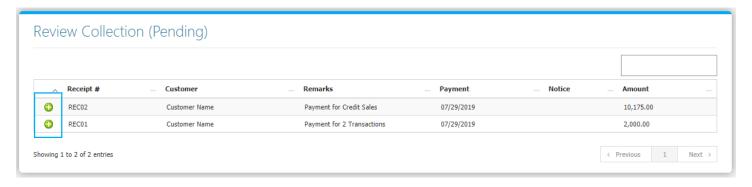## REVIEW COLLECTION (PENDING)

Listed in the *Figure 1* are the Collections recorded from the **Collection Entry Module** (Payments from the Customers which have an Outstanding Receivable recorded from the *Sales Journal / Accounts Receivable Module*). These Items are to be reviewed and posted as a Cash Receipt Journal in the Accounting.

Figure 1

Clicking the **+ Button** will open the transaction. The **Review Journal Tab** *(Figure 2)* shows the Debit and Credit Entries and the Amounts. The **Payment Tab** *(Figure 3)* shows the details of the Original Transaction. Adjust the details to your preference then click **Finalize and Post this Journal Button** to post the Transaction to Accounting.

Figure 2

Figure 3

🔧 Review Journal | 🗁 **Payment**

☰ Payment Transaction

</> OR/AR # : **REC02**
📅 Payment Date : 07/29/2019
⊡ Receipt type : AR

🔖 Department : Admin
👥 Customer : Customer Name

</> Method of Payment : Cash
📅 Check Date : 00/00/0000
⊡ Check # :

🔖 Total Payment : **10,175.00**

Invoice #	Invoice Date	Remarks	Paid Amount
SAL-INV-20190726-12	2019-07-26		1,500.00
SAL-INV-20190322-11	2019-03-22		8,675.00

Sales Flowchart

Sales Process

Sales Order Module — Create Sales Order *(Optional)*

Cash or Credit Sales?

Credit → Create Sales Invoice — **Sales Invoice Module**

Cash → Create Cash Invoice — *Cash Invoice Module*

Review Invoice for Posting in Accounts Receivable Journal — **Sales Journal Module**

Review Invoice for Posting in Cash Receipt Journal — ***Cash Receipt Journal Module***

Post to Accounts Receivable Journal

Collection Entry — **Collection Entry Module**

Cash Receipt Journal Module — Review Collection for Posting in Cash Receipt Journal

Post to Cash Receipt Journal