Getting Started in Accounts Receivable

Finance Training

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1. Overview

The Accounts Receivable module deals with managing customer information and dealing with income generated from sales. Key activities covered by this module are:

1. ***Setting up customer information.***
   Credit Control in the Finance Division set up and maintain customer information.

2. ***Creating invoices and other documentation.***
   Invoices should be raised in sterling where possible as any exchange rate losses or gains will be the responsibility of the department. Customer credit notes are also created in this module and must be linked be linked an associated invoice(s).
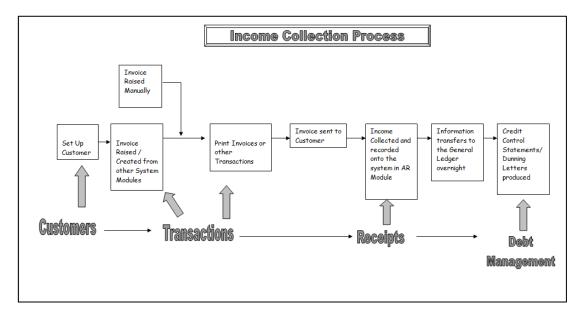
3. ***Dealing with income.***
   Both invoiced and non-invoiced income can be detailed and recorded within the Accounts Receivable module.

4. ***Collections.***
   Collecting customer debts is the responsibility of the department in the first instance. The Finance Division would become involved should court action need to be taken. The collections tool within this module allows departments to manage and monitor debt and to record any contact made with debtors. It has facility to record telephone call details, set up tasks. Within the income collection module you have the facility to print reminder letters known as Dunning letters and Statements. This will provide a clear audit trail as required.

5. ***Obtaining information.***
   Reports can be viewed and printed which will provide information on customers and income and accounts can be queried on line.

2.   Searching for a customer

Don't forget – you **use the Central Service** to set up and amend customers.
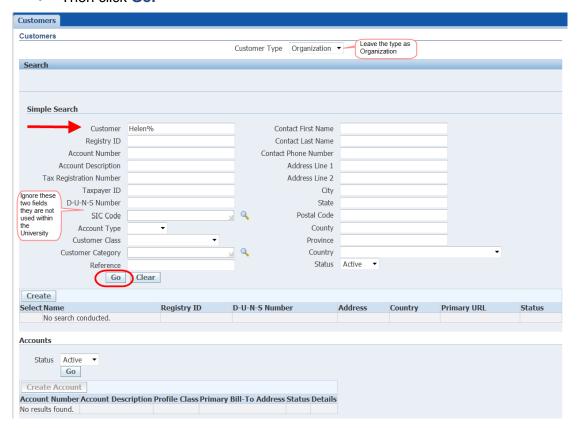
Please see the forms section on the Finance Division website or contact Credit Control http://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms
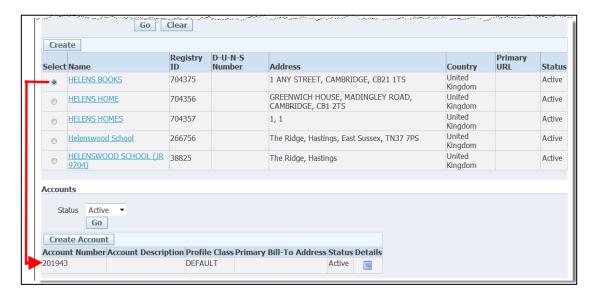
Navigate: Customers → Standard

In the **Search** window that is displayed enter your search parameters into the appropriate fields. However, ensure that you <u>do not use</u> wildcard (%) as the first character.

For example:

- Enter the customer's name (in full or in part) in the **Customer** field.
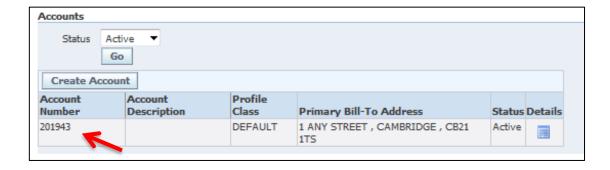- Then click **Go.**

Any customer containing the words you have searched will be displayed – the search is not case sensitive. However if there is no match, it will show you '**No Results Found**'.

Select the relevant customer from the results list and look at the accompanying display in the **Accounts** section at the bottom of the screen.

- If the *Primary Bill-To Address* field is blank then the customer has been set up previously in the University but it has not been allocated to your department.

- If the customer has already been set up for your department then the address will be displayed.

The **Account Number** displayed is the customer number.

3.   Transactions

What are transactions?

As with the customer record, transaction entry is split into a header and detailed sections. The main types of transactions are **invoices** and **credit memos**. Additional types include:

Debit memo   A debit memo is used to add additional charges to a customer account. Alternatively, should you raise a credit note to an **external** customer in error you would raise a Debit memo to cancel it out.

Void   This transaction type is used to 'void' a transaction that has been created in error. Transactions cannot be deleted from the system, as this corrupts the audit trail. Therefore transactions are assigned a type of void. The transaction is then maintained on the database and has no impact on AR or General Ledger records. It is purely a housekeeping tool.

Who can do what?

To provide some segregation of duties within the income collection process:

AR Users   can input transactions however they cannot complete or approve a transaction;

AR Supervisor/   can 'complete' or approve the transaction.
AR Managers

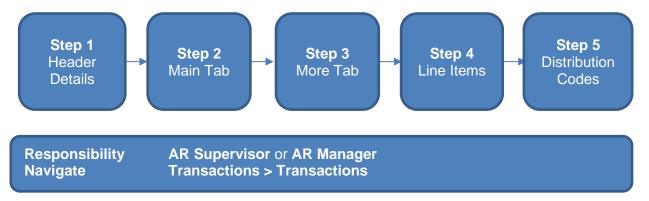Once a transaction has been completed it is ready to be printed and despatched to the customer.

The 'complete' process within the system validates the transaction to ensure all the required fields have been entered. A transaction that has been completed can be "in-completed" by an *AR Supervisor* and changed only up to the point that it is printed. Once the transaction is printed no changes can be made.

4. Raising a sales invoice

Invoices must be raised:

- In the name of the University of Cambridge showing the University's VAT number.

- Using the University Financial System unless the Director of Finance gives express dispensation.

- Promptly (not more than one month subsequent to the transaction to which it relates) and must comply with the VAT regulations.

- Wherever possible in sterling for settlement in sterling.

- If in a currency other than sterling, any exchange risk lies with the Department.

Step 1 Header Details	→	Step 2 Main Tab	→	Step 3 More Tab	→	Step 4 Line Items	→	Step 5 Distribution Codes

Responsibility	**AR Supervisor** or **AR Manager**
Navigate	**Transactions > Transactions**

Step 1: Header details

Once you have navigated to the transaction screen, complete the fields listed below (remember all yellow fields are mandatory and must be completed).

Complete:
- **Class**   Select the type of transaction you are creating - Invoice, credit memo or debit memo.

- **Type**   Select either *XX Invoice* for external or *XX Int Invoice* for an internal invoice.

