



Debtors Receipt Credit From the General Ledger

At some stage you may wish to receipt an amount from the General Ledger to place or build a Credit within a Family, the Family may or may not have an outstanding balance and the amount can be applied to any cost centre.

Path: Debtors > Receipt Entry

Crediting a Family from the General Ledger will create a zero dollar value and does not affect the banking. The money must be taken from a valid General Ledger account.

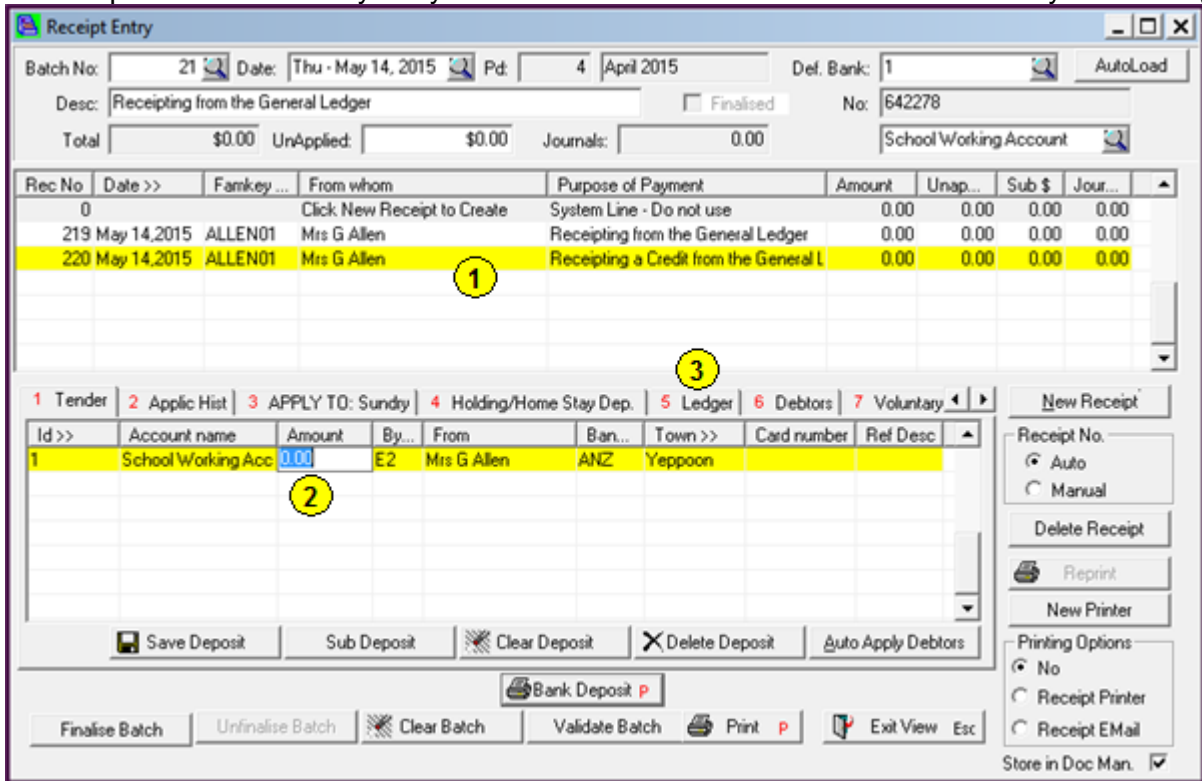
Important; If this amount is to be applied to Billing read the section on 'Receipting from the General Ledger' do not use this article.

STEPS

1. Receipt a Zero Amount
2. Take the Money from the General ledger Account
3. Apply the Money to the Family
4. View the Transaction.

STEP 1 – Receipt a Zero Amount

Create a receipt in the normal way but you need a zero amount so this does not affect your banking.



