Unapplied Receipt Register Report

This **UFS, Accounts Receivable** report highlights receipts entered against a customer’s account but not applied to a specific sales invoice. Once investigated and actioned the receipt batch status should show as closed.

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

**Navigate**  
Requests > Run

**Report parameters**

**Example report output**

**Actions required**

- Query the receipt using the batch number or receipt number.
- Review the customer account and identify if the income can be applied.
- If the income cannot be applied, identify if the income can be carried forward if customer is billed on a frequent basis.
- If the income cannot be applied, make arrangements in the AP module to refund the customer (guidance on refunds is available from the AR helpdesk).