



Receipt

CA CloudDesk



STEP 1: OPEN BILLING MODULE

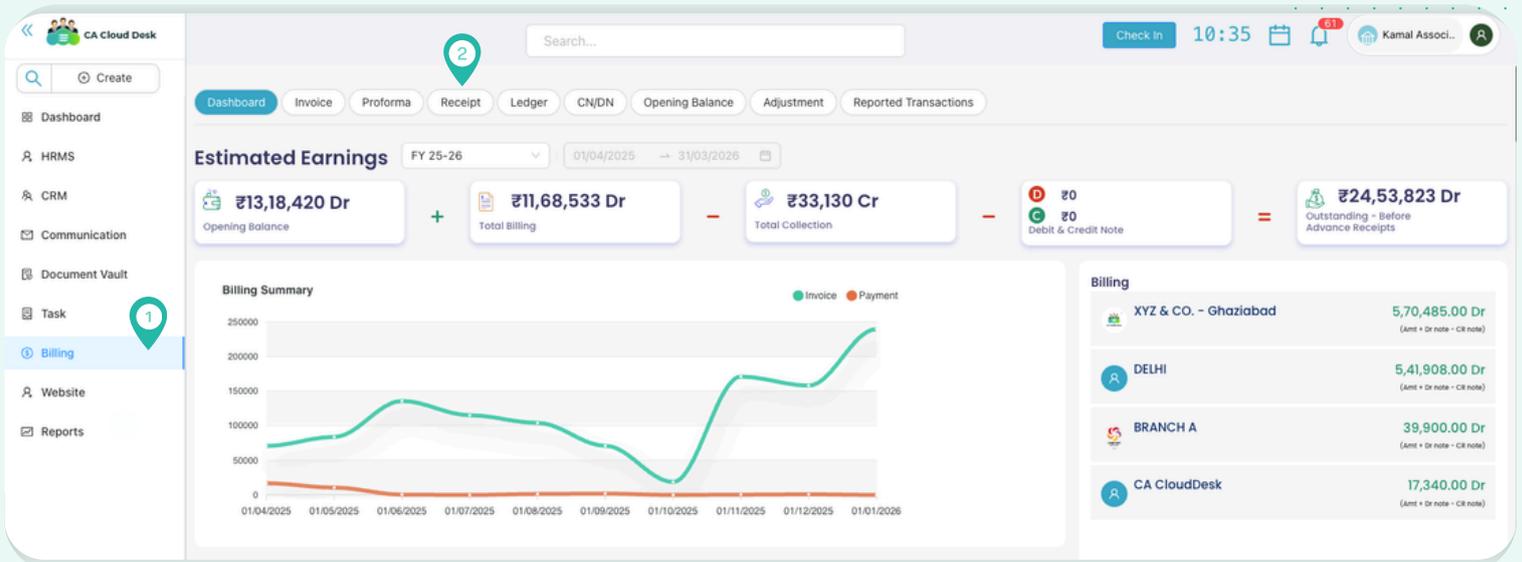
From the CA CloudDesk left navigation menu, go to HRMS and Select **Billing** to start the process.



Click on Billing.



Click on **Receipts**.



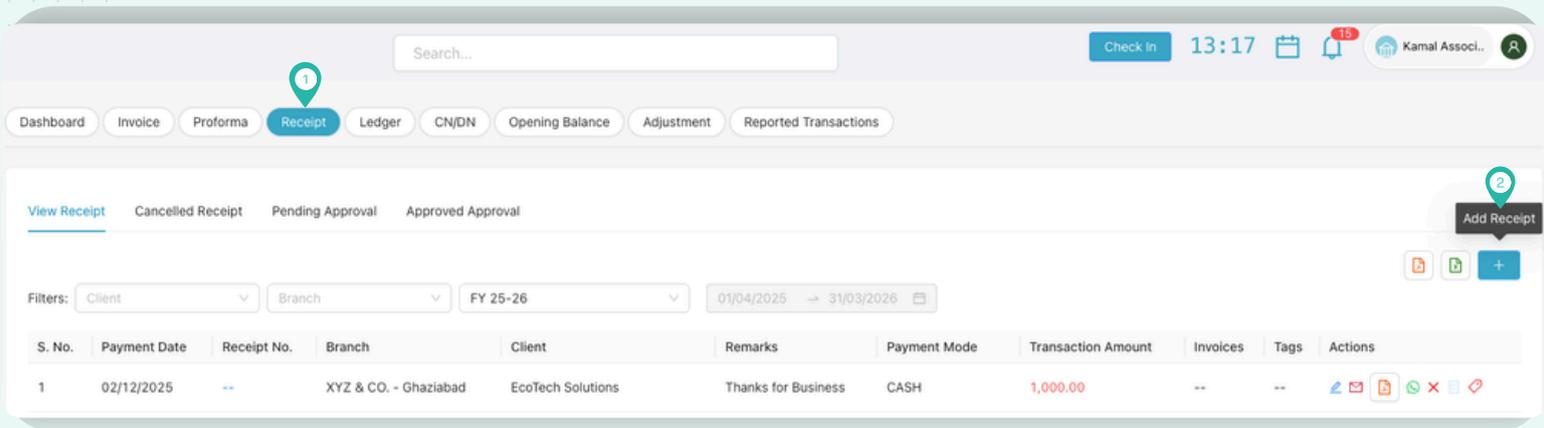
The screenshot shows the CA CloudDesk interface with the Billing module selected in the left navigation menu. The main dashboard displays 'Estimated Earnings' for FY 25-26 from 01/04/2025 to 31/03/2026. The summary shows an Opening Balance of ₹13,18,420 Dr, Total Billing of ₹1,68,533 Dr, Total Collection of ₹33,130 Cr, and a final Outstanding amount of ₹24,53,823 Dr before advance receipts. A 'Billing Summary' line chart shows Invoice (green) and Payment (red) trends from April 2025 to January 2026. A 'Billing' table lists outstanding amounts for various entities.

