

Manage Receipts
This menu lets you enter money received for deposit as receipts from a customer.

Help Files
Click the information icon to access step-by-step instructions for this particular menu.

Search
Search for receipts and filter by **Date Range** and **Status**.

Add
Click **Add** to create a new receipt.

Print and Post Receipt
Click this link to print a customer copy of the receipt.

View / Edit
Click this button to view the receipt details.

Delete
Click **Delete** to delete the receipt.

Expand
Click this icon to view or edit an existing receipt.

The screenshot shows the 'Manage Receipts' interface. At the top, there's a navigation bar with 'Manage Receipts' and an information icon. Below it, there are filter options for Customer, Site, and User. A search bar is on the left. The main area contains a table of receipts. The first row is highlighted, showing receipt # 51, date 01/25/2019, site Site 001 - Name, and customer Textbook Customer Level 1. Below this row is a detailed view of the receipt, including an invoice table with columns for Invoice #, Account #, Description, Event, Amount, Payment Type, and Check #. The detailed view shows an invoice for 'Textbook Fee Level 1' with an amount of \$500.00. To the right of the detailed view are buttons for 'VIEW/EDIT' and 'Delete'. At the bottom right, there are icons for 'Print' and 'Add'.

Receipt # ▲	Date	Site	Customer Name	Total
51	01/25/2019	Site 001 - Name	Textbook Customer Level 1	\$500.00

Invoice #	Account #	Description	Event	Amount	Payment Type	Check #
	2.3100.000.000.000.000.01	Textbook Fee Level 1		\$500.00		