

AR Cash Management - How To's

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Overview

The **AR Cash Management** screen provides a centralized workflow for managing payments received from customers, from the initial receipt and movement of payments through final reconciliation and deposit.

Cash Management can be configured as either a **1-Step** or **3-Step** process:

- **1-Step Cash Management** – Provides a summary of all cash, checks, and other electronic payments received. Users can use the summary to prepare separate deposits for cash, checks, and each type of electronic payment that has cleared the actual bank account.
- **3-Step Cash Management** – Provides separate steps for receiving and counting payments, moving payments to the designated cash manager, and completing the final reconciliation and deposit. This provides an additional level of verification between the person receiving the payment and the person responsible for managing the funds.

For the **3-Step** process, the Cash Management screen includes:

- **Move Cash** – Record payments transferred to the designated recipient or cash manager.
- **Receive & Count Cash** – Receive and verify the payments that were moved.
- **Final Reconciliation & Deposit** – Reconcile received payments and prepare separate deposits for cash, checks, and each type of electronic payment.
- **Reconciliation Logs** – View records of cash management and reconciliation activities.

How to Use 1-Step Cash Management

1-Step Cash Management provides a faster way to reconcile and deposit payments when counting individual bills, checks, or payment types is not required. It allows users to select the payments received and make a deposit based on the total amount.

1. On the **Final Reconciliation & Deposit** tab, review the payments available for deposit.
2. Use the available filters to narrow the list:
 - **Warehouse**
 - **Payments Received By**
 - **Batch #**
3. Select the payments to be included in the deposit.
 - Use the **Select All** checkbox at the top of the checkbox column to select all displayed payments.
4. Click **Make Deposit**.

5. The deposit will be recorded in the **Reconciliation Log**.

Cash DepositMoren

Final Reconciliation & Deposit
Reconciliation Logs

Warehouse : ALL Warehouses

Payments Received By : Moren

Batch # :

Search

☒	Received By	Date Received	Batch #	Payment Type	Amount	Customer Name
☒	Moren	08/22/2026	Moren-260822-0228-Credit Memo	Credit Memo	\$43.00	zTest Moren
☒	Moren	08/21/2026	Moren-260819-0615-Cash	Other	(\$21.64)	zTestTest09181
Total Amount:				\$21.36		
Total Amount Selected:				\$21.36		

Prev1 - 2 of 2NextAll



Note: 1-Step Cash Management is a quicker process because it does not require users to count or enter each individual bill or payment type. The deposit is based on the **total amount of the selected payments**.

How to Move Cash and Payments

Move Cash is used to transfer collected customer payments from the person who received them to the person responsible for processing or reconciling the payments, such as the **Accounts Receivable (AR) team**.

1. **Count the cash received.**

- Count all cash and enter the quantity for each bill denomination.
- The total cash counted should match the **Cash Payments Received** amount.

2. **Verify other payments received.**

- Review the **Check Payments Received** amount and verify that it matches the checks being transferred.
- Review the **Other Payments Received** amount, which includes payment types such as **Credit Card**, **ACH**, **Wire**, and other electronic payments.

3. Add **Notes** as needed to provide additional information about the cash or payments being transferred.

4. Click **Move Cash & Print Cash Movement Report** to complete the transfer and generate the **Cash Movement Report**.

5. Review the **Print Preview** to verify the report details.

6. **Print the report as needed.**

How to Receive & Count Cash

Receive & Count Cash is used by the **AR team or other designated personnel** to receive payments that have been transferred for processing and reconciliation.

1. **Select the batch to be received and counted.**

- Review the available batches.
- Select the appropriate batch and click **Receive & Count Now**.

2. **Count the cash received.**

- Count all cash and enter the quantity for each bill denomination.
- The total cash counted should match the **Cash Payments Received** amount.

3. **Verify other payments received.**

- Review the **Check Payments Received** amount and verify that it matches the checks received.
- Review the **Other Payments Received** amount, which includes payment types such as **Credit Card, ACH, Wire, and other electronic payments**.

4. **Review the Notes from Cash Movement** for any information provided when the cash and payments were transferred.

5. Add **Notes** as needed regarding the cash reconciliation.

6. Click **Receive Cash & Print Cash Receipt Report** to complete the process and generate the **Cash Receipt Report**.

7. Review the **Print Preview** to verify the report details.

8. **Print the report as needed.**
