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HCSS Accounting

User Manual

*Receipts*

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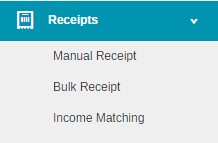
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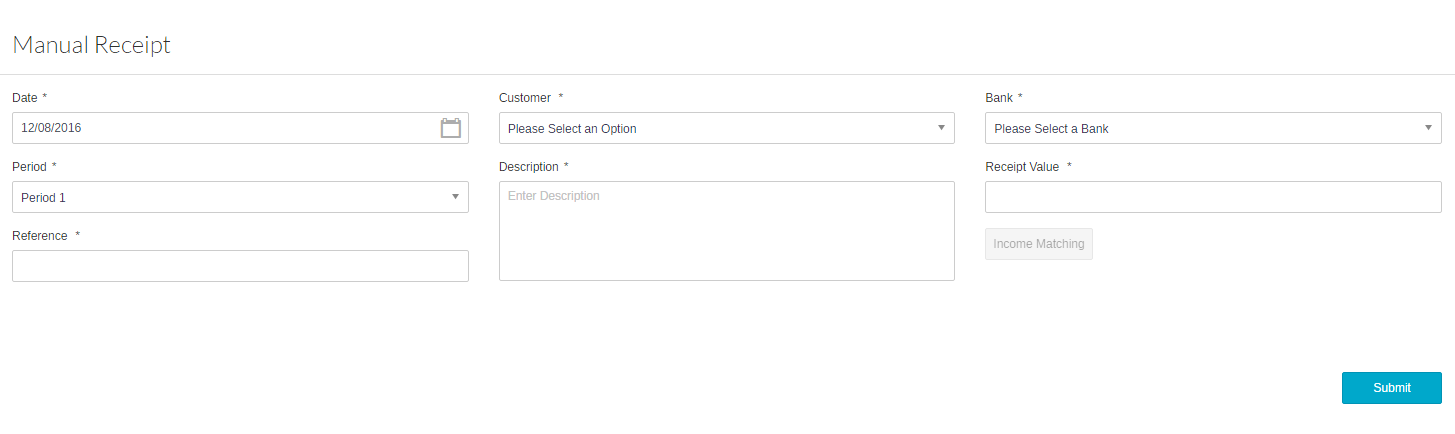
# Receipts

