



Process

Documentation

Department:

Customer Support

Last Updated:

1/20/2026 7:32 AM

NAME OF PROCESS

Recording a Non-A/R Transaction [Roleplay]

Use Case / Objectives

On occasion, you may receive a check that is not tied to an A/R customer. Examples include things like a rebate from a purchase, utility refund or any type of payment received that does not tie to anything that is or will be in accounts receivable. This process document will walk you through how to enter payments that are not tied to an A/R customer.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

[Accounts Receivable => Master File Maintenance => A/R Adjustment Codes](#)

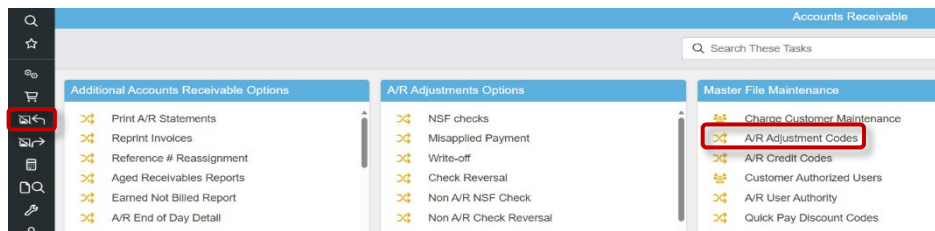
[Accounts Receivable => Transaction Processing => Cash Receipts](#)

AR Adjustment Code Setup

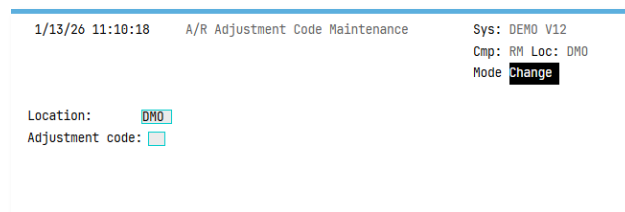
Process Steps

If you do not have a non-A/R cash code created, you will need to create one. These codes are location specific, so if you have multiple locations that receive non-A/R cash, you will need to create a code for *each* location.

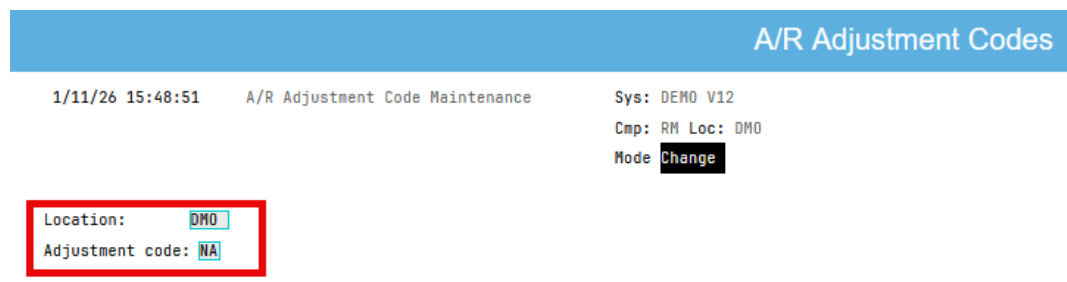
1. Log into the **RolePlay environment** using your credentials.
2. Click on the **Accounts Receivable** menu option on the left side of the screen.
3. In the **Master File Maintenance** section, click on the **A/R Adjustment Codes** option.



- a. The **A/R Adjustment Code Maintenance - Launch** screen opens.



4. Type in the **Location** field.
5. Type in the unique two-letter code that you want to create in the **Adjustment code** field. For this example, we will be using **NA** as the non-A/R cash code.



6. Press Enter.
 - a. The **A/R Adjustment Code Maintenance - Details** screen opens and the **Mode** is **ADD**.

1/13/26 11:24:59 A/R Adjustment Code Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Location: DMO Mode Add
 Adjustment code: DA
 Description:
 Short desc:
 G/L #: 0000000000000000
 Adjustment type:
 Check tolerance: Yes/No
 Tolerance Amt:
 Tolerance %:

7. In the *Description* field, type in a full description of the code.
8. In the *Short Description* field, type in a short description of that code.
9. In the *G/L #* field, type in the G/L number for the cash account it will debit. **NOTE:** If you do not know the account number, with the cursor in the field, press F4 to open the **G/L Account Number Look-up** window to select an option by typing 1 in the *O* field and pressing Enter to select.

