

How to use Receipts Node

- Create Receipt (Cash)
- Create Receipt (Check)
- Edit Receipt (Cash)
- Edit Receipt (Check)
- Cancel Receipt

CREATE RECEIPT
(CASH)

CREATE RECEIPT (CASH)

Navigation Area

- Lending Application
 - Loan Products
 - Customers
 - Loan Applications
 - Loan Accounts
 - Loan Restructure
 - Additional Loan
 - Advance Change
 - Disbursements
 - Receipts**
 - Cheques
 - Cheque Editor
 - Payment
- Settings
 - Employees
 - Contacts
 - Banks
 - User Accounts
 - Holidays
 - Cash On Vault
 - Currency Conversion
- Types
 - Customer Classification
 - Required Document Type
 - System Settings
- Reports

Receipts

Cancel | Open | **New**

Filter by Date Received From To 11/2/2011 Search by type here..

Receipt ID	Date Received	Received From	Amount	Payment Method	Status
1	Oct 26, 2011	Choi, Minh	1,750.00	Cash	Closed
2	Oct 26, 2011	Choi, Minh	1,000.00	Cash	Closed
3	Oct 26, 2011	Choi, Minh	1,871.00	Cash	Closed

CREATE RECEIPT (CASH)

Receipts [X] Add Receipt [X]

New Receipt

Save [X] Cancel

Received Receipt

*Received From: **Browse**

*District & Station:

*Transaction Date: 11/2/2011

*Payment Method: Cash

Cash Denomination

1000 Bills:

500 Bills:

200 Bills:

100 Bills:

50 Bills:

20 Bills:

Coins:

3) Click the Browse button to select a customer

CREATE RECEIPT (CASH)



Customer List				
Search By Status...				
CustomerID	Name	Address	Party Type	Status
5	Choi, Minho	San Pedro, Pagadian, Philippines, 7016	Person	Active
30	Kim, Jonghyun	San Pedro, Pagadian, Philippines, 7016	Person	New

4) Select a customer from the list

CREATE RECEIPT (CASH)

Receipts Add Receipt

New Receipt

Save Cancel 7) Click the Save button

Received Receipt

*Received From: Kim, Jonghyun Browse

*District & Station: San Pedro 10

*Transaction Date: 11/2/2011

*Payment Method: Cash

Cash Denomination

1000 Bills:	2
500 Bills:	0
200 Bills:	3
100 Bills:	0
50 Bills:	4
20 Bills:	7
Coins:	60

*Amount (Php): 3,000.00

Received By: Mr. Pamaran, Rey

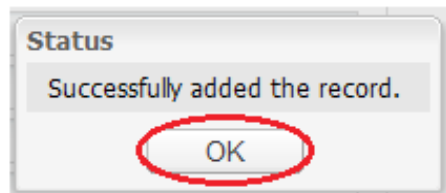
Receipt Status

Status: Open

Remarks: Open

6) Fill in the necessary receipt information especially the fields marked with '*'

CREATE RECEIPT (CASH)



Done! Click the OK button to proceed to the updated list of receipts



Receipts							
Cancel Open New							
Filter by Date Received From		To	11/2/2011	Search by	type here..	Search	Filter By
Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minho	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minho	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minho	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
4	Nov 02, 2011	Kim, Jonghyun	3,000.00	Cash	Open	Mr. Pamaran, Rey	3,000.00

The newly added receipt will then be added to the list

CREATE RECEIPT
(CHECK)

CREATE RECEIPT (CHECK)

Navigation Area

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Receipts

Cancel | Open | **New**

Filter by Date Received From To 11/2/2011 Search by type here..

Receipt ID	Date Received	Received From	Amount	Payment Method	Status
1	Oct 26, 2011	Choi, Minh	1,750.00	Cash	Closed
2	Oct 26, 2011	Choi, Minh	1,000.00	Cash	Closed
3	Oct 26, 2011	Choi, Minh	1,871.00	Cash	Closed

CREATE RECEIPT (CHECK)

Receipts × Add Receipt ×

New Receipt

Save × Cancel

Received Receipt

*Received From:

Browse

*District & Station:

*Transaction Date:

11/2/2011

*Payment Method:

Pay Check

*Amount (Php):

Received By:

Mr. Pamaran, Rey

Check

*Bank:

Browse

*Check Number:

Status:

Cleared

Remarks:

*Check Date:

Receipt Status

Status:

Open

Remarks:

3) Click the Browse button to fill up the Received From field

CREATE RECEIPT (CHECK)

Receipts Add Receipt Customer List

Select Close 5) Click the Select button Search By Status...

