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

Created on 3/2/2018

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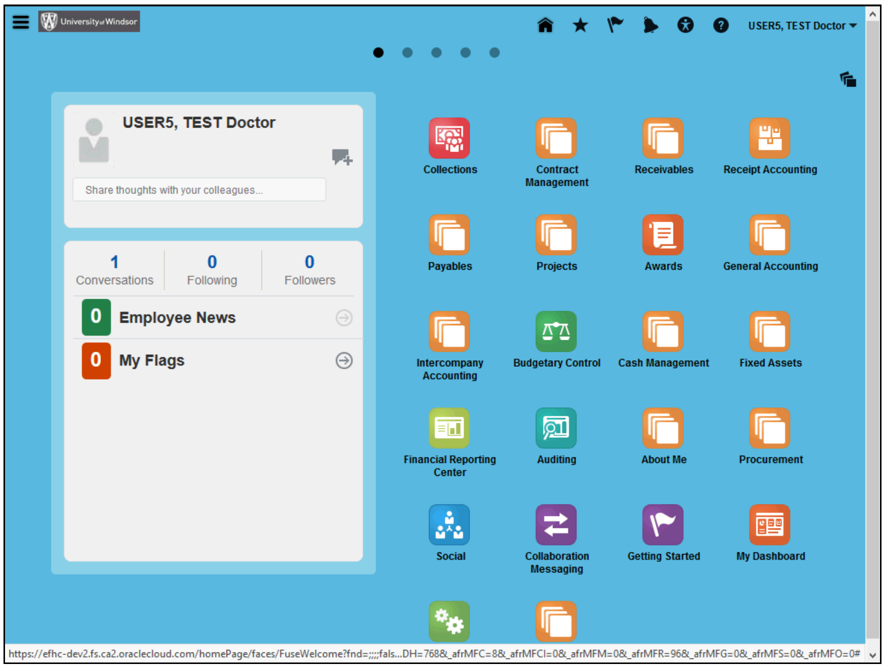
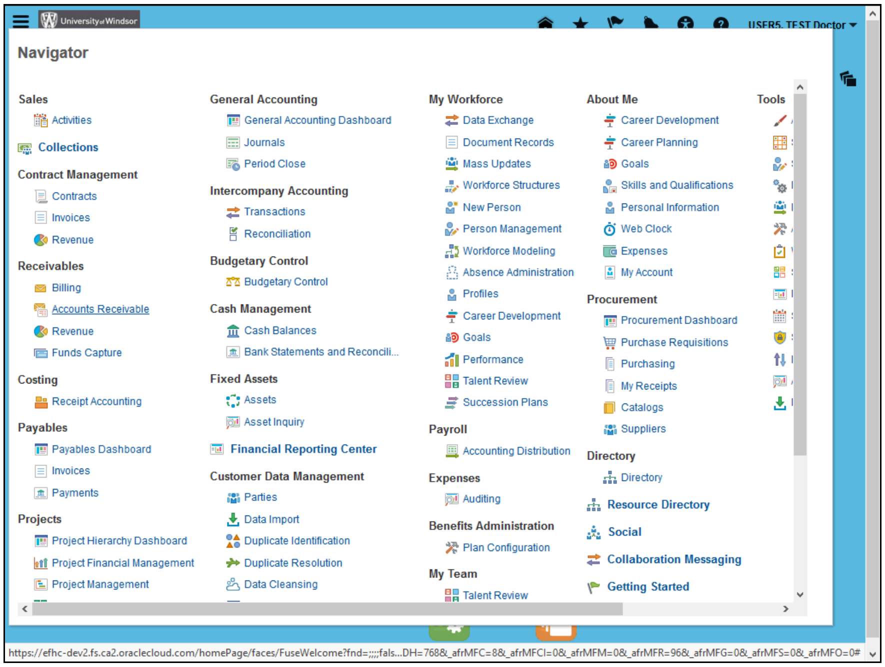
Procedure

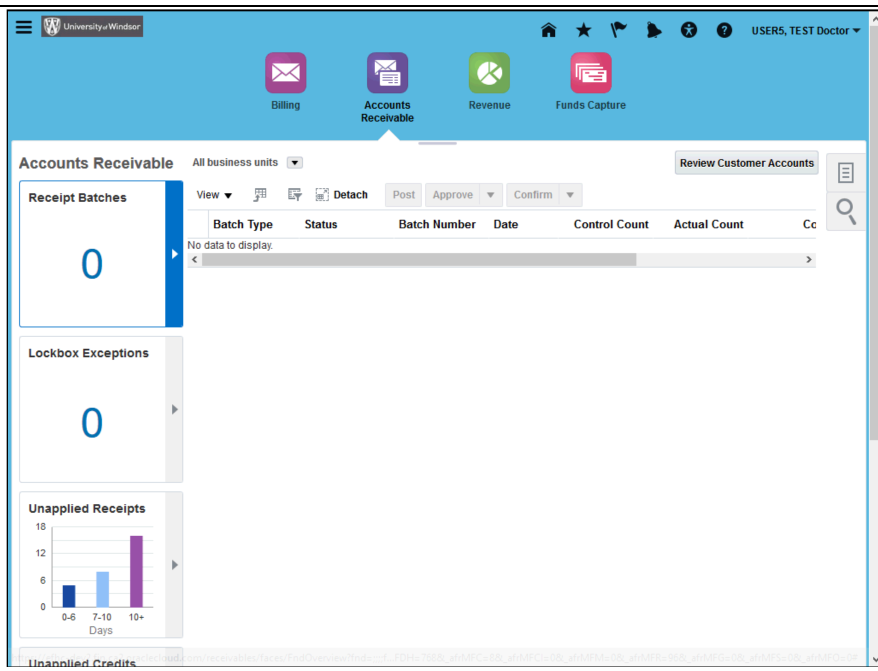
This User Guide outlines the steps required to create a single manual receipt in the system, in US dollars.



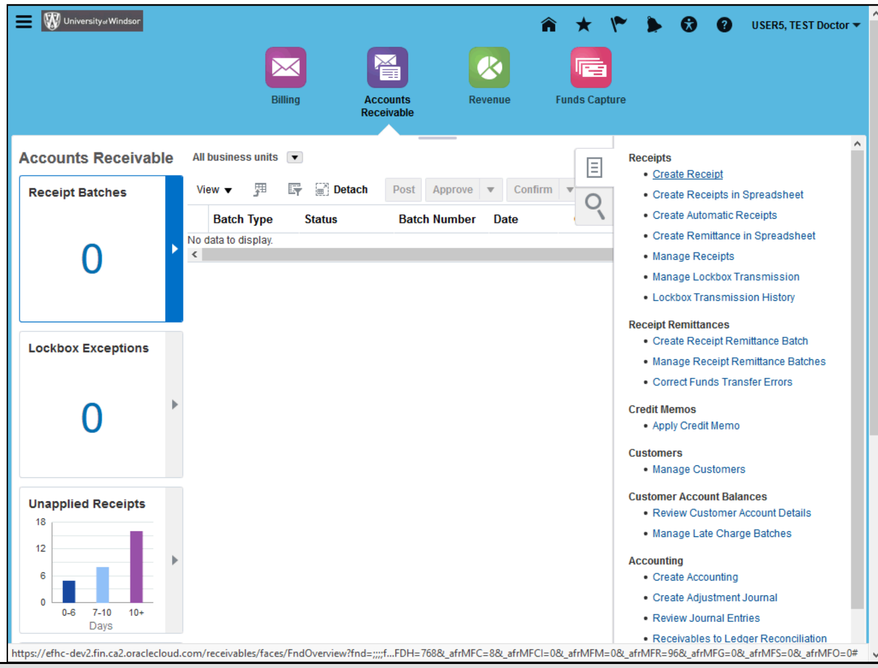
Step	Action
1.	Click the **Navigator** button. 



