

## Receipts

The receipt option allows you to record payments from contacts, such as a parents or guardians, for services that you have provided or will provide in the future.

When you receipt a payment from a contact, you normally reduce the contact’s balance or place them in credit to cover future invoices for your services. Furthermore, you can allocate all or part of the payment to one or more outstanding invoices.

Once you enter a payment for a contact, you can either **print** or **email** the receipt that details the amount of the payment, as well as, a summary of the invoices that were allocated to that payment.

### NOTE:

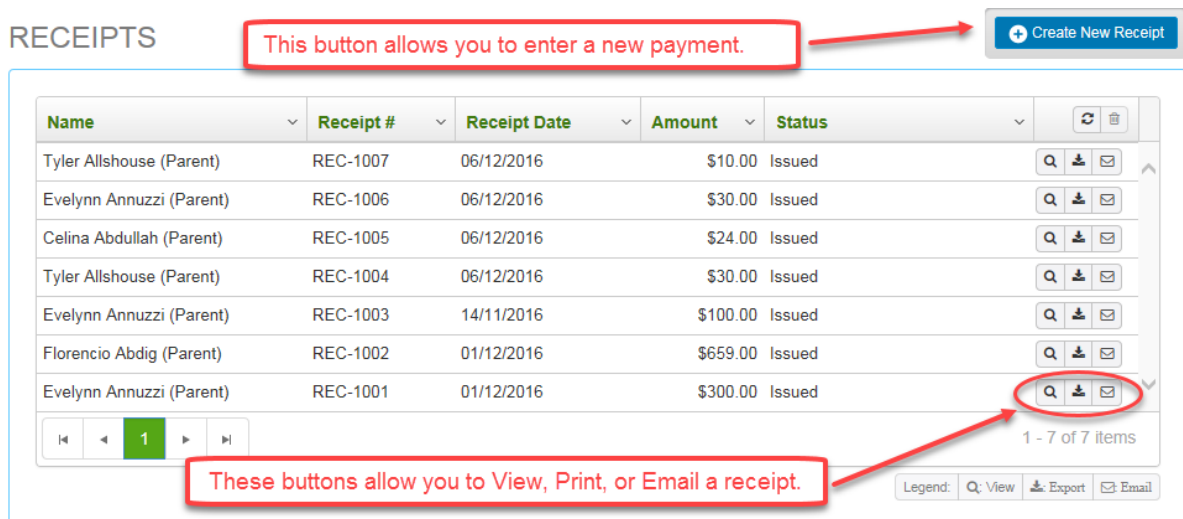
*You cannot change or cancel a receipt once it has been created; however, you can use the following options to adjust the contact’s balance:*

- *If you entered less than the actual payment, simply create a new receipt for the difference.*
- *If you entered more than the actual payment, you can either:*
  - *Enter a reduced payment amount the next time you receipt the contact, or*
  - *Issue a refund for the overpayment amount. Please refer to the “Educator Accounts Refunds” tip sheet for details on issuing refunds to contacts.*

### To display the list of receipts

Click “Accounts”

Click “Receipts”



RECEIPTS

This button allows you to enter a new payment.

Name	Receipt #	Receipt Date	Amount	Status	
Tyler Allshouse (Parent)	REC-1007	06/12/2016	\$10.00	Issued	View, Print, Email
Evelynn Annuzzi (Parent)	REC-1006	06/12/2016	\$30.00	Issued	View, Print, Email
Celina Abdullah (Parent)	REC-1005	06/12/2016	\$24.00	Issued	View, Print, Email
Tyler Allshouse (Parent)	REC-1004	06/12/2016	\$30.00	Issued	View, Print, Email
Evelynn Annuzzi (Parent)	REC-1003	14/11/2016	\$100.00	Issued	View, Print, Email
Florencio Abdig (Parent)	REC-1002	01/12/2016	\$659.00	Issued	View, Print, Email
Evelynn Annuzzi (Parent)	REC-1001	01/12/2016	\$300.00	Issued	View, Print, Email

1 - 7 of 7 items


Legend: View, Export, Email

These buttons allow you to View, Print, or Email a receipt.

