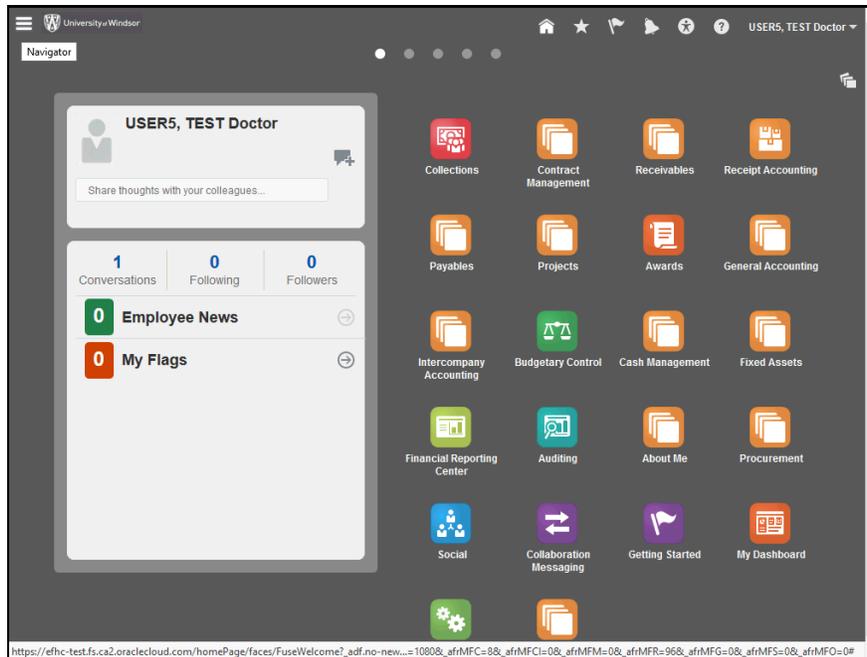


**AR 01: Manual creation of a customer within the Receivables module
Created on 3/2/2018**

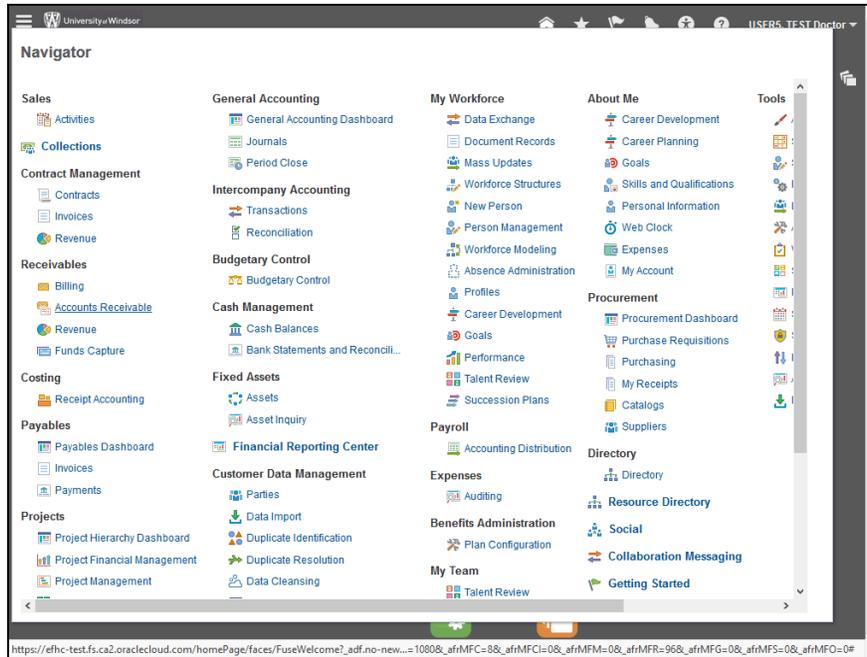
AR 13: Create a single receipt via spreadsheet upload, in Canadian dollars

Procedure

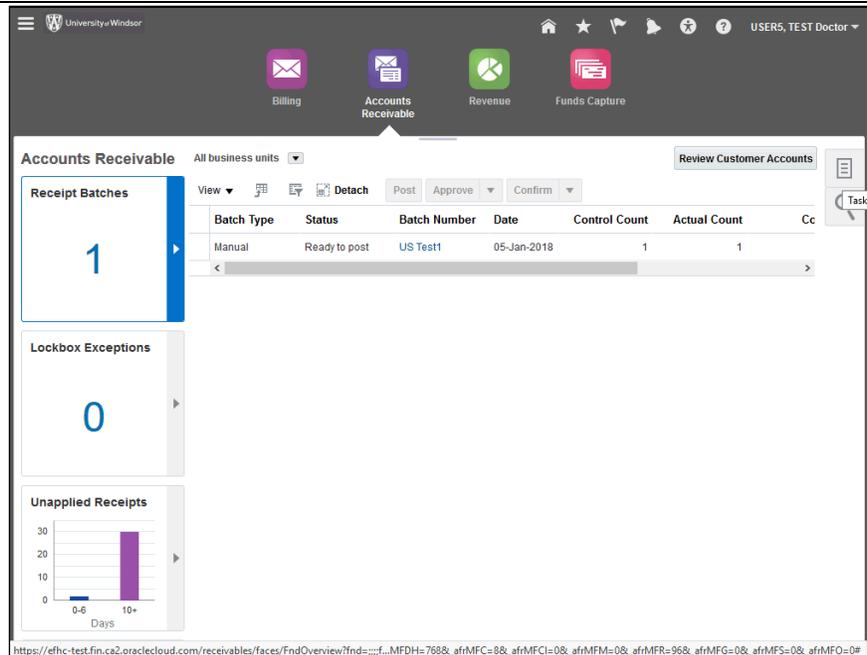
This User Guide outlines the steps required to create a single receipt via spreadsheet upload, in Canadian dollars.



