

Cash Receipts Lookup

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In the **Search** field, begin typing a cash receipt number or description. As you type the data, a drop-down list of corresponding data is displayed. Select a cash receipt number.

> **Note**: Only cash receipt transactions from the current Accounts Receivable accounting period and current Finance GL file ID are included in the Cash Receipts lookup.

The Cash Receipts Lookup closes and the selected cash receipt number is populated in the **Cash Receipt Nbr** field and the cash receipt description is populated in the **Description** field.

Click or **Cancel** to close the Cash Receipts lookup without selecting a cash receipt number.