How to Create a Receipt

This video will show users how to Create a Receipt

Navigate to Accounting, Receipts, New Entry.
Fill in header info, receipt lines and amount.
Click Confirm and then Post.

STEP-BY-STEP:
1. Go to Accounting menu
2. Select Receipts
3. In the List View, user can filter the list of Receipts documents.
4. In the List View, click on one of the Receipts documents to show options for the selected document.
5. In the Document View, to undo post and modify a posted Receipts document, click the triangle on the Generate Report button.
Select Undo Receipt Posting option.
Only user with access right able to do this.
6. Click on Create New button to create new Receipts document.
7. Fill in the header info, i.e. Debitor, Payment Type, Account, Bank Amount received, Memo, etc
8. Select from the list of invoices due which ones to be paid by the selected Debitor.
Selected invoices will go down to the bottom table in the Receipt Lines tab.
9. For partial receipt on an invoice, click on the Received Amount of the invoice and modify it, then press ENTER.
A split entry will be created by the system for this invoice with partial receipt (highlighted in yellow).
10. Click Confirm Receipts button when done editing
11. Click Post Receipts button to post the receipt entries
12. To undo post and modify a posted Receipts document, click the triangle on the Generate Report button.
Select Undo Receipt Posting option.