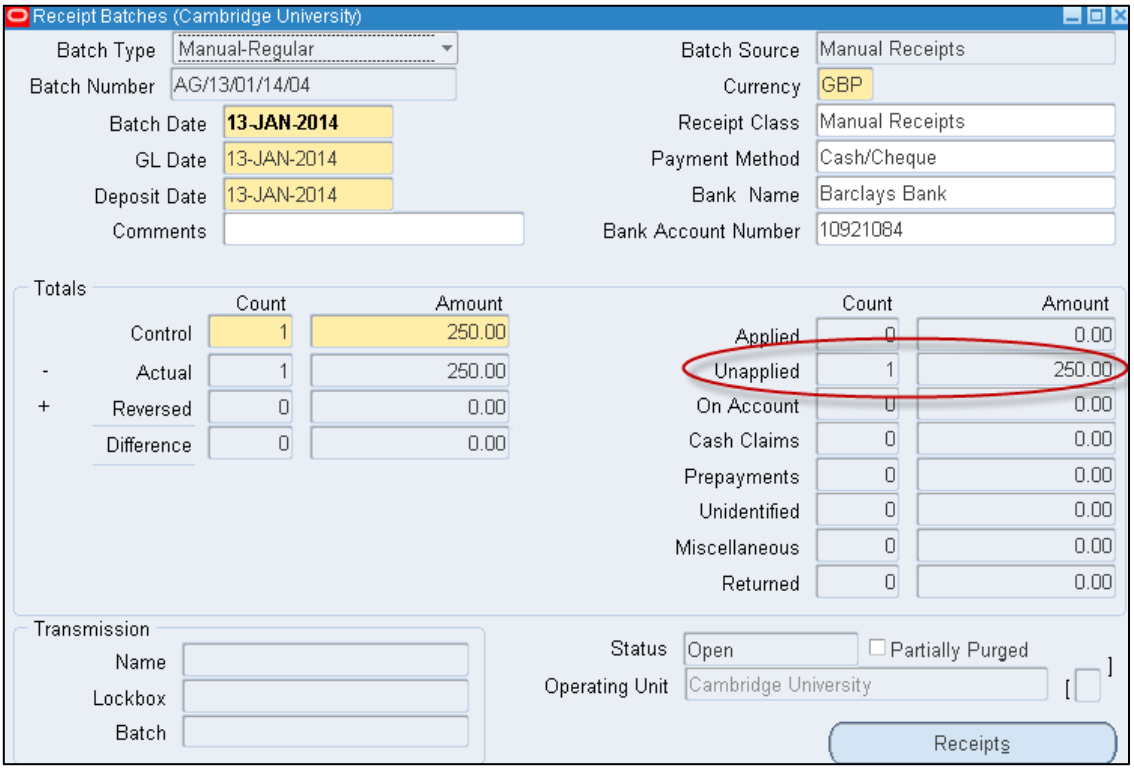
Payment Received - Unapplied to the Invoice