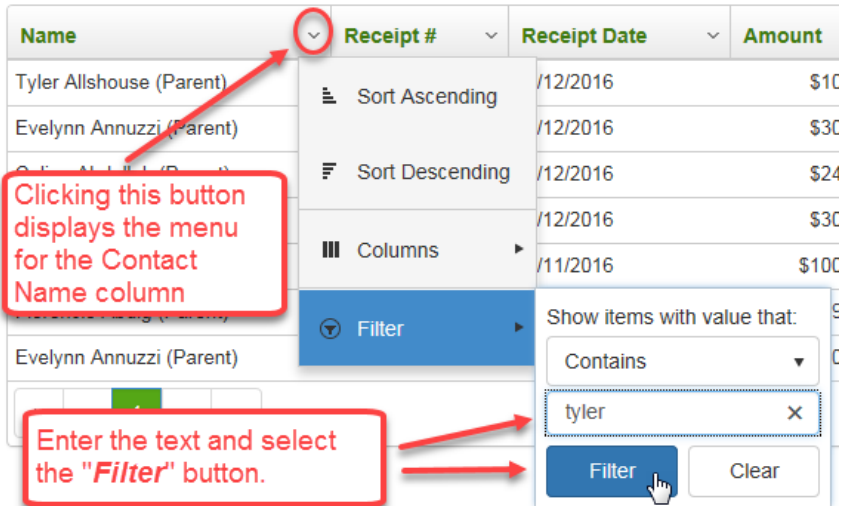
### To locate one or more receipts in the list

The list of receipts may become long; however, apart from browsing through the list, you can change the view so you only see the receipts that you are interested in by applying one or more filters.

For example, to see all the receipt with the word “tyler” in their Contact Name:

Click on the  “Down Arrow” button in the contact “Name” column header.

Click on “Filter” to display the filter details



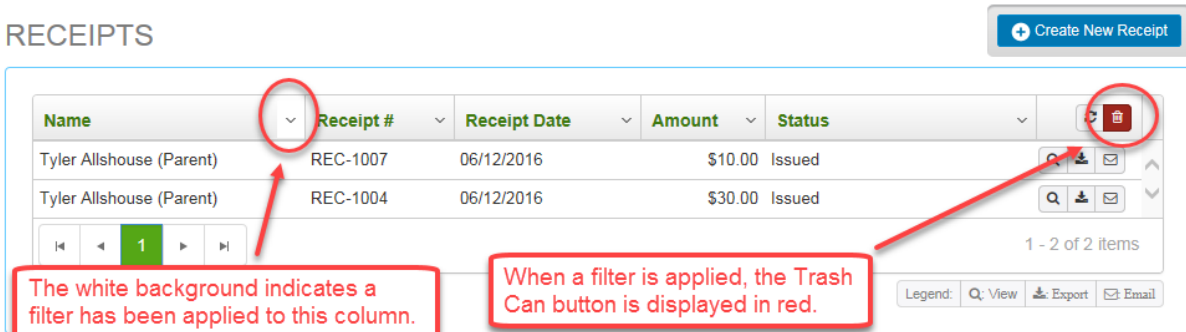
Clicking this button displays the menu for the Contact Name column

Enter the text and select the "Filter" button.

Select "**Contains**" from the list of filter options.

Enter the text "tyler" (it doesn't matter if you enter the text in upper, lower, or mixed case).

Click on the "**Filter**" button to display the records that match the filter.




RECEIPTS + Create New Receipt

The white background indicates a filter has been applied to this column.


When a filter is applied, the Trash Can button is displayed in red.

