



Running Cash Receipts Clearing Utility in Sage 100

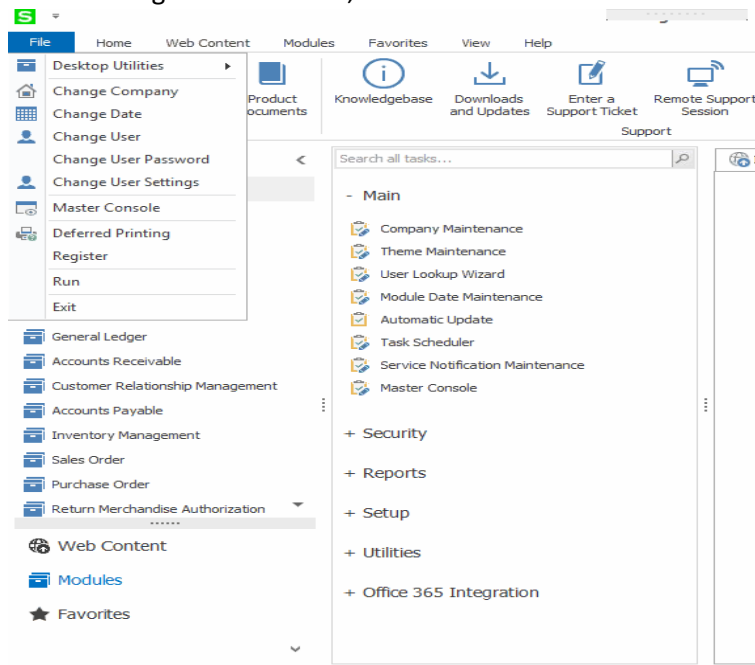
The clearing Cash Receipts Utility is usually run when trying to enter Cash Receipts in Sage 100 and get one of the following errors:

1. Cannot select invoices
2. "Invoice Already Being Paid"
3. The invoice balance was exceeded"
4. The balance is showing "0" or incorrect you will want to run the ARWAR4 Utility to recalculate the balances.

*Note – you will need administrator access in Sage to the utilities explained below.

For Sage 100 2021 and Newer:

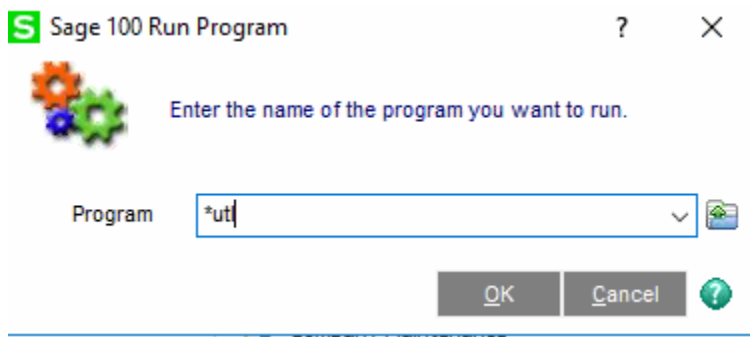
1. All users must exit the Cash Receipts Entry and AP from AR Clearing Entry. All cash receipts must be posted prior to start.
2. From the Sage 100 Launcher, click File and select Run.



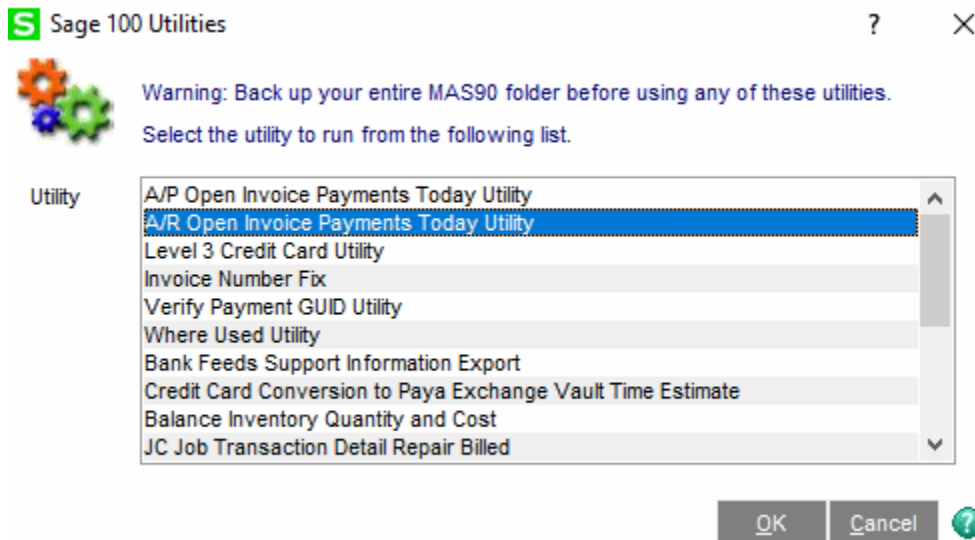


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3. Type in *utl and click Ok.



