 398
Debit Card 108, 116
Default 84, 89, 91, 130, 136, 142, 239, 292, 357

enter 84
select 292
Use 130, 136, 142
Default Amount 84, 237, 239
Default amount, adding to distributions 84
Default amount, why can't I enter 91
Default payment type 86, 89, 98, 136, 347
Default payment type, distributions 89
Default Printer menu 148
Use 148
Default Receipt Form 148
Default Report 426, 428
Default workspace 139, 357
change 357
Defendant's grand total 55
print 55
Defined field 244, 246
Definition menu 407, 417, 432
Use 407, 417, 432
Delete 10, 99, 107, 129, 135, 138, 208, 274, 302, 304, 305, 340, 398, 430
category 10
duplicate receipt 430
GL 99
user 135
workspace 138
Delete 392
Delete button 302
Receipting uses 302
Delete History 222
Delete Payment Detail 398
Delete Payments Not Yet Updated 398
Delete transactions 2, 221, 222, 398
Delete Transactions from General Ledger 208
Delete Transactions Prior To 398
Deleting a distribution from a category 87
Deleting a workspace 138
Deleting bad receipts 340
Deleting categories 10
Deleting duplicate receipts 430
Deleting payment detail 223, 398
Deleting payment type 107
Deleting third party accounts 129
Deleting users 135
Delimited 344, 347, 373, 380, 402
Delimited file, exporting third party payments 344
Delimited files 344, 402
Delimiter 353, 373, 380
Delimiter, what is it 353
Deposit 431, 432
Deposit List 432
Deposits, what is it 431
Description 7, 11, 13, 59, 76, 111, 112, 113, 115, 121, 123, 232, 233, 347, 373
select 11, 59
Use 13, 347
Detail menu 315
Details 38
Different port 176
use 176
Disabiling online payments, for distributions 88
Discover 116
Display 2, 32, 81, 133, 239
Caselle 2
credit balance 32
receipt confirmation 133
SQL 2
Display Application In Use Warning When 13, 40
Display Credit Balance Warning When 13, 32
Display Current Payment Date Receipts 313
Display Prior Payment Date Receipts 313
Display Receipt Confirmation When 133
Displaying a credit balance warning 32
Displaying billing details 38
Displaying receipt confirmation 133, 269
Displaying receipt confirmation, users 133
Distribution accept online payments 75
Distribution amount 77, 84, 91, 188, 258, 263, 307, 315
Distribution assigned 123, 233

category 123, 233
Distribution code 11, 59, 75, 76, 77, 80, 81, 83, 84, 86, 87, 88, 89, 95, 97, 98, 99, 101, 102, 123, 190, 233, 237, 254, 255, 258, 260, 276
Distribution code during 254, 255
Distribution code represents 80
category 80
Distribution detail 315
Distribution discrepancy error 190
Distribution display order 81
change 81
Distribution displays 84, 86, 89, 98
Distribution GL 146
Distribution indicates 92
category 92
Distribution list, changing display order of distributions 81
Distribution properties 83
change 83
Distribution, for cash bail 59
Distribution, sorting order 260
Distribution, what is it 92
Distributions 11, 13, 33, 59, 75, 76, 77, 79, 80, 81, 83, 84, 86, 87, 88, 89, 91, 92, 93, 95, 96, 97, 98, 99, 101, 102, 103, 121, 123, 146, 188, 190, 232, 233, 237, 239, 254, 255, 258, 260, 263, 276, 307, 315, 322, 347, 373, 395, 417, 422, 440
link 103
receipt uses 93
user enters 95, 101
user select 89
Distributions tied 190
Taxes category 190
Distributions, adding 77, 79
Distributions, default amount disabled 91
Distributions, for online payments 75
Documents 13, 63, 66, 70
Number 13, 63, 66, 70
Does 249
Double-click All 437, 444
Duplicate Copy 272
Duplicate receipt 272, 430
delete 430
print 272

E

ECheck 109, 113
Edit 186, 272, 274, 303, 304, 306, 340, 430
Edit Receipt 313
Electronic Cash Drawer 116, 173, 180
Electronic cash drawer, entering payments 180
Email 220
Empty record 359
remove 359
Empty records, removing from import file 359
End 2, 298
Load Data 2
Payment Date 298
Ending Date 184, 213, 345, 403
Ending Range 13
Endorsement Printer menu 158
Use 158
Endorsement text 166, 168
add customer information 168
change 166
Endorsement text, adding customer information 168
Enter 2, 13, 29, 33, 76, 81, 84, 91, 95, 96, 97, 101, 110, 132, 152, 237, 239, 251, 252, 255, 276, 280, 291, 304, 307, 308, 322, 345, 347, 354, 363, 380, 392, 398, 403, 416, 446
Additional Information 363, 380
As 380
As Of Date 363
Beginning 13
Beginning Date 345, 403
Cemetery 237, 239
default 84
Export 345, 403
Field Access 252
File Path 2
GL 95, 96, 101, 276
GL Activity 97
GL activity code 95
Import 347, 380

import file name 354, 363
job number 101
MM 380, 398
password 132
payment 416
receipt number 392
Report Dates 446
Skip 363, 380
Enter All 216
Enter court payments, case is closed 58
Enter Journal Amounts 208
Enter more 307
Enter Payment Options 72, 170, 180, 251, 266, 269, 270, 273, 281, 285, 288, 291, 298, 413, 414, 424
Enter Payments for NSF Check 308
Enter Payments Form 251
Enter payments glossary 322
Enter Payments screen 116
Enter Payments, requiring log in before each receipt 152
Enter Utilities 232
Enter Value 437, 444
Entering NSF check and returned check fee 308
Entering payments 13, 29, 32, 38, 43, 72, 76, 81, 84, 89, 96, 110, 116, 132, 133, 136, 152, 170, 171, 174, 180, 186, 235, 251, 255, 257, 258, 261, 263, 266, 267, 269, 270, 272, 273, 275, 276, 280, 281, 283, 284, 285, 288, 291, 292, 298, 302, 303, 304, 305, 306, 307, 313, 322, 340, 413, 414, 424, 430
log on 266
Entering third party payments 33
Entire Organization 335
Save Them 335
Epson 13
Epson TM 70, 155, 157
Error 141
Category and distribution discrepancy error 190
One of the above payment types must have the change flag set 119
One or more payment type errors exist 309
Errors, subscript out of range 362
Errors, type mismatch 360
Errors, workspace is currently in use 141
Exclude column headers 355
Excluding column headers from import file 355
Existing 128
customer 128
Export 329, 330, 331, 332, 337, 344, 345, 402, 403
Enter 345, 403
select 337
Export account balances 330, 331
my online payment provider 331
unsupported online payment provider 330
Export Fields 330
Export file 329
create 329
Export File Name 330, 331
Export Third Party Payments 344, 345, 402, 403
Export Third Party Payments - Delimited File Type 344, 402
Export Third Party Payments - Fixed Length File Type 345, 403
Exporting account balances for my online payment provider, supported 331
Exporting account balances for my online payment provider, unsupported 330
Exporting account statements 331, 332
Exporting only accounts with a new account balance 329
Exporting third party payments, delimited file 344, 402
Exporting third party payments, fixed-length 345, 403
Exporting transactions 216

