TIPS ON ENTERING REFERENCE FIELDS FOR CASH RECEIPTS:

You will find in Munis, the capabilities of reference fields to be different from SBClient and maybe not as powerful as we are used to. However, if you keep these notes in mind when originally entering your receipts, you may find navigating and inquiring a little easier.

Payment Entry Screen:

Batch # - This is the field that is for departments to use as they see fit. It could end up being a valuable tool for researching. It is searchable on Receipt Inquiry but in limited ways.

Some suggestions for department identifiers are:

- Dept initials and date with no dashes – AC060807
- User's initials and date with no dashes – LS060807

Our suggestion is to use the dept initials (matching the Org Code) since we all have to get used to it anyway with the date. If using your initials, you may find that another user has the same initials and that department uses the same method of assigning the batch # then you will find that receipt also on inquiry. The field is searchable with the wildcard *.

Also, remember you only have 10 digits in this field.

Miscellaneous Receipts Screen:

Paid by – This is the name of the customer or client you are receiving the money from. It is a searchable field on a Receipt Inquiry and can be searched using the wildcard *. Remember to make a note if you change it on the Apply Payment screen because that will change .

Parcel – You will note in the "How To Inquire On Cash Receipts" document some special notes about using this field. It may turn out to be a valuable tool for your department's specific needs but it does have limited and restricted capability. This field could be used for an individual official receipt number if you choose to do that. Please read the limits on it's use before using this field.

Charge Code Description – When you enter a pre-coded charge code for your department, the name of the charge code automatically fills in the space next to the charge code. You do not have to leave that title in that field. This field can be used for another description. It is not searchable on the Receipt Inquiry Screen but it does print on the receipt. After that, you will no longer see it.

G/L Payment Allocation Description lines – The first line description of the account string allocation lines will show on a receipt inquiry but not the 2nd, 3rd, etc. Keep that in mind when entering information here. If you enter a description in the Charge Code Description, it will overwrite this description.