



Using Receipt Summary

The Receipts Summary window provides basic information about receipts. From this window you can select and review several receipts.

Navigate: Receipts → Receipts Summary Inquiry

1. Click on the **torch icon** on the toolbar. This will open the **Find Receipts** window.

The screenshot shows the 'Find Receipts' window with the following fields:

- Operating Unit: [Text Box]
- Receipt Numbers: [Text Box] - [Text Box]
- Receipt Dates: [Text Box] - [Text Box]
- GL Dates: [Text Box] - [Text Box]
- Postmark Dates: [Text Box] - [Text Box]
- Maturity Dates: [Text Box] - [Text Box]
- Document Numbers: [Text Box] - [Text Box]
- Amounts: [Text Box] - [Text Box]
- Currency: [Text Box]
- State: [Dropdown]
- Receipt Batch: [Text Box]
- Payment Method: [Text Box]
- Status: [Dropdown]
- Type: [Dropdown]
- Activity: [Text Box]
- Bills Receivable: [Dropdown]
- At Risk: [Dropdown]
- Remittance: Bank [Text Box], Branch [Text Box], Account [Text Box], Batch [Text Box], Method [Dropdown]
- Customer: Name [Text Box], Number [Text Box], Location [Text Box], Taxpayer ID [Text Box], Collector Name [Text Box]
- Buttons: Clear, Find

2. Enter **search criteria**

Use one or more of the available fields.

To make the search run as quickly as possible we suggest that you use as many of the fields as possible to narrow down the search time.

3. Click **Find** to begin the search.

A list of receipts matching the criteria will be displayed in the **Receipts Summary** window.

