



Entering a Standard Receipt

Upon receiving payment of the invoice(s), the next step would be to apply the payment against the invoice. This is done by creating a receipt. To create a receipt, follow the steps below.

Navigate: **Receipt → Receipt Batches**

Step 1: Receipt Header

Once you have navigated to the **Receipt Batches** screen, you will need to complete the following fields:

Batch Source There are different batch sources available to use. This will depend on the type of payment you have received in terms of currency and method of payment. (Refer to foreign receipts document if payment received in Euro or USD). Upon selecting the correct source the currency, receipt class, and bank name and account number will default in. (payment method can be changed depending on type of payment method received).

Batch Number Here you will enter the identification number of the receipt batch you are creating; there is a standard format to follow which is:

Dept code/Day/Month/Year/Unique number
e.g. AG/11/06/18/01

Batch Type	Manual-Regular	Batch Source	Manual Receipts
Batch Number	AG/11/06/18/01	Currency	GBP
Batch Date	11-JUN-2018	Receipt Class	Manual Receipts
GL Date	11-JUN-2018	Payment Method	Cash/Cheque
Deposit Date	11-JUN-2018	Bank Name	Barclays Bank
Comments		Bank Account Number	10921084

Totals		Count	Amount	Count	Amount
Control		1	100	Applied	
- Actual				Unapplied	
+ Reversed				On Account	
Difference				Cash Claims	
				Prepayments	
				Unidentified	
				Miscellaneous	
				Returned	

Transmission
 Name:
 Lockbox:
 Batch:

Status: Partially Purged
 Operating Unit: []

- Batch Date** This is the date you are creating the receipt batch (date will default in).
- GL Date** This is the accounting period you wish the income to reflect in. You can only enter the income in open periods. (Date will default in and option to change if any other period available to use).
- Deposit Date** The date the income was deposited in the bank. Usually the same date as the batch date.
- Control Count** Enter the number of receipts you are inputting in this batch .
- Control Amount** The accumulated total value of all the receipts you are entering.
- Comments** This is an optional field where you may wish to enter relevant information that may be department specific and is a free text field.

Once the batch header details have been completed, select the **Receipts** button and commence entry of individual receipts.

Step 2: Receipt Summary

Here we enter the details of each individual receipt that is going in to the batch. Each receipt will have its own receipt name. There is a naming convention for each receipt within the batch which is similar to the batch name. Complete the fields below as the image show.

Operating Unit	State	Receipt Number	Type	Receipt Date	Curren	Receipt Amount	Unapplied Amount
Cambridge University		AG/MS/11/06/18	Standard	11-JUN-2018	GBP	100.00	0

Receipt Number Here you need to enter the receipt number. There is a standard format to use. The format to follow is:

Dept code/Initials/Day/Month/Year/Batch number/Unique number
E.g. AG/AK/10/01/14/01/01

Type There are two options available to use. The options are standard and miscellaneous. Standard refers to invoice related income receipts.

Receipt Amount The value of the receipt you are entering.

After completing the receipts summary screen click on **Open**. This will take you to the next step where you link the income received to the invoice it relates to.

Step 3: Linking the receipt to the invoice

Now the batch has been created and the receipt details have been created, the receipt now needs to be linked to the invoice. The majority of details will be defaulted in from the information entered in the batch header and receipts summary screen.

The details in the top half of the screen (see below) all prepopulate based on the information entered in the **Receipt Batch** screen and the **Receipts Summary** screen.

To match the receipt to the invoice, see the steps below.

The screenshot shows the 'Receipts' application window for Cambridge University. The interface is divided into several sections:

- Receipt Section:** Includes fields for Receipt Method (Cash/Cheque), Receipt Date (11-JUN-2018), Receipt Number (AG/MS/11/06/18/01/1), Receipt Amount (GBP 100.00), Receipt Type (Standard), State (Remitted), Receipt Date (11-JUN-2018), GL Date (11-JUN-2018), Maturity Date (11-JUN-2018), and Functional Amount (100.00).
- Balances Section:** A table showing various balance types and their values: Unidentified (0.00), Applied (0.00), On Account (0.00), Unapplied (100.00), Cash Claims (0.00), and Prepayments (0.00).
- Detail Section:** Contains 'Identify By' (Trans Number: 1003150), 'Customer' (Name: Parker & Darlow Financials, Number: 237116, Location: AG-CB30TX, Taxpayer ID), 'Earned Discounts' (0.00), 'Unearned Discounts' (0.00), and 'Bank Charges'.
- Customer Bank Section:** Fields for Name, Account, and PSON.
- Remittance Bank Section:** Fields for Name (Barclays Bank), Branch (201768 Cambridge), and Account (10921084).
- Reference and Postmark Date:** Empty input fields.
- Comments Section:** Contains the text 'CHEQUE NO 256482' and 'MRS H PARKER'.
- Buttons:** Confirm... 1, Reverse... 1, Receipt History, Search and Apply, and Apply.

- Enter either:
 - the invoice number in the **Trans number**; or
 - the customer details in the **customer name or number** field.
- **Comments** This is a free text field. If you receive a cheque payment you must enter the cheque number and payee name and if it is a BACS payment then you must enter the line number, date and value of payment receipting
- Click on **Apply** You will now be in the **Applications** screen where it will populate details of the transaction you are applying the receipt to. The following fields will be displayed.

Detailed Procedure Entering a Standard Receipt

Customer Name: Parker & Darlow Financials
 Customer Number: 237116
 Location: AG-CB30TX
 Receipt Amount: GBP 100.00

Unapplied: 0.00
 On Account: 0.00
 Cash Claims: 0.00
 Prepayments: 0.00
 Exchange Gain/Loss: 0.00

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer	GL Date	Reve
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1003150	1	11-JUN-2018	100.00	0.00	20.00	GBP	237116	11-JUN-2018	
<input type="checkbox"/>	<input type="checkbox"/>										
<input type="checkbox"/>	<input type="checkbox"/>										

- **Apply to** Defaults in with the transaction number you have entered in the receipts screen. However if you only entered the customer details in the receipts screen click on the list of values and select the correct transaction you wish to match to the invoice.

Apply Date The date will default in.
- **Amount Applied** The value of the payment you are applying against the invoice. This can be changed if full payment has not been received therefore a balance will remain outstanding.

Balance Due The amount outstanding if there is a difference between invoice and receipt and will default in.
- Click on the **Save** icon 

Should the receipt cover more than one invoice, complete the steps above and then click in to the line below or press arrow down key and repeat steps.

Step 4: Closing the batch

- Pre-requisites:
- Close out of the *Applications* screen.
 - Close out of the *Receipts* screen.
 - Close out of the *Receipts Summary* screen.

You will now be at the **Batch Header** screen.

All details have now been populated from the *Batch Header*, *Receipts Summary* and the *Applications* screen.

To close the batch, follow the steps below

- a) Ensure the control totals match (count and amount)
- b) Ensure your batch status is **Closed**. If you view any of the statuses below, you will need to review the batch.

Status	Action
Open	This means the receipt(s) have not been matched correctly or the value receipted is greater than the value of the invoice. This could be due to part of the payment is for another invoice as you can link one receipt to more than one invoice. Contact the helpdesk for additional assistance or review step 3.
Out of Balance	This means that the control totals and amounts do not match. Review the number of receipts and values and ensure they are correct.