SELECTION 2F
FUTURE MONTH PAYMENTS

The Future Month Payments feature allows entry of Cash payments and Credit Cards for the NEXT month BEFORE the current month is closed.

The following programs have the option for future or not and the following reports can be run including or excluding future payments:

> Cash Receipts Entry
> Credit Card Import or Entry
> Cash Receipts Register
> Aged Balances Report
> Detail Aged Balances Report

When a batch is marked as 'future' a field in each record in the batch is marked. When the month is closed, all future marking is removed.

CASH RECEIPTS ENTRY - (arnewpay)

```
        Petro Data Oil *** Cash Receipt Entry *** 07/26/2005

    Cash receipt date 08/01/2005        Batch number    20050801
    Def. GL Link Code 1             Future Month Batch? (Y/N)   Y


    Batch Totals:                      None yet
      Cash in Bank    Credit Card    Discounts        Total A/R

      Other Cash      Other Inc      Total Deposit

            1.   Enter customer payment on account
            2.   Create open credit/misc cash
            3.   Enter negative cash receipt
            4.   Print cash receipt slips
            5.   Check cash receipts against ledger
            B    Change batch/link code
            F    Change future batch status
            Q.   Quit to menu

                 Enter an option Q
```

Future Month Batch? (Y/N)

> **Y** if the month (July) has not been closed, and this batch is for next month (Aug)
> **N** if this is a current month (July) batch

The computer will not allow you to mix future and current month transactions in one batch. A message will display:

This batch should be a future batch!!

There is an option (**F**) to change the status if a mistake has been made during data entry.

F   Change future batch status

This program changes the FUTURE status of an UNPOSTED DRAFT or UNPOSTED CREDIT CARD batch.

```
        Petro Data Oil *** Change Future Batch Status *** 07/26/2005

This program changes the FUTURE status of a batch

1=Change to Future Batch     2=Change to Current Batch    Q=Quit   2

Type of Batch:  D=Unposted Draft      C=Unposted Credit Card   C

Enter batch number to change   20050729

Ready to change? (Y/N/Q)   Y
```

Both the Customer Draft and Credit Card preposting reports print the Future status. Watch them carefully. It is not possible for you to change the status AFTER they are updated.