

# Recording Customer Payments in

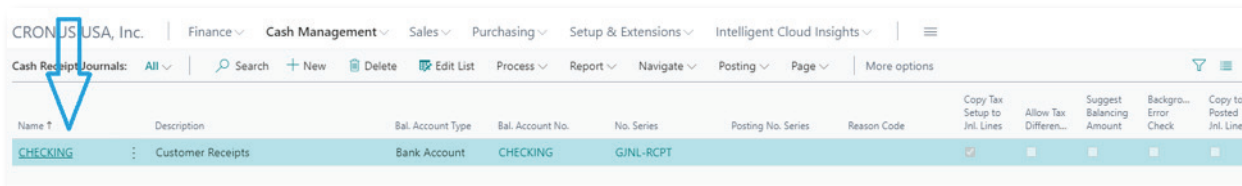


Microsoft Dynamics 365  
Business Central

## CASH RECEIPTS JOURNALS

Navigate to **Cash Management > Cash Receipts Journals**, where you may be prompted to select a General Journal Template if there is more than one for cash receipts. (If there is only one General Journal Template, you will not be prompted to select a Journal Template.)

Click on the Journal Batch name to begin entering transactions.

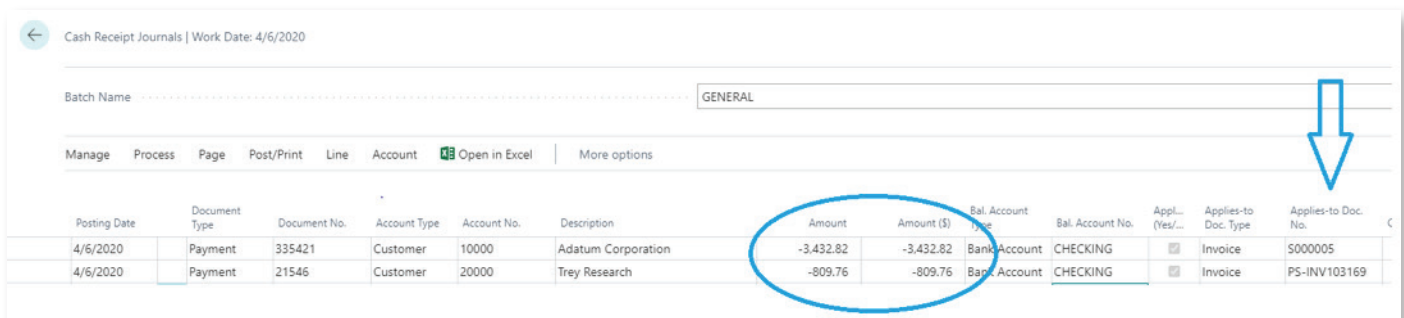


Name	Description	Bal. Account Type	Bal. Account No.	No. Series	Posting No. Series	Reason Code	Copy Tax Setup to Jnl. Lines	Allow Tax Differen...	Suggest Balancing Amount	Backgro... Error Check	Copy to Posted Jnl. Lines
CHECKING	Customer Receipts	Bank Account	CHECKING	G/JNL-RCPT			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

We will discuss two scenarios for applying cash receipts journals to customer invoices:

In the first scenario, we'll demonstrate entering the transaction when the customer payment is for one invoice only.

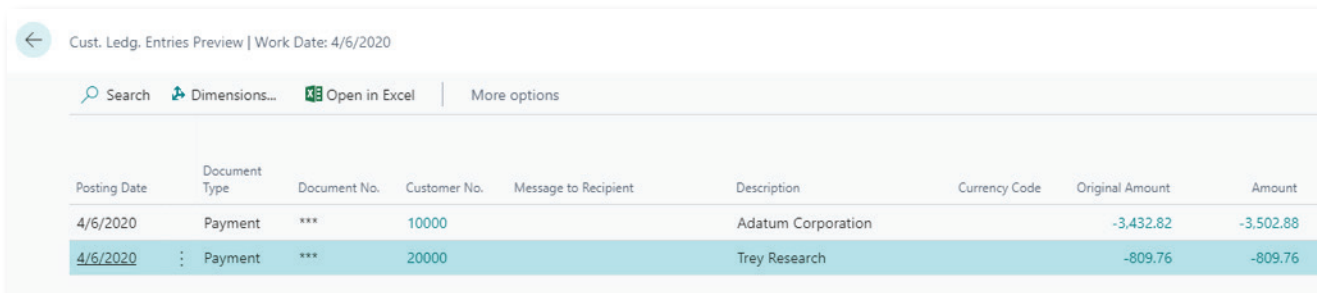
Enter the Posting Date, select 'Payment' as the Document Type, enter the check number in the Document No. field, select 'Customer' as the Account Type, select the customer number as the Account Number, and scroll to the Applies-to Doc. Number field and click on the drop down to select the invoice to apply the payment to. The amount will default in from the amount remaining on the invoice. The amount displays as a negative amount because it is decreasing the customer balance.



