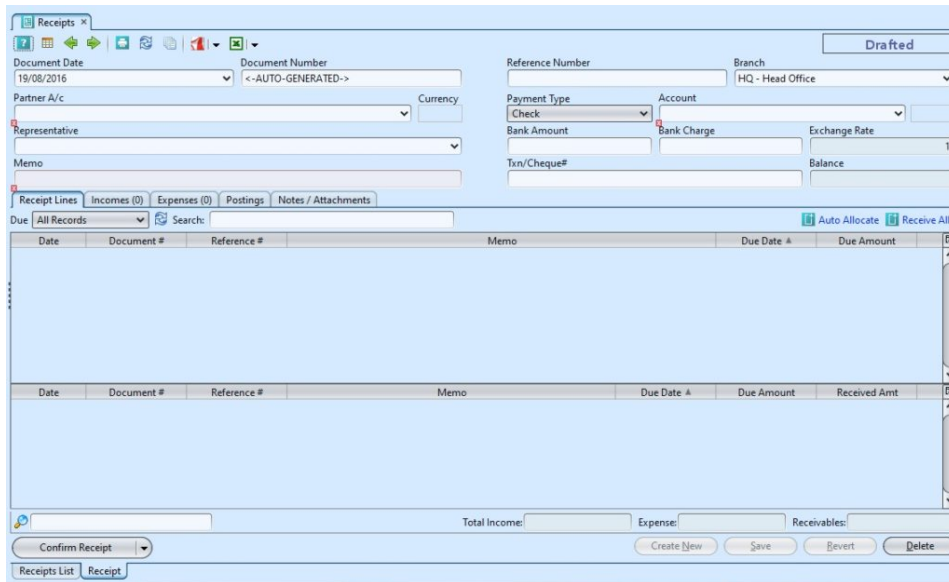
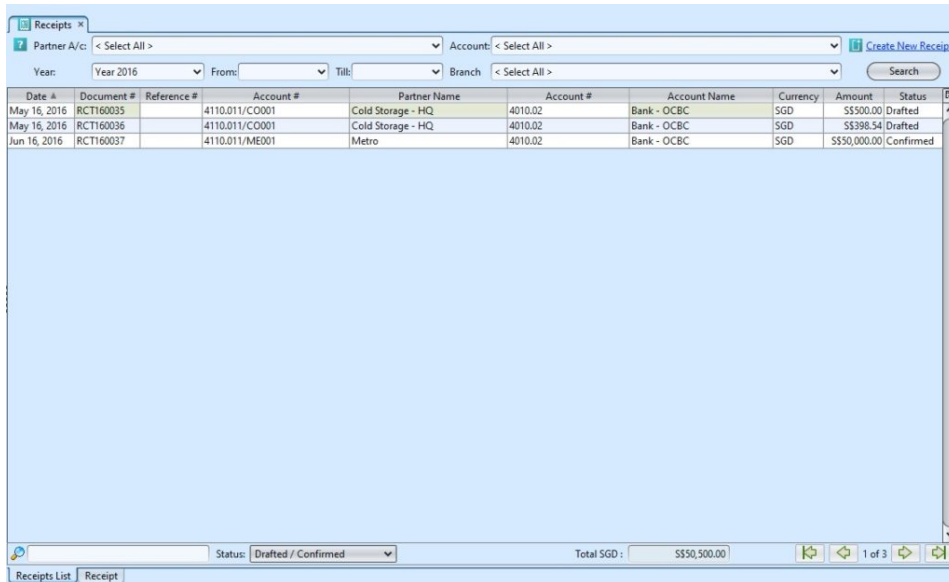


Receipt

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

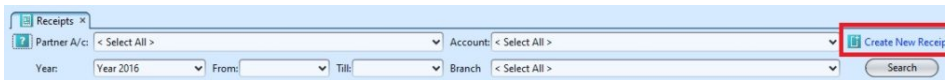


Field Name	Description	Mandatory Information
Document Date	Date of the receipt	Y
Document Number	Document number for the receipt	Y
Reference Number	Reference code for easy search	N

