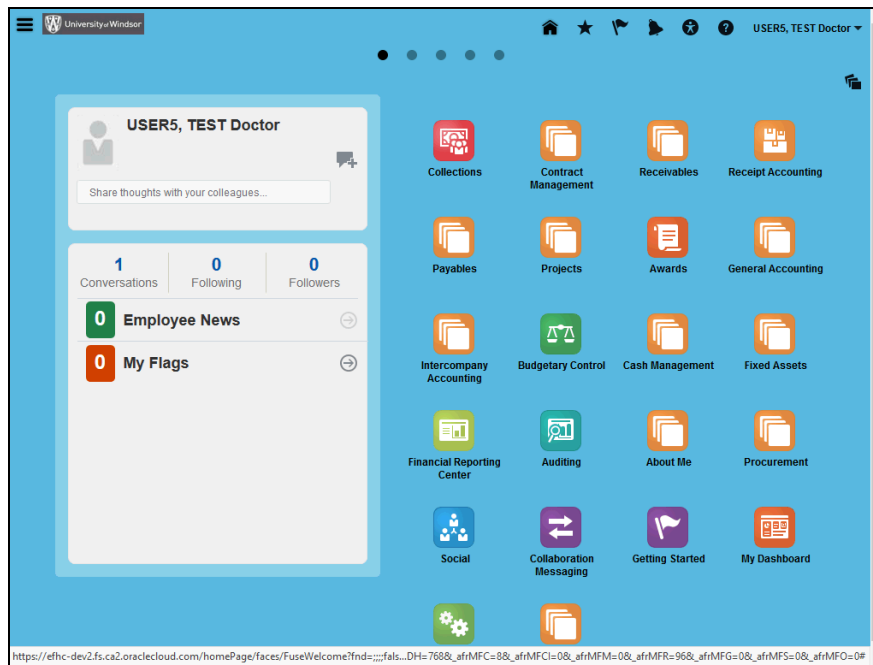



AR 12: Create a single manual receipt in the system, in US dollars
Created on 3/2/2018

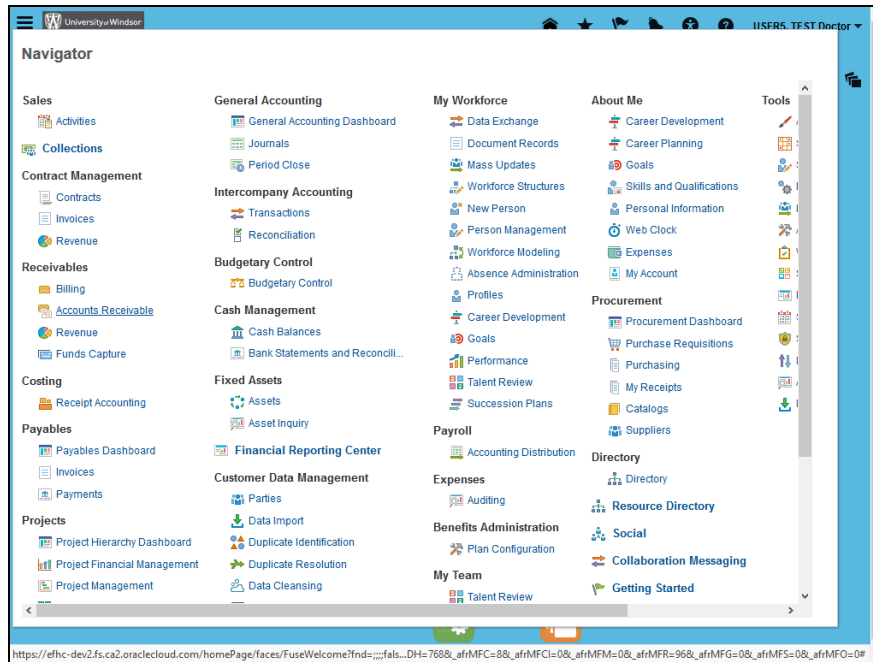
AR 12: Create a single manual receipt in the system, in US dollars

