
Adjustments & Set Up in Accounts Receivable



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1. Setting up Salespersons

The 'Salesperson' is usually the person who raises the invoice or credit note. Contact details of the sales person will print out on the top of each invoice/credit note, providing details to the customer should they need to contact in case of a query.

The accounts team within each department is set up as the default but you can add individual details too. Each department is set up with a range of ten numbers, which must be manually entered in order for you to set up departmental Salespersons.

Step 1: Identifying an available Salesperson number

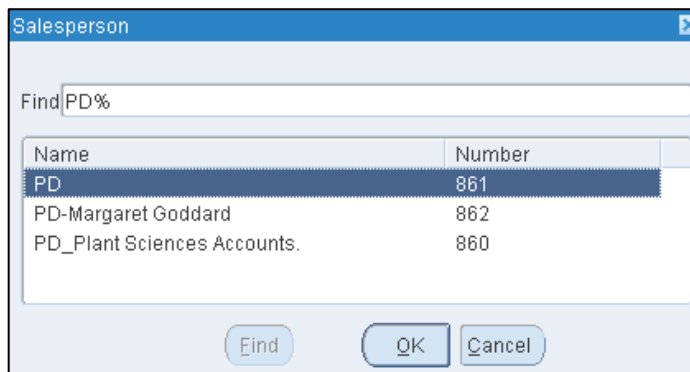
Responsibility: CAPSA AR Supervisor / U.F.S AR Manager
Navigate to: Set up → Salesperson

a) Click in to the **List of Values** in the **Name** field.

The screenshot shows the 'Find Resources' window with the following fields and sections:

- Resource:** Number, Name, Start Date, Category, Transaction Number, End Date.
- Salesperson:** Number, Name (circled in blue with a list icon), Receivables Flag, Sales Credit Type, Analyst.
- Service:** Support Site.
- Interaction Center:** Interaction Center.
- Buttons:** Clear, New, Find.

b) Enter your **department code** followed by the **wildcard (%)** and click **Find**.



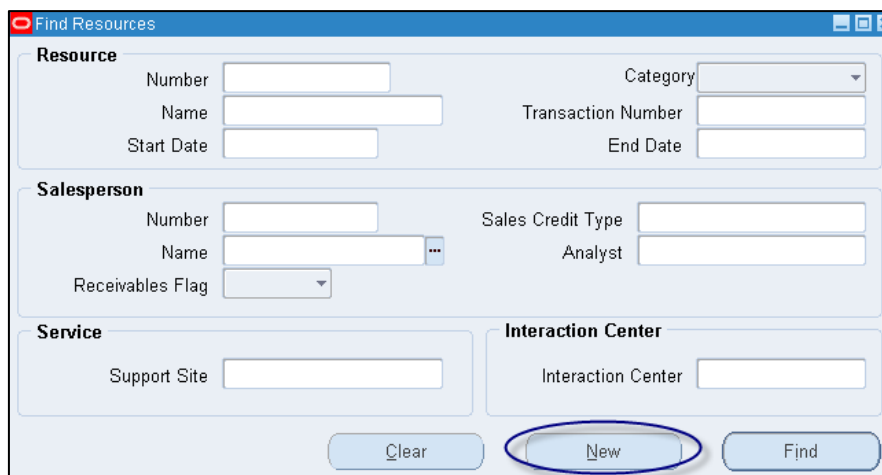
*In this example we can see that the range of numbers here are **860 – 869**. The next available number to use would be **863**.*

Remember that it is possible for other users not to follow this procedure and use your departmental numbers. The system will notify you if the salesperson number is already in use, therefore you will have to select a different number.

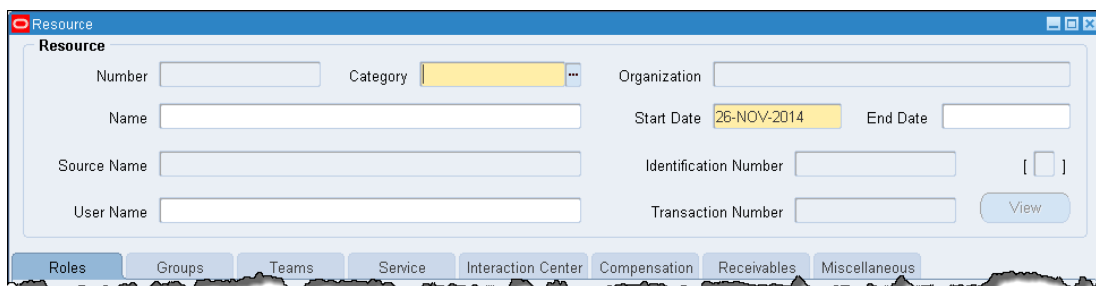
c) Click on **Cancel** to go back to the **Find Resources** screen.

Step 2: Creating the Salesperson

d) Click on **New** in the **Find Resources** screen.



e) The **Resource** screen displays where the following fields need populating:



- **Category** Select **Other** from the list of values

- **Name** Enter your **two letter department code** followed by **space, hyphen, space** and your **name all in upper case**

Step3: Receivable tab

- f) Click on the **Receivables** tab.

The screenshot shows the 'Resource' form with the 'Receivables' tab selected. The form contains the following fields:

- Number: []
- Category: Other
- Organization: []
- Name: PD - REBECCA DARLOW
- Start Date: 26-NOV-2014
- End Date: []
- Source Name: PD - REBECCA DARLOW
- Identification Number: []
- User Name: []
- Transaction Number: []
- View button

The 'Receivables' tab is circled in red. Below the tabs, a table is visible with the following columns: Operating Unit, Salesperson Number, Sales Credit Type, Start Date, and End Date. The first row contains: Cambridge University, [], No Sales Credit, 26-NOV-2014, [].

- g) Populate the following fields:

- **Operating Unit** will default in as Cambridge University.
- **Salesperson Number** – enter the number identified from step 1.
- **Sales Credit Type** – click on the list of values and **No Sales Credit** will default in.

The screenshot shows the 'Resource' form with the 'Receivables' tab selected. The form contains the following fields:

- Number: []
- Category: Other
- Organization: []
- Name: PD - REBECCA DARLOW
- Start Date: 26-NOV-2014
- End Date: []
- Source Name: PD - REBECCA DARLOW
- Identification Number: []
- User Name: []
- Transaction Number: []
- View button

The 'Receivables' tab is selected. Below the tabs, a table is visible with the following columns: Operating Unit, Salesperson Number, Sales Credit Type, Start Date, and End Date. The first row contains: Cambridge University, 863, No Sales Credit, 26-NOV-2014, [].

Step 4: Additional Information

- a) Using the scroll bar, scroll to the end and click in the flex field which will display the **Sales Rep Additional Information** box.

AR2: Adjustments & Set Ups in AR

Roles	Groups	Teams	Service	Interaction Center	Compensation	Receivables	Miscellaneous
Operating Unit	Salesperson Number	Revenue Account	Receivable Account	[]			
Cambridge University	863						

b) Populate the following fields:

- **Telephone Number**
- **Email Address**
- **Fax Number**

Sales Reps Additional Information

Telephone Number: 01223 766589

Email Address: AK596@ADMIN.CAM.AC.UK

Fax Number: 01223 765898

OK Cancel Clear Help

- a) Click **OK**. The system will return to previous window and default into the next available line, click back into the line created.
- b) **Save** The Salesperson is now complete and ready to use when raising invoices/credit memos.

2. Creating standard memo lines

What are memo lines?

They are predefined lines that can be selected from a list of values when raising invoices and credit/debit memos. If required this information can be amended or added to at this stage. All memo lines are maintained locally and can only be accessed by the individual department.

Who can set them up?

Responsibility: CAPSA AR Supervisor / U.F.S AR Manager
Navigate to: Set Up → Memo Lines

How to enter standard memo line information

1) The following fields are mandatory and need populating:

- Name** Prefix with your **department code**, **space**, followed by **hyphen**, **space** and then **name of memo line**.
- Description** The description which will show on the invoice. This is what is searched for when selecting memo lines on the sales invoice.
- Type** Always use Line (default setting).

2) The remaining fields are optional, but it will be beneficial if they are populated.

- Tax classification** Select appropriate option from list of values.
- Unit List Price** Cost (excluding VAT) of the goods or service.
- Unit of Measure** Select appropriate option from the list of values.
- Revenue Account** The GL account code you wish the income to be posted to.
- Active dates** Creation date defaults in, optionally add a deactivation date.

3. Defining Receivables Activities

Receivable Activities are used when inputting miscellaneous receipts. They provide accounting information for monies received that don't relate to invoices or to account customers.