1. Select a Family and create a Receipt in the normal way.
2. Enter a Zero Amount.
3. Go to the Ledger tab.

STEP 2 – Take the money from the General Ledger Account

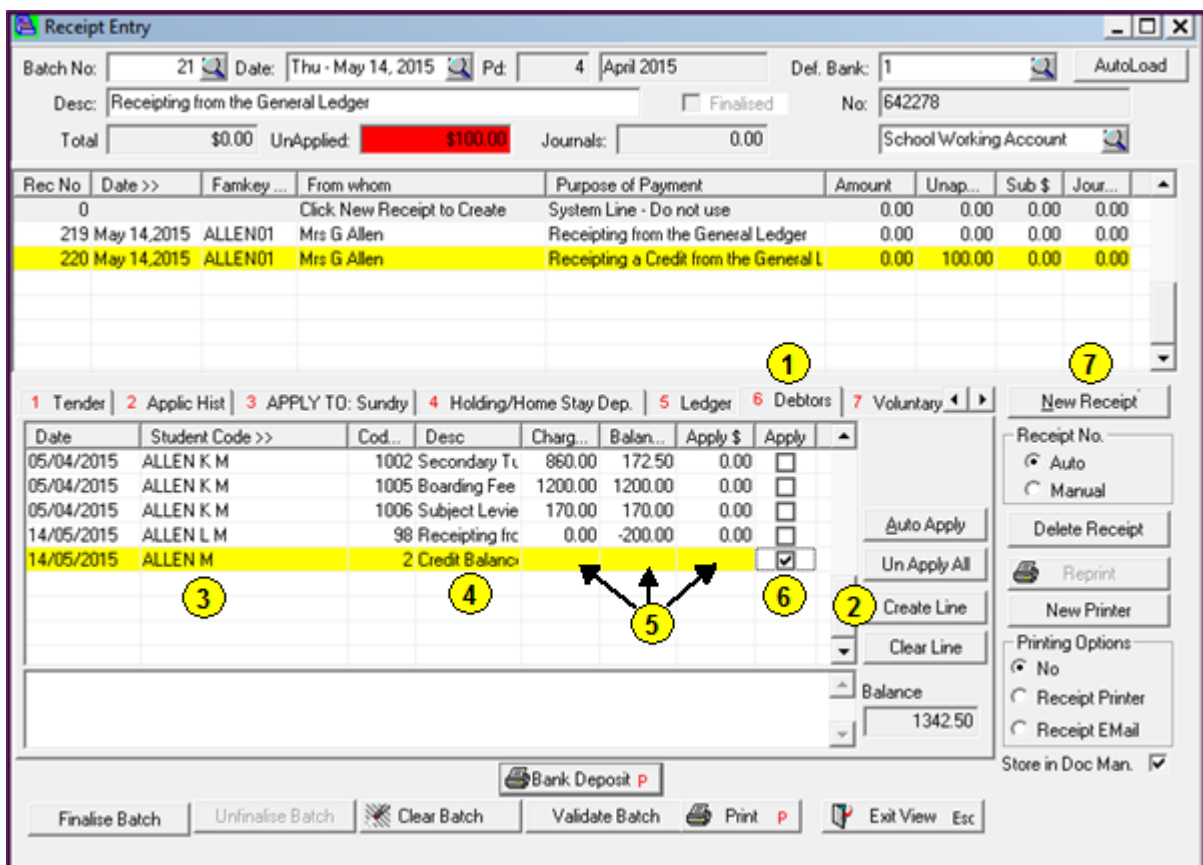
The screenshot shows the 'Receipt Entry' window. At the top, it displays 'Batch No: 21', 'Date: Thu - May 14, 2015', 'Pd: 4 April 2015', and 'Def. Bank: 1'. The description is 'Receiving from the General Ledger' and the number is '642278'. The 'Total' is '\$0.00' and 'UnApplied' is '\$100.00'. Below this is a table of receipt lines:

Rec No	Date >>	Famkey ...	From whom	Purpose of Payment	Amount	Unap...	Sub \$	Jour...
0			Click New Receipt to Create	System Line - Do not use	0.00	0.00	0.00	0.00
219	May 14, 2015	ALLEN01	Mrs G Allen	Receiving from the General Ledger	0.00	0.00	0.00	0.00
220	May 14, 2015	ALLEN01	Mrs G Allen	Receiving a Credit from the General L	0.00	100.00	0.00	0.00

Below the table, there are tabs for '1 Tender', '2 Applic Hist', '3 APPLY TO: Sundry', '4 Holding/Home Stay Dep.', '5 Ledger', '6 Debtors', and '7 Voluntary'. The '5 Ledger' tab is active, showing a table with columns 'Account...', 'S...', 'Proje...', 'Amount', 'S...', and 'Gst cl...'. The first row shows '1370', '0', '0', '-100.00', 'C', and 'TE'. To the right of this table, there are fields for 'Entity' (COLLEGE), 'Ledger Batch' (21), and 'UnApplied' (100). Below these is a 'Transaction Description' field containing 'Receiving a Credit from the General Ledger'. At the bottom of the window, there are buttons for 'Finalise Batch', 'Unfinalise Batch', 'Clear Batch', 'Validate Batch', 'Print', and 'Exit View'. On the right side, there are buttons for 'New Receipt', 'Delete Receipt', 'Reprint', 'New Printer', and 'Printing Options' (No, Receipt Printer, Receipt Email).