F

F11 262, 263, 275
F12 13, 252, 257

F2 255, 258, 261
F3 139
F5 282
F6 281, 309, 363, 380
F7 73, 171, 288
F9 274
Faster way 255
Fees 7, 92, 322
Field 244
Field Access 240, 252
  Enter 252
Field deletion tracking 241
Field tracking 241
File is 2
File Path 2
  Enter 2
File than 2
File Type 345, 403
  Select 345, 403
  Use 345, 403
Filter receipts 318
Filter Summary 318
Filtering receipts by category, user, or workspace 318
Find 2, 205, 283
  payee 283
Finding receipts on current payment date 298
Finding receipts on prior payment date 298
Finding unposted transactions 205
Finding user who entered the payment 416
Finished 111, 112, 113, 115, 269
Finished dialog 13, 43
First 363, 380
First Receipt 413
  Print Receipt Header 413
Fix mistakes 304
Fix RTE 253, 360, 362
Fix RTE 13 360
Fix RTE 3021 253
Fixed 119, 141, 190, 253, 304, 345, 360, 362, 373, 403
Fixed Length 345, 347, 373, 380, 403
Fixed-length file, exporting third party payments 345
Fixing checkout errors 249
Fixing partially completed receipts 186
Fixing payment entry mistakes 304
Flat Fee 77
  Subject 77
Footer 434, 440
FOR DEPOSIT ONLY 168
Force 13, 43
Form 142
Formattable, see Formatted 142
Formatted 142, 148, 347
  set 148
Front Counter 137, 357, 373, 415, 416

G

General Ledger 98, 198, 205, 206, 207, 208, 209, 210, 211, 217, 227, 228, 276, 292, 304, 340, 395, 407, 409, 422, 446
  Include Amounts Not Updated 407
  Include Amounts Updated 407
  posted 205, 217, 340, 407, 409, 446
  totals 292
  updated 208, 304, 407, 446
  Updating 292
General Ledger application 97, 206, 207, 208, 209, 211, 292
  posted 292
  select 209
  updated 208
General Ledger Interface 207, 209, 216
  turn 209
General Ledger subtab 229
  select 229
Generic text, printing on receipts 423
Give change and then 309
Giving change 111, 112, 113, 115, 116, 119, 309, 311
GL 92, 95, 96, 97, 98, 99, 100, 101, 108, 116, 125, 146, 206, 207, 211, 213, 214, 216, 227, 229, 276, 286, 292, 309, 395, 407, 422
  Add 97, 146, 422
  Assign 97
  balance 395

Changing 98
Checking 292
Delete 99
Enter 95, 96, 101, 276
linked 227
name 92
reporting 100, 229
select 206, 211, 216
send 395
tied 276
GL account 96, 98, 146, 422
add 96, 146, 422
change 98
GL Account Override 125
GL accounts, adding to distributions 96
GL accounts, adding to receipts 146
GL accounts, changing on distributions 98
GL activity 95, 97, 99, 100, 229
add 97
Enter 97
Prompt 95
GL activity code 95
enter 95
GL activity code, prompting for 95
GL Activity, what is it 100
GL Combined Deposit 108, 113, 116, 309
assigned 309
Use 108, 116
GL Combined Deposit menu 111, 112, 113, 115
use 111, 112, 113, 115
GL combined deposit, what is it 108
GL Posting Journal menu 206, 207, 211
Use 206, 211
GL Posting Period menu 206, 211, 216
Use 206, 211, 216
GL Reconciliation 407
Printing 407
GL Reconciliation report 407
print 407
GL summary for 13, 92, 322
create 13, 92, 322
GL Update 213, 214
Re-printing 213, 214
GL Update report 213, 214
print 213, 214
GL Update Report, for transactions that have already been updated 213
GO 2, 183, 186, 188, 206, 211, 216, 217, 223, 248, 249, 253, 290, 292, 325, 327, 330, 331, 339, 340, 345, 347, 363, 373, 380, 389, 390, 392, 394, 398, 403, 410
Government Payment Process 77, 109, 113
Government Payment Processing application 77
Grave Open 237
Group 136

H

H6000IV 70, 155, 157
HAS 226
Header 411
Header row, import file 355
Help and Support 1
Hiding application in use warning 40
History 243
History Tracking 241, 243
selected 243
Hosting 46, 48, 253
Cash 253
Clarity 46
Classic 48

I

ID 13, 52, 135
user 52
Impact Fees 7, 92
Import 325, 327, 337, 347, 354, 359, 363, 373, 380
Enter 347, 380
Import Fields 325
Import File 347, 354, 359, 363, 380
Lines 363, 380
Import File Fields 347, 363, 373, 380
Use 380
Import File Name 325, 327, 337, 354, 363
enter 354, 363
Select 325, 327

Import file name, formatting 354
Import File Type 363, 373, 380
  Select 363, 380
Import File Type menu 347
  Use 347
Import file, removing empty records 359
Import name 337
Import online payments 325, 327
Import Options 325, 327
  select 325, 327
Import Third-Party Account Information 363, 380
ImportFileName.txt 354, 380
Importing court payments 373, 395
Importing files from another directory 354
Importing files from Caselle default directory 354
Importing online payments, supported 327
Importing online payments, unsupported 325
Importing payments 325, 327, 347, 355, 356, 357, 358, 359, 363, 373, 380, 395
Importing payments, create transactions 356
Importing payments, report only 356
Importing third party customer accounts 363
Improvement district leaves 226
Improvement district show 226
Improvement district, total amount displays as pay-off amount 226
Improvement Districts 226
Improvements 9, 226, 322
In Use By menu 139, 141, 154, 268
  Use 139, 141, 154, 268
Include 13, 434
Include Accounts 380
Include Accounts With 363, 380
  Zero Balance Due 363, 380
Include All 434, 440
Include All Categories 391
Include Amounts Not Updated 407
  General Ledger 407
Include Amounts Updated 407
  General Ledger 407
Include Column Headings 345, 403
Include Customer Hash 440
Include Customer Information 13, 61, 66, 70, 168
  Source Validation 13
Include Docket Hash 440
Include In Payment Update Description 13
Include Only Accounts Whose Balance 329
Include Page Totals 434, 440
Include Previously Printed Receipts 420
Included with 162
Including column headers in import file 355
Increment By 13
Input 312
Inquiry 246, 282, 340
Install 72, 155, 180
  Caselle 155
  Cash Drawer 180
  Source Validation 72
IntelliPay 109, 113, 338
Interface 13, 40, 44, 54, 55, 56, 57, 100, 227, 229, 230, 231, 232, 389, 390
  Animal License application 13
  Connect General Ledger 100, 229
  select 227, 229, 230, 231
  Use 13
Interface menu 11, 31, 33, 44, 59, 121, 227, 229, 230, 231, 232, 235
  Use 11, 31, 33, 44, 59, 121, 227, 229, 230, 231, 232, 235
Interfaced application 44, 389, 390
  post payments 389
Interfaced application, what is it 44
Interfaced applications, update payments immediately 43
Intergovernmental 7
Invalid Customers Only 440
IS 179
IT 176, 177, 178, 179
Ithaca Series 150 70, 155, 157
Ithaca Series 1500 70, 155, 157

