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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 <u>Credit</u> <u>Control http://www.finance.admin.cam.ac.uk/staff-and-departmental-services/forms</u>

Navigate:	Customers -	→ Standard
Harigator		

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.

Customers										
Customers										
				Cus	tomer Type C	rganization	 Leave Organ 	the type as ization		
Search										
Simple Se	earch									
	Customer	Helen%			Contac	t First Name				
	Registry ID	neien%				t Last Name				
	Account Number					one Number				
,	Account Description					dress Line 1	-			
	legistration Number					dress Line 2				
	Taxpayer ID	<u> </u>				City				
Ignore these two fields	D-U-N-S Number					State				
they are not used within	SIC Code					Postal Code				
the	Account Type		•		•	County				
University	Customer Class		,	•		Province				
	Customer Category			<u> </u>		Country			-	
	Reference					Status	Active •			
	Go	Clear								
Create										
Select Nam			Registry ID	D-U	-N-S Number		Address	Country	Primary URL	Status
No se	earch conducted.									
Accounts										
Accounts										
Status	Active -									
	Go									
Create A	ccount									
	mber Account Des	cription P	rofile Class Prin	nary Bill-	Fo Address St	atus Details				
No results fo	und.									

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**'.

HELENS BOOKS	704375 1			URL	Statu
		ANY STREET, CAMBRIDGE, CB21 1TS	United Kingdom		Active
HELENS HOME		REENWICH HOUSE, MADINGLEY ROAD, AMBRIDGE, CB1 2TS	United Kingdom		Active
HELENS HOMES	5 704357 1,	1	United Kingdom		Active
Helenswood School	<u>1001</u> 266756 TI	ne Ridge, Hastings, East Sussex, TN37 7PS	United Kingdom		Active
HELENSWOOD SCHO 9704)	SCHOOL (JR 38825 TI	ne Ridge, Hastings	United Kingdom		Active
HELENSWOOD SCHC			Kingdom United		

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.

Accounts					
Status /	Active				
Create Aco	ount				
Account Number	Account Description	Profile Class	Primary Bill-To Address	Status De	etails
201943		DEFAULT	1 ANY STREET , CAMBRIDGE , CB21 1TS	Active	F

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

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

Transactions (Cambrid	ge University : GBP)		
Transaction			
Source	Manual Invoice	Date	20-JAN-2020
Number		GL Date	20-JAN-2020
Class	Invoice 🔹	Currency	GBP
Туре	AG Invoice	Document Num	
Reference		Transaction	[]]
			Complete

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

Main	More	Notes	Commitment	Reference Information
	Ship To			Bill To
Name				TOSHIBA RESEARCH EUROPE LTD
Number				1552
Address				208 CAMBRIDGE SCIENCE PARK
				MILTON ROAD
				, , CAMBRIDGE, CAMBRIDGESHIRE CE
Contact				
)	
C	ommitment			
Pay	/ment Term	30 Days NET		
	Due Date	19-FEB-2020		

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

Main	More	Notes	Commitment	Reference Information
	Print Optic	on Print		•
	Print Da			
	Statu			*
	Default Ta		d	
	Delautina		u	
	Original Transactio	00		
	Chymai Transactic	, i i i i i i i i i i i i i i i i i i i		
	Special Instruction			
	Commen	ts		

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.

)			Total	Transaction		Lines 10.00		Tax	Freight		
	Main		Sales Order	Tax Exemption	Rules	Ship To	Information	More			
	Num	ltem	De	escription	UOI	N	Quantity	Unit Price	Amount	Tax Classifica	Trans
	1			RAINING MANUAL			1	10	10.00	20.0 - Standar	
l											
24					ि						Þ
							Freight		Distributions	Sales Credits	

- 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.

Trans Line	Detail Line	Class	0	GL Account		GL Date	%	Distribution Amount [
		Receivabl	le 🛛	.00.0000.0000.UBAA.0000		31-JAN-2014	100.0000	12.00	
1		Revenue		Revenue U.AG.ZZZZ.GAAA0000	.AG.ZZZZ.GAAA0000		31-JAN-2014	100.0000	10.00
1	1 Tax		U	U.00.0000.0000.VCCA.0000		31-JAN-2014	100.0000	2.00	
	GL P	osted Date		Ассон	nting Rule	Transaction L	ine Amount		
					-				
		Description	UC.Balance Sheet	.Balance Sheet Default.Balance She	et Default.	Frade Debtors.Def	ault		

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

OAccounting Flexf	ield	2	×
Entity	υι	IC	
Department	AG F	inance	
Cost Centre	AGBG	Training	
Source of Funds	GAAA	External Trading	
Transaction	LKAA	Sales/Income - Miscellaneous	
Spare	0000	Default	
	(•))
		QK Cancel Combinations Clear Help	

- (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.