- **Reference**This is an optional field and free text. Enter summary information that you feel would be helpful to you/department in identifying the invoice later.

Date   This defaults in with the current date and is the date this document is raised, which generates the due date of the invoice.

GL Date   The date the transaction will reflect in your departmental accounts. Occasionally this may need to be changes to reflect the previous month particularly at year end.
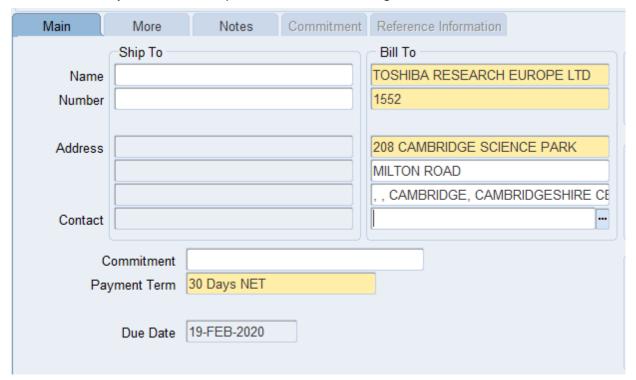
Currency   Defaults to GBP.
We strongly advise against using Euro and USD all losses on exchange rates are the responsibility of the department.

Step 2: Main tab

The information you need to complete here is the following:

- **Bill To**   Enter the customer details by placing the cursor into the first line of the bill to section. Click on the **list of values**, enter the customer name and click **Find**. This will display the results that match your search criteria. **Select** the correct customer you wish to use.

  Alternatively, if you know the customer number, enter it in the second line of the bill to section and tab.
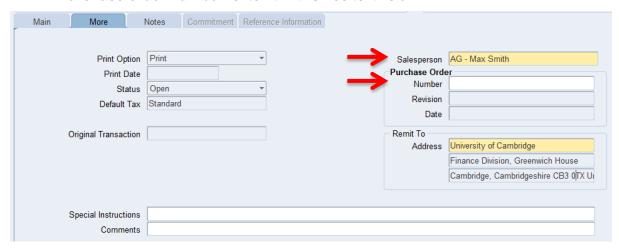
- **Payment terms** These are based on the customer you selected and automatically populate, review as to whether they are still appropriate or should be changed e.g. to 'Immediate'.

  Due date This is generated by the terms of the customer and the transaction date entered in the header section.
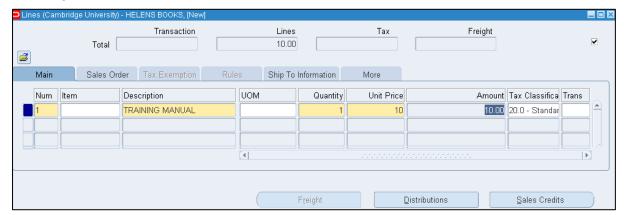
Step 3: More tab

This tab has additional fields you must populate.

- **Salesperson** Using the list of values, search and enter the salesperson details (pre requisite = *Setting up a salesperson*).

- **Purchase order number** enter it in this free text field

Step 4: Line Items

This is where you enter the details of the products or services you are providing. The following fields are to be populated.

a) **Description** This is a free text field where you enter the details of the product or service. Alternatively you can use the list of values to search for a memo line (see memo lines guide).

b) **UOM** Unit of Measure – an optional field, chose as appropriate.

c) **Quantity**

d) **Unit Price** Value of product or service you are providing, net of any VAT.

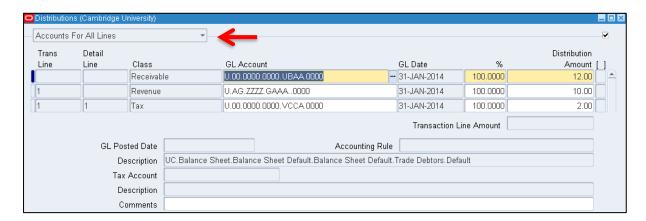*Amount* automatically populates after quantity and unit price have been entered

e) **Tax classification**   Review this in light of what it is you are actually selling and enter the necessary tax rate. To choose the tax classification, click on list of values and select the appropriate option.

Click on the **Distributions** button once your lines are complete to update the accounting information.

Step 5: Entering distribution codes

Once you have clicked on distributions, the following screen displays. This is where you enter the codes as to where the income is to go to. **You must only change the revenue line.** To view all lines as seen below, click on the drop down arrow and select Account for all lines.

- The revenue GL account will automatically populate. The code must be changed using the list of values to choose:

(i) The correct cost centre segment (area of activity) e.g. ??BA

(ii) The transaction segment (income code: L_____ or K___).
However, if a standard memo line was used, the transaction segment of the account will default in automatically, but you will still need to amend the cost centre segment.

Repeat steps a) and b) for each line of the invoice and **Save**.

A transaction number is generated, which you should make a note of. The next step is for the invoice to be checked and completed before printing (refer to guidance *Completing a Transaction* on this process).

If you want to allocate the generated income to more than one account, reduce either the value or the % in the first revenue account and then click in the next row down. Enter the other GL account code for the remaining value.

5. Completing a transaction

All invoices need to be 'completed' (i.e. approved) before they can be printed and sent to the customer. Invoices can only be completed by those that have either **AR Supervisor or AR Manager** responsibilities.

To complete your own invoice

If you have access to either of these responsibilities, you can complete the transactions by simply clicking on the compete button on the invoice header screen.
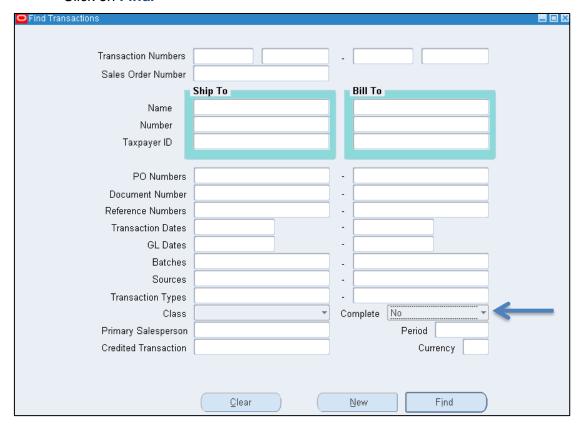
To complete invoices raised by another colleague

Responsibility:	**AR Manager** or **AR Supervisor**
Navigate:	**Transactions →Transaction Summary**
Menu:	**View →Find**

1. The supervisor needs to find all invoices awaiting completion by navigating to the **Transaction summary** window.

   - Once navigated, go to the **View menu** and select **Find.**

   - In the **Find Transactions** window select **No** in the **Complete** field using the drop-down list.

