



# 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

CAPSA Set of Books		Receipt Register (UFS)		Report Date: 17-FEB-2014 12:36							
Batch Name	: AG/13/01/14/USD/01	To	AG/13/01/14/USD/01								
Customer	: All	To	All								
Deposit Date	: All	To	All								
Status	: All	To	All								
Receipt Number	: All	To	All								
GL Date	: All	To	All								
Currency	: All	To	All								
CAPSA Set of Books		Receipt Register (UFS)		Report Date: 17-FEB-2014 12:36							
Order By: Customer		Unid Receipt		Page: 1 of 3							
Payment Method: USD Cash											
Entity: U											
Customer	Customer Number	Batch	Deposit Date	Number	Date	Status	GL Date	Payment Funct. Amount	Entered Amount	Paid From	Comments
AMERICAN MUSEUM OF NATURAL HISTORY	18799	AG/13/01/14/USD/01	13-JAN-14	AG/AK/13/01/14/USD/02/01	13-JAN-14	Applied	13-JAN-14	1,525.00	2,500.00		
Total for USD Cash :								1,525.00			
CAPSA Set of Books		Receipt Register (UFS)		Report Date: 17-FEB-2014 12:36							
Order By: Customer		Unid Receipt		Page: 2 of 3							
Total for Currency	All	:	1,525.00								
Total for Invoice-Related Receipts			1,525.00								
Total for Miscellaneous Transactions											