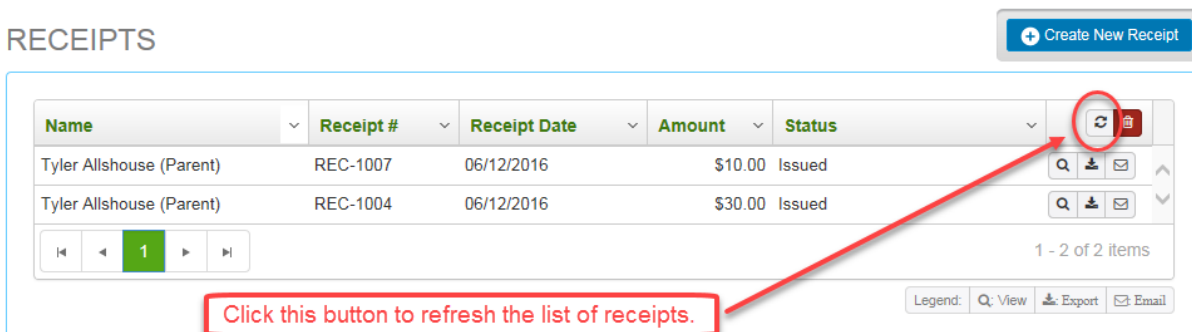
**To remove all the filters**

Click the  "**Clear all Filters**" button.

All the filters will be removed, all the receipts will be displayed, and the  "**Clear all Filters**" button will be disabled and displayed in light grey.

**To refresh the list of receipts**


If you set filters for multiple columns, you will need to select the  "**Search**" button to apply all the filters to the list of receipts.



RECEIPTS + Create New Receipt

Click this button to refresh the list of receipts.

**NOTE:**

*The filters are remembered, which means if you close the window, the next time you open the Receipts window the filters will still be applied to the list of receipts. To clear the filters, you will need to click the  "Clear all Filters" button.*

**To create a new Receipt**

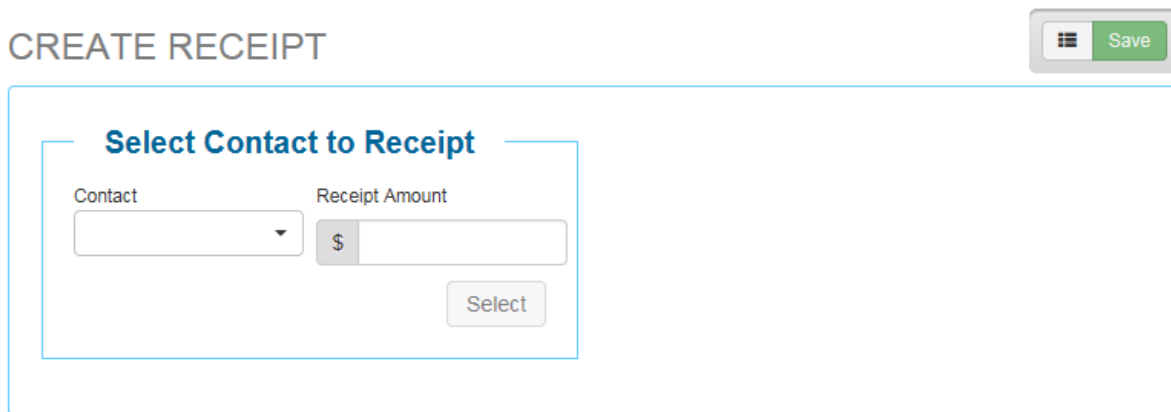
Creating a receipt involves 2 steps:

**Step 1.** Identifying the contact, such as a parent or guardian, and entering the payment amount.

**Step 2.** Entering the receipt date, the payment method, a comment, and identifying the invoices that the payment covers.

Click the **"Create New Receipt"** button.

The following window will be displayed:



Before you can enter the remaining payment details in Step 2, you must select the **"Contact"**, such as a parent or guardian, and enter the **"Receipt Amount"**. Once these two items have been entered, the **"Select"** button will be enabled allowing you to proceed to Step 2.

If you have a Standard subscription, the **"Contact"** list will only include parent and guardian names; however, if you have subscribed to the Cash Book subscription, other debtor names may also be included in the list.

The **"Receipt Amount"** you enter must be greater than \$0.00.