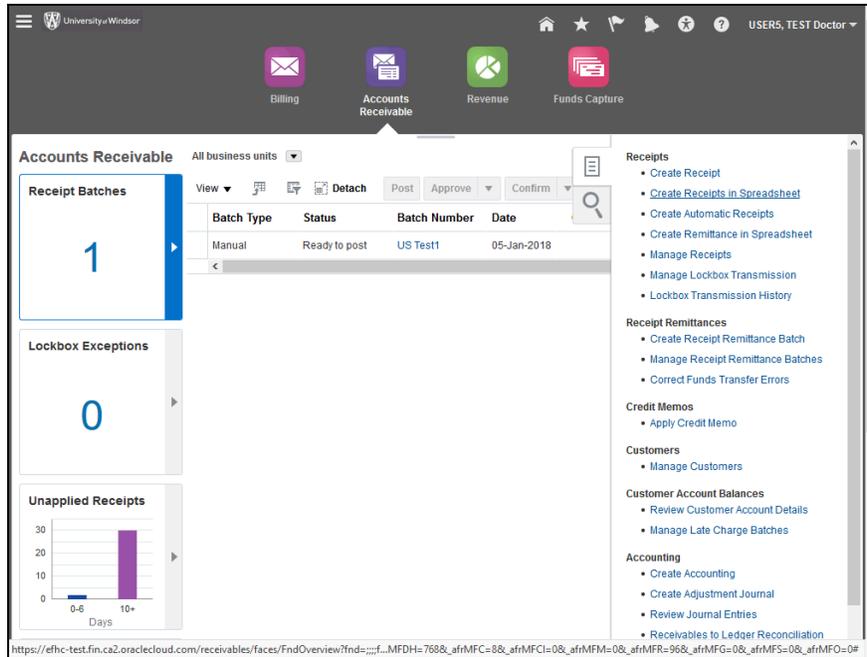
| Step | Action |
|------|---|
| 1. | Click the Navigator button.  |



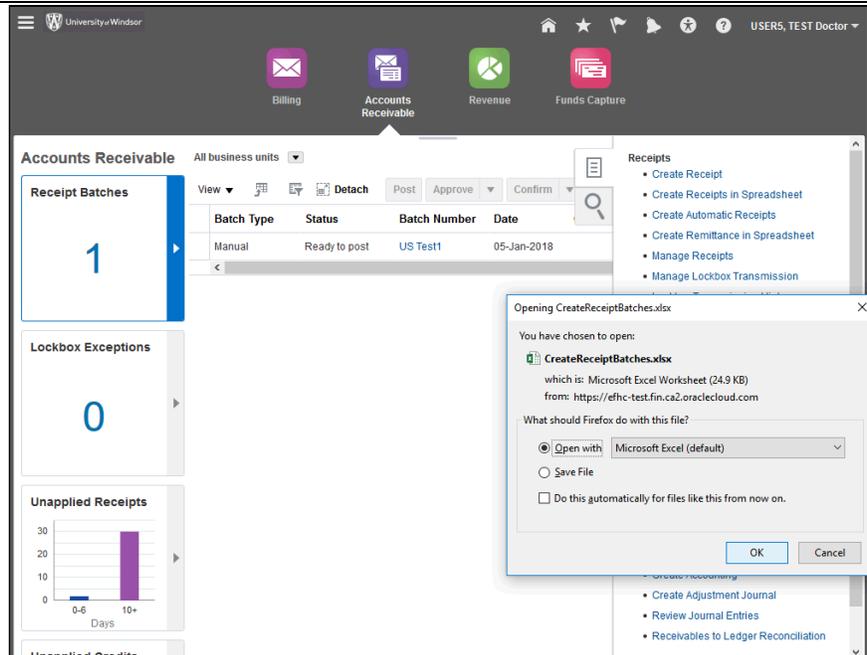
| Step | Action |
|------|---|
| 2. | Click the Accounts Receivable link. Accounts Receivable |



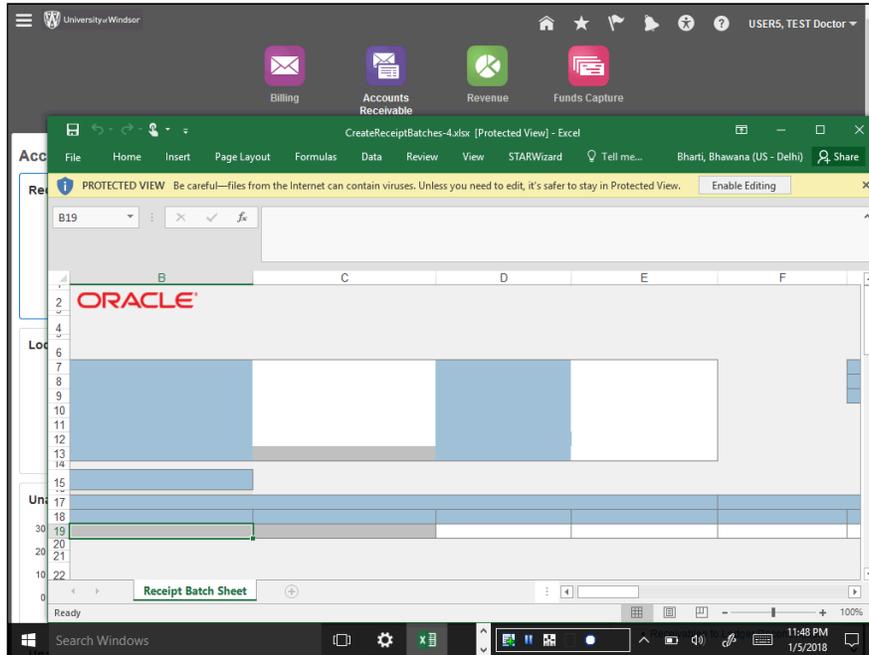
| Step | Action |
|------|--------------------------------|
| 3. | Click the Tasks button. |



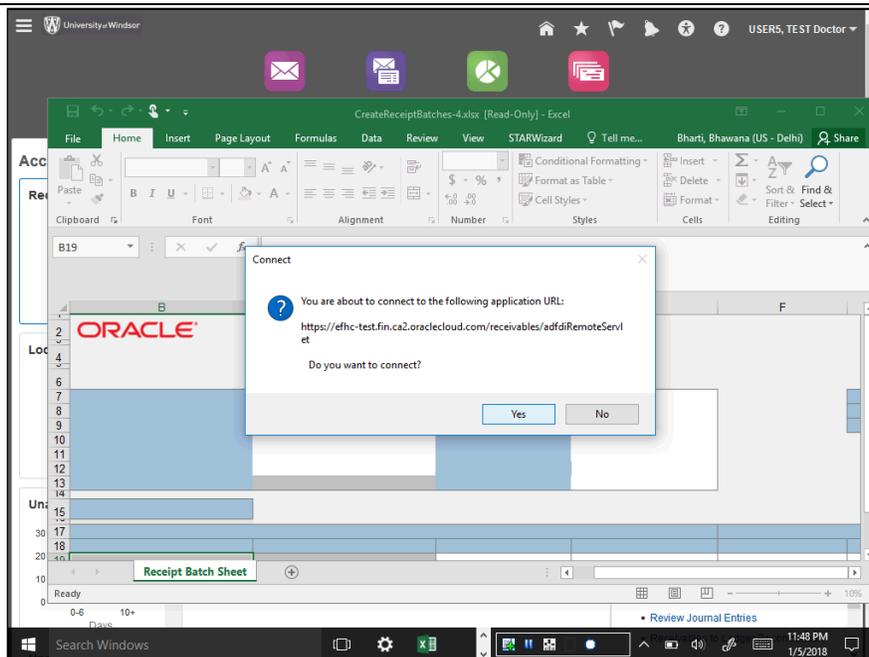
| Step | Action |
|------|---|
| 4. | Click the Create Receipts in Spreadsheet link. Create Receipts in Spreadsheet |