Responsibility: CAPSA AR Supervisor / U.F.S AR Manager
Navigate to: Set Up → Receivable Activities

3) Populate the following fields:

Operating Unit	Cambridge University (defaults in).
Name	Prefix with your two letter department code followed by hyphen and name of the activity you are creating.
Description	Free text field, enter details of the activity you are creating.
Type	Click on the arrow and select Miscellaneous Cash .
GL Account Source	Activity GL Account defaults in. However if you require the income to be split to more than one distribution code refer to guidance on Distribution set.
Tax Rate Code Source	Select Activity from drop down list
Activity GL Account	Enter the GL code as to where the income for the activity will be coded too.
Asset Tax Rate Code	Select the appropriate tax code for the activity from the list of values.
Liability Tax Rate Code	Select the same code as the asset tax rate but will appear as a credit.

4) **Save** your work. The activity is ready to be used for your miscellaneous receipts relating to that description.

4. Correcting errors on invoices

If a sales invoice has been printed OR the invoice was raised on a previous day, you must raise a **Credit Memo** to correct the error.

Otherwise follow the instructions below.

Preview the invoice to ensure it is correct before you send to print.

- Click **Complete** from the Transaction [header] screen
- Click on the **icon** that looks like a **pair of glasses** that appears next to the invoice number at the top left of the screen.

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

Your Company Logo

Bill To:
ENGLISH
Faculty of English
9 West Road
CAMBRIDGE
CB2 1QA

Ship To:

Remit To:
University of Cambridge
Finance Division, Greenwich House
Madingley Road
CAMBRIDGE
CB3 0TX

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

Invoice	
1082311	
Billing Date	Shipping Date
20-Jan-2020	
Purchase Order Number	
Sales Order	
Shipping Reference	Ship Via
Customer Number	Customer Location
1036	INTERNAL

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

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

This screen allows you to review the narrative and ensure it is correct. You can not make changes or view the distribution code here, all checks for distribution codes must be done in the CUFS screen.

After reviewing the invoice you can either go back to the invoice in CUFS to make changes or alternatively leave it how it is and follow instructions on how to print.

To amend the original invoice

- **Close** the [print preview screen](#) and minimise the Oracle application screen.
- Click **Incomplete** button
- Go back into the transaction and make the relevant amendments
- Click **Complete** button again to resubmit for approval.
- You can access the **Print Preview** function again to ensure all changes made are correct and the transaction appears as you require it.

5. Amending invoice distributions

Once you have completed and printed your sales invoice, there is very little that can be amended. One aspect that can be changed at **any time** on the invoice is the **revenue** account code. For example, you may have entered the incorrect cost centre or source of funds code when the invoice was originally raised and now need to correct it. Follow the steps outlined below to amend a revenue line on a sales invoice.

Navigate: Transaction → Transactions Summary

1. Press **F11** on your keyboard. The first line on the form should turn blue.
2. Enter the invoice number in the **Number** field.
3. Press **Ctrl+F11** to find the invoice. The invoice details should appear.
4. Navigate to the **Tools** menu and select **Distributions**.



5. Click into the **Revenue** line. Use the list of values or simply overtype to correct the account code. Never change either the Receivable or Tax lines.

Trans Line	Detail Line	Class	GL Account	%	Distribution Amount
		Receivable	U.00.0000.0000.UBAA.0000	100.0000	120.00
1		Revenue	U.AG.ACBE.GAAA.LKQC.0000	100.0000	100.00
1	1	Tax	U.00.0000.0000.VCCA.0000	100.0000	20.00

6. **Save** your work.
7. Once the correction has been made and saved, a negative line is generated to the original code and a new positive line is created for the correct account.

Note: A negative line will only display if the sales transactions has been accounted for in CUFS. Therefore if you are making a change to the account code on the day the invoice was raised it may not generate a negative line and simply remain as an overtyped line.

8. The amendment is complete and the distribution screen can be closed.

Amendments to revenue lines will be posted into the general ledger overnight; therefore you will be able to view the corresponding accounting entries the following day.

6. Voiding transactions

Purpose of void transactions

If a transaction has been created in error, it cannot be deleted from the system as it corrupts the audit trail. In this scenario the transaction type must be amended to **'Void'**.

Void transactions are maintained on the database and have no impact on the departments Accounts Receivable or General Ledger records. It is therefore purely a housekeeping tool.

If the transaction has been completed and printed it cannot be voided. In this situation please refer to the guidance on raising credit notes.

Step 1: Search for the transaction

Navigate: Transactions → Transactions

- a) Search for the transaction to void by using the **torch** icon on the **tool bar** and entering the transaction number or any other criteria listed below and click **'Find'**.

The screenshot shows the 'Find Transactions' window with the following fields and controls:

- Transaction Numbers: [] - []
- Sales Order Number: []
- Ship To:
 - Name: []
 - Number: []
 - Taxpayer ID: []
- Bill To:
 - Name: []
 - Number: []
 - Taxpayer ID: []
- PO Numbers: [] - []
- Document Number: [] - []
- Reference Numbers: [] - []
- Transaction Dates: [] - []
- GL Dates: [] - []
- Batches: [] - []
- Sources: [] - []
- Transaction Types: [] - []
- Class: []
- Complete: []
- Primary Salesperson: []
- Credited Transaction: []
- Period: []
- Currency: []

Buttons: Clear, New, Find

Step 2: Changing the header details

- a) Once you have located the transaction change **Type** to **XX Void**.
 b) As soon as this has been changed a message will pop up stating **'Rerun Auto Accounting'** - click **'Yes'**.

Transactions (Cambridge University - GBP)

Transaction

Source: Manual Invoice
 Number: 792068
 Class: Invoice
 Type: AG Void
 Reference:
 Legal Entity: Cambridge University

Date: 31-JAN-2014
 GL Date:
 Currency: GBP
 Document Num:
 Transaction: []
 Complete

Decision

? Rerun AutoAccounting?

Yes Cancel No

Step 3: Main tab

Change the Payment Term to **Immediate**.

Main More Notes Commitment Reference Information

Ship To
 Name:
 Number:
 Address:
 Contact:

Bill To
 TOSHIBA RESEARCH EUROPE LTD
 1552
 208 CAMBRIDGE SCIENCE PARK
 MILTON ROAD
 , , CAMBRIDGE, CAMBRIDGESHIRE CE

Sold To

Paying Customer

Commitment
 Payment Term: Immediate
 Due Date: 21-JAN-2020

Payment Details
 Select Instrument

Line Items Tax Freight Distributions Sales Credits Incomplete

Step 4: Line Items

This is where the details of the products or services you were providing were entered if you got that far in the process before you realised the transaction was raised in error! Otherwise it may be blank.

Lines (Cambridge University) - HELENS BOOKS, [New]

Total Transaction Lines Tax Freight
 Total: 10.00

Main Sales Order Tax Exemption Rules Ship To Information More

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		TRAINING MANUAL		1	10	10.00	20.0 - Standar	

Freight Distributions Sales Credits

- a) Ensure that the following fields are populated.

Description As this transaction will have no bearing on your accounts, you are advised to detail the **reason** for **voiding**.

Unit Of Measure (UOM) Optional field.

Quantity This will already be populated based upon the information entered when the invoice was raised. If the information wasn't entered then enter a quantity of 1.

Unit Price This will already be populated based upon the information entered when the invoice was raised. If the information wasn't entered then enter a unit price of 1.

Amount This will already be populated based upon the information entered when the invoice was raised or based upon the quantity and Unit Price field that has just been completed.

Tax classification This will already be populated

- b) Once the lines are complete, update the accounting information by clicking on the **Distributions** button.

Step 5: Entering distribution codes

Even though this transaction is being voided, **you must only change the revenue line.**

- a) Click on the drop down arrow and select **Account for all lines.**

Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount
		Receivable	U.00.0000.0000.UBAA.0000	31-JAN-2014	100.0000	12.00
1		Revenue	U.AG.ZZZZ.GAAA.0000	31-JAN-2014	100.0000	10.00
1	1	Tax	U.00.0000.0000.VCCA.0000	31-JAN-2014	100.0000	2.00

Transaction Line Amount

GL Posted Date Accounting Rule

Description UC.Balance Sheet.Balance Sheet Default.Balance Sheet Default.Trade Debtors.Default

Tax Account

Description

Comments

- b) As the transaction will have no bearing on the departmental accounts, central finance advise to use the following codes for all revenue lines:

U. xx. xxBA. GAAA/B. LKAA. 0000

Where xx represents your department code. The cost centre xxBA is a generic one that all departments have. The Source of Funds will depend on the original transaction created (**GAAA** for external trading and **GAAB** for internal trading).