CustomerID	Name	Address	Party Type	Status
5	Choi, Minho	San Pedro, Pagadian, Philippines, 7016	Person	Active
30	Kim, Jonghyun	San Pedro, Pagadian, Philippines, 7016	Person	New

4) Select a customer from the list

CREATE RECEIPT (CHECK)

Receipts Add Receipt

New Receipt

Save Cancel

Received Receipt

*Received From:

Kim, Jonghyun

Browse

*District & Station:

San Pedro 10

*Transaction Date:

11/2/2011

*Payment Method:

Pay Check

*Amount (Php):

Received By:

Mr. Pamaran, Rey

Check

*Bank:

Browse

*Check Number:

Status:

Cleared

Remarks:

*Check Date:

Receipt Status

Status:

Open

Remarks:

6) Click the Browse button to select a bank

Note: Upon creation, pay checks have a default status of 'Cleared' and 'Received' for personal checks.

CREATE RECEIPT (CHECK)

Receipts Add Receipt Bank List

Select ☐ 8) Click the Select button

Search by...

Name	Branch	Status	Address
Bank	Branch	Active	San Pedro, Pagadian, Philippines, 7016
RCBC	Escario	Active	San Pedro, Pagadian, Philippines, 7016

7) Select a bank from the list

CREATE RECEIPT (CHECK)

Receipts Add Receipt

New Receipt

Save

10) Click the Save button

Received Receipt

*Received From: Kim, Jonghyun Browse

*District & Station: San Pedro 10

*Transaction Date: 11/2/2011

*Payment Method: Pay Check

*Amount (Php): 1,500.00

Received By: Mr. Pamaran, Rey

Check

*Bank: RCBC Browse

*Check Number: 100000

Status: Cleared

Remarks:

*Check Date: 11/30/2011

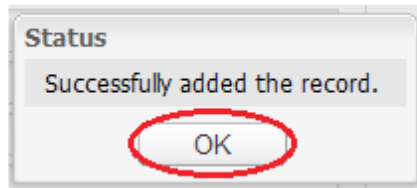
Receipt Status

Status: Open

Remarks:

9) Fill up the required fields marked with '*'

CREATE RECEIPT (CHECK)



Done! Click the OK button to proceed to the updated list of receipts



Receipts							
Cancel Open New							
Filter by Date Received From		To	11/2/2011	Search by	type here..	Search	Filter By
Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minho	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minho	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minho	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	3,000.00	Cash	Open	Mr. Pamaran, Rey	3,000.00
9	Nov 02, 2011	Kim, Jonghyun	1,500.00	Pay Check	Open	Mr. Pamaran, Rey	1,500.00

The newly added receipt will then be added to the list

EDIT RECEIPT
(CASH)

EDIT RECEIPT (CASH)

Navigation Area

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Receipts

Cancel Open

Filter by Date Received From To 11/2/2011 Search by type here.. Search

Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minh	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minh	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minh	1,671.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	3,000.00	Cash	Open	Mr. Pamaran, Rey	3,000.00

1) Click the Receipts Node

2) Select a record to update

3) Click the Open button

EDIT RECEIPT (CASH)

Receipts Update Receipt

Edit 4) Click the Edit button to enable the fields for editing

Received Receipt

Received From: Mr. Pamaran, Rey

District & Station: San Pedro 10

*Transaction Date: 11/2/2011

*Payment Method: Cash

*Amount (Php): 3,000.00

Received By: Kim, Jonghyun

Receipt Status

Status: Open on November 02, 2011

Remarks:

EDIT RECEIPT (CASH)

Receipts x Update Receipt x

Save x 6) Click the Save button Close

Received Receipt

Received From: Mr. Pamaran, Rey

District & Station: San Pedro 10

*Transaction Date: 11/2/2011

*Payment Method: Cash

*Amount (Php): 5,000.00

Received By: Kim, Jonghyun

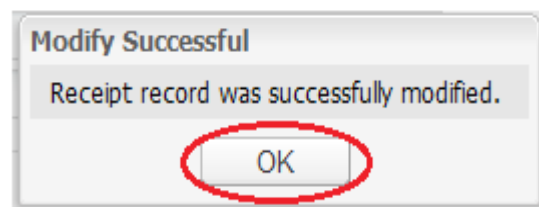
Receipt Status

Status: Open on November 02, 2011

Remarks:

5) Start updating the receipt information

EDIT RECEIPT (CASH)



Done! Click the OK button to proceed to the updated receipt list



Receipts							
Cancel Open New							
Filter by Date Received From		To	11/2/2011	Search by	type here..	Search	Filter By
Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minho	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minho	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minho	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	5,000.00	Cash	Open	Mr. Pamaran, Rey	5,000.00
9	Nov 02, 2011	Kim, Jonghyun	1,500.00	Pay Check	Open	Mr. Pamaran, Rey	1,500.00