## Manual Receipt

To create a Manual Receipt click on **Receipts** and **Manual Receipts**



The following screen will open

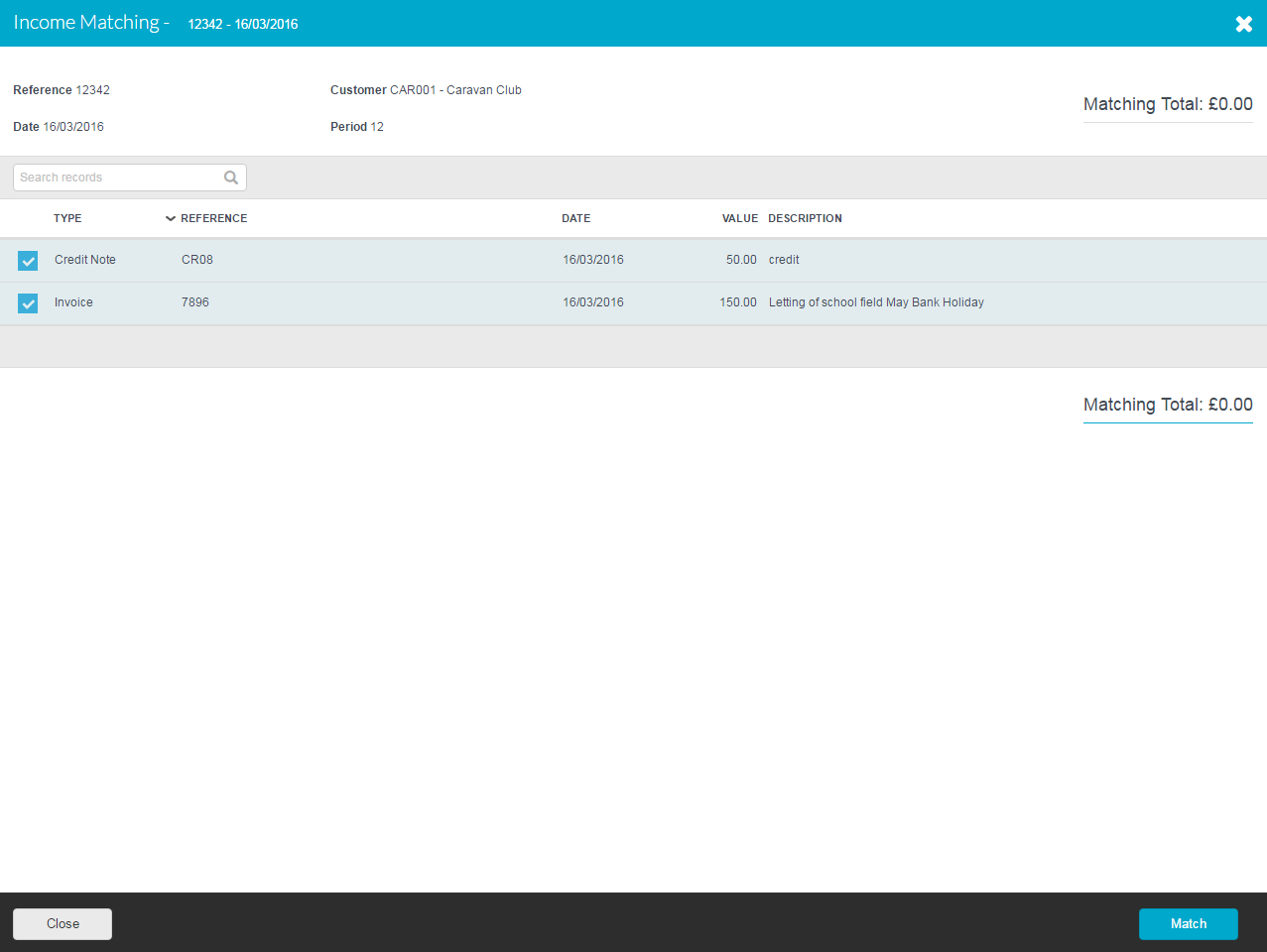


Enter the relevant information. Mandatory Fields are denoted with an \*

|  |  |
| --- | --- |
| Date | Enter the date of receipt |
| Customer | Enter the customer using the pick list |
| Bank | Enter the bank using the pick list |
| Period | Enter the period |
| Description | Enter a description for the receipt |
| Receipt Amount | Enter the receipt amount |
| Reference | Enter the Reference for audit trail |

Click on income matching to match against the relevant invoice(s) C:\Users\Danni.Rutherford\Desktop\in.png

**Note:** only invoices/credit notes for the Customer selected in the Manual Receipt Screen will appear.



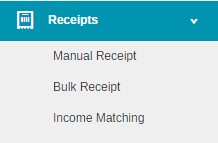
Select the relevant **invoices/credit notes** – these should balance to zero

Click on **Match** this will take you back to the input screen.

