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### Accounts Receivable Main Menu

Invoice Entry	Manual Receipts	Inquiries	Reports
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**Work with Customer Receipts Inquiry** Query: All Records

Form  Row  Tools  One View

Date From:  Payor:  State University Construction  
 Date Thru:  Bank Account:   
 Date Selection:  Receipt  G/L

Display Receipts:  
 All  Logged  
 Unapplied  General Ledger

Customer Ledger | Customer Master | Detail

No records found.

Payor Number	Payor Name	G/L Date	Receipt Date	Receipt Number	Receipt Amount	Unapplied Amount	Base Curr	Foreign Receipt Amount	Foreign Unapplied Amount	Curr Code	Exch Rate
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Enter the receipt header per below, please keep the receipt date as so as not to throw off the cash deposit log.

Once you complete the header, go to the "Form" exit and "Load". Pick the invoices that are to be applied against the receipt. Key in "10" (for invoice match) for each row selected. Transaction Open Amount field should be blank if the invoice is paid in full with the applied receipt. Also, check the Amount Unapplied field and the Amount pending field (just like you check your journal to make sure everything is in balance. Save the receipt entry, note the batch# and post.

**Receipt Entry**

**This form has 0 Errors 1 Warnings** Enable Error Pop-ups

Issues (click each label for more information):  
 Receipt Number Is a Duplicate - Warning [Go to warning...](#)

Please look for the highlighted fields, correct the entries, and resubmit your request.

Company: 01044 Bank Account: 1601.1005.BOA2988 G/L Date: 11/19/2014  
 Payor: 191020 State University Construction Receipt Date: 11/06/2014  
 Customer: 191020 State University Construction Batch: 983299  
 Receipt Number: AH 09010568791 Previous: G/L Receipt:   
 Receipt Amount: 4,072,716.00 Remark: SUNY 8.31.14 Invoice Foreign:   
 Currency: USD Exchange Rate: Base: USD

Amount Applied: Amount Pending: 4,072,715.00 Amount Unapplied: 1.00

Records 1 - 14	T	Payment Amount	Discount Taken	DS CD	Write-Off Amount	WO CD	Chargeback Amount	CB CD	Deduction Amount	DD CD	Transaction Open Amount	Transaction Disc Avail	Transaction Gross Amount
<input type="checkbox"/>											140,820.00		2,816,36
<input type="checkbox"/>											140,818.00-		140,818
<input checked="" type="checkbox"/>	10	4,521,448.00											4,521,44
<input checked="" type="checkbox"/>	10	226,073.00-											226,073
<input checked="" type="checkbox"/>	10	234,379.00-											234,379
<input checked="" type="checkbox"/>	10	11,719.00											11,71
<input type="checkbox"/>											873,297.11		1,537,89