   - Click on **Find.**

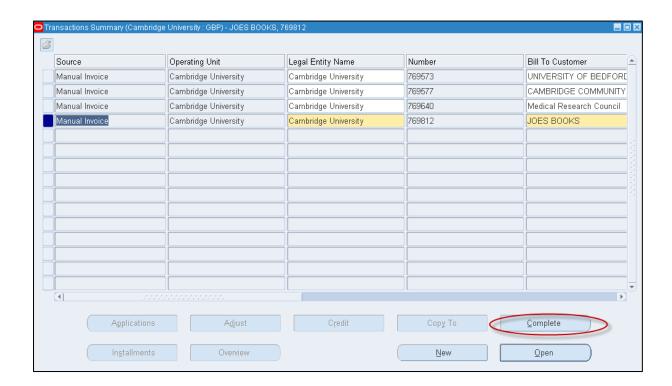2.   For each incomplete transaction, check all relevant information by selecting the transaction and clicking on the **Open** button.

3.   Check all data as appropriate, such as customer, line items and distributions.

4.   To complete an invoice, return to the *Transactions Summary* window and click on the **Complete** button.

6. Raising an invoice to another department

The Internal Trading process

When the SUPPLYING department receives the purchase order

When you have received an **approved** Purchase Order from another department, you should deliver the goods or services requested. The associated invoice will then be emailed to the department automatically.

As the supplying department, if you are *selling* goods from Inventory (Stock), then please make sure that your stores department has issued the items from Inventory accordingly. You could do this by sending a copy of the Purchase Order to the person in your department who deals with inventory.
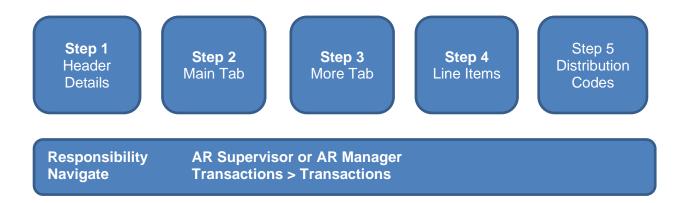
NB. An Internal Trading invoice should NOT be raised if the Purchasing department is an Associated Body.

Key differences to external invoices

Raising a sales invoice to another department is carried out the same way as raising a sales invoice to one of your external customers, but with the following differences:

- Invoice will always be raised in **GBP**.
- The type will be **?? Internal Trading**
- The terms will always be **Internal**.
- Tax code will always be **Internal**.
- Source of funds will be **GAAB**.

Step 1 Header Details	Step 2 Main Tab	Step 3 More Tab	Step 4 Line Items	Step 5 Distribution Codes

Responsibility Navigate	AR Supervisor or AR Manager Transactions > Transactions

Step1: Complete header details

a) Once you have navigated to the transaction screen, complete the fields listed below. (remember all yellow fields are mandatory and must be completed)

- **Source**   Manual Invoice, this should never be changed
- **Class**   Type of transaction you are creating (invoice or credit memo)
- **Type**   **XX Internal Invoice**

    Date This is the transaction date (no impact on due date as internal trading

    invoices are due immediately with terms of **Internal**

- **GL Date**   The date the transaction will reflect in your departmental accounts
- **Currency**   Always use **GBP**
- **Reference**   This is an optional field and a free text field. Enter information you feel

    may be helpful to you/department

Step 2: Main Tab

The information you need to complete here is the following:
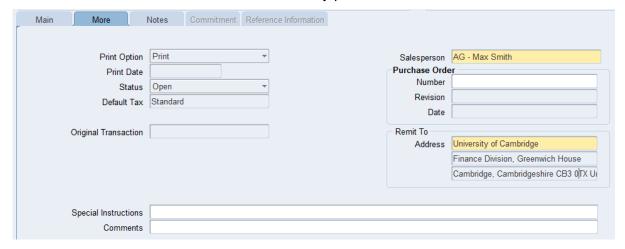

- **Bill To**   Enter the customer details by placing the cursor into the first line of the bill to section. Click on the list of values and enter the department name you are searching for and then click find.

- **Payment Term**   All internal transactions will default in with Internal as the terms

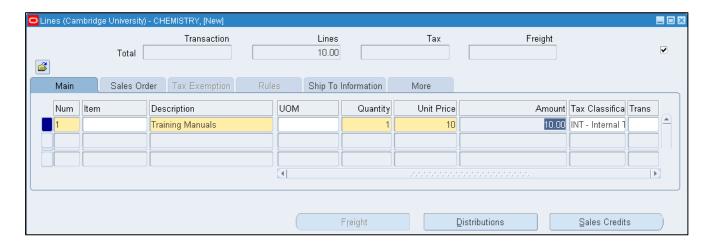## Step 3: More tab

This tab has additional fields you must populate:

- **Salesperson**   Using the list of values, search and enter the Salesperson details (pre requisite – salesperson must be created)

- **Purchase Order Number**   Enter any purchase orders received

Step 4: Line items

This is where you enter the details of the products or services you are providing. The following fields are to be populated:

- **Description**   This is a free text where you enter details of the product or service. It is vital that you provide as much detail as possible as this description will populate the paying department's Accounts Payable record. Alternatively you can use the list of values to search for a memo line.

- **UOM**   Unit of Measure – An optional field, choose as appropriate

- **Quantity**   Number of products or services being provided

- **Unit Price**   Value of product or service you are providing, net of any VAT

- **Amount**   Automatically populates after quantity and unit price has been Entered
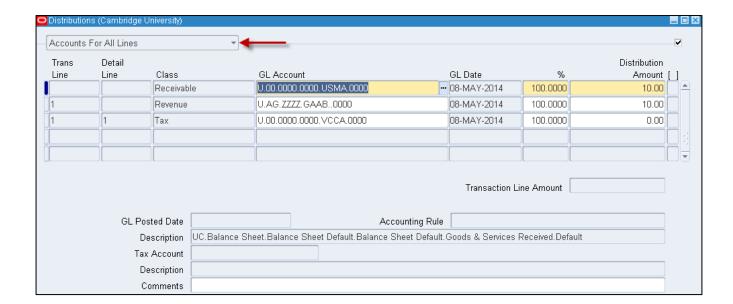
- **Tax Classification**   This defaults in as Internal

Click on **Distributions** button once your lines are completed to update the accounting information.

Step 5: Entering distribution codes

Once you have clicked on the distributions, the following screen displays. This is where you enter the codes as to where the income is to go to. **You must only change the revenue line.** To view all lines as seen below, click on the drop down arrow and select **Account For All Lines**.

- The revenue GL account will automatically populate. The code must be changed using the list of values to choose:

a) The correct cost centre segment (area of activity) e.g. XXBA

b) The correct source of funds will be GAAB

c) The transaction segment (income code: L____ or K____). However if a memo line was used, the transaction code will default in automatically, but you will still need to amend the cost centre segment

Repeat steps a) and b) for each line of the invoice and **Save.**

A transaction number is generated, which you should make a note of. The next step is for the invoice to be checked and completed (refer to guidance *Completing a Transaction* on this process). A copy of the invoice will be automatically emailed to the customer department.

If you want to allocate the generated income to more than one account, reduce either the value or the % in the first revenue account and then click in the next row down. Enter the other GL account code for the remaining value.

Step 6 – Completion and forwarding

The next step is for the invoice to be checked and completed (refer to guidance *Completing a Transaction* on this process).

