



Credit a Family with Money from the General Ledger Tech Tip

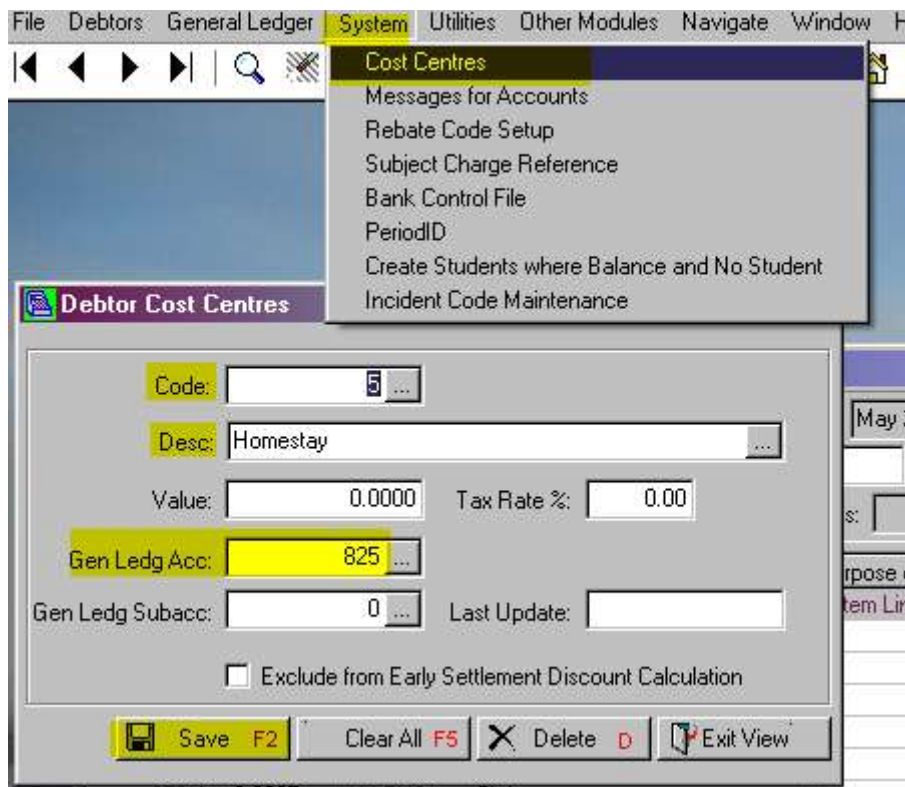
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Credit a Family with Money from the General Ledger

The money must be in a valid General Ledger account. This process will create a zero dollar value so does not affect the banking.

Create a Cost Centre in Debtors if necessary to apply the money to.



Go to Debtors → Receipt Entry

1. Create a new batch or open an existing batch.
2. Click New Receipt
3. Select the Family to credit with the \$amount.
4. Tab to the tender Tab and along to the amount ENTER a zero (you will receive an error if you don't)

Receipt Entry

Batch No: 15 Date: Mon - Mar 26, 2007 Pd: 5 May 2005 Def. Bank: 1 AutoLoad

Desc: cc Finalised No: 642278

Total \$745.00 UnApplied: \$0.00 Journals: 625.00 School Working Account

Rec No	Date >>	Famkey >>	From whom	Purpose of Payment	Amount	Unapp...	Sub \$	Journal
268	Apr 3, 2007	ALLEN01	Mrs G Allen	cc	625.00	0.00	0.00	625.00
269	Apr 3, 2007	ALLEN01	Mrs G Allen	cc	200.00	0.00	0.00	0.00
270	Apr 3, 2007	BEAVE01	Mrs D M Beaver	cc	20.00	0.00	0.00	0.00
271	Apr 3, 2007	ALLEN01	Chris	cc	0.00	0.00	0.00	0.00
272	Apr 3, 2007	ALLEN01	Chris	cc	-100.00	0.00	0.00	0.00
273	Apr 3, 2007	ALLEN01	Chris	cc	0.00	0.00	0.00	0.00
274	Apr 3, 2007	ALLEN01	Chris	cc	0.00	0.00	0.00	0.00

1 Tender 2 Applic Hist 3 APPLY TO: Sundry 4 Holding/Home Stay Dep. 5 Ledger 6 Debtors 7 Voluntary

Id >>	Account name	Amount	By...	From	Bank...	Town >>	Card number	Ref Desc
1	School Working Acco	0.00		Mrs G Allen	ANZ	Yeppoon		

Save Deposit Sub Deposit Clear Deposit Delete Deposit Auto Apply Debtors

Finalise Batch Unfinalise Batch Clear Batch Validate Batch

New Receipt

Receipt No. Auto Manual

Delete Receipt

Reprint

New Printer

Printing Options No Receipt

Exit View

5. Go to the Ledger Tab
6. Select the Account Code you have placed the money in.
7. Enter a **negative** amount to take the money out of the account.

Receipt Entry

Batch No: 15 Date: Mon - Mar 26, 2007 Pd: 5 May 2005 Def. Bank: 1 AutoLoad

Desc: cc Finalised No: 642278

Total \$745.00 UnApplied: \$0.00 Journals: 625.00 School Working Account

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271	Apr 3, 2007	ALLEN01	Chris	cc	0.00	0.00	0.00	0.00
272	Apr 3, 2007	ALLEN01	Chris	cc	-100.00	0.00	0.00	0.00
273	Apr 3, 2007	ALLEN01	Chris	cc	0.00	0.00	0.00	0.00
274	Apr 3, 2007	ALLEN01	Chris	cc	0.00	0.00	0.00	0.00

1 Tender 2 Applic Hist 3 APPLY TO: Sundry 4 Holding/Home Stay Dep. 5 Ledger 6 Debtors 7 Voluntary

Account ...	S...	Projec...	Amount	St...	Gst cla...
825	0	0	-200.00	C	

Entity Ledger Batch UnApplied

COLLEGE 15 0

Transaction Description

Display Option Ledger Items Debtor Items

Clear Dissect Save Dissect Delete Dissect

Finalise Batch Unfinalise Batch Clear Batch Validate Batch

New Receipt

Receipt No. Auto Manual

Delete Receipt

Reprint

New Printer

Printing Options No Receipt

Exit View

8. Go to the Tab you wish to Credit the money to for example Holding/Homestay, Apply to Sundry, Debtors etc.
9. You should now have an unapplied amount showing in red.
10. Select the Student Code you wish to apply the amount to.
11. Select the Cost Centre Code to credit with the money.
12. Put a Tick in apply
13. Click new receipt and the unapplied should have gone.

The screenshot shows the 'Receipt Entry' window with the following details:

- Batch No: 15, Date: Mon - Mar 26, 2007, Pd: 5, May 2005, Def. Bank: 1, AutoLoad
- Desc: cc, Finalised: , No: 642278
- Total: \$745.00, UnApplied: \$200.00 (highlighted in red), Journals: 625.00, School Working Account

Rec No	Date >>	Famkey >>	From whom	Purpose of Payment	Amount	Unapp...	Sub \$	Journal
274	Apr 3, 2007	ALLEN01	Chris	cc	0.00	200.00	0.00	0.00

Student Code >>	Code >>	Desc	Date Matur...	Amount	Apply \$	Apply
ALLEN L M	5	Homestay		200.00	0.00	<input checked="" type="checkbox"/>

Buttons at the bottom: Finalise Batch, Unfinalise Batch, Clear Batch, Validate Batch, New Receipt, Receipt No. (Auto/Manual), Delete Receipt, Reprint, New Printer, Printing Options (No/Receipt), Exit View.