

Center Receipts Journal Report

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The Center Receipts Journal report lists your receipt entries for the selected claim month.

Required Permissions: You must have the **Financial Reports** permission enabled on your account to run the Center Receipts Journal report. Sponsored centers do not have access to this report.

To run the report:

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
 - **Category:** Finance
 - **Report Name:** Center Receipts Journal
 - **Month:** Select the month for which to run the report.
3. Click **Run**. A PDF downloads.