

Cash Receipts Lookup

Table of Contents

Cash Receipts Lookup

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 account 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.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover