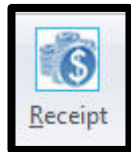
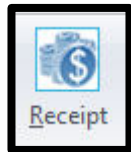




### Receipt Report (Alt + R)

This report shows the detailed record of all the entries done under Receipt module.



On clicking the  option or on pressing the shortcut (Alt+ R), “Receipt Report” window will appear as below.

Now, we can retrieve/fetch the data as per our requirement and as per the specific condition by using the left task bar which states the date range, branch, maker-checker status, voucher series, from A/c (bank or cash account), with optional viewability of attachments, cheque details, bill details, cost center details, refund details, currency details, internal notes and voucher narration.



User can use below mentioned shortcuts for further extractions and functions.

### Load Report (Alt + L)

User needs to click on Load Report (Alt + L) button to load the report after the filter action. The loaded Report will look as below:

Receipt Report.

Load Report Export Print Help Close <Press Enter / Dbl click in grid for drill down to entry or to View attached documents (Logged-in branch only)>

Filter Data (F3) Report [01-04-2020 to 31-03-2021] (F4)

Receipt Details									
Date	No	Branch	From A/c	Total Amount (Base)	Cancelled	Dr/Cr	To A/c	A/c Amount(Base)	Type
30-09-2020	REC7	DEMO BRANCH	KOTAK BANK	890,000.00		Cr	Registered Dealer	890,000.00	Bill To Bill
30-09-2020	REC8	DEMO BRANCH	KOTAK BANK	98,000.00		Cr	Registered-intra	98,000.00	On Account
30-09-2020	REC9	DEMO BRANCH	KOTAK BANK	109,000.00		Cr	Deemed Export dealer	109,000.00	New Refer
30-09-2020	R/2/T	DEMO BRANCH	Cash Account	895,502.00		Cr	Registered Dealer	895,502.00	Bill To Bill
26-11-2020	1	DEMO BRANCH	Cash Account	90,888.00		Cr	CYGNET INFOTECH PRIVATE LIM...	90,888.00	On Account
28-11-2020	R/1/T	DEMO BRANCH	Cash Account	75,936.00		Cr	Debtor1	75,936.00	Bill To Bill
02-12-2020	3	DEMO BRANCH	Cash Account	98,000.00		Cr	ARULDASS SHEBA JENITTA	98,000.00	Advance
02-12-2020	689	DEMO BRANCH	Cash Account	72,030.00		Cr	ARULDASS SHEBA JENITTA	72,030.00	Bill To Bill
02-12-2020	R/3/T	DEMO BRANCH	Cash Account	49,840.00		Cr	ARULDASS SHEBA JENITTA	49,840.00	Bill To Bill
02-12-2020	R/4/T	DEMO BRANCH	Cash Account	89,712.00		Cr	ARULDASS SHEBA JENITTA	89,712.00	Bill To Bill
10-12-2020	R/5/T	DEMO BRANCH	Cash Account	9,000.00		Cr	BHAGWANSINGH SHOBHA	9,000.00	Advance
16-12-2020	tes adv2	DEMO BRANCH	Cash Account	1,050,000.00		Cr	Debtor1	1,050,000.00	Advance
16-12-2020	tesadv	DEMO BRANCH	Cash Account	98,000.00		Cr	Debtor1	98,000.00	Advance
12-01-2021	R/6/T	DEMO BRANCH	Cash Account	117,437.00		Cr	ARULDASS SHEBA JENITTA	117,437.00	Bill To Bill
22-01-2021	R/7/T	DEMO BRANCH	Cash Account	9,084.00		Cr	ARULDASS SHEBA JENITTA	9,084.00	Bill To Bill
28-01-2021	R/8/T	DEMO BRANCH	Cash Account	1,156.00		Cr	ARULDASS SHEBA JENITTA	1,156.00	Bill To Bill
19-02-2021	R/9/T	DEMO BRANCH	Cash Account	8,900.00		Cr	BHARTI AIRTEL LIMITED	8,900.00	Advance
11-03-2021	114466	DEMO BRANCH	Cash Account	10,000.00		Cr	ARULDASS SHEBA JENITTA	10,000.00	On Account
Total				3,772,485.00				3,772,485.00	

User can download the attachment (if any) directly from the entry itself.