Find Transactions		
Transaction Numbers		-
Sales Order Number		
	Ship To	Bill To
Name		
Number		
Taxpayer ID		
Тахрауень		
PO Numbers		-
Document Number		·
Reference Numbers		•
Transaction Dates		•
GL Dates		-
Batches		-
Sources		-
Transaction Types		-
Class	•	Complete No.
Primary Salesperson		Period
Credited Transaction		Currency
	(Clear)	New Find

• 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.

<mark>O</mark> Tra	ansactions Summary (Cambrid	ge University : GBP) - JOES BOOI	<s, 769812<="" th=""><th></th><th></th></s,>		
ß					
	Source	Operating Unit	Legal Entity Name	Number	Bill To Customer
	Manual Invoice	Cambridge University	Cambridge University	769573	UNIVERSITY OF BEDFORD
	Manual Invoice	Cambridge University	Cambridge University	769577	CAMBRIDGE COMMUNITY
	Manual Invoice	Cambridge University	Cambridge University	769640	Medical Research Council
	Manual Invoice	Cambridge University	Cambridge University	769812	JOES BOOKS
	l				
			1][
	(Applications	Adjust	Credit	Сору То	Complete
	(In <u>s</u> tallments	Overview		(<u>N</u> ew	Open)

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.



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)

Transactions (Cambrid	lge University : GBP;)			
Transaction				、 、		
1	Source	Manual Invoice		Date	20-JAN-2020	
N	lumber			GL Date	20-JAN-2020	
	Class	Invoice	•	Currency	GBP	
	Туре	AG Internal Tradir	ıg	Document Num		
Ref	erence			Transaction		[]]
					Complete	

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

may be helpful to you/department

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 This 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

Step 2: Main Tab

Main	More	Notes	Commitment	Reference Information	
	Ship To			Bill To	Sold To
Name				ENGLISH	
Number				1036	
Address				Faculty of English	Paying Customer
				9 West Road	
				, , CAMBRIDGE, CB2 1QA United Kingc	
Contact					
	t)(Payment Details
	ommitment				- ajmont botano
Pay	yment Term	Internal			
	Due Date	20-JAN-2020			
					Select Instrument

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

Main	More	Notes	Commitment	Reference Information		
	Print Option	Print		*	Salespers	on AG - Max Smith
	Print Date				Purchase (
	Status	Open		*	Numl	ber
	Default Tax	Standard			Revisi	ion
					Da	ate
	Original Transaction				Remit To	
					Addre	university of Cambridge
						Finance Division, Greenwich House
						Cambridge, Cambridgeshire CB3 0TX U
	Special Instructions					
	Comments					

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:

:		Total	Transaction		Lines 10.00		Tax	Freight		~
Main		Sales Orde	r Tax Exemption	Rules	Ship To I	nformation	More			
Num	ltem	[Description	UOM		Quantity	Unit Price	Amount	Tax Classifica	Trans
1			Training Manuals			1	10	10.00	INT - Internal 1	
				C		Freight		Distributions	Sales Credits	

- **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.

Trans	Detail					Distribution
Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount [
Line		Receivable	U.00.0000.0000.USMA.0000	08-MAY-2014	100.0000	10.00
		Revenue	U.AG.ZZZZ.GAAB0000	08-MAY-2014	100.0000	10.00
	1	Tax	U.00.0000.0000.VCCA.0000	08-MAY-2014	100.0000	0.00
				Transactior	Line Amount	
	GL P	osted Date	Accou	Transactior	Line Amount	
			Accou	nting Rule		
	[/	nting Rule		

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

Accounting Flexf	ield	×
Entity	U	UC
Department	AG	Finance
Cost Centre	AGBG	Training
Source of Funds	GAAB	Internal Trading ┥
Transaction	LAAD	Training Courses
Spare	0000	- Default
	•	
		QK Cancel Combinations Clear Help

- 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.

