



Payment Runs

The Central Accounts Payable Team consolidates where possible amounts for individual invoices into a single payment to a supplier, which is then processed on set dates each week: the 'payment runs'. When paying an invoice/expense claim the payment run applied is determined by the pay group and also the payment method selected.

Payment Run days

Day	Start Time	Pay Group	Payment Method	Distribution Method	Currency
Monday				None	
Tuesday	9am	Supplier	Electronic	Build Supplier BACS Selects invoices with due date up to Wednesday following the previous Monday payment date Payment date -the following Monday	GBP
Wednesday	9am	Supplier	Cheque	Royal Mail - 2nd Class (Except the cheques for invoices which have cheque destination "D" as for Department. They go back to dept.)	GBP
				Confirm Supplier BACS	
	2pm	Supplier	Electronic	Build Priority BACS Selects only priority suppliers' invoices with due date up to next Monday. Payment date -the following Monday	GBP
Thursday				Confirm Priority BACS	
Friday	9am	Pay Alone	Cheque	Return to Dept.	GBP
		Supplier			USD

The cut of time for all invoices/claims to be loaded and secondary approved for the BACS supplier run is 9am on the Tuesday. The central process doesn't complete until the Wednesday. The same applies to the build of priority BACS on the Wednesday: cut off time is 2pm and the process completes on the Thursday.

Pay Groups

- Supplier** This is the main pay group for the standard weekly supplier payment run. It is split into two Payment methods; either cheque or BACS (Electronic).
- BACS payments are sent directly to the supplier's/employee's bank account. A remittance advice will be sent via e-mail to the supplier listing all the invoices the payment relates to. Payment Terms "30 Days (see our terms)." and Payment Method of "Electronic" cannot be changed.
- Supplier invoices will be paid within 30 days from the date of the supplier invoice, without the need to change the payment terms if the invoice is processed in CUFS within 20 calendar days of the invoice date.
- Where the payment method defaults in as "Check" (the American spelling) this means that we do not currently have the supplier's bank account details on file and therefore they will be paid by cheque.
- Internal** This is for internal trading purposes and should only appear on screen when dealing with an invoice from another University department, e.g. Department of Plant Sciences.
- US Dollar** Use the Supplier pay group for USD cheques

If you wish to pay a supplier/expense in a currency other than sterling, and USD then this is processed via an Internal Payment Order – details of this procedure are available from:

http://www.finance.admin.cam.ac.uk/files/ap_ipo.pdf