**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
### Detailed Procedure

#### Entering a Standard Receipt

**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.

<table>
<thead>
<tr>
<th>Operating Unit</th>
<th>State</th>
<th>Receipt Number</th>
<th>Type</th>
<th>Receipt Date</th>
<th>Currency</th>
<th>Receipt Amount</th>
<th>Unapplied Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cambridge University</td>
<td></td>
<td>AG/AK/10/01/14/01/01</td>
<td>Standard</td>
<td>11-JUN-2018</td>
<td>GBP</td>
<td>100.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**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.

- 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.
- **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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>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.</td>
</tr>
<tr>
<td>Out of Balance</td>
<td>This means that the control totals and amounts do not match. Review the number of receipts and values and ensure they are correct.</td>
</tr>
</tbody>
</table>