G/L Account Number Look-Up
 Opt: 1=Select Filter

<input type="checkbox"/> Account description	Account #
<input type="checkbox"/> CASH ACCOUNT WHATEVER I WANT-	10-0000-0000-01
<input type="checkbox"/> CASH ON HAND	1000-0000-0000-00
<input type="checkbox"/> CASH ACCOUNT BOFA EXTRA STUFF	1000-0000-0444-00
<input type="checkbox"/> CASH ACCOUNT WELLS FARGO	1000-0000-0445-00
<input type="checkbox"/> CASH ACCOUNT - CANDIAN BANK	1000-0000-0446-00
<input type="checkbox"/> RNI-QUASI A/P - DMO	1000-0001-0005-00
<input type="checkbox"/> CASH ACCOUNT WELLS FARGO	1000-0001-0445-00
<input type="checkbox"/> CASH ACCOUNT 2	1000-0002-0000-00
<input type="checkbox"/> QUASI AP.	1000-0002-0005-00

 More...

10. Type in the *Adjustment type* field. **NOTE:** If you do not know the adjustment type, place your cursor in the field and press F4 to open the **Adjustment Type** pop-up window to select an option by typing 1 in the *O* field and pressing Enter twice to select.

1/11/26 15:53:54 A/R Adjustment Code Maintenance Sys
 Cmp
 Mod
 Location: DMO IRVINE
 Adjustment code: NA
 Description: **NON AR CASH RECEIPTS**
 Short desc: **NON AR CR**
 G/L #: **0071000001000100** MISC NON-OPERATING INCOME-DMO
 Adjustment type: **0 OTHER**

Adjustment Type
 Option: 1-select
 Adjustment type Adjustment type
 T-Tax P-Pick-up
 W-Damage waiver V-Delivery
 D-Discount R-Write-off
 L-Late charge O-Other
 B-Bad debt
 Select option and press Enter

11. For the *Check Tolerance* field, if you are setting a *Tolerance Amount* or a *Tolerance percentage*, you will need to enter **Y** in the field. **NOTE:** You will need to enter the maximum amount or percentage allowed for the Adjustment Code. **NOTE 2:** If you are not utilizing either of those options you will need to enter **N** in the *Check tolerance* field.

```

1/11/26 15:53:54   A/R Adjustment Code Maintenance   Sys:
                                                         Cmp:
Location:          DMO IRVINE           Moc:
Adjustment code:  NA

Description:      NON AR CASH RECEIPTS
Short desc:       NON AR CR
G/L #:           0071000001000100 MISC NON-OPERATING INCOME-DMO
Adjustment type:  0 OTHER

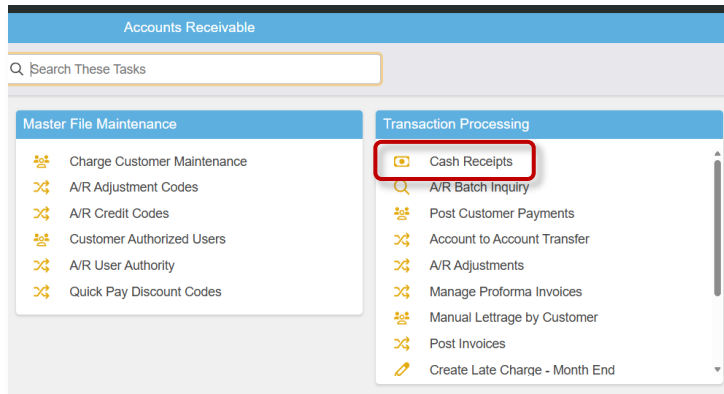
Check tolerance:  N Yes/No
Tolerance Amt:   [ ]
Tolerance %:     [ ]
    
```

12. Press Enter.
 - a. The new adjustment code saves and the **A/R Adjustment Code Maintenance - Launch** screen displays.

