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**: GBP (Defaults in with GBP, can change to other currencies)
- **Format**: select **Detailed** from the list of values.
- Click **OK**.

Should you wish to print this report adjust your printer options and print copies
- Alternatively click on view output after the request has completed
Detailed Procedure
AR R12 Running the Unapplied Receipts Register Report

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

Below is a snapshot of the details you will find on the report:

<table>
<thead>
<tr>
<th>CAFSR Set of Books</th>
<th>Unapplied Receipts Register</th>
<th>Report Date: 07-MAR-2014 08:50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name: UNIVERSITY OF OREGON</td>
<td>GL Date From To</td>
<td>05-AUG-13 RACS/Standing Ord</td>
</tr>
<tr>
<td>GL Date</td>
<td>Batch Source</td>
<td>Batch Name</td>
</tr>
<tr>
<td>05-AUG-13</td>
<td>RACS/Standing Ord</td>
<td>BACS/28/05/1 05-AUG-13</td>
</tr>
<tr>
<td>Total for Customer: UNIVERSITY OF OREGON</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The information shows you:

- **Customer Name** – Who the income has come from
- **GL Date** – The accounting period the receipt was entered on CUFS
- **Batch Source** – They type of receipt you have created
- **Batch Name**
- **Payment Method** – Type of income being receipted
- **Payment Number** – The individual receipt number
- **Payment Date** – The date the receipt was created
- **On Account/Prepayment Account** – One area where you can assign income to
- **Unapplied Amount** – Value of receipt when
- **Claim Amount** – Field not used

**Action Points**

1. Query the receipt using the batch number or receipt number.
2. Review the customer account and identify if the income can be applied?
3. If the income cannot be applied, identify if the income can be carried forward if customer is billed on a frequent basis.
4. 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).