

# Receipt

Receipts view allows users to manage receipts and payments received from customers / debtors. Below actions are available from **“Receipts”**:

- ➡ Create new receivable receipt; update, delete, view and search for receipt details

Date	Document #	Reference #	Account #	Partner Name	Account #	Account Name	Currency	Amount	Status
May 16, 2016	RCT160035		4110.011/CO001	Cold Storage - HQ	4010.02	Bank - OCBC	SGD	\$5500.00	Drafted
May 16, 2016	RCT160036		4110.011/CO001	Cold Storage - HQ	4010.02	Bank - OCBC	SGD	\$5398.54	Drafted
Jun 16, 2016	RCT160037		4110.011/ME001	Metro	4010.02	Bank - OCBC	SGD	\$550,000.00	Confirmed

Summary: Total SGD: \$550,500.00

Document Date: 19/08/2016 | Document Number: <-AUTO-GENERATED-> | Reference Number: | Branch: HQ - Head Office

Partner A/c: | Currency: | Payment Type: Check | Account: | Bank Amount: | Bank Charge: | Exchange Rate: | Trxn/Cheque#: | Balance: 1

Receipt Lines: Incomes (0) | Expenses (0) | Postings | Notes / Attachments

Date	Document #	Reference #	Memo	Due Date	Due Amount

Total Income: | Expense: | Receivables: |

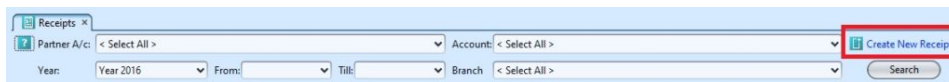
Buttons: Confirm Receipt, Create New, Save, Revert, Delete

Field Name	Description	Mandatory Information
Document Date	Date of the receipt	Y
Document Number	Document number for the receipt	Y
Reference Number	Reference code for easy search	N

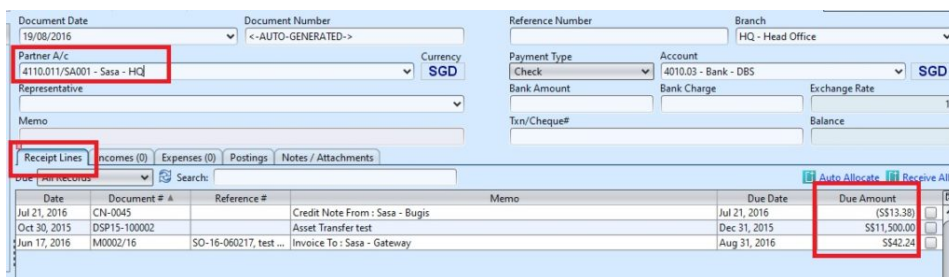
Branch	Company's branch	N
Debtor	Select the debtor to issue the receipt. (Once user select a debtor, the account and currency will automatically fill up)	Y
Payment Type	Select the payment method	Y
Account	Select bank account for the receipt	Y
Representative	Company's internal representative who handle the debtor account	N
Memo	A memorandum for the receipt	Y
Bank Amount	Company's bank amount	N
Bank Charge	A fee levied on an account by a financial institution.	N
Txn/Cheque #	Transaction / Cheque number	N

## Create New Receivable Receipt

1. Click on **"Create New Receipt"** at the top right of screen of **"Receipts List"** tab, it will open **"Receipt"** tab with empty form



2. Select a debtor from the **"Debtor"** drop-down list on top right side of screen. It will pull up all receipts of payments owed by the debtor on **"Receipt Lines"** tab



3. Fill up receipt's information with any payment received from the debtor on the **"Bank Amount"** (top right of screen)

Document Date: 19/08/2016  
 Document Number: <-AUTO-GENERATED->  
 Reference Number: [ ] Branch: HQ - Head Office  
 Payment Type: Giro Account: 4010.03 - Bank - DBS  
 Bank Amount: \$510,000.00 Bank Charge: [ ] Exchange Rate: 1  
 Txn/Cheque#: [ ] Balance: \$510,000.00

4. Tick the box behind a receipt line to change the status to **“Received”** to acknowledge payment received for the receipt(s) owed. It will move the receivable(s) to the bottom table and update the **“Balance”** amount (top right of screen)

Receipt Lines (0) Incomes (0) Expenses (0) Postings Notes / Attachments

Date	Document #	Reference #	Memo	Due Date	Due Amount	Received
Jul 21, 2016	CN-0045		Credit Note From : Sasa - Bugis	Jul 21, 2016	\$513.38	<input type="checkbox"/>
Oct 30, 2015	DSP15-100002		Asset Transfer test	Dec 31, 2015	\$511,500.00	<input type="checkbox"/>
Jun 17, 2016	M0002/16	SO-16-060217, test ...	Invoice To : Sasa - Gateway	Aug 31, 2016	\$542.24	<input type="checkbox"/>