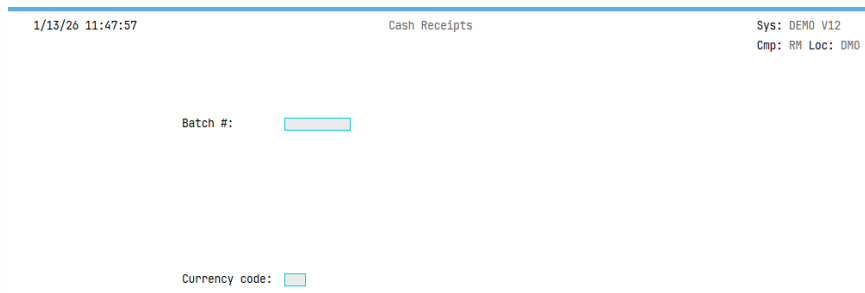
Enter Non-A/R Cash Payment

Process Steps

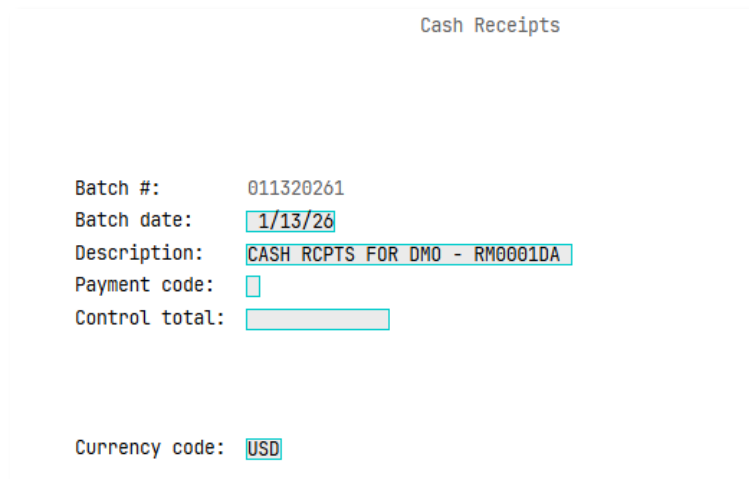
1. Navigate to the **Accounts Receivable** screen and in the **Transaction Processing** section, click on the Cash Receipts menu option.



- a. The **Cash Receipts - Launch** screen opens.



2. Type in the Batch number field or press F6 for the system to assign the next Batch Number in the system and press Enter.
 - a. The **Batch #** field populates and additional fields display.



3. Type in the *Batch date*, *Description*, *Payment code*, and *Control total* and press Enter twice.

Cash Receipts

Batch #: 1000

Batch date: 1/11/26

Description: CASH RCPTS FOR DMO - W6515LS

Payment code: K

Control total: 150.00

Currency code: USD

- a. The **Cash Receipts - Batch Detail** screen opens.
4. Press F6 on your keyboard or click on *F06 Non Accounts Receivable* in the **Display Functions**.

Cash Receipts

1/11/26 16:19:39

Batch #: 1000

Batch Date: 1/11/26

Doc Amount: []

Doc Number: []

Invoice #: []

Inc summary #: []

Cost # or name: []

Invoice OCR #: []

Batch Total: []

Batch Item Count: []

Doc currency: USD

Close Batch: []

Sys: DEMO V12

CR: IN Loc: DMO

Display Functions

- F03 Exit
- F04 Search
- F06 Non Accounts Receivable**
- F07 Select Checks
- F08 Select Invoices
- F09 Comments
- F12 Previous
- F19 Print Batch Edit Report

- a. The **Cash Receipts - Non A/R Cash** screen opens.
5. Type in the details for the check you are receiving and press enter.

Cash Receipts

1/11/26 16:11:15

Non A/R Cash

Sys: DEMO V12

Cmp: RM Loc: DMO

Batch: 1000

Batch date: 1/11/26

Non A/R cash total: []

Options: 1=Search

O	Loc	Ip	Check#	Amount	Description	Invoice#
[]	DMO	[]	55555	150.00	UTILITY REFUND	ABC123
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]

6. You will be required to enter the type of adjustment code in the *Tp* field. **NOTE:** If you do not know the code, type 1 in the *O* field next to the entry and press Enter to open the **A/R Adjustment Code Look-up** window.

Batch: 1000 Batch date: 1/11/26 Non A/R cash total:

Options: 1=Search

0	Loc	Tr	Check#	Amount	Description	Invoice#
<input type="checkbox"/>	DMD	NA	5555	150.00	UTILITY REFUND	ABC123
<input type="checkbox"/>						

7. Press Enter.
 - a. You will be redirected back to the **Cash Receipts - Batch Details** screen.
8. At this time, you can either enter other A/R payments in the batch or close the batch to post it. **NOTE:** For assistance with posting an AR batch, please refer to the [Posting a Cash Receipts Batch \[RolePlay\] - PDF](#) on the resources website.

Reference Glossary

Field Definitions for Tasks

A/R Adjustment Code Maintenance - Launch

- **Location** - Enter or accept the location for which you want to maintain an A/R adjustment code.
- **Adjustment Code** - Enter the adjustment code to add or maintain. If you are in **CHANGE** or **INQUIRY** mode, and you do not know the code, press F4 to search for it.