### Drill down entry

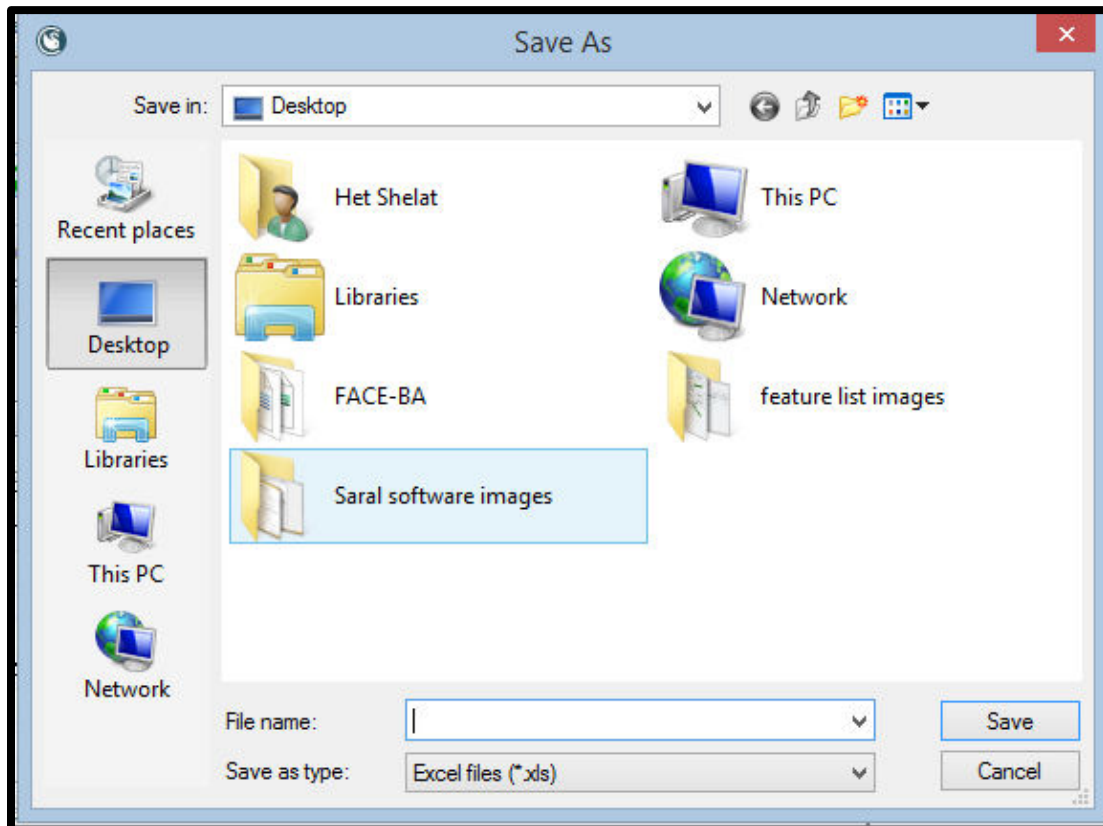
To go to the voucher, user needs to double click on the record line visible in the report. User will be redirected to that payment voucher.

### Export (Alt + E)

User needs to click on Export (Alt + E) button to export the report.



User can export report as well as the attachments of each entry of the report from the drop-down list. On clicking Export button, user will be asked for the path to export the report as shown below:



User needs to specify the path and click on save button to export the list successfully. Export can be done in .xls and .csv file.

### Print (Alt + P)

On clicking the Print (Alt + P) button, print preview window will appear.



[Help \(Alt + H\)](#)

On clicking the Help (Alt + H) button, user will be redirected to help manual of Receipt Report Tab.

[Close \(Alt + S\)](#)

On clicking the Close (Alt + S) button, Receipt Report will get closed.