

QUICK REFERENCE GUIDE

November 1, 2019

Review Cash Received by Unit Inquiry

This guide covers viewing the Cash Received by Unit inquiry.

Step 1: View Cash Received by Unit Inquiry

1. Navigate to the *Cash Received By Unit* page using the instructions below:

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Review Payments and Items, left-menu, Review Payments, By Unit.

2. Enter your search criteria as described below:

Field Name	Field Description
*Unit	Accept the default <i>Business Unit</i> or select a different <i>Business Unit</i> .
From Date/To Date	Enter a <i>From Date</i> and a <i>To Date</i> .
Control Currency	Enter "USD".
Payment Type	Accept the Payment Type "Regular Payments Only."

Cash Received By Unit

Unit

From Date To Date

Control Currency

Payment Type

3. Click on the **Search** button. Information matching your search criteria displays.

Cash Received By Unit

Unit

From Date To Date Control Currency

Payment Type

Bank Account Totals

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Bank	Account	Entered Total	Control Total	Remaining	Currency	Total
99999	99	738.44	738.44	0.00	USD	1
US001	7M	1.00	1.00	1.00	USD	1
US001	WF	100.00	100.00	100.00	USD	1
US002	RH	9,550.00	9,550.00	1,300.00	USD	20

Total Count

Total:	10,389.44	10,389.44	1,401.00	USD	23
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4. The **Bank Account Totals** section displays:
 - Bank Code, Bank Account
 - Entered Total and Control Total Amounts
 - Remaining Amount (amounts that do not have a Complete or Journalled Payment Status)
 - Currency
 - Count
5. The **Total Count** section includes totals for the Enter Total, Control Total, Remaining and Count Columns.