

## CASH RECEIPTING

### Centralized Payment-Related Access and Receipting

When payments are recorded in **CASH RECEIPTING**, databases in other Black Mountain Software applications are updated in real time.

**CASH RECEIPTING** allows users to query and retrieve payment-related information from those applications as if accessing them directly. Payments can be receipted for **UTILITY BILLING, ACCOUNTING, BUSINESS LICENSING, ACCOUNTS RECEIVABLE, SAM/SID, SALES TAX,** and **PROPERTY TAX.**

### Special Cash Receipting Hardware

**CASH RECEIPTING** uses specialized hardware to make recording payments quick and accurate.

- **Validate Receipt Printer** which itemizes receipts, validates check-backs for deposit and prints deposit slips
- **Electronic Cash Drawer** where multiple users can have designated cash drawers (with optional locking top inserts) that open for cash payments but not for check transactions which instead go into slots on the front of the drawer
- **Laser Bar Code Scanner, Stand, and Base** scans an account number barcode from the bill stub (submitted with payment) to speed processing and ensuring properly recorded payments

### Account Pick List

Preset accounting for a predefined list of transaction types (for which payments may be receipted directly to **CASH RECEIPTING**). Miscellaneous receipt types are mapped directly to the appropriate *chart of account* numbers in **ACCOUNTING.**

### Payment Controls

Use a mouse, keyboard, or combination of the two. Single keystroke entries enhance speed and convenience. When taking utility billing payments, **CASH RECEIPTING** alerts users when any portion of the balance is 30 or more days overdue. It also queries outstanding balances by age.

### Automatic Partial Payment and Overpayment Processing

When taking utility billing payments, **CASH RECEIPTING** alerts users when a partial payment or over payment has been entered. Partial payments and overpayments are auto-matically spread between utility services (as pre-specified by the user). **CASH RECEIPTING** also offers manual override capability.

### Easy Correction of Mis-posted Payments

Easily cancel and correct mis-posted receipts or print cancelled receipt vouchers. **CASH RECEIPTING** resets the account to its pre-payment balance.

### Receipt Printing and Validation

Print uniquely numbered customer receipts displaying the name, transaction date and time, amount paid, method of payment, check number, balance due, and amount of change returned. Perform compound receipt transactions (so a customer paying by check, cash, or a combination of both, can conclude multiple transactions on a single receipt). Validate checks by printing an endorsement, account number, and other reference information on the back. Define combinations of printing receipts, validating checks, and cash drawer controls. Print multiple copies of receipts and bank deposit slips with check numbers and amounts itemized.

### Provide Payment Batch Control

Multiple batches per cash drawer may be open simultaneously. **CASH RECEIPTING** notifies users whenever an attempt is made to open a new batch while another is open and not yet balanced. To close a batch there is a requirement of a control total entry to assist in balancing. If the control total does not match the receipting total, **CASH RECEIPTING** prints a special itemized balancing report to assist in locating the error and to prevent a batch from being closed before being properly balanced.

## OPTIONS

- **Single Scanning of Check to ACH\***

Save trips to the bank by scanning individual checks for immediate electronic deposit.

- **Bulk Scanning of Checks/Stubs to ACH\***

Similar to single scanning, but designed for high volume data entry by larger entities. **CASH RECEIPTING** scans payment 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. When the software cannot properly determine the amount paid, **CASH RECEIPTING** supports manual resolution prior to posting.

- **Lock Box/Batch Payment Processing**

Enables batch entry of payments collected in lock boxes (whether on-site or off-site). Enter larger groups of batch payments without disrupting the normal flow. Simply enter a batch of payments, edit the batch to make sure that all entries are correct, and post them as a group to **CASH RECEIPTING**, which can be used by a bank to collect payments on your behalf and provide payment files. **CASH RECEIPTING** may also be used with an on-site lock box to process payments received from this source in a single batch, or to record an individual payment for large groups of accounts such as those submitted by owners of multiple properties.

\*Automated Clearing House (ACH). This feature must be used in conjunction with banking services provide by National Payment Solutions (NPS). NPS is approved by the Federal Government for this type of processing. NPS provide the scanning hardware and setup services necessary to implement this feature. They also charge monthly transaction fees for the processing they provide.

## REPORTS

**CASH RECEIPTING** enables you to selectively tailor reports. Choose from a large selection of built-in variations; all can be previewed on the screen, sent to a file, printer, or emailed to any number of recipients.

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

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