Eile Edit View F	older <u>T</u> ools	Reports Action	s <u>W</u> indow	Help				
	> 🕸 🚳) 🎗 ا 🔇 🍪) 🞁 🚧	🙀 l 🤞	\$ 🗊 🏐 🖉) (ş	?	
Transactions (0)	Cambridge U	Iniversity : GBP)						
– Transaction						_		
9	Source Mai	nual Invoice			D	ate <mark>11</mark>	-AUG-2014	
N	umber				GL D	ate <mark>11</mark>	-AUG-2014	
	Class 📃		•		Currer	ncy <mark>G</mark>	BP	
	Туре				Document N	um 🗌		
Refe	erence				Transact	tion 🗌		[]]
Legal	Entity <mark>Car</mark>	nbridge University	/				Complete	

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*.

Find Transactions		
> Transaction Numbers		-
Sales Order Number		
	Ship To	Bill To
Name		
Number		
Taxpayer ID		
PO Numbers		-
Document Number		-
Reference Numbers		-
Transaction Dates		-
GL Dates		-
Batches		-
Sources		-
Transaction Types		-
Class		Complete 🗾 👻
Primary Salesperson		Period
Credited Transaction		Currency
	Clear	New Find

- 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.

<mark>O</mark> Tra	insactions Summary (Cambridge	University : GBP) - Estate Managen	nent, 806326			
Z						
	Source	Operating Unit	Legal Entity Name	Number	Bill To Customer	
	Manual Invoice	Cambridge University	Cambridge University	806326	Estate Management	
	Manual Invoice	Cambridge University	Cambridge University	808839	Estate Management	
	Manual Invoice	Cambridge University	Cambridge University	826701	Estate Management	
	Manual Invoice	Cambridge University	Cambridge University	826709	Estate Management	
	Manual Invoice	Cambridge University	Cambridge University	826712	Estate Management	
						-
						Þ
	Applications	Adjust	Credit	Сору То	Incomplete	
	Installments	Overvjew		New	<u>Open</u>	

6. You will now have the invoice header screen displayed.

😐 Fransactions (C	Cambrid	ge University : GBP)						<mark>-</mark>	
Transaction							Balance Due	[
S	ource	Manual Invoice		Date 20-JAN-2020			Line	1.00	
Nu	umber	10	32311	🗔 🛛 🗔	ate 20-JAN-2020		Tax	0.00	
	Class	Invoice	-	Currer	icy GBP		Freight	0.00	
	Туре	AG Internal Trading		Document N	um		Charges	0.00	
Refe	rence			Transact	ion	[]]	Total	1.00	
					Complete		Details	Refresh	
Main	Mo	re Notes	Commitme	ent Reference Inform	nation				
	Ship	Го		Bill To		So	ld To		
Name				ENGLISH					
Number				1036					
Humber	L								
Address				Faculty of Englis	h	Pa	ying Customer		
Address				9 West Road			, ,		
	<u> </u>				CB2 1QA United K	lings			
	<u> </u>			,, CAIVIDRIDGE,	CB2 TQA United P	linge			
Contact				J][L					
с	ommitr	nent				Pa	yment Details		
-	/ment T								
,	,	onn [
Due Date 20-JAN-2020									
Select Instrument									
l								Constraintin	
Line Item	s	Tax		Freight	Distributions		Sales Credits	Incomplete	
- nije nem	<u> </u>							piere	

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).

Transactions					
Transaction				Balance Due	
Source		Date		Line	
> Number		🗔 GL Date		Tax	
Class		Currency		Freight	
Туре		Document Num		Charges	
Reference		Transaction	[] [Total	
Legal Entity			Complete	(Details)	Refresh
Main Mo	re Notes Commitm	ent Reference Information	1		

- 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.

Transactions (Car	mbridg	ge University : GBP)									
Transaction							_	Balance Due			
Sou	Source Manual Invoice				Date 20-JAN-2020			Line	1.00		
Num	ber	108	2311	60	GL Date	20-JAN-2020		Tax 0.00			
CI	ass	Invoice	•		Currency	GBP		Freight	0.00		
Т	ype	AG Internal Trading			Document Num			Charges	0.00		
Refere	nce				Transaction	[]	Total	1.00		
						Complete		Details	Refresh		
Main	Mor	e Notes	Commitm	ent	Reference Informatio	n					
_	Ship T	o			Bill To		n – Sol	d To			
Name	-			וור	ENGLISH						
Number				1036							
				- '							
Address				וור	Faculty of English		Pay	Paying Customer			
l l				9 West Road							
l l				٦IIi	, , CAMBRIDGE, CE	32 1QA United Kingo					
Contact				٦IJ							
				20							
Cor	nmitm	nent					Pay	ment Details			
Paym	ent T	erm Internal]						
Due Date 20-JAN-2020											
									Select Instrument		
				_							
Line Items		Tax		F	Freight	Distributions		Sales Credits	Incomplete		

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.

