

Unapplied Receipt Register Report

This report highlights receipts that are showing against a customer's account, but have not been applied to a specific transaction. Receipt Batch status will initially be **OPEN** when once investigated and resolved should change to **CLOSED**. The Batch will close once all of the Receipts have been applied within the batch.

Navigate: Request → Run

- Ensure Single Request is selected and click **OK**.
- Click on the '**List of Values**' in the **Name** field and type in '**Unapplied**' and this will take you to the parameters screen.:

Ledger Currency

Defaults in with GBP, can change to other currencies if required.

Format

Select *Detailed*.

- Click **OK**.

Parameters

Ledger Currency: **GBP** (Defaults in with GBP)

Format Option: **Detailed** (Select 'Details' from list of value)

Receipt GL Date Low: []

Receipt GL Date High: []

Entered Currency: []

Customer Name Low: []

Customer Name High: []

Customer Number Low: []

Customer Number High: []

Batch Name Low: []

Batch Name High: []

Batch Source Name Low: []

Batch Source Name High: []

Receipt Number Low: []

Receipt Number High: []

Buttons: OK, Cancel, Clear, Help

- Should you wish to print this report adjust your printer options and print copies.
- Alternatively click on view output after the request has completed.

Print the Output To:

Style: Landscape

Printer	Copies	For Language
AG_PR005101	1	All languages

Buttons: Help, OK, Cancel

If you are in a Central Department, the report will list every unapplied receipt across the entire University.

CAPSA Set of Books Unapplied Receipts Register Report Date: 01-NOV-2013 09:33

Currency Code :
 GL Dates : 01-OCT-13 To 31-OCT-13
 Customer Names : To
 Customer Numbers : To
 Batch Source Names : To
 Batch Names : To
 Payment Numbers : To

CAPSA Set of Books Unapplied Receipts Register Report Date: 01-NOV-2013 09:33
 GL Date From 01-OCT-2013 To 31-OCT-2013 Page: 1 of 1

Currency: All
 Format Option: Detailed
 Entity: U * - Unidentified Payment

GL Date	Batch Source	Batch Name	Payment Method	Payment Number	Payment Date	On Account/ Prepayment Amount	Unapplied Amount	Claim Amount	
Customer Name: UNIVERSITY OF ARIZONA				Customer Number: 20273					
31-OCT-13	USD Manual Receipt	AG/31/10/13/U	USD Cash	AG/AK/31/10/13/	31-OCT-13	0.00	1,325.46	0.00	
Total for Customer: UNIVERSITY OF ARIZONA							0.00	1,325.46	0.00
Total for Entity: U							0.00	1,325.46	0.00
Total for Report:							0.00	1,325.46	0.00

Receipt batch source

Receipt batch name

Individual Receipt Number

Unapplied receipt amount

Action points from this report

Start Here