Ithaca Series 50 70, 155, 157
It's safe 40

J

Jane 13, 44, 46, 48, 63, 68, 108, 116, 166, 298, 322, 347, 389, 419
JE 276
JES 13
Job 101, 102, 103, 104
Job number 101, 102, 103
  add 102
  enter 101
  Prompt 101, 103
Job number, what is it 104
Journal Inquiry 292
Journals 208

K

Keep my transaction history 222
Keep Payment Detail 221, 222, 223, 398
  want 221
Keeping transaction history 222
Know 40, 179, 320
Known as 344, 345
  third party 344, 345

L

Later 335
  save my online payment options 335
Leave 13
  Data Path 13
Length files 345, 403
Length Text File 345, 403
License Name 2
Licenses 9, 322
Line summary 38
Lines 38, 172, 355, 359, 363, 373, 380
  Import File 363, 380
  Skip 355, 359, 373, 380
Lines Before Cutting 181
Lines printed before 172
  adjust 172
Link my cash drawer 177
  my printer 177
Linked 31, 39, 103, 128, 177, 227
  Animal License application 39
  application 31
  Caselle application 31
  distribution 103
  GL 227
  Project Accounting 103
Linking distributions to a job number 103
Linking third party accounts to customers 128
List to 13, 373
Ll 373
Load Data 2
  end 2
  Use 2
Locate 2
  SQL Server 2
Lock 140
  workspace 140
Lock/unlock 13
Locked fields 13, 252
Locking a workspace, weekends 140
Log in, resetting a workspace 154
Log on 266
  Enter Payments 266
Log on to Enter Payments 266
Logging a user off a workspace 268
Logging in 46, 119, 139, 140, 141, 152, 154, 171, 258, 266, 267, 268, 272, 281, 288, 298, 303, 306, 340, 430
Logging out 154, 267, 268
Long 222
Look Up 61, 63, 64, 66, 68, 70, 154, 159, 166, 168, 181, 237, 239, 268
  Use 61, 63, 64, 66, 68, 70, 154, 159, 166, 168, 181, 237, 239, 268
Look Up bar 11, 27, 31, 32, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 75, 76, 77, 83, 84, 86, 87, 88, 89, 95, 97, 98, 99, 101, 102, 103, 109, 119, 123, 127, 128, 132, 133, 134, 140, 142, 144, 145, 146, 147, 148, 150, 151, 152, 156, 158, 161, 162, 163, 179, 190, 233, 260, 311
  Use 11, 27, 31, 32, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 75, 76, 77, 83,

84, 86, 87, 88, 89, 95, 97, 98, 99, 101, 102, 103, 109, 119, 123, 127, 128, 132, 133, 134, 140, 142, 144, 145, 146, 147, 148, 150, 151, 152, 156, 158, 161, 162, 163, 179, 190, 233, 260, 311
Lookbar 363
Use 363
Lookup bar 10, 28, 29, 79, 81, 93, 106, 107, 129, 135, 138, 175, 176, 177, 178, 274, 380
Use 10, 28, 29, 79, 81, 93, 106, 107, 129, 135, 138, 274, 380

M

Main 432
Maintain Databases 253
Make Activity Reporting available 227
Make my cash drawer open automatically 180
Makes 180, 227, 285
Source Validation 285
Management Deletions 241, 243
Management Report 243
Management tracking 241, 243
Manual Allocation Mode 275, 277, 322
Manually update transactions 217
want 217
Many days 221
Margins, changing on receipts 426
Master contact 128, 284, 322
Master contact links 284
Master contacts 284
Mastercard 116
Materials Management 104
Me Only 335
Save Them 335
Mean 249
Michigan Tax Export File 345, 403
MIS 176, 177, 178
Miscellaneous 7, 9, 322
Miscellaneous Distribution 276
MM 380, 398
enter 380, 398
Mode 64, 66, 159
Select 66
Money Order 108, 115, 116
Money orders, adding payment type 115
More 309
Move Forward 309
Mport file 380
Mportant 446
Multiple Payment Types 307
Multiple users in payment entry 280
My 146, 150, 177, 178, 179, 331, 356, 426
My cash drawer works 179
My computer 178
connect my cash drawer 178
My online payment provider 331
export account balances 331
My output options 356
My printer 177
link my cash drawer 177
My receipts 426
My workspace uses 150
printer 150

N

Name 2, 48, 92, 244, 283, 347
Caselle 2
Cash 2
Classic 48
GL 92
Table 244
Name of 244
Name1@city.org 333
Name2@city.org 333
Name3@city.org 333
Navigate 13
Caselle 13
Nclude 380
Nearest dollar 279
New 9, 11, 33, 59, 89, 105, 111, 112, 113, 115, 121, 125, 130, 136, 232, 235, 302, 329, 395
New account balance 329
New Card Type 113
Add 113
New Current 13
New Distribution 11, 13, 33, 59, 79, 123, 233, 237
Add 11, 13, 33, 59, 79, 123, 233, 237
New receipt roll 413

start 413
New Trusts 395
New User 244
Create 244
Next 139
No Report 325, 327, 356
Non 216
update transactions 216
None 13, 31, 40, 86, 111, 112, 115, 216
set 216
Non-sufficient Funds 308
Nonsufficient Funds Checks 308
Non-sufficient funds, entering checks for 308
Normal 142, 148
NOT 226, 394, 407
Notepad 360, 362
NSF 308
NSF Check 308
NSF check and returned check fee 308
NSF checks 308
Number 13, 63, 66, 70, 148, 192, 196, 244, 272, 320, 415, 416
Copies 148, 272
Documents 13, 63, 66, 70
Use 13
Number of Interfaced Recepts Not Updated 398
Number of Receipts Not Updated to General Ledger 398
Number of Receipts Prior to the Date Entered 398
Number.sequence 262

O

Off 150, 226, 262, 292, 414
Off adjustment 150, 414
Off time 292
Offense 13, 54
Offense total 54
print 54
Office 137, 357, 373
Often 223
OK 72, 130, 170, 171, 180, 244, 251, 252, 257, 266, 272, 273, 281, 288, 298, 318, 325, 330, 347, 394, 413, 414, 424, 426, 428, 434, 437, 440, 444
ON 262
One 38, 63, 119, 307, 309, 392
above 119
One payment 307, 309
Online Payment Provider menu 325, 327, 330, 331
Use 325, 327, 330, 331
Online payments 109, 113, 333
change my primary contact 333
Online Payments AND 116
Online payments, primary contact 333
Onto the workspace 141
Open Caselle Connect Cash Receiving 430
Open Cash 175, 176, 177, 178, 241
Open Cash Drawer 111, 112, 113, 115, 116, 174, 177, 178, 180
Use Printer 177
Open Cash Drawer After Receipt 111, 112, 113, 115
Open cash drawer automatically 180
Open Cash Receipting 276
Open Codes 175, 177, 178
Open Codes for cash drawer 177
Open Codes, what are they? 178
Open Connect Accounts Receivable 220
Open Connect Cash 9, 10, 11, 27, 28, 29, 31, 32, 33, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 107, 109, 111, 112, 113, 115, 119, 121, 123, 125, 127, 128, 129, 130, 132, 133, 134, 135, 136, 138, 139, 140, 141, 142, 144, 145, 146, 147, 148, 150, 151, 152, 154, 156, 158, 159, 161, 162, 163, 166, 168, 179, 181, 183, 190, 206, 209, 211, 213, 214, 216, 221, 222, 223, 227, 229, 230, 231, 232, 233, 235, 237, 239, 240, 244, 260, 268, 292, 309, 311, 363, 380, 398, 411

