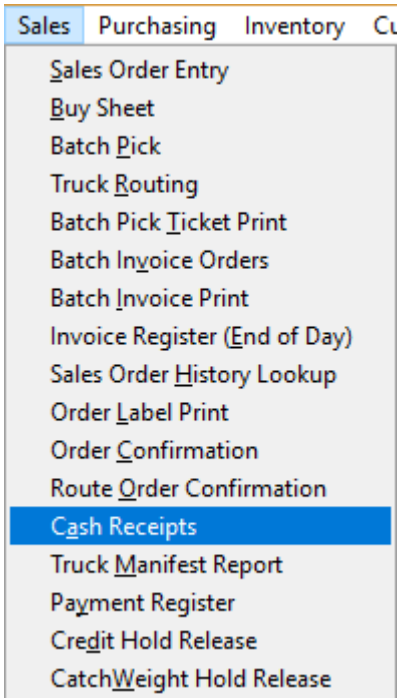


## Cash Receipts

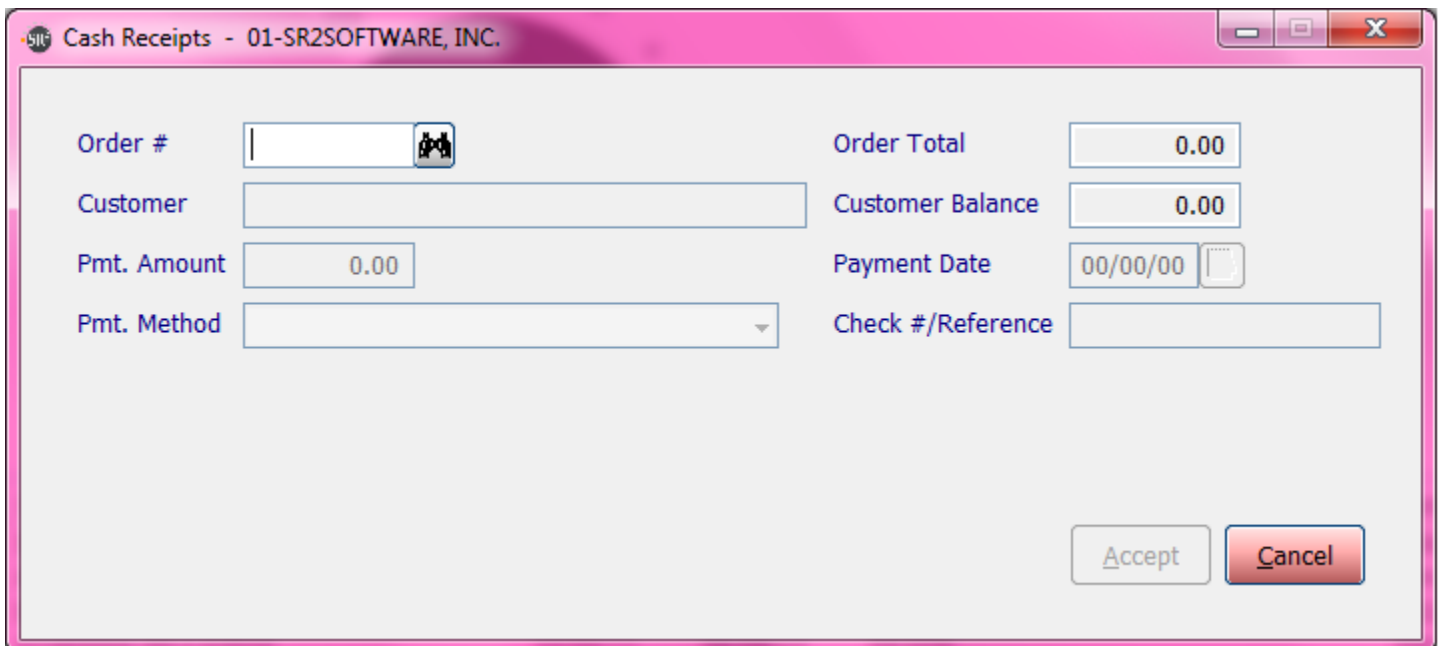
Cash receipts will allow you to collect payment at time of pickup and apply the payment from within SR<sup>2</sup>Food so your employee does not need to have access to QuickBooks



Sales Purchasing Inventory Cu

- Sales Order Entry
- Buy Sheet
- Batch Pick
- Truck Routing
- Batch Pick Ticket Print
- Batch Invoice Orders
- Batch Invoice Print
- Invoice Register (End of Day)
- Sales Order History Lookup
- Order Label Print
- Order Confirmation
- Route Order Confirmation
- Cash Receipts**
- Truck Manifest Report
- Payment Register
- Credit Hold Release
- CatchWeight Hold Release

From the **Sales** Menu select **Cash Receipts**



Cash Receipts - 01-SR2SOFTWARE, INC.