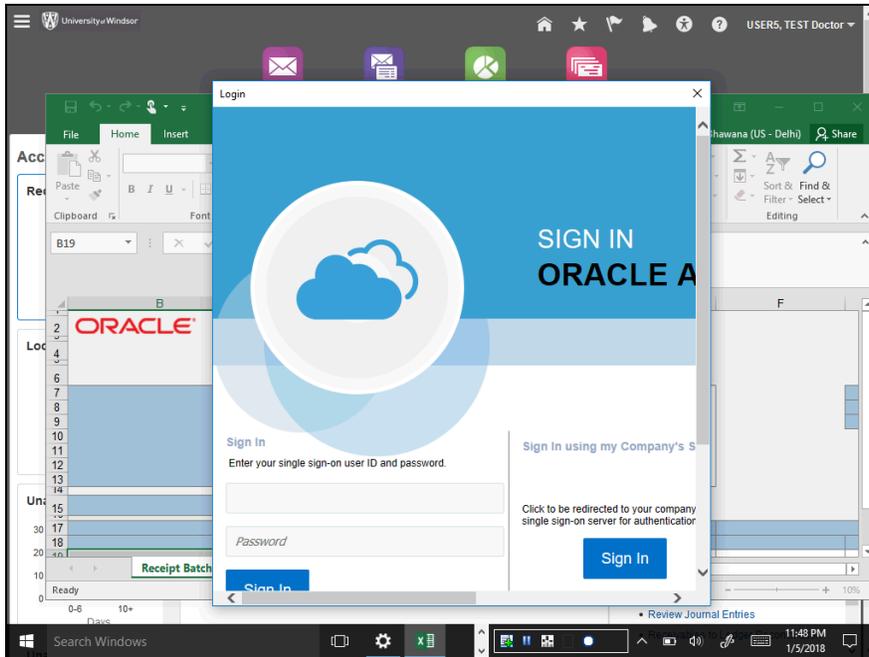
| Step | Action |
|------|--|
| 5. | Review the information. Click the OK button. OK |



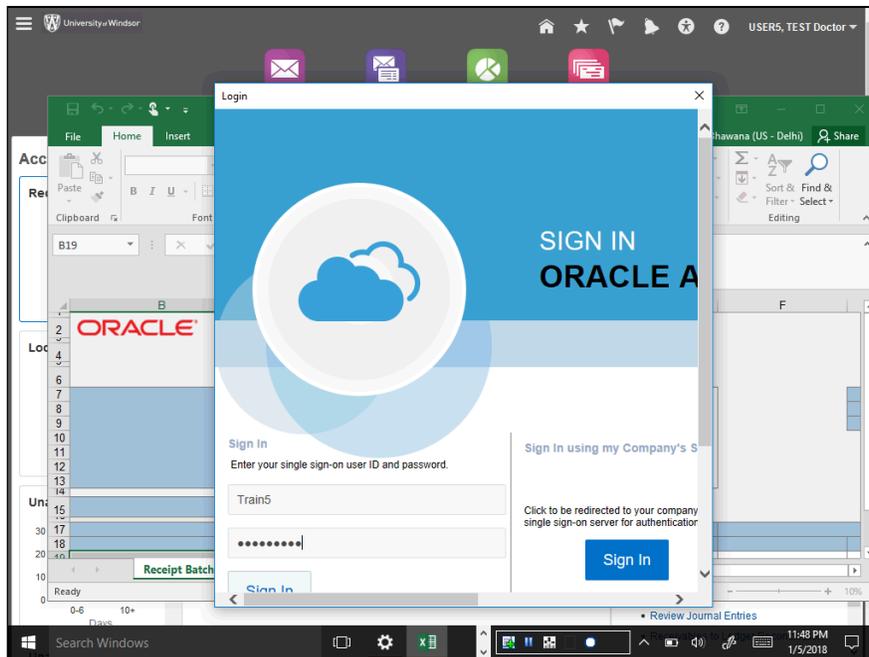
| Step | Action |
|------|---|
| 6. | Click the Enable Editing button. |



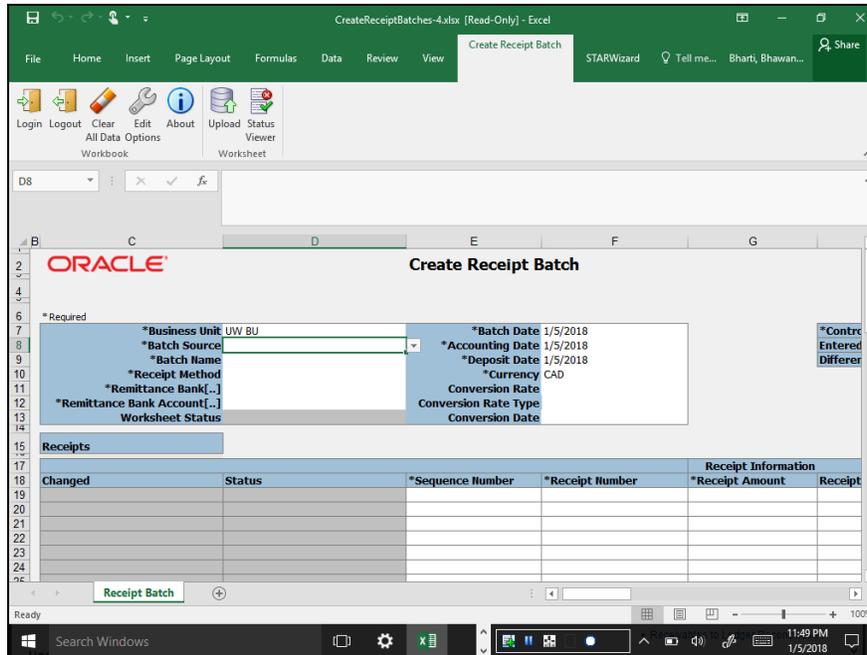
| Step | Action |
|------|--|
| 7. | Review the information. Click the Yes button. |