A copy of the invoice will be automatically picked up by an overnight process and emailed to a nominated email address in the customer department. This will be the next day if completed by 5:30pm, if completed after this time then it will be the following day *e.g. where an invoice is completed 8pm on Monday, a copy will be received by the customer on Wednesday.*

Attachments
The automatic process does not pick up attachments, therefore if the invoice has any backing/supporting documents then these will need to be sent separately with a note that this in relation to invoice number xxxxxx, which they will receive separately tomorrow morning by email.

The AR Helpdesk maintains the list of nominated email addresses for customer departments.
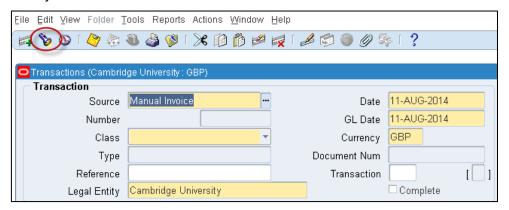
7. Searching for transactions

Regardless of your AR responsibility you can search for previous transactions in two ways.

Option 1 – Finding transactions
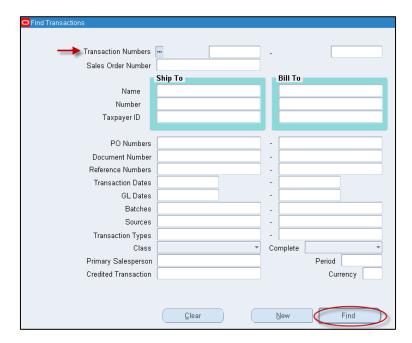
To search for a transaction carry out the following steps:

1. Double click on **Transaction** from the Navigator screen.

2. Double click on **Transactions** again from the sub categories of Transactions. This will take you the Invoice header screen.
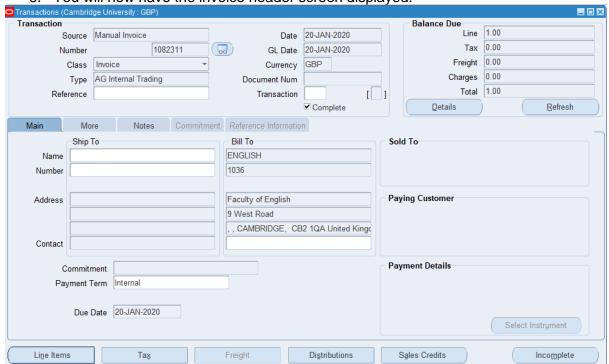
3. Click on the **'torch'** icon in the top tool bar as shown above. This will now open a new dialogue box called **Find Transactions**.

4. To search by transaction number enter the transaction number into the **Transaction Number** field and then press tab. Otherwise you can use any of the other fields available to assist you in your search. Upon populating all the relevant fields click on '**Find**'.

5. Your transaction will now display if you searched on the transaction number. However if you used other search criteria, you may be presented with a range of invoices and this will appear in the *Transactions Summary* screen. You can review each transaction by clicking into the line and then clicking on the '**Open**' button.

6. You will now have the invoice header screen displayed.
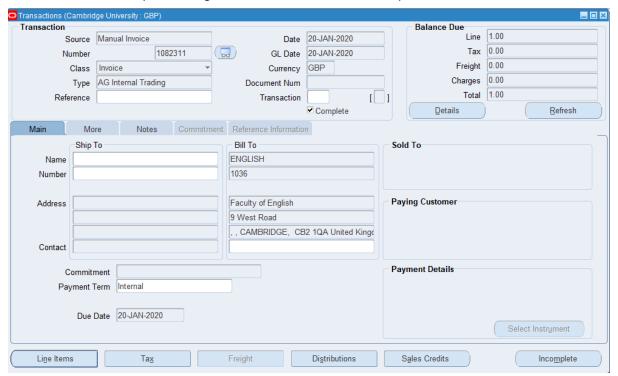
Option 2 – F11 function using a PC

To search for the transaction, carry out the following steps:

1. Double click on **Transaction** from the Navigator screen.

2. Double click on **Transactions** again from the sub categories of Transactions. This will take you the Invoice header screen.
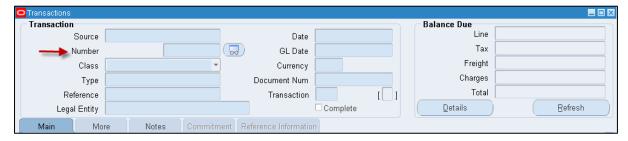
3. Press the **F11** key. This will turn the invoice header screen in to query mode (light blue screen colour).

4. Enter the transaction number into the **Number** field (indicated above).

5. Hold the **CTRL** key and press the **F11** key and to search for your transaction number.

6. This will now pull through the transaction number in question.

8. Print preview of invoice/credit memo

You can preview an invoice or credit memo that has been raised and completed to ensure that its content is correct before printing it out and sending.
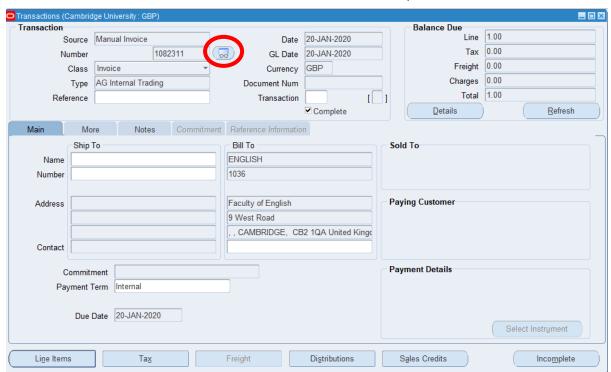
Pre-requisites:

- The invoice or credit memo has not already been printed; AND
- It was created that day.

Step 1: Previewing the transaction

a) **Complete** the transaction
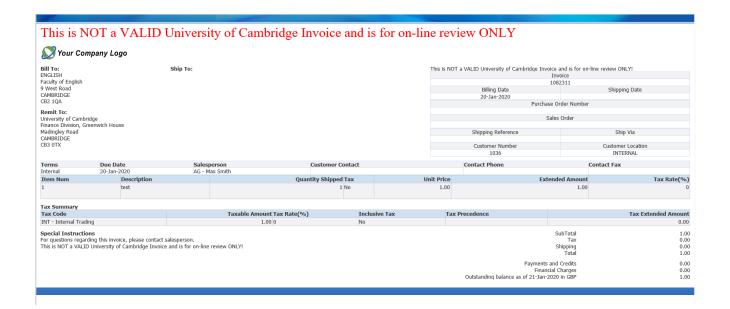
An icon looking like sunglasses will appear next to the invoice number on the top left of the screen.

b) Click on the **sunglasses icon**

A view of the transaction will open in another window (see example on next page).

c) Review the content

You are not able to make any changes in this screen. It is purely there to review the narrative and ensure it is correct. You can not view the distribution code in this window, all checks on account codes used must be done in the CUFS screen via the Distributions button.

