

HOW TO INQUIRE ON CASH RECEIPTS:

The Receipt Inquiry screen is found in the General Revenues Menu:

- B. Accounts Receivable
- B. Receipt Inquiry

Below is the Receipt Inquiry Screen.

Receipt Inquiry - MUNIS [MENDOCINO COUNTY TRAINING]

My File Edit Tools Help

Year/Bill [] []

Cat/Type [] []

Receipt []

Customer # [] ...

Prop code []

Department []

Amount []

Deposit # []

Mass batch []

Post date []

Yr/Per/Jnl [] [] []

Cash acct [] [] []

Misc desc []

Eff. date []

Entry date []

Clerk []

Paid by CID []

Paid by ref []

Pmt method []

Check # []

Batch []

Reason []

Released Posted

Reversed

Multi Rcpt Transaction []

Web Transaction []

Charge Allocation GL Allocation

#	Chg Code	Chg Description	Interest	Principal	Adjusted
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0 of 0


8:19 AM

Click the Find  button to search on fields you may have to find the receipt.

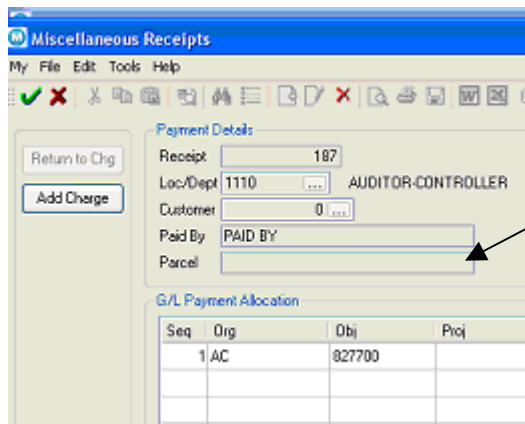
As you can see below there are a number of fields you can search on but the fields available may not be helpful if you don't have the specific information. The fields shown in white are the available fields to search on.

As you can see, you are able to search by:

- **Receipt #** - Always a unique number assigned to your individual receipt when entered. If you have made a note of the receipt number when the receipt was entered you may enter it here to pull up that receipt.
- **Department** – the department entered on the Payment Entry (open batch) screen.
- **Amount** – Enter as numbers only, no \$, for example 25.00
- **Deposit #** - This is the Deposit Number left for departments to utilize as you see fit. You may find this to be a very valuable tool to use at the department level. Assign a specific notation for every deposit that is easily searchable. One good example would be AC 060107, referring to the Auditor dept & deposit date. Remember you only have 10 digits available and when researching it must be exact and we suggest standardizing it within your department. Also note that if another department uses the same format and notations in the exact same way, your inquiry will also bring their deposits up as well.
- **Clerk** – you can research by the user who input the receipt.
- **Paid By Ref** – This is the customer name entered on the Miscellaneous Receipt. Note that it must be exact. You can use * or other wildcards in this field.
- **Batch** – If you know the batch you can use this field. You can use wildcards here.

Click Accept  after entering the information you are searching.

A valuable tool to use that is similar to the F9 text screen we had in SBClient is the **"Parcel"** field. This field is on the "Miscellaneous Receipts" screen as shown below.