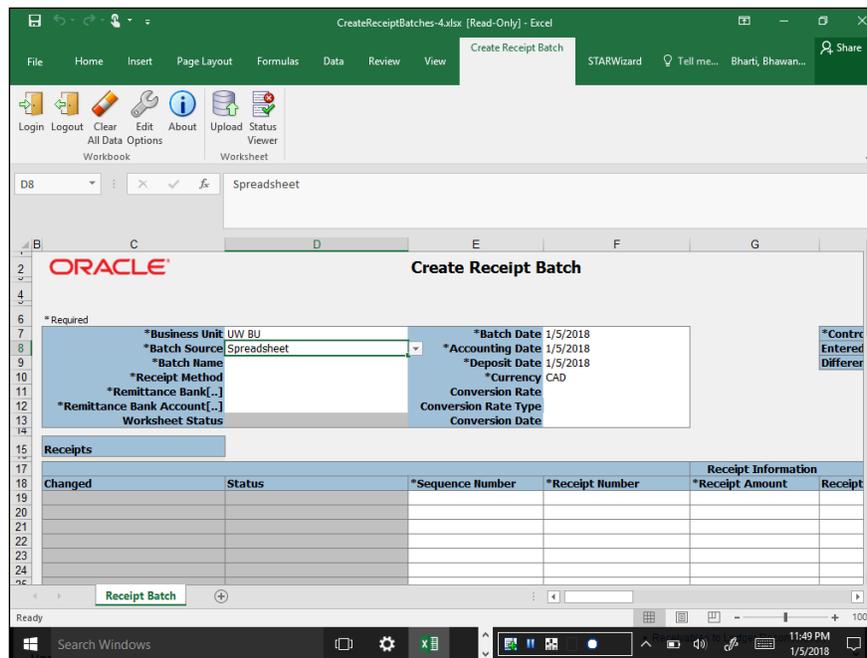
| Step | Action |
|------|-------------------------------------|
| 8. | Enter the required User ID . |



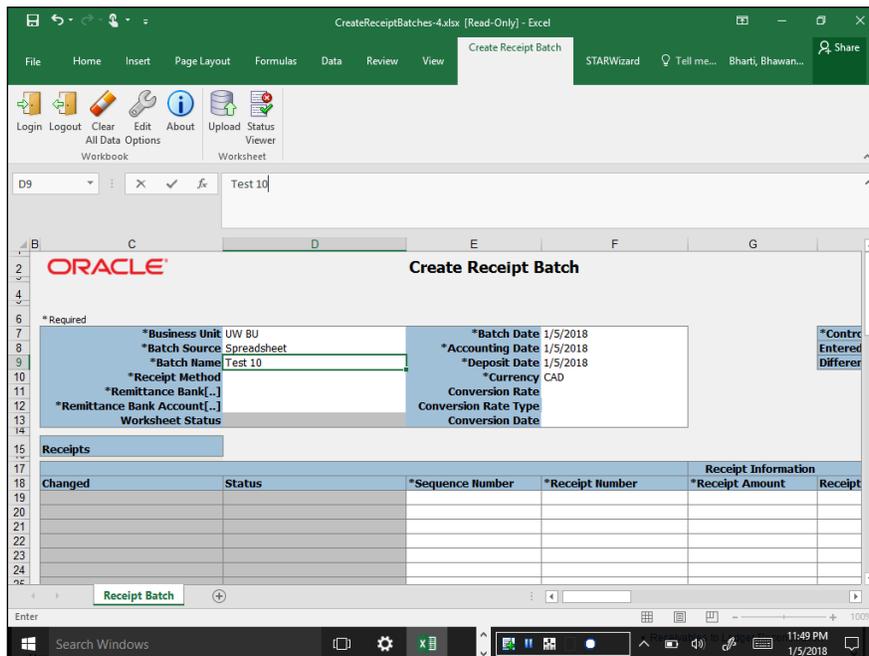
| Step | Action |
|------|----------------------------------|
| 9. | Click the Sign In button. |



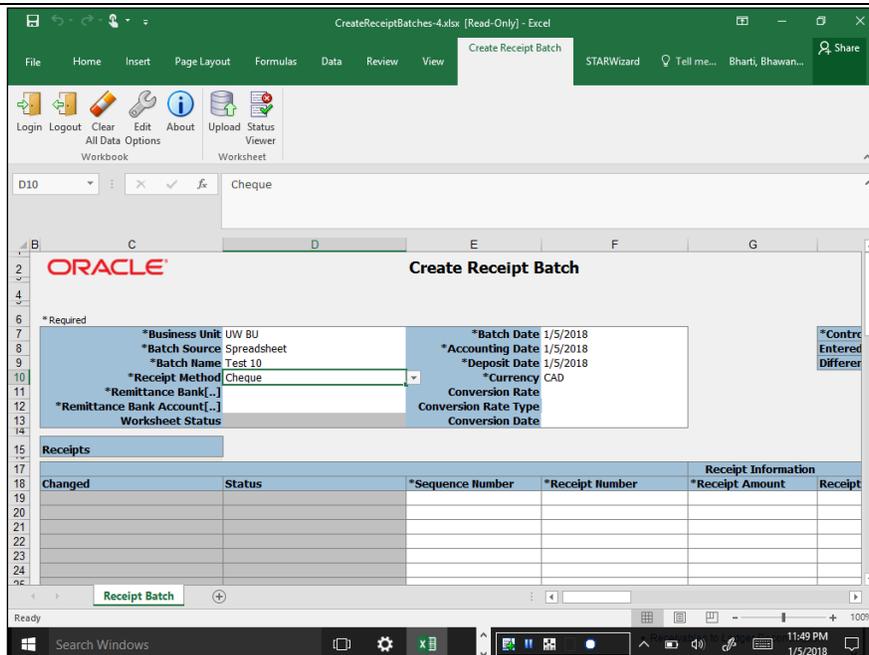
| Step | Action |
|------|---|
| 10. | Click the Batch Source drop-down button. Select the Spreadsheet option from the drop-down list. |



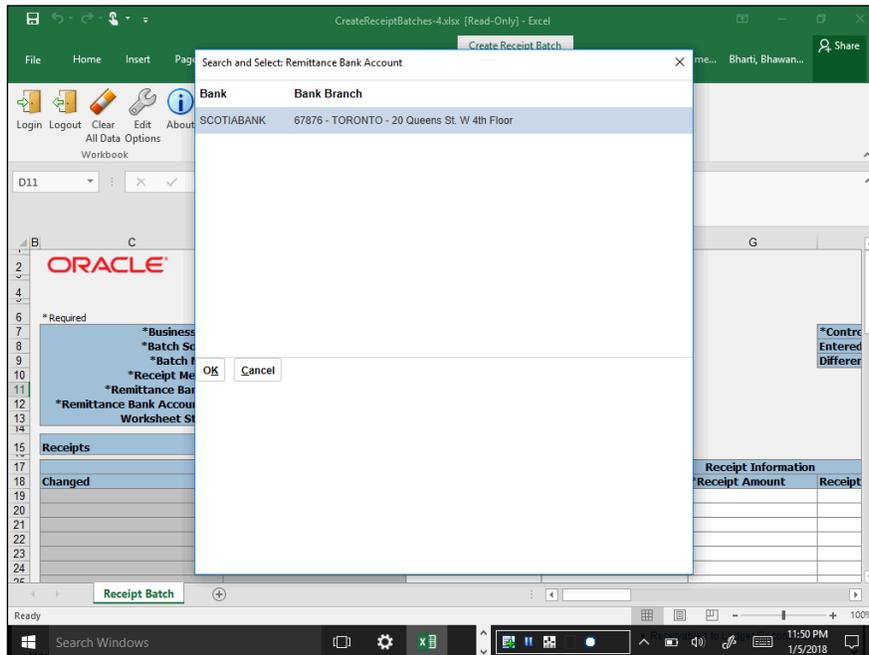
| Step | Action |
|------|---|
| 11. | Click in the Batch Name cell. Enter the required name in the Batch Name cell. |



