

## Easy Application of Credits and Debits to Each other in MDS Cash Application Entry

DJF 5/19/14

Overview: This process will allow you to easily and quickly apply multiple credits on a customer's account to open invoices using a zero dollar batch.

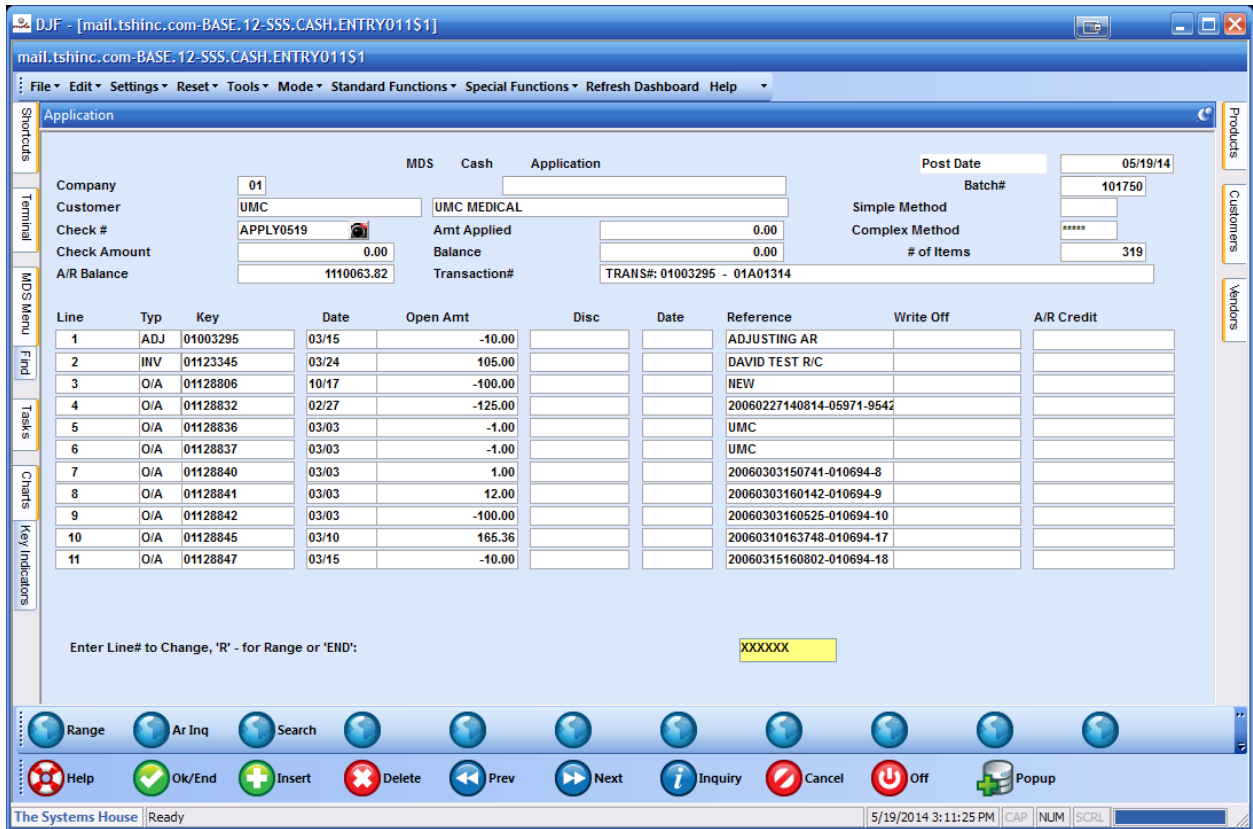
### Step 1 – Create a 0.00 dollar batch using cash receipts entry

The screenshot displays the 'Application' window of the MDS Cash Application Entry software. The window title is 'mail.tshinc.com-BASE.12-SSS.CASH.CONT.ENTRY011S1'. The interface includes a menu bar with options like File, Edit, Settings, and a toolbar with various function buttons. The main form area contains the following fields and values:

Operator		CASH CONTROL ENTRY	DATE	05/19/14
2. CO#	01	The Systems House, Inc.	BATCH#	
3. PERIOD	1308		1.BATCH TYPE	CC
4. POSTING DATE	05/19/14			CREDIT CARDS
5. BANK#	001	BANK NAME	FIDELITY BANK	
		BANK G/L#	01-1103-00	
6. A/R CONTROL				0.00
TOTAL WRITE-OFF AMT				0.00
A/R CASH				0.00
7. MISCELLANEOUS				0.00
8. TOTAL CASH				0.00

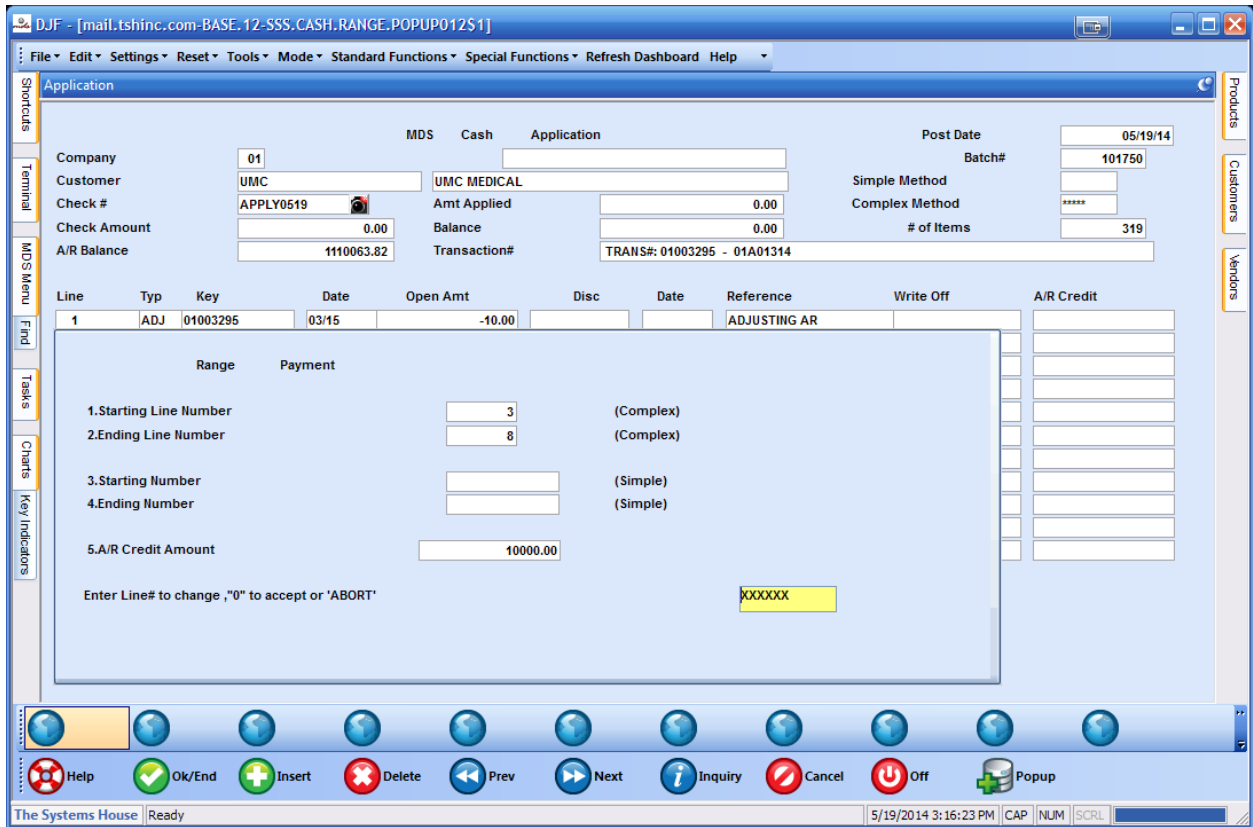
Below the form, there is a yellow box containing 'XXXXXX' and a prompt: 'ENTER LINE # TO CHANGE,DELETE TO DELETE,0 TO ACCEPT'. At the bottom of the window, there is a toolbar with buttons for Ar Inq, Post Chks, Help, Ok/End, Insert, Delete, Prev, Next, Inquiry, Cancel, Off, and Popup. The status bar at the very bottom shows 'The Systems House | Ready' and the date/time '5/19/2014 3:09:22 PM'.