Cash Receipt Journals   Work Date: 4/6/2020											
Batch Name											GENERAL
Manage	Process	Page	Post/Print	Line	Account	Open in Excel	More options				
Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (\$)	Bal. Account Type	Bal. Account No.	Appl... (Yes/...)	Applies-to Doc. Type
4/6/2020	Payment	335421	Customer	10000	Adatum Corporation	-3,432.82	-3,432.82	Bank Account	CHECKING	<input checked="" type="checkbox"/>	Invoice
4/6/2020	Payment	21546	Customer	20000	Trey Research	-809.76	-809.76	Bank Account	CHECKING	<input checked="" type="checkbox"/>	Invoice

Next, let's look at some of the entries created by posting this transaction.

### Customer Ledger Entries



Cust. Ledg. Entries Preview   Work Date: 4/6/2020								
Search	Dimensions...	Open in Excel	More options					
Posting Date	Document Type	Document No.	Customer No.	Message to Recipient	Description	Currency Code	Original Amount	Amount
4/6/2020	Payment	***	10000		Adatum Corporation		-3,432.82	-3,502.88
4/6/2020	Payment	***	20000		Trey Research		-809.76	-809.76

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## CASH RECEIPTS JOURNALS

### Bank Account Ledger Entries

Bank Acc. Ledg. Entr. Preview   Work Date: 4/6/2020						
Search Dimensions... Open in Excel More options						
Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open
4/6/2020	Payment	***	CHECKING	Adatum Corporation	3,432.82	<input checked="" type="checkbox"/>
4/6/2020	Payment	***	CHECKING	Trey Research	809.76	<input checked="" type="checkbox"/>

### G/L Entries

10400 Accounts Receivable   Work Date: 4/6/2020										
G/L Entries Preview Search Open in Excel More options										
Posting Date	Document Type	Document No.	G/L Account No.	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
4/6/2020	Payment	***	10100	Adatum Corporation				3,432.82	Customer	10000
4/6/2020	Payment	***	10400	Adatum Corporation				-3,502.88	G/L Account	10100
4/6/2020	Payment	***	40300	Adatum Corporation				70.06	G/L Account	
4/6/2020	Payment	***	10100	Trey Research				809.76	Customer	20000
4/6/2020	Payment	***	10400	Trey Research				-809.76	G/L Account	10100

In the second scenario, we'll demonstrate entering the transaction when the customer payment is for multiple invoices.

Enter the Posting Date, select 'Payment' as the Document Type, enter the check number in the Document No. field, select 'Customer' as the Account Type, and select the customer number as the Account Number. To apply the payment to multiple invoices, navigate to **Process > Apply Entries**.

Cash Receipt Journals   Work Date: 4/30/2020											
Batch Name: DEFAULT											
Manage Process Page Post/Print Line Account Open in Excel Actions Related Fewer options											
Reconcile Apply Entries...											
Posting Date	Document Type	Document No.	Account Type	Account No.	Description	Amount	Amount (\$)	Bank Account	Posting Date	Posting No.	Apply (Yes..)
→ 4/30/2020	Payment	3246566	Customer	30000	School of Fine Art	0.00	0.00	CHECKING			<input type="checkbox"/>

# Recording Customer Payments in



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## CASH RECEIPTS JOURNALS

On the Apply Customer Entries page, click on the ellipsis (...) and then Select More.

Apply Customer Entries - 30000 · School of Fine Art

General

Posting Date: 4/6/2020 Currency Code: Amount: 0.00

Document Type: Payment Remaining Amount: 0.00

Document No.: G02002

Applies-to ID	Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code
→ 1-50000	1/26/2020	Invoice	PS-INV103170	30000	Invoice S-INV102170	
	2/1/2020	Invoice	PS-INV103172	30000	Invoice S-INV102172	
	2/22/2020	Invoice	PS-INV103182	30000	Invoice S-INV102182	
	2/28/2020	Invoice	PS-INV103183	30000	Invoice S-INV102183	
	3/25/2020	Invoice	PS-INV103196	30000	Invoice S-INV102196	
	4/1/2020	Invoice	PS-INV103198	30000	Invoice S-INV102198	

Appl. Currency Amount to ... Pmt. Disc. A... Rounding Applied Am... Available A... Balance

0.00 0.00 0.00 0.00 0.00 0.00 0.00

OK Cancel

Select the invoices to mark as applied.