Procedure

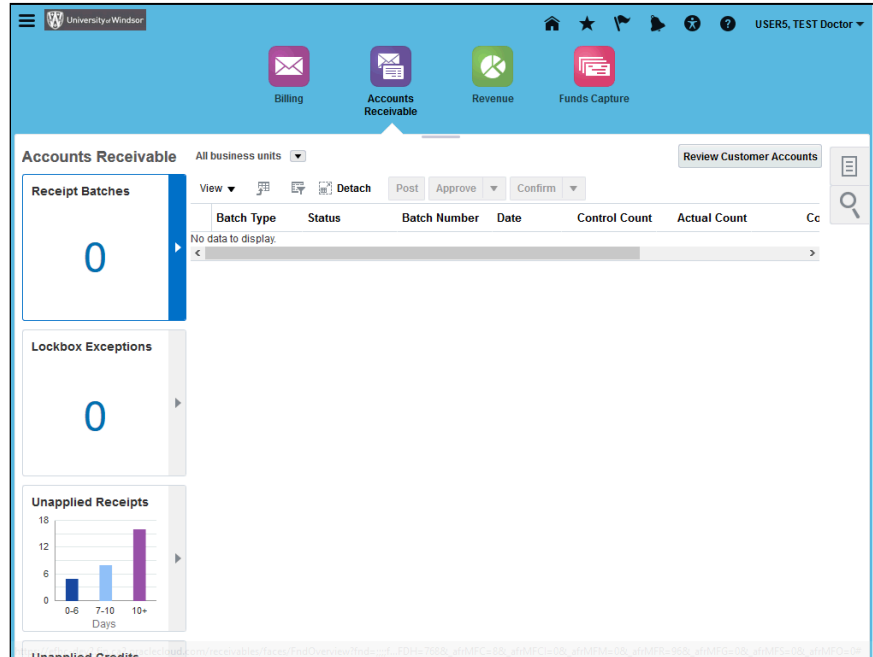
This User Guide outlines the steps required to create a single manual receipt in the system, in US dollars.




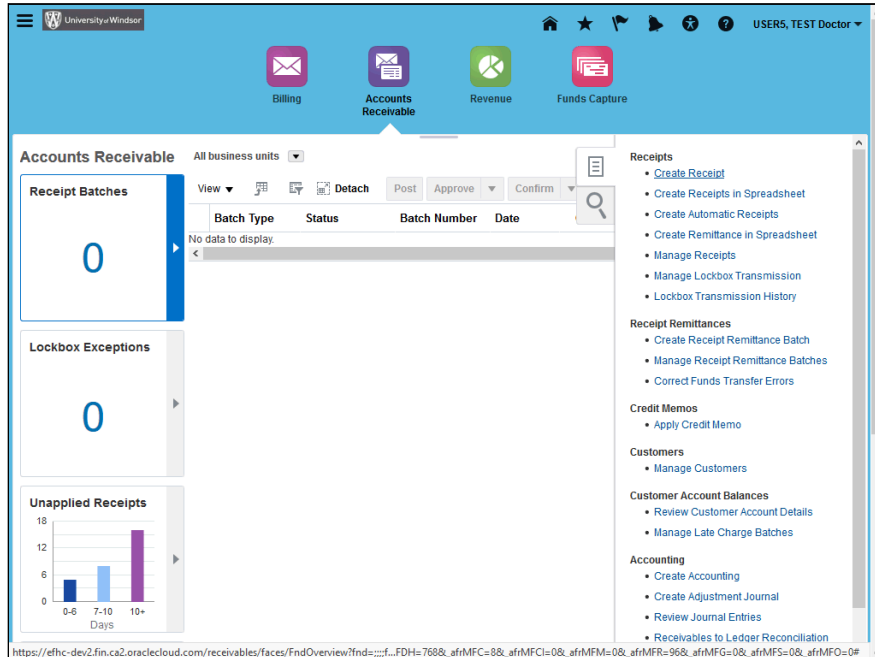
Step	Action
1.	Click the Navigator button. 



