

Using Receipt Summary

The Receipts Summary window provides basic information about receipts. From this window you can select and review several receipts.

Navigate: Receipts → Receipts Summary Inquiry

1. Click on the torch icon on the toolbar. This will open the Find Receipts window.

Find Receipts				
Operating Unit		•••		
Receipt Numbers	- [
Receipt Dates	- [
GL Dates	- [Remittance	
Postmark Dates	- [Bank	
Maturity Dates	- [Branch	
Document Numbers	- [Account	
Amounts	- [Batch	
Currency			Method	-
State			Customer	
Receipt Batch			Na	me
Payment Method			Num	her
Status	· · · · · · · · · · · · · · · · · · ·		Least	
Туре	•		Locat	
Activity			laxpayei	
Bills Receivable			Collector Na	me
At Risk				
			ear	Find

2. Enter search criteria

Use one or more of the available fields. To make the search run as quickly as possible we suggest that you use as many of the fields as possible to narrow down the search time.

3. Click **Find** to begin the search.

A list of receipts matching the criteria will be displayed in the **Receipts Summary** window.

Operating Unit	State	Receipt Number	Туре		Receipt Date	Currer	Receipt Amount	Unapplied Amount
Cambridge University	Applied	AG/AK/10/01/14/	Standard	-	10-JAN-2014	GBP	100.00	1
Cambridge University	Applied	AG/AK/13/01/14/	Standard	+	13-JAN-2014	USD	2,500.00	
Cambridge University	Applied	TESTING	Miscella	+	07-JAN-2014	GBP	100.00	
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4. Click on the **Open** button to view the details of each receipt.

Note: The Receipts Summary Inquiry menu provides a read-only view of your departmental receipts.

If you wish to make changes to receipts, you will need to close the window and navigate back to the original receipt batch using either:

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Receipts → Receipt Batches Or Receipts → Batches Summary