



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 Navigate **AR User, AR Supervisor, AR Manager or AR Enquiry Requests > Run**

Report parameters

Example report output

GL Date	Batch Source	Batch Name	Payment Method	Payment Number	Payment Date	On Account/ Prepayment Amount	Unapplied Amount	Claim Amount
Customer Name: UNIVERSITY OF OREGON			Customer Number: 90796					
05-AUG-13	BACS/Standing Ord	■/BACS/28/08 BACS	■/BACS/28/08/1	05-AUG-13		0.00	80.00	0.00
Total for Customer: UNIVERSITY OF OREGON						0.00	80.00	0.00

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).