Order #	<input type="text"/>	Order Total	<input type="text" value="0.00"/>
Customer	<input type="text"/>	Customer Balance	<input type="text" value="0.00"/>
Pmt. Amount	<input type="text" value="0.00"/>	Payment Date	<input type="text" value="00/00/00"/>
Pmt. Method	<input type="text"/>	Check #/Reference	<input type="text"/>

Accept Cancel

**Order #:** Type the order number in or click the lookup button to choose the order.

**Customer:** The name of the customer on the order.

**Pmt. Amount:** The amount the customer is paying toward the order.

**Pmt. Method:** The method the customer is using to pay for the order.

**Order Total:** The total amount of the order.

**Customer Balance:** The open balance for the customer.

**Payment Date:** The date the payment was received.

**Check #/Reference:** The check number or a note to assign to the payment received.

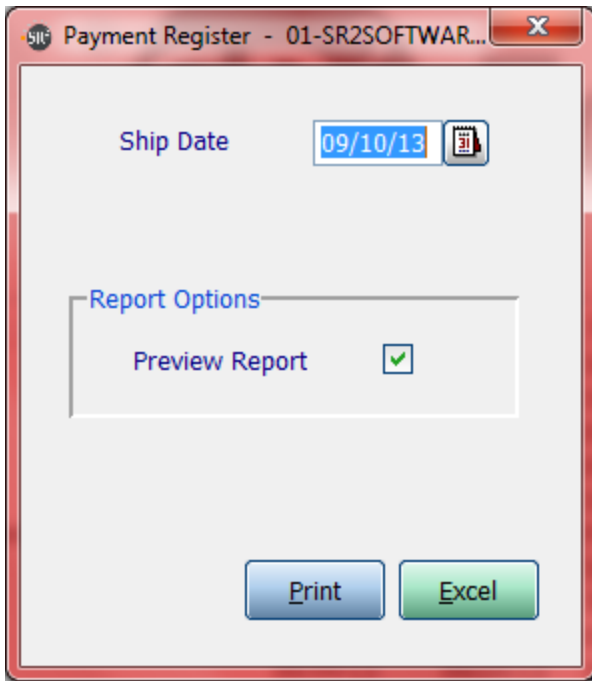
Order #	5481	Order Total	468.00
Customer	Melissa's Hot Rod Cafe	Customer Balance	1,440.73
Pmt. Amount	468.00	Payment Date	09/27/13
Pmt. Method	P08-Cash	Check #/Reference	28599

Accept Delete Cancel

Once all the entries are filled out click **Accept**.

If you wish to see all the payments that have been collected for the day you can run the payment register report.

- Sales
  - Purchasing
  - Inventory
  - Cu
- Sales Order Entry
  - Buy Sheet
  - Batch Pick
  - Truck Routing
  - Batch Pick Ticket Print
  - Batch Invoice Orders
  - Batch Invoice Print
  - Invoice Register (End of Day)
  - Sales Order History Lookup
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  - Order Confirmation
  - Route Order Confirmation
  - Cash Receipts
  - Truck Manifest Report
  - Payment Register**
  - Credit Hold Release
  - CatchWeight Hold Release



**Ship Date:** The date the orders were shipped.

**Preview Report:** Check this box to display the report on the screen instead of sending it straight to the printer.

PMTREGISTER  
1-800-214-5045

SR2SOFTWARE, INC.  
Payment Register

09/11/13  
Page: 1

Order #	Pmt Dt	Cust #	Customer Name	Pmt Amount	Pmt Method
1934	04/13/12	A4160	AJ'S RESTAURANT	269.46	Check
5413	07/30/13	S6212	SR2SOFTWARE LLC	114.78	Check
*** END OF REPORT ***				** TOTAL **	384.24

The payment will be sent to QuickBooks during the End Of Day process.