Date	Document #	Reference #	Memo	Due Date	Due Amount	Received Amt
Oct 30, 2015	DSP15-100002		Asset Transfer test	Dec 31, 2015	\$511,500.00	\$511,500.00
Jul 21, 2016	CN-0045		Credit Note From : Sasa - Bugis	Jul 21, 2016	\$513.38	\$513.38
Jun 17, 2016	M0002/16	SO-16-060217, test ...	Invoice To : Sasa - Gateway	Aug 31, 2016	\$542.24	\$542.24

5. **“Balance”** amount cannot be *negative*

Document Date: 19/08/2016  
 Document Number: <-AUTO-GENERATED->  
 Reference Number: [ ] Branch: HQ - Head Office  
 Payment Type: Giro Account: 4010.03 - Bank - DBS  
 Bank Amount: \$510,000.00 Bank Charge: [ ] Exchange Rate: 1  
 Txn/Cheque#: [ ] Balance: \$59,957.76

6. Click on **“Income”** and / or **“Expense”** tab at the middle of screen to add journal entry for the debtor if any

Receipt Lines (1) Incomes (0) Expenses (0) Postings Notes / Attachments

Journal: Audit Adjustment Journal

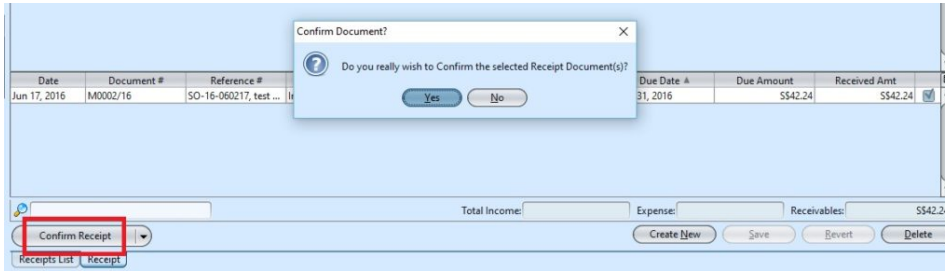
#	Account	Entity Type	Description	Amount	Tax	Tax Amount	Base Amount
1							

7. Click on **“Notes / Attachments”** tab at the middle

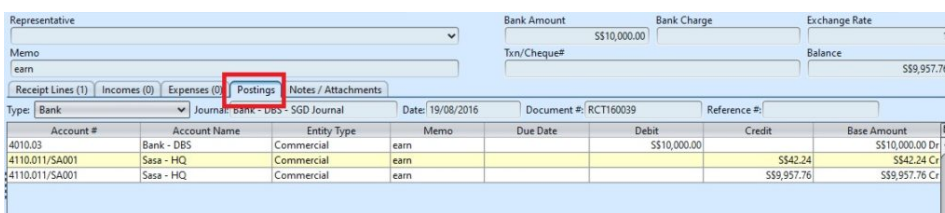
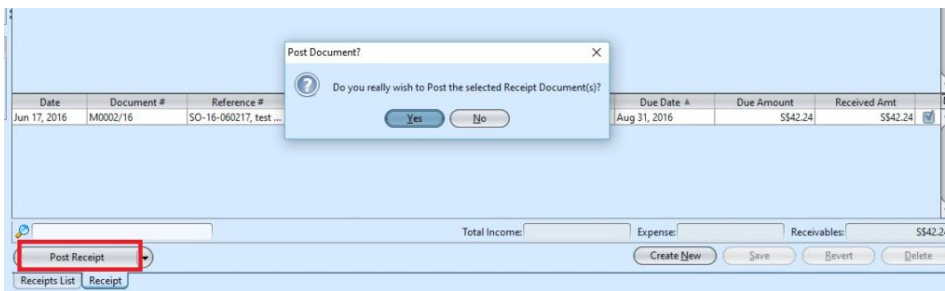
of screen to add notes or files attachment for the receipt

8. Click on **“Save”** button at the bottom of screen to save

9. Click on **“Confirm Receipt”** button at the bottom of screen to confirm the receipt



10. Click on **“Post Receipt”** button at the bottom of screen to post the receipt. Journal entries for the reconciled receipts will be automatically created under **“Postings”** tab

