

# How to Enter a Supplies/Sales Receipt

Payment Member's Receipts Cancel/Close/Done

Set Back Date: MM/DD/YYYY 5 23 2023

00 Member wants to pay for how many months?

Description	Mos/Wks/Amt/Hrs	Type	Rate	Due	Paid	Memo/PT
DUES - MEMBERSHIP DUES	0	Monthly	38.50	0.00	0.00	4/2023
MISC - 00504100 - LOST TIME						
MISC - 00505100 - DELEGATE EXPENSE						
MISC - 00506100 - AUTO A						
MISC - 00507100 - SALARIES TO EMPLOYEES						
MISC - 00507200 - SALARIES TO EMPLOYEES - OT						
MISC - 00508100 - SECRETARY'S EXPENSES						
MISC - 00510100 - FREE DUES						
MISC - 00510200 - DUES SICK & INJURED						
MISC - 00511100 - LEGAL FEES						
MISC - 00511200 - AUDIT FEES						
MISC - 00512100 - OFFICE SUPPLIES						
MISC - 00512200 - POSTAGE AND FREIGHT						
MISC - 00512300 - PRINTING						
MISC - 00512400 - DUES AND SUBSCRIPTIONS						
MISC - 00512500 - OFFICE TELEPHONE						
MISC - 00512600 - EQUIPMENT MAINTENANCE						
MISC - 00512700 - SUPPLIES FOR RESALE						
MISC - 00512800 - SUPPLIES - GRAPHS						
MISC - 00512900 - OTHER						
MISC - 00513200 - INSURANCE						

Member Receipt Totals

Dues Due:	0.00	Dues Paid:	0.00
Other Due:	0.00	Other Paid:	0.00
Total Due:	0.00	Paid:	0.00

New O/U Bal: 0.00

Email: [ ] Cancel Save Back Date Save

In the drop-down menu, select MISC - 00512700 - SUPPLIES FOR RESALE

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Description	Mos/Wks/Amt/Hrs	Type	Rate	Due	Paid	Memo/PT
MISC - 00512700 - SUPPLIES FOR RESALE	0		0.00	0.00	0.00	
Welding Gloves						

Member Receipt Totals

Previous O/U:	0.00	Dues Due:	0.00	Dues Paid:	0.00
Convenience Fee:	0.00	Other Due:	0.00	Other Paid:	0.00
		Total Due:	0.00	Paid:	0.00

New O/U Bal: 0.00

Print Receipt [ ] Email: [ ] Cancel Save Back Date Save

Type the name of the item you are selling and click the "S" button to save.

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**1. Select the Payment Method**

Payment Method:  Ref #:

**2. Verify the correct sale item is displayed**

MISC 00512700 - Welding Gloves  S

**3. Enter the quantity of this item the member is purchasing**

**4. Enter the cost for the item**

Description	Mos	Wks/Amt	Hrs	Type	Rate	Due	Paid	Memo/PT
Welding Gloves					4.50	9.00	9.00	

**Member Receipt Totals**

Previous O/U:	0.00	Dues Due:	0.00	Dues Paid:	0.00	
Convenience Fee:	0.00	Other Due:	9.00	Other Paid:	9.00	
		Total Due:	9.00	Paid:	9.00	
					New O/U Bal:	0.00

5. The total owed for all items

6. If everything is correct, click Save