Enter a Receipt

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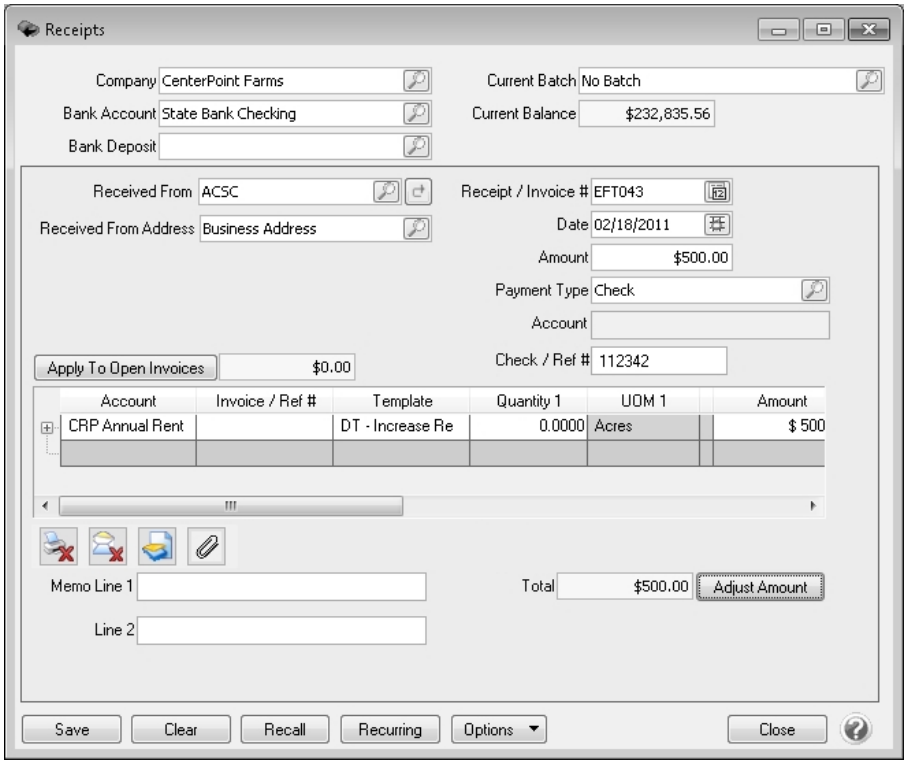
This topic provides step-by-step instructions on how to enter a transaction for receipts (for example, ASCS government check) .

Note: If you need to enter a receipt that should be applied to a customers balance, please refer to the *Enter a Receipt Applied to Customer Open Invoices* topic instead.

Entering a Receipt:

1. Select **Processes > Sales > Receipts**.



2. For this type of a transaction we will be using only a few of the fields that are available in the receipts screen. Begin by selecting the **Bank Account** where the funds are being deposited.

Note: To save time & keystrokes, use the **Options** button at the bottom of the screen to turn off those fields that you are not using in the receipts screen. If using bank deposits, a **Bank Deposit** can also be selected.

3. In the **Received From** field, enter the appropriate name, , click the Lookup icon to lookup the name or clickthe New or New One Time Use button to create a new name, right-click and select New to create a new name, or right-click and select Invoice Search to enter an invoice number to find the customer. .

This documentation is for informational purposes only. For specific accounting guidance, please contact your accountant.

4. In the **Check/Ref #** box, enter a number that identifies the payment type, for example check or credit card number (up to 20 characters).
5. In the **Date** field, enter the date of the receipt. Enter the **Amount** of the receipt.
6. In the **Payment Type** box, select the type of receipt that is being made, check, cash, credit card, etc.
7. In the lower grid portion of the receipt, enter the first **Account** (normally a revenue/sales account, but depending on the situation, may also be an expense account) that is affected by this receipt.

Note: The fields that are displayed in the grid can be customized. In the example displayed above, we've chosen to only display the Account and Amount fields. To customize your grid, right click anywhere in the grid area and choose Add/Remove Columns.

8. Enter the **Amount** that should be applied to this account.

Note: if a revenue/sales account was used in the Account field the amount should be entered as a positive. If an expense account was used (to lower the expense balance) the amount should be entered as a negative.

9. If you set the File > Preferences > Accounts > Personal Accounts preference and marked accounts as personal accounts and have a company marked with company type = Personal, you can add a Company column to the data entry grid that will allow you to identify personal vs farm transactions by selecting a company for each line on the data entry grid. This will allow to easily repare consolidated or separate financial reports for your personal/farm companies.
10. If funds should be posted to additional accounts, simply tab down to the next line in the grid and repeat the prior two steps until the **Total** field equals the **Amount** field at the top of the screen.
11. The Email or Print Options selected on the Email/Print tab in Setup > Names > Names and Setup > Customers will determine the default setting for the **Print** (an image of a printer displays on the button) and **E-mail** (an image of an envelope displays on the button) buttons (the selection can be changed on this screen). If the Print or E-mail buttons display with a red X, it means the receipt will not be printed or e-mailed when the receipt is saved. If the Print or E-mail buttons display with a green check mark, it means the receipt will be printed or e-mailed when the receipt is saved. To override the Print button default setting, click the Print button to display the Print Setting screen where you can override the Print Receipt setting for this receipt only, select the printer to print the receipt to, the number of copies of the receipt to print, and the form the receipt should be printed on. To override the E-mail button setting for this receipt only, click the E-mail button to display the Email Settings screen where you can override the E-mail Receipt setting and the default To, CC, BCC, From, Subject, Message, and form the receipt should be e-mailed on.

Note: If you want to attach a document to this transaction, see the Attach Documents to Transactions topic for detailed information.

12. Click **Save** to complete the transaction.

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