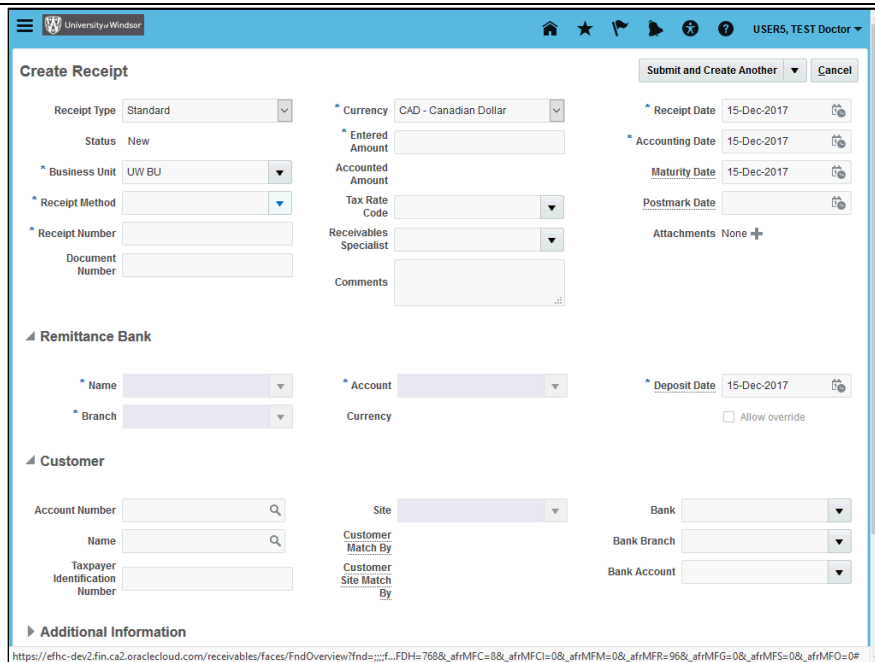
Step	Action
2.	Click the Accounts Receivable link. Accounts Receivable




Step	Action
3.	Click the Tasks button. 



Step	Action
4.	Click the Create Receipt link. Create Receipt



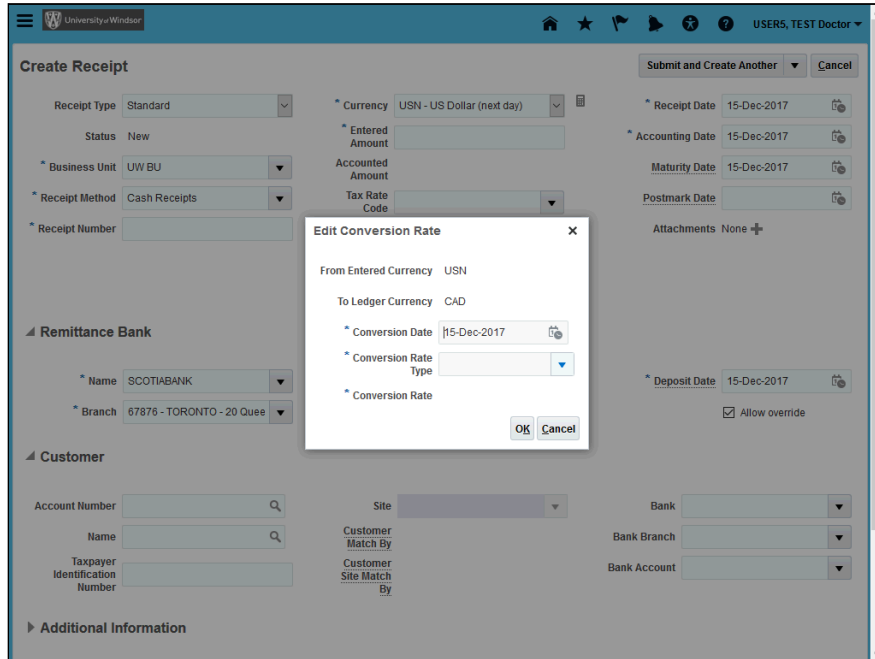
Step	Action
5.	Click the Receipt Method drop-down button. 