Once you have entered the details, click the **"Select"** button to proceed to Step 2.

**NOTE:**

*Once you click the "Select" button and move to Step 2, the "Contact" and "Receipt Amount" cannot be changed.*

If I select Rae Altes as the contact and enter \$300.00 as the receipt amount, the following sample window will be displayed for Step 2:

CREATE RECEIPT  Print Receipt After Save

### Contact Info

First Name:  Surname:

Number/Street:  Suburb:

State:  Postcode:

### Receipt Info

Receipt Date:  Receipt Amount:  Receipt Method:

Comments:

Note: If the receipt amount is greater than the amount owing, the left over amount will credit the contact's account.

Apply Receipt To Item?	Invoice Number	Invoice Date	Invoice Total	Outstanding Balance	Receipt Amount
<input checked="" type="checkbox"/>	INV-1015	06/12/2016	236.33	236.33	236.33
<input checked="" type="checkbox"/>	INV-1016	06/12/2016	236.33	236.33	63.67
<input type="checkbox"/>	INV-1022	06/12/2016	236.33	236.33	0
<b>Total Receipt Applied to Invoices:</b>					<b>\$300.00</b>

The **“Contact Info”** section contains the details for the selected **“Contact”** you selected in Step 1 and cannot be changed.

The **“Receipt Info”** sections allows you to enter the **“Receipt Date”**, a **“Receipt Method”** (Payment Method), and an optional **“Comment”**; however, you cannot change the **“Receipt Amount”** that you entered in Step 1.

The **“Receipt Date”** is initially set to today’s date, but you can enter a different date if necessary. Although you can type in a **“Receipt Date”**, it is easier to select a date from the calendar that is displayed when you click on the date.

A **“Receipt Method”** must be selected and allows you to identify how the payment was made, such as Cash, Cheque, EFT, EFTPos, etc.

The **“Comment”** is optional; however, you may find it useful to record other information about the payment that has not already been specified.

All invoices with an **“Outstanding Balance”** for the contact will be listed. When the window is first displayed, the **“Receipt Amount”** is automatically allocated to the oldest invoices based on the **“Invoice Number”**. In the window above:

- The maximum of \$263.33 was automatically allocated to INV-1015, leaving \$63.67 available for other invoices.
- \$63.67 was automatically allocated to INV-1016, leaving \$0.00 available for other invoices.
- In this case, the full **“Receipt Amount”** of \$300.00 has been allocated to the invoices.

You can change the allocation to the invoices if all or part of the **“Receipt Amount”** was for a specific invoice or you would prefer a different allocation. However, if invoices with an **“Outstanding Balance”** exist for the **“Contact”**, the total **“Receipt Amount”** must be allocated to those invoices. For example,

- If the total **“Receipt Amount”** was \$300.00 and the total **“Outstanding Balance”** for all the invoices was \$300.00 or more, the full \$300.00 must be allocated to the invoices.
- If the total **“Receipt Amount”** was \$300.00 and the total **“Outstanding Balance”** for all the invoices was \$250.00, which is less than total **“Receipt Amount”**, then \$250.00 must be allocated to the invoices and the remaining \$50.00 will credit the contact’s account.
- If the total **“Receipt Amount”** was \$300.00 and there were no invoices with an **“Outstanding Balance”**, then the \$300.00 would credit the contact’s account.

**To change the invoice allocation**

Check or (tick) the **“Apply Receipt To Item”** check box for the invoice and enter the appropriate amount in the **“Receipt Amount”** field for that invoice.

- You can only enter an amount for an invoice if the **“Apply Receipt To Item”** check box for that invoice has been checked (or ticked).
- The amount you enter must be greater than \$0.00, but less than or equal to the **“Outstanding Balance”** for the invoice.
- The **“Total Receipt Applied to Invoices”** amount located at the bottom of the window must be less than or equal to the **“Receipt Amount”** displayed at the top of the window.


If you uncheck (or untick) the **“Apply Receipt To Item”** check box for an invoice, the **“Receipt Amount”** for that invoice will automatically be set to \$0.00.