Apply Customer Entries - 30000 · School of Fine Art

General

Posting Date: 4/6/2020 Currency Code: Amount: 0.00

Document Type: Payment Remaining Amount: 0.00

Document No.: G02002

Applies-to ID	Document No.	Customer No.	Description	Currency Code	Remaining Amount
<input checked="" type="checkbox"/> 1-50000	PS-INV103170	30000	Invoice S-INV102170		11,439.05
<input checked="" type="checkbox"/>	PS-INV103172	30000	Invoice S-INV102172		1,223.33
<input checked="" type="checkbox"/>	PS-INV103182	30000	Invoice S-INV102182		16,333.12
→ <input checked="" type="checkbox"/>	PS-INV103183	30000	Invoice S-INV102183		2,853.48
<input type="checkbox"/>	PS-INV103196	30000	Invoice S-INV102196		19,944.69
<input type="checkbox"/>	PS-INV103198	30000	Invoice S-INV102198		2,039.85

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## CASH RECEIPTS JOURNALS

Navigate to Process > Set Applies-to ID.

Applies-to ID	Description	Remaining Amount	Appln. Remaining Amount	Amount to Apply
1-50000	Invoice S-INV102170	11,439.05	11,439.05	11,439.05
	Invoice S-INV102172	1,223.33	1,223.33	0.00
	Invoice S-INV102182	16,333.12	16,333.12	0.00
	Invoice S-INV102183	2,853.48	2,853.48	0.00

Once you click 'Set Applies-to ID,' Business Central will update the Applies-ID field with the Document Number from the Cash Receipt Journal, and then update the 'Amount to Apply' and 'Appln. Amount to Apply' fields. You will also be able to see the total of the amounts applied at the bottom of the screen. Verify the balance matches the customer payment and click OK.

Applies-to ID	Customer No.	Description	Currency Code	Remaining Amount	Appln. Remaining Amount	Amount to Apply	Appln. Amount to Apply	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance	Remaining Pmt. Disc. Possible	Appln. Pmt. Disc. Possible	Max. Payment Tolerance	Open	Post.	Department Code
→ 3246566	30000	Invoice S-INV102170		11,439.05	11,439.05	11,439.05	11,439.05	1/31/20	1/26/2020	1/26/2020	0.00	0.00	1.00			
3246566	30000	Invoice S-INV102172		1,223.33	1,223.33	1,223.33	1,223.33	2/29/2020	2/1/2020	2/1/2020	0.00	0.00	1.00			
3246566	30000	Invoice S-INV102182		16,333.12	16,333.12	16,333.12	16,333.12	2/29/2020	2/22/2020	2/22/2020	0.00	0.00	1.00			
3246566	30000	Invoice S-INV102183		2,853.48	2,853.48	2,853.48	2,853.48	2/29/2020	2/28/2020	2/28/2020	0.00	0.00	1.00			
	30000	Invoice S-INV102196		19,944.69	19,944.69	19,944.69	19,944.69	3/31/2020	3/25/2020	3/25/2020	0.00	0.00	1.00			
	30000	Invoice S-INV102198		2,039.85	2,039.85	0.00	0.00	4/30/2020	4/1/2020	4/1/2020	0.00	0.00	1.00			

Appln. Currency	Amount to Apply	Pmt. Disc. Amount	Rounding	Applied Amount	Available Amount	Balance
	31,848.98	0.00	0.00	31,848.98	0.00	31,848.98

OK Cancel

Select Post/Print to Post or Post and Print to commit the transaction.