Accounting Flexfield

Entity	U	UC
Department	AG	Finance
Cost Centre	AGBA	Finance General
Source of Funds	GAAA	External Trading
Transaction	LKAA	Sales/Income - Miscellaneous
Spare	0000	Default

OK Cancel Combinations Clear Help

- c) Repeat steps for each Revenue line and **save**.
- d) The next step is for the void transaction to be checked and completed. Refer to guidance on **Completing a Transaction**.

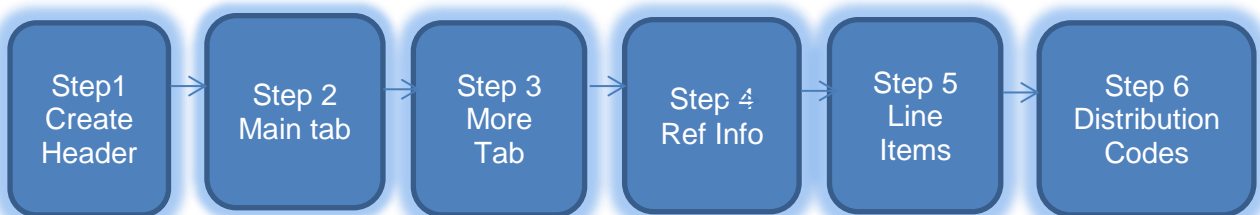
If you have raised a credit memo in error, it is not possible to void this. You will need to raise a debit memo in order to cancel it out. Please contact the AR helpdesk for assistance. UFS_AR@admin.cam.ac.uk or 01223 01223 (3)32215

7. Credit memo

What are credit memos?

These are stand-alone credit notes which can be raised against a specific invoice or linked to your customer's account. If the credit is linked to a specific sales invoice it will appear on the customer's statement. Credit memos can be used for VAT only, external trading and internal trading.

CARE: When you are crediting back a line from an invoice or an entire invoice it is important to ensure that the credit is coded back to the same account code that was used on the original invoice. Search for the original invoice and make note of the revenue account code that was created in Distributions.



Step 1: Creating the transaction header

Navigate: Transaction → Transactions

a) Complete following fields :

Class select **Credit Memo**.
Type **XX Credit Memo** to correct an external invoice or **XX Int Trade CM** to correct an internal invoice.

b) Review the following fields and update if required:

Reference This is an optional field and free text. Enter information that you feel may be helpful to you/department.
GL Date The date the transaction will reflect in your departmental accounts.
Currency Use GBP, you can use Euro and USD. All losses on exchange rates are the responsibility of the department.

Transactions (Cambridge University : GBP)

Transaction	
Source	Manual Invoice
Number	791968
Class	Credit Memo
Type	AG Credit Memo
Reference	
Legal Entity	Cambridge University
Date	09-JAN-2014
GL Date	09-JAN-2014
Currency	GBP
Document Num	
Transaction	. []
	<input checked="" type="checkbox"/> Complete

Step 2: Main tab - enter customer details

Bill To: If you know the customer number, enter it in the second line of the bill to section and tab.

or

Place cursor into the first line of the bill to section and click the **list of values**, enter the customer name and click **find** to display matching customers. **Select** the correct customer you wish to use.

The screenshot shows the 'Main' tab of the AR2 system. The 'Ship To' section is empty. The 'Bill To' section is populated with the following information: Name: TOSHIBA RESEARCH EUROPE LTD, Number: 1552, Address: 208 CAMBRIDGE SCIENCE PARK, MILTON ROAD, , , CAMBRIDGE, CAMBRIDGESHIRE CE. The 'Sold To' section is empty. The 'Paying Customer' section is empty. The 'Payment Details' section shows: Commitment: [empty], Payment Term: Immediate, Due Date: 21-JAN-2020. A 'Select Instrument' button is located at the bottom right of the 'Payment Details' section.

Payment terms will default to *Immediate* and the **Due date** will be today as we are returning funds.

Step 3: More tab – enter Salesperson and optionally purchase order number

The screenshot shows the 'More' tab of the AR2 system. The 'Print Option' is set to 'Do Not Print'. The 'Print Date' is empty. The 'Status' is set to 'Void'. The 'Default Tax' is set to 'Standard'. The 'Original Transaction' is empty. The 'Salesperson' is set to 'AG - Max Smith'. The 'Purchase Order' section shows: Number: 2132458, Revision: [empty], Date: [empty]. The 'Remit To' section shows: Address: University of Cambridge, Finance Division, Greenwich House, Cambridge, Cambridgeshire CB3 0TX U. The 'Special Instructions' and 'Comments' sections are empty. At the bottom, there are buttons for 'Line Items', 'Tax', 'Freight', 'Distributions', 'Sales Credits', and 'Incomplete'.

Step 4: Reference information – reason and original invoice being credited

Use this tab to enter the reason for the credit note and any other information such as original invoice number.

Reason	Select from the List of Values an appropriate option
Customer Reference	Free text field (usually enter the invoice number being credited).

Step 5: Line Items – detail items being credited

a) For each line complete:

Description	This is a free text field where you enter the details of the product or service or any other reference you chose to enter.
Unit Of Measure (UOM)	Optional field and chose appropriately
Quantity	Either this field or the Unit Price field must be a negative figure .
Unit Price	Value of product or service you are providing but as a negative figure.
Tax classification	Defaults in based on customer set up. To change the tax classification, click on list of values and select appropriate option

b) Click on the **Distributions** button once your lines are complete to update the accounting information. **Remember codes must be the same as the original invoice.**

Step 6: Entering distribution codes for the credit

The codes must be the same as per the original invoice and you must **only change the revenue line**.

- a) Click on the **drop down** arrow and select *Account for all lines*

Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount
		Receivable	U.00.0000.0000.UBAA.0000	31-JAN-2014	100.0000	(120.00)
1		Revenue	U.AG.ZZZZ.GAAA.0000	31-JAN-2014	100.0000	(100.00)
1	1	Tax	U.00.0000.0000.VCCA.0000	31-JAN-2014	100.0000	(20.00)

Transaction Line Amount:

GL Posted Date: Accounting Rule:

Description: UC.Balance Sheet.Balance Sheet Default.Balance Sheet Default.Trade Debtors.Default

Tax Account:

Description:

Comments:

- b) The revenue GL account will automatically populate, however, the code must be changed using the list of values to what was on the **original invoice**.

Entity **U** UC

Department **AG** Finance

Cost Centre **AGBG** Training

Source of Funds **GAAA** External Trading

Transaction **LKAA** Sales/Income - Miscellaneous

Spare **0000** Default

OK Cancel Combinations Clear Help

- c) Repeat steps for each revenue line of the invoice
- d) **Save**. A transaction number is generated, which you should make a note of.
- e) **Complete** - once completed the credit memo can be previewed before printing.
- f) **Apply** the credit note to the original invoice customer (see guide on *Applying a credit memo to an invoice*).
- g) **Send** a copy of the credit memo to the customer.

8. VAT only transactions

VAT only credit memos

When are VAT only credit memos used?

Where VAT has previously been incorrectly charged to a customer on a sales invoice. The credit memo is applied back to the original invoice and so that it is the adjusted value that appears on the customer's statement.

Navigate: Transactions → Transactions

Step 1: Creating the header

A credit memo is a type of "transaction" in CUFS.

- a) Navigate : **Transactions** > **Transactions**
- b) Complete the fields below:

Source	Manual Invoice defaults in, <u>do not change</u>
Class	Credit Memo
Type	XX Credit Memo
Date	Date of transaction created (can adjust as has no impact on due date)
GL Date	The date the transaction will reflect in your departmental accounts
Currency	Ensure you use the currency as the original invoice normally GBP. <i>You can use Euro and USD however, all losses on exchange rates are the responsibility of the department.</i>

Transactions (Cambridge University : GBP)

Transaction

Source	Manual Invoice	Date	31-JAN-2014
Number		GL Date	31-JAN-2014
Class	Credit Memo	Currency	GBP
Type	AG Credit Memo	Document Num	
Reference		Transaction	[]
Legal Entity	Cambridge University		<input type="checkbox"/> Complete

When you are crediting back a line from an invoice or an entire invoice it is important to ensure that the credit is coded back to the same account code that was used on the original invoice

Step 3: Main tab – enter customer details

Enter the **Bill To** information:

- 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 and ensure it matches the original invoice.

Alternatively, if you know the customer number: enter it in the second line of the bill to section and tab.

Step 3: More tab – add salesperson and optionally the purchase order number

- Salesperson** Search and select from pre-defined list of values (see *Setting up a salesperson*).
- Purchase order number** Enter in this free text field if customer has provided one.

