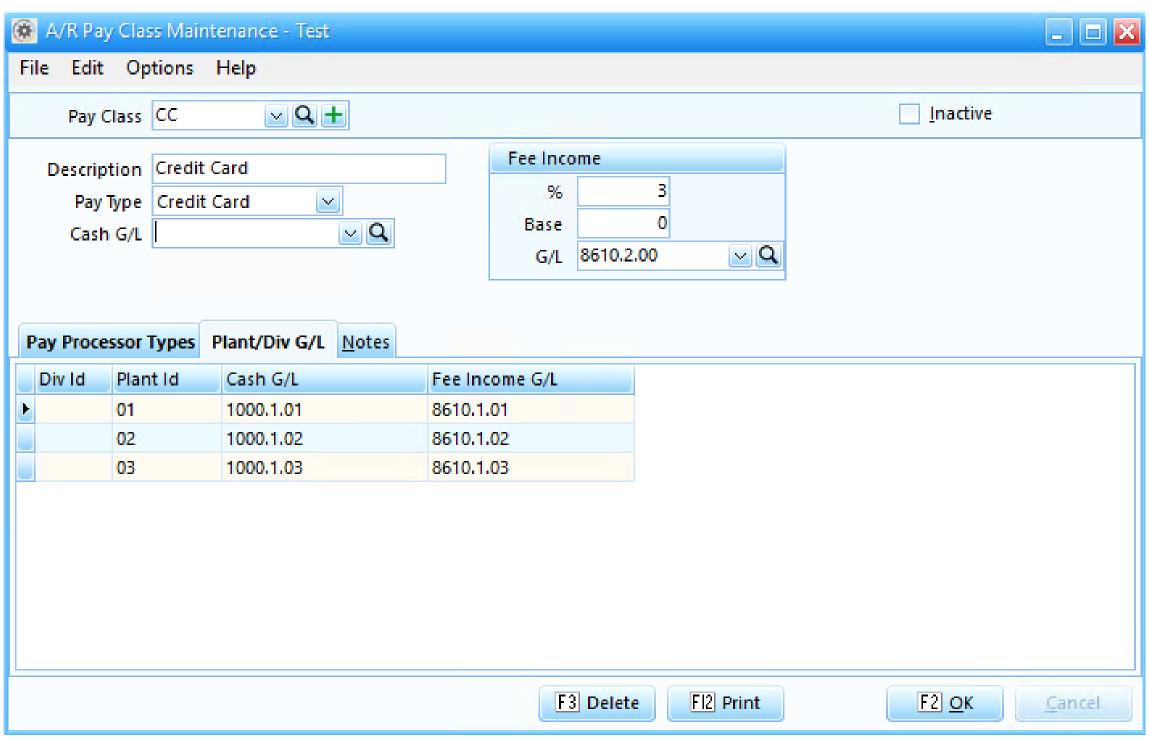
New Cash Posting Guide (Keystone 5.4+)

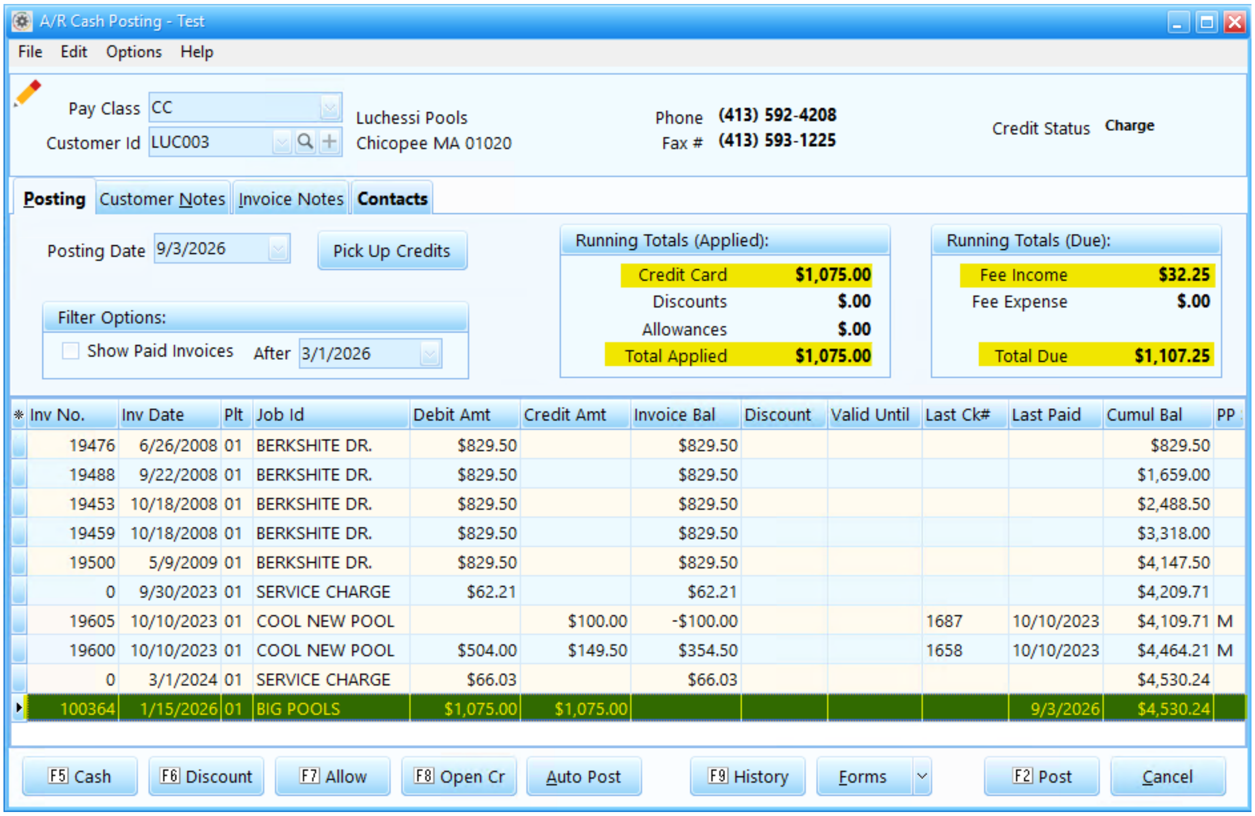
Pay Classe Maintenance:

