# Julep: Treasury Receipts - Data Entry

Treasury Receipt Data Entry is the process of manually adding other receipts and payees into the database. These are receipts that are not contributions such as interest, loans, vendor refunds, etc. This can be completed in all databases via the **Treasury Dashboard**.

Receipt Data Entry

1. Click the **New Receipt** action button on the **Treasury Dashboard**.
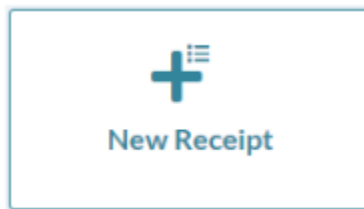
2. Search for an existing **Payee** or click [Add New Payee] to add a new one to Julep. Once you have selected or created a new payee, the **New Receipt** window will open.

3. Enter the new receipt's information.

Required Fields for Receipt Data Entry

Date   Date the receipt was made.

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Amount	The amount of the receipt.
Fund Code	The Fund Codes identify the correct bucket of funds for your organization's contributions, receipts, and expenditures.
Bank Account	Use this field to distinguish which bank account the receipt is going to by selecting the correct code here. If not, then skip this field and it will default to "N/A" for this field. NOTE: setup bank account codes under **Fundraising Settings**.
Line No	Select the correct line number for the receipt.
Description	Description of Receipt, either use one of the defaults or type your own.
General Ledger	The box below is the G/L Account field. Enter the breakdown of the receipt by G/L code here. If you are not using a G/L code, the system will automatically assign a "UD – Undefined code".

Additional Fields Include

Check No	Enter the check number for the receipt. This is an optional field.
Payment	Select the payment type from the drop-down menu. This is an optional field.
Comment (Invoice #)	Use for internal purposes only.
	Include an attachment of the receipt check or related images by selecting the file from your computer or dragging and dropping it here.
Adjustment Type/Date	These fields are used to record receipt adjustments.
Memo Indicator	Indicates whether the receipt receipt is a memo item or not.
1099	Indicates when a 1099 form will be needed.
Ultimate Vendor	See below for more information about **Ultimate Vendors**. ******Please refer to the **Julep: Ultimate Vendors in Expenditures** guide on the HelpDesk for more detailed information.