Step 4: Reference information tab – enter reason and sales invoice number

- Reason** Enter a valid reason for the credit from list of values.
- Customer Reference** Enter the invoice number the credit relates to

Step 5: Line Items

VAT only credit notes must be entered onto the system exactly as shown; otherwise the VAT may not credit back directly to the VAT account.

1. Credit the entire invoice line in full using the **original tax**

Credit memo balance shown here

Notice entire balance appears in **Tax** field

2. Re-bill the customer for the entire invoice line using the **correct tax code**

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trans
1		Credit for incorrect VAT		-1	100	(100.00)	20.0 - Standar	
2		Set of Books		1	100	100.00	EX - Exempt	

- Line 1 - reverse out the line from the original invoice
 - Description** A free text field - enter the details of invoice you are crediting
 - UOM** Unit of Measure – optional field, chose appropriately
 - Quantity** Enter a **negative value** here
 - Unit Price** Value of product or service you provided
 - Amount** Calculates once quantity and unit price have been entered
 - Tax classification** Use the same tax code as the original line that is being credited
- Line 2 - re-enter the item with the correct tax code

- **Description** A free text field - enter the details of invoice you are crediting
- **UOM** Unit of Measure – optional field, chose appropriately
- **Quantity** Enter a **positive value** here
- **Unit Price** Value of product or service you provided
- **Amount** Calculates once quantity and unit price have been entered
- **Tax classification** Select the **correct VAT code** from the list of values, (e.g. exempt, zero-rated or outside the scope).

- c) Once your lines are complete, you must update the accounting information by clicking on the **Distributions** button.

Step 6: Entering distribution codes

Remember: only change the revenue line.

- a) Click on the drop down arrow and select **Account for all lines** to view all lines as seen below.
- b) Update the **GL account codes** on the *Revenue* lines as **per the original invoice**.

Trans Line	Detail Line	Class	GL Account	GL Date	%	Distribution Amount
		Receivable	U.00.0000.0000.UBAA.0000	31-JAN-2014	100.0000	(20.00)
1		Revenue	U.AG.AGBA.GAAA.LKAA.0000	31-JAN-2014	100.0000	(100.00)
1	1	Tax	U.00.0000.0000.VCCA.0000	31-JAN-2014	100.0000	(20.00)
2		Revenue	U.AG.AGBA.GAAA.LKAA.0000	31-JAN-2014	100.0000	100.00
2	1	Tax	U.00.0000.0000.VCCA.0000	31-JAN-2014	100.0000	0.00

Transaction Line Amount

GL Posted Date Accounting Rule

Description

Tax Account

Description

Comments

- c) Navigate back up to the *Transaction* page by closing this page and its associated *Lines* page.
- d) **Complete** the credit note
- e) **Apply** the credit memo to the original invoice and send a copy of the credit memo to the customer (see *Matching Credit to Invoice* guidance).

VAT only invoices

When are VAT only invoices used?

Where the University has under-charged VAT to a customer on a previous sales invoice and needs to account retrospectively for this amount.

Navigate: Transactions → Transactions

Step 1: Creating the Header

An invoice is a type of “transaction” in CUFS.

c) Navigate : **Transactions** > **Transactions**

d) Complete the fields below:

Source	Manual Invoice defaults in, <u>do not change</u>
Class	Invoice
Type	XX Invoice
Date	Date of transaction created (can adjust as has no impact on due date)
GL Date	The date the transaction will reflect in your departmental accounts
Currency	Ensure you use the currency as the original invoice e.g. GBP.

Transactions (Cambridge University : GBP)

Transaction

Source	Manual Invoice	Date	13-FEB-2020
Number		GL Date	13-FEB-2020
Class	Invoice	Currency	GBP
Type	AG Invoice	Document Num	
Reference		Transaction	<input type="checkbox"/> [<input type="checkbox"/>]
			<input type="checkbox"/> Complete

When raising a VAT invoice, it is important to ensure it is coded to the same account code used for the related, original invoice.

Step 2: Main tab – enter customer details

Enter the **Bill To** information:

- 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.

Step 3: More tab

The screenshot shows the 'More' tab of a software interface. The 'Salesperson' field is set to 'AG - ALBAN JAGGER'. The 'Purchase Order' section has fields for 'Number', 'Revision', and 'Date'. The 'Remit To' section has an 'Address' field set to 'University of Cambridge' with a dropdown menu showing 'Finance Division, Greenwich House' and 'Cambridge, Cambridgeshire CB3 0TX U'. There are also fields for 'Print Option', 'Print Date', 'Status', 'Default Tax', 'Original Transaction', 'Special Instructions', and 'Comments'.

- c) **Salesperson** Search and select from pre-defined list of values (see *Setting up a salesperson*).
- d) **Purchase order number** Enter in this free text field if customer has provided one.

Step 4: Line Items

VAT only invoices should be entered as two lines;

Line 1: For the original invoice amount, but charged to the correct VAT code e.g. SR20%

Line 2: A negative line for the same net amount using the original VAT Rate (ZR/OS/EX)

1. Reverse entire line 1 net amount using **ZR** tax code so VAT balance remains

VAT only invoice balance shown here

Notice entire balance appears in **Tax** field

2. Re-bill the customer for original invoice VAT amount using the **correct tax code** in line 1

Transaction	Lines	Tax	Freight
80.00	0.00	80.00	0.00

Num	Item	Description	UOM	Quantity	Unit Price	Amount	Tax Classifica	Trar
1		VAT Amount for Invoice 963412		1	400	400.00	20.0 - Standar	
2		VAT Amount for Invoice 963412		1	-400	(400.00)	ZR - Zero Rate	

Line 2 reverses out the Line 1 gross amount, leaving only the VAT amount we wish to charge.

a) Line 1 - enter original invoice amount, with correct tax code

- **Description** A free text field – enter details of original invoice transaction relates to
- **UOM** Unit of Measure – optional field, chose appropriately
- **Quantity** Enter a **positive value** here
- **Unit Price** Value of product or service you provided
- **Amount** Calculates once quantity and unit price have been entered
- **Tax classification** Use SR20% tax code to account for VAT on original invoice

d) Line 2 - reverse out line from original, incorrect zero-rated invoice.

- **Description** A free text field – enter details of original invoice transaction relates to
- **UOM** Unit of Measure – optional field, chose appropriately
- **Quantity** Enter a **negative value** here
- **Unit Price** Value of product or service you provided
- **Amount** Calculates once quantity and unit price have been entered
- **Tax classification** Select the **correct original invoice VAT code** (e.g. zero-rated, exempt, out of scope)

e) Once your lines are complete, you must update the accounting information by clicking on the **Distributions** button.

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. **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	GL Account	GL Date	%	Distribution Amount
		Receivable	U.00.0000.0000.UBAA.0000	13-FEB-2020	100.0000	80.00
1		Revenue	U.AG.ZZZZ.GAAA.0000	13-FEB-2020	100.0000	400.00
1	1	Tax	U.00.0000.0000.VCCA.0000	13-FEB-2020	100.0000	80.00
2		Revenue	U.AG.ZZZZ.GAAA.0000	13-FEB-2020	100.0000	(400.00)
2	1	Tax	U.00.0000.0000.VCCA.0000	13-FEB-2020	100.0000	0.00

Transaction Line Amount:

GL Posted Date: Accounting Rule:

Description: UC.Balance Sheet.Default.Balance Sheet.Default.Trade Debtors.Default

Tax Account:

Description:

Comments:

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

Entity: **U** UC

Department: **AG** Finance

Cost Centre: **AGBG** Training

Source of Funds: **GAAA** External Trading

Transaction: **LKAA** Sales/Income - Miscellaneous

Spare: **0000** Default

Buttons: OK, Cancel, Combinations, Clear, Help

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

b) 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**.

9. Applying a credit memo to an invoice

After a credit memo has been completed, you may wish to apply the credit memo to the original invoice. By linking the two transactions together it will either reduce the balance on the invoice or cancel the invoice.

Navigate: Transactions → Transaction Summary

Step 1: Recall the completed credit memo

- a) Navigate to the **Tool Bar** and click on the **Torch** icon The screen below will be displayed.
- b) Enter search criteria for your credit memo E.g. enter the credit memo number in the **Transaction Numbers** field.
- c) Click **Find**. The details of the credit memo will now appear in the Transactions Summary screen.
- Ensure this is the correct transaction by clicking on the **Open** button should you need to.

The screenshot shows the 'Find Transactions' window with the following fields and controls:

- Transaction Numbers: [] - []
- Sales Order Number: []
- Ship To** (highlighted in teal):
 - Name: []
 - Number: []
 - Taxpayer ID: []
- Bill To** (highlighted in teal):
 - 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: []

Buttons at the bottom: Clear, New, Find.