Open Connect Cash Receipting 72, 110, 170, 171, 180, 184, 186, 188, 205, 217, 223, 248, 249, 251, 258, 266, 269, 270, 272, 273, 281, 283, 284, 285, 286, 288, 290, 291, 292, 298, 303, 305, 306, 313, 325, 327, 329, 330, 331, 332, 333, 334, 335, 337, 339, 340, 344, 345, 347, 355, 356, 357, 358, 359, 363, 373, 380, 389, 390, 391, 392, 394, 398, 402, 403, 407, 409, 410, 413, 414, 417, 419, 420, 421, 422, 423, 424, 426, 428, 432, 434, 437, 440, 444, 446
Open Connect General Ledger 208, 228, 292
Open Connect System Management 2, 253
Open Court Management > Inquiry 394
Open dialog 13
  use 13
Open invoice 27
  payment 27
Open invoice, applying payments to 27
Open my cash drawer 174, 176, 178
Open Notepad 360, 362
Opening 39
  Animal License application 39
Opening my cash drawer 174
Options 13, 72, 170, 180, 252, 269, 270, 273, 285, 424
  Update Transactions That Have Already Been Updated 208
Organization 2, 7, 9, 10, 11, 13, 27, 28, 29, 31, 32, 33, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 72, 74, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 107, 109,驔111, 112, 113, 115, 119, 121, 123, 125, 127, 128, 129, 130, 132, 133, 134, 135, 136, 138, 139, 140, 141, 142, 144, 145, 146, 147, 148, 150, 151, 152, 154, 156, 158, 159, 161, 162, 163, 166, 168, 175, 176, 177, 178, 179, 181, 183, 190, 206, 209, 211, 213, 214, 216, 220, 221, 222, 223, 227, 228, 229, 230, 231, 232, 233, 235, 237, 239, 240, 241, 244, 260, 268, 270, 283, 292, 309, 311, 322, 333, 335, 363, 373, 380, 398, 411, 424, 431, 440, 446
Organization > Categories 13
Organization contact information, changing 220
Organization making 13
Organization Name 2, 61, 168
Organization need 223
Original expense account 276
  overpayment 276
Other 59, 325, 330, 395
Output options, what is it 356
Overpayment 276
  original expense account 276
Overpayments, applying to original expense account 276

P

Partially completed receipts 186
  Check 186
  search 186
Password 46, 132, 134, 240
  enter 132
  Require 132, 134
  select 240
  Use Require 132
Password Required 152
Password, for payment entry 132
Passwords, changing 240
Pay 226
  total amount 226
Pay first 275
  choose which bills 275
Payee 283
  find 283
Payee, using Redisplay to view a 283
Payment adjustment 13, 57
Payment adjustment code 13, 57
Payment Amount 125
Payment code 13, 56, 57, 111, 112, 113, 115
  assign 56, 57
  use 13

Payment cut-off time 292
Payment Date 272, 291, 298, 305, 325, 327, 334
  Change 305, 334
  end 298
Payment date, changing 298
Payment date, closing prior 290
Payment description 52
  payor 52
Payment Detail 315
Payment entry 72, 305, 306
  update 306
  use source validation 72
  void 305
Payment Provider 109, 113, 116
Payment Provider menu 109, 111, 112, 113, 115
  Use 109, 111, 112, 113, 115
Payment provider, what is it 109
Payment providers supported by Caselle 109, 113, 338
Payment Register 286, 292, 395, 434, 437
Payment Register match 292
Payment Total 307
Payment type assigned 309
Payment Type Detail 432, 434
Payment type errors exist 309
Payment type errors, fixing 309
Payment type glossary 116
Payment type records 108, 116
  Check 108, 116
Payment type uses 309
Payment type, assigning default type to distribution 86
Payment type, categories 52
Payment Types 13, 52, 86, 89, 98, 105, 106, 107, 108, 109, 110, 111, 112, 113, 115, 116, 119, 136, 258, 292, 303, 307, 309, 311, 315, 322, 347, 373, 407, 432, 434, 440
Payment types, entering more than one 307
Payment Update Description 13
Payments 13, 27, 52, 56, 57, 72, 86, 105, 106, 107, 109, 110, 111, 112, 113, 116, 119, 170, 171, 174, 180, 184, 186, 188, 217, 223, 248, 249, 251, 258, 266, 269, 270, 272, 273, 276, 281, 283, 284, 285, 288, 290, 291, 292, 298, 302, 303, 305, 306, 307, 309, 322, 325, 327, 329, 330, 331, 332, 333, 334, 335, 337, 339, 340, 344, 345, 347, 355, 356, 357, 358, 359, 363, 373, 380, 389, 390, 392, 394, 395, 398, 402, 403, 410, 413, 414, 416, 424, 430, 434, 437, 440
  abort 302
  entered 416
  open invoice 27
Payor 13, 52, 116, 144, 257, 307
  payment description 52
Payor, categories 52
Payor, printing on receipts 144
Payor's name 144
  print 144
People 280
Permits 9, 13, 43, 92, 322
  Building 92
Personal property 49
PM 1
Port 176, 178
Port for cash drawer 178
Port menu 176, 177
  Use 176, 177
Position 163
Post payments 46, 48, 389
  Clarity applications 46
  Classic applications 48
  interfaced applications 389
Post transactions 211
Post Unposted Transactions 206
Posted 13, 46, 48, 205, 206, 211, 217, 292, 340, 389, 407, 409, 446
  General Ledger 205, 217, 340, 407, 409, 446
  General Ledger application 292
  Utility application 13
Posting payments to Clarity applications 46

Posting payments to Classic applications 48
Posting Transactions to Caselle GL 207
Posting unposted transactions 206
Prepayment phase 226
Press Enter 10, 11, 27, 28, 29, 31, 32, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 97, 98, 99, 101, 102, 103, 106, 107, 109, 119, 123, 127, 128, 129, 132, 133, 134, 135, 138, 140, 142, 144, 145, 146, 147, 148, 150, 151, 152, 154, 156, 158, 159, 161, 162, 163, 166, 168, 175, 176, 177, 178, 179, 181, 190, 233, 237, 239, 255, 258, 260, 268, 303, 306, 307, 311, 430
Press Tab 76
Preview 313, 437, 444
Previous 13
  use 13
Print 36, 37, 51, 54, 55, 68, 144, 145, 148, 161, 162, 163, 205, 213, 214, 270, 272, 273, 286, 292, 344, 356, 373, 390, 391, 402, 407, 409, 413, 414, 417, 419, 420, 421, 422, 423, 424, 426, 428, 432, 434, 437, 440, 444, 446
  category balance 36
  customer's 37
  customer's service address 51
  defendant's grand total 55
  duplicate receipt 272
  GL Reconciliation 407
  GL Reconciliation report 407
  GL Update report 213, 214
  offense total 54
  payor's name 144
  receipt header 145, 270, 413, 414, 424
Print Balances 13, 36
  Receipt 13, 36
Print codes 161, 162
Print Generic Text 423
Print Line 13, 66, 68, 70, 166
Print Mailing Address 13, 37
  Receipt 13, 37
Print menu 206, 211, 213, 214, 216, 325, 327, 347, 356, 389, 392, 410
  Use 206, 211, 213, 214, 216, 325, 327, 347, 356, 389, 392, 410
Print Payor on Receipt 144
Print Receipt 148, 270, 273, 413, 414, 420, 424, 428
Print Receipt Header 145, 270, 413, 414, 424
  First Receipt 413
Print receipts, default setting in Enter Payments 273
Print Report 345, 403
Print Report Only 345, 363, 380, 403
  blank 345, 380, 403
  Select 345, 380, 403
Print Service Address 13, 51
  Receipt 13, 51
Print Summary 434, 440
Print unposted transactions 446
Printer 150, 161, 162, 410, 414
  my workspace uses 150
Printer error 410
Printer menu 177
  Use 177
Printer Model menu 158
  Use 158
Printer post 162
Printer post-print codes, what is it 162
Printer pre 161
Printer pre-print codes, what is it 161
Printer tear 150, 414
Printer tear-off adjustment, what is it 414
Printer tear-off adjustment, workspace defaults 150
Printing a receipt header 145, 270, 413, 414, 424
Printing batch of receipts 419
Printing blank lines after validation text 163
Printing blank lines before validation text 163
Printing category balance on receipts 36
Printing comments on receipts 147, 421