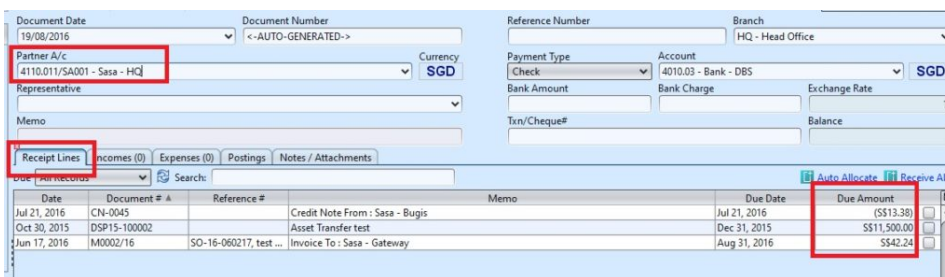
Branch	Company's branch	N
Debtor	Select the debtor to issue the receipt. (Once user select a debtor, the account and currency will automatically fill up)	Y
Payment Type	Select the payment method	Y
Account	Select bank account for the receipt	Y
Representative	Company's internal representative who handle 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)

Receipts x

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

Partner A/c: 4110.011/SA001 - Sasa - HQ | Currency: SGD

Payment Type: Giro | Account: 4010.03 - Bank - DBS | Exchange Rate: 1

Bank Amount: \$510,000.00 | Bank Charge: | Balance: \$510,000.00

Trxn/Cheque#

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

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)

Memo: earn

Trxn/Cheque#

Balance: \$510,000.00

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

Due: All Records | Search:

Date	Document #	Reference #	Memo	Due Date	Due Amount	
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"/>

↓

Receipt Lines (3) | Incomes (0) | Expenses (0) | Postings | Notes / Attachments

Due: All Records | Search:

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*

Receipts x

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

Partner A/c: 4110.011/SA001 - Sasa - HQ | Currency: SGD

Payment Type: Giro | Account: 4010.03 - Bank - DBS | Exchange Rate: 1

Bank Amount: \$510,000.00 | Bank Charge: | Balance: \$59,957.76

Trxn/Cheque#

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

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

Representative

Memo: earn

Bank Amount: \$510,000.00 | Bank Charge: | Exchange Rate: 1

Trxn/Cheque#

Balance: \$59,957.76

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

Journal: Audit Adjustment Journal

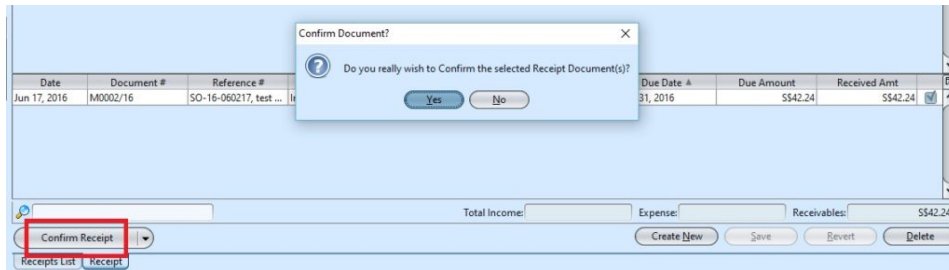
#	Account	Entity Type	Description	Amount	Tax	Tax Amount	Base Amount
1							

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

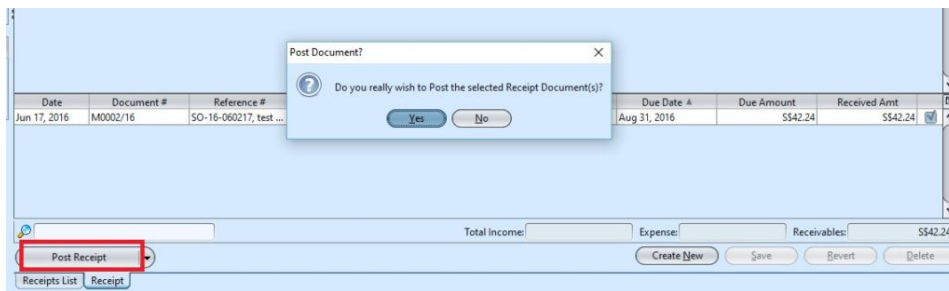
of screen to add notes or files attachment for the receipt