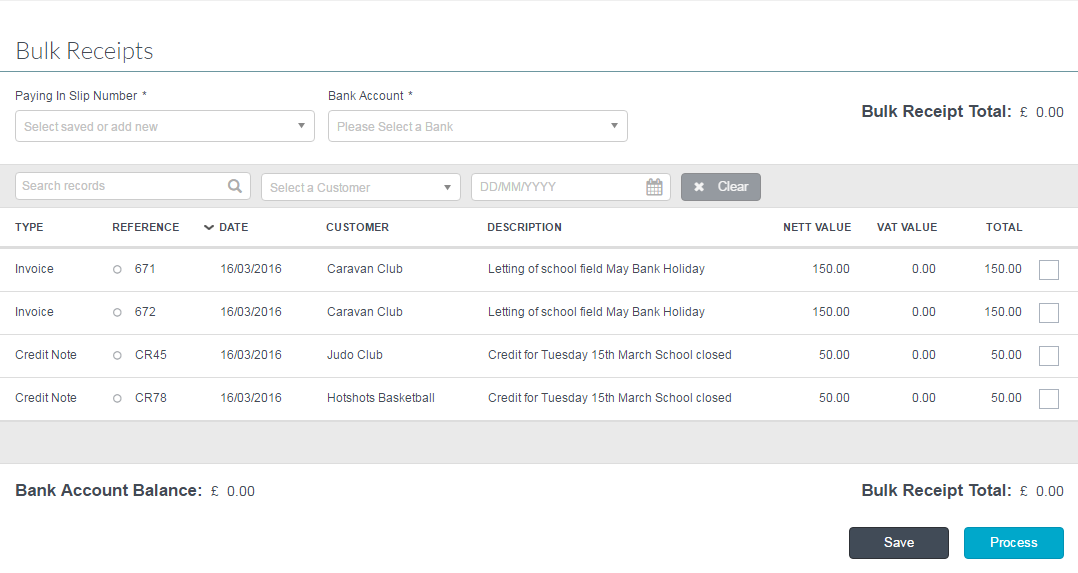
Click on **Submit** to post the Receipt

## Bulk Receipts

To use Bulk Receipts click on **Receipts** and **Bulk Receipts**



The following screen will appear:



|  |  |
| --- | --- |
| **Paying In Slip Number** | Enter the reference number for the Bulk Receipt  Or select a previously saved receipt |
| **Bank Account** | Enter the Bank Account the money is paid into |

Select the relevant **invoices** and **credit notes** to be receipted by clicking in the **Tick Box.** A total will appear at the bottom of the screen.

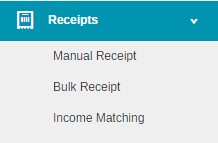
Click on **Save** to save the selections to return to at a later time (these will not be posted)

Click **Process** to post the Bulk Receipt.

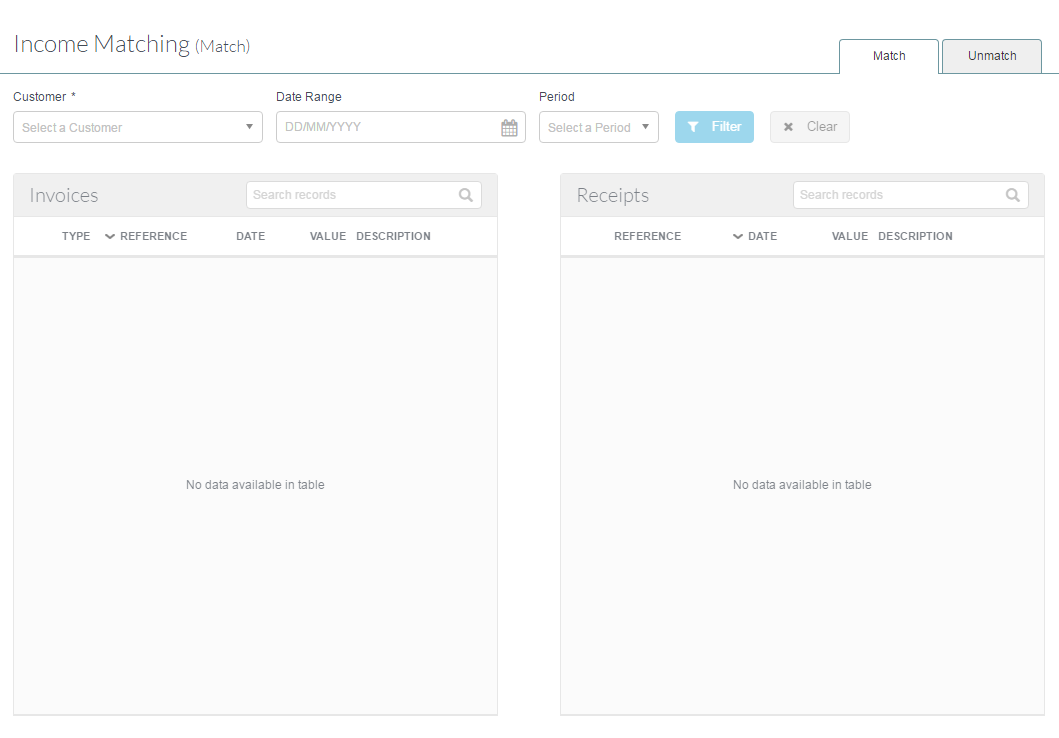
## Income Matching

**Income Matching** allows the System Manager to match a receipt against invoices and credit notes or to unmatch a receipt from an Invoice if the receipt has not been accepted by the Bank