Transactions (Ca	ambrid	ge University : GBP)									
Transaction						_	Balance Due				
So	urce	Manual Invoice		Date	20-JAN-2020		Line	1.00			
Nur	mber	1082311		GL Date	20-JAN-2020		Tax	0.00			
С	lass	Invoice -		Currency	GBP		Freight	0.00			
1	Гуре	AG Internal Trading		Document Num			Charges	0.00			
Refere	ence			Transaction]]]	Total	1.00			
					Complete		Details	Refresh			
Main	Mor	re Notes Commitm	ent R	eference Informatio	n						
	Ship T	0	- E	Bill To		Sol	d To				
Name			E	NGLISH							
Number				1036							
Number				,50							
Address				aulty of English		Pau	ing Customer				
Address			≓ IIE	Faculty of English			i ujing outomot				
				West Road							
			,	CAMBRIDGE, CE	32 1QA United Kingc						
Contact											
							man Data IIa				
Co	mmitn	nent				Pay	ment Details				
Payr	ment T	erm Internal									
Due Date 20-JAN-2020											
Select Instrument											
						<u> </u>					
Line Items		Tax	Fre	eight	Distributions	5	ales Credits	Incomplete			

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 N	OT a VALID	Universi	ty of Cambridge In	voice and is	s for on-line rev	view ONLY				
ጆ Your Com	pany Logo									
Bill To: ENGLISH Faculty of English 9 West Road CAMBRIDGE CB2 1QA		Ship To:		This is N	This is NOT a VALID University of Cambridge Invoice and is for on-line review ONLY! Invoice 1082311 Billing Date 20-Jan-2020 Purchase Order Number					
Remit To: University of Cambrid Finance Division, Gre Madingley Road CAMBRIDGE CB3 0TX						Shipping Reference Customer Number 1036	Sales Order	Ship Via Customer Location INTERNAL		
Terms	Due Date	Salesp	erson	Customer Contact		Contact Phone	c	ontact Fax		
Internal	20-Jan-2020	AG - M	ax Smith							
Item Num 1	Description test		Quant	i ty Shipped Tax 1 No	Unit Price 1.00		Extended Amount 1.00	Tax Rate(%)		
Tax Summary										
Tax Code			Taxable Amount Tax Rate(%)	Inclu	sive Tax Ta	x Precedence		Tax Extended Amount		
INT - Internal Tradin	ig		1.00 0	No				0.00		
	15 ing this invoice, please contact University of Cambridge Invoi		review ONLY!				SubTotal Tax Shipping Total nents and Credits Financial Charges Jan-2020 in GBP	1.00 0.00 0.00 1.00 0.00 0.00 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.

Navigate: Print \rightarrow Invoices	
Once you have navigated via the above path, the following window will app	າຍ

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

Submit a New Re	equest	×
What type of	request do you wa	nt to run?
• Single <u>R</u> eq This allows	uest syou to submit an inc	dividual request.
⊂ Request Se This allows requests.	et : you to submit a pre-	defined set of
	<u>O</u> K	Cancel

- 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.

Reports	×
Find %	
Name	
New Invoices Print Preview (UFS)	
Print New Grants Invoices (UFS)	
Print New Invoices (UFS)	
Print Selected Grants Invoices (UFS)	
Print Selected Invoices (UFS)	
Print Adjustments	
N 200000	E.
(Eind) (QK Cancel)	

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.

Parameters	×
Order By	Transaction Number
Transaction Class	
Transaction Type	
Transaction Number Low	
Transaction Number High	
Print Date Low	
Print Date High	
Customer Class	
Customer	
Installment Number	
Open Invoices Only	No
Tax Registration Number	
Random Invoices Flag	
Invoice List	
	QK Cancel Clear Help

5. Click OK.

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

O Print Invoices		×
Run this Request		
		Сору
Name	Print Selected Invoices (UFS)	
Operating Unit Parameters	Transaction Number:::791969:791969:::::No:	
Language	American English	
	Language Settings	Debug Options
At these Times		
Run the Job	As Soon as Possible	Schedule
Upon Completion		
	☑ <u>S</u> ave all Output Files	
Layout	AR: Print Selected Invoices (UFS)	Options
Notify		
Print to	AG_PR005101	
Help (<u>C</u>)	Submit	Cancel

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**.

