



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

Submit a New Request

What type of request do you want to run?

Single Request
This allows you to submit an individual request.

Request Set
This allows you to submit a pre-defined set of requests.

OK Cancel

1. Click into the **Request Name** field and use the List of Values to select the **Receipt Register Report (UFS)** as shown overleaf.

Submit Request

Run this Request... Copy...

Name Place Cursor in this field Use List of Values

Operating Unit

Parameters

Language

Language Settings... Debug Options

At these Times... Run the Job As Soon as Possible Schedule...

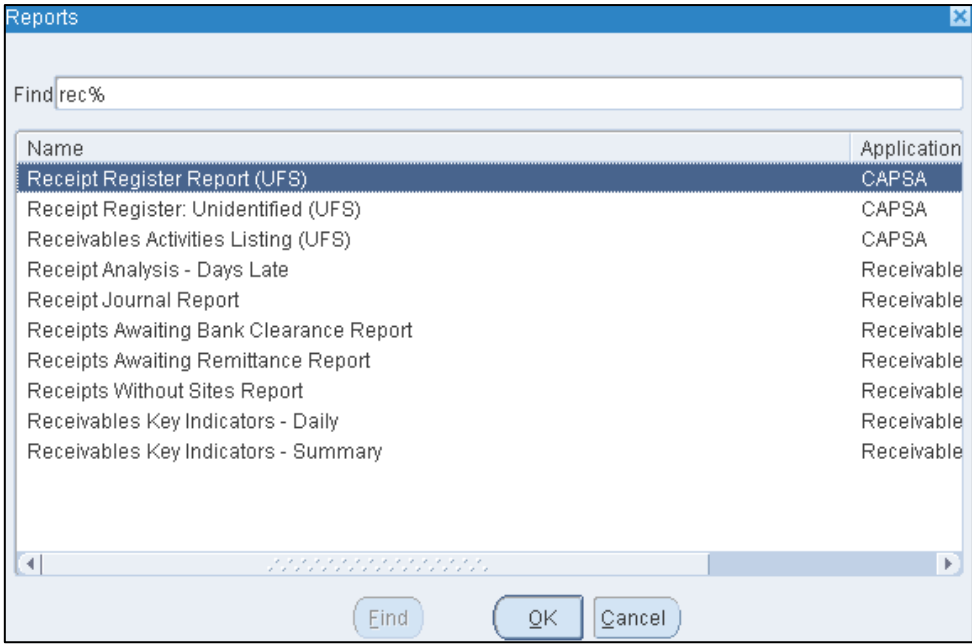
Upon Completion... Save all Output Files

Layout Options...

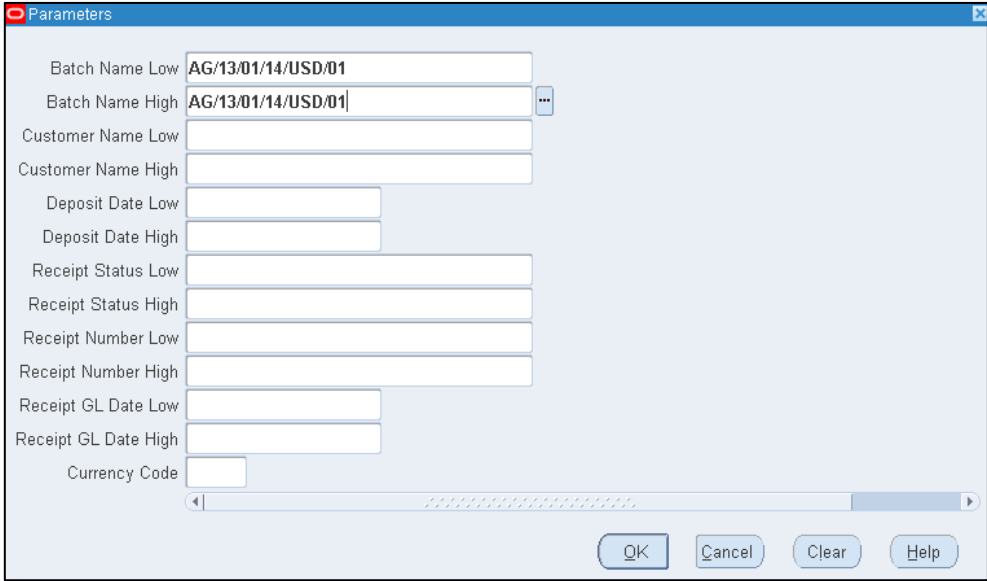
Notify

Print to

Help (C) Submit Cancel

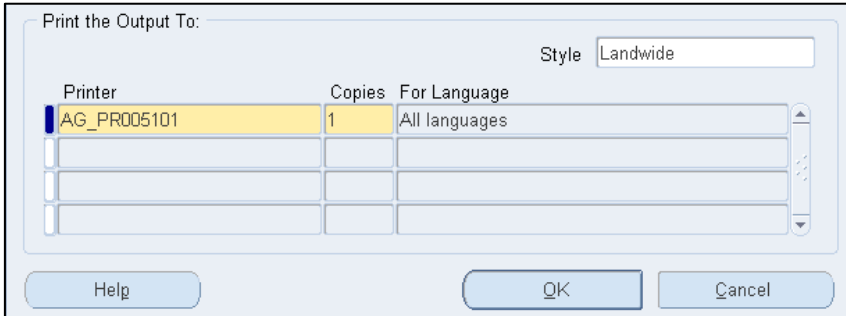


2. Enter your Receipt Number in the **Parameters Window**, in the fields named **Receipt Number Low** and **Receipt Number High**.
3. Click **OK**.



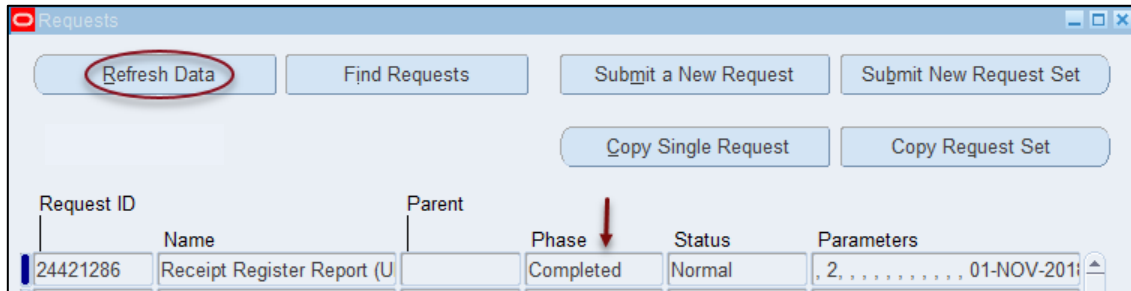
4. Click **Options**

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).



AR Detailed Procedure
Receipt Register Report (UFS)

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	Payment GL Date	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:											

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