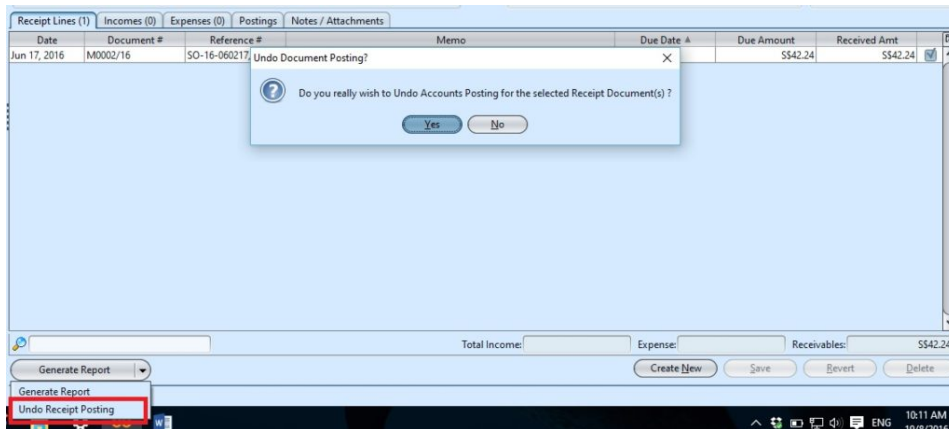


## Update Receipt Details

1. Click on **“Receipts List”** tab at the bottom of screen

2. Double click on receipt to be updated, it will bring up the details on **“Receipt”** tab for the selected receipt. If a receipt’s status is **“Confirmed”** or **“Posted”**, right click on the receipt

and reopen / undo posting of the receipt first



3. Make change(s) on the receipt information

4. Click on **"Save"** button at the bottom of screen to save

5. Click on **"Revert"** button at the bottom of screen or refresh icon at the top of the screen to roll back the changes

6. Click on **"Confirm Receipt"** button at the bottom of screen to confirm the receipt

7. Click on **"Post Receipt"** button at the bottom of screen to post the receipt

## Delete Receipt

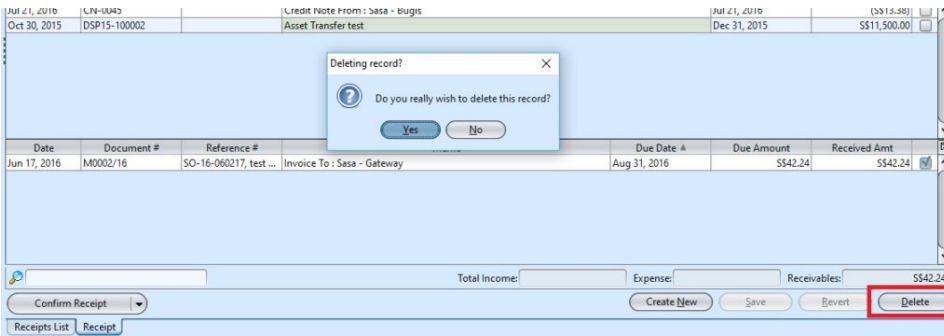
1. Click on **"Receipts List"** tab at the bottom of screen

2. Double click on receipt to be deleted, it will bring up the details on **"Receipt"** tab for the selected receipt. If a receipt's status is **"Confirmed"** or **"Posted"**, right click on the receipt and reopen / undo posting of the receipt first

3. Click on **"Delete"** button at the bottom right side of screen

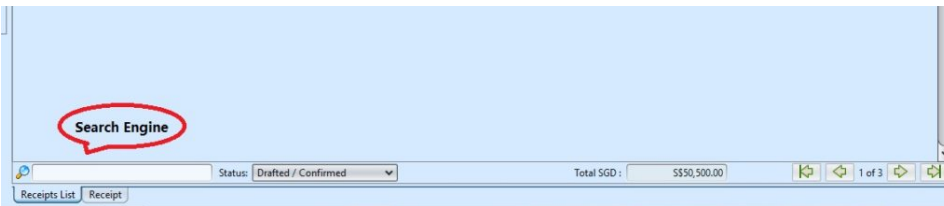
4. Click on **"Yes"** button on the pop-up window to

## confirm receipt deletion

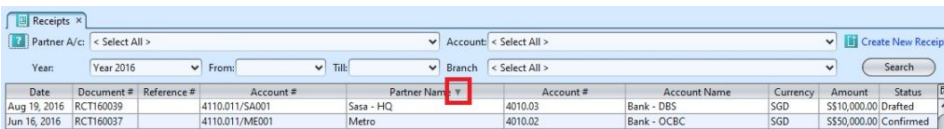


## View and Search for Receipt Details

1. Click on **"Receipts List"** tab at the bottom of screen
2. Enter search parameter to filter the result, i.e. type in which debtor to search for in the **"Debtor"** text field box or select from drop-down list



3. Result can be sorted alphabetically by clicking the fields' columns



4. Double click on receipt to view full details of the receipt, it will bring up the details on **"Receipt"** tab for the selected receipt