Printing defendant's grand total on receipts 13, 55
Printing duplicate receipts 272
Printing GL account on receipts 146, 422
Printing mailing address on receipts 37
Printing offense total as beginning balance on receipts 13, 54
Printing offense total on receipts 54
Printing payment register for second deposit 437
Printing payor name on receipts 144
Printing receipt header on receipts 424
Printing receipt register for second deposit 444
Printing receipts on demand 273
Printing receipts, default options 428
Printing text-only receipts 423
Prints on receipts 68
Prior payment date 290, 291
  close 290
Prior payment date, closing 290
Prior payment date, enter payments for 291
Prior payment date, viewing receipts on 313
Priority 13, 29, 111, 112, 113, 115, 121, 254
  assigned 29
  Use 13
Priority 1 in Distribution Maintenance 254
Priority, for categories 29
Process 110
  credit card payment 110
Process Online Payments 325, 327, 329, 330, 331, 332, 333, 334, 335, 337
Processing credit card payments 109, 110, 113
Project 230, 231
Project Accounting 103, 104, 230, 231
  linked 103
Project Accounting application 102, 231
  select 231
Project Accounting Interface 103, 231
Project Accounting subtab 230, 231
  select 230, 231
Project Accounting, setting up 231
Prompt 86, 95, 101, 103, 152
  GL Activity 95
  Job Number 101, 103
  user 86, 95, 101
  User After Each Receipt 152
Prompt for GL Activity, on distributions 95
Prompting for a job number, distributions 101
Property Improvements 7
Property Tax 33, 81, 92
Property Tax Collection 13
Property Tax Collection application 49, 50
Property Tax Type 13
Property Tax Type menu 49, 50
  Use 49, 50
Property Tax, updating payments to 49
Purchase 66
  Caselle Source Validation 66
Purging history 223
Purging history, frequency 223

Q

Quick Entry 254, 255, 257, 258, 260, 261
Quick Entry, setting stop fields 257

R

Range End 437, 444
Rather add 244
Re 211, 420
Real Property 13, 49, 50
  update payments 50
  Updating payments 49
Real Property Tax 7
Real property, udpating payments to 50
Rebuild Index 253
Recalculate 183, 188, 248, 249
Recalculate, what is it 249
Recalculating errors 248
Receipt confirmation 133
  display 133

Receipt Dates 184, 206, 211, 213, 216, 217
Receipt Group 136, 200
Receipt header 145, 270, 411, 413, 414, 424
  print 145, 270, 424
  printing 413, 414
Receipt header, workspace defaults 145
Receipt irregularity 151
Receipt irregularity warning 151
Receipt number 137, 186, 202, 272, 306, 313, 340, 392, 416, 430
  enter 392
  receipts 137
  use 416
Receipt number, what is it 415
Receipt provides 13, 66, 72, 74
Receipt Register 286, 292, 313, 395, 417, 440, 444
Receipt summary 315
  show 315
Receipt Type 142, 148
Receipt type, choosing 142
Receipt types, list of supported 429
Receipt warning 151
Receipt.Receipt 437
  Adding 437
Receipting assigns 56, 57, 217, 334, 357, 358
Receipting clears 304
Receipting creates 330, 331
Receipting posts 206, 207
Receipting prompts 95, 101
  user 95, 101
Receipting reconciles 188
Receipting records 258
Receipting saves 216, 335
Receipting updates 392
  receipt 392
Receipting uses 93, 240, 302, 334, 373, 428
  Control 240
  Delete button 302
  distribution 93
Receipts 2, 9, 10, 11, 13, 27, 28, 29, 31, 32, 33, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 72, 74, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 107, 109, 110, 111, 112, 113, 115, 116, 119, 120, 121, 123, 125, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 144, 145, 146, 147, 148, 150, 151, 152, 154, 156, 158, 159, 161, 162, 163, 166, 168, 170, 171, 173, 174, 175, 176, 177, 178, 179, 180, 181, 183, 184, 186, 188, 190, 198, 200, 202, 205, 206, 209, 211, 213, 214, 216, 217, 221, 222, 223, 226, 227, 229, 230, 231, 232, 233, 235, 237, 239, 240, 241, 244, 248, 249, 251, 253, 257, 258, 260, 262, 263, 266, 268, 269, 270, 272, 273, 274, 275, 276, 280, 281, 283, 284, 285, 286, 288, 290, 291, 292, 298, 302, 303, 304, 305, 306, 307, 309, 311, 313, 315, 318, 320, 321, 322, 325, 327, 329, 330, 331, 332, 333, 334, 335, 337, 338, 339, 340, 344, 345, 347, 355, 356, 357, 358, 359, 360, 362, 363, 373, 380, 389, 390, 391, 392, 394, 395, 398, 402, 403, 407, 409, 410, 411, 413, 414, 415, 416, 417, 419, 420, 421, 422, 423, 424, 426, 428, 429, 430, 432, 434, 437, 440, 444, 446
  add account comments 147
  Adding GL accounts 146
  address 37
  Print Balances 13, 36
  Print Mailing Address 13, 37
  Print Service Address 13, 51
  receipt number 137
  Receipting updates 392
  user enters 148
  void 274
  workspace created 415, 416
Receipts Between Receipt Irregularity Warnings 151
Reconciling payments and receipts 286