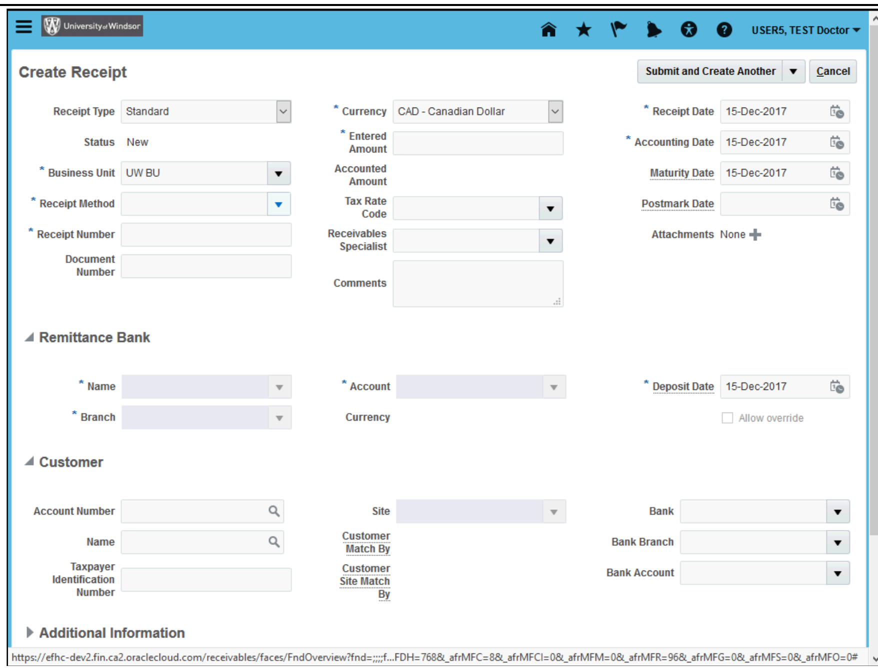
Step	Action
2.	Click the **Accounts Receivable** link. Accounts Receivable



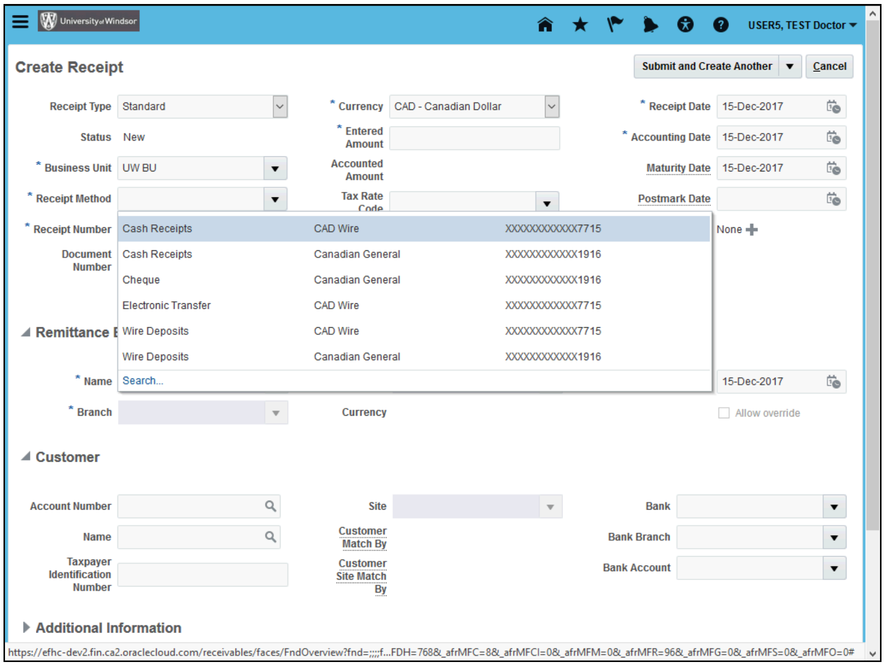
Step	Action
3.	Click the **Tasks** button.



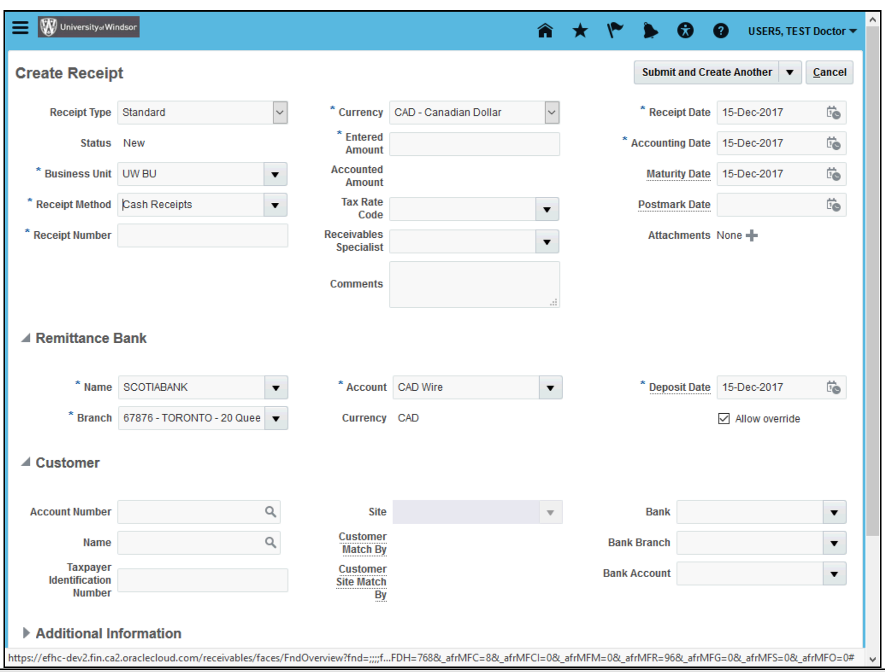
Step	Action
4.	Click the **Create Receipt** link. Create Receipt



