Receipt Register Report (UFS)

The Receipt Register Report highlights the receipts within a batch. It shows the following details:
- Batch Number
- Receipt Number
- Values
- Comments

Navigate: Request → Run

1. Click into the Request Name field and use the List of Values to select the Receipt Register Report (UFS) as shown overleaf.
2. Enter your Receipt Number in the **Parameters Window**, in the fields named **Receipt Number Low** and **Receipt Number High**.

3. Click **OK**.

4. Click **Options**

   Populate the number of copies you require and which printer you wish to print to and then click **OK**.
5. **Submit** your request. This will take you to the requests screen. Occasionally click 'Refresh Data' till your request has completed and printed.

6. On the next page there is an example of the Receipt Register Report.

7. The report can be used in a few different ways:

   - As a point of reference for departmental purposes.
   - As verification if cash or cheques are being banked with the university cashier as he/she will sign and stamp to verify amounts received.
   - Can be used to attach banking slips to which have been banked by the department.
   - Multiple department receipts (contact the AR helpdesk should this scenario appear).
## Detailed Procedure

Receipt Register Report (UFS)

**The Receipt Register Report highlights the following details:**

- Customer Name
- Customer Number
- Batch Name
- Deposit Date/GL Date
- Status
- Receipt Number (s)
- Functional Amount (if a foreign currency receipt)
- Entered Amount
- Paid from (miscellaneous Receipts)
- Comments