Reconciling third party receipts with payments 188
Recreation 9, 322
Redisplay 283, 312, 313, 315, 318, 320, 321
Redisplay button 313
Redisplay payee information 283
Redisplay, by receipt number 320
Redisplay, what is it 312
Redisplaying receipts 313
Refresh button 2
Remember, Cash Receipting 112
Remove 13, 87, 88, 93, 99, 208, 359
  empty record 359
  Selected Distribution 13, 87, 93
Remove online payments 88
Remove transactions 208
Remove Transactions from GL 208
Removing a credit balance warning 32
Removing a GL activity code from a distribution 99
Removing customer mailing address from receipts 37
Removing customer service address from receipts 51
Removing distributions from categories 93
Removing posted transactions from General Ledger 208
Repair 253
Replace Existing Accounts 363, 380
  blank 380
  Select 380
Report as 426
Report Dates 391, 407, 409, 417, 420, 432, 434, 440, 446
  Change 434, 440, 446
  Enter 446
Report Dates menu 184
Report Definition 419, 426
Report instead 426
  saving the 426
Report Only 213, 214, 216, 356, 410
Reports 100, 205, 206, 211, 228, 229, 286, 292, 313, 347, 389, 391, 392, 395, 407, 409, 417, 419, 420, 421, 422, 423, 426, 428, 432, 434, 437, 444, 446
  GL 100, 229
Repost Transactions 211
Repost Unupdated Transactions 211
Re-posting transactions to General Ledger 211
Reprint 410
  Update Payments report 410
Re-printing 213, 214
  GL Update 213, 214
Re-printing GL Update report 213, 214
Reprinting receipts 420
Re-printing receipts that have already been printed 272
Reprinting the Update Payments report 410
Require 132, 134, 152
  Password 132, 134
Require Manual Allocation 13, 42
Require void password 134
  void receipts 134
Requiring a password for payment entry 132
Requiring log in, for payment entry 152
Requiring void password to void receipts 134
Restricted field 252
  unlock 252
Restricted Fields button 13, 252
  Clicking 13
Restricted Fields list 13
Return 258, 307
  Customer 258
  Type 307
Returned check fee 308
Returned Checks 7
Rounding amounts 279
Rounding amounts to nearest dollar 278
RTE 360
RTE 13
  Type mismatch 360
RTE 3021
  No current record 253
RTE 9
  Subscript out of range 362

Run Cash Receipting 395
Run Compact 253
Run Time Error 253
Running 223
  Cash 223
Running checkout 183, 184, 248, 249, 292
Runtime Error 360, 362

S

Same time 280
Save 9, 11, 28, 29, 31, 33, 44, 46, 48, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 96, 97, 98, 99, 101, 102, 103, 105, 106, 109, 111, 112, 113, 115, 119, 121, 123, 125, 127, 128, 130, 132, 133, 134, 136, 140, 142, 144, 145, 146, 147, 148, 150, 151, 152, 156, 158, 159, 161, 162, 163, 166, 168, 175, 176, 177, 178, 186, 190, 220, 221, 222, 223, 227, 228, 229, 230, 231, 232, 233, 235, 237, 239, 240, 260, 303, 304, 306, 311, 335, 354, 380, 411, 426, 428
  Connect 354, 380
  current report 426
Save As New Report 428
Save Current Report 426
Save my online payment options 335
  later 335
Save Options 335
Save Report Definition 426, 428
Save Settings 333, 335
Save Them 335
  Entire Organization 335
  Me Only 335
Saving online payment options 335
Saving the 426
  report instead 426
Saving transaction history 222
Search 128, 130, 186, 196, 198, 200, 202, 274
  partially completed receipts 186
Search button 130
Searching for database errors 183
Searching for partially completed receipts 186
Second deposit 437, 444
Select 2, 11, 13, 59, 61, 63, 64, 66, 68, 70, 86, 89, 113, 175, 176, 177, 178, 181, 206, 207, 211, 216, 227, 229, 230, 231, 239, 240, 241, 243, 252, 253, 292, 325, 327, 330, 337, 345, 363, 380, 394, 398, 403, 407, 417, 428, 434, 437, 440
  Additional Options 407, 417
  amount 239
  Auto 181
  Card Type 113
  Caselle application 13
  Caselle General Ledger application 229
  Caselle Project Accounting application 230
  Cash 253
  Cash Drawer 175, 176, 177, 178
  Criteria Fields 437
  Default 292
  Description 11, 59
  export 337
  File Type 345, 403
  General Ledger subtab 229
  GL 206, 211, 216
  History Tracking 243
  Import File Name 325, 327
  Import File Type 363, 380
  Import Options 325, 327
  Interfaces 227, 229, 230, 231
  Mode 66
  Passwords 240
  Print Report Only 345, 380, 403
  Project Accounting application 231
  Project Accounting subtab 230, 231
  Replace Existing Accounts 380
  Selected list 434, 440
  Source Validation 61, 63, 64, 66, 68, 70
  SQL Server 2
  Tracking 241
  Un 398
  validation printer 70

Select All 290, 339, 398
Select Caselle Delimited 373, 380
Select Caselle Fixed Length 373, 380
Select my default options 428
Select No 398
Select No Report 373
Select None 13
Select Personal Property 13
Select Prompt 398
Select Real Property 13
Select Report 373
Select Report Only 373
Select the 89, 239, 283, 337
Select the Receipt.Receipt number field 437
Select Types 347
Select Users 281
Select Users button 281
Select Workspace 288
Select Yes 298, 398
Selected Categories list 394
Selected Criteria Fields list 437
Selected Distribution 13, 87, 93
  Remove 13, 87, 93
Selected Fields 345, 403
Selected Fields list 252
Selected Items list 318, 325, 330
  value 318
Selected list 434, 440
  select 434, 440
Selected Types list 347
Selecting default options for printing receipts 428
Selecting default payment type, distributions 89
Selecting the file name, online payments 337
Selection 318, 347, 434, 437, 440
  use 347, 434, 440
Selection Criteria 437, 444
Send 395
  GL 395
Send Databases 2
Server 2, 13
  Use 13
Server menu 2, 46, 253
  Use 46, 253
Server Selection dialog 13
  Use 13
Service address, adding to category 51
Services 7
  Charges 7
Set 11, 59, 111, 112, 113, 115, 145, 146, 148, 156, 188, 216, 228, 229, 230, 232, 244, 257, 395
  Application Type 395
  Formatted 148
  None 216
Set number 345
Set Up GL Interface 209
Setting days to keep history 223
Setting up a payment type for money orders 115
Setting up payment type for credit cards 113
Setting up project tracking, Project Accounting 230
Setting up workspace to print receipt header 424
Setting update flags 217
Setup New Customer 244
Shift 73, 171, 255, 257, 258, 261, 275, 281
Shift+F11 277, 322
Show 38, 315
  receipt summary 315
Showing application in use warning 40
Showing distribution detail on receipts 315
Showing receipt summary on receipts 315
Showing receipts by category, user, or workspace 318
Shrink Database 253
Single receipt 392
  Updating 392
Skip 355, 359, 363, 373, 380
  Enter 363, 380
  Lines 355, 359, 373, 380
  Use Lines 363, 380
Skip Weekends 140
Skipped receipt 392