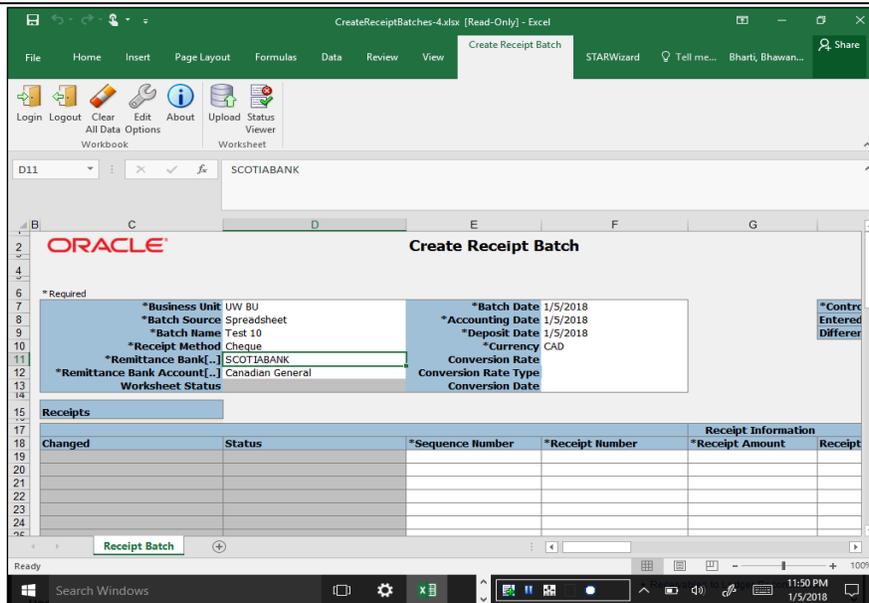
| Step | Action |
|------|--|
| 12. | Click the Receipt Method drop-down button. Select the appropriate option from the drop-down list. |



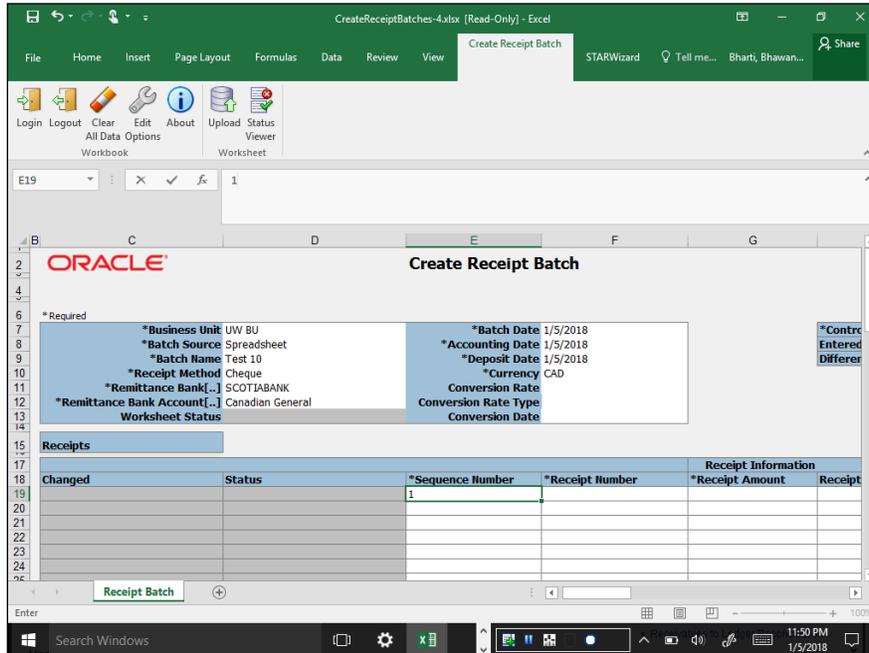
| Step | Action |
|------|--|
| 13. | Double-click in the Remittance Bank cell. |



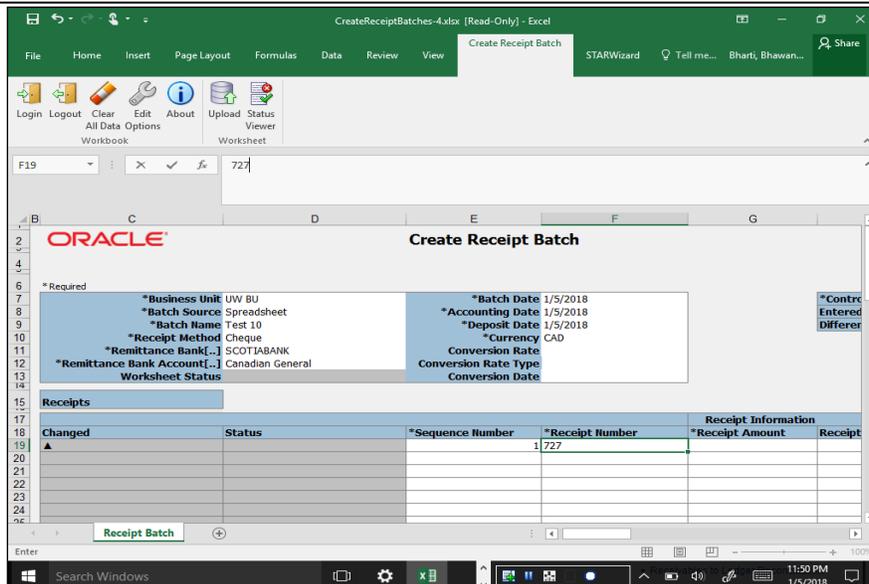
| Step | Action |
|------|-----------------------------|
| 14. | Click the OK button. |