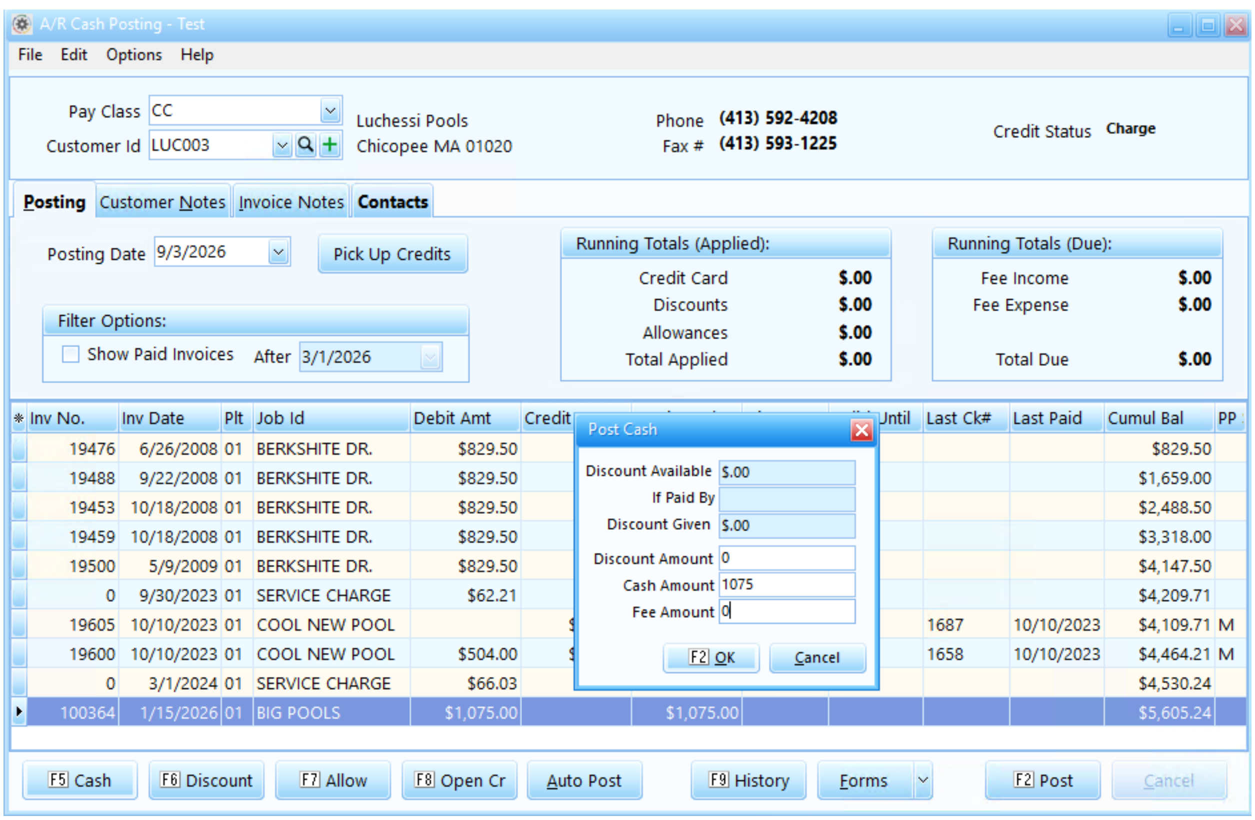
- ACH, CASH, CC, CHECK, DEBIT, UNKNOWN
  - These are setup by Default. More can be added if needed.
- To add a FEE to the CC or ACH:
  - Select the PAYCLASS (In this example we are using CC)
  - **Fee Income %** - The % Fee applied when using this PayClass.
  - **Fee Income Base** – The Base used (This is a $ amount) For example, you can put a $1.00 base for ACH to cover your ACH cost.
  - **Fee Income GL** – The GL account that the Credit Card fee will be posted to.
- **A/R Pay Class Maintenance Info:**
  - **Cash GL** - is the Default Cash GL used
  - **Pay Processor Type Tab –** This is how you can communicate with the website via Xplor Pay.
  - **Plant/Div GL:** Allows you to set up different GL codes for different plants or GL's.
    - **IF you have different bank accounts for different plants or Divisions you can fill this out.**



