How to create an Advance Receipt

This video will show users the How to create an Advance 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, click on Create New to create new Receipts document.
4. Fill in the header info, i.e. Debitor, Payment Type, Account, Bank Amount received, Memo, etc
5. Do not select any invoices to be paid. Click Confirm Receipts button when done editing
6. Click Post Receipts button to post the receipt entries
7. To undo post and modify a posted Receipts document, click the triangle on the Generate Report button.
Select Undo Receipt Posting option.
8. Click Delete button to delete the Receipts document