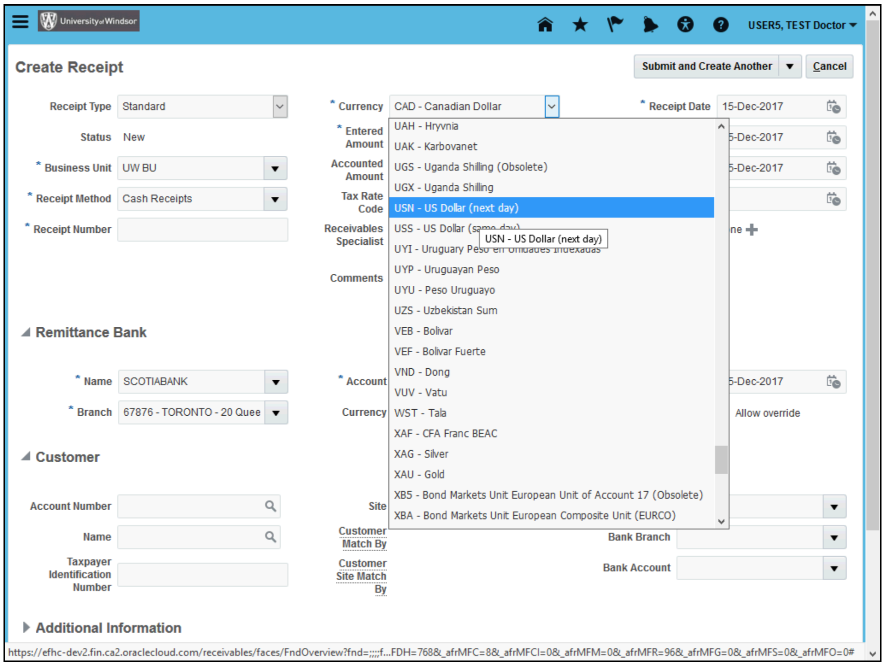
Step	Action
5.	Click the **Receipt Method** drop-down button. 



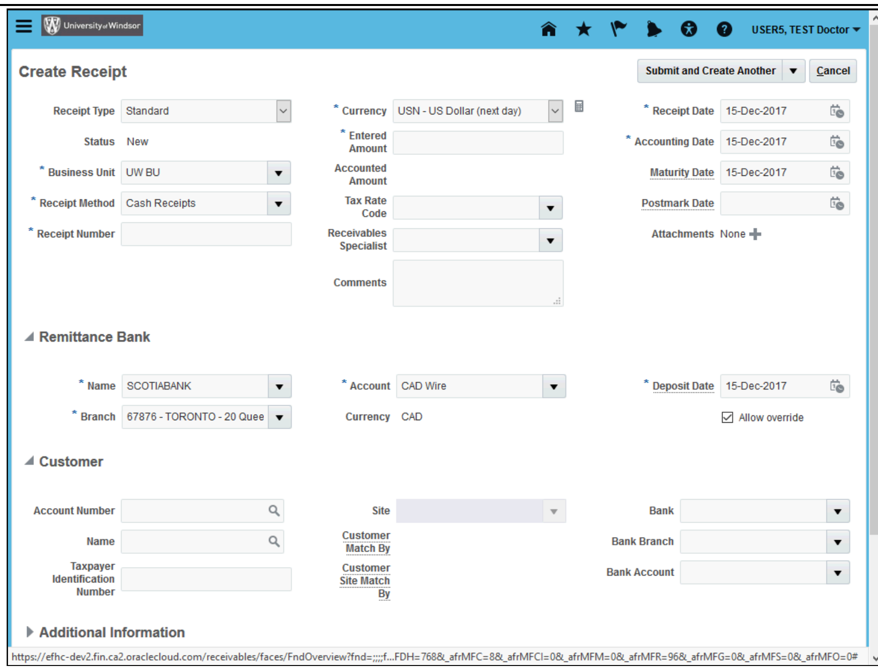
Step	Action
6.	Select the appropriate option from the drop-down list.



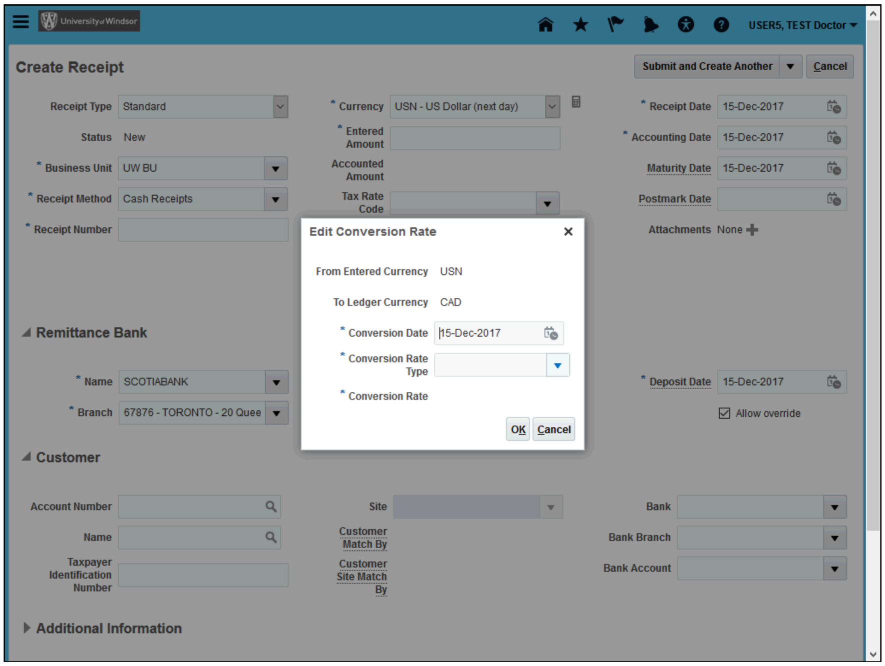
Step	Action
7.	Click the **Currency** drop-down button. 



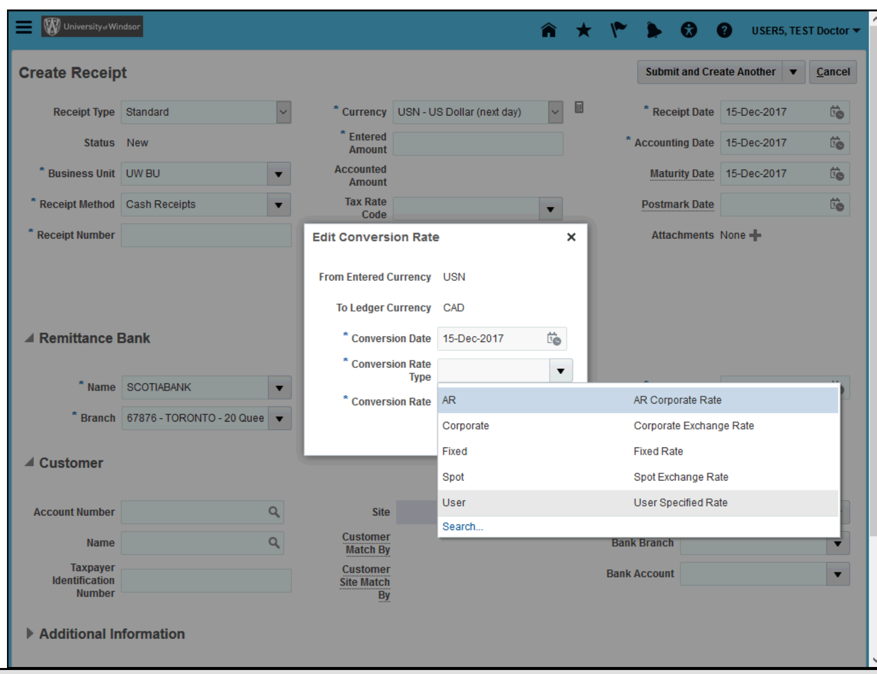
Step	Action
8.	Select the appropriate option from the drop-down list.