The select receipt record will then be updated in the list

EDIT RECEIPT
(CHECK)

EDIT RECEIPT (CHECK)

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Receipts

Cancel Open

Filter by Date Received From To 11/2/2011 Search by type here.. Search Filter

Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minho	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minho	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minho	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	5,000.00	Cash	Open	Mr. Pamaran, Rey	5,000.00
9	Nov 02, 2011	Kim, Jonghyun	1,500.00	Pay Check	Open	Mr. Pamaran, Rey	1,500.00

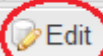
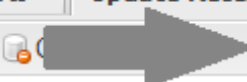
1) Click the Receipts Node

2) Select the record to be updated

3) Click the Open button

EDIT RECEIPT (CHECK)

Receipts Update Receipt

 Edit  4) Click the Edit button to enable the fields for editing

Received Receipt

Received From: Mr. Pamaran, Rey

District & Station: San Pedro 10


*Transaction Date: 11/2/2011

*Payment Method: Pay Check

*Amount (Php): 1,500.00

Received By: Kim, Jonghyun

Check

*Bank: RCBC 

*Check Number: 100000

*Status: Cleared

Remarks:

*Check Date: 11/30/2011


Receipt Status

Status: Open on November 02, 2011

Remarks:

EDIT RECEIPT (CHECK)


Receipts [X] Update Receipt [X]


Save [X]  6) Click the Save button [X] Close

Received Receipt

Received From: Mr. Pamaran, Rey

District & Station: San Pedro 10

*Transaction Date: 11/2/2011 

*Payment Method: Cash 


*Amount (Php): 5,000.00

Received By: Kim, Jonghyun

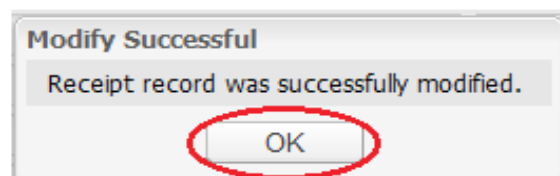
Receipt Status

Status: Open on November 02, 2011

Remarks:

 5) Start updating the receipt information

EDIT RECEIPT (CHECK)



Done! Click the OK button to proceed to the updated receipts list



Receipts							
Cancel Open New							
Filter by Date Received From <input type="text"/> To 11/2/2011 Search by <input type="text"/> type here.. Search							
Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minho	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minho	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minho	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	5,000.00	Cash	Open	Mr. Pamaran, Rey	5,000.00
9	Nov 02, 2011	Kim, Jonghyun	2,500.00	Pay Check	Open	Mr. Pamaran, Rey	2,500.00

The selected receipt record will then be updated on the list

CANCEL RECEIPT

CANCEL RECEIPT

Navigation Area

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Filter by Date Received From To 11/2/2011 Search by type here.. Search Filter

Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minh	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minh	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minh	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	5,000.00	Cash	Open	Mr. Pamaran, Rey	5,000.00
9	Nov 02, 2011	Kim, Jonghyun	2,500.00	Pay Check	Open	Mr. Pamaran, Rey	2,500.00