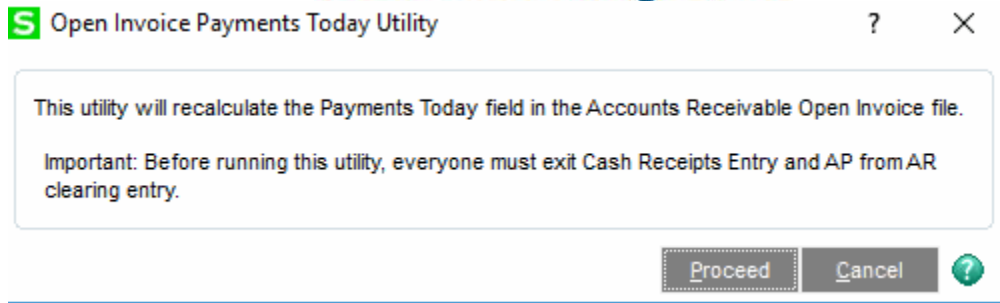
4. Highlight "A/R Open Invoice Payments Today Utility" and click OK.



5. Click Proceed at message, "This utility will recalculate the Payments Today field in the Accounts Receivable Open Invoice file. Important: Before running this utility, everyone must exit Cash Receipts Entry and AP from AR Clearing Entry."



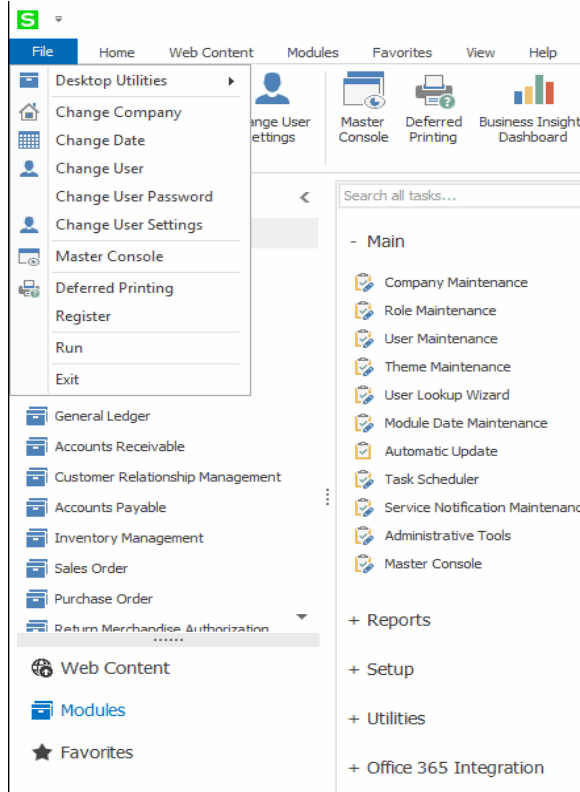
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After the Utility is done, it will return to the Launcher screen.

In Sage 100 2020 and earlier, run the ARWAR4 utility:

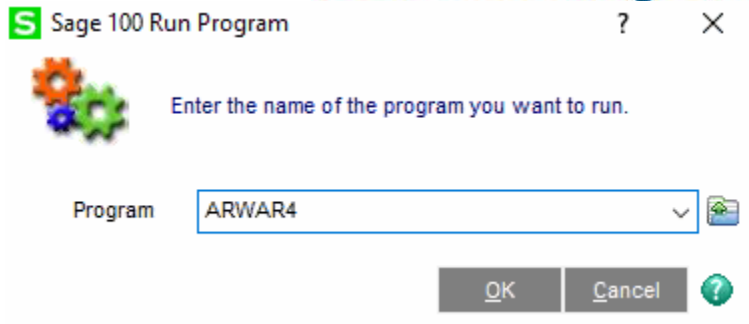
1. Make sure all users are out of the of the Accounts Receivable and Sales Order modules. Make sure all cash receipts batches have been posted.
2. From the Sage 100 Launcher, click File, Run.



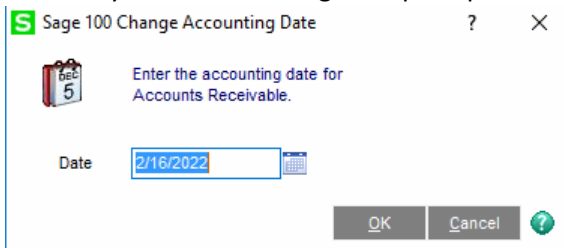
3. In the Program field, enter ARWAR4 and click OK.



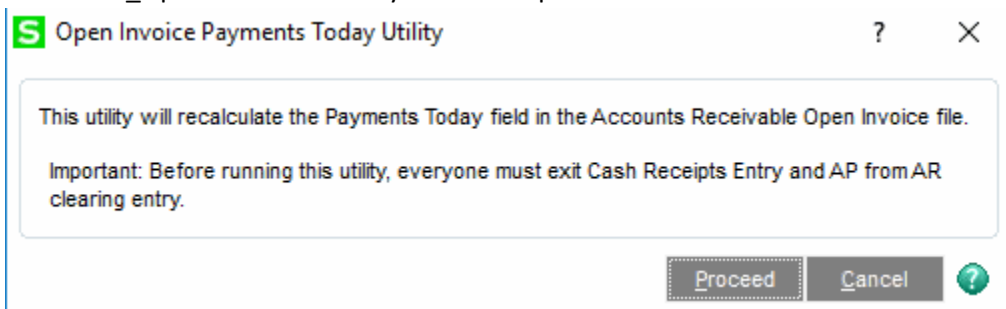
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4. Click okay if the Accounting Date prompt comes up.



5. Click Proceed at the prompt: "Warning: This utility will clear and recalculate the Payments Today field in AR_OpenInvoice file. Do you want to proceed?"



6. Once you click Proceed the utility will run and return back to the launcher screen.
7. Return to Cash Receipts Entry and attempt to pay the invoice again.