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



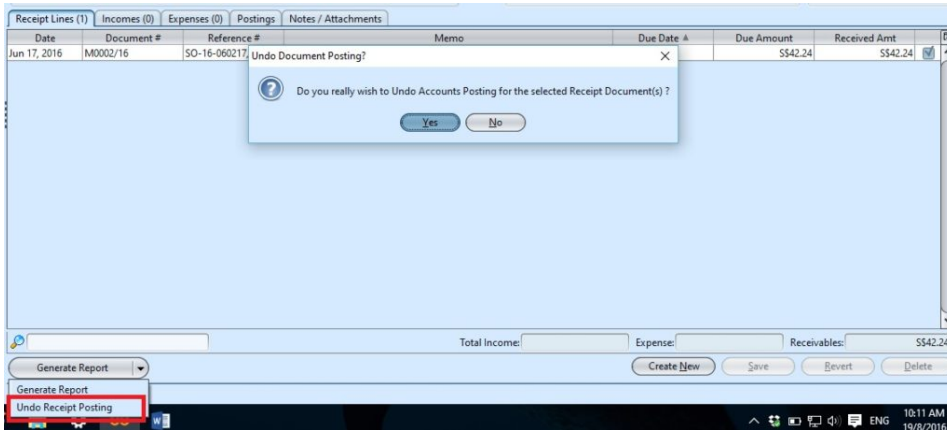
Account #	Account Name	Entity Type	Memo	Due Date	Debit	Credit	Base Amount
4010.03	Bank - DBS	Commercial	earn		\$510,000.00		\$510,000.00 Dr
4110.011/SA001	Sasa - HQ	Commercial	earn			\$542.24	\$542.24 Cr
4110.011/SA001	Sasa - HQ	Commercial	earn			\$59,957.76	\$59,957.76 Cr

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

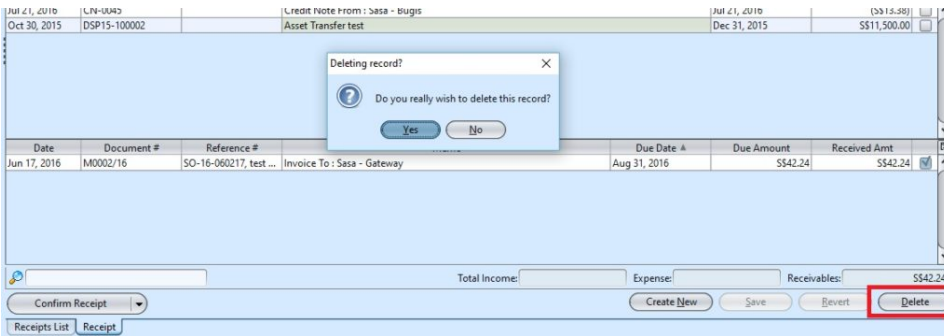
1. Click on **"Receipts List"** tab at the bottom of screen

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

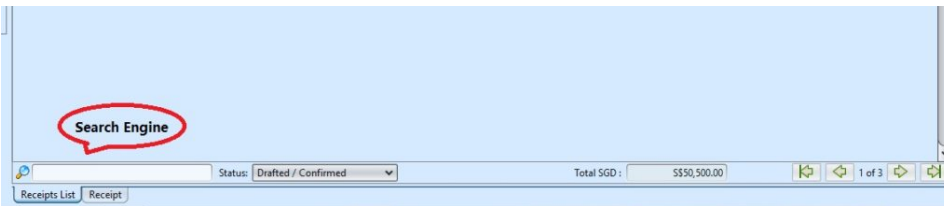
4. Click on **"Yes"** button on the pop-up window to

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

Date	Document #	Reference #	Account #	Partner Name	Account #	Account Name	Currency	Amount	Status
Aug 19, 2016	RCT160039		4110.011/SA001	Sasa - HQ	4010.03	Bank - DBS	SGD	\$510,000.00	Drafted
Jun 16, 2016	RCT160037		4110.011/ME001	Metro	4010.02	Bank - OCBC	SGD	\$550,000.00	Confirmed

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