How To Receipt Payment Again Customer & Supplier ??

Accounting Group :-

Cheque Book :-
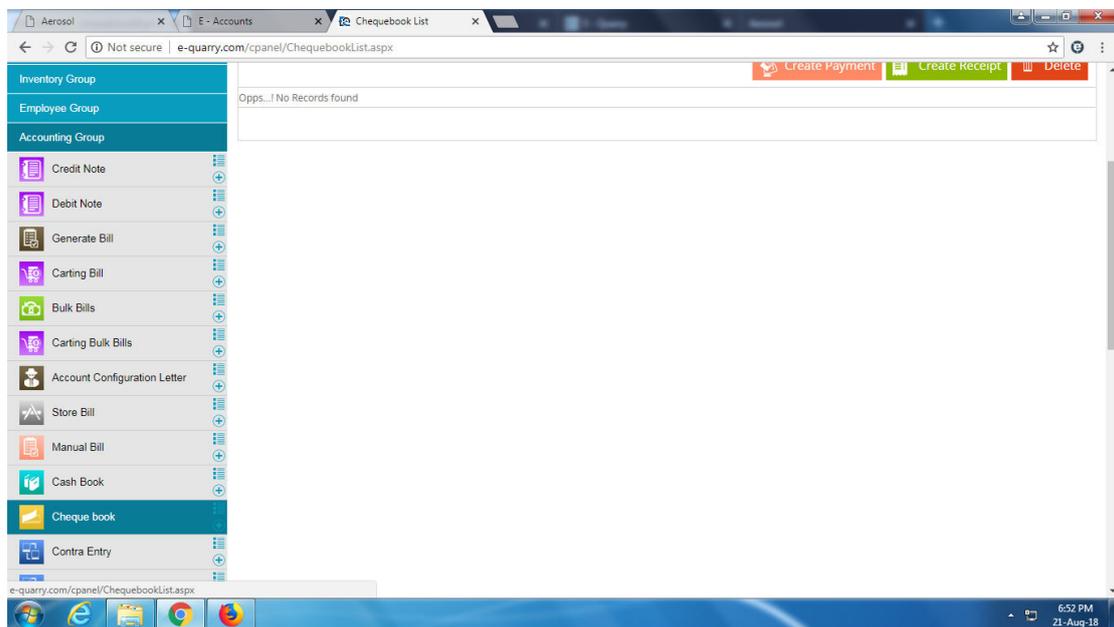
If Your Can Receipt Payment then Click on Create Receipt(Green Button).

1) Select Company Name(Which Company You can receipt payment)

2) Select Type : Customer & Supplier (if you can receipt any payment again customer or supplier).
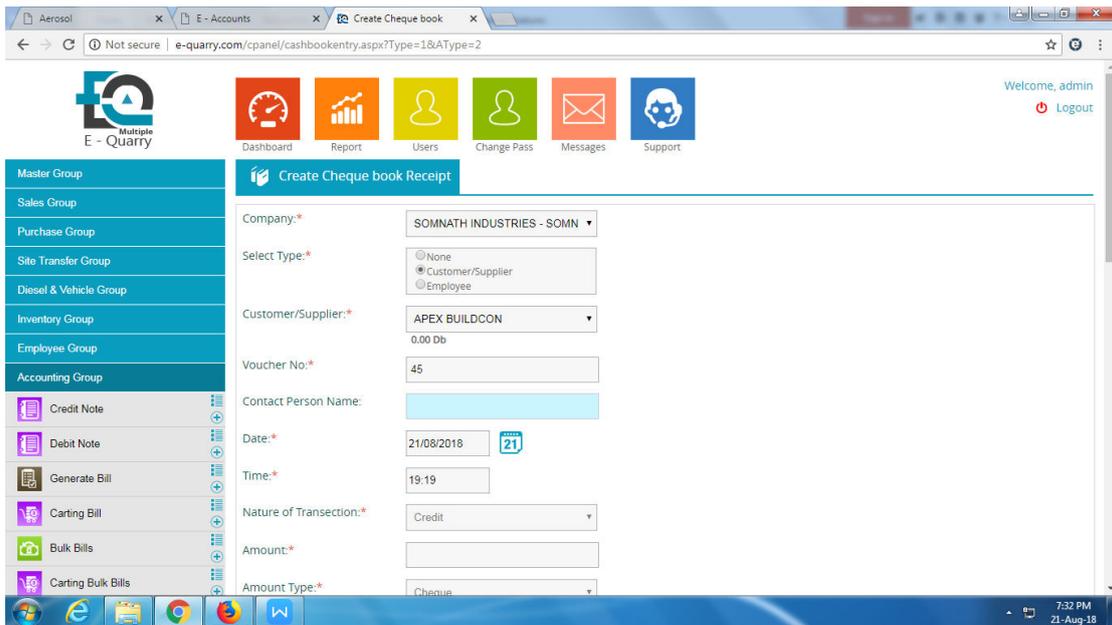
3) Select Customer Or Supplier Name.