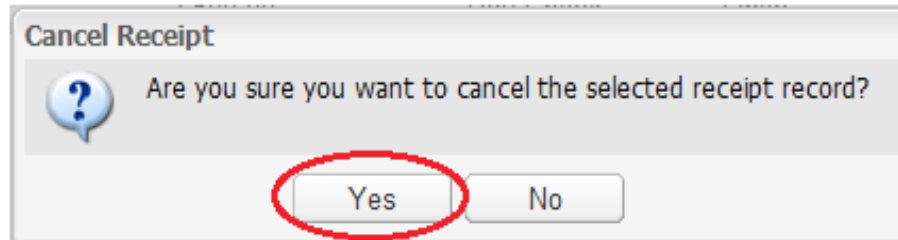
3) Click the Cancel button

1) Click the Receipts Node

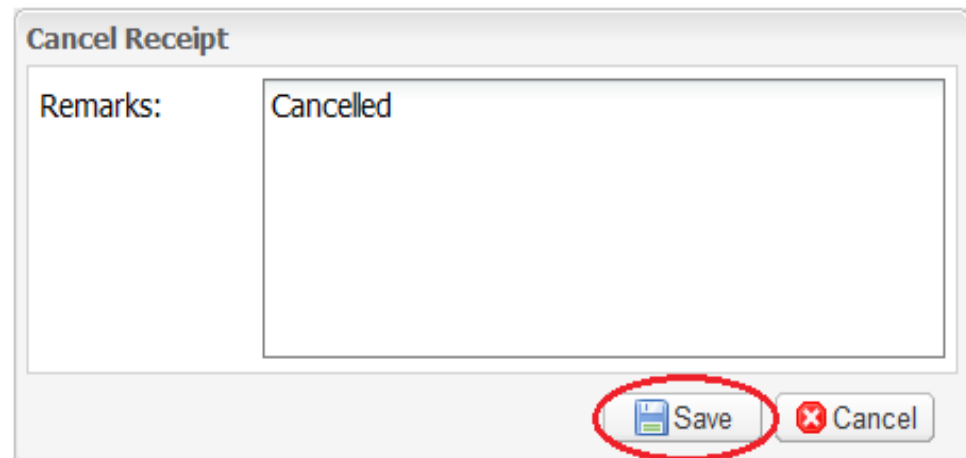
2) Select the receipt record to be cancelled

Note: Only receipts with a status of "Open" can be cancelled

CANCEL RECEIPT

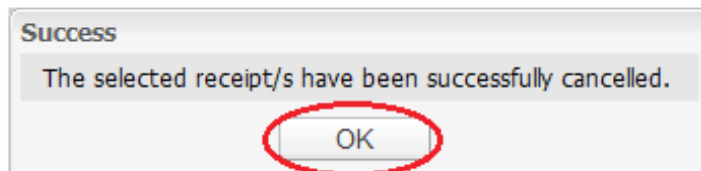


4) A confirmation message will appear.
Click Yes to cancel the selected receipt
record

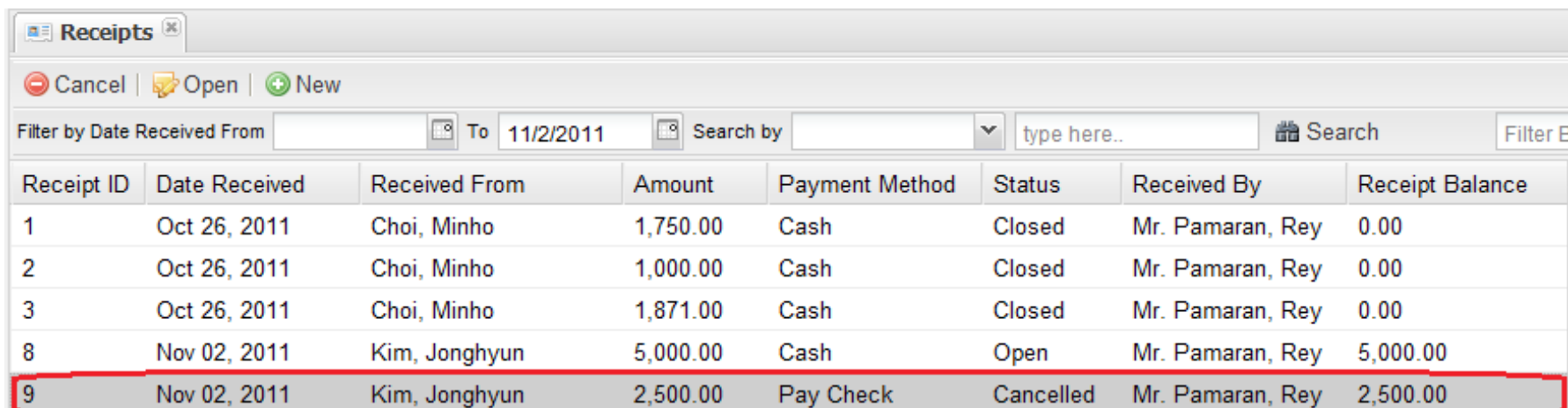


5) Enter the remarks in the pop-
up box then click the Save
button to continue the process

CANCEL RECEIPT



Done! Click the OK button to proceed to the updated list of receipts



The "Receipts" window shows a table of receipt records. The status of the selected receipt (ID 9) has been updated to "Cancelled".

Receipt ID	Date Received	Received From	Amount	Payment Method	Status	Received By	Receipt Balance
1	Oct 26, 2011	Choi, Minho	1,750.00	Cash	Closed	Mr. Pamaran, Rey	0.00
2	Oct 26, 2011	Choi, Minho	1,000.00	Cash	Closed	Mr. Pamaran, Rey	0.00
3	Oct 26, 2011	Choi, Minho	1,871.00	Cash	Closed	Mr. Pamaran, Rey	0.00
8	Nov 02, 2011	Kim, Jonghyun	5,000.00	Cash	Open	Mr. Pamaran, Rey	5,000.00
9	Nov 02, 2011	Kim, Jonghyun	2,500.00	Pay Check	Cancelled	Mr. Pamaran, Rey	2,500.00

The status of the selected receipt record would then be changed to Cancelled