Slip 13, 64, 159
Slip mode vs.. validation mode 159
Sort 81, 260
  assigned 81
Sort Order 81, 258, 260
  change 260
Sort order, distributions 81
Sorting receipts by category, user, or workspace 318
Source Validation 13, 61, 63, 64, 66, 68, 70, 72, 74, 285
  Include Customer Information 13
  install 72
  makes 285
  select 61, 63, 64, 66, 68, 70
Source validation, customer information 61
Source Validation, using in payment entry 285
Source validation, what is it 74
Specific date range 213
Spit mode 262
Split mode 262, 263
Split mode, activating/deactivating 263
Split mode, what is it 262
SQL 2, 13
  display 2
  uses 13
SQL Server 2, 13, 46
  locate 2
  Select 2
  using 46
SQL Server Authentication 13, 46
Standard receipt 142
Start 347, 413
  new receipt roll 413
Start, Length 347
Starting a new receipt roll 413
State 84606 61
Statement File Path 332
Step 395
Stop At Description Field 76
Stop fields 257, 265
Stop fields, what is it 265
Stopping at Check Number field 111, 112, 113, 115, 116, 257
Stopping at Check Number field, Quick Entry 257
Stopping at Payor field 111, 112, 113, 115, 116, 257
Stopping at Payor field, Quick Entry 257
Subject 77
  Flat Fee 77
Subject to flat fee 77
Summarizing billing details 13, 38
Summary 315, 432
Supported 338, 429
Supported receipt types 429
Switching users in payment entry 281
System Management 130, 135
System Tools 2, 253

T

Table 244
  name 244
Tax Certification 11
  Adding 11
Tax certification category 11
Tax Fees 7
Tax Revenue 9, 322
Taxes 11, 80, 190
Taxes category 190
  distributions tied 190
Tear 150
Tel 1
Telephone, Fax 220
Test 179
Testing my cash drawer 179
Text 244
  choose 244
That another user is 141
The auto 181
The beginning 292
The cash 179
The command 181
The computer 179
The date 306
The distribution 81, 83, 260
The Distribution list 260
The Distribution Priority 260
  the first 260
The error 215, 292
The field 345

The first 260
the Distribution Priority 260
The first item 260
The GL Combined Deposit 309
The GL Combined Deposit on one of the payment 309
The letter 309
The next 292
The Payment Date 306, 334
The payment was recorded 306
The Project Accounting 230
The receipt 142, 192, 292, 320, 415, 416
The same 280, 309
assigned 309
The transaction and correct the error 248, 249
Third Party 7, 33, 120, 121, 123, 125, 127, 128, 129, 188, 344, 345, 366
known as 344, 345
Third party account number 363, 380
Third Party Account Table 363, 380
Third party account, adding 125
Third party account, balance due 127
Third party account, deleting 129
Third party account, linking to master contact 128
Third party account, what is it 120
Third Party Accounts 120, 121, 123, 125, 127, 128, 129, 188, 233, 363, 380
Third party accounts, categories 121
Third Party application 363, 380
Third Party Payment Amounts Equal 188
Third party payments 33, 188, 366
Third Party Payments With Receipts Updated Since 188
Third party payments, assigning to a user 358
Third party, distributions 123
This PC 2
Tied 276
GL 276
Time 63, 280
Title 59, 205, 391, 409
Court 59
To subsystems 390
To use to make 345, 380, 403
Toolbar
View Related Account Information button 284, 322
Total amount 226
pay 226
Total Applied 434, 440
Total Paid 434, 440
Totals 226, 292
General Ledger 292
Track 227, 229, 230, 241, 243, 416
Activity Reporting 227
select 241
Tracked field, what is it 243
Tracked fields 241, 243
Tracking deleted fields 241
Tracking GL Activities 229
Tracking receipts by user name 416
Transactions 214
Trust Activity 395
Turn 209, 231, 261, 263
Turn off 261
Turning on General Ledger interface 209
Type 142, 307, 347, 360, 380
corresponding 347
return 307
Type menu 110, 142, 148, 303
Use 303
Type Mismatch 360

U

U375 70, 155, 157
U675 70, 155, 157
Un 398
Select 398
Unlock 252
restricted field 252
Unlocking restricted fields 13, 252
Unposted General Ledger Report 205
Unposted GL Report 205, 446
Unsupported online payment provider 325, 330
export account balances 330
Unupdated Dates 206

Unupdated Payments Report 391, 409
Unupdated transactions 205
Update court payments that failed 394
  update 394
Update flag 210
Update flag, what is it 210
Update Flags 210
Update flags, setting for manually updated transactions 217
Update General Ledger 207
Update GL 207
Update Payments 11, 13, 40, 43, 49, 50, 59, 188, 217, 292, 389, 390, 392, 394, 395, 398, 410
  real property 49, 50
Update Payments report 292, 395, 410
  reprint 410
Update payments right away 43
Update Payments That Have Already Been Updated 389, 390, 394, 410
Update payments that have already been updated, court payments 394
Update the GL 207
Update Total 292
Update transactions 211, 216
  non 216
Update Transactions That Have Already Been Updated 208, 211, 213, 214
  option 208
Update transactions to Caselle General Ledger 206
Updated 13, 39, 40, 43, 49, 50, 198, 207, 210, 211, 216, 292, 304, 306, 390, 392, 394, 407, 446
  General Ledger 208, 292, 304, 407, 446
  General Ledger application 208
  payment entry 306
  single receipt 392
  update court payments that failed 394
  Utilities application 13
Updated Transaction Flag 210
Updating a single receipt 392
Updating court payments that failed to update 394
Updating General Ledger 206, 207, 208, 211, 213, 214, 216, 292, 446
Updating GL 207
Updating license information 13, 39
Updating non-Caselle general ledger 216
Updating payment details 306
Updating payments for real property 49, 50
Updating payments immediately 13, 43
Updating the GL 207
Updating third party payments, verifying 188
Updating transactions, manually 217
Uposted transactions 205
USB 178
Use 2, 10, 11, 13, 27, 28, 29, 31, 32, 33, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 61, 63, 64, 66, 68, 70, 72, 75, 76, 77, 79, 81, 83, 84, 86, 87, 88, 89, 93, 95, 97, 98, 99, 101, 102, 103, 106, 107, 108, 109, 111, 112, 113, 115, 116, 119, 121, 123, 127, 128, 129, 130, 132, 133, 134, 135, 136, 138, 139, 140, 141, 142, 144, 145, 146, 147, 148, 150, 151, 152, 154, 156, 158, 159, 161, 162, 163, 166, 168, 170, 173, 176, 177, 179, 180, 181, 190, 206, 211, 213, 214, 216, 227, 229, 230, 231, 232, 233, 235, 237, 239, 253, 258, 260, 268, 274, 303, 311, 325, 327, 330, 331, 340, 345, 347, 356, 363, 380, 389, 392, 403, 407, 410, 416, 417, 432, 434, 440
  Additional Information 380
  Additional Options 434, 440
  Caselle Connect Cash 173
  Cash 180, 340
  Cemetery 239
  Customers 440
  Database 13
  Database menu 46
  Default 130, 136, 142
  Default Printer menu 148
  Definition menu 407, 417, 432