Cash Posting:

- Payment classes are now required:
  - As stated above, some pay classes have been created by default.
- Choose your Pay Class
  - If a customer is paying with CASH use CASH.
  - If a customer is paying with CHECK use CHECK etc.
- Paying with Cash or Check:
  - Enter the Cash amount if the customer paid with cash.
  - Enter the check number than the check amount if the customer paid with a Check.
  - Select the invoice and use SpaceBar or F5 Cash
  - Spacebar will apply the most amount possible (Same behavior as before)
  - F5 Cash will allow you to make a partial payment or pay in full (Same behavior as before)
- Paying with ACH or CC
  - Select the correct Pay Class
  - Select the invoice and use SpaceBar or F5 Cash
  - Spacebar will apply the most amount possible
    - If you have a FEE amount setup in Pay Class maintenance the FEE will be applied here.
    - For example if you have a 3% fee setup in pay class maintenance the FEE will be applied when you use SpaceBar
    - In the example below the invoice total of $1075, I am using a 3% fee to record the 3% credit card fee that I also charged the customer.
    - The Credit Card fee is $32.25
  - F5 will allow you to post a partial payment or change the FEE amount if needed. For example if you did not charge the customer a credit card fee this time you can remove the credit card fee.
    - In the image below you can see that the fee amount is Zero'd out.


A/R Cash Posting - Test
File Edit Options Help
Pay Class CC
Customer Id LUC003
Luchessi Pools
Chicopee MA 01020
Phone (413) 592-4208
Fax # (413) 593-1225
Credit Status Charge
Posting Customer Notes Invoice Notes Contacts
Posting Date 9/3/2026
Pick Up Credits
Filter Options:
Show Paid Invoices After 3/1/2026
Running Totals (Applied):
Credit Card $1,075.00
Discounts $.00
Allowances $.00
Total Applied $1,075.00
Running Totals (Due):
Fee Income $32.25
Fee Expense $.00
Total Due $1,107.25
Inv No. Inv Date Plt Job Id Debit Amt Credit Amt Invoice Bal Discount Valid Until Last Ck# Last Paid Cumul Bal PP
19476 6/26/2008 01 BERKSHITE DR. $829.50 $829.50 $829.50
19488 9/22/2008 01 BERKSHITE DR. $829.50 $829.50 $1,659.00
19453 10/18/2008 01 BERKSHITE DR. $829.50 $829.50 $2,488.50
19459 10/18/2008 01 BERKSHITE DR. $829.50 $829.50 $3,318.00
19500 5/9/2009 01 BERKSHITE DR. $829.50 $829.50 $4,147.50
0 9/30/2023 01 SERVICE CHARGE $62.21 $62.21 $4,209.71
19605 10/10/2023 01 COOL NEW POOL $100.00 -$100.00 1687 10/10/2023 $4,109.71 M
19600 10/10/2023 01 COOL NEW POOL $504.00 $149.50 $354.50 1658 10/10/2023 $4,464.21 M
0 3/1/2024 01 SERVICE CHARGE $66.03 $66.03 $4,530.24
100364 1/15/2026 01 BIG POOLS $1,075.00 $1,075.00 9/3/2026 $4,530.24
F5 Cash
F6 Discount
F7 Allow
F8 Open Cr
Auto Post
F9 History
Forms
F2 Post
Cancel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Running Totals (Applied):
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Discounts $.00
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Total Due $.00
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100364 1/15/2026 01 BIG POOLS $1,075.00 $1,075.00 $5,605.24
Post Cash
Discount Available $.00
If Paid By
Discount Given $.00
Discount Amount 0
Cash Amount 1075
Fee Amount 0
F2 OK
Cancel
F5 Cash
F6 Discount
F7 Allow
F8 Open Cr
Auto Post
F9 History
Forms
F2 Post
Cancel