Step 2: Applying the Credit memo to the invoice

The next process is to link the transactions together.

- d) Click on the **Applications** button.

Transactions Summary (Cambridge University : GBP) - BOBS BOOKS, 791968

Source	Operating Unit	Legal Entity Name	Number	Bill To Customer
Manual Invoice	Cambridge University	Cambridge University	791968	BOBS BOOKS

Buttons: Applications (circled), Adjust, Credit, Copy To, Incomplete, Installments, Overview, New, Open

- e) This will display the **Applications** screen where the Invoice details are entered.

Applications - 791968

Customer Name: BOBS BOOKS
 Customer Number: 201843
 Location: AG-CAMBRIDGE
 Amount: GBP (120.00)
 Unapplied: (120.00)
 Exchange Gain/Loss:

Applications

Apply	Saved	Apply To	Installment	Apply Date	Amount Applied	Discount	Balance Due	Customer	GL Date	Reversal G
<input type="checkbox"/>	<input type="checkbox"/>	...						201843		

- f) Either manually enter the invoice number or use the list of values and search for the invoice in the **Apply To** field.
- g) Press the **Tab** key to pull through the invoice details.
- h) Click the **Save** icon and a **tick** will populate in the **Apply** box.

10. Reversing a “Remitted” and “Cleared” receipt

If you have applied a receipt to an incorrect customer or entered the wrong amount you will need to reverse it and then re-enter it. It is only possible to reverse receipts with a status field of 'Remitted'.

Navigate: Receipts → Batches Summary

Step 1: Recall the remitted receipt

Using the **Batches Summary** window retrieve the receipt to be 'Reversed':

- Click on the **torch icon**
- In the find batches screen (see below) enter your batch number in both fields. Alternatively you can search using any of the other criteria.
- Click **Find**.

- In the receipts **Batches Summary** screen, click on **Receipts**. This will take you to the individual receipts within the batch called the Receipts Summary screen.
- Place the cursor in the receipt line you wish to reverse

Step 2: Reversing the Receipt

- Click on the **Reverse** button

- In the reverse dialogue box you will need to enter the following information.
 - Category :** **Reverse Payment** (defaults in).
 - Reason :** ALWAYS select **Payment Reversal** from the list of values.
 - Comment :** This is a free text field to outline any specific reasons for the reversal.

- Click on the **Reverse** button and **save** your work.
- Adjust the amounts on the batch header accordingly so the control count and amount balance and batch have a status of closed.

Totals		Count	Amount	Count	Amount
	Control	0	0.00	Applied	0 0.00
-	Actual	1	100.00	Unapplied	0 0.00
+	Reversed	1	100.00	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

Reversing a Cleared Receipt

A receipt can be reversed if the STATUS box is marked '**remitted**' by following the process detailed above.

If the receipt is marked **cleared** it **must not** be reversed without prior action from Cash Management. This is because the receipt has already been reconciled to an entry on the bank statement.

The screenshot shows the 'Receipts (Cambridge University : GBP) - AG/22/08/13/01' window. The 'Receipt' section contains the following fields:

- Receipt Method: BACS
- Receipt Number: AG/OML/22/08/13/01/5
- Receipt Amount: GBP 141,000.00
- Receipt Type: Standard
- State: Cleared
- Receipt Date: 22-AUG-2013
- GL Date: 22-AUG-2013
- Maturity Date: 22-AUG-2013
- Functional Amount: 141,000.00

The 'Balances' section shows:

Unidentified	0.00
Applied	141,000.00
On Account	0.00
Unapplied	0.00
Cash Claims	0.00
Prepayments	0.00

A callout box points to the 'State' field with the text: 'Do not reverse if status is cleared'. The 'Detail' section includes:

- Identify By: Trans Number
- Customer: Name (CAMBRIDGE ASSESSMEI), Number (118843), Location (DG-CAMBRIDGE), Taxpayer ID
- Earned Discounts: 0.00
- Unearned Discounts: 0.00
- Bank Charges: 0.00
- Customer Bank: Name, Account
- Remittance Bank: Name (Barclays Bank), Branch (201719 Cambridge), Account (10921084)
- Reference, Postmark Date
- Comments: BACS LINE 44 14/08/13

Buttons at the bottom include: Confirm... 1, Reverse... 1, Receipt History, Search and Apply, and Apply.

Contact the Helpdesk

Ask if Cash Management will un-match the receipt from the bank statement so the receipt status will return to **Remitted**.

Once this has been done:

- Reverse the receipt using the steps outlined above.
- Then re-enter the receipt against the correct customer/transaction.
- If the receipt relates to a BACS payment, then inform Cash Management (via the Helpdesk) of the new receipt number.

11. Using the Receipt Summary

The Receipts Summary window provides basic information about receipts. From this window you can select and review several receipts.

Navigate: Receipts → Receipts Summary Inquiry

1. Click on the **torch icon** on the toolbar to open the **Find Receipts** window.

2. Enter **search criteria**

Use one or more of the available fields. *To make the search run as quickly as possible we suggest that you use as many of the fields as possible to narrow down the search time.*

3. Click **Find** to begin the search.

A list of receipts matching the criteria will be displayed in the **Receipts Summary** window.

Operating Unit	State	Receipt Number	Type	Receipt Date	Curren	Receipt Amount	Unapplied Amount
Cambridge University	Applied	PD/ALS/02/11/15	Miscella...	02-NOV-2015	GBP	3.97	
Cambridge University	Applied	PD/ALS/02/11/15	Miscella...	02-NOV-2015	GBP	7.35	
Cambridge University	Applied	PD/ALS/02/11/15	Miscella...	02-NOV-2015	GBP	324.78	
Cambridge University	Applied	PD/ALS/02/11/15	Miscella...	02-NOV-2015	GBP	348.46	
Cambridge University	Applied	PD/ALS/02/11/15	Miscella...	02-NOV-2015	GBP	45.00	
Cambridge University	Applied	PD/ALS/05/11/15	Miscella...	05-NOV-2015	GBP	15.00	
Cambridge University	Applied	PD/ALS/05/11/15	Miscella...	05-NOV-2015	GBP	15.00	
Cambridge University	Reversal-User Error	PD/RAD/13/1/15	Standard	13-NOV-2015	GBP	180.00	0

4. Click on the **Open** button to view the details of each receipt.

Note: The **Receipts Summary Inquiry** menu provides a **read-only** view of your departmental receipts.

If you wish to make changes to receipts, you will need to close the window and navigate back to the original receipt batch using either:

Navigate: Receipts → Receipt Batches
Or
Receipts → Batches Summary

12. Entering foreign currency invoices

UFS has the ability to raise invoices in various foreign currencies. The two primary currencies that can be used are:

- Euro
- USD

This is because we have a Euro bank account and a USD bank account. However, **University Policy** states that wherever and whenever possible invoices must be raised in GBP.

If there is a legitimate need to raise an invoice in a currency other than GBP, any exchange rate variances will lie with your department. Should you wish to raise an invoice in a different currency other than GBP, Euro and USD, you must contact helpdesk on UFS_AR@admin.cam.ac.uk or on 01222 (3)32215.

Differences from GBP invoices

Foreign currency invoices are entered in the same way as a GBP invoice (refer to '**Entering Transaction Details**') with the following exceptions:

- Currency** Select the appropriate currency using the List of values

If you are prompted to enter a currency rate, leave it as the **corporate** rate and click **OK**.
- Complete** the invoice on the **same day**.

Transactions (Cambridge University : EUR)

Transaction

Source: Manual Invoice
 Date: 21-JAN-2020
 Number:
 GL Date: 21-JAN-2020
 Class: Invoice
 Currency: EUR
 Type: AG Invoice
 Document Num:
 Reference:
 Transaction: []
 Complete

Reference Information

Ship To

Name:
 Number:
 Address:
 Contact:

Bill To

UNIVERSITY OF AMSTERDAM
 12789
 ATTN. CREDITEURENADMINISTRATIE
 POSTBUS 49
 , , AMSTERDAM, 1000 AA Netherlands

13. Entering foreign currency receipts

Step 1: Start a foreign currency batch

Receipts with the same currency rate type and rates should be grouped together and batched separately.

Navigate: Receipts → Receipt Batches

When creating a foreign currency receipt batch, it is vital to select the correct **Batch Source** to ensure that the receipts will be applied to the correct bank account.

This allows the Cash Management section of the Finance Division to match your receipts to the income in the bank account.