Receipt applied to Customer but not the Invoice

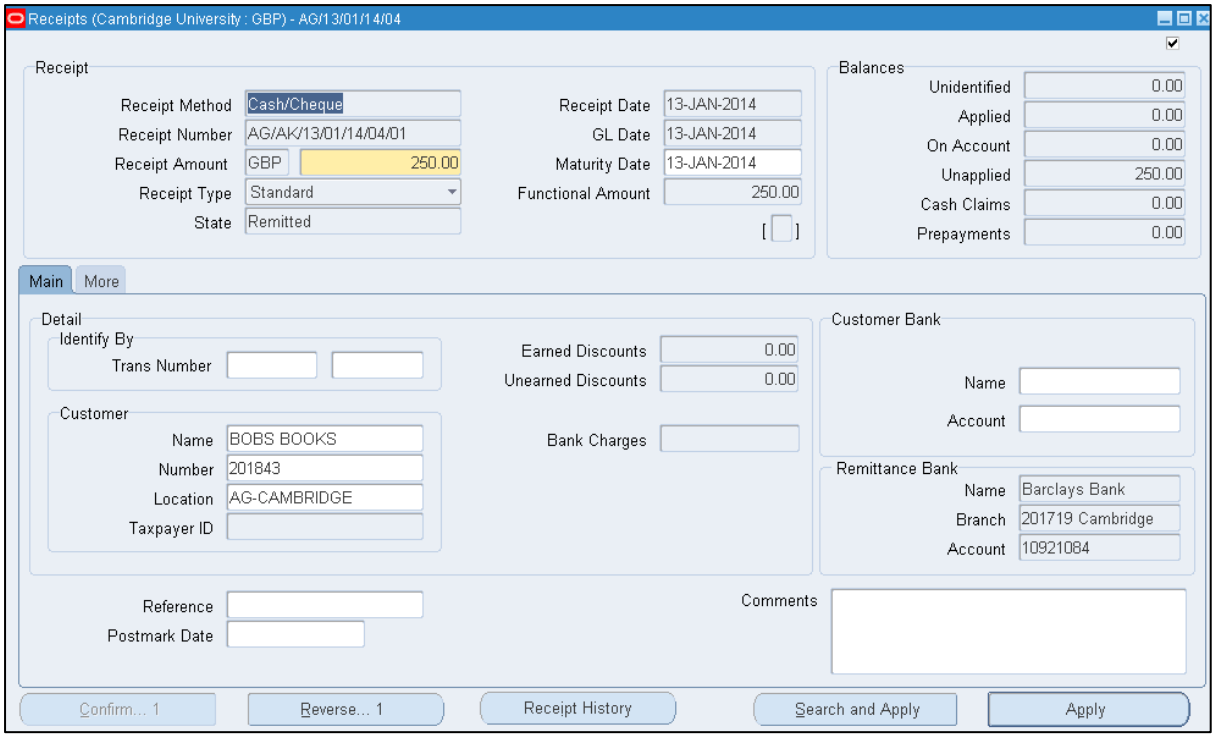
- If you have applied a **Standard** receipt to a customer's account but not to a specific transaction, the receipt batch will indicate that the receipt is **unapplied**.



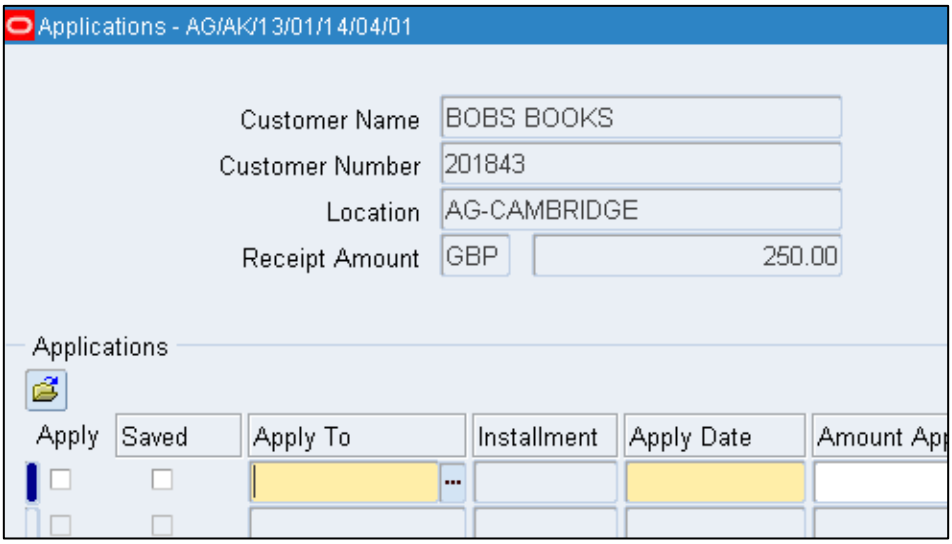
- To apply the receipt it must be applied to a transaction in the receipt **Applications** window.

Navigate: Receipts → Receipt Batches

1. Recall your receipt batch either using torch icon or using the **F11** and **Ctrl**.
2. Click on **Receipts** and this will take you through to the receipt summary window.
3. Make sure the receipt you wish to review is highlighted and click on **Open.**



