



Receipts Missing from Lodgement and Receipts added twice.

Receipt Missing from Lodgement

If you make a lodgement that includes money that has not being receipted in Intact. When you subsequently add the receipt it needs to be attached to the original Lodgement

If you have to do this in future there is an easy way to link receipt to the lodgement.

- Highlight the lodgement,
- Hit **R** for receipts,
- **F2** Add and select the receipt by hitting spacebar
- Hit **Esc** and it will ask to add selected receipt to the lodgement. Answer **Yes** and it will then link that receipt to that lodgement.

It doesn't affect the lodgement value.

Receipt Added Twice

If one of the receipts has not been lodged then you can delete it.

If both receipts have been lodged then do a sales journal for a negative amount – e.g if receipt is €200 do the journal for - €200.

Set the nominal account to the Bank Account that the original receipt was lodged to.

Note: Select receipt, and allocate it to the Sales Journal

