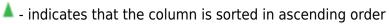# cash_receipts_reconciliation_displayed

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The **Cash Receipts** section is expanded by default. Click **Cash Receipts** to collapse the section.

❏ Select the **Recon** check box for the transactions that you want to reconcile.

❏ Click **Select All** to select all of the transactions in the section or click **Unselect** all to clear all of the selected transactions.

The following cash receipt information is displayed:
**Receipt Nbr**
**Amount**
**Date**
**Description**

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

🔺 - indicates that the column is sorted in ascending order
🔻 - indicates that the column is sorted in descending order

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