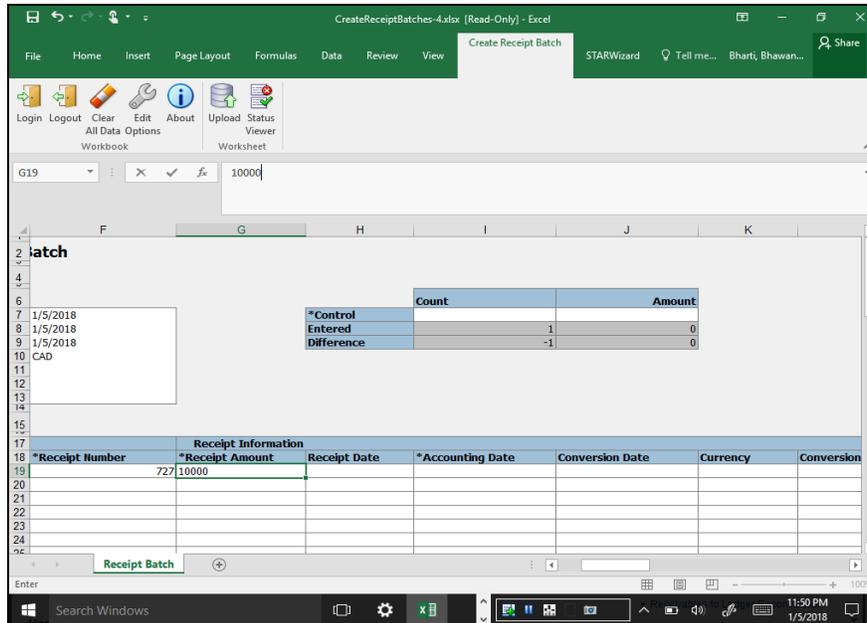
| Step | Action |
|------|--|
| 15. | <p>Click in the Sequence Number cell. Enter the appropriate number in the Sequence Number cell.</p> <p><i>Note: The Sequence Number is a count of the line items, for example, your first line item would have a sequence number of 1, the next line item would have a sequence number of 2, the following line 3, etc.</i></p> |



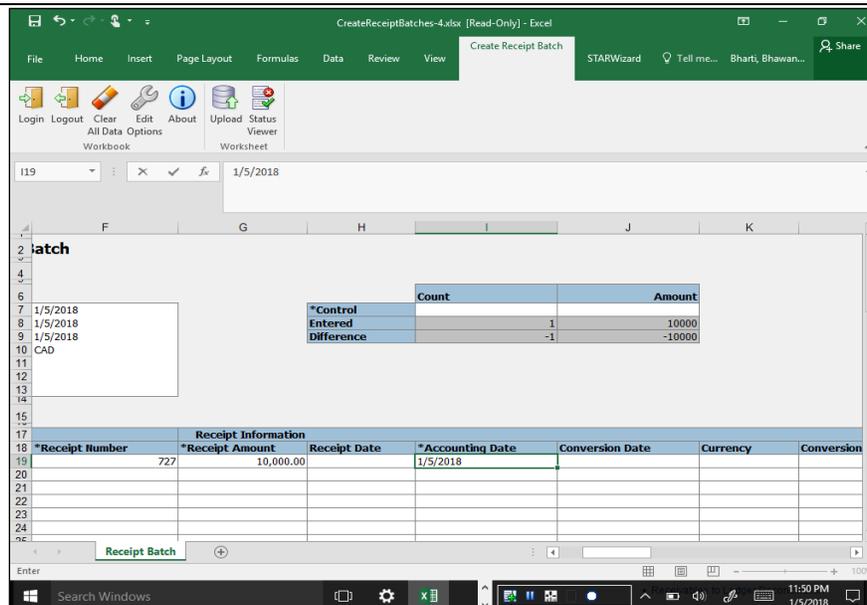
| Step | Action |
|------|---|
| 16. | <p>Click in the Receipt Number cell. Enter the appropriate number in the Receipt Number cell.</p> <p>Note: The Receipt Number is the cheque number, in the case of cash receipts this number is arbitrary.</p> |



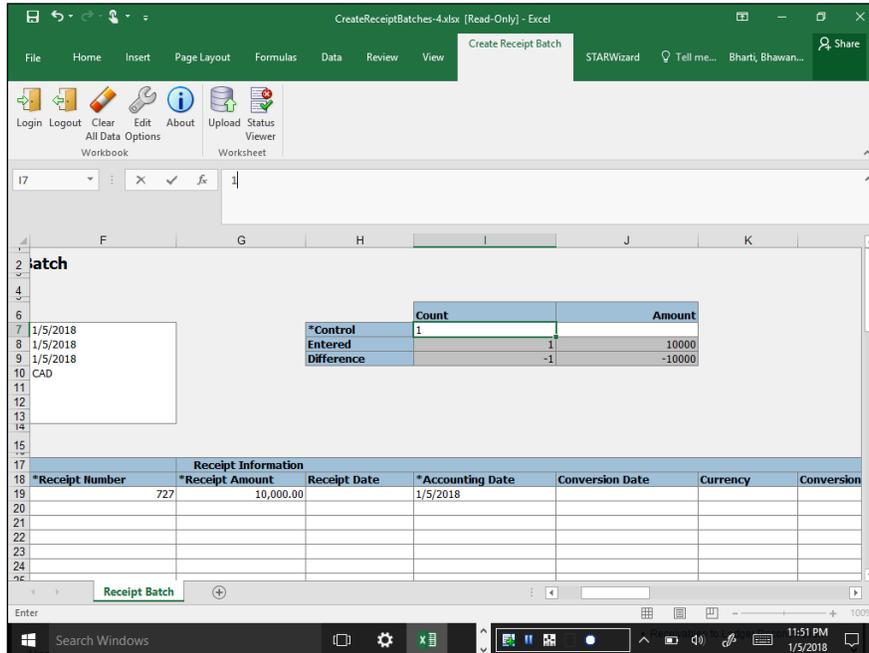
| Step | Action |
|------|---|
| 17. | <p>Click in the Receipt Amount cell. Enter the appropriate amount in the Receipt Amount cell.</p> |