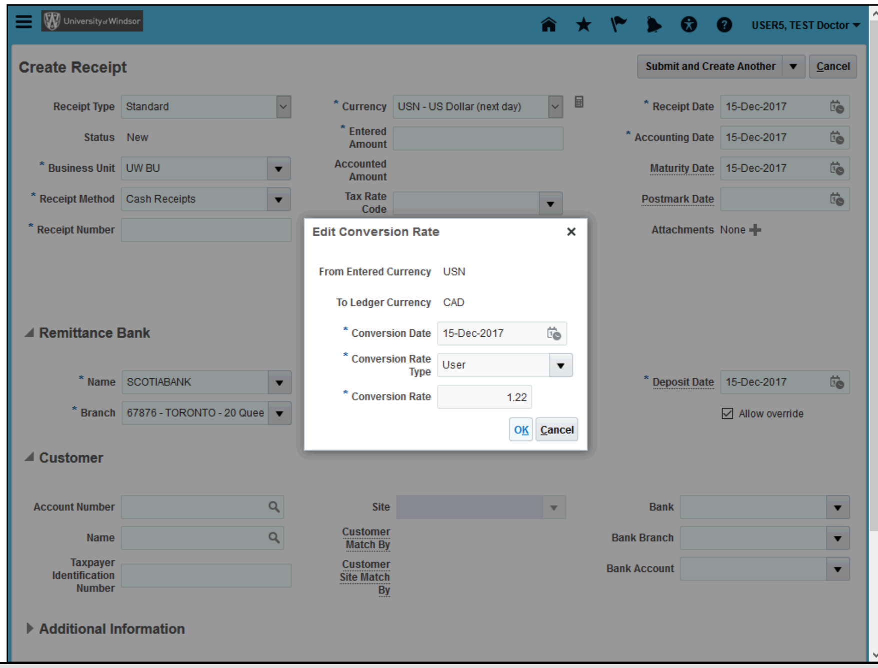
Step	Action
9.	Click the **Edit Conversion Rate** button. 



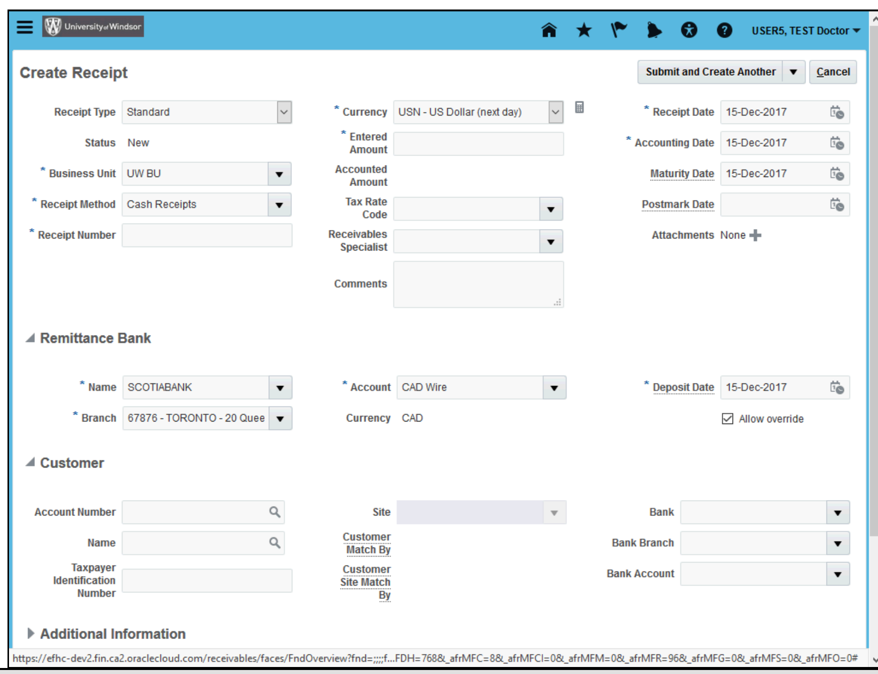
Step	Action
10.	Click the **Conversion Rate Type** drop-down button.



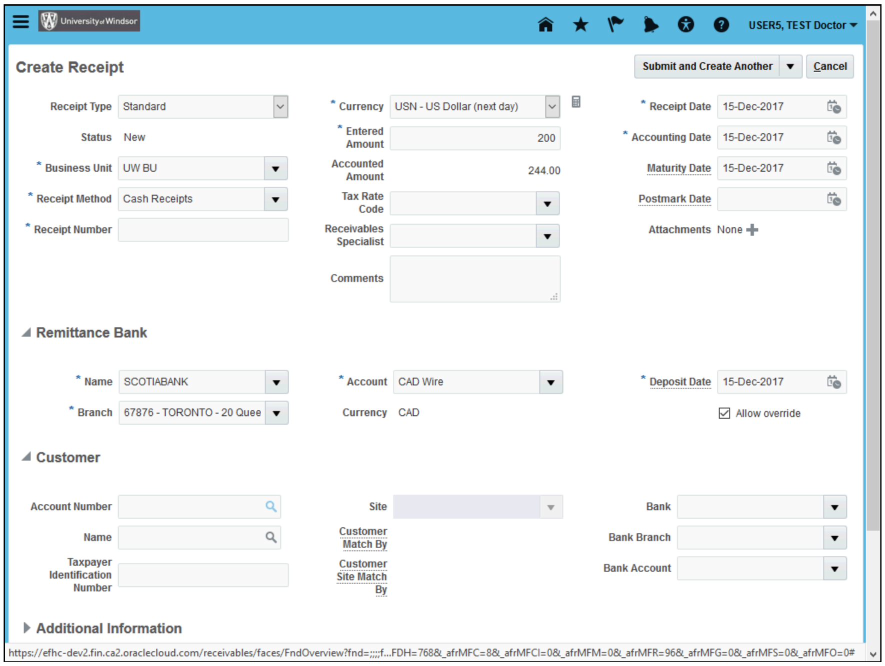
Step	Action
11.	Select the appropriate option from the drop-down list.