Entity	Amount (Dr)
XYZ & CO. - Ghaziabad	5,70,485.00
DELHI	5,41,908.00
BRANCH A	39,900.00
CA CloudDesk	17,340.00

STEP 2: CLICK ON ADD RECEIPT

Click on the Create or Add Receipt button to start.

1 Click on Receipt . 2 Click on Add Receipt.

The screenshot shows the CA CloudDesk dashboard. At the top, there is a search bar and a 'Check in' button. Below the search bar, there are navigation tabs: Dashboard, Invoice, Proforma, Receipt (highlighted with a '1' callout), Ledger, CN/DN, Opening Balance, Adjustment, and Reported Transactions. Under the 'Receipt' tab, there are sub-tabs: View Receipt, Cancelled Receipt, Pending Approval, and Approved Approval. On the right side, there is an 'Add Receipt' button (highlighted with a '2' callout) and a '+ ' button. Below the navigation, there are filters for Client, Branch, FY 25-26, and a date range from 01/04/2025 to 31/03/2026. A table below the filters shows a single receipt entry:

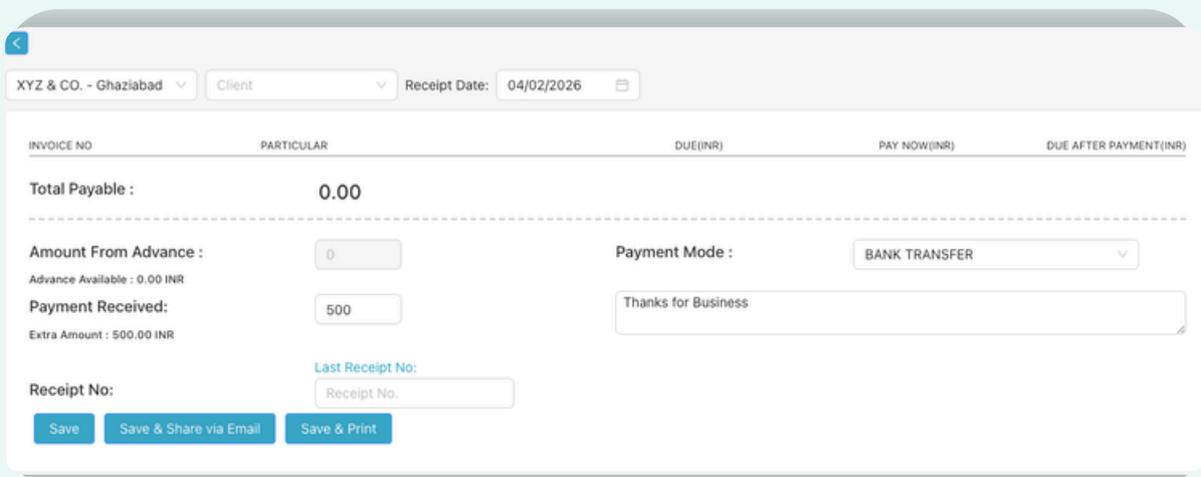
S. No.	Payment Date	Receipt No.	Branch	Client	Remarks	Payment Mode	Transaction Amount	Invoices	Tags	Actions
1	02/12/2025	--	XYZ & CO. - Ghaziabad	EcoTech Solutions	Thanks for Business	CASH	1,000.00	--	--	

STEP 3: ENTER RECEIPT DETAILS

Fill in the required details:

Client Name, Receipt Date, Amount Received, Mode of Payment, Add Remarks and

Enter Receipt Number

The screenshot shows the 'Enter Receipt Details' form. At the top, there is a dropdown menu for 'Client' (XYZ & CO. - Ghaziabad) and a 'Receipt Date' field (04/02/2026). Below this, there is a table with columns: INVOICE NO, PARTICULAR, DUE(INR), PAY NOW(INR), and DUE AFTER PAYMENT(INR). The table shows a 'Total Payable' of 0.00. Below the table, there are input fields for 'Amount From Advance' (0), 'Payment Received' (500), and 'Extra Amount' (500.00 INR). There is also a 'Payment Mode' dropdown menu (BANK TRANSFER) and a 'Remarks' text area (Thanks for Business). At the bottom, there is a 'Last Receipt No.' field and a 'Receipt No.' field. Below the form, there are three buttons: 'Save', 'Save & Share via Email', and 'Save & Print'.

STEP 4: SAVE THE RECEIPT

Choose one of the following actions:

- Save - saves the receipt
- Save & Share via Email- saves and emails the receipt to the client
- Save & Print – saves and generates a printable receipt