Step	Action
6.	Select the appropriate option from the drop-down list.

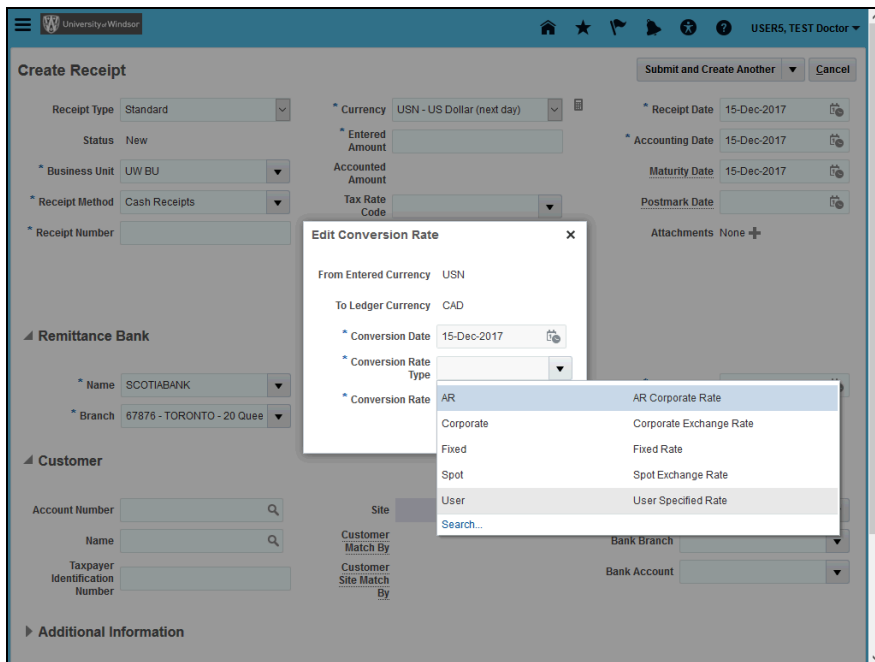
Step	Action
7.	Click the Currency drop-down button.

Step	Action
8.	Select the appropriate option from the drop-down list.


Step	Action
9.	Click the Edit Conversion Rate button.



Step	Action
10.	Click the Conversion Rate Type drop-down button.



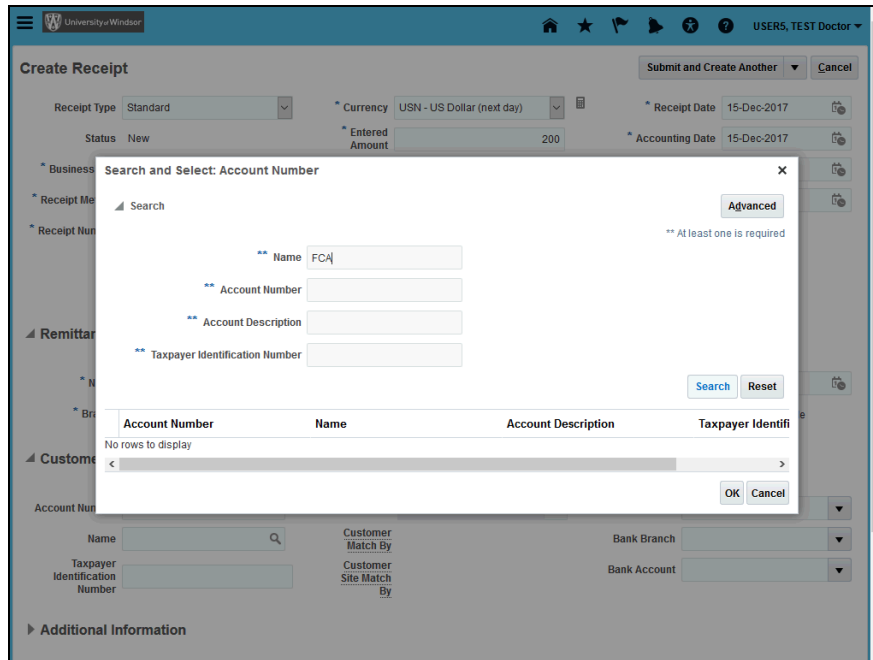
Step	Action
11.	Select the appropriate option from the drop-down list.

