

## 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**.

😐 Receipt Batc	hes (Cam	nbridge Uni	/ersity)						_ <b>_ </b>	
Batch Ty	pe Man	ial-Regular 🔻					Batch Source	Manual Receipts		
Batch Numb	n Number AG/13/01/14/04			Currency GBP			GBP			
Bat	ch Date	13-JAN-2	014				Receipt Class	Manual Rec	ceipts	
GL Date		13-JAN-2	D14			Pa	yment Method	Cash/Cheq	ue	
Depo	Deposit Date		D14	Bank Name				Barclays Bank		
Co	mments					Bank Ac	count Number	10921084		
Totals —		Count		Amou	nt			Count	Amount	
C	Control	1		250.0	00		Applied		0.00	
- ,	Actual [	1		250.0	00		Unapplied	1	250.00	
+ Re	versed	0		0.0	00		On Account		0.00	
Diffe	Difference			0.0	00		Cash Claims		0.00	
`							Prepayments		0.00	
							Unidentified		0.00	
							Miscellaneous		0.00	
							Returned		0.00	
Transmissio	n								]	
Na	me					Status	Open	🗌 🗆 Par	tially Purged	
Lock	oox 🗌					Operating Unit	Cambridge Un	iversity	[ ] '	
Ва	tch								Receipts	

 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.

Detailed Procedure AR R12 Payment received-Unapplied to invoice

Receipts (Cambridge University)	/ 1 GBP) - AG/13/01/14/04				
Receipt				Balances	
Receipt Method	Cash/Cheque	Receint Date	13-JAN-2014	Unidentified	0.00
Receipt Method	AC/AK/13/01/14/04/01	CL Date	13 JAN 2014	Applied	0.00
		GL Date	12-141-2014	On Account	0.00
Receipt Amount		Maturity Date	13-JAN-2014	Unapplied	250.00
Receipt Type	Standard	Functional Amount	250.00	Cash Claims	0.00
State	Remitted		[ ]	Prepayments	0.00
Main More					
Detail				Customer Bank	
Identify By		Earned Discounts	0.00		
Trans Number		Linearned Discounts		Nome	
Quatana		oncumen procounto		Name	
Customer		Dauly Observes		Account	
Name		Bank Charges			
Number 2	01843			Remittance Bank	Barclays Bank
Location A	G-CAMBRIDGE			Descale	201710 Combridge
Taxpayer ID				Branch	2017 19 Cambridge
				Account	10921084
- · · · ·			Commonte		
Reference			Comments		
Postmark Date					
Confirm 1	Reverse 1	Receipt History	) ( <u>S</u> ea	rch and Apply	Apply )

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

🗢 Applica	ations - A	G/AK/13/01/14/04/01						
		Customer Name	BC	)BS E	BOOKS			
	Customer Number 201843							
	Location AG-CAMBRIDGE							
		Receipt Amount	GE	3P			250.00	
— Applica	ations —							
2								
Apply	Saved	Apply To		Instal	llment	Apply Date	Ar	mount Ap
			-					

- 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**.

Detailed Procedure AR R12 Payment received-Unapplied to invoice

🔁 Receipt Batches (Car	nbridge University)						
Batch Type Mai	nual-Regular	•	Batch Source Manual Receipts				
Batch Number AG/13/01/14/04			Currency GBP				
Batch Date	13-JAN-2014		Receipt Class	ceipts			
GL Date	13-JAN-2014		Payment Method Cash/Cheque				
Deposit Date	13-JAN-2014		Bank Name Barclays Bank				
Comments			Bank Account Number	10921084			
<b>T</b>							
lotals	Count	Amount		Count	Amount		
Control	1	250.00	Applied	1	250.00		
- Actual	1	250.00	Unapplied	0	0.00		
+ Reversed		0.00	On Account	0	0.00		
Difference	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			Status Closed Operating Unit Cambridge Un	Pa Iversity	rtially Purged		
Batch					Receipts		