How to record Cash Receipts and assign the appropriate flags and create reports.

This document will give you the steps to record cash receipts and then assign the appropriate flags.
Additional, you can print report summaries and create and export to merge with Microsoft Word.

Your reading time should be about 3 minutes.

Step 1: Use the Member List to locate the member that you received the cash receipt from. You will need to have a batch open. Cash receipts are entered from either of the following locations:

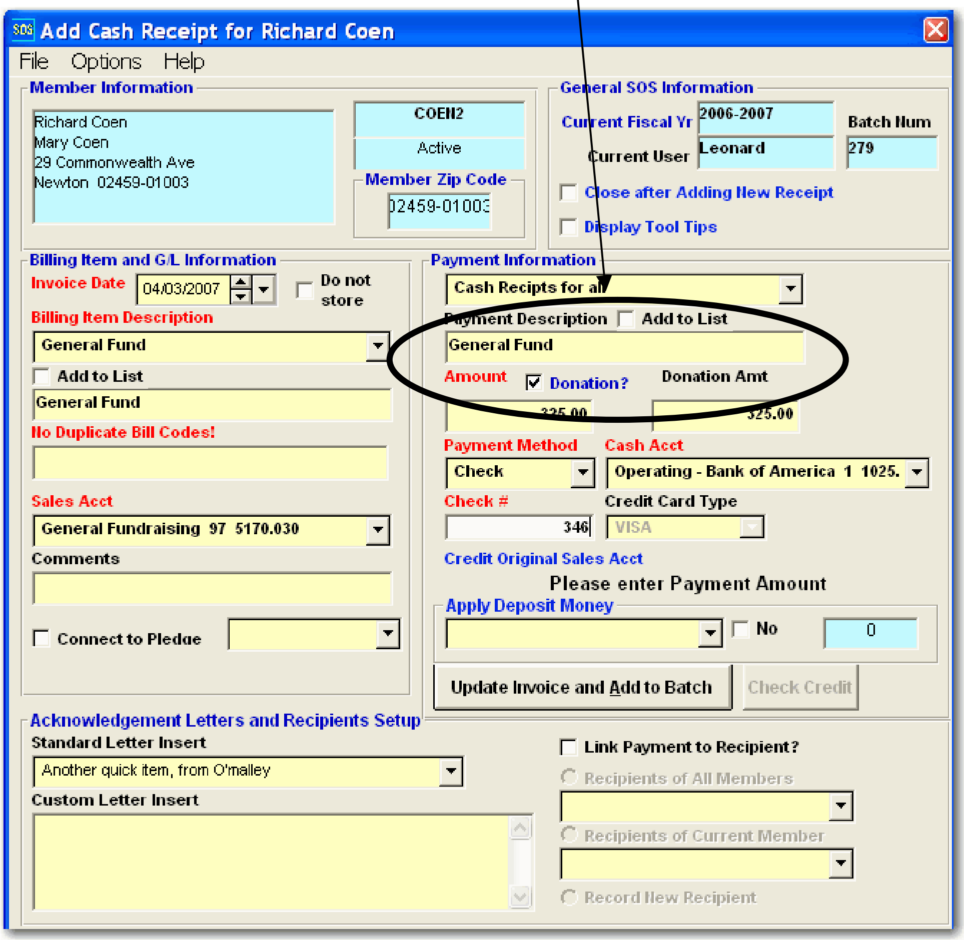
1: From the General Family screen or the Family Members screen, after you have located the Member/Client, click Accounting, then Add Cash Receipt.

2: From the Member Invoice List, for the selected Member/Client, click Add Cash Rec button on the bottom of the screen.

Step 2: Create Cash Receipt

Enter the information as you would normally.

The payment description field is used as a general description. For example you could enter Donation in honor of John Coen Birthday or
For the Boston Walk for Hunger from Mary Coen
If you check Add to List, the description is saved for future re-use.
Also select if the money received is a donation and how much is a donation



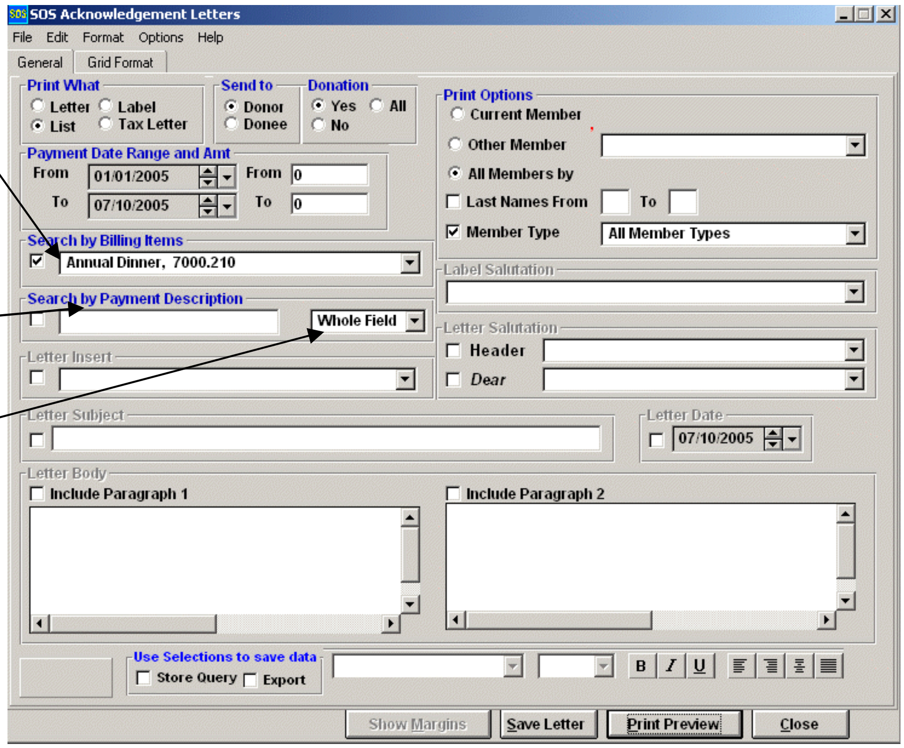
After the receipt is added to the batch, you can then run reports based on the Payment Description or the Billing Item Description.

Step 3: Run Reports and / or Export data

Form the Member Invoice List, select Reports, then Acknowledgements.

To locate items by Billing Item use this option

To locate items by Payment Description use this option. Also be sure to select how to search.



After you have selected print what option, member types, the date range (Posted date), then select Print Preview.

Once the information is rendered to the screen, you can select Export Results, to create either a Text file or an Excel File.

The export report includes the Donors name and address, the payment description, the Billing item, the amount and additional fields. You can use the information as a mail merge with Word.

SOS continues to be enhanced through user comments and ideas. Please email your suggestions to SoSSupport@ansintech.com or SoSrequest@ansintech.com

For more details about SOS visit our web site at
www.ansintech.com

Last reviewed April 2007 Technical support toll free number is 1-866-322-4530