



Sub- Deposit Receipting Tech Tip

Receipt to Sub Receipt

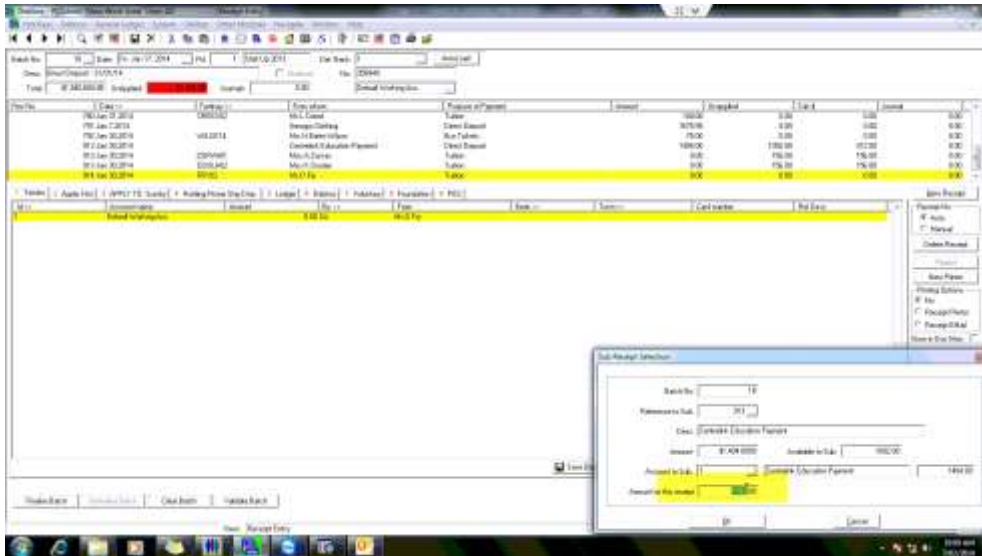
A Single Receipt can be applied to multiple families; this may be a payment made from Centrelink, a Scholarship payment, an amount received from the Government or any other receipted amount that is to credit several families.

You can only print one receipt for the full value of the initial line entry. It is not possible for any Sub Receipts to be printed.

When using Sub receipts it is best to finish the sub receipting until the Unapplied amount is zero. If a mistake is made the receipts need to be deleted from the last to the first. You may need to contact the Helpdesk.

1.	Select New Receipt
2.	Do not select a Famkey, leave this field blank
3.	Enter the Receipt details. i.e. Government grant
4.	Enter the Amount Received; this is the amount of the cheque received

5.	Click on 'New Receipt'.
6.	Start entering the Famkey and select the Family from the drop down list
7.	Enter the amount to be receipted to this Family under Tender
8.	Click Sub Deposit.



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| 9. | After you click Sub receipt the following box will display |
| 10. | In the “ Amount for the receipt ” – enter the amount you wish to credit to this family |
| 11. | Click OK. |
| 12. | Then go to Ledger or Debtors tab and apply amount (in Debtors this can now be Auto Applied) |
| 13. | Click New receipt to continue applying the unapplied amount must end up as Zero. |

If a deduction e.g. Centrelink payment whereby they take out \$5.00 processing fee:

Follow steps 1 to 3 then:

If the Payment received is not the full amount to be credited the balance to be credited to the families must be transferred from a designated account to add to the amount already received.

Create a negative \$ amount to the designated General Ledger account.



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| 1. | Go to the Ledger tab. |
| 2. | Select the account to draw the \$ value from. |
| 3. | Enter a negative amount for the difference I the cheque to the amount to be received. |
| 4. | The unapplied amount will now reflect the full amount to be credited. |

Then continue on with New Receipt – from #5.