After reviewing the invoice you can either go back to the invoice in CUFS to make any changes you need to or alternatively if it's correct follow the instructions on how to print.

This is NOT a VALID University of Cambridge Invoice and is for on-line review ONLY

Your Company Logo

Bill To:	**Ship To:**	This is NOT a VALID University of Cambridge Invoice and is for on-line review ONLY!	
ENGLISH		Invoice	
Faculty of English		1082311	
9 West Road		**Billing Date**	**Shipping Date**
CAMBRIDGE		20-Jan-2020	
CB2 1QA		Purchase Order Number	
Remit To:		Sales Order	
University of Cambridge			
Finance Division, Greenwich House		**Shipping Reference**	**Ship Via**
Madingley Road			
CAMBRIDGE		**Customer Number**	**Customer Location**
CB3 0TX		1036	INTERNAL

Terms	Due Date	Salesperson	Customer Contact	Contact Phone	Contact Fax
Internal	20-Jan-2020	AG - Max Smith			

Item Num	Description	Quantity Shipped Tax	Unit Price	Extended Amount	Tax Rate(%)
1	test	1 No	1.00	1.00	0

Tax Summary

Tax Code	Taxable Amount Tax Rate(%)	Inclusive Tax	Tax Precedence	Tax Extended Amount
INT - Internal Trading	1.00 0	No		0.00

Special Instructions
For questions regarding this invoice, please contact salesperson.
This is NOT a VALID University of Cambridge Invoice and is for on-line review ONLY!

SubTotal	1.00
Tax	0.00
Shipping	0.00
Total	1.00
Payments and Credits	0.00
Financial Charges	0.00
Outstanding balance as of 21-Jan-2020 in GBP	1.00

Step 2: To amend the original invoice

a) Close the print preview screen and navigate back to the original transaction screen as displayed on page 1.

b) Click on the **Incomplete** button. This will enable you to make the relevant changes.

c) Once changes have been made, click on the **Complete** button.

d) You can now access the Print Preview function again to ensure all changes made are correct and the transaction appears as it should be.

e) Finally, print your invoice.

Alternatively, if no Credit Memo has been raised against the invoice you can void the transaction at this stage.

9. Printing invoices

Customers will require a copy of the invoice/credit memo after it has been completed and checked using the preview function. You do <u>not</u> need to print **internal invoices** as they will be emailed across to the other department automatically.
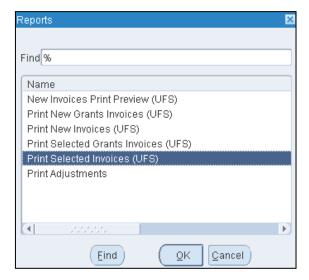
To print follow the steps below.

<div style="text-align:center; border:2px solid #4472a8; border-radius:20px; padding:10px;">

Navigate: Print → Invoices

</div>

1.   Once you have navigated via the above path, the following window will appear. Accept the single request option by clicking **OK**.
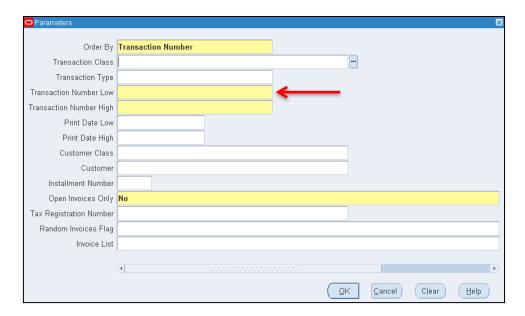

2.   The *Print Invoices* screen displays. Click in the **Name** box and click on the **List of Values** for this field.

3.   The *Reports* window lists a number of different options that are available, select **Print Selected Invoices (UFS)** and click **OK**.
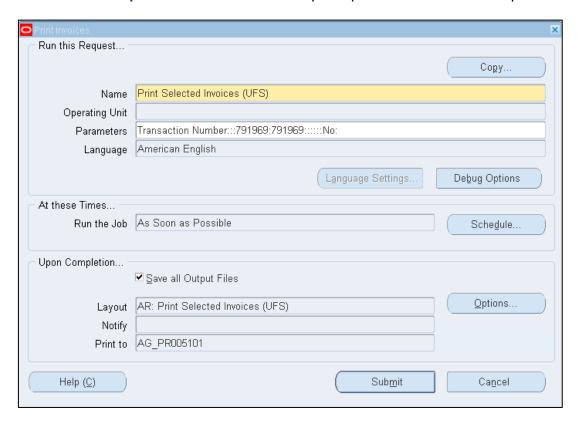
        The remaining reports relate to Research Grant claim forms so do not use.

4.   Complete the **Transaction Low, High** fields with the relevant invoice/credit memo number(s). This will print either a single invoice/credit memo or a range of transactions.

5.   Click **OK**.

6.   Click on the **Options** button: check the required printer and number of copies.

7.   Click on **Submit**.

8.   After submitting, a pop up message displays with a request ID of your print and a message asking if you want to submit another request. If you need to run another print click **Yes** if not click **No**

- If you click **Yes**, the *Print Invoice* screen displays for you to repeat the process.

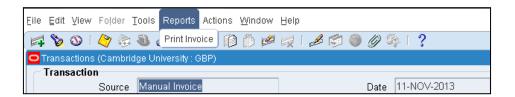- If you click **No**, the main navigator screen displays.

Should you wish to email the document to the customer

- Make sure your number of copies to print is set to '0' and run the process as normal.
- Navigate to **View, Requests, Find** and click **Refresh Data** until the phase is completed.
- Click **View Output,** the document will display on your screen and you can send it as a PDF file to the customer.

Alternatively printing individual transactions directly from the transactions screen

Once users have completed their sales invoices they can print them directly from this screen.

1. Select the new menu option of **Reports** and then **Print Invoice**.

2. Click **OK** to run a single request.

3. From the list of values select the invoice report required e.g. Print Selected Invoices.

4. Enter the **transaction number** and click **OK.**

5. Under **Options**: check the printer and number of copies, amending if necessary.

a) Click **OK** and then **Submit** to run the request.

10. Overview of cash collection and application

Receipt batches

The recording of receipts in AR is a critical part of the income collection process. The processing of receipts is important, as this information is required by the Finance Division to complete the bank reconciliation process using the Cash Management module.

All receipts are entered into a receipt batch. Departments are responsible for processing all receipts for non-research grant transactions.

Comparison of batch details with actual amounts

Once all receipts have been entered for a batch, the batch must be **closed**.

The *actual* total of receipts recorded should be reviewed and compared to the *total* of cash and cheques to be banked.

If there is a discrepancy between the *actual* total and the *physical value* of cash and cheques, then this needs to be investigated and corrected within the batch and you will see a status of **out of balance.**

THE BATCH TOTAL MUST EQUAL THE RECEIPTS TO BE BANKED.

Once completed the receipt register should be run for the specific batch.

Foreign Currency

If departments receive US Dollar or Euro monies, they should:

♦ Enter them in a receipt batch by themselves in AR.
♦ Ensure that the correct bank a/c details are specified on the batch screen.
♦ Cash/cheques should be sent to the Finance Division Cashier to be banked.

Any bank charges and exchange rate differences will be a cost to the department.

Banking

Throughout the University there are a number of procedures followed for the banking of income receipts. These procedures depend on the volume, magnitude and type of receipt received. However, there are two main ways receipts are banked:

• through the Finance Division Cashier; or
• directly to the University Bank (Barclays)

Finance Division Cashier	Directly to the University Bank

Cheques:
Place in an envelope along with the *Receipt Register* for that batch and post to the Cashier.
 	
Cash:
Bring over to the Cashier at the Old Schools along with the *Receipt Register* for that batch
 	
Cashier opening hours:
        10:00am to 1:00pm
        Thursdays only.
 	
NB,
If you would like a receipted copy of the report for your own records please enclose/bring two copies of the report.
	Paying-in books for your department are available from the Finance Division Cashier.
	
	If the department banks directly with the University Bank, then they must include in CUFS on the corresponding receipt header screen:
	
	o the **paying in slip** reference; and
	o the **date of banking**
	
	The paying in slip reference appears on the bank statement in the Cash Management module and therefore a match can be made to the receipt batches within Accounts Receivable.

------------- Extracts from the Financial Regulations, 2016--------

Cash and banking arrangements

All University Income must be paid promptly into a bank account in the name of the University (and into no other account) and be accounted for in CUFS. All University expenditure must be paid from a University bank account and be accounted for in CUFS.

Departments and Staff have no authority to open bank accounts (whether in the UK or abroad) for any University activities without the prior written consent of the Director of Finance.

Where possible Departments shall separate duties for receiving and recording University Income. Where this is not possible regular independent checks shall be made.

The Financial Procedures Manual lays out further financial requirements including in respect of cash, petty cash, banking, credit card and related matters.

------------- Extracts from the Financial Regulations, 2016 --------

11. Entering a standard receipt

Upon receiving payment of the invoice(s), the next step would be to apply the payment against the invoice. This is done by creating a receipt. To create a receipt, follow the steps below.

> **Navigate:** **Receipt → Receipt Batches**

Step 1: Receipt Header

Once you have navigated to the ***Receipt Batches*** screen, you will need to complete the following fields:
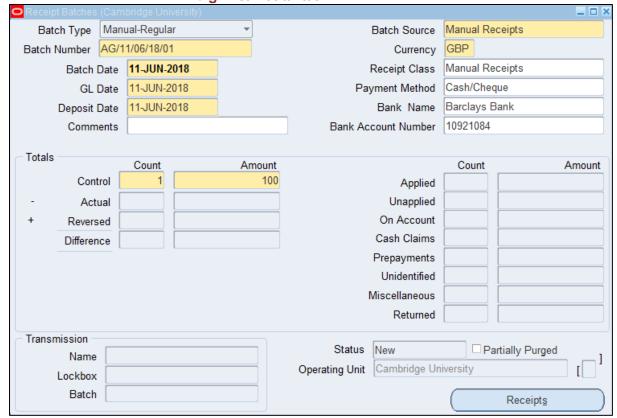
Batch Source There are different batch sources available to use. This will depend on the type of payment you have received in terms of currency and method of payment. (Refer to foreign receipts document if payment received in Euro or USD). Upon selecting the correct source the currency, receipt class, and bank name and account number will default in. (payment method can be changed depending on type of payment method received.

Batch Number Here you will enter the identification number of the receipt batch you are creating; there is a standard format to follow which is:

Dept code/Day/Month/Year/Unique number
e.g. AG/11/06/18/01

Batch Date	This is the date you are creating the receipt batch (date will default in).
GL Date	This is the accounting period you wish the income to reflect in. You can only enter the income in open periods. (Date will default in and option to change if any other period available to use).
Deposit Date	The date the income was deposited in the bank. Usually the same date as the batch date.
Control Count	Enter the number of receipts you are inputting in this batch **.**
Control Amount	The accumulated total value of all the receipts you are entering.
Comments	This is an optional field where you may wish to enter relevant information that may be department specific and is a free text field.
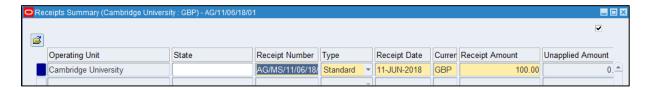
Once the batch header details have been completed, select the **Receipts** button and commence entry of individual receipts.

Step 2: Receipt Summary

Here we enter the details of each individual receipt that is going in to the batch. Each receipt will have its own receipt name. There is a naming convention for each receipt within the batch which is similar to the batch name. Complete the fields below as the image show.

|	
Receipt Number	Here you need to enter the receipt number. There is a standard format to use. The format to follow is: **Dept code/Initials/Day/Month/Year/Batch number/Unique number E.g. AG/AK/10/01/14/01/01**
Type	There are two options available to use. The options are standard and miscellaneous. Standard refers to invoice related income receipts.
Receipt Amount	The value of the receipt you are entering.
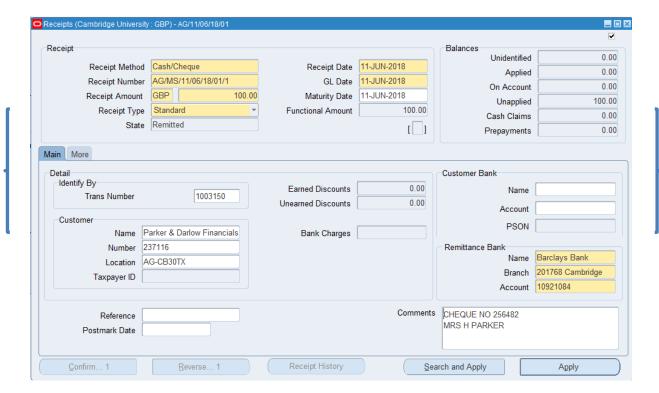
After completing the receipts summary screen click on **Open.** This will take you to the next step where you link the income received to the invoice it relates to.

Step 3: Linking the receipt to the invoice

Now the batch has been created and the receipt details have been created, the receipt now needs to be linked to the invoice. The majority of details will be defaulted in from the information entered in the batch header and receipts summary screen.

The details in the top half of the screen (see below) all prepopulate based on the information entered in the *Receipt Batch* screen and the *Receipts Summary* screen.

To match the receipt to the invoice, see the steps below.
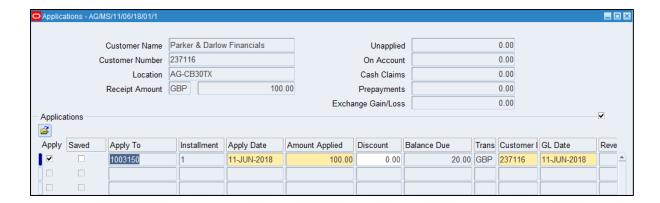
a) Enter either:
   - the invoice number in the **Trans number;** or
   - the customer details in the **customer name or number** field.

b) **Comments**   This is a free text field. If you receive a cheque payment you must enter the cheque number and payee name and if it is a BACS payment then you must enter the line number, date and value of payment receipting

c) Click on **Apply**   You will now be in the *Applications* screen where it will populate details of the transaction you are applying the receipt to. The following fields will be displayed.

    d) **Apply to**   Defaults in with the transaction number you have entered in the receipts screen. However if you only entered the customer details in the receipts screen click on the list of values and select the correct transaction you wish to match to the invoice.

                    Apply Date   The date will default in.

    e) **Amount Applied**   The value of the payment you are applying against the invoice. This can be changed if full payment has not been received therefore a balance will remain outstanding.

                    Balance Due The amount outstanding if there is a difference between invoice and receipt and will default in.

    f)   Click on the **Save** icon

Should the receipt cover more than one invoice, complete the steps above and then click in to the line below or press arrow down key and repeat steps.
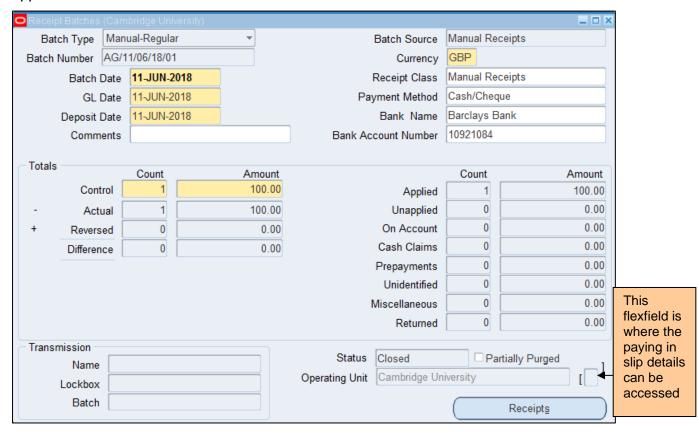
Step 4: Closing the batch

Pre-requisites:
- Close out of the *Applications* screen.
- Close out of the *Receipts* screen.
- Close out of the *Receipts Summary* screen.

You will now be at the **Batch Header** screen.

All details have now been populated from the *Batch Header, Receipts Summary* and the *Applications* screen.

To close the batch, follow the steps below

a) Ensure the control totals match (count and amount)

b) Ensure your batch status is **Closed.** If you view any of the statuses below, you will need to review the batch.

Status	Action
Open	This means the receipt(s) have not been matched correctly or the value receipted is greater than the value of the invoice. This could be due to part of the payment is for another invoice as you can link one receipt to more than one invoice. Contact the helpdesk for additional assistance or review step 3.
Out of Balance	This means that the control totals and amounts do not match. Review the number of receipts and values and ensure they are correct.

12. Entering a miscellaneous receipt

If you want to enter non invoice-related receipts, such as monies received from students, donations, etc., the receipt must be entered with a type of **Miscellaneous**.

Pre-requisite: a previously created Receivable Activity (refer to the AR2 course). This can only be completed in AR Supervisor / AR Manager responsibility.

Step 1: Receipt Header

Navigate:	**Receipt → Receipt Batches**

a) Once you have navigated to the *Receipt Batches* screen, you will need to complete the following fields.
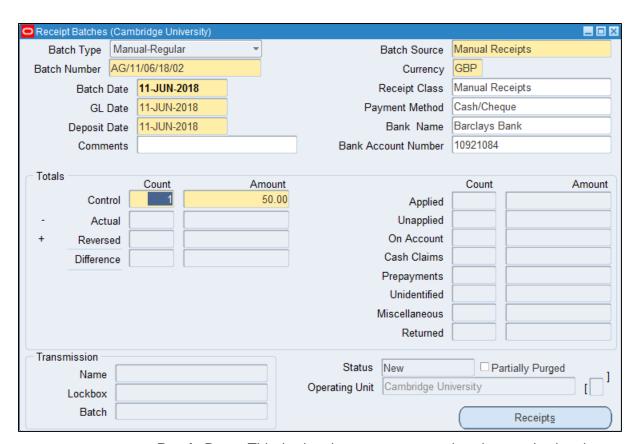
Batch Source   Review as there are different batch sources available to use. This will depend on the type of payment you have received in terms of currency and method of payment. (*Refer to foreign receipts document if payment received in Euro or USD.*)

Upon selecting the correct source the currency, receipt class, and bank name and account number will default in. The payment method can be changed depending on type of payment method received.

Batch Number   Here you will enter the identification number of the receipt batch you are creating; there is a standard format to follow which is:
**Dept code/Day/Month/Year/Unique number
e.g. AG/11/06/18/02**

Batch Date -This is the date you are creating the receipt batch and will default in.

GL Date   This is the accounting period you wish the income to reflect in. You can only enter the income in open periods. The date will default in and option to change if any other period available to use.

Deposit Date   The date the income was deposited in the bank. Usually the same date as the batch date.

Control Count   Enter the number of receipts you are inputting in this batch   .

Control Amount   The accumulated total value of all the receipts you are entering.

Comments   This is an optional field where you may wish to enter relevant information that may be department specific and is a free text field.

b)   Once the batch header details have been completed, select the **Receipts** button and commence entry of individual receipts.

Step 2: Receipt Summary

a)   Here we enter summary details of each individual receipt that is going in to the batch. Each receipt will have its own receipt name. There is a naming convention for each receipt within the batch which is similar to the batch name.

Receipt Number   Here you need to enter the receipt number. There is a

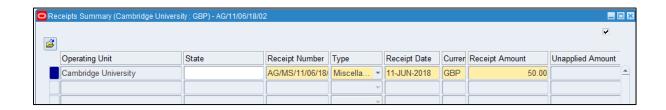standard format to use. The format to follow is:
Dept code/Initials/Day/Month/Year/Batch number/Unique number
Eg.   AG/AK/31/01/14/01/01

Type

There are two options available to use. The options are standard and miscellaneous. Any non-invoice related receipts will be a **miscellaneous** type.

Receipt Amount

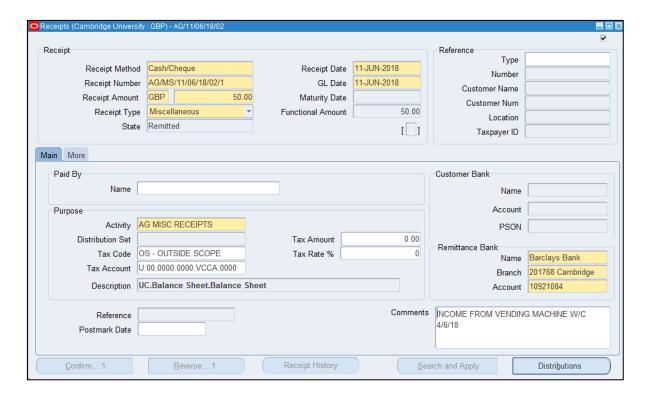The value of the receipt you are entering.

b)   Click on **Open**.

Step 3: Assigning the income to the correct distribution code

Now the batch has been created and the receipt details have been created, the income needs to be distributed to the correct codes. Most of the fields will be populated for you and default in from the previous screens.
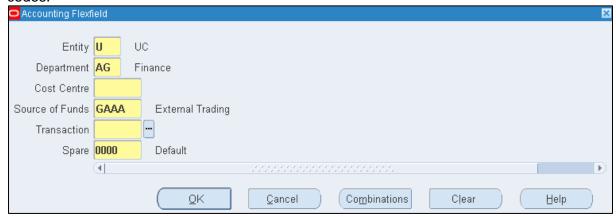
In order to do this a receivable activity must have been created. Refer to **Defining a Receivable Activity** guidance http://ufs.admin.cam.ac.uk/r12reference/ar/ar_dfnrecactiv.pdf. This can only be completed within AR Supervisor or AR Manager responsibility.

You will now need to populate the following details as seen below.

a) **Name** This is a free text field and is a mandatory field even though it is in white. By having this information it will make reconciling the receipt simpler.

b) **Activity** Click on the **list of values** and select the appropriate receivable activity. Click tab and then the tax code and tax account will populate as well as the tax amount and tax rate fields.

c) **Description** This will default in after selecting the correct receivable activity

Should you wish to adjust the codes linked to the receivable activity, click on **Distributions** button and you can adjust the codes here. You can either overtype the field **GL Account** or click in to the GL Account field and click on the list of values and select the appropriate codes.
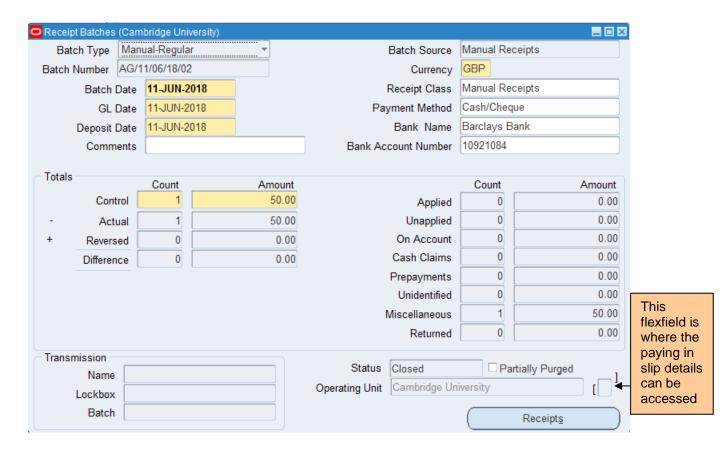

Step 4: Closing the batch

All details have now been populated from the *Batch Header, Receipts Summary* and the *Applications* screen.

Pre-requisites:
- Close out of the *Applications* screen.
- Close out of the *Receipts* screen.
- Close out of the *Receipts Summary* screen.

You will now be at the *Batch Header* screen. All details have now been populated from the *Batch Header, Receipts Summary* and the *Applications* screen.

This flexfield is where the paying in slip details can be accessed

To close the batch, follow the steps below

    a) Ensure the control totals match (count and amount)

    b) Ensure your batch status is **Closed.** If you view any of the statuses below, you will need to review the batch.

Status	Action
Open	This means the receipt(s) have not been matched correctly or the value receipted is greater than the value of the invoice. This could be due to part of the payment is for another invoice as you can link one receipt to more than one invoice. Contact the helpdesk for additional assistance or review step 3.
Out of Balance	This means that the control totals and amounts do not match. Review the number of receipts and values and ensure they are correct.

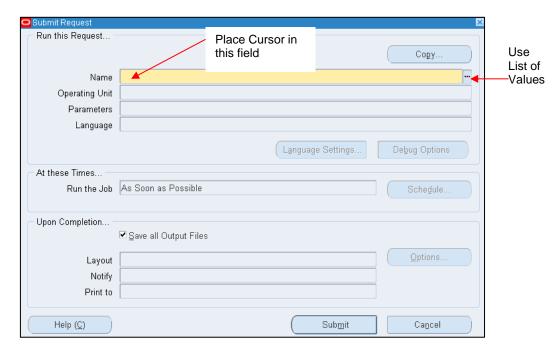# 13. Running the Receipt Register Report

The *Receipt Register Report* highlights the receipts within a batch. It shows the following details:
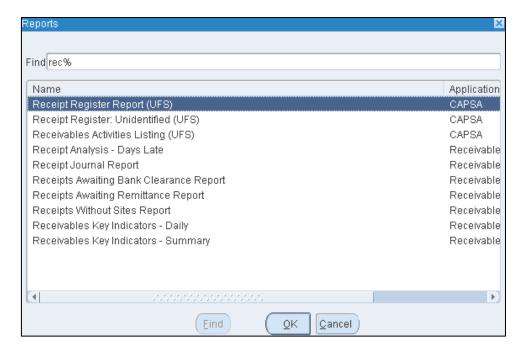
- Batch Number
- Receipt Number
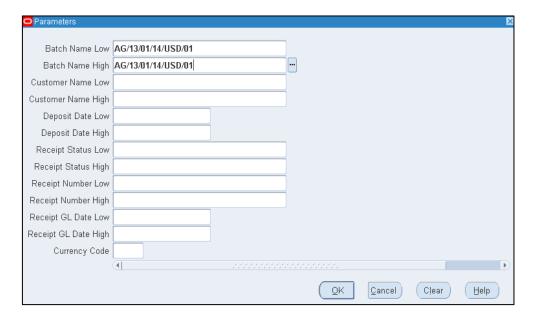- Values
- Comments

Navigate: Request → Run

1.   Click into the **Request Name** field and use the List of Values to select the *Receipt Register Report (UFS)* as shown overleaf.
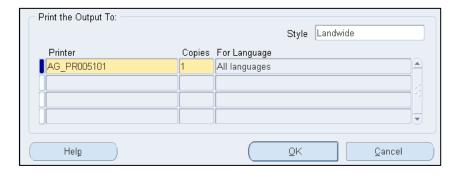
2. Enter your Receipt Number in the **Parameters Window**, in the fields named *Receipt Number Low* and *Receipt Number High.*
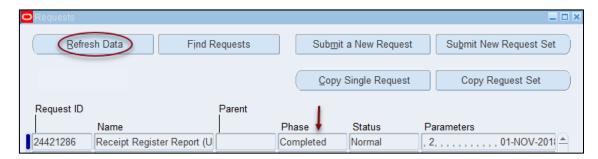
3. Click **OK.**

4. Click **Options**

   Populate the number of copies you require and which printer you wish to print to and then click **OK.**

5. Submit your request.   This will take you to the requests screen. Occasionally click 'Refresh Data' till your request has completed and printed.

6. On the next page there is an example of the *Receipt Register* Report.

7. The report can be used in a few different ways:

- As a point of reference for departmental purposes.

- As verification if cash or cheques are being banked with the university cashier as he/she will sign and stamp to verify amounts received.

- Can be used to attach banking slips to which have been banked by the department.

- Multiple department receipts (contact the AR helpdesk should this scenario appear).