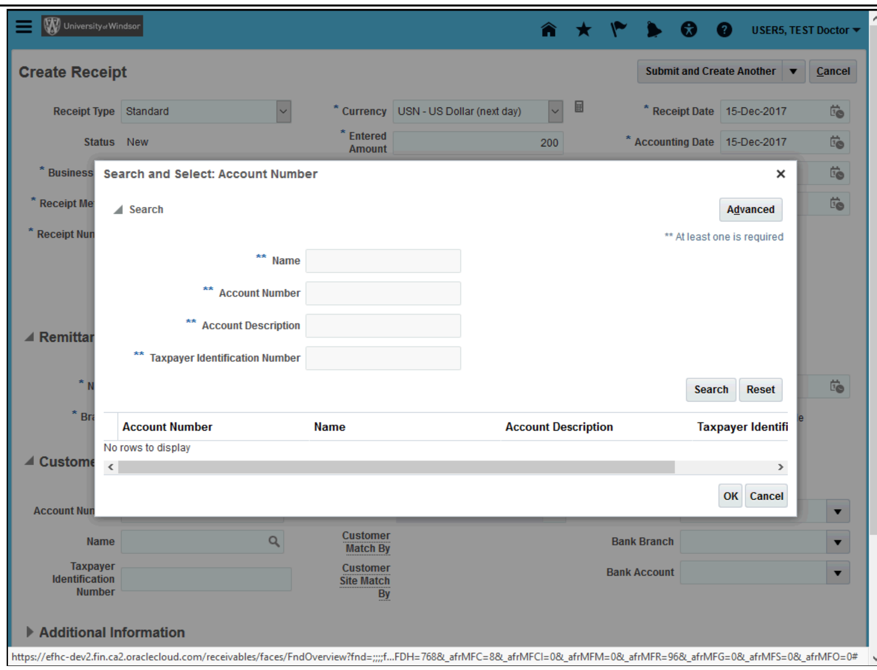
Step	Action
12.	Click the **OK** button. OK



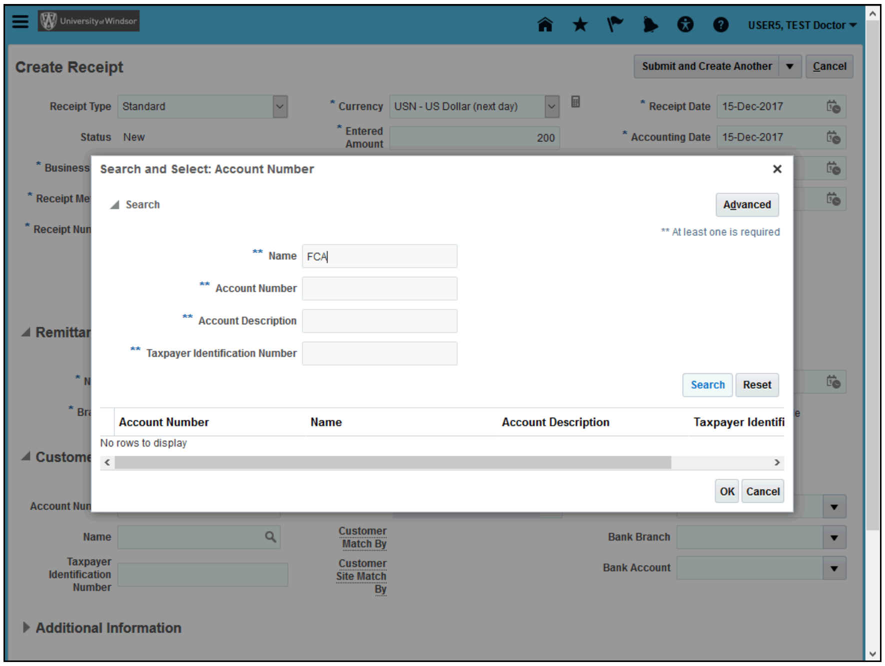
Step	Action
13.	Click in the **Entered Amount** field. Enter the required amount in the **Entered Amount** field.



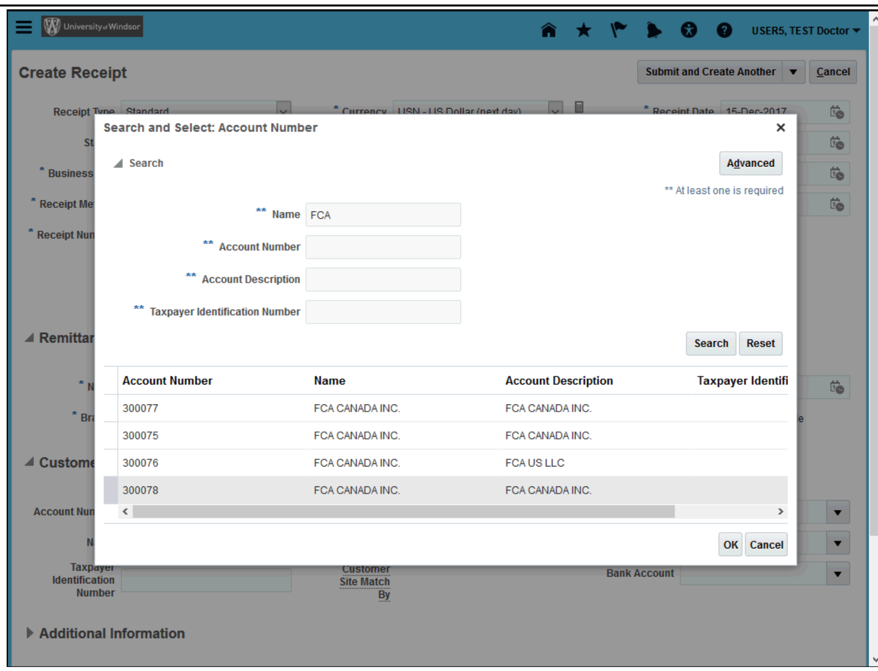
Step	Action
14.	Click the **Search Help** button next to the **Account Number** field. 



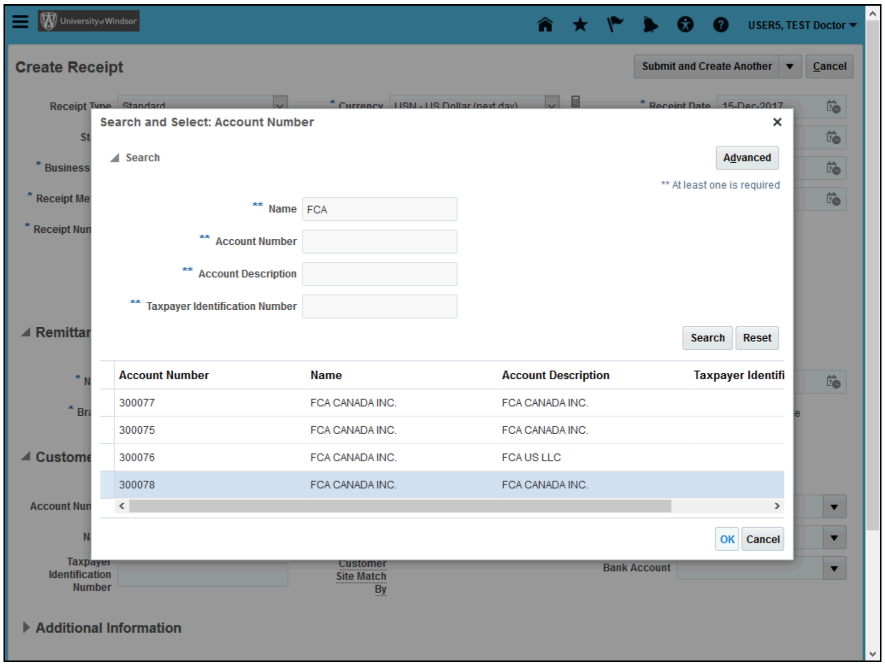
Step	Action
15.	Click in the **Name** field. Enter the required name in the **Name** field.