Receipt Batches (Cambridge University)

Batch Type: Manual-Regular
 Batch Number: AG/13/01/14/USD/01
 Batch Date: 13-JAN-2014
 GL Date: 13-JAN-2014
 Deposit Date: 13-JAN-2014
 Comments: []

Batch Source: USD Manual Receipts
 Currency: USD
 Receipt Class: USD Account Receipts
 Payment Method: USD Cash
 Bank Name: Barclays Bank USD
 Bank Account Number: 050-79664-0

Totals		Count	Amount	Count	Amount
Control		1	2,500.00	Applied	
- Actual				Unapplied	
+ Reversed				On Account	
Difference				Cash Claims	
				Prepayments	
				Unidentified	
				Miscellaneous	
				Returned	

Transmission
 Name: []
 Lockbox: []
 Batch: []

Status: New Partially Purged
 Operating Unit: Cambridge University []

Receipts

Batch Number: Use the same naming convention as you would do with a sterling receipt batch (refer to entering a receipt batch) but add the currency type after the date e.g. **AG/05/01/10/USD/01**.

Batch Source Select the appropriate batch source for your currency from the list of values. The system will then automatically default in the correct bank details for this transaction. For Euros select **Euro Manual Receipts** and for USD select **USD Manual Receipts**

Currency This will automatically populate once the correct batch source has been selected.

Control Count Enter the number of receipts (remember they must be of the same currency).

Control Amount Enter the accumulated total of the receipt values.

When changing the batch source, you may be prompted to select an exchange rate. Select **Corporate Rate type** from the pop-up menu. If you require a different rate then please contact the **AR Helpdesk** on:

UFS_AR@admin.cam.ac.uk or telephone (3)32215.

Step 2: Receipts 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.

Operating Unit	State	Receipt Number	Type	Receipt Date	Currer	Receipt Amount	Unapplied Amount
Cambridge University	Applied	AG/AK/13/01/14/USD/02/01	Standard	13-JAN-2014	USD	2,500.00	0.00

Buttons: Confirm... 1, Reverse... 1, Search and Apply, Apply, New, Open

a) Complete the fields below, as per the image above.

Receipt Number The naming convention is as follows.
DD/Initials/DD/MM/YY/Currency/Unique number (same as batch unique number)/Unique number (2)
E.g. AG/AK/13/01/14/USD/02/01.

Type Use **standard**. This is the type that links to receipts to invoices.

Receipt Date Defaults in based on the date you selected in the batch header.

Currency This will default in based on the currency selected in the batch header.

Receipt Amount Enter the value of the receipt you are entering.

b) Click on **Open**.

Step 3: Linking the receipt to the invoice

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

To match the receipt to the invoice, see the steps below.

The screenshot shows the 'Receipts' application window for Cambridge University. The 'Receipt' section contains the following fields:

- Receipt Method: USD Cash
- Receipt Number: AG/AK/13/01/14/USD/02/01
- Receipt Amount: USD 2,500.00
- Receipt Type: Standard
- State: Remitted
- Receipt Date: 13-JAN-2014
- GL Date: 13-JAN-2014
- Maturity Date: 13-JAN-2014
- Functional Amount: 1,525.00

The 'Balances' section shows:

- Unidentified: 0.00
- Applied: 0.00
- On Account: 0.00
- Unapplied: 2,500.00
- Cash Claims: 0.00
- Prepayments: 0.00

The 'Detail' section includes:

- Identify By: Trans Number (791988)
- Customer: Name (AMERICAN MUSEUM OF I), Number (18799), Location (NEW YORK), Taxpayer ID
- Earned Discounts: 0.00
- Unearned Discounts: 0.00
- Bank Charges
- Customer Bank: Name, Account
- Remittance Bank: Name (Barclays Bank USD), Branch (222 Broadway), Account (050-79664-0)
- Reference, Postmark Date, Comments

At the bottom, there are buttons for 'Confirm... 1', 'Reverse... 1', 'Receipt History', 'Search and Apply', and 'Apply' (which is circled in red).


- Enter either the invoice number in the **trans number** or the customer details in the **customer name or number** field.
- 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.
- 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.

AR2: Adjustments & Set Ups in AR

The following fields will be displayed:

- 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.
- Instalment** Defaults in.
- Apply Date** The date the defaults in.
- 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.
- Discount** Value of 0.00 will default in.
- Balance Due** The amount outstanding if there is a difference between invoice and receipt.

d) 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.

When a sales invoice is raised in a foreign currency and the receipt is in the foreign currency, the UFS will calculate any exchange rate gain/loss by looking at the sterling equivalent of the original sales invoice and comparing it to the sterling equivalent of the receipt being entered. Any gain/loss will be highlighted in the Exchange Gain/Loss field.

If you raised the sales invoice in sterling and you have been paid in a foreign currency or vice versa, then please refer to *Cross Currency Receipting* detailed procedure that is available from the Guidance web page:

https://www.finance.admin.cam.ac.uk/files/ar_fcurtosinv.pdf/

14. Other types of receipts

BACS receipts

Twice a week (Monday and Wednesday) Central Finance send two spreadsheets, via e-mail, to all Key Contacts. The spreadsheets are listings of all the BACS receipts received into the Sterling Bank Account, USD Bank Account and the Euro Bank Account, that have not been reconciled (matched) to a receipt in UFS.

The information listed includes:

- The **Date** the monies were received onto the bank statement.
- The **Amount** of the receipt.
- Any other information provided by the customer when paying via BACS.

If you find any receipts on the spreadsheet that relate to your department, then please enter a Receipt onto the system.

NB: It is the responsibility of the DEPARTMENT, to enter BACS receipts in the UFS.

- a) Enter a Receipt Batch in the normal way, using the same naming conventions outlined in the previous section.

Totals		Count	Amount	Count	Amount
Control		1	1000.00	Applied	
- Actual				Unapplied	
+ Reversed				On Account	
Difference				Cash Claims	
				Prepayments	
				Unidentified	
				Miscellaneous	
				Returned	

- b) However change the **Batch Source** to “BACS/ Standing Orders”.

- c) When you have entered your BACS receipt(s) onto the system, please send an e-mail to ***UFS_CM@ADMIN.CAM.AC.UK***, indicating the following details:
- Bank Statement Date (As per the spreadsheet).
 - Amount (As per the spreadsheet).
 - Your Batch Number and Receipt Number.
 - The line number from the spreadsheet.

This information then allows the Cash Management Team to reconcile your receipt with the payment on the bank statement.

If you have any queries or problems then please e-mail the above address.

Multiple departments receipts

All receipts (invoice and non-invoice related) that are relevant to more than one department should be entered as normal onto the system, however;

- ◆ Only claim the proportion of the payment that is proper to your own department (as per the remittance advice with the cheque); and
- ◆ Then forward the remittance advice and cheque onto the Cash Management Team via the UMS, who will then arrange for the remainder to be claimed.

Unidentified receipts

Unidentified receipts are when money is put into a receipt batch without attaching it to either a customer or a General Ledger code. By running the *Aging 7 Buckets* report, you will be able to identify such receipts, which will require investigation and 'allocated' accordingly. For further assistance in relation to this please contact UFS_AR@admin.cam.ac.uk.

15. Month-end guidance

Accounts Receivable (AR)

- Complete AR invoices, credit notes and batch receipts for the month (this is ongoing).
- Print and send AR invoices and customer statements.
- Print and send dunning letters as part of credit control.
- Run *Incomplete Invoices* report to identify any incomplete sales transactions and complete/cancel transactions as necessary.
- Run *Unapplied Receipts Register* to identify any receipts unapplied to specific invoices and apply these receipts to the appropriate invoices.
- Run *Aging 7 Buckets by Accounts* report to show invoices with no remittance, and review – use for credit control.
- Review and write-off bad debts (with necessary approval).

Internal Trading

- Raise Internal Trading AR invoices promptly to departments in accordance with agreed terms.
- Include as detailed and complete descriptions as possible for Internal Trading AR invoices. Avoid using vague references such as “per attached documents”.
- Review and agree Internal Trading invoices in dispute and refer to arbitration as necessary.

Banking

- Complete all receipt batches for cash and cheques received on or before the last day of the month.
- Run the *Receipt Register Report* for cash receipt batches.
- Arrange for banking of all monies received up to the last day of the month (including vending machines, photocopier sales, pay phones, key deposits).
- Claim BACS receipts/bank transfers from the weekly Finance Division spreadsheet.
- Process monthly petty cash journal for balancing your petty cash float.