**To save the receipt**

If you want to print the receipt after it has been saved, check (or tick) the **“Print Receipt After Save”** check box located at the top right corner of the window before clicking the **“Save”** button, which is also located at the top right corner of the window.


**NOTE:**


*Once you click the “Save” button, the receipt cannot be changed or deleted.*

*If you decide you want to discard the receipt before clicking the “Save” button, click the  “See All” button, located adjacent to the “Save” button at the top right corner of the window, to return to the list of receipts without saving the receipt.*

*Refer to the Note on the first page of this tip sheet for options to alter a contact’s balance if you “Save” the receipt with the incorrect amount.*

**To view the details of a receipt**

From the list of receipts, click the  **“View”** button for the required receipt and a window will be displayed containing the receipt details. For example,

RECEIPT - REC-1008  Print

**Contact Info**


Click this button to return to the list of receipt.


**Receipt Info**

Receipt Date:	7/12/2016	<b>Receipt Amount</b>	\$300.00
Status:	Issued	<b>Payment Method</b>	Cheque
		<b>Balance Before</b>	(\$708.99)
		<b>Balance After</b>	(\$408.99)


Comments:


Description	Invoice Number	Amount Applied
Timesheet for week ending 21/08/2016 for child Treasa Altes with enrolment id(s): 2-DT5FJ	INV-1015	\$236.33
Timesheet for week ending 28/08/2016 for child Treasa Altes with enrolment id(s): 2-DT5FJ	INV-1016	\$63.67
Timesheet for week ending 4/09/2016 for child Treasa Altes with enrolment id(s): 2-DT5FJ	INV-1022	\$0.00

Click the  **“See All”** button to return to the list of the receipts.

Click the  **"Print"** button to print the receipt.

**To print the details of a receipt from the list of receipts**

From the list of receipts, click the  **"Export"** button for the required receipt to print the receipt.  
For example,



**From: Funshine Family Day Care**  
24 Bayview Drive  
LAKESIDE QLD 4340  
Ph: +610262392034 F: 4444444444  
ABN: 48123123124

**Receipt Number: REC-1008**  
**Educator: Jo's Family Day Care**

To: **Altes, Rae**  
15 November Close  
SUMMERLAND QLD 4018

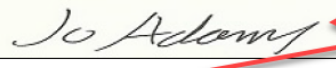
You can include your Business Name.

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**Date Issued:** 7/12/2016 **Receipt Method:** Cheque

Description	Invoice Number	Amount Applied
Timesheet for week ending 21/08/2016 for child Treasa Altes with enrolment id(s): 2-DT5FJ	INV-1015	\$236.33
Timesheet for week ending 28/08/2016 for child Treasa Altes with enrolment id(s): 2-DT5FJ	INV-1016	\$63.67
Timesheet for week ending 4/09/2016 for child Treasa Altes with enrolment id(s): 2-DT5FJ	INV-1022	\$0.00
		<b>\$300.00</b>

**Opening Balance:** \$708.99 DR  
**Total Received:** \$300.00  
**Closing Balance:** \$408.99 DR

Authorised Signature: 

Full Name: Jo Adams

You can include your Signature and Full Name.

**NOTE:**

*A debit ("DR") balance indicates the contact owes you money, while a credit balance ("CR") balance indicates the contact has paid in advance.*

**To customise the printed receipt**

You can customise the printed receipt to:


- Print your Business Name instead of your name.
- Print your signature from a signature file instead of having to manually sign the invoice.
- Print your Full Name instead of having to manually write your name.

Please refer to the **"Educator Accounts Invoice and Financial Settings"** tip sheet for details on customising your invoice and receipt appearances.

**NOTE:**

*The logo that appears on the sample receipt is the Service's logo and not your business logo.*

**To email the details of a receipt**

From the list of receipts, click the  **"Email"** button for the required receipt and a window will be displayed requesting you to confirm the contact details before the receipt is emailed to the contact.