Step	Action
12.	Click the OK button. 

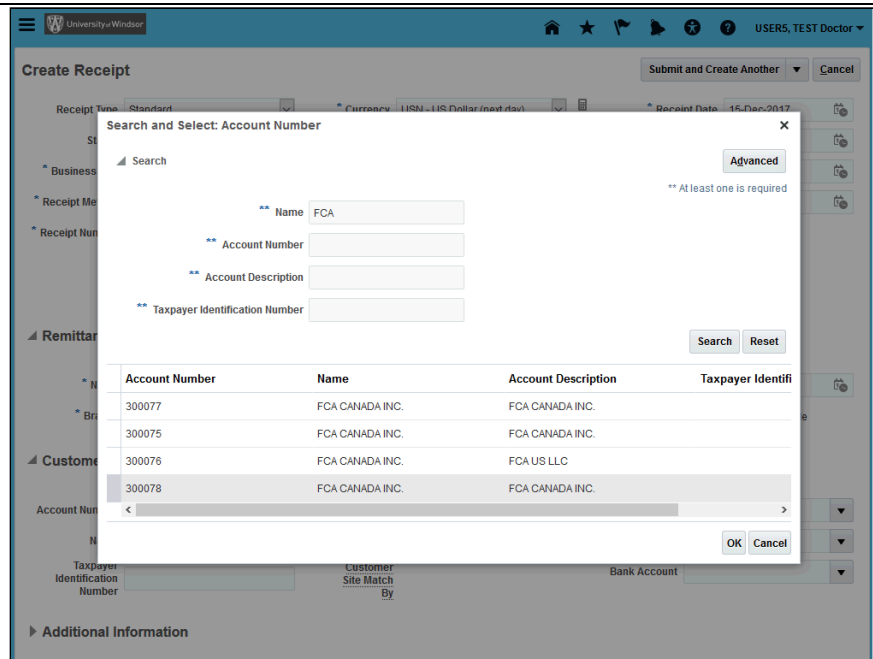
Step	Action
13.	Click in the Entered Amount field. Enter the required amount in the Entered Amount field.

Step	Action
14.	Click the Search Help button next to the Account Number field.

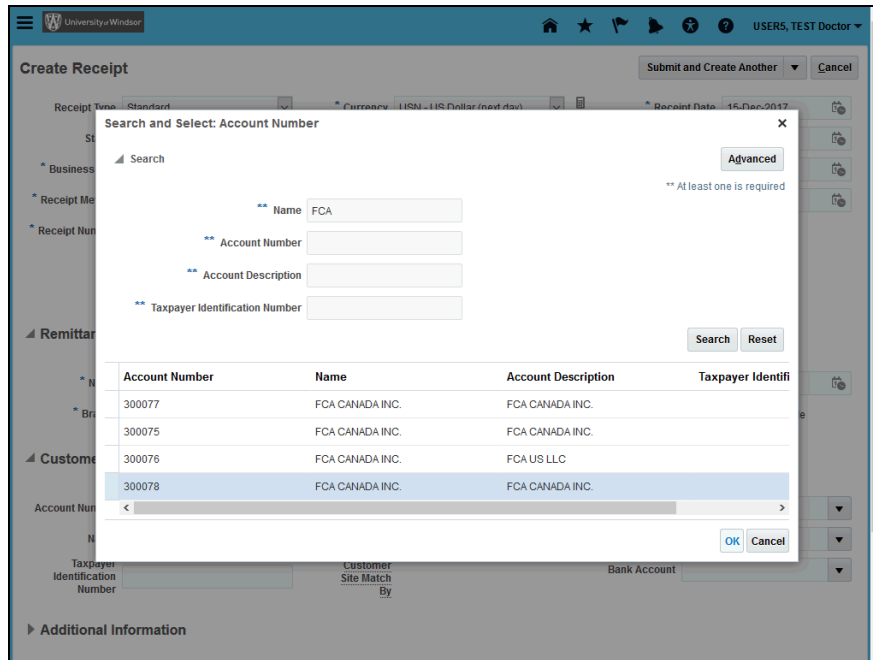
Step	Action
15.	Click in the Name field. Enter the required name in the Name field.