1. Select the General Ledger account the money is to come from.
2. Enter the dollar amount as a negative.
3. Click along until you see the unapplied amount.
4. Go to the Debtors tab.

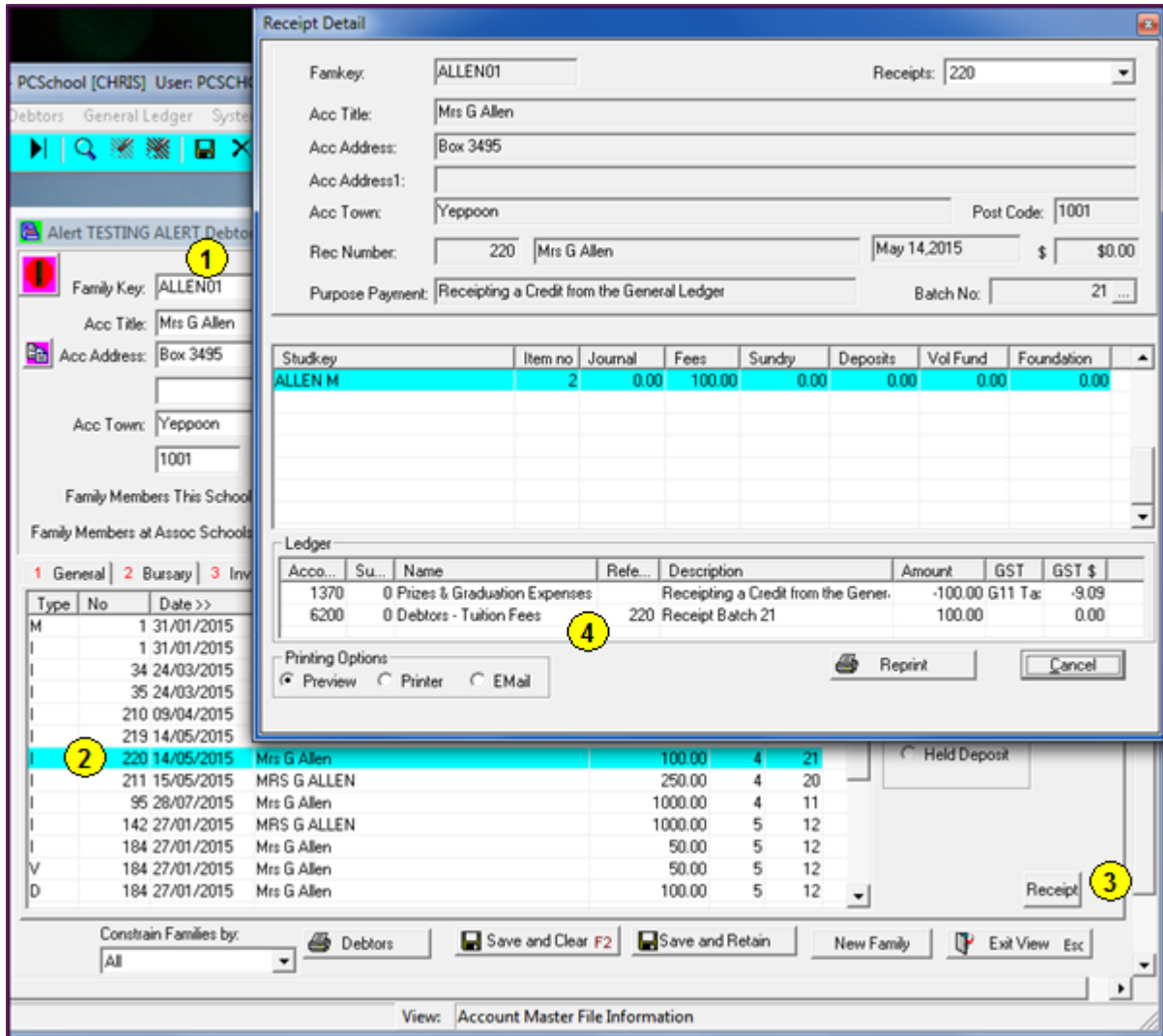
STEP 3 – Apply the money to the Family



1. Go to the Debtors tab.
2. Click [Create Line].
3. Select a Student.
4. Select the Cost Centre code to use.
5. Leave all the Dollar Value fields blank.
6. Place a tick in the Apply column.
7. Click [New Receipt].

STEP 5 – View the Transaction

Path: Debtors > Account Master File Information



1. Select the Family.
2. Highlight the receipt.
3. Click the [Receipt] button.
4. View the details.