

CASH RECEIPT JOURNAL PROCESS FOR EFT FLOORPLAN PAYOFFS

STEP ONE:

1. Create your batch
2. Fill out the following fields:
 - Posting date – defaults to current
 - Document type – leave blank
 - Document number – create an identifiable naming convention
 - Account type – Vendor
 - Account no – FP-NEW or FP-USED. Depending on individual dealership processes the Vendor number may just be Floorplan
 - Posting Group – leave blank. Once the invoice is selected from the “applies to doc” field this column will populate.
 - ***NOTE – if the invoice is not available for selection then choose the appropriate posting group**
 - Description – enter desired description of transaction
 - Skip fields: Amount, Bal Acct Type, Bal Acct No., Stock #, Applies to Doc Type
 - ***Note – if there is no invoice to select then manually enter in the amount of the payoff and the STOCK NUMBER**
 - Applies to doc number – F6 brings a list of available invoices for payoff. Search and select desired payoff invoice.

***Continue with the above steps until you have selected all desired vehicles for payoff.**

3. The last line should be a **CREDIT** to the bank.

Date	Account Type	Account No.	Posting Group	Description	Amount	Bal. Account Type	Bal. Account No.	Stock #	Applies to Doc Type	Applies to Doc No.
05/05/08	Vendor	FLOORP...	FP-NEW	Floorplan New	21,000.00	G/L Account		0031	Invoice	384
05/05/08	Vendor	FLOORP...	FP-USED	Floorplan Used	6,000.00	G/L Account		0010	Invoice	383
05/05/08	Vendor	FLOORP...	FP-NEW	Floorplan New	10,000.00	G/L Account		1234	Invoice	100
	Bank Account	OPERAT...		Bank Account	-37,000.00	G/L Account				

Balance: 0.00 Total Balance: 0.00

Once you balance to zero, POST AND PRINT the journal.