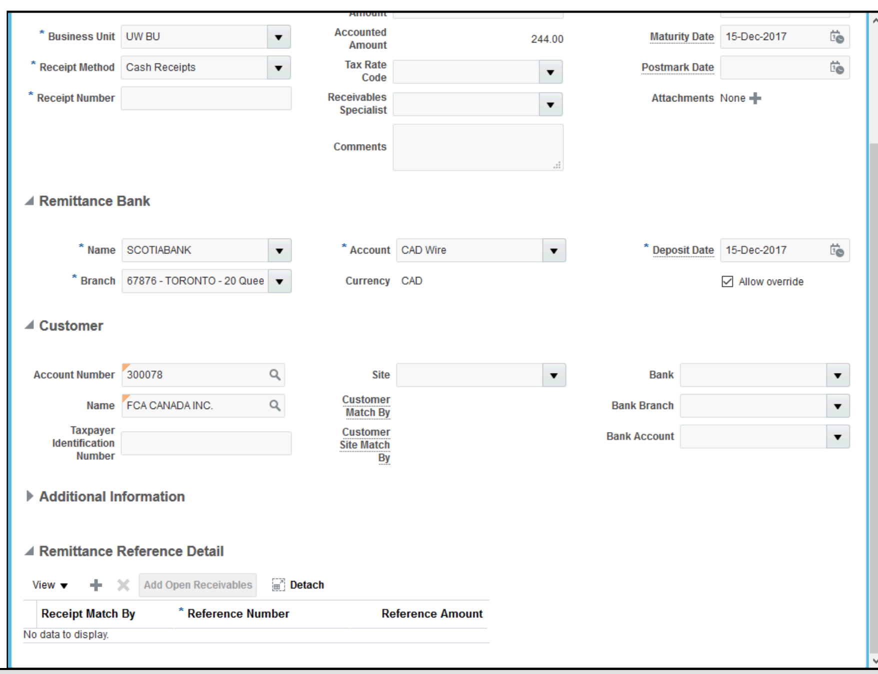
Step	Action
16.	Click the **Search** button. 



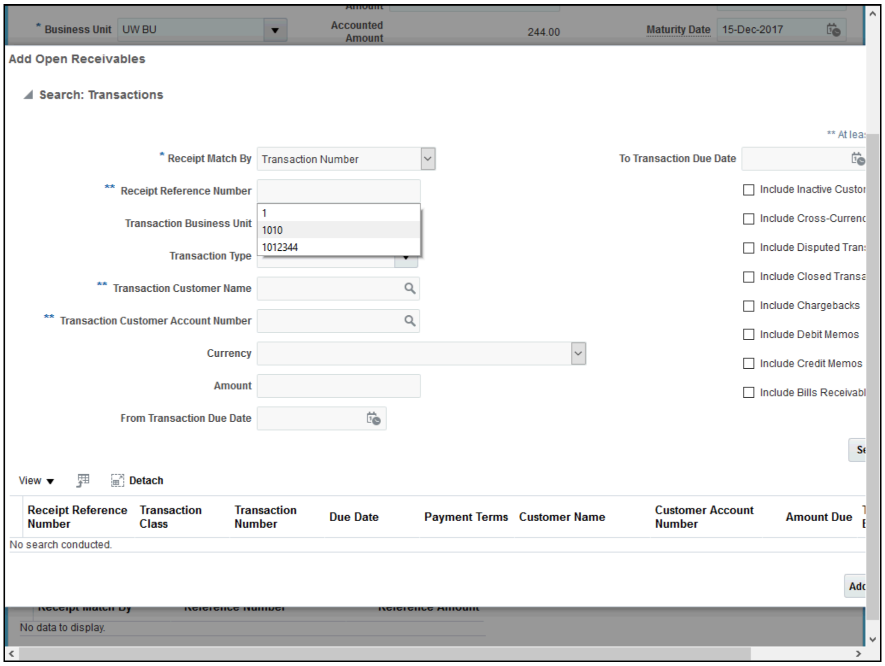
Step	Action
17.	Click the appropriate **Account Number**.



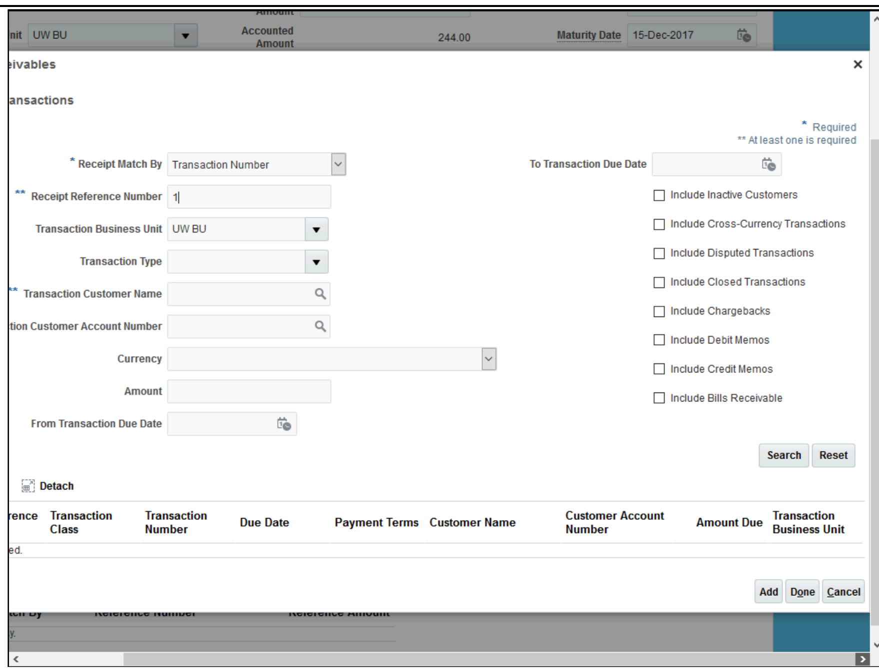
Step	Action
18.	Click the **OK** button. OK