16. Incomplete Invoices Report

This report highlights all sales transactions that are currently incomplete on the system. They will all require some further action by the department. There are various reasons as to why they remain incomplete:

- Raised in error
- Awaiting approval and completion
- Copy transactions
- Duplicate transaction

How to run this report

Responsibility: AP Invoice Entry / Manager

Navigate: Requests → Run

- Ensure Single Request is selected and click '**OK**'.
- Click on the '**List of Values**' in the **Name** field and type in 'Incomplete' and this will take you to the parameters screen.
- Order By – Invoice.**
- Click **OK**.

The screenshot shows a 'Parameters' dialog box with the following fields and values:

- Order By: **Invoice** (highlighted in yellow)
- Invoice Number Low: [Empty text box]
- Invoice Number High: [Empty text box]
- Customer Name Low: [Empty text box]
- Customer Name High: [Empty text box]
- Customer Number Low: [Empty text box]
- Customer Number High: [Empty text box]

At the bottom of the dialog are four buttons: **OK**, **Cancel**, **Clear**, and **Help**.

To print the report:

- Click on **Options**.
- Select the correct printer you wish to print to and enter the number of copies required.
- Click **OK**.

Submit Request

Run this Request...

Copy...

Name: Incomplete Invoices Report

Operating Unit: Cambridge University

Parameters: Invoice.....

Language: American English

Language Settings... Debug Options

At these Times...

Run the Job: As Soon as Possible

Schedule...

Upon Completion...

Save all Output Files

Layout:

Notify:

Print to: noprint

Options...

Help (Q) Submit Cancel

Print the Output To:

Style: Landscape

Printer	Copies	For Language
AG_PR005101	1	All languages

Help OK Cancel

- Click **Submit**. This will take you to the Requests screen. Occasionally click refresh until process has been completed.
- You will now either have a printed copy at your printer or click on **View Output** to view on screen.

If you are in a central department, this report will show all Incomplete Invoices across the entire University.

Action points from this report

Each Invoice on this report will have to be reviewed and one of the actions detailed on the next page carried out.

Type	Question	Instructions/Comments
Void	Is the invoice no longer required?	No. Void and complete the invoice (refer to voiding transactions guidance)
	Does the void transaction need completing?	Yes. Complete in normal way or refer to someone who can complete it or contact AR helpdesk
Credit Memo	Was the credit memo not completed as it was raised in error or it had an error?	Yes was raised in error – If the credit memo was raised in error, complete the transaction with a zero value and match to a debit memo or an invoice
	Is the credit memo still required?	Yes it is required – Complete the remaining details on the credit memo and complete or send for completion
Invoice	Was the invoice raised in error?	Yes. Void the transaction (refer to voiding a transaction guidance).
	Are you awaiting for someone to complete the transaction?	Yes. Request a colleague who has the correct responsibility to complete the transaction.

Incomplete Invoices report

CAPSA Set of Books Report Date: 01-NOV-2013 09:14

Incomplete Invoices Report

Order By : Invoice

Customer Name : To

Customer Number : To

Invoice Number : To

CAPSA Set of Books Report Date: 01-NOV-2013 09:14

Order By: Invoice Page: 1 of 10

-----Invoice-----				-----Customer-----		
Number	Type	Date	GL Date	Name		Number
3149	LF Internal Tra	07-APR-10	07-APR-10	APPLIED MATHEMATICS & THEORETICAL PHYSICS		1069
3178	AT Internal Tra	28-MAY-10	28-MAY-10	ENGINEERING		1077
3420	SR Internal Tra	22-NOV-10	22-NOV-10	CLINICAL NEUROSCIENCES		1114
34689	AM Internal Tra	14-AUG-01	14-AUG-01	MODERN AND MEDIEVAL LANGUAGES		1038
34728	AM Internal Tra	14-AUG-01	29-MAY-09	MODERN AND MEDIEVAL LANGUAGES		1038
3537	PK Internal Tra	27-JUL-11	27-JUL-11	Centre for Stem Cell Research		174386
3576	SR Internal Tra	03-NOV-11	03-NOV-11	PSYCHOLOGY		1090
3583	PR Internal Tra	28-NOV-11	28-NOV-11	SCHOOL OF THE BIOLOGICAL SCIENCES		1082

Transaction number

Transaction Type

Customer name and number

17. Unapplied Receipt Register report

This report highlights receipts that are showing against a customer's account, but have not been applied to a specific transaction. The receipt batch status will be **OPEN** when investigated but should be **CLOSED** wherever possible. The batch will close once all of the receipts have been applied within the batch.

Navigate: Request → Run

- Ensure Single Request is selected and click **OK**.
- Click on the '**List of Values**' in the **Name** field and type in '**Unapplied**' and this will take you to the parameters screen.:

Ledger Currency

Defaults in with GBP, can change to other currencies if required.

Format

Select *Detailed*.

- Click **OK**.

- Should you wish to print this report adjust your printer options and print copies.
- Alternatively click on view output after the request has completed.

If you are in a Central Department, the report will list every unapplied receipt across the entire University.

CAPSA Set of Books Unapplied Receipts Register Report Date: 01-NOV-2013 09:33

Currency Code :
 GL Dates : 01-OCT-13 To 31-OCT-13
 Customer Names : To
 Customer Numbers : To
 Batch Source Names : To
 Batch Names : To
 Payment Numbers : To

CAPSA Set of Books Unapplied Receipts Register Report Date: 01-NOV-2013 09:33
 GL Date From 01-OCT-2013 To 31-OCT-2013 Page: 1 of 1

Currency: All
 Format Option: Detailed
 Entity: U * - Unidentified Payment

GL Date	Batch Source	Batch Name	Payment Method	Payment Number	Payment Date	On Account/ Prepayment Amount	Unapplied Amount	Claim Amount	
Customer Name: UNIVERSITY OF ARIZONA				Customer Number: 20273					
31-OCT-13	USD Manual Receipt	AG/31/10/13/U	USD Cash	AG/AK/31/10/13/	31-OCT-13	0.00	1,325.46	0.00	
Total for Customer: UNIVERSITY OF ARIZONA							0.00	1,325.46	0.00
Total for Entity: U							0.00	1,325.46	0.00
Total for Report:							0.00	1,325.46	0.00

