Receipt Register Report (UFS)

The report in UFS, Accounts Receivable, highlights receipts entered within a batch.

Used as verification if cash/cheques are being banked with the University cashier as this report will be stamped to verify amounts received. Can also be used to attach banking slips to which have been banked by the department.

Responsibility: AR User, AR Supervisor, AR Manager or AR Enquiry

Navigate: Requests > Run

Report parameters

The most common parameter to complete is the Batch Name Low and Batch Name High.

Example report output