

Our receipting system is designed to record receipt transactions for other Black Mountain applications, including General Ledger, Utility Billing, Business Licensing, Permitting and others. As payments are recorded in Cash Receipting, most other applications are updated in real time.

- Solid internal cash control for busy offices
- Easily manage the receipting of payments
- Alerts the clerk to partial or over-payments
- Produce deposit slips and endorse checks automatically

Integrates with:

Utility Billing, General Ledger, Business Licensing, Accounts Receivable, Permitting, SAMSID, Sales Tax

FEATURES



Quickly select receipt types with predefined accounting from a picklist. Single keystroke entries enhance speed.



Robust payment control features alert the clerk to overdue payments, partial payments, and overpayments.



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



Partial and overpayments are automatically spread out between utility services (as prespecified by the user)



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, and Multiple transactions on a single receipt.



Print multiple copies of receipt and bank deposit slips with itemized check numbers and amounts.



Multiple levels of security control access to specific menus, fields, commands, and functions.



Print check validation, endorsement, account number, and other references. *Requires optional receipt printer

Optional Hardware:

Specialized hardware allows you to combine printing receipts, validating checks, and cash drawer controls into a single automated process. For more information, see Cash Receipting Hardware recommendations.

- **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 Barcode Scanner** - scanning the utility bill stub barcode speeds processing and ensures properly recorded payments

Payment Batch Controls:

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

REPORTS

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 Accounting

Print by Date Range and Transaction Type