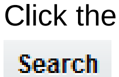


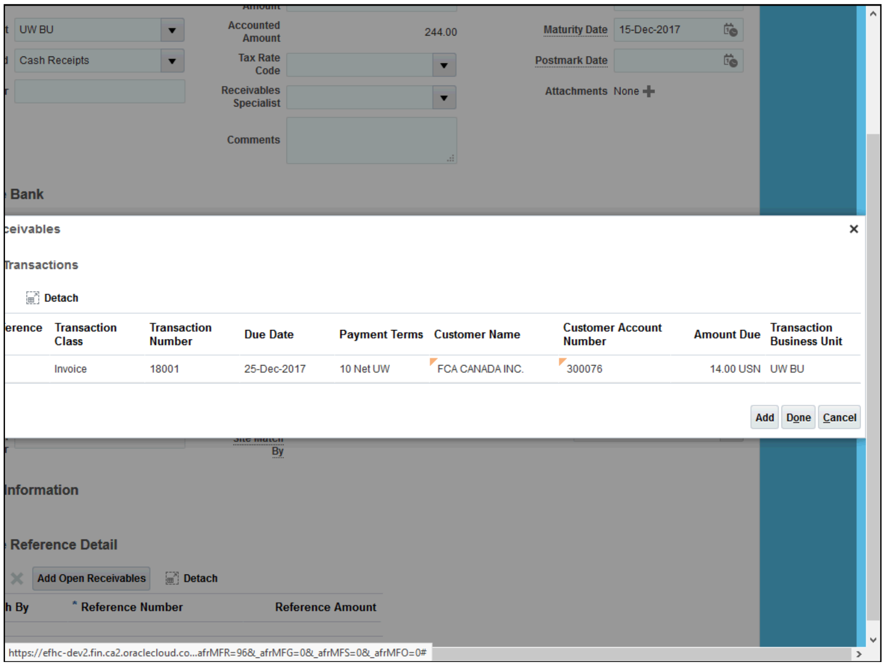
Step	Action
19.	Click the **Add Open Receivables** button.

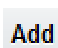


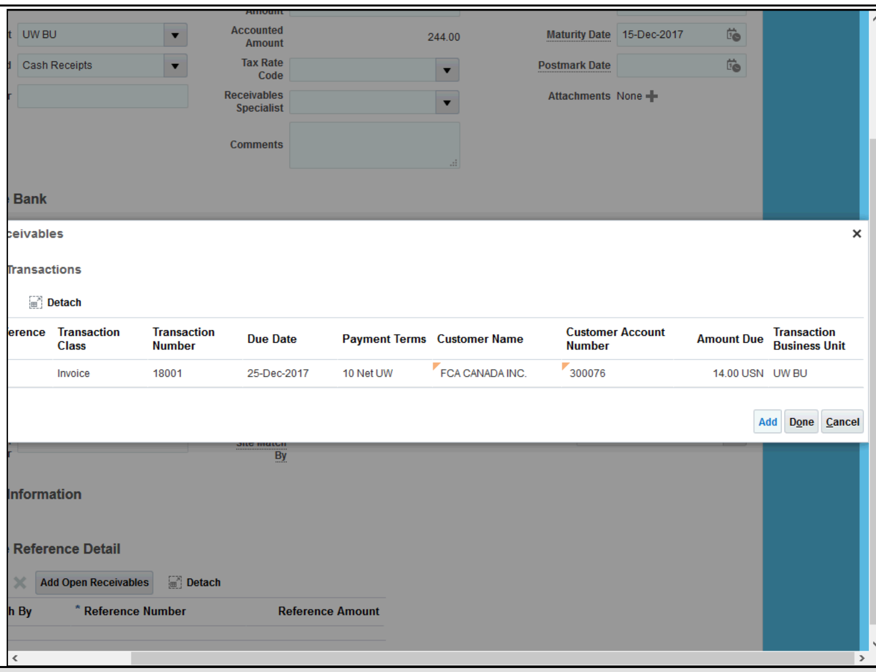
Step	Action
20.	Click in the **Receipt Reference Number** field. Enter the required number in the **Receipt Reference Number** field.

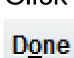


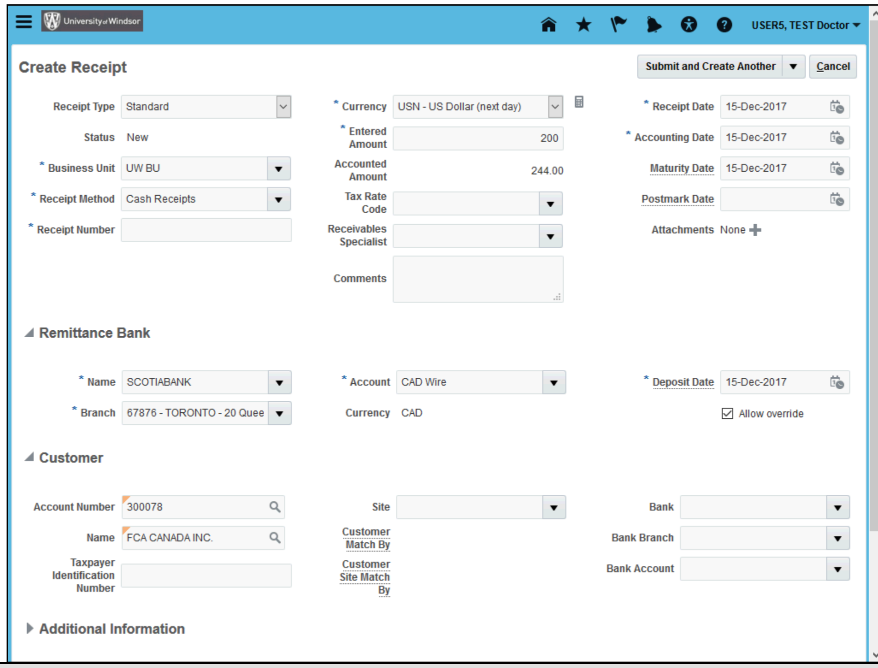
Step	Action
21.	Click the **Search** button. 



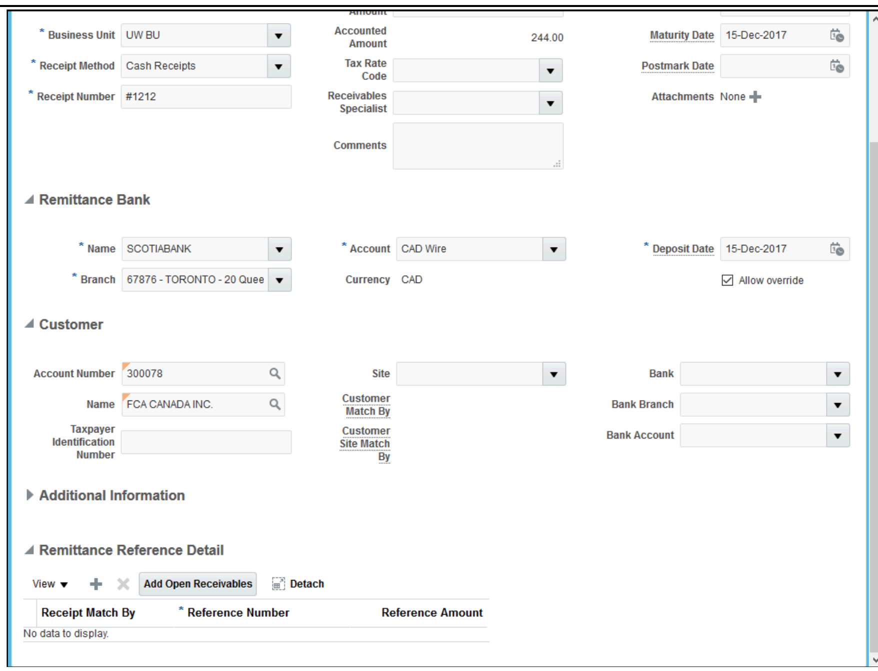
Step	Action
22.	Click the **Add** button. 



