

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.

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.