Eile	⊑dit	⊻iew	Folder	Tools	Reports	Actions	Window	Help						
	8	3	🍳 🏘	: 🚳	Print Invo	oice 👔) 🎁 🎽		de E	1 🌒	Ø	\$ \$?	
0	Transa	actions	(Cambr	idge Ur	niversity : G	BP)								
C	Trans	sactio	n					_						
			Source	Man	ual Invoice	9					Date	e 11	-NOV-	2013

- 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 <i>actual</i> total of receipts recorded should be reviewed and compared to the <i>total</i> of cash and cheques to be banked.
	If there is a discrepancy between the <i>actual</i> total and the <i>physical value</i> 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 .
	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 <i>Receipt Register</i> for that batch and post to the Cashier. Cash: Bring over to the Cashier at the Old Schools along with the <i>Receipt Register</i> for that batch	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:
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.	 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:

Receipt Batches									– 🗆 ×
Batch Type	Man	ual-Regular	Batch Source				Manual Re	ceipts	
Batch Number	AG/1	1/06/18/01		Currency GBP					
Batch	Date	11-JUN-2018			Receipt Cl	ass	Manual Re	ceipts	
GL	Date	11-JUN-2018			Payment Met	hod	Cash/Cheq	ue	
Deposit	Date	11-JUN-2018			Bank Na	ame	Barclays B	ank	
Comm	ents		-		Bank Account Num	nber	10921084		
Totals		Count	Am	ount			Count	An	nount
Con	trol	1		100	Арр	lied			
- Act	ual				Unapp	lied			
+ Revers	sed				On Acco	ount			
Differer	nce				Cash Cla	ims			
					Prepayme	ents			
					Unidenti	fied			
					Miscellane	ous			
					Retur	ned			
Transmission -									
Name]	Status New			rtially Purged	_1
Lockbox]	Operating Unit Cambridg	je Un	iversity		[[]]
Batch								Receipt <u>s</u>	

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.

Receipts Summary (Cambridge University : GBP) - AG/11/06/18/01								
a							\checkmark	
Øperating Unit	State	Receipt Number	Type	Receipt Date	Currer	Receipt Amount	Unapplied Amount	
Cambridge University		AG/MS/11/06/18/		11-JUN-2018	GBP	100.00	0.	

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

- TypeThere 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.

					•
Receipt				Balances Unidentified	0.0
Receipt Method	Cash/Cheque	Receipt Date	11-JUN-2018		0.0
Receipt Number	AG/MS/11/06/18/01/1	GL Date	11-JUN-2018	Applied	
Receipt Amount	GBP 100.00	Maturity Date	11-JUN-2018	On Account	0.0
Receipt Type	Standard	Functional Amount	100.00	Unapplied	100.0
State		Tunctional Amount		Cash Claims	0.0
State	Remitted		[[]]	Prepayments	0.0
	Parker & Darlow Financials 237116	Bank Charges		PSON Remittance Bank	
	AG-CB30TX			Name	Barclays Bank
Location	-0-0DJ01A				
Location Taxpayer ID	46-0D301X			Branch	201768 Cambridge
				Branch Account	201768 Cambridge 10921084

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.

O Applications - AG/MS/11/06/18/01/1												
		Customer Name	Parker & Darlov	v Financials		Unapplied 0.00						
	Ci	ustomer Number	237116			On Account 0.00						
	Location AG-CB30TX					Cash Claims	6		0.00			
	Receipt Amount GBP 100.00				00	Prepayments			0.00			
					Excha	nge Gain/Los	6		0.00			
- Applica	ations										•	
2												
Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Trans	Customer I	GL Date	Reve	
I Z		1003150	1	11-JUN-2018	100.00	0.00	20.00	GBP	237116	11-JUN-2018		
Ī												

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.
e) Amount Applied 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 <i>Receipts</i> 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.

