Entering a Standard Receipt

After the invoice has been raised and sent to your customer, you should expect to receive payment by the due date. Upon receiving payment, 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.

Step 1: Receipt Batch Header

- Here you will need to populate the fields in yellow as they are mandatory. For Batch Type "Manual-Regular" will always default in.

**Batch Number**

There is a standard naming convention for receipt batches. The format of the naming convention is:

Department Code/DD/MM/YY/Unique number

*E.g. AG/10/01/13/01*
Detailed Procedure

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- **Batch Date** This is the date you are creating the receipt and will default in with the current date.

- **GL Date**
  The period you wish the income to show in your accounts. Defaults in with the current period – change this using the list of values if you need to allocate the income to the previous accounting period/year.

- **Deposit Date**
  This is the date the income has been deposited in the bank should the payment be received in cash or cheque. Will default in with the current date.

- **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.

- **Currency**
  Chose a currency from the list of values which is most appropriate.

  - **Receipt Class** - This will default in as per your selection in Batch Source.

- **Payment Method**
  Select the appropriate method form the list of values.

  - **Bank Name & Bank Account number** - Will default in based on the batch source selected.

- **Control Count**
  Enter the number of receipts you are intending to put in the batch (it is recommended you don't exceed 30 in one batch).

- **Control Amount**
  Enter the accumulated total of all the receipts you are entering in the batch.

Once the batch header has been completed, the user can 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, which has 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:

![Receipts Summary Image](image-url)
a) **Receipt Number**

The naming convention is as follows:

```
DD/Initials/DD/MM/YY/Batch Unique no/Unique receipt no
```

*E.g. AG/AK/10/01/14/01/01*

b) **Type**

There are two types available - use the **standard** option. This is the type that links the receipts to invoices.

- **Receipt Date** - will default in with batch date from the batch header.
- **Currency** - This will default in based on the currency selected in the batch header.

c) **Receipt Amount**

Enter the value of the receipt you are entering.

d) **Click on Open.**

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**Step 3: Linking the Receipt to the Invoice**

To match the receipt to the invoice, see the steps below. Now the batch and 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.

- Enter either the invoice number in the **Trans Number** or the customer details in the **Customer Name or Number** fields.
• **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.

![Applications Screen](image)

- **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.

- **Instalment**
  - Defaults in.

- **Apply Date**
  - The date the defaults 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.

- **Discount**
  - Value of 0.00 will default in.

- **Balance Due**
  - The amount outstanding if there is a difference between invoice and receipt.

- 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

Once all the receipts have been entered close the batch by:

- 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.

- Ensure the control totals match (count and amount) and ensure your batch status is Closed.

If you view any of the statuses below, you will need to review the batch:

- **Open**
  This means the receipt(s) have not been matched correctly or the values receipted are not fully applied to invoices or accounts. This could happen where a cheque is received which covered two invoices but it has only been applied to 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.