Entering a Miscellaneous Receipt

If you want to enter non invoice-related receipts, such as monies received from students, donations, etc., the receipt must be entered with a type of Miscellaneous.

Pre-requisite: Creation of a Receivable Activity.

Navigate: Receipts → Receipt Batches

Step 1: Receipt Header

The batch type of Manual-Regular always (defaults in). Here you will need to populate the fields in yellow as they are mandatory.

- **Enter a 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

  - **Batch Date** is the date you are creating the receipt – the current date defaults in.
  - **GL Date** is the period you wish the income to show in your accounts – the current period defaults in.
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- **Deposit Date** is the date the income has been deposited in the bank should the payment be received in cash or cheque – defaults in with current date.

**b)** Enter a **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 you have received payment received in Euro or USD).

**c)** Currency

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

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

**d)** Enter a **Payment Method**

Select the most appropriate from the list of values.

- **Bank name and bank account number** will default in based on the batch source selected.

**e)** **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).

**f)** **Control Amount**

Enter the accumulated total of all the receipts you are entering in the batch.

**g)** 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. Each receipt will have its own receipt name. There is a naming convention for each receipt within the batch.

- **a)** Change the type of receipt you’re using from Standard to **Miscellaneous**
- **b)** Click **Yes** in response to the warning message.
- **c)** Enter the **Receipt Number** using the naming convention: 
  
  **DD/Initials/DD/MM/YY/Batch Unique no./ Receipt Unique no.**  
  
  e.g. AG/AK/10/01/14/01/01

- **d)** Enter the **Receipt Amount**
- **e)** Click on **Open**.
Type

There are two types available and the option to use is *Miscellaneous*. Remember warning message will pop up and you must click **Yes** to ensure receipt type changes.

Receipt Date

This will default in based on the batch date you selected in the batch header.

Currency

This will default in based on the currency selected in the batch header.

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**Step 3: Assigning the Income to the Correct Distribution Code**

Now the batch and receipt details have been created, the income needs to be distributed to the correct codes. Most of the fields will be populated for you and default in from the previous screens.

In order to this a receivable activity must have been created first (see *Creating a Receivable Activity* details). You will now need to populate the following details as seen below.
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**a) Enter a Name**

This is a free text field but is a mandatory field even though it is in white. By having this information it will make reconciling the receipt simpler.

**b) Select an Activity**

Click on the list of values and select the appropriate receivable activity. Click tab and then the tax code and tax account will populate as well as the tax amount and tax rate fields. The description will also default in.

**c) Comments**

Populate information regarding the income that has been receipted. For example if it’s a cheque, enter cheque number, Payee name and any other details that will help with queries. If it’s a BACS payment, you need to enter the line number, date and value you are receipting and send the receipt details to the Cash Management team.

**d) Should you wish to adjust the codes linked to the receivable activity:**

- Click on **Distributions** button.
- Adjust the codes either by overtyping the field **GL Account** or click in to the GL Account field and click on the list of values to select the appropriate codes.
Step 4: Closing the Batch

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

To close the batch, follow the steps below:

a) Close out of the *Applications* screen.

b) Close out of the *Receipts* screen.

c) Close out of the *Receipts Summary* screen.
d) You will now be at the Batch Header screen.

e) 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:

- **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.

- **Open** – This means that there is a receipt that has not been applied in full and you will see a value in the count field and a value in the Unapplied amount field.