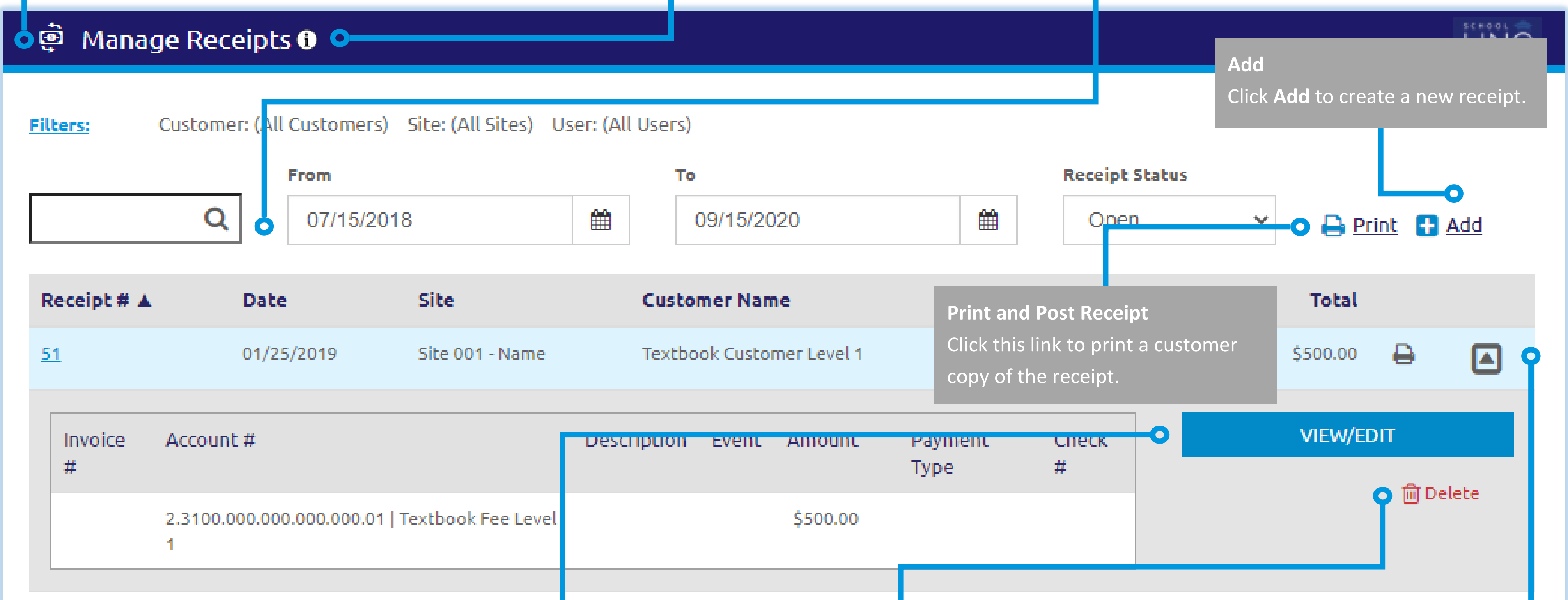
Receipts

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.