Using Cash Account Balances Transcript

Cash customers can pre-pay funds and then draw on the balance as they place sales orders. We'll examine the setup required to use Cash Account Balances in this way, how to add cash to a customer's account, and how you apply these funds when entering sales orders. We'll also look at how to refund monies back to the cash account when processing returns. Let's get started.

You have to do some setup in System Options to use Cash Account Balances. In the System options, Financial, Credit Control group, set the option Allow use of cash account balances to Yes. You'll also need to select a payment method. From the System Manager Financial view, select Payment Methods.

From the right-click menu, choose New. Enter a Code and Name for the new payment method. You'll use this to link the payment method to the Manual Order Line Type. From the Payment type drop-down list, select Cash Account Balance.

Identify the Bank Account to use. You should use a different Bank Account from your regular cash and checking bank account to track your Cash Account Balances. If you do not have a separate account, create one prior to adding the new Payment method. See the course materials section for setup details. The branch should be left blank. Consult BisTrack support if there are branch considerations. Click the Add button and then Close the window.

Now you can add the Manual Order Line Type from System Manager – General. From the right-click menu, select New. Enter a Name for the MOLT and then set the fields for Default code and description. Do not set a Default cost or sell price.

From the Type drop-down list, choose Cash Account Balance. Enable the check box to Allow on sales orders. Finally, set the Tax group to a Non-Taxable option. Open the Gift Cards/Cash Account Balance tab to set the Linked payment method to the new one you just added. Then update the Sales Analysis Code on the Analysis tab, and enter the GL Sales account on the GL Codes tab. Click the Add button and then Close the window.

The final step is set in Customer properties. If you're going to use the cash account balance functionality, enable the check box to Allow cash account balance found on the General tab. You can only select this option when the This is a cash account check box is also enabled. Do NOT set Generic cash customers to Allow cash account balances. Customers that will have a cash account balance should have their own account.

When you want to add a cash balance to the customer's account, use a Sales order. Set the Sale type to Quick Sale. Then press F5 or click the Manual Line button. Select the Cash Account Balance MOLT that was setup from the Type drop-down. The only field available for entry is the Selling price. Enter the amount received as a cash account balance. Click Ok to close the window.

BisTrack shows the MOLT as a line on the order. Without adding any more lines, complete the order. On the Payment Details window, indicate the type of payment received and then click Next to continue. Enter an invoice address if required and then continue through the steps to complete the order. Click Finish.

You can apply a Cash Account Balance directly to a sales order. Here, we have a new sales order started for the customer with a cash balance. We added a product and delivery charge. The system displays the current Cash balance amount on the status bar. BisTrack updates this amount each time the customer draws upon it. We'll complete the order.

At the Payment Details window, the option for Cash account balance is available for use. You can enter an amount to use or press F9 to pay it all from the cash account balance. When the balance remaining is insufficient, another payment method will have to be used. Press F12 or click Next to move through the steps to complete the order. The updated Cash balance is shown on subsequent orders for this customer.

You can also apply a cash refund to a Customer's Cash Account Balance. Let's see how. We started a new Cash Refund. With the Lines tab open, we see a Refund Quantity for the product that the customer is returning. Click Complete to finish the refund.

Cash account balances provide an efficient tracking system for customers to pre-pay for orders and then draw from those funds over time. You should now be able to complete the setup steps required to use this function. Adding a cash balance to a customer's account, using it to pay for a sales order, or applying a refund back to their balance are similar to the BisTrack processes you use every day.

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EPICOR

Corporate Office
804 Las Cimas Parkway
Austin, TX 78746
USA
Toll Free: +1.888.448.2636
Direct: +1.512.328.2300
Fax: +1.512.278.5590

Latin America and Caribbean
Blvd. Antonio L. Rodriguez #1882 Int. 104
Plaza Central, Col. Santa Maria
Monterrey, Nuevo Leon, CP 64650
Mexico
Phone: +52.81.1551.7100
Fax: +52.81.1551.7117

Europe, Middle East and Africa
No. 1 The Arena
Downshire Way
Bracknell, Berkshire RG12 1PU
United Kingdom
Phone: +44.1344.468468
Fax: +44.1344.468010

Asia
238A Thomson Road #23-06
Novena Square Tower A
Singapore 307684
Singapore
Phone: +65.6333.8121
Fax: +65.6333.8131

Australia and New Zealand
Suite 2 Level 8,
100 Pacific Highway
North Sydney, NSW 2060
Australia
Phone: +61.2.9927.6200
Fax: +61.2.9927.6298