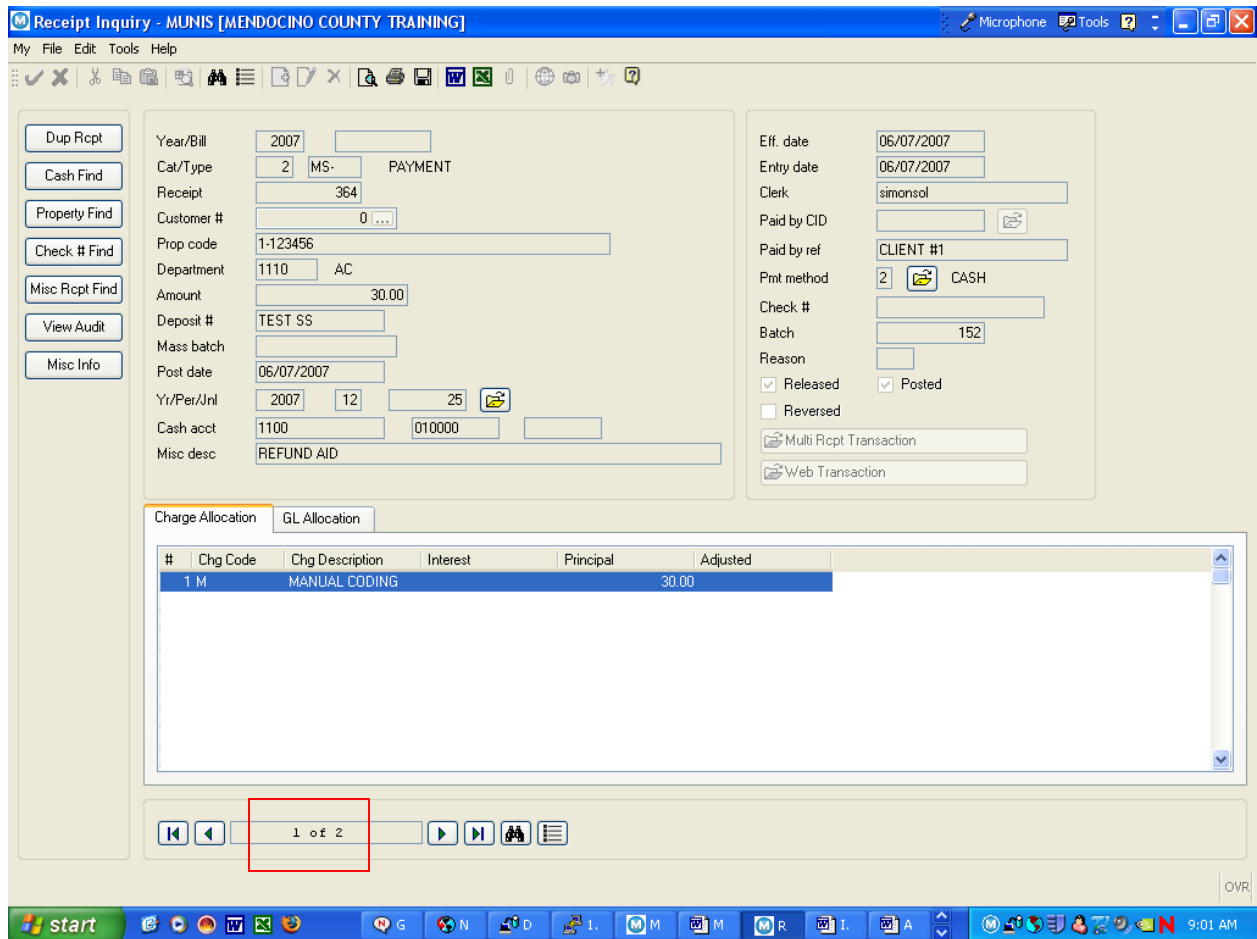
The screenshot shows the 'Miscellaneous Receipts' window. On the left, there are buttons for 'Return to Chg' and 'Add Charge'. The 'Payment Details' section includes fields for Receipt (187), Loc/Dept (1110), Customer (0), Paid By (PAID BY), and Parcel. The 'Parcel' field is highlighted with a black arrow. Below this is the 'G/L Payment Allocation' table.

Seq	Org	Obj	Proj
1	AC	827700	

It is very easy to search on this field by using the **"Property Find"** button on the left side of the inquiry screen. The Property field opens for input.

