

# 1. Other Income Receipt

Finance > Banking > New Receipt > One Time Receipt > Next > Select Payment Mode > Next > Select Bank Account > Finish > Receipt Details > Save

The screenshot displays the 'MCST TEST 1' software interface. The top navigation bar includes 'Property', 'Tenant/Owner', 'Finance' (highlighted with a red box and a yellow circle '1'), 'Maintenance', 'Portal', and 'Control Panel'. The left sidebar shows a 'General Ledger' menu with 'Banking' (highlighted with a red box and a yellow circle '2') and 'Receipt Manager' (with 'New Receipt' highlighted by a red box and a yellow circle '3'). The main content area is titled 'New Receipt' and contains four numbered steps: 1. Payer's Name (highlighted with a red box and a yellow circle '4'), 2. Receipt Mode, 3. Receipt Account, and 4. Receipt Currency. Step 1 includes a search for 'Payer' with radio buttons for 'One Time Receipt', 'Customer Receipt', 'List All Customers', 'Supplier Refund', and 'List All Suppliers'. Below this is a table titled 'Select Customer with Invoice Due' with columns for 'Contact Code', 'Customer Name', 'Invoice No', and 'Curr'. The table shows 'No Record Found'. At the bottom right, the 'Next' button is highlighted with a red box and a yellow circle '5'. The bottom of the interface shows 'Record Found: 0' and an 'Import Receipts' button.

Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page New Receipt x

**New Receipt**

1 - Payer's Name 2 - Receipt Mode 3 - Receipt Account

1. **Payer's Name**  
One Time Receipt

2. **Receipt Mode**  
Cheque Receipt

3. **Receipt Account**  
12020 Cash At Bank - Note 3

4. **Receipt Currency**  
SGD Singapore Dollar

Please select the Receipt Mode from the followings:-

- Cheque Receipt 6
- Cash Receipt
- Bank Direct Debit

Home Page New Receipt x

**New Receipt**

1 - Payer's Name 2 - Receipt Mode 3 - Receipt Account

1. **Payer's Name**  
One Time Receipt

2. **Receipt Mode**  
Cheque Receipt

3. **Receipt Account**  
12020 Cash At Bank - Note 3

Please select the Receipt Account from the followings:-

- 12020 Cash At Bank - Note 3 7

Property Tenant/Owner Finance Maintenance Portal Control Panel

Home Page New Receipt x

### Cheque Receipt

1 - General 2 - Upload Document 3 - Posting Details

Payer's Name: ABC PTE LTD  
 Deposit To: 12020 Cash At Bank - Note 3  
 Receipt Currency: Singapore Dollar  
 Print Format: Receipt [View | Design...](#)

Receipt Number: New  
 Receipt Date: 29 Apr 2021  
 Cheque Number: OCBC 12345

### Receipt Items

Description: VENDING MACHINE COMMISSION - APRIL 2021  
 Account Code: 40400 Other Income  
 Amount (SGD): 0.00 DR 100.00 CR  
 Profit Centre:   
 Advance Receipt  Taxable Sales  GST - Exempt Supply  GST - Non Exempt Supply  
[Update Item](#) [Other Actions...](#) [Cancel](#)

SN	Type	Invoice Number/Description	Invoice Balance	Debit Amount (SGD)	GST/Taxable
		Account Code/Profit Centre	Invoice Rate	Credit Amount (SGD)	GST Incl
1	SAL	VENDING MACHINE COMMISSION - APRIL 2021 40400 Other Income	SGD 1	0.00 100.00	7% Y N
2	TAX	7% GST - VENDING MACHINE COMMISSION - APRIL 2021 22090 GST Output	SGD 1	0.00 7.00	0%

Click Add Item/Other Actions to add new row

Select All Total Amount (SGD) **107.00**

[New](#) Last Updated By is Not Available [Save](#) [Back](#) [Close](#)

- i. Payee's Name
- ii. Cheque Number
- iii. Description
- iv. Accounts Code
- v. Amount
- vi. Select GST Category
- vii. Add/Update Item