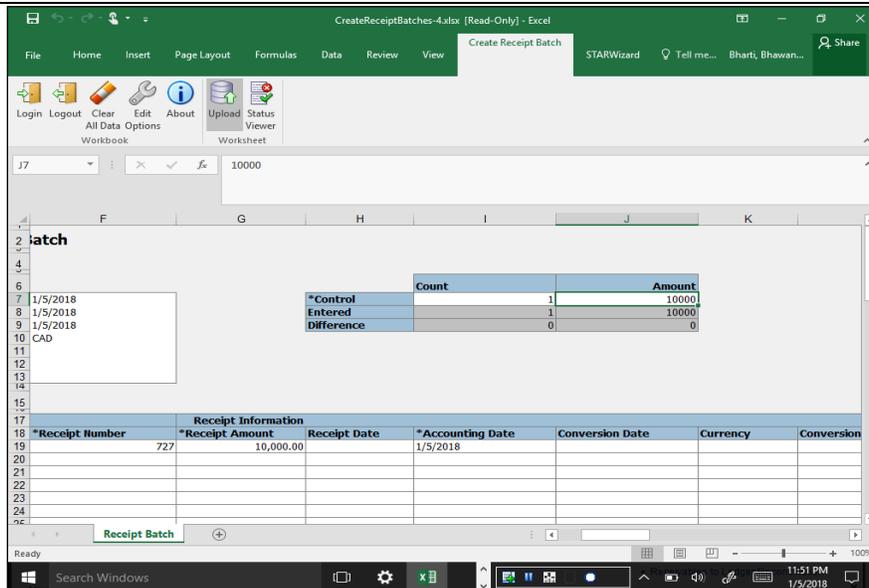
| Step | Action |
|------|--|
| 18. | Click in the Accounting Date cell. Enter the appropriate date in the Accounting Date cell. Note: The date format is (MM/DD/YYYY). |



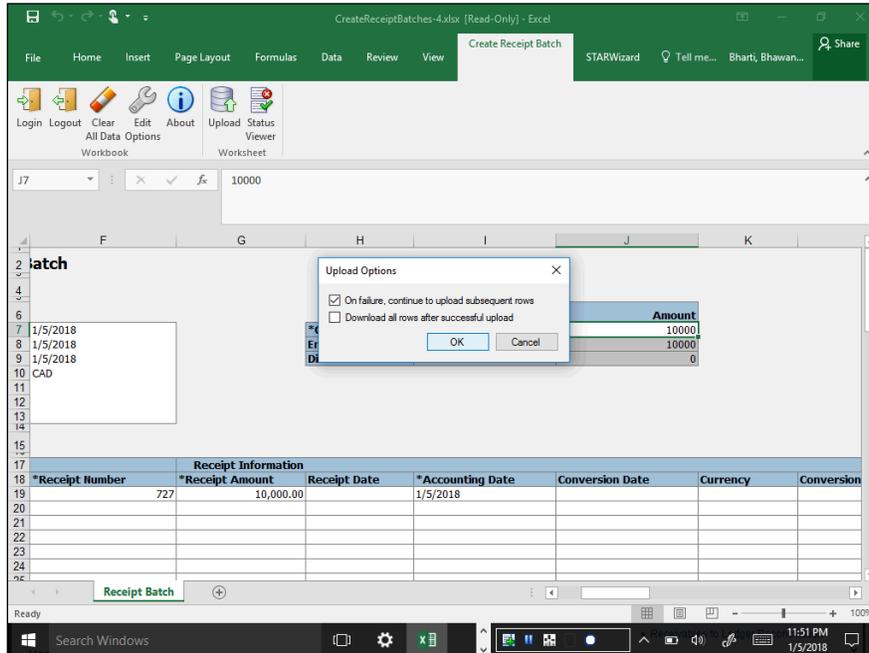
| Step | Action |
|------|---|
| 19. | Click in the Control Count cell. Enter the appropriate count in the Control Count cell. Note: The Control Count is the number of items (e.g., cheques) in your deposit. |



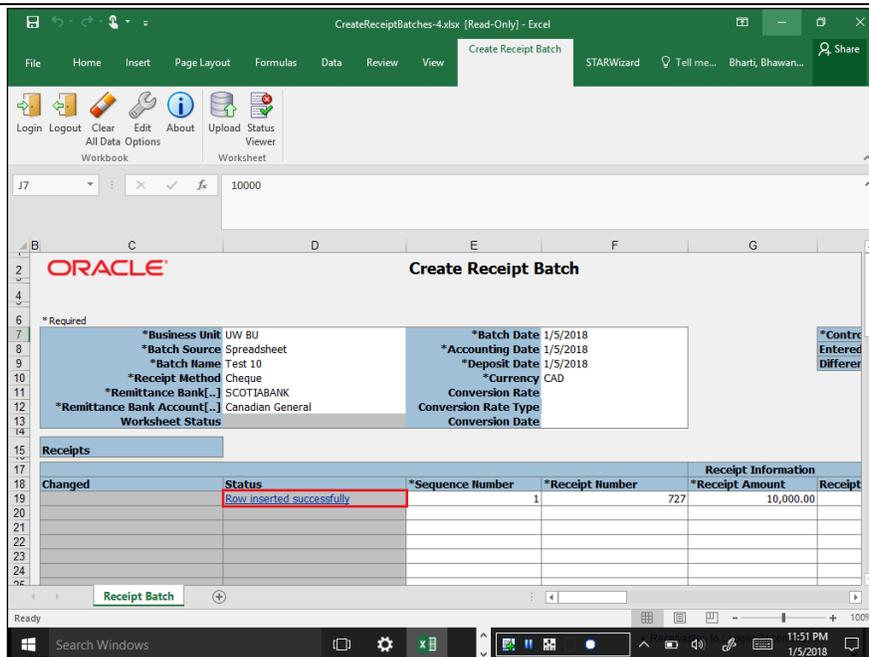
| Step | Action |
|------|--|
| 20. | Click in the Control Amount cell. Enter the appropriate amount in the Control Amount cell. Note: The Control Amount is the total value of your deposits. |



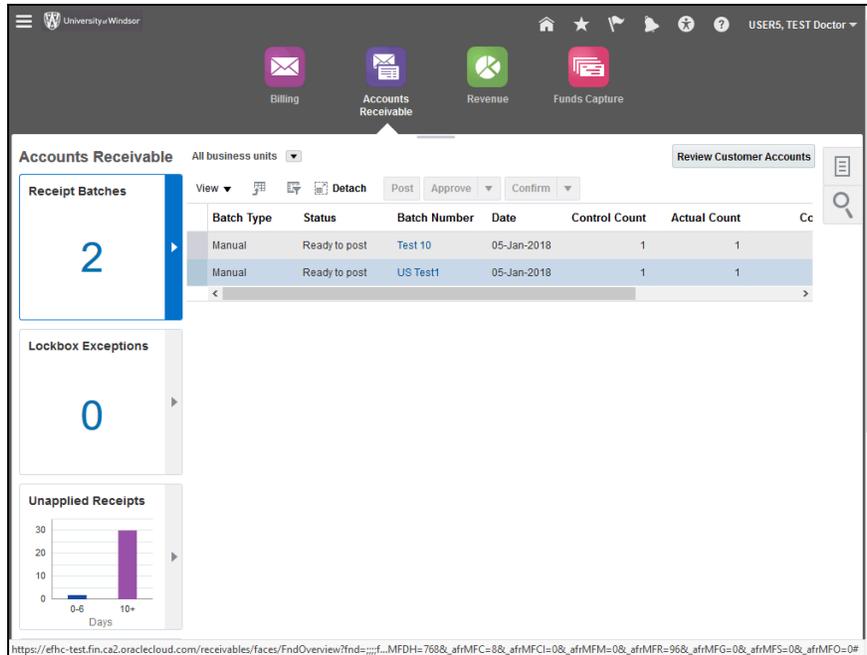
| Step | Action |
|------|--|
| 21. | Click the Upload button.  |



