Do I Use New or Correct for a Receipt?

The **New** function tries to be helpful by guessing what the receipt “should” be.

The **Correct** function relies on you to enter what the receipt amounts should be.

**New function**

1. It guesses what the receipt “should” be, based on what is outstanding on the invoice.

2. It is best used for:
   a. Recording a new payment
   b. Removing credit from an invoice
   c. Applying credit from another invoice
   d. Removing/zeroing receipt (as for NSF)
   e. Entering a new receipt after a bill has been adjusted

3. It allows you to indicate the actual amounts of the **transaction**. Ex: If the credit to apply is 11.48, you enter 11.48 as the amount.

4. The numbers it populates are based on **ALL** transactions from:
   a. Original bill
   b. Bill adjustments
   c. Original receipt
   d. Receipt corrections

**Correct function**

1. It relies on you to enter what the amounts should be.

2. It is best used for correcting such items as:
   a. Check number
   b. Comment
   c. Incorrect dollar amounts on the original receipt.

3. It allows you to enter what the actual **final** amounts should be, *not just for this transaction*. Ex: Payment for medical shows $10 but should be $50. Enter $50, not the difference of $40.

4. Receipt Entry screen 642 presents the receipt as it currently is, based only on **receipt** transactions for this invoice.