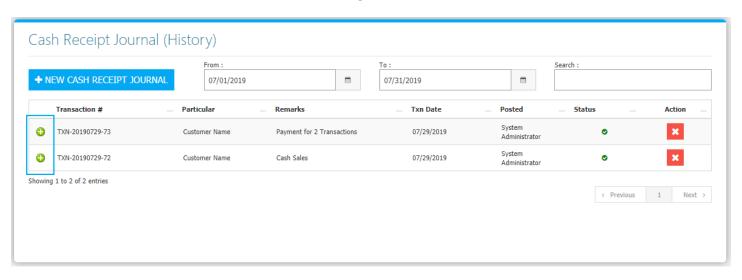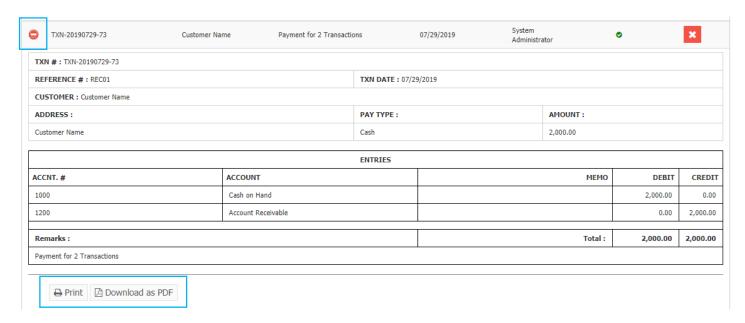## CASH RECEIPT JOURNAL

Listed in the *Figure 1* are the Cash Receipt Journal Posted in the Accounting System. The **Cash Receipt Journal** is the master journal to where all the collections of the company are recorded in such as *payments from customers, or investors.*

Figure 1

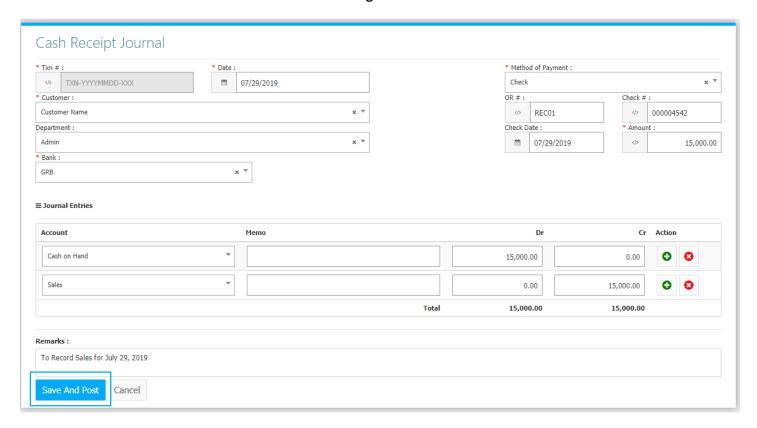Change the **Date Range** (from and to) to your preference to filter the shown Journal Transactions. Use the **Search Field** to search for the information from inside the table. Clicking the **+ Button** will open the transaction/voucher as shown in *Figure 2.* The voucher can be printed and downloaded as a PDF File. Clicking the **X Button** will mark the Journal either cancelled or active.

Figure 2

Click the New **Cash Receipt Journal Button** to create. Fill the form *(Figure 3)* then click **Save and Post Button** to save.

Figure 3

Cash Receipt Journal

* Txn # :	* Date :		* Method of Payment :
`</>` TXN-YYYYMMDD-XXX	📅 07/29/2019		Check

* Customer :		OR # :	Check # :
Customer Name		`</>` REC01	`</>` 000004542

Department :		Check Date :	* Amount :
Admin		📅 07/29/2019	`</>` 15,000.00

* Bank :
GRB

≡ **Journal Entries**

Account	Memo	Dr	Cr	Action
Cash on Hand		15,000.00	0.00	➕ ❌
Sales		0.00	15,000.00	➕ ❌
	Total	15,000.00	15,000.00	

Remarks :

To Record Sales for July 29, 2019

Save And Post   Cancel

Sales Flowchart

Sales Process

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

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**