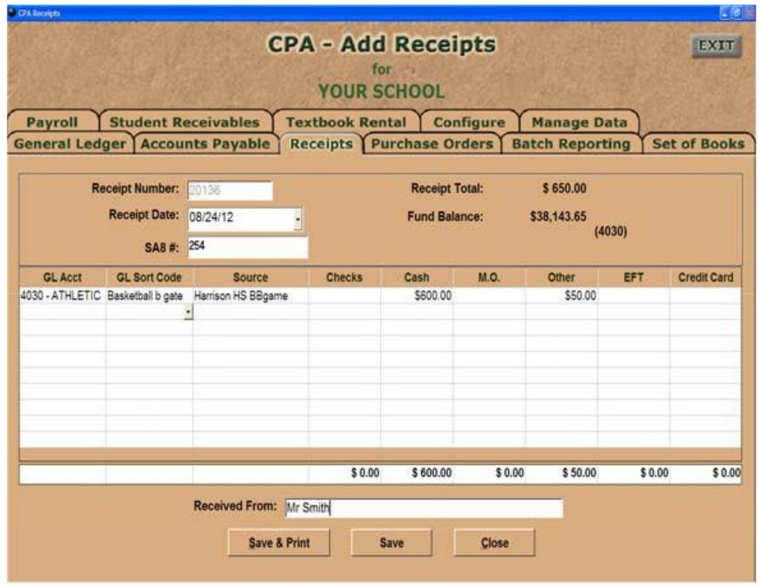
Questions & Answers about Your CPA Software: RECEIPTS

Q. How do I add receipts?

A. Select the <**Receipt**> tab and go to **Add Receipts**. The next receipt number will be displayed. Press <Enter> or <Tab> through the date or click to display the calendar.

Type in the 4000 account number or select the number from the drop down box. Select the sort code, add a new sort code or leave that field blank. Type in the source, i.e.: fundraiser, ads, concessions, etc. Seven account numbers will fit on a receipt form. Type in the amount for each category: checks, cash, money order, coin, electronic fund transfer and credit card. Then type in who the money was received from and press <Save and Print>.

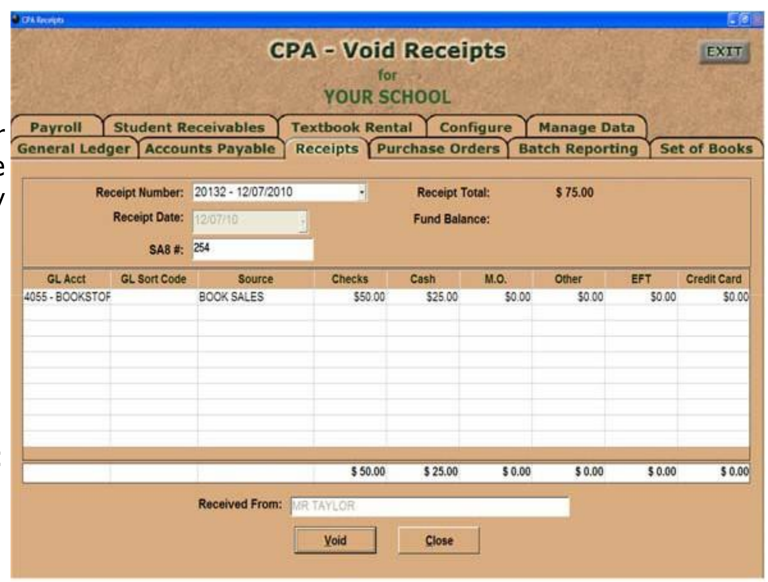


You cannot re-print a receipt.

You will want to print a **Receipt Register** for the same date range as the bank deposit to make sure they match.

Q. How do I void receipts?

A. Select the <**Void Receipt**> Tab. Click the drop down box and the receipts will be displayed by number and date. Select the receipt to be voided and press the Void button. The program will make the reversing entry in the ledger.



Reminder: The Receipt Register will still display the voided receipt. The State Board of Accounts will not allow us to change that. We have added the voided receipts at the bottom of the Receipt Register.