

How do you enter a miscellaneous cash receipt?

- 1) Accounts Receivable | Data Entry | Cash Receipts/Adjustments

MP1 Dashboard | MP1 Cash Receipts / Adjustments Entry

Buttons: Non-Customer, Listing, Deposit, Update

Search Transactions

Batch: MJP

Customer: [Empty]

Transaction code: [Empty]

Check #: [Empty]

Cost Center: [Empty]

G/L date: [Empty]

Check amount: [Empty]

ABA routing #: [Empty]

Navigation Menu: CUSTOMER, PROPERTIES, FINANCIALS, DOCUMENTATION, ENTRY (Invoice Entry, Cash Receipts, Sales Orders, O/P Invoices), REPORTS

- 2) Click the Non-Customer icon
- 3) Select the appropriate Transaction Code
- 4) Enter the Check No

MP1 Dashboard | MP1 Non-Customer Cash Receipts Entry

Buttons: Customer, Listing, Deposit, Update

Search Transactions

Batch: MJP

Transaction code: P1 PAYERMENTS WF 3945

Check #: 12345

Payer: [Empty]

Cost Center: [Empty]

G/L date: [Empty]

Check amount: [Empty]

Aba routing #: [Empty]

- 5) Hit Enter
- 6) Enter the Payer
- 7) If using Cost Centers, select the appropriate one
- 8) Enter the Deposit Date as the GL Date
- 9) Enter the Check amount
- 10) Enter the Routing Number if necessary
- 11) Enter Remarks

MP1 Dashboard | MP1 Non-Customer Cash Receipts Entry

Save Cancel

Batch: MJP
 Transaction code: P1 PAYMENTS WF 3945
 Check #: 12345
 Payer: Aflac Insurance
 Cost Center: 990 Admin
 G/L date: 03/18/22 Fiscal year 2022 Period 03
 Check amount: 1,000.00 Undistributed 1,000.00
 Remarks: Insurance refund policy period ended 12/31/21
 Aba routing #:

New Edit Delete

G/L account	Description	Amount	Remarks	Job	Phase	Ct	Job description

- 12) Complete the distribution and update. Note that if you select a GL Direct Cost Account you will be prompted for a Job, Equipment Code, etc.

Note that the Remarks you enter will be available in the GL Detail Activity Inquiry