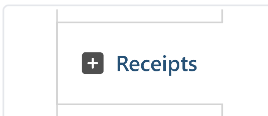
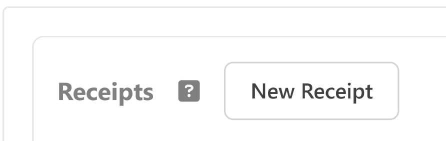
Receipts

The **Receipts** tab is designed to log funds received into your business's bank or cash accounts.



To record a new receipt, click the **New Receipt** button.



There's no need to manually create new receipts with the **New Receipt** button. A more efficient method is to import your bank statements, which will automatically generate new payments and receipts. See Import bank statement for more information.

The **Receipts** tab includes several columns:

GetDate

Date received

This column displays the date when the funds were received.

GetCleared

Cleared Date

Date when this receipt was processed on the bank statement, if it is a bank receipt.

GetReference

Reference Number

Reference number of the receipt.

GetReceivedIn

Received In

The name of the bank or cash account where this receipt was received.

GetDescription

Description

Description of the receipt.

GetPaidBy

Paid By

If applicable, provide the name of the customer, supplier, or other individual who made this payment.

GetAccounts

Accounts

Shows a list of accounts involved in this receipt, separated by commas, showing the categories assigned to this receipt.

GetProject

Project

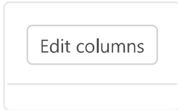
If you haven't activated the Projects tab, this column will appear empty. It is intended for the name of the project or projects associated with this receipt. See **Projects** for more information.

GetAmount

Amount

The total sum of the receipt.

You can customize which columns are displayed by clicking on the **Edit columns** button.



See **Edit columns** for more information.