# Recording Customer Payments in



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## CASH RECEIPTS JOURNALS

### Customer Ledger Entries

Cust. Ldg. Entries Preview   Work Date: 4/6/2020										
Search Dimensions... Open in Excel More options										
Posting Date	Document Type	Document No.	Customer No.	Message to Recipient	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date
4/6/2020	Payment	***	30000		School of Fine Art		-31,848.98	-31,848.98	0.00	4/6/2020

### Bank Account Ledger Entries

Bank Acc. Ldg. Entr. Preview   Work Date: 4/6/2020							
Search Dimensions... Open in Excel More options							
Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open	
4/6/2020	Payment	***	CHECKING	School of Fine Art	31,848.98	<input checked="" type="checkbox"/>	

### G/L Entries

10400 Accounts Receivable   Work Date: 4/6/2020								
G/L Entries Preview Search Open in Excel More options								
Posting Date	Document Type	Document No.	G/L Account No.	Description	Amount	Bal. Account Type	Bal. Account No.	Gen
4/6/2020	Payment	***	10100	School of Fine Art	31,848.98	Customer	30000	
4/6/2020	Payment	***	10400	School of Fine Art	-31,848.98	Bank Account	CHECKING	

A Cash Receipt Journal batch can contain entries for multiple customers with a combination of single apply record per payment and multiple apply records per payment. It is important to note that there will be a unique Bank Account Ledger Entry for each Cash Receipt Journal Line.

# Recording Customer Payments in



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## REGISTER CUSTOMER PAYMENTS

The Register Customer Payments process allows you to process your customer payments by matching amounts received with the related unpaid sales invoices, and then post the payments.

Navigate to **Register Customer Payments** using your search bar. If you haven't previously used this process, you will be prompted to complete some setup first.

The Edit – Payment Registration window will open.

The 'Edit - Payment Registration Setup' window is shown. It contains the following fields and controls:

- Journal Template Name: **PAYMENT** (dropdown)
- Journal Batch Name: **PMT REG** (dropdown)
- Balancing Account Type: **Bank Account** (dropdown)
- Balancing Account: **CHECKING** (dropdown)
- Use this Account as Default: ☒
- Automatically Fill Date Received: ☒
- Buttons: **OK** and **Cancel**

Accept the default Journal Template Name, select or accept the default Journal Batch Name, select Bank Account or GL Account as the Balancing Account Type. Select the appropriate Bank Account if the Balancing Account Type is Bank Account or select the appropriate GL Account if the Balance Account Type is GL Account.

Once you are on the Register Customer Payments page, you will see a list of all outstanding customer invoices along with the amount remaining. The screenshot below is an example of what the page looks like.

Register Customer Payments | Work Date: 4/30/2020

Navigation: New, Posting, Navigate, Search, Line, **13** Open in Excel, Actions, Related, Fewer options

Name	Document No.	Description	Due Date	Remaining Amount	Payment Made	Date Received	Amount Received	Ext. No.
Adatum Corporation	PS-INV103216	Order S-ORD101012	5/30/2020	19,763.64	<input type="checkbox"/>		0.00	
Adatum Corporation	PS-CR104001	Return Order S-RETORD1001	4/30/2020	-215.06	<input type="checkbox"/>		0.00	
Alpine Ski House	10003	Alpine Ski House	5/30/2020	1,925.32	<input type="checkbox"/>		0.00	
Relecloud	PS-INV103171	Invoice S-INV102171	2/14/2020	2,877.48	<input type="checkbox"/>		0.00	
Relecloud	PS-INV103184	Invoice S-INV102184	3/13/2020	2,877.48	<input type="checkbox"/>		0.00	
Relecloud	PS-INV103197	Invoice S-INV102197	4/14/2020	3,081.84	<input type="checkbox"/>		0.00	
Relecloud	PS-INV103217	Order S-ORD101013	5/14/2020	10,308.24	<input type="checkbox"/>		0.00	
Relecloud	10004	Relecloud	5/14/2020	1,319.82	<input type="checkbox"/>		0.00	
Relecloud	10005	Relecloud	5/14/2020	1,868.43	<input type="checkbox"/>		0.00	
School of Fine Art	PS-INV103196	Invoice S-INV102196	3/31/2020	19,944.69	<input type="checkbox"/>		0.00	
School of Fine Art	PS-INV103198	Invoice S-INV102198	4/30/2020	2,039.85	<input type="checkbox"/>		0.00	
Trey Research	PS-INV103169	Invoice S-INV102169	2/8/2020	809.76	<input type="checkbox"/>		0.00	
Trey Research	PS-INV103181	Invoice S-INV102181	3/7/2020	1,214.64	<input type="checkbox"/>		0.00	
Trey Research	PS-INV103195	Invoice S-INV102195	4/7/2020	1,012.20	<input type="checkbox"/>		0.00	
Trey Research	10001	Trey Research	5/14/2020	1,000.00	<input type="checkbox"/>		0.00	
Trey Research	10002	Trey Research	5/14/2020	2,212.00	<input type="checkbox"/>		0.00	



# Recording Customer Payments in



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## REGISTER CUSTOMER PAYMENTS

In the example below, we have filtered the transactions for one customer. This limits the number of documents we have to scroll through to find the documents the payment applies to.

Name	Document No.	Description	Due Date	Remaining Amount	Payment Made
Trey Research	PS-INV103169	Invoice S-INV102169	2/8/2020	809.76	<input type="checkbox"/>
Trey Research	PS-INV103181	Invoice S-INV102181	3/7/2020	1,214.64	<input type="checkbox"/>
Trey Research	PS-INV103195	Invoice S-INV102195	4/7/2020	1,012.20	<input type="checkbox"/>
Trey Research	10001	Trey Research	5/14/2020	1,000.00	<input type="checkbox"/>
Trey Research	10002	Trey Research	5/14/2020	2,212.00	<input type="checkbox"/>

We can then use standard Business Central functionality to sort on any column or add additional filters.

To record a payment, simply click on the **Payment Made** box. The Amount Received field will default to the Remaining Amount. If the amount received from the customer is a different amount than the Remaining Amount, simply override the Amount Received field. Enter the customer's check number in the External Document No. field. Verify the Total Balance matches the customers check total.

Once this is complete, you can post the payment. Register Customer Payments offers two posting options—Post Payments and Post as Lump Payment. Post as Lump Payment requires that you are only processing payments for one Customer at a time.

Register Customer Payments | Work Date: 4/30/2020

New Posting Navigate Search Line Open in Excel Actions Related Fewer options

Post Payments Post as Lump Payment Preview Posting Payments Preview Posting Payments as Lump

Filters Name Document No. Descri

# Recording Customer Payments in



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## REGISTER CUSTOMER PAYMENTS

### Customer Ledger Entries

#### Post Payments

← Cust. Ledg. Entries Preview | Work Date: 4/30/2020

Search Dimensions... Open in Excel More options

Posting Date	Document Type	Document No.	Customer No.	Message to Recipient	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Rem D
5/10/2020	Payment	***	20000		Trey Research		-809.76	-809.76	0.00	5/10/2020			0.00	
5/10/2020	Payment	***	20000		Trey Research		-1,214.64	-1,214.64	0.00	5/10/2020			0.00	
5/10/2020	Payment	***	20000		Trey Research		-1,012.20	-1,012.20	0.00	5/10/2020			0.00	

Results in one line for each invoice marked as paid.

#### Post as Lump Payment

Search Dimensions... Open in Excel More options

Posting Date	Document Type	Document No.	Customer No.	Message to Recipient	Description	Currency Code	Original Amount	Amount	Remaining Amount	Due Date	Pmt. Discount Date	Pmt. Disc. Tolerance Date	Original Pmt. Disc. Possible	Rem D
5/10/2020	Payment	***	20000		Trey Research		-3,036.60	-3,036.60	0.00	5/10/2020			0.00	

Results in one Customer Ledger entry for the total payment received.

### Bank Account Ledger Entries

#### Post Payments

← Bank Acc. Ledg. Entr. Preview | Work Date: 4/30/2020

Search Dimensions... Open in Excel More options

Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open
5/10/2020	Payment	***	CHECKING	Trey Research	809.76	<input checked="" type="checkbox"/>
5/10/2020	Payment	***	CHECKING	Trey Research	1,214.64	<input checked="" type="checkbox"/>
5/10/2020	Payment	***	CHECKING	Trey Research	1,012.20	<input checked="" type="checkbox"/>

Results in three Bank Account Ledger Entries, one for each invoice marked as paid.



# Recording Customer Payments in



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## REGISTER CUSTOMER PAYMENTS

### Post as Lump Payment

Bank Acc. Ldg. Entr. Preview   Work Date: 4/30/2020						
Search Dimensions... Open in Excel More options						
Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open
5/10/2020	Payment	***	CHECKING	Trey Research	3,036.60	<input checked="" type="checkbox"/>

Results in a single Bank Account Ledger Entry for the total payment received.

### G/L Entries

#### Post Payments

10400 Accounts Receivable   Work Date: 4/30/2020											
G/L Entries Preview Search Open in Excel More options											
Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
5/10/2020	Payment	***	10100	Trey Research	SALES				809.76	Customer	20000
5/10/2020	Payment	***	10400	Trey Research	SALES				-809.76	Bank Account	CHECKING
5/10/2020	Payment	***	10100	Trey Research	SALES				1,214.64	Customer	20000
5/10/2020	Payment	***	10400	Trey Research	SALES				-1,214.64	Bank Account	CHECKING
5/10/2020	Payment	***	10100	Trey Research	SALES				1,012.20	Customer	20000
5/10/2020	Payment	***	10400	Trey Research	SALES				-1,012.20	Bank Account	CHECKING

Results in a three balanced General Journals.

