Receive the Payment

1. Select <<AR, Member Receipt>>.
2. Select the [Member] from the drop-down list. Selecting the member will fill in the [Unit], the [Bank] from the Posting Table, a unique receipt number, information from the [Member-Payment Note] field, the list of unpaid charges, and defaults to the amount owed in the [Payment] field and puts the amount owed in the [Apply to Charge/Amount] field.
3. The [Memo] field can be used to record the check number or other information pertaining to the payment. Double clicking in the memo field will insert the text "check #" so you can add the actual number on the check. Double clicking on the word "Memo" will enter the member name in the memo field.
4. Compare the amount received to the amount in the payment field and make adjustments if necessary — see below.
5. Clicking the <Print> button will produce a receipt that can be given to the member.
6. Clicking the <New> button will record the payment and present you with a blank screen to enter another receipt. Clicking the <Post> button will record the payment and take you out of <<Member Receipts>>.
7. Clicking the <Deposit Receipts> speed button when you are finished with all payments going on a deposit slip will take you to <<GL, Deposit Receipts>> to enter the deposit amount.

Payment is less than the amount owed

1. Enter the amount received in the [Payment] field. Press the <Tab> key.
2. The payment amount will be distributed against the unpaid charges per their payoff priority.
3. Should you want to distribute differently or pay off charges not yet recorded, see below
4. If the payoff distribution is correct, click <Post>

Distribute differently
1. Click the [Distribute] checkbox so it is blank. This clears the amount fields in the charge line items.
2. Enter the amounts against each charge until you use up the amount of the payment.

   Hints for entering amounts in the charge line items
   - Double click in the amount field in the total amount of the charge
   - Marking line items as skipped and then clicking distribution on will reallocate against any unskipped line items
   - When the allocation of the payment amount is as you want it - Click <Post>

Payment received for charges not yet recorded
1. Go to the New Charges tab
2. Select the [Receivable] code from the drop down list
3. Enter the [Amount] of the charge
   Another charge can be entered by clicking in the open area below the charge line
4. Click on <Post> when the allocation of the payment amount is as you want it

Payment is more than unpaid charges
1. Enter the amount received in the [Payment] field. Press the <Tab> key
2. Follow the procedure above for new charges if appropriate
3. The undistributed portion of the payment received will go to Open credits.

Post the Deposit
Once all receipts are posted that will be on a single deposit slip they need to be recorded as a deposit to the bank account.

1. Either click on the <Deposit Receipts> speedbutton in <<AR, Member Receipt>> or go to <<GL, Deposit Receipts>>.
2. Select the [Bank] account
   All the receipts entered that have not been previously deposited will display with a check in the [Mark] checkbox. This means they are marked for deposit and are part of the [Total Marked] amount in the upper right.
3. Enter the total [Amount] of the deposit.
4. If the amount on your deposit slip is different from the [Total Marked], determine the reason for the difference and correct.
5. Click the <Print> button to print a deposit slip.
6. Click the <Report> button to print a report.
7. Click the <Post> button to record the deposit to the bank account.