4. Click on **Apply** and the following window will display:

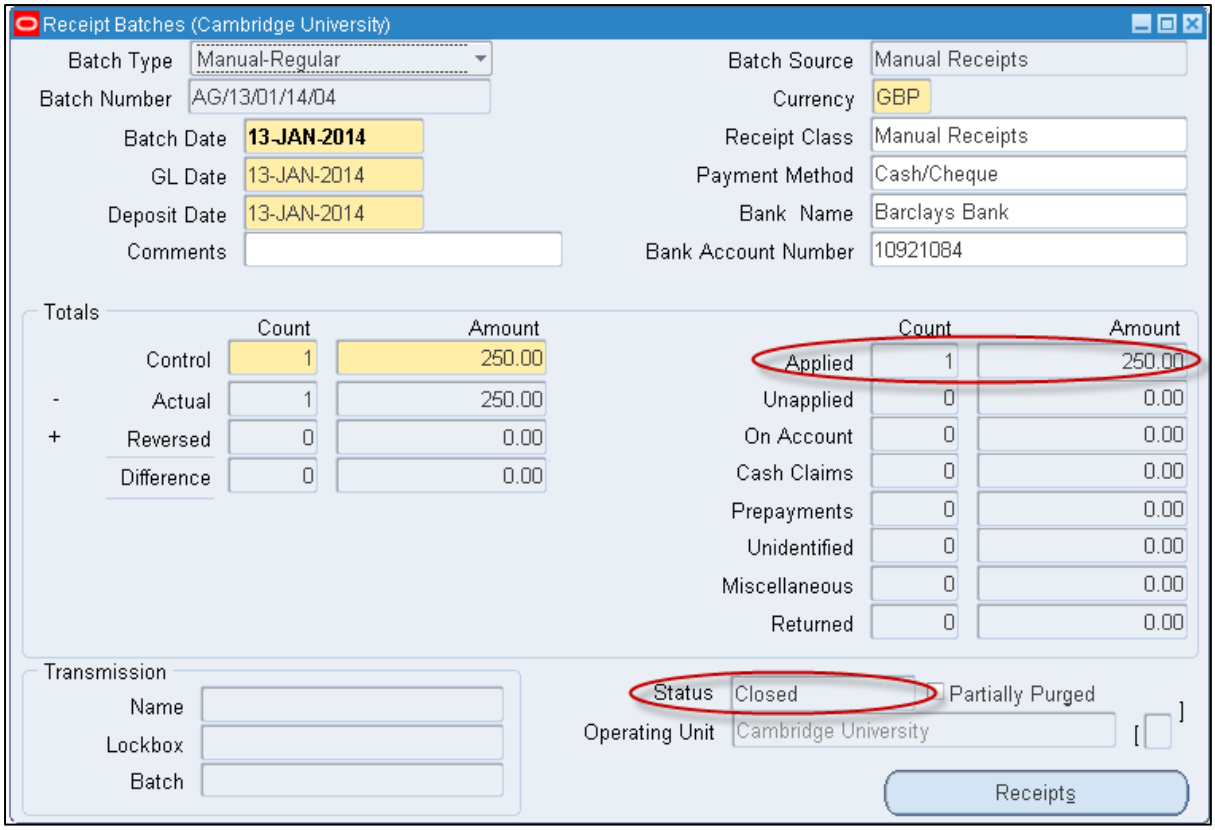


5. Click in the **Apply To** field and select the invoice to apply from the List of values.

6. Either tick the **Apply** box or tab out of the Apply To field (the tick will appear automatically if you do this).

7. **Save** your work and close both the ***Applications*** and ***Receipt*** windows to return to the receipt batch header.

8. The amount of your receipt should be now showing in the **Applied** field as above and the status will be **Closed.**


Receipt Batches (Cambridge University)
Batch Type
Manual-Regular
Batch Number
AG/13/01/14/04
Batch Date
13-JAN-2014
GL Date
13-JAN-2014
Deposit Date
13-JAN-2014
Comments
Batch Source
Manual Receipts
Currency
GBP
Receipt Class
Manual Receipts
Payment Method
Cash/Cheque
Bank Name
Barclays Bank
Bank Account Number
10921084
Totals
Count
Amount
Control
1
250.00
Actual
1
250.00
Reversed
0
0.00
Difference
0
0.00
Count
Amount
Applied
1
250.00
Unapplied
0
0.00
On Account
0
0.00
Cash Claims
0
0.00
Prepayments
0
0.00
Unidentified
0
0.00
Miscellaneous
0
0.00
Returned
0
0.00
Transmission
Name
Lockbox
Batch
Status
Closed
Partially Purged
Operating Unit
Cambridge University
Receipts