### Post as a Lump Payment

10400 Accounts Receivable   Work Date: 4/30/2020											
G/L Entries Preview Search Open in Excel More options											
Posting Date	Document Type	Document No.	G/L Account No.	Description	Department Code	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Account Type	Bal. Account No.
5/10/2020	Payment	***	10100	Trey Research	SALES				3,036.60	Customer	20000
5/10/2020	Payment	***	10400	Trey Research	SALES				-3,036.60	Bank Account	CHECKING

Results in a single balanced General Journal for the total payment received.

# Recording Customer Payments in



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## DEPOSITS

Deposits allow you to enter multiple payments and group them onto one document number.

### Create Deposit

Go to **Finance > Deposits > Click New**.

You will be prompted to select a General Journal Template if there is more than one setup. Select the Journal Batch if there are more than one. Click on the ellipsis (...) next to the No. field to select the number series if the next number does not default. You are then prompted to select the General Journal Batch.

Select the Bank Account Number and enter the Total Deposit Amount. Update the Posting and Document Dates if they differ from the default.

Deposit | Work Date: 5/10/2020

D00009 (DEFAULT)

Posting Deposit Actions Related Fewer options

**General**

No.	D00009	...	Posting Date	5/15/2020	Calendar icon
Bank Account No.	CHECKING	▼	Document Date	5/15/2020	Calendar icon
Total Deposit Amount	28,780.96		Department Code		▼
Total Deposit Lines	0.00		Customergroup Code		▼
Difference	28,780.96		Currency Code		

Complete a Deposit Line for each customer payment.

Set Account Type to 'Customer' and select the customer in the Account No. field. The customer name will display in the Description field. In the Document No. field enter the customer check number. In the Credit Amount field enter the check total.

LinesManageFunctionsLineFewer options

Account Type	Account No.	Description	Document Date	Document Type	Document No.	Credit Amount
→ Customer	30000	School of Fine Art	5/15/2020	Payment	333204	19,944.16

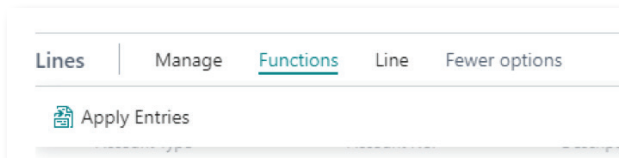
# Recording Customer Payments in



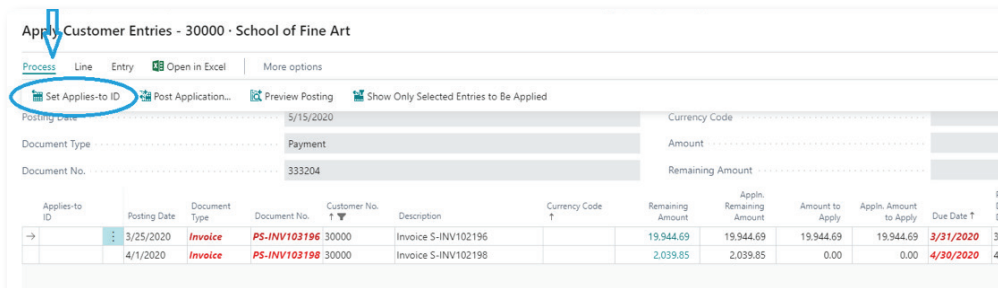
Microsoft Dynamics 365  
Business Central