A/R Adjustment Code Maintenance - Details

- **Location** - Displays the location for which you are maintaining an A/R adjustment code.
- **Adjustment Code** - Displays the adjustment code you are maintaining.
- **Description** - Enter a full description of the adjustment code.
- **Short Description** - Enter a brief description of the code that will appear on reports and in search windows.
- **G/L Account Number** - Enter the number of the G/L account that is affected by A/R adjustments that use this code. If you do not know the number, press F4 to search for it.
- **Adjustment Type** - Enter the code that represents the type of adjustment for which this code is used. If you do not know the code, press F4 to search for it.
- **Check Tolerance** - Indicate whether to check tolerances on an adjustment amount when this adjustment code is used. If you enter **Y**, you must complete at least one of the **Tolerance** fields below.
- **Tolerance Amount** - If you entered **Y** in the **Check Tolerance** field, and if applicable, enter the maximum adjustment allowed when this adjustment code is used. If this field and the **Tolerance Percentage** field contain values, the lowest tolerance amount is used. For example, if this field is set to 99.00, and the Tolerance Percentage field is set to 10%, and 10% of the original invoice amount equals 100.00, an A/R adjustment using this code will not be allowed to exceed 99.00.
- **Tolerance Percentage** - If you entered **Y** in the **Check Tolerance** field, and if applicable, enter the maximum percentage of the original invoice amount allowed as an adjustment when this adjustment code is used.
- **Last Maintained Date/Time/By** - Displays the date and time when the adjustment code was last maintained. The user who last maintained the code is also displayed.

Cash Receipts - Launch

- **Batch Number** - Enter the number for the batch you want to create or maintain. Alternately, press F6 to assign the next batch number from control record **NXTARB**.
- **Currency Code** - Enter the code for the currency of the customer payments.

Additional Fields

- **Batch Date** - Enter or accept the date of the batch of customer payments. This defaults to today's date if the *Default the batch date* field is set to Y in control record ARCSH2, but you can change it to an earlier date.
- **Description** - Enter or accept the batch description. This defaults with your location and username.
- **Payment Code** - Enter or accept the payment code for all of the payments in the batch. A pay code defaults if the *Default A/R batch pay code* field in control record ARCSH2 contains a value.
- **Control Total** - Enter the total of all customer payments for the batch. This total must match the calculated total of the batch in order to post the batch.

Cash Receipts - Batch Detail

- **Batch Number** - Displays the number of the batch that was entered or automatically assigned.
- **Batch Date** - Displays the date of the batch.
- **Document Pay Code** - Enter the payment method code for this receipt. If you do not know the code, press F4 to search for it.
- **Document Amount** - Enter the amount of the customer's payment.
- **Document Number** - Enter the number from the customer's payment instrument such as a check or money order.
- **Invoice Number** - If the Position cursor on *INV#* field is set to Y in control record ARCSH3, the cursor starts at this field. This setting is used in situations where payment is received and only invoice information is given on the remittance document. Enter the number of the invoice for which you have received payment or to retrieve the customer number and displays all of their invoices. Press F4 to access **Customer Contract Inquiry** and search for the contract/invoice number. After you enter a valid invoice number, the customer associated with that invoice is populated in the *Customer Number or Name* field. If the *Use inv# to get cus#* field is set to Y in the ARCSH3 control record, the invoice number in this field is used to retrieve the customer number and then display all invoices for that customer. If the field is set to N, the entered invoice is used to retrieve the customer number and then the invoices displayed are only a subset of the entered invoice.
- **Invoice Summary Number** - If the customer is paying against a summary invoice, enter the number or press F4 to access the **Invoice Summary Search** popup window where you can choose the invoice.
- **Customer Number or Name** - If the Position cursor on *INV#* field is set to N in control record ARCSH3, the cursor starts at this field. This setting is used in situations where you pull customer invoices before entering a cash receipts batch. Enter the number or name of the customer from whom you received payment, and press Enter to display

that customer's account status and address. Press F8 to access a list of invoices for the entered customer.

- *Batch Total* - Displays the total of all payments entered for the batch.
- *Batch Item Count* - Displays the number of payments entered for the batch.
- *Document Currency* - Displays the code of the currency for the payment document. This defaults from the batch header and cannot be changed.
- *Close Batch* - Indicate whether to close the batch once all payments have been entered and the batch total equals the control total. A batch cannot be posted until it is closed.

Cash Receipts - Non A/R Cash

- *Batch* - Displays the number of the batch that was entered or automatically assigned.
- *Batch Date* - Displays the date of the batch.
- *Non A/R Cash Total* - Displays the calculated total of all non A/R cash entries.
- *Location* - Enter the location that received the non A/R cash payment.
- *Type* - Enter the non A/R adjustments code for the receipt. If you do not know the code, first enter a Location, and then enter 1 in the *O (Option)* field to access the A/R Adjustment Code Lookup popup window and select a code.
- *Check Number* - Enter the number from the customer's check/payment document.
- *Amount* - Enter the amount of the payment.
- *Description* - Enter a brief description of the non A/R payment such as Conference Fee.
- *Invoice Number* - Enter the number of the invoice or other reference for the non A/R payment. This number is NOT validated against the customer's A/R invoices.