To use Income Matching click on **Receipts** and **Income Matching**

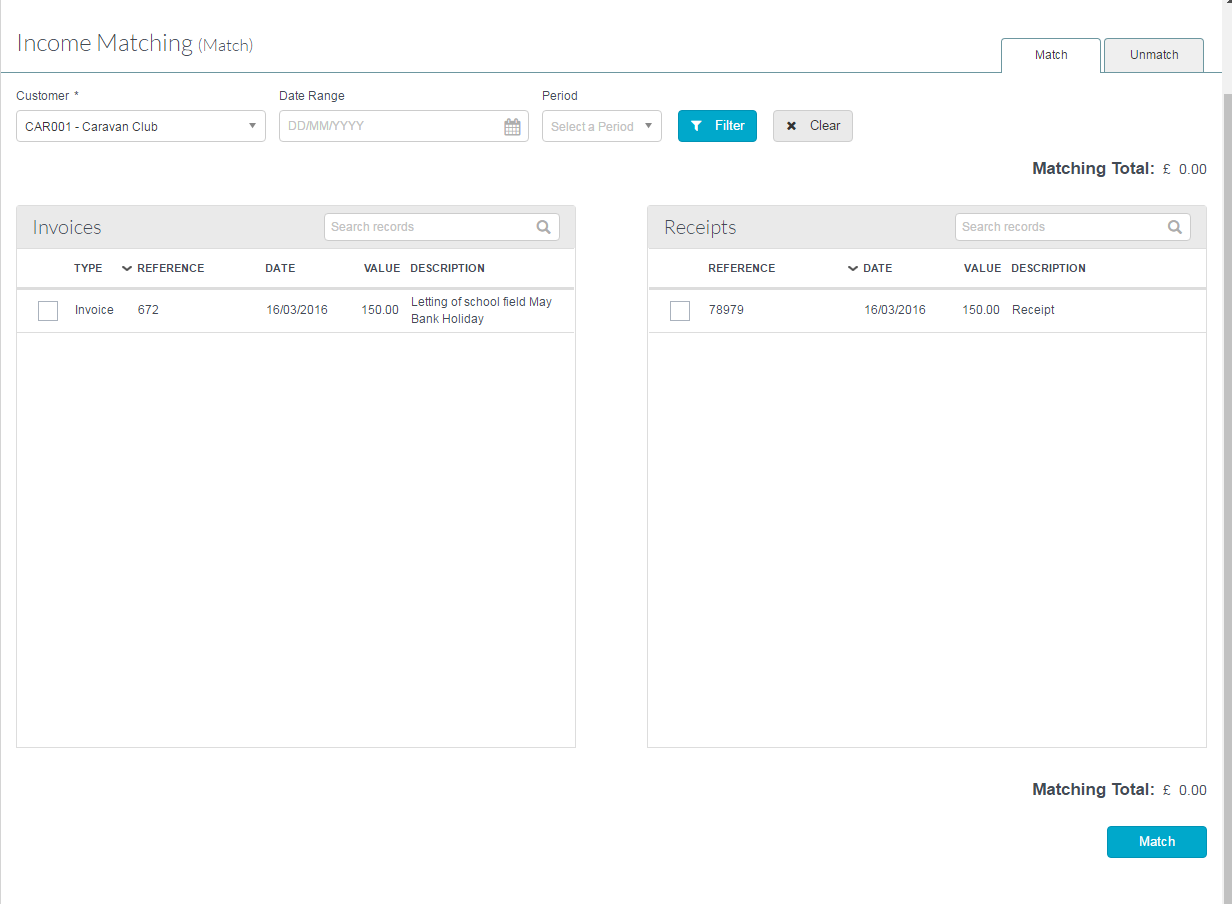


The following screen will appear



Enter a Customer (mandatory), date range or period and click on 

The following screen will appear:



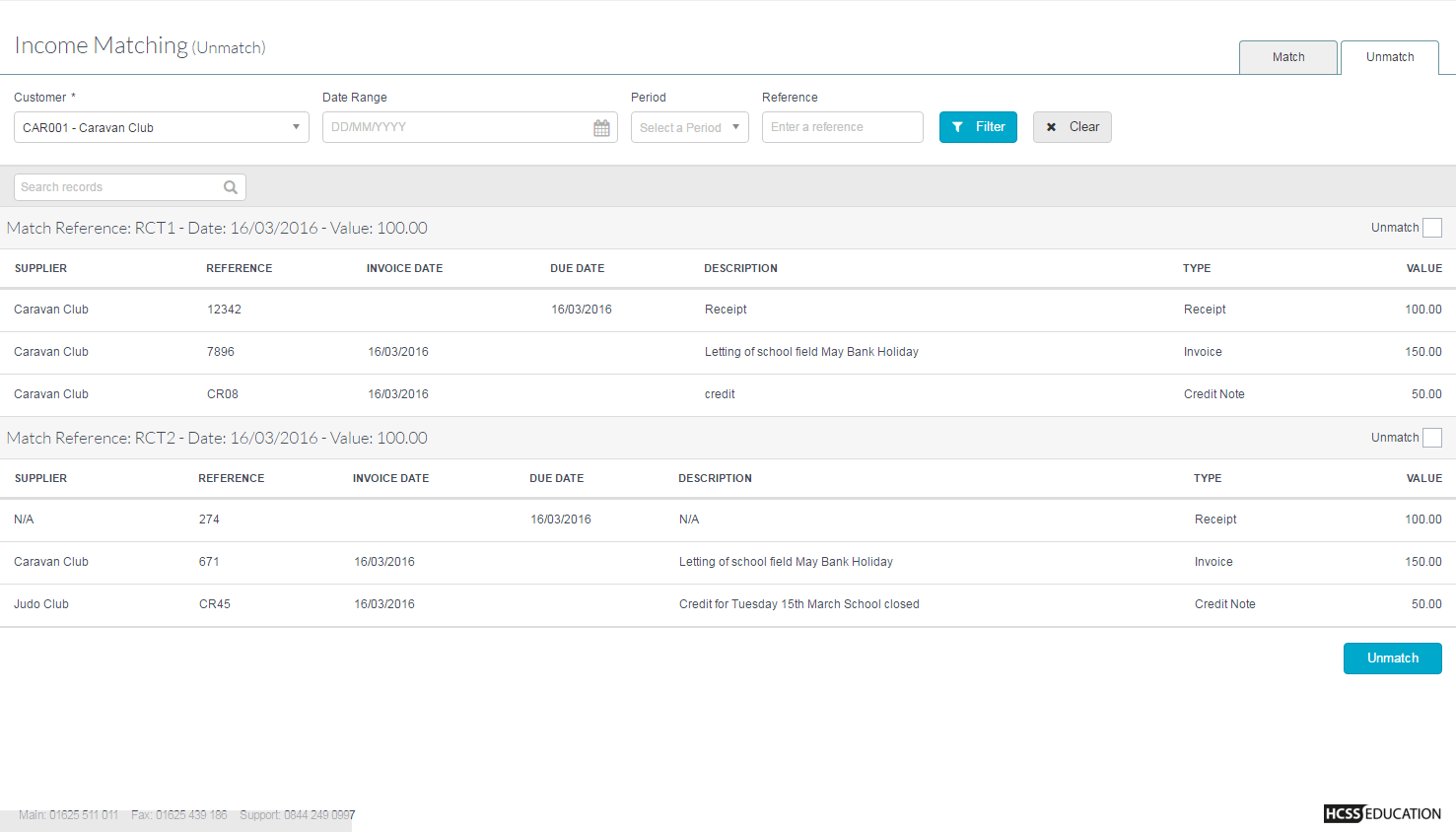
Tick the receipt and the invoices that you wish to match and click on 

**Note**: The match cannot take place until the Matching Total balances to zero.

To **unmatch** a receipt and an invoice(s) click on the **Unmatch** tab in the **Income Matching** screen

Select a Customer (mandatory), period, date range or reference and click on 

The following screen will appear:



Tick the match you want to unmatch and click on. The invoice will be available to receipt again

Note: The invoice and or receipt will need to be reversed or rematched.