## DEPOSITS

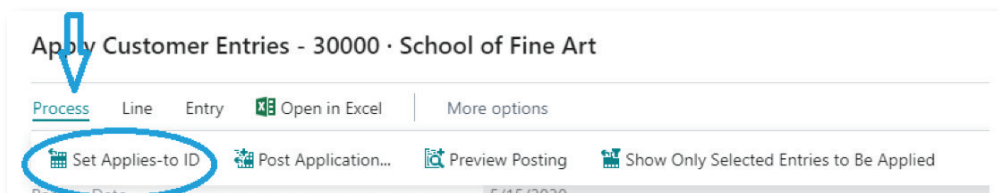
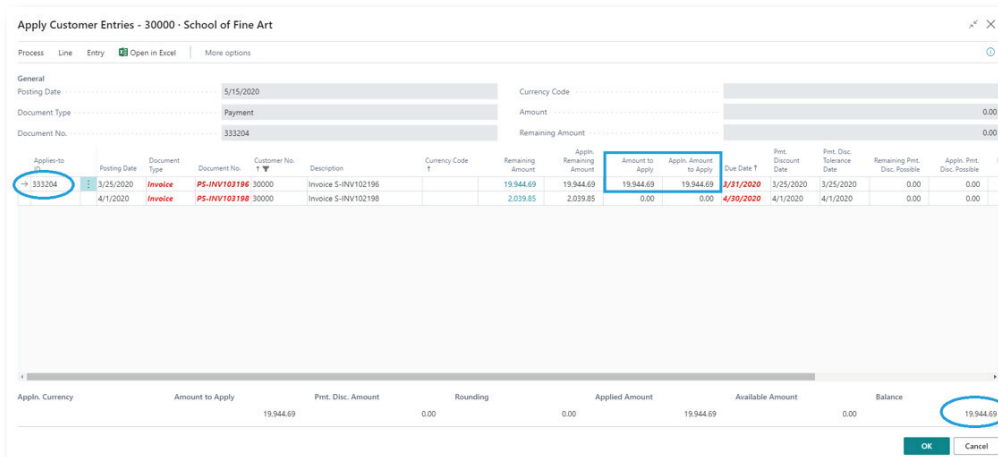
To apply the payment to open invoices, select **Functions > Apply Entries**.



On the Apply Customer Entries, page click on **Process > Set Applies-to ID**.



This will update the Applies-to ID to the check number entered on the deposit line; update the Amount to Apply fields with the Remaining Amount and update the Balance.



# Recording Customer Payments in



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## DEPOSITS

Enter additional Deposit Lines as needed to complete your deposit. In this case, the first payment line was applied to one invoice and the second payment line was applied to three invoices.

Lines   Manage   Functions   Line   Fewer options						
Account Type	Account No.	Description	Document Date	Document Type	Document No.	Credit Amount
Customer	30000	School of Fine Art	5/15/2020	Payment	333204	19,944.16
→ Customer	50000	Relecloud	5/15/2020	Payment	321345	8,836.80

The Total Deposit Lines field will be updated with each line you enter. You will not be able to post the deposit if the sum of the deposit lines does not equal the Total Deposit Amount.

Deposit | Work Date: 5/10/2020

D00009 (DEFAULT)

Posting | Deposit | Actions | Related | Fewer options

General

No.	D00009	Posting Date	5/15/2020
Bank Account No.	CHECKING	Document Date	5/15/2020
Total Deposit Amount	28,780.96	Department Code	
Total Deposit Lines	28,780.96	Customergroup Code	
Difference	0.00	Currency Code	

Select **Post > Post and Print** or **Post**.

Selecting **Print** as part of your posting process creates a Deposit Report.

Deposit D00009

CRONUS USA, Inc.

Wednesday, December 16, 2020 4:20 PM

Page 1

ADMIN

Deposited in

Bank Account No.	CHECKING	World Wide Bank	Total Deposit Amount	28,780.96
Currency Code	USD	USD	Document Date	5/15/2020
Posting Description	Deposit No. D00009		Posting Date	5/15/2020

Account Type	Account No.	Account Name	Document Date	Document Type	Document No.	Description	Amount
Customer	30000	School of Fine Art	5/15/2020	Payment	333204		19,944.16
Customer	50000	Relecloud	5/15/2020	Payment	321345		8,836.80
Total for Deposit D00009, into Bank Account No. CHECKING							28,780.96

# Recording Customer Payments in



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## DEPOSITS

### Customer Ledger Entries

← Customer Ledger Entries | Work Date: 5/10/2020

Search Edit List Process Line Entry Navigate Page More options

Posting Date	Document Type	Document No.	Customer No.	Description	Currency Code	Original Amount	Amount	Amount (\$)
→ 5/15/2020	Payment	321345	50000	Relecloud		-8,836.80	-8,836.80	-8,836.80
5/15/2020	Payment	333204	30000	School of Fine Art		-19,944.16	-19,944.69	-19,944.69

### Bank Account Ledger Entries

← Bank Account Ledger Entries | Work Date: 5/10/2020

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Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount	Open
5/15/2020	Payment	321345	CHECKING	Relecloud	8,836.80	☑
5/15/2020	Payment	333204	CHECKING	School of Fine Art	19,944.16	☑