Description 13, 347
different port 176
Endorsement Printer menu 158
File Type 345, 403
GL Combined Deposit 108, 116
GL Combined Deposit menu 111, 112, 113, 115
GL Posting Journal menu 206, 211
GL Posting Period menu 206, 211, 216
Import File Fields 380
Import File Type menu 347
In Use By menu 139, 141, 154, 268
Interface 13
Interface menu 11, 31, 33, 44, 59, 121, 209, 227, 229, 230, 231, 232, 235
Load Data 2
Look Up 61, 63, 64, 66, 68, 70, 154, 159, 166, 168, 181, 237, 239, 268
Look Up bar 11, 27, 31, 32, 36, 37, 38, 39, 40, 42, 43, 44, 46, 48, 49, 50, 51, 52, 54, 55, 56, 57, 59, 75, 76, 77, 83, 84, 86, 87, 88, 89, 95, 97, 98, 99, 101, 102, 103, 109, 119, 123, 127, 128, 132, 133, 134, 140, 142, 144, 145, 146, 147, 148, 150, 151, 152, 156, 158, 161, 162, 163, 179, 190, 233, 260, 311
Lookbar 363
Lookup bar 10, 28, 29, 79, 81, 93, 106, 107, 129, 135, 138, 274, 380
Number 13
Online Payment Provider menu 325, 327, 330, 331
Open dialog 13
Payment Code 13
Payment Provider menu 109, 111, 112, 113, 115
Port menu 176, 177
Previous 13
Print menu 206, 211, 213, 214, 216, 325, 327, 347, 356, 389, 392, 410
Printer menu 177
Printer Model menu 158
Priority 13
Property Tax Type menu 49, 50
receipt number 416
Selection 347, 434, 440
Server 13
Server menu 46, 253
Server Selection dialog 13
SQL 13
Type menu 303
Validation Printer 13
Validation Printer menu 70
Validation Printer Model 13
Validation Printer Model menu 70
Use Activity Reporting 228
Use all 292
Use All Receipt Dates 184
Use Apply Accounts Receivable Payments 13
Use Caselle General Ledger 228
Use Cash 54, 55, 111, 112, 113, 115, 123, 232, 233, 251, 263, 291, 325, 327, 331, 332
Use Connect 31
Use Current Date 184
Use Current Month Begin 184
Use Custom Date 184
Use Customer Information 282
Use Database Information 13
Use Date 334
Use Date From Import File 334
Use File Name 337
Use Include Column Headings 345, 403
Use Intellipay's 327
Use Journal Inquiry 292
Use Keep Payment Detail 221, 222
Use Lines 363, 380
Skip 363, 380
Use Print Line 13
Use Print Payor on Receipt 144
Use Print Report Only 345, 363, 380, 403
Use Printer 177
Open Cash Drawer 177
Use Printer to Open Cash Drawer 177
Use Prior Date 184
Use Provider's Default File Name 337
Use Reports 243, 325, 327

Use Require 132
  Password 132
Use Restricted Fields 13
Use Slip 64, 159
Use source validation 72
  payment entry 72
Use This 230, 309, 311
Use This Payment 119
Use Validation 159
Use Whole Dollar Mode 278, 279
Use Xpress Bill Pay's 327, 332
User After Each Receipt 152
  Prompt 152
User can 141
User during 417
User enters 13, 32, 95, 101, 148
  distribution 95, 101
  receipt 148
User exits 154, 268
  workspace 154, 268
User ID 13, 52, 130, 281
User ID, categories 52
User name 46, 152, 373, 407, 417
User needs 141
User runs 40
User select 89
  distribution 89
User uses 13
User-defined Delimited File 347
User-defined field, what is it 246
User-defined fields, setting up 244
User-defined Fixed 347
Users 2, 13, 32, 39, 40, 46, 52, 76, 77, 86, 89, 95, 100, 101, 103, 104, 116, 130, 131, 132, 133, 134, 135, 137, 139, 140, 141, 147, 148, 151, 152, 154, 205, 221, 222, 229, 244, 246, 252, 266, 268, 280, 281, 290, 292, 313, 318, 325, 327, 339, 347, 358, 373, 380, 407, 409, 417, 424, 430, 432, 434, 440, 446
  delete 135
  ID 52
  prompt 86, 95, 101
  Receipting prompts 95, 101
Users assigns 86, 139
  workspace 139
Users, adding 130
Users, deleting 135
Users, password to enter payments 132
Users, receipt confirmation 133
Users, what is it 131
Using 46, 180
  cash drawer 180
  SQL Server 46
Using a cash drawer 180
Using Connect 42
Using Quick Entry 258
Using source validation during payment entry 72, 285
Using this payment type to give change 311
Utilities 7, 13, 44, 232, 233
Utilities category 13, 29, 81
Utility application 13, 44
  posts 13
  updates 13
Utility Billing category 190
Utility Management 11, 46, 48, 232, 292, 389
Utility Management, categories 232
Utility Management, distributions 233
Utility Payments 9, 322
Utility Tax Certification 11

V

Valid Customers Only 440
Validate 63, 73, 171
  check 171
Validate more 63
Validating checks 73, 171
Validating multiple documents 63
Validating receipts 72
Validation 13, 61, 64, 68, 70, 159, 172
Validation mode 64, 159
Validation printer 13, 70
  select 70
  Use 13
Validation Printer menu 70
  Use 70
Validation Printer Model 13
  Use 13
Validation Printer Model menu 70

Use 70
Validation text 61, 68, 172
add customer information 61
after 172
change 68
Value 318, 437, 444
Selected Items list 318
Values button 184
Values Entry 437, 444
Vieiwing receipts, using Redisplay 313
View 282, 284, 313, 391
customer's account 282
View payments 391
View receipts 313
View Related Account Information 284
View Related Account Information
button 284, 322
toolbar 284, 322
View Related Accounts button 284
Viewing customer account details 282
Viewing related accounts 284, 322
VISA 116
Void 274, 305, 321, 340, 393
payment entry 305
receipt 274
Void passwords, for voiding receipts 134
Void receipts 134
require void password 134
Void transactions 134, 321
Voiding payments 305
Voiding receipt number 430
Voiding receipts 134, 274, 304, 321, 340, 430
Voiding receipts, using Redisplay 321

W

Want 42, 43, 217, 221
allocate payments 42
keep payment detail 221
manually update transactions 217
Want to 42, 43, 217, 221, 244
Warning, receipt irregularity 151
Weekend 140
Which online payment providers 338
Which receipt types 429
Which SQL Server 2
Whole Dollar mode 278, 279
Whole Dollar Mode button 278, 279
Why 154, 226, 268, 311
Why can't 154, 268, 311
Windows 13, 46
Windows Authentication 13, 46
Windows user 46
Workspace created 415, 416
receipt 415, 416
Workspace during 417
Workspace I'm 139
Workspace is current in use, fixing 141
Workspace name 139
change 139
Workspace, account comments on receipts 147
Workspace, adding 136
Workspace, adding GL accounts to receipts 146
Workspace, auto-cutter 181
Workspace, default workspace 357
Workspace, deleting 138
Workspace, printing receipt header 145
Workspace, renaming 139
Workspace, set up printer tear-off adjustment 150
Workspace, what is it 137
Workspaces 61, 130, 136, 137, 138, 139, 140, 141, 142, 144, 145, 146, 147, 148, 150, 151, 152, 154, 156, 158, 159, 161, 162, 163, 166, 168, 175, 176, 177, 178, 179, 181, 194, 266, 267, 268, 280, 288, 290, 292, 313, 318, 325, 327, 339, 347, 357, 373, 407, 415, 416, 417, 424, 430, 432, 434, 440
add 136
delete 138
lock 140
user assigned 139
user exits 154, 268

X

Xpress Bill Pay 109, 113, 116, 338

Y

Years 226
You know 119

You'll need 426
You're updating 426
  Caselle master report 426
YYYY 380, 398

Z

Zero Balance Due 363, 380
  Include Accounts With 363, 380