

How to Register Expenses Income in Receipt

This video will show users the How to Register Expenses Income in 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. Click on Create New to create new Receipts document.
4. Fill in the header info, i.e. Doc Date, Debitor, Payment Type, Account, Bank Amount received, Memo, etc
5. In the Income tab, select a Journal type from the list
6. Select an account and enter the Description and Amount.
For Cost Center type of account, enter the Dimension and Amount in the pop up dialog window.
7. In the Expense tab, select a Journal type from the list
8. Select an account and enter the Description and Amount.
For Cost Center type of account, enter the Dimension and Amount in the pop up dialog window
9. Click Confirm Receipts button when done editing
10. Click Post Receipts button to post the receipt entries
11. User can view the posted entries in the Postings tab for the Income and Expense entries.
Right click on one of the Income entries to see options for the selected entry, for example Open Account Register.
Right click on the entry in the Account Register to open option to go back to the Receipt document.
12. In the Postings tab select Expense type, and right click on one of the Expense entries to see options for the selected entry, for example Open Journal Entry.

In the Journal Entry, right click on one of the entry.

For Cost Center type (Amount is underlined), user can view the Cost Center split entry.