### Posted Deposits

← Posted Deposits | Work Date: 5/10/2020

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No. ↑	Bank Account No.	Posting Date	Total Deposit Amount
D00009	CHECKING	5/15/2020	28,780.96

### G/L Entries

← 40500 Interest Income | Work Date: 5/10/2020

General Ledger Entries Search Edit List Process Entry Page More options

Posting Date	Document Type	Document No.	G/L Account No.	G/L Account Name	Description	Gen. Posting Type	Gen. Bus. Posting Group	Gen. Prod. Posting Group	Amount	Bal. Acco Type
→ 5/15/2020	Payment	333204	40500	Interest Income	School of Fine Art				0.53	G/L Acc
5/15/2020	Payment	321345	10400	Accounts Receivable	Relecloud				-8,836.80	Bank Ac
5/15/2020	Payment	333204	10400	Accounts Receivable	School of Fine Art				-19,944.69	Bank Ac
5/15/2020	Payment	321345	10100	Checking account	Relecloud				8,836.80	Custom
5/15/2020	Payment	333204	10100	Checking account	School of Fine Art				19,944.16	Custom

# Recording Customer Payments in



Microsoft Dynamics 365  
Business Central

## SELECTING THE BEST METHOD TO ENTER CUSTOMER PAYMENTS

Why might you choose one method over another when entering Customer payments? You should consider the level of effort to complete the transactions, the level of detail of the various ledger entries, and how it impacts the ability to easily match up transactions when reconciling the Bank Account.

Let's review the posting results from the various methods:

Payment Entry Method	Customer Ledger Entries	Bank Ledger Entries	G/L Entries	Deposit Entries
<b>Cash Receipt Journals</b>	Summarized by Payment Line	Summarized by Payment Line	Detailed by Payment and GL Account	N/A
<b>Register Customer Payments (Post as Lump*)</b>	Summarized by Payment	Summarized by Payment	Summarized by Payment	N/A
<b>Register Customer Payments (Post Payments)</b>	Detail by Invoice	Detail by Invoice	Detail by Invoice and GL Account	N/A
<b>Deposits</b>	Summarized by Payment Line	Summarized by Payment Line	Summarized by Deposit	Summarized by Deposit

\*You can only post a lump payment for one customer at a time.



# Recording Customer Payments in



Microsoft Dynamics 365  
Business Central

## SELECTING THE BEST METHOD TO ENTER CUSTOMER PAYMENTS

Let's also review how deposits appear in the Bank Reconciliation page:

Bank Account Ledger Entries									
App...	Document Type	Document No.	Description	Amount	Remaining Amount	External Document No.			
→	<input type="checkbox"/>	:	START	Opening Entry	31,638.40	31,638.40			
	<input type="checkbox"/>		Payment	335421	Adatum Corporation	3,432.82	3,432.82		
	<input type="checkbox"/>		Payment	21546	Trey Research	809.76	809.76		
	<input type="checkbox"/>		Payment	33566	School of Fine Art	31,848.98	31,848.98		
	<input type="checkbox"/>		Payment	G04001	Trey Research	3,036.60	3,036.60		
	<input type="checkbox"/>		Payment	333204	School of Fine Art	19,944.16	19,944.16	D00009	
	<input type="checkbox"/>		Payment	321345	Relecloud	8,836.80	8,836.80	D00009	

All of the deposits displayed in the Bank Account Ledger Entry list were posted on the same date. The first three payments were entered as Cash Receipt Journals. The fourth payment was entered as using Register Customer Payments and posted as a lump payment. The last two transactions were entered as part of a Deposit transaction. The deposit payment lines include the deposit number in the External Document No. field. *Note: We personalized this page to move the External Document Number field next to the Remaining Amount field for easier viewing.*

Register Customer Payments is a quick way to enter payments without having to navigate to the Apply Entries page, but you can only enter one Customer Payment per posting if you want to post the payment as one Lump Sum. If you don't, you would see every invoice payment listed individually on the Bank Reconciliation page.

Cash Receipt Journals requires a few more steps than Registering Customer Payments and results in listing each individual payment on the Bank Reconciliation page without an easy way to see how payments should be grouped to match the Bank Statement.

Bank Deposits aren't as quick to enter as Registering Customer payments but the extra effort may be worth it if you are spending a lot of time trying to match transactions up when reconciling the Bank Statement.

## Contact Us



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