Step 2 enter your customer number and choose the complex method for applying cash ,then enter a check number to track this transaction – my example check# is APPLY0519 – use a check amount of 0.00 since it will net to 0.00 when you are done.



Step 3. Select the credits you want to apply – not the columns are sorted by transaction so the credits are on top.

NOTE IF YOU JUST WANT TO APPLY ALL CREDIT TO ALL OPEN INVOICES YOU CAN CHOOSE enter 1 and 999 as you line number range and skip to step 4 – please remember to enter a number larger then that actual amount –the system will stop when it has no more credit/debit to apply.



NOTE EVEN THOUGH I ENTERED 10,000 it only applies 214.00 b/c that is the amount I have selected.

DJF - [mail.tshinc.com-BASE.12-SSS.CASH.ENTRY01151]

File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Application

MDS Cash Application Post Date 05/19/14

Company 01 Batch# 101750

Customer UMC UMC MEDICAL Simple Method

Check # APPLY0519 Amt Applied 214.00 Complex Method \*\*\*\*\*

Check Amount 0.00 Balance 214.00 # of Items 319

A/R Balance 1110063.82 Transaction# TRANS#: 01003295 - 01A01314

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
1	ADJ	01003295	03/15	-10.00			ADJUSTING AR		
2	INV	01123345	03/24	105.00			DAVID TEST R/C		
3	O/A	01128806	10/17				NEW		-100.00
4	O/A	01128832	02/27				20060227140814-05971-9542		-125.00
5	O/A	01128836	03/03				UMC		-1.00
6	O/A	01128837	03/03				UMC		-1.00
7	O/A	01128840	03/03				20060303150741-010694-8		1.00
8	O/A	01128841	03/03				20060303160142-010694-9		12.00
9	O/A	01128842	03/03	-100.00			20060303160525-010694-10		
10	O/A	01128845	03/10	165.36			20060310163748-010694-17		
11	O/A	01128847	03/15	-10.00			20060315160802-010694-18		

Enter Line# to Change, 'R' - for Range or 'END': XXXXXX

Range Ar Inq Search Prev Next Inquiry Cancel Off Popup

Help Ok/End Insert Delete

The Systems House Ready 5/19/2014 3:16:45 PM CAP NUM SCRL

Step 4. Apply your invoices by choosing a range but this time enter the amount that you created in step 3 – note it displays in the amt applied at the top of the page.

DJF - [mail.tshinc.com-BASE.12-SSS.CASH.ENTRY011S1]

File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Application

MDS Cash Application

Company 01 Post Date 05/19/14

Customer UMC UMC MEDICAL Batch# 101750

Check # APPLY0519 Amt Applied 214.00 Simple Method

Check Amount 0.00 Balance 214.00 Complex Method \*\*\*\*\*

A/R Balance 1110063.82 Transaction# TRANS#: 01003295 - 01A01314 # of Items 319

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
67	INV	01502144	10/31		0.80	11/10	1		
68	INV	01502424	11/05	45.87	1.20	11/15	1		
69	INV	01502425	11/05	99.60	5.60	11/15	1		
70	INV	01502430	11/11	12.84	0.24	11/21	1		
71	INV	01502431	11/11	12.84	0.24	11/21	1		
72	INV	01502464	01/17	56.18	1.05	01/27	000553		
73	INV	01502466	01/18	2813.08	52.58	01/28	JJJ		
74	INV	01502467	01/19	267.50	5.00	01/29	JKJKJ		
75	INV	01502482	02/23	118595.99	2188.71	03/05	4554654		
76	INV	01502489	02/28	-5.00	0.05	03/10	1		
77	INV	01502490	02/28	4.28	0.08	03/10	1		

Enter Line# to Change, 'R' - for Range or 'END':

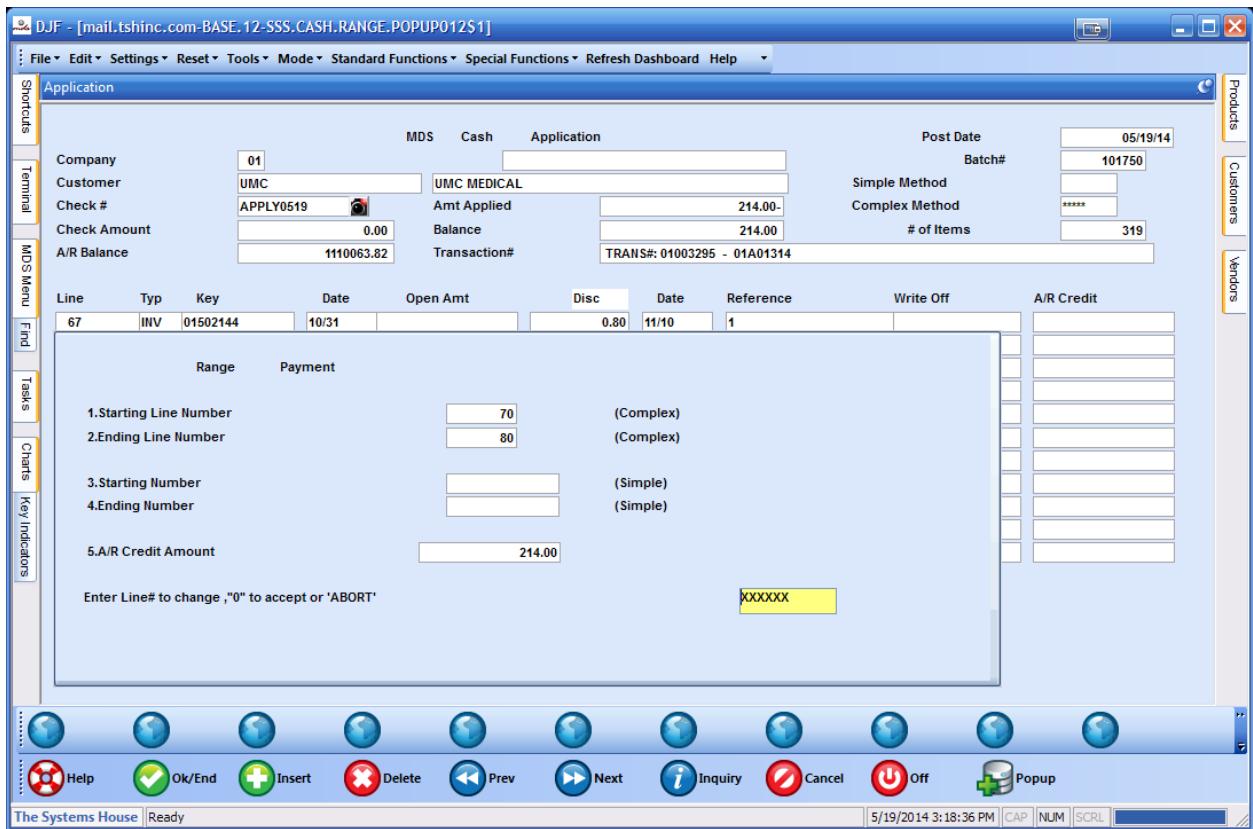
XXXXXX

Range Ar Inq Search Prev Next Inquiry Cancel Off Popup

Help Ok/End Insert Delete

The Systems House Ready 5/19/2014 3:18:11 PM CAP NUM SCRL

Note how we scrolled down to our invoices and chose a range to pay off.



Then entered an appropriate range and the total amount to apply from the top of the screen.

DJF - [mail.tshinc.com-BASE.12-SSS.CASH.ENTRY011S1]

File Edit Settings Reset Tools Mode Standard Functions Special Functions Refresh Dashboard Help

Application

MDS Cash Application

Company 01 Post Date 05/19/14

Customer UMC UMC MEDICAL Batch# 101750

Check # APPLY0519 Amt Applied 0.00 Simple Method

Check Amount 0.00 Balance 0.00 Complex Method \*\*\*\*\*

A/R Balance 1110063.82 Transaction# TRANS#: 01003295 - 01A01314 # of Items 319

Line	Typ	Key	Date	Open Amt	Disc	Date	Reference	Write Off	A/R Credit
67	INV	01502144	10/31		0.80	11/10	1		
68	INV	01502424	11/05	45.87	1.20	11/15	1		
69	INV	01502425	11/05	99.60	5.60	11/15	1		
70	INV	01502430	11/11		0.24	11/21	1		12.84
71	INV	01502431	11/11		0.24	11/21	1		12.84
72	INV	01502464	01/17		1.05	01/27	000553		56.18
73	INV	01502466	01/18	2680.94	52.58	01/28	JJJ		132.14
74	INV	01502467	01/19	267.50	5.00	01/29	JKJKJ		
75	INV	01502482	02/23	118595.99	2188.71	03/05	4554654		
76	INV	01502489	02/28	-5.00	0.05	03/10	1		
77	INV	01502490	02/28	4.28	0.08	03/10	1		

