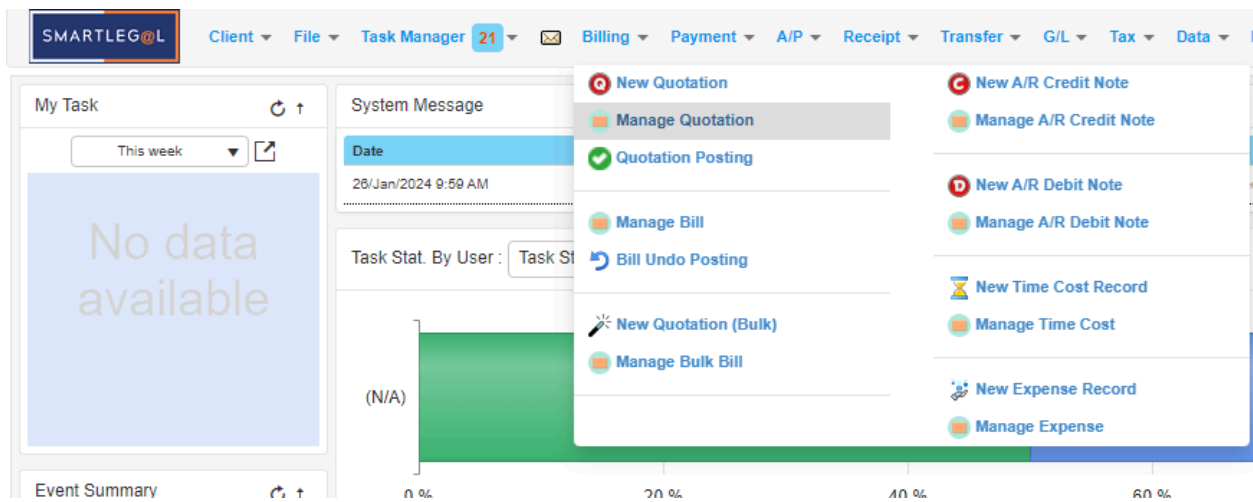


## How to issues an A/R receipt



Click **Billing** and in the drop down menu click **Manage Quotation**.

The screenshot shows the 'Quotation - Search' interface. It includes search filters for 'Quotation No.', 'Quotation Date (From)', 'Quotation Date (To)', 'File No.', 'Client Name', 'Department', 'Bulk Bill No.', and 'Quotation's Status' (with checkboxes for 'Draft' and 'Approved'). Below the filters are buttons for 'Delete', 'Export...', and 'Report'. The main area displays a table of quotations with columns for '#', 'Quotation No.', 'Quotation Date', 'File No.', 'Bill To', 'Total Tax', and 'Total Amount'. The table contains 8 rows of data.

#	Quotation No.	Quotation Date	File No.	Bill To	Total Tax	Total Amount
1	QUO2401003	24/Jan/2024	test1234	Leong Kah Yung	180.00	4,380.00
2	QUO2311001	29/Nov/2023	LDR001	(TBC)	540.00	9,540.00
3	QUO2310006	23/Oct/2023	LDR001	(TBC)	99.00	1,749.00
4	QUO2310005	22/Oct/2023	SFA 004	Choo Yin @ Choo Gan Yin	133.20	6,353.20
5	QUO2310004	20/Oct/2023	DEI7/0042/Sa/23	Catherine Yap	69.00	1,419.00
6	QUO2310003	20/Oct/2023	DEI7/0040/lawyer A/22	(TBC)	69.00	1,419.00
7	QUO2310002	20/Oct/2023	DEI7/0038/lawyer A/22	test	69.00	1,419.00
8	QUO2310001	10/Oct/2023	LDR001	(TBC)	240.54	4,249.54

Select a quotation that wants to be posted as a bill.

