

CASH RECEIPTING

Cash Receipting provides solid internal cash control for clerks in any busy office. Primarily used in conjunction with Utility Billing, payments may also be taken for transactions related to these other Black Mountain applications: Accounting, Business Licensing, Accounts Receivable, SAM/SID, Sales Tax and Property Tax. Cash Receipting allows users to query and retrieve payment-related information as if accessing these other applications directly. Plus Cash Receipting updates payment information in most applications in real-time.

Fast Selection of Receipt types

- Picklist selection of the transaction type
- Accounting is defined for each transaction type
- Single keystroke entries enhance speed

Payment Controls

- Alerts the clerk when any portion of the balance is 30 (or more) days overdue
- Queries outstanding balances by age
- Alerts the clerk when a partial payment or over payment has been entered
- Partial and over payments are automatically spread between utility services (as pre-specified by the user)
- Provides for manual override capability

Make a posting mistake? Easy correction:

Easily cancel and correct an improperly posted receipt. The system adjusts the account accordingly and keeps cancelled receipt vouchers that may be printed.

Receipt Printing

Uniquely numbered customer receipts display:

- Customer Name
- Transaction date and time

- Amount paid
- Method of payment: cash, check, or combination of both
- Check number
- Balance due
- Amount of change returned
- Multiple transactions on a single receipt
- Print multiple copies of receipt and bank deposit slips; check numbers and amounts itemized

Check Validation – requires optional receipt printer

- Print check validation, endorsement, account number, and other references

Payment Batch Control

- Multiple batches per cash drawer may be open simultaneously
- Unbalanced open batch notification
- Compares manually calculated control total with system total to assist balancing
- Itemized report assists balancing when control and receipting total do not match
- Batch must balance to close



Cash Receipting Options

Optional Hardware

Specialized hardware makes recording payments quick and accurate. Combine printing receipts, validating checks, and cash drawer controls into a single automated process.

- Validating Receipt Printer - prints itemized receipts, validation on checks for deposit and deposit slips
- Electronic Cash Drawer - designate a cash drawer for each receipting clerk for best cash control procedures. Optional locking top inserts are available; opening only when cash is taken
- Laser Bar Code Scanner, stand and base - scanning the utility bill stub barcode speeds processing and ensures properly recorded payments

Draft Conversion Plus™ *

Draft Conversion Plus, available from National Payment Solutions, is integrated into Black Mountain's cash receipting program. Both single and bulk check scanning are offered.

- Draft Conversion Plus – Bulk: designed for high volume check processing. Scans both the checks and stubs, reads the hand-written amount of the check, compares it to the amount owed, electronically deposits the appropriate amounts in the bank, and records the payments. And if the scanning process cannot determine the amount paid, Cash Receipting facilitates manual resolution prior to posting
- Draft Conversion Plus – Single: converts check into an electronic deposit at the time of the transaction. The scanner reads the check, collecting the account information needed to create an ACH transaction that will electronically deposit the payment to your bank account

*Pricing, banking services, scanning hardware and setup are provided by National Payment Solutions (NPS).

REPORTS

Reports can be previewed on the screen, sent to a file, printer, or emailed. Cash Receipting enables you to selectively control reports. Choose from a large selection of built-in variations, such as:

- Individual Receipting Journal by Drawer
- Combined Total Journal for All Drawers
- Detailed Reports by Drawer and Collection Type
- Bank Deposit Slip by Individual Drawer
- Journal Voucher Report for Account
- Export Print File in Variety of File Formats
- Print Reports by User-Defined Date Range and Transaction Type



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