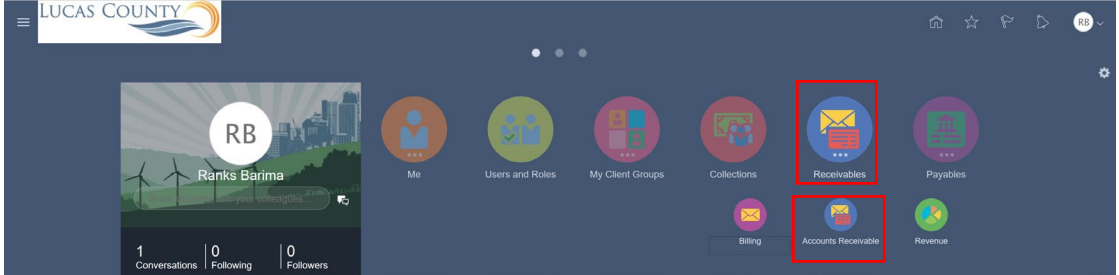
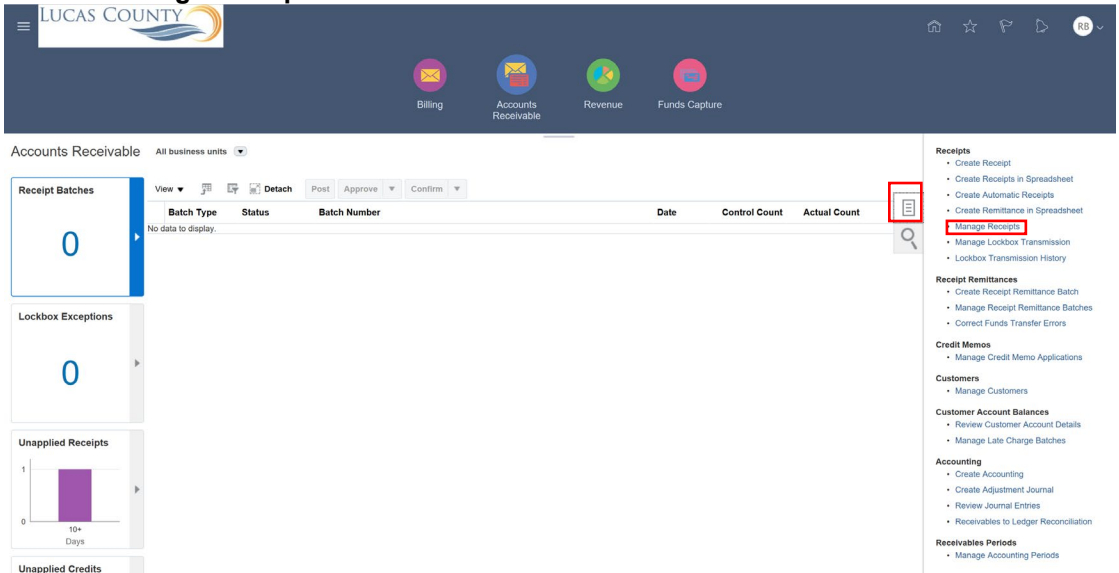


## Review Receipts

**Audience: Accounts Receivable Specialist**

**Purpose:** The purpose of this job aid is to provide instruction on how to review receipts. A reason for doing this would be to review the information on a receipt as part of an audit or identifying errors.

Step	Action
	1. Ensure Setup data, Enterprise Structure and Organization structure should be setup 2. Ensure the user should have total; access and right over Receivables Module.
1	Click on the <b>Navigator</b>
2	Click on <b>Receivables</b>
3	<p>Click on <b>Accounts Receivables</b></p> 
4	Click on <b>Task Pane</b> on right of your screen
5	<p>Click on <b>Manage Receipts</b></p> 

**6** Enter Search **Criteria** to find the receipt created and **applied** on account above

**7** Click on **Search**

**8** Review the receipts that show up in the results.