<mark>O</mark> Receip	pt Batches (Ca	mbridge Uni	versity)					_ 🗆 >
Bat	tch Type Ma	nual-Regula	ar	•		Batch Source	Manual Rec	eipts
Batch	Batch Number AG/11/06/18/01				Currency	GBP		
	Batch Date	11-JUN-2	2018			Receipt Class	Manual Rec	eipts
	GL Date	11-JUN-2	2018		Pa	yment Method	Cash/Cheq	ue
	Deposit Date	11-JUN-2	2018			Bank Name	Barclays Ba	ank
	Comments	;			Bank Ac	count Number	10921084	
Totals	6	Count		Amount			Count	Amount
	Control	1		100.00		Applied	1	100.00
-	Actual	1		100.00		Unapplied	0	0.00
+	Reversed	0		0.00		On Account	0	0.00
	Difference	0		0.00		Cash Claims	0	0.00
						Prepayments	0	0.00
						Unidentified	0	0.00
						Miscellaneous	0	0.00
						Returned	0	0.00
Transi	mission							
	Name				Status	Closed	🗆 Par	tially Purged
	Lockbox				Operating Unit	Cambridge Un	iversity	[] 4
	Batch							Receipts
								Receipts

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

Ν	avigate: F	Receipt $ ightarrow$ Receipt Batches							
a)	Once you have navigated to the <i>Receipt Batches</i> screen, you will need to complete 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. (<i>Refer to foreign receipts document if payment received in Euro or USD.</i>)							
		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							

Receipt Batches	(Cam	bridge University)					_ = ×
Batch Type	Man	ual-Regular	-		Batch Source	Manual Rec	eipts
Batch Number	AG/1	1/06/18/02			Currency	GBP	
Batch	Date	11-JUN-2018			Receipt Class	Manual Rec	eipts
GL	Date	11-JUN-2018		Pay	yment Method	Cash/Chequ	e
Deposit	Date	11-JUN-2018			Bank Name	Barclays Ba	nk
Comm	ents			Bank Ac	count Number	10921084	
Totals	_	Count	Amour	nt		Count	Amount
Cont	trol	1	50.0	00	Applied		
- Act	ual				Unapplied		
+ Revers	ed				On Account		
Differen	ice				Cash Claims		
					Prepayments		
					Unidentified		
				I	Miscellaneous		
					Returned		
Transmission -)
Name				Status	New		ially Purged
Lockbox				Operating Unit	Cambridge Un	iversity	
Batch							Receipts

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

- GL DateThis 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 DateThe date the income was deposited in the bank. Usually the same
date as the batch date.Control CountEnter the number of receipts you are inputting in this batch
.Control AmountThe accumulated total value of all the receipts you are entering.CommentsThis 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 numberEg.AG/AK/31/01/14/01/01TypeThere 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.

Rec	eipts Summary (Cambridge Universi	ty : GBP) - AG/11/06/18/02	2					= [
								•	
						-			_
	Operating Unit	State	Receipt Number	Туре	Receipt Date	Curren	Receipt Amount	Unapplied Amount	_
	Cambridge University		AG/MS/11/06/18/	Miscella 💌	11-JUN-2018	GBP	50.00		
				· ·					
				-					-

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 <u>http://ufs.admin.cam.ac.uk/r12reference/ar/ar_dfnrecactiv.pdf</u>. This can only be completed within AR Supervisor or AR Manager responsibility.

Receipts (Cambridge Universi	ity : GBP) - AG/11/06/18/02				_ 0
					\checkmark
Receipt				Reference	
Receipt Method	Cash/Cheque	Receipt Date	11-JUN-2018	Type Number	
Receipt Number	AG/MS/11/06/18/02/1	GL Date	11-JUN-2018	Customer Name	
Receipt Amount	GBP 50.00	Maturity Date			
Receipt Type	Miscellaneous	Functional Amount	50.00	Customer Num	
State				Location	
			[[]]	Taxpayer ID	
Main More					
Paid By				Customer Bank	
Name				Name	
Purpose				Account	
	AG MISC RECEIPTS			PSON	
Distribution Set		Tax Amount	0.00	1 301	
	OS - OUTSIDE SCOPE	Tax Rate %	0	Remittance Bank	
	U.00.0000.0000.VCCA.0000			Name	Barclays Bank
				Branch	201768 Cambridge
Description	UC.Balance Sheet.Balance She	eet		Account	10921084
,					
Reference			Comments	NCOME FROM VENDIN 4/6/18	G MACHINE W/C
Postmark Date				4/0/10	
Confirm 1	Reverse 1	Receipt History	Soo	rch and Apply	Distributions
gommin I	Everse I	(Receipt History			Distrigutions

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.