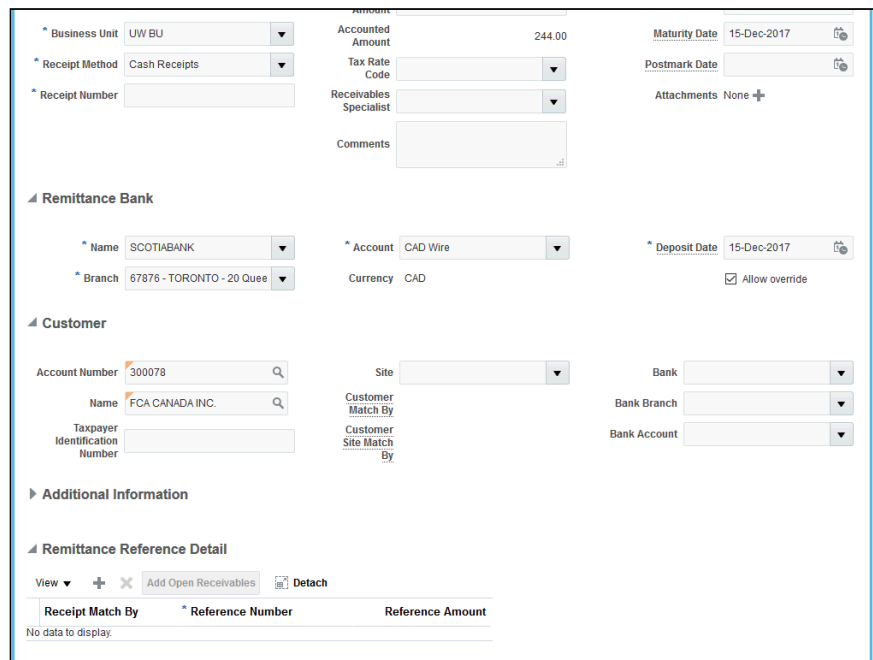
Step	Action
16.	Click the Search button.



Step	Action
17.	Click the appropriate Account Number .



Step	Action
18.	Click the OK button.



Step	Action
19.	Click the Add Open Receivables button.

Step	Action
20.	Click in the Receipt Reference Number field. Enter the required number in the Receipt Reference Number field.

Step	Action
21.	Click the Search button.


The screenshot shows the 'Receivables' module interface. At the top, there are fields for 'UW BU', 'Cash Receipts', 'Accounted Amount' (244.00), 'Maturity Date' (15-Dec-2017), 'Tax Rate Code', 'Postmark Date', 'Receivables Specialist', and 'Attachments' (None). Below this is a 'Bank' section. The main area is titled 'Receivables' and contains a 'Transactions' table. The table has columns: Reference, Transaction Class, Transaction Number, Due Date, Payment Terms, Customer Name, Customer Account Number, Amount Due, and Transaction Business Unit. A single row is visible: Invoice, 18001, 25-Dec-2017, 10 Net UW, FCA CANADA INC., 300076, 14.00 USN, UW BU. Below the table are buttons for 'Add', 'Done', and 'Cancel'. The 'Add' button is highlighted in blue. Below the table is an 'Information' section with 'Reference Detail' and buttons for 'Add Open Receivables' and 'Detach'.

Step	Action
22.	Click the Add button. Add

This screenshot is identical to the one above, showing the 'Receivables' module interface. The 'Add' button in the 'Transactions' table is highlighted in blue, indicating the next step in the process.

Step	Action
23.	Click the Done button. Done

Step	Action
24.	Click in the Receipt Number field. Enter the required receipt number in the Receipt Number field.

Step	Action
25.	Click the Submit and Create Another drop-down button. 

Step	Action
26.	Select the required option from the drop-down list.

Step	Action
27.	Click the Save and Close button.

Step	Action
28.	End of Procedure.