4) Voucher no Auto Generated.

5) Enter Contact Person Name (Optional)

6) Select Date & Time.

7) Nature Of Transaction (Auto Select By Default Credit)
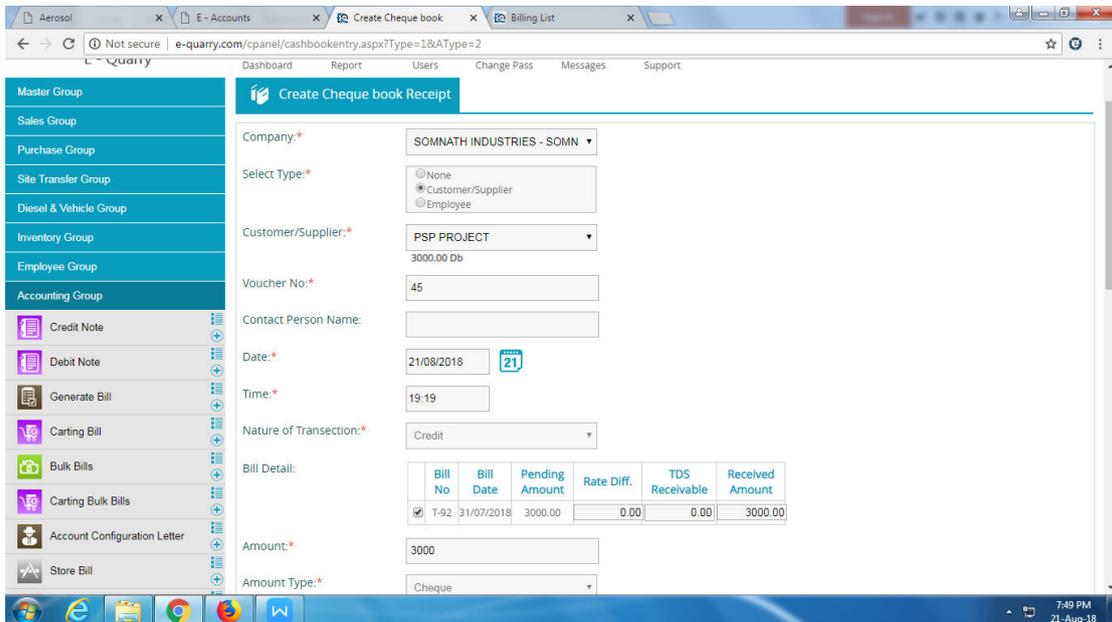
8) If You Can Receipt Payment Again bill then select bill No.(If Any Rate Difference in bill then enter amount of rate difference box or TDS deduction in bill then enter the amount in TDS receivable box). Or If you can receipt payment On Account then enter Amount field.

9) Show you Amount in Amount filed.

10) Amount Type (By Default Cheque).

11) Select Bank Name (Your Receipt Bank Name)(if you can create bank then go to master group in bank master)

12) Send SMS (optional)

13) Enter Cheque No. Or If you can receipt payment by NEFT/RTGS then enter Ref. No.

14) Enter Any Remarks(Optional)

15) Submit & Print Or Submit Or Print (Receipt Print).

If you can edit Receipt entry then click on cheque book & Edit record …