Accounting Flexf	ield l	×
Entity	U UC	
Department	AG Finance	
Cost Centre		
Source of Funds	GAAA External Trading	
Transaction		
Spare	0000 Default	
	(d)	
	QK Cancel Combinations Clear Help	

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.

🗢 Receip	ot Batches (Ca	imbridge Uni	iversity)				3
Bat	ch Type Ma	anual-Regula	ar 🔻	Batch Sour	ce Manual Re	eceipts	
Batch	Number AG	6/11/06/18/02	2	Currer	icy GBP		
	Batch Date	e 11-JUN-2	2018	Receipt Cla	ss Manual Re	eceipts	
	GL Date	e 11-JUN-2	2018	Payment Method Cash/Cheque			
	Deposit Date	e 11-JUN-2	2018	Bank Name Barc		Bank	
	Comments	s		Bank Account Num	ber 10921084		
Totals		Count	Amount		Count	Amount	
	Control	1	50.00	Appli	ied 0	0.00	
-	Actual	1	50.00	Unappl	ed 0	0.00	
+	Reversed	0	0.00	On Accor	unt 0	0.00	
	Difference	0	0.00	Cash Clair	ms 0	0.00	
				Prepaymer	nts O	0.00	
				Unidentif	ed 0	0.00	This
				Miscellaneo	us 1	50.00	This flexfiel
				Return	ed 0	0.00	where
Transr	mission						paying
	Name			Status Closed		artially Purged	slip de
	Lockbox			Operating Unit Cambridge	e University	[_ +	can be
	Batch					Receipts	access
						Receipta	

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 \rightarrow Run
-----------	---------------------------

Submit a New I	Request	×
What type o	of request do you want to run?	
● Single <u>R</u> e This allov	equest ws you to submit an individual request.	
○ Request \$ This allov requests.	ws you to submit a pre-defined set of	
	<u>O</u> K <u>C</u> ancel	

1. Click into the **Request Name** field and use the List of Values to select the **Receipt Register Report (UFS)** as shown overleaf.

🗢 Submit Request	_				×	
Run this Request		Place Cursor this field	in	C	ору	Use List of
Name						Values
Operating Unit						
Parameters						
Language						
			L <u>a</u> nguage Setting	s Debug	Options	
At these Times						
Run the Job	As Soon as Possible			Scł	redule	
Upon Completion	Save all Output Files					
Layout				(p	tions	
Notify						
Print to						
Help (<u>C</u>)			Submit	: C:	ancel	

Reports	×
Find rec%	
Filia lec %	
Name	Application
Receipt Register Report (UFS)	CAPSA
Receipt Register: Unidentified (UFS)	CAPSA
Receivables Activities Listing (UFS)	CAPSA
Receipt Analysis - Days Late	Receivable
Receipt Journal Report	Receivable
Receipts Awaiting Bank Clearance Report	Receivable
Receipts Awaiting Remittance Report	Receivable
Receipts Without Sites Report	Receivable
Receivables Key Indicators - Daily	Receivable
Receivables Key Indicators - Summary	Receivable
	E E
(Find) OK Cancel	

- 2. Enter your Receipt Number in the **Parameters Window**, in the fields named **Receipt Number Low** and **Receipt Number High**.
- 3. Click OK.

Parameters					×
Batch Name Low	AG/13/01/14/USD/01				
Batch Name High	AG/13/01/14/USD/01				
Customer Name Low					
Customer Name High					
Deposit Date Low					
Deposit Date High					
Receipt Status Low					
Receipt Status High					
Receipt Number Low					
Receipt Number High					
Receipt GL Date Low					
Receipt GL Date High					
Currency Code					
	(4]				Þ
		<u>O</u> K	Cancel	Clear	Help

4. Click Options

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

Printer	Copies	For Language
AG_PR005101	1	All languages

5. Submit your request.

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

O Requests					_ 🗆 ×
Refres	sh Data Fin	d Requests	Submit	a New Request	Submit New Request Set
			Copy S	Single Request	Copy Reguest Set
Request ID	News	Parent		Chature	Description
	Name		Phase 🕈	Status	Parameters
24421286	Receipt Register Report	(U)	Completed	Normal	, 2, , , , , , , , , , 01-NOV-201

- 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).