QUO/2311/001

New Edit Post Preview Close

QUO/2311/001 | 29/Nov/2023 | LDR001 | (TBC) | MYR 9,540.00

General Details Summary Properties Quotation - SST

Quotation No.: QUO/2311/001

Quotation Date: 29/Nov/2023

File No.: LDR001

Department:

Other Ref. No.:

Remark: (Custom)

Payment Amt: 0.00 Show Outstanding Bal. in Bill

Currency: MYR Rate: 1.0000


Billing Info.

Client: (TBC)

Bill To: (TBC)

Bill To Address:

B I U (inherited font) (inherited size) A [Icons] Load ...

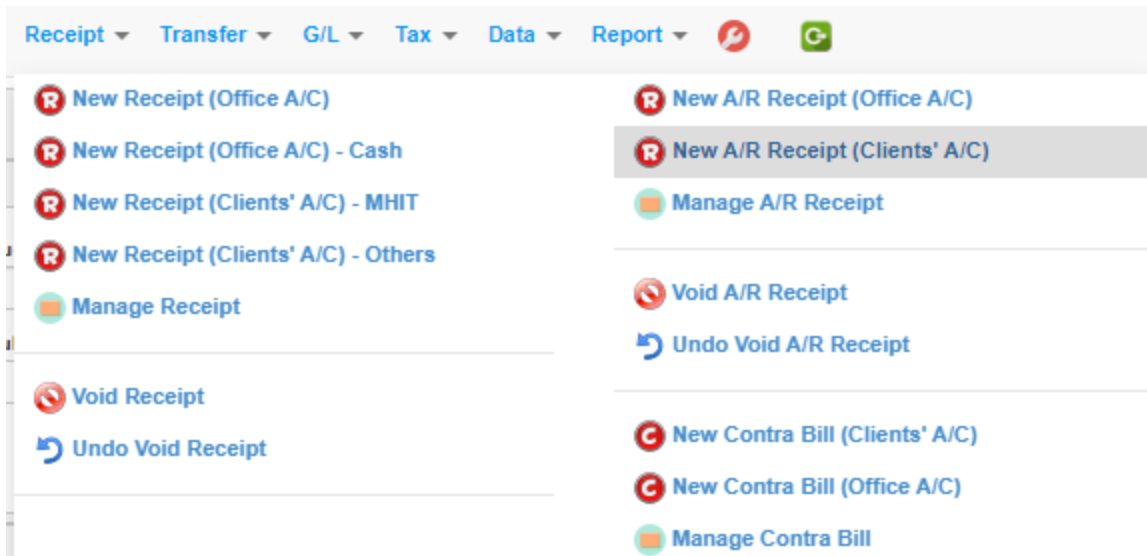
Click  to make the quotation as a bill.

Are you sure you want to post quotation 'QUO/2311/001'?

Bill Date: 26/Jan/2024

Confirm Cancel

Select the bill date the user wants to post.



After posted the bill, Click **New A/R Receipt (Client' A/C)** .

The screenshot shows the 'A/R Receipt (Clients' Account)' form with the following fields:

**General** | **More Details** | **Properties** | **A/R Receipt (Clients' Account)**

**Receipt No.:** ARRC/C/2401/002

**Receipt Date:** 26/Jan/2024

**Client:** TBC001 (TBC)

**Received From:** (TBC)

**Department:** [Dropdown]

**Other Ref. No.:** [Text]

**Remarks:** [Text]

**Payment Info.**

**Received In:** C330-0000 - CIMB CLIENT'S ACC

**Payment Mode:** Bank Transfer

**Pymt. Ref. No.:** [Text]

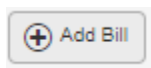
**Received Amount:** 0.00

**Unapplied Amount:** 0.00

**File No. (for Unapplied Amt):** [Text]

**Buttons:** + Add Bill, - Remove

Fill in the **Payment Info** such as Received in what bank and payment mode. After that, click



to add a bill.

Select a bill that user wants to insert inside the receipt.

After inserting all the bills the user wants to click **save**. If want to export the receipt click

