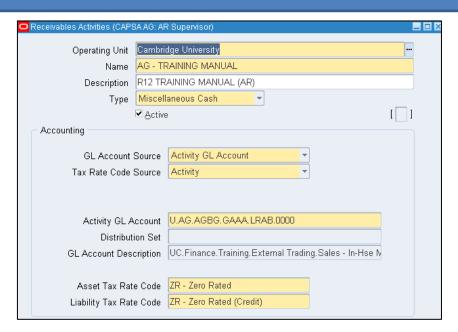# *Defining Receivables Activities*

Receivable Activities are used when inputting miscellaneous receipts. They provide accounting information for monies received that don't relate to invoices or to account customers.

Responsibilities:	**AR Supervisor or AR Manager**
Navigate:	**Set Up → Receivable Activities**

Populate the following fields:

Operating Unit	Cambridge University (defaults in).
Name	Prefix with your two letter department code followed by hyphen and name of the activity you are creating.
Description	Free text field, enter details of the activity you are creating.
Type	Click on the arrow and select **Miscellaneous Cash.**
GL Account Source	Activity GL Account defaults in. However if you require the income to be split to more than one distribution code refer to guidance on Distribution set.
Tax Rate Code Source	Select **Activity** from drop down list
Activity GL Account	Enter the GL code as to where the income for the activity will be coded too.
Asset Tax Rate Code	Select the appropriate tax code for the activity from the list of values.
Liability Tax Rate Code	Select the same code as the asset tax rate but will appear as a credit.

Once all the details have been populated **Save** your work and the activity is ready to be used with your miscellaneous receipts.