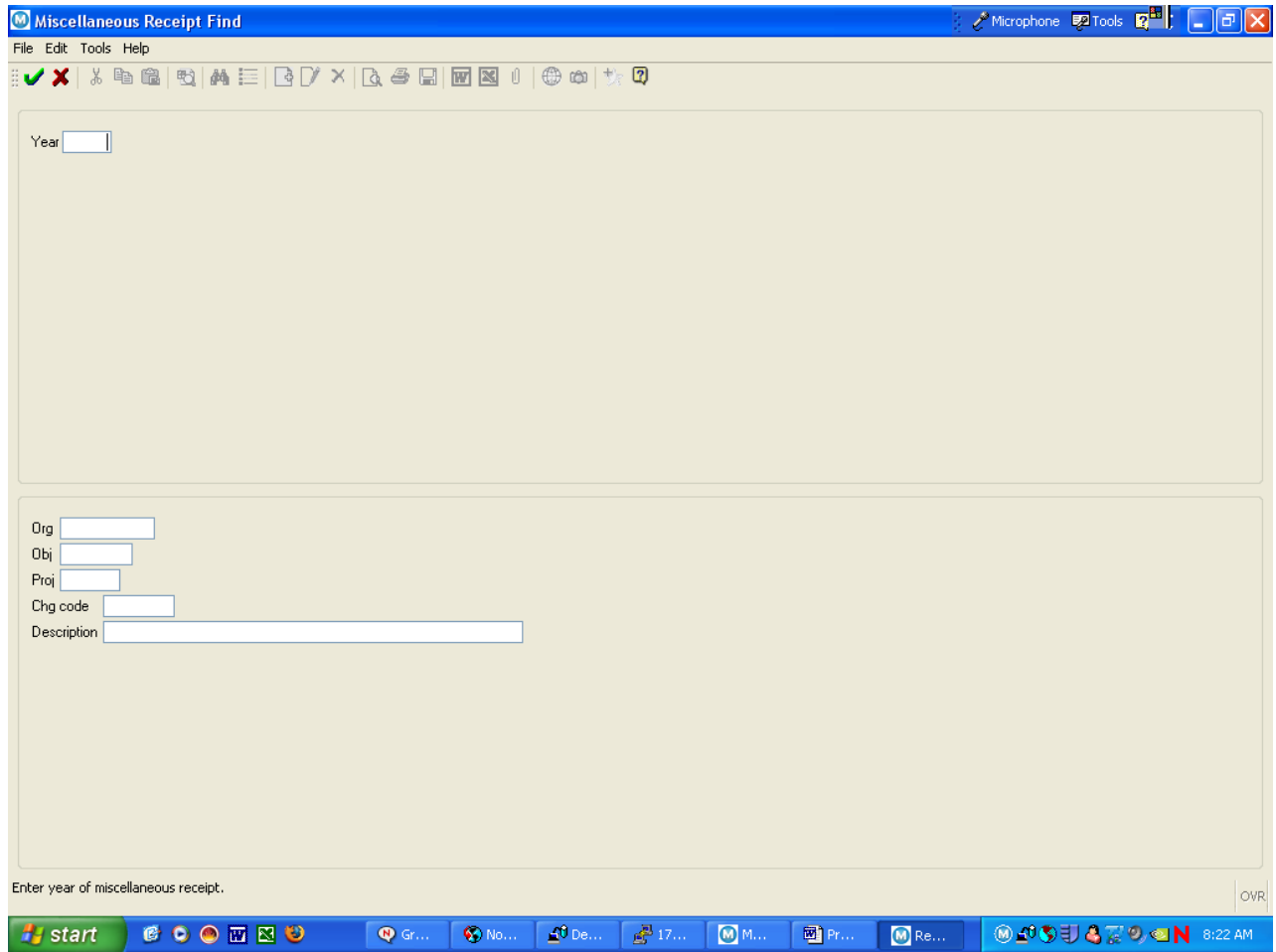
- However, there is one very important thing about using this field. You must use a standardized method of putting information in this field. You are not able to use the * or other filter type tools in this field. It must be the exact same number or name in order to find.
- For example, if you choose to use a client number, always include (or always do not include) a dash, for example in the number. Make sure everyone in your department knows the exact way of inputting this number. For example, the Tax Collector may use this field for a parcel number and they will always input the full 8-digit number with dash, such as 123-456-78. It will not find a variation.

The example below is a test that I did and it found two records for the same sample account number of 1-123456 that I used in the Parcel field.



The **“Check # Find”** can also be used if you know the check number.

Additionally, the **“Misc Recpt Find”** button is shown below with the fields you are able to search on.



On this screen you are required to enter an Org and Obj Code for searching so you would have to know what those are. It does not matter what you put in the description field. It will bring up everything in that Org & Obj.