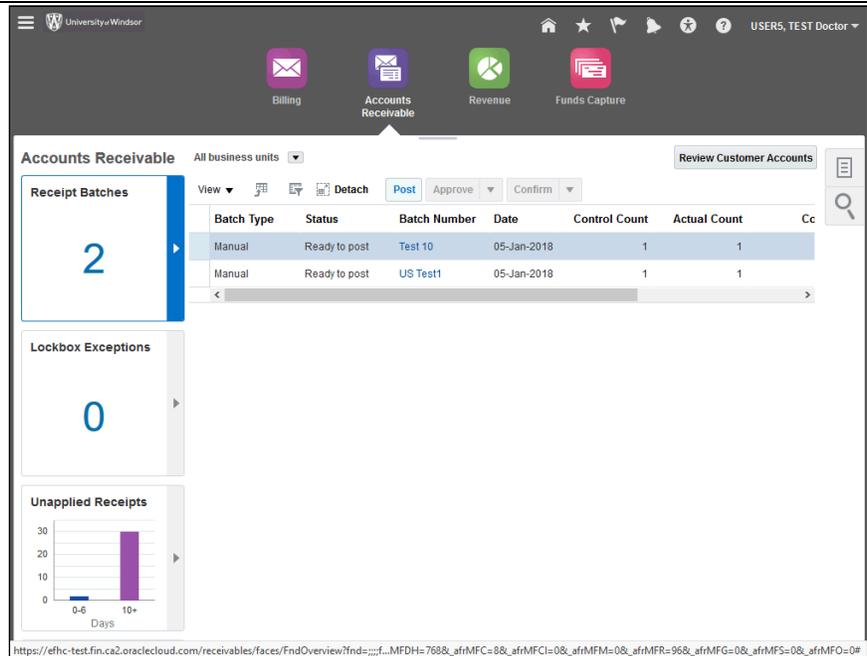
| Step | Action |
|------|---|
| 22. | Review the information. Click the OK button. |



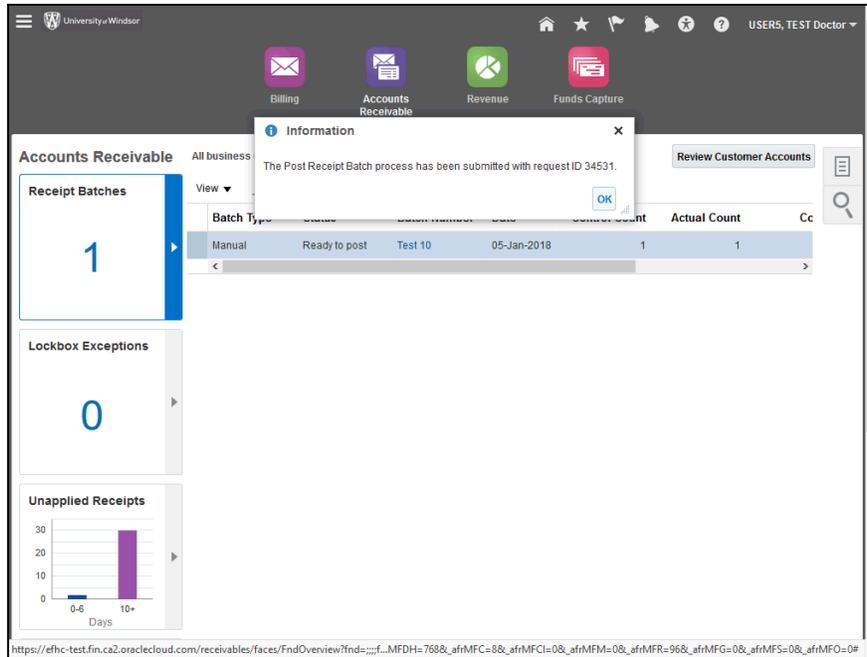
| Step | Action |
|------|---|
| 23. | Review the status. Click the Close button. |



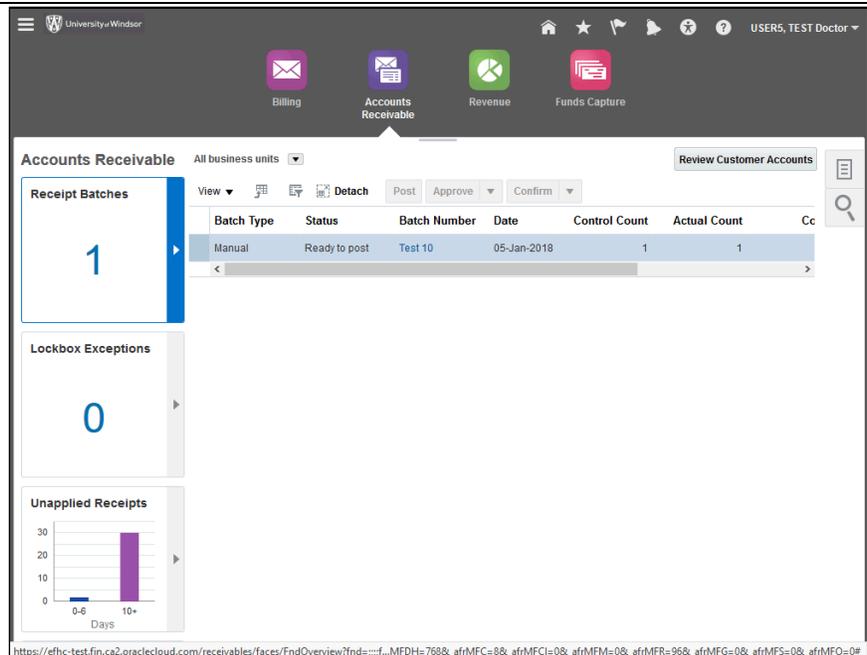
| Step | Action |
|------|---|
| 24. | Click the Left Selection Area to select the receipt. |



| Step | Action |
|------|-------------------------------|
| 25. | Click the Post button. |



| Step | Action |
|------|---|
| 26. | Review the information displayed. Click the OK button. |



| Step | Action |
|------|--------------------------|
| 27. | End of Procedure. |