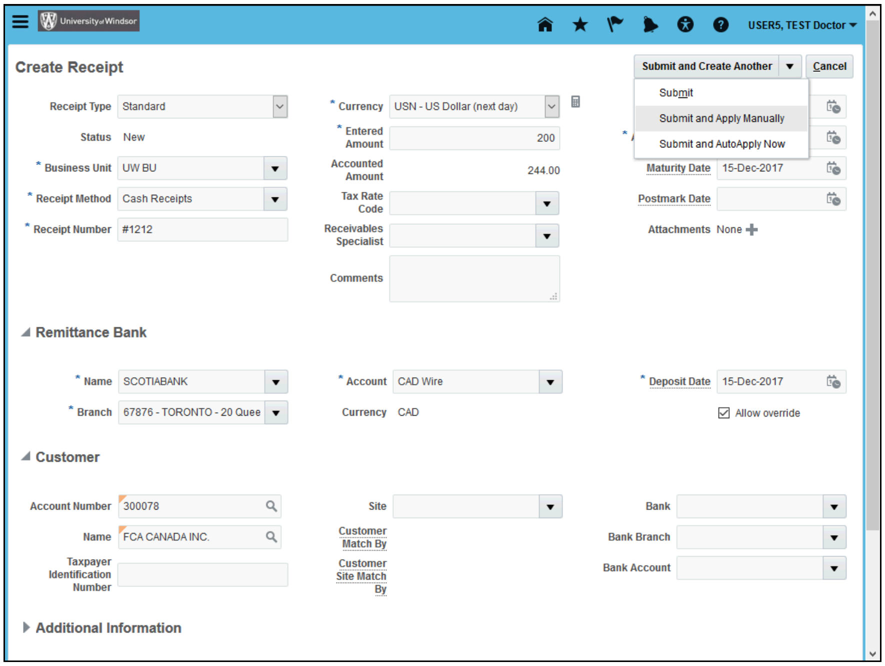
Step	Action
23.	Click the **Done** button. 



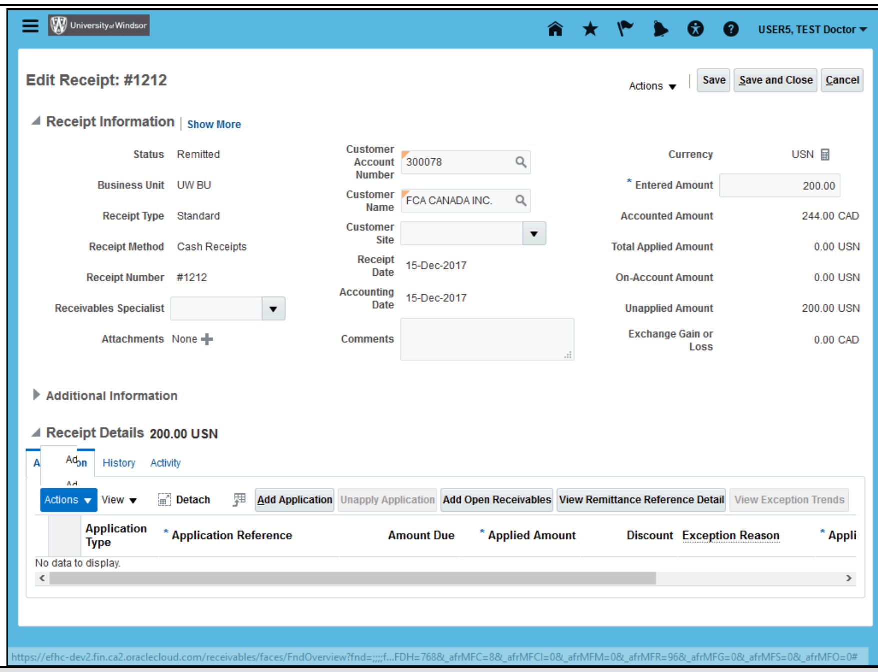
Step	Action
24.	Click in the **Receipt Number** field. Enter the required receipt number in the **Receipt Number** field.



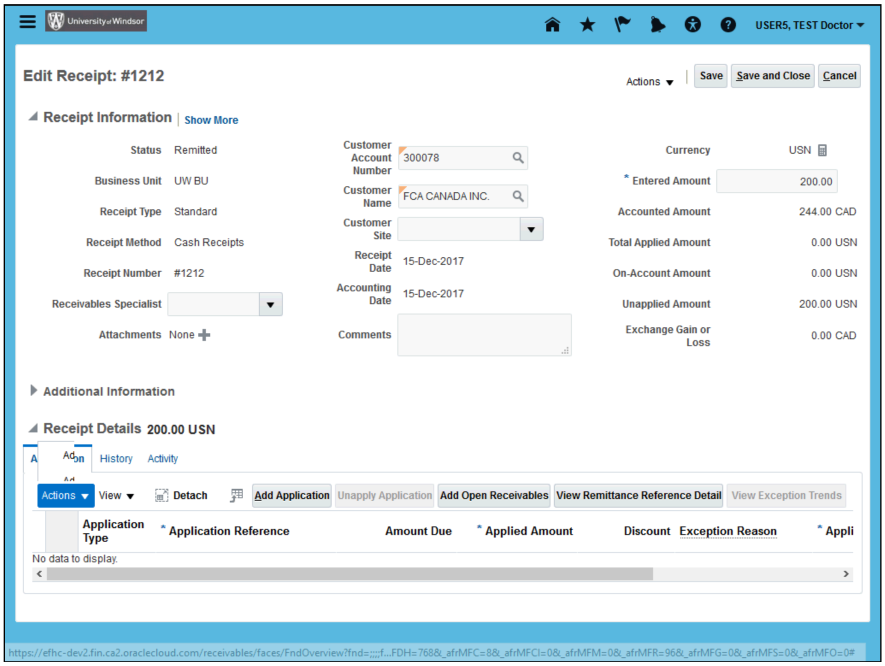
Step	Action
25.	Click the **Submit and Create Another** drop-down button. 



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



Step	Action
27.	Click the **Save and Close** button. Save and Close



Step	Action
28.	**End of Procedure.**