Enter Line# to Change, 'R' - for Range or 'END':

XXXXXX

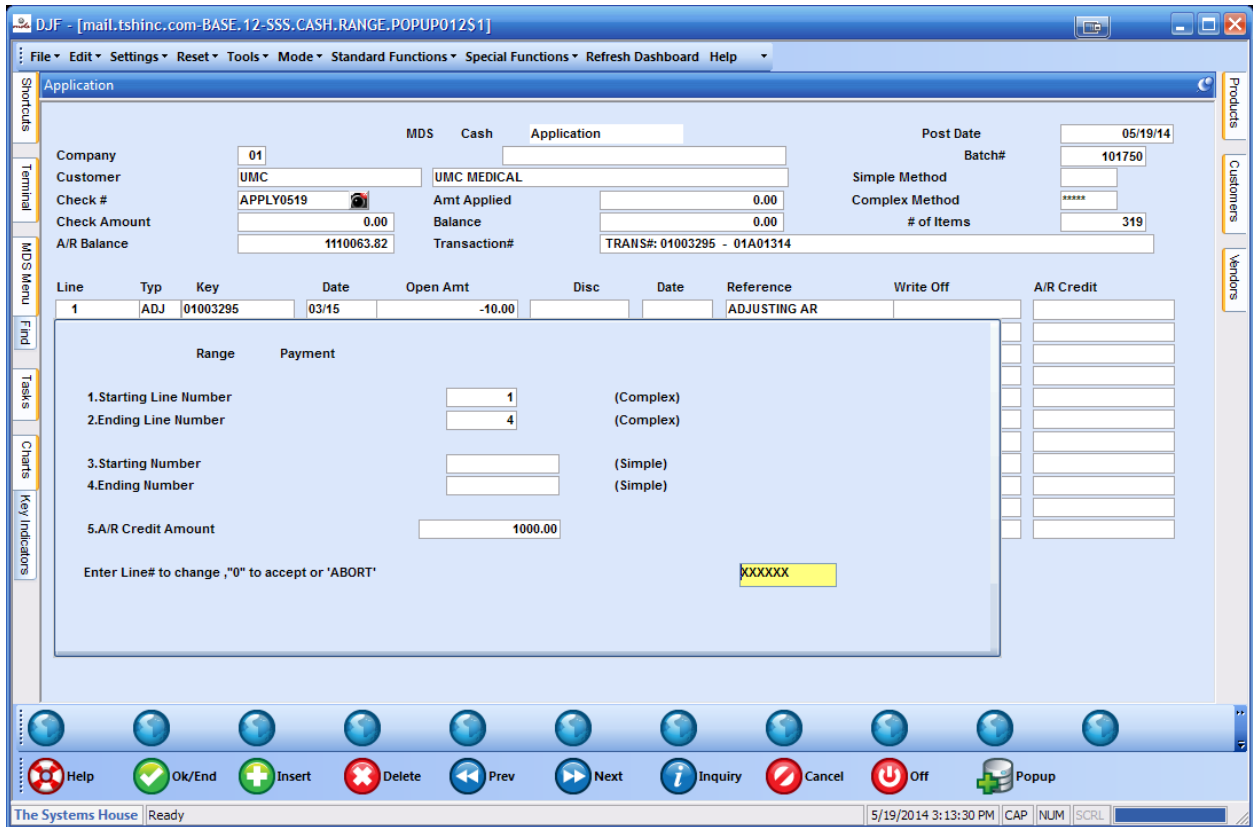
Range Ar Inq Search Prev Next Inquiry Cancel Off PopUp

Help Ok/End Insert Delete

The Systems House Ready 5/19/2014 3:18:49 PM CAP NUM SCRL

And then verified it paid off the amount completely as our check balance now shows as zero

We then end out and apply our totals.



If you want to