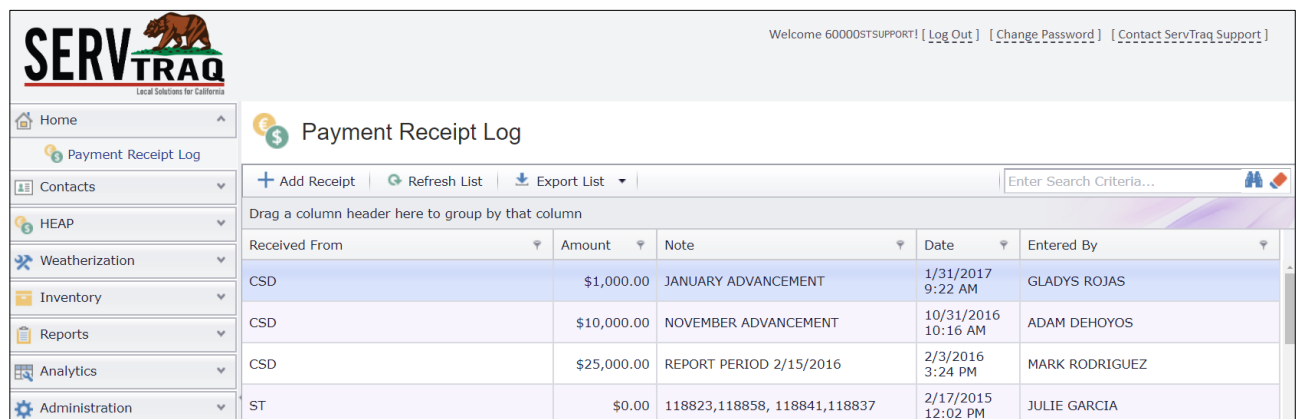


1.2 Payment Receipt Log

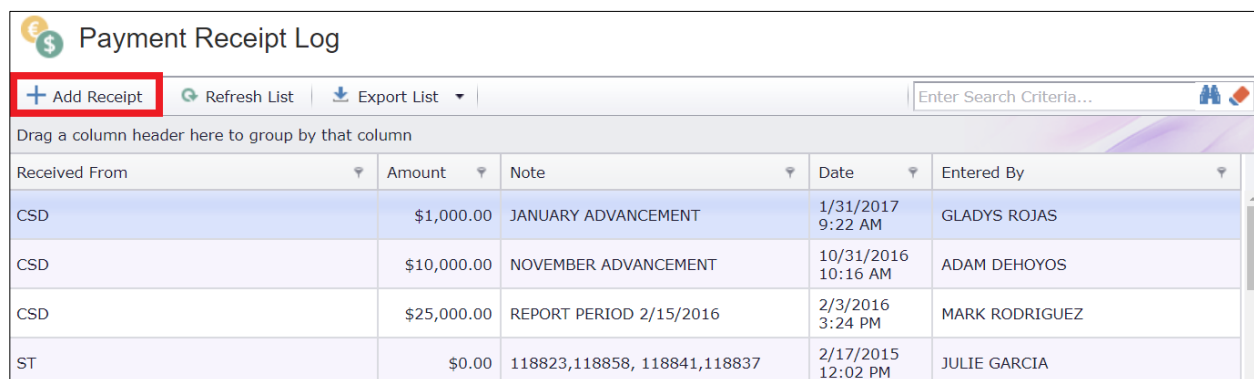
The Payment Receipt Log is used to log the receipt of checks or cash. Entries made cannot be edited or deleted.



Received From	Amount	Note	Date	Entered By
CSD	\$1,000.00	JANUARY ADVANCEMENT	1/31/2017 9:22 AM	GLADYS ROJAS
CSD	\$10,000.00	NOVEMBER ADVANCEMENT	10/31/2016 10:16 AM	ADAM DEHOYOS
CSD	\$25,000.00	REPORT PERIOD 2/15/2016	2/3/2016 3:24 PM	MARK RODRIGUEZ
ST	\$0.00	118823,118858, 118841,118837	2/17/2015 12:02 PM	JULIE GARCIA

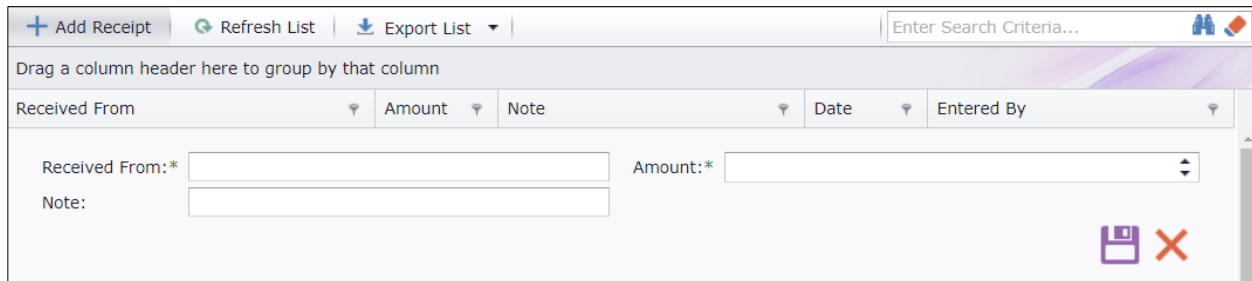
Log a Payment Receipt


Click **Add Receipt** to add a new payment received.



Received From	Amount	Note	Date	Entered By
CSD	\$1,000.00	JANUARY ADVANCEMENT	1/31/2017 9:22 AM	GLADYS ROJAS
CSD	\$10,000.00	NOVEMBER ADVANCEMENT	10/31/2016 10:16 AM	ADAM DEHOYOS
CSD	\$25,000.00	REPORT PERIOD 2/15/2016	2/3/2016 3:24 PM	MARK RODRIGUEZ
ST	\$0.00	118823,118858, 118841,118837	2/17/2015 12:02 PM	JULIE GARCIA








Fill out the fields listed in the table below to log a new payment.



Click  to save the payment receipt entry. View the saved payment receipt by returning to the *Payment Receipt Log*.

ENTRY FIELDS	DESCRIPTION
Received From*	Payment received from
Amount*	Payment amount received
Note	Optional Notes/Comments
Date	Date the payment receipt was logged
Entered By	Staff member that logged the payment

Required fields are denoted with a red asterisk ()*

ICON KEY	
	Add a new payment receipt
	Refresh the receipt log
	Export log to PDF, Excel (XLS, XLSX, CSV), or Word (RTF) Format
	Save payment receipt
	Exit without saving
	Apply search criteria
	Clear search criteria