

Switch Business Systems

How do I apply cash using Retriever?

Click on cash receipts on the menu.

Select the NEW option.

Enter the customer number or the name and select the customer. A message box will appear indicating the number of open invoices.

The Payment Type defaults to CH for check. There is a drop down box allowing for adjustment (AJ) and Wire Transfer (XF) instead.

Enter the payment number and payment amount.

Click on the gray 'Invoice application' button.

A form will appear showing the open invoice information. To apply payment against an invoice simply click on the amount attribute for the line indicating the invoice and the open amount will appear. If the amount to be applied does is NOT the open amount the actual application amount can be entered instead.

When you have finished applying the payments click on the gray 'Continue' button and then click on the gray 'Save' button and the application is complete. If there is an imbalance between the payment amount and the total amount that has been applied against invoices an error message will appear showing the numbers. You will have to correct the entries before Retriever will accept them.

If you get any error messages please read them carefully as they are telling you that you are either missing data or have incorrect information entered.