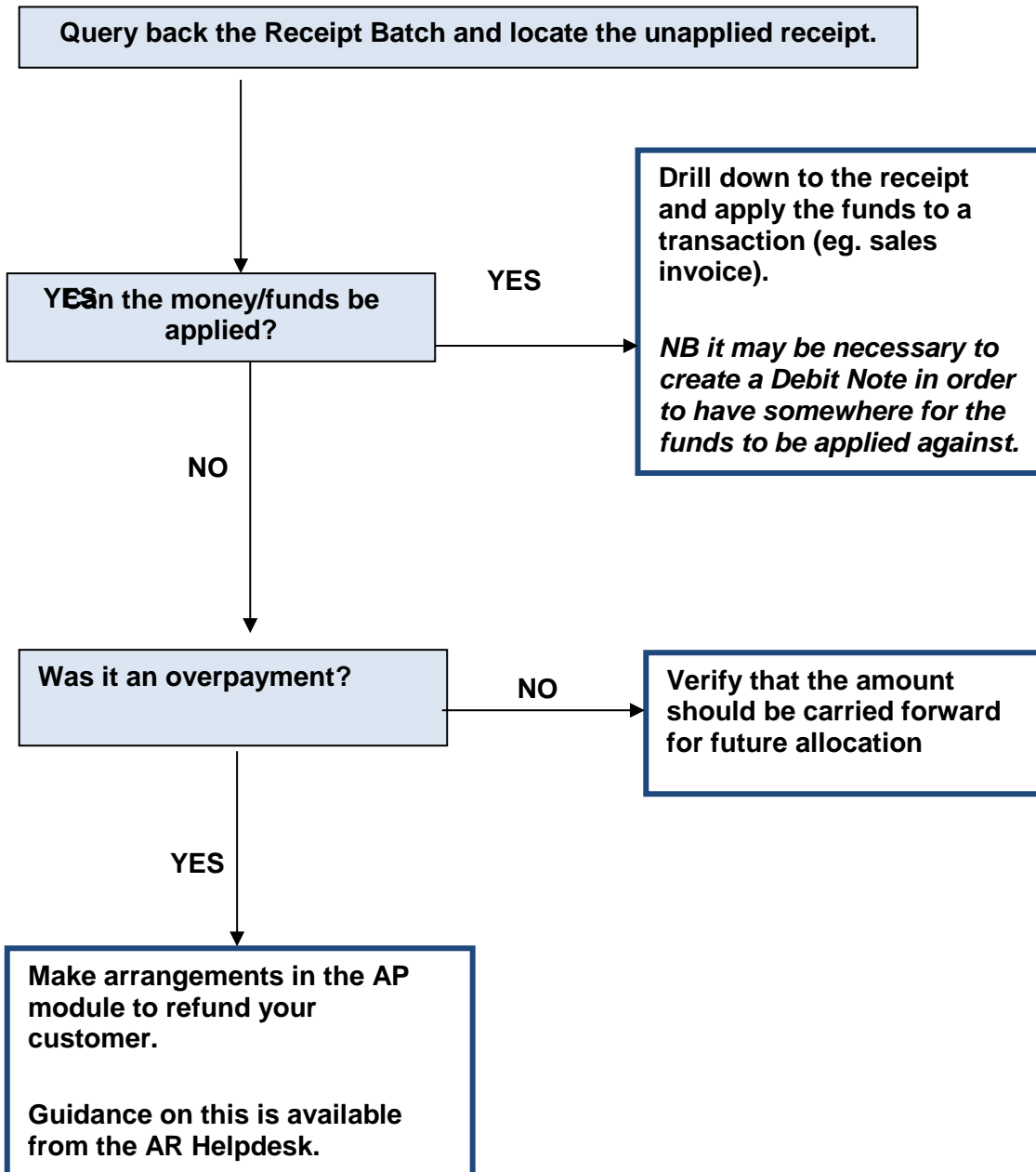
Receipt batch source

Receipt batch name

Individual Receipt Number

Unapplied receipt amount

Action points from this report

Start Here

Appendix A: Account codes used in AR

All invoices to research sponsors are raised on the department's behalf by the Research Office. Therefore departments can only record transactions against General Ledger codes.

General Ledger account codes are made up of six segments:

- Organisation (1 character)
- Department (2 characters)
- Cost Centre (4 characters)
- Source of Funds (4 characters)
- Transaction (4 characters)
- Spare (4 zeros)

They are normally written in a string format e.g. **U.AG.AGAA.AAAA.LAAA.0000**

Organisation Segment	<p>This is used to split transactions by legal entity.</p> <p>This will be U if you are a department of the University of Cambridge.</p>
Department Segment	<p>This is used to define the Department for whom the transaction relates,</p> <p>eg. AG for the Finance Division.</p>
Cost Centre Codes	<p>These provide departments with the means to analyse the transactions in a more detailed manner and against which budgets can be set.</p> <p>Each department has automatically been set up with a standard set of cost centres, covering activities such as administration, workshop, library, catering and Research Grants. Other costs centres specific to the Department have been added to these.</p> <p>The Cost Centre code comprises of four characters: the first two are normally the Department's two-letter code and the next two identify the particular activity.</p> <p>An example of some of the Finance Division's codes is given overleaf.</p>

The standard set that all departments get

DO NOT USE!
The system uses this when it transfers in data from the Research Grants Module

Cost Centre	Description
AGAA	Finance: Administration
AGAB	Finance: Workshop
AGAC	Finance: Maintenance
AGAD	Finance: Library
AGAE	Finance: Catering
AGAG	Finance: Research Grant Activity
AGAX	Set Up in Error
AGAY	School Finance Managers
AGAZ	Insurance Office
AGBA	Finance General
AGBB	Bureau Service
AGBC	Director of Finance
AGBD	Financial Reporting
AGBE	Financial Transaction Processing and Control
AGBF	Treasury and Investments
AGBG	Training

Source of Funds

Funding for the University’s activities comes from many different Funds sources. The University has a responsibility to its sponsors, donors, and government funders to separate, manage and report (in most cases) on the activities based upon the source of funds.

The Source of Funds code is represented by four characters, which are the same across all departments. Although the list of them is very long there is some logical structure behind it. The main ones that are used in the Accounts Receivable module are:

G	Self Supporting Activities
GAAA	External Trading
GAAB	Internal trading
GB**	Research Training Support Grants.
GC**	Donations from University Companies
GD**	College Support Grants
H & E	Special Accounts

These will be the two main Sources of Funds that you will use

When raising a Sales Invoice or receiving money from another source you must detail on the system how you have obtained that income.

Example	Source of Funds	Code
You sell some goods/provide services to an external customer	External trading	GAAA
You sell goods/provide services to another department	Internal trading	GAAB
Reimbursements/sales to Students and staff	External trading	GAAA
Security Deposits received	Balance sheet item a 'creditor' (we will have to return the deposit to the customer upon safe return of the item)	0000
Deposit payment from a customer to reserve goods or services	External trading	GAAA

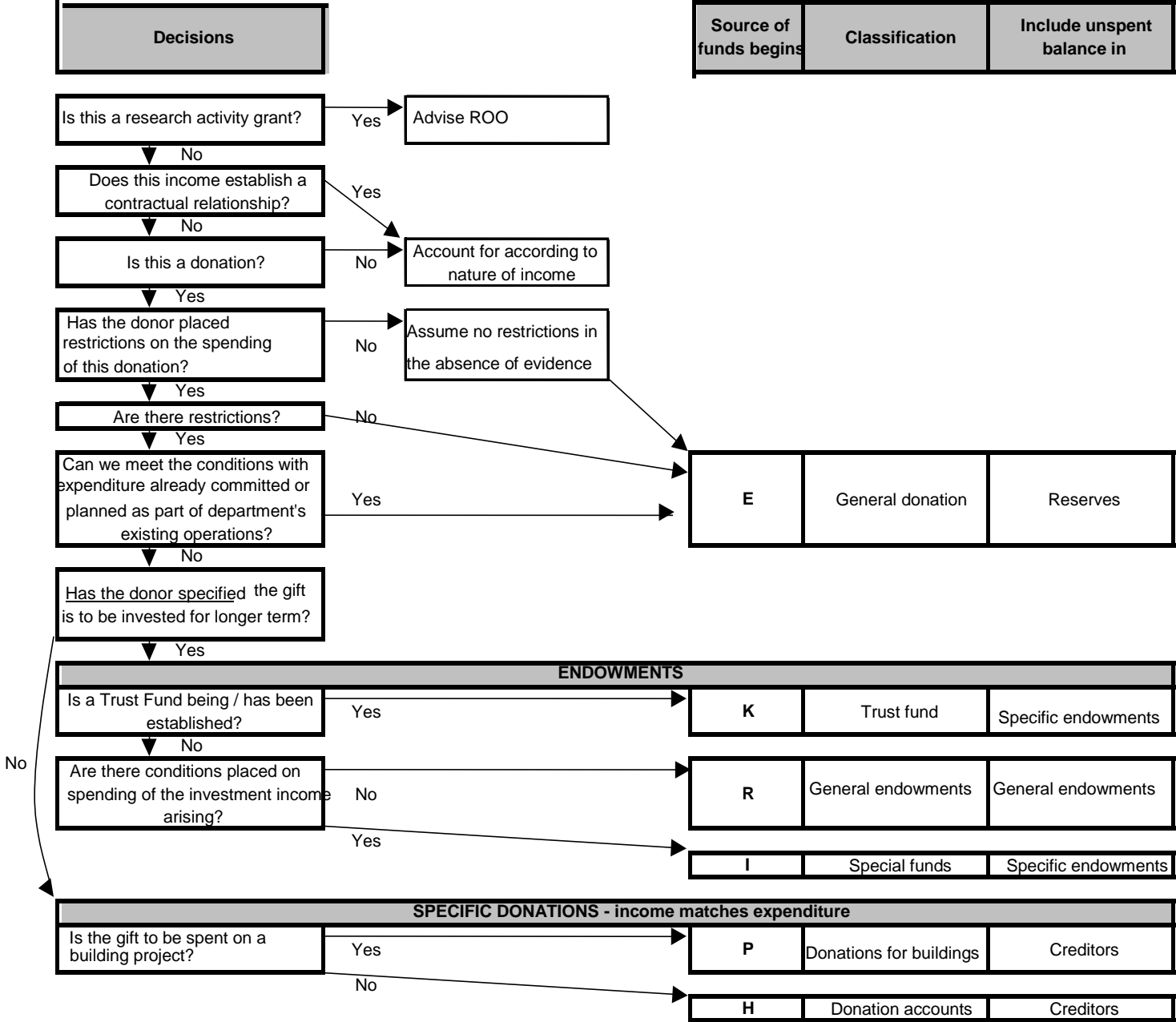
Donations

The University receives donations from a variety of sponsors. The accounting treatment of these funds relies on the conditions attached to the money and if/how it is invested.

Cash donations are classified as follows.

General Donations	This is where no specific conditions on the use of the money has been stipulated by the donor e.g. a contribution to a general appeal	EF**
Specific Donations	Where the donor specifies how the whole of the amount donated should be spent (excluding donations for Building projects)	H***

Refer to the flowchart on page