

Receivable

- [Introduction](#)
- [Create Receivable](#)
- [View Receivable](#)
- [Void Receivable](#)

Introduction

Following shows a sample window.

The chapter describes features available within the window.

accounting-receivable-en.png

Create Receivable

Click "New receivable" on upper right corner of receivable table

finance-receivable-en.png

Click on title of which receivable should be generated from

finance-receivable-new-en.png

Enter incur-date and processing quantity, then click "Create".

finance-receivable-create-en.png

View Receivable

Click "View" button on the right of receivable

finance-receivable-en.png

Receivable modal appears

finance-receivable-view-en.png

Void Receivable

Click "Void" button on the right of receivable

If no "Void" button, the receivable can not be voided.

finance-receivable-void-en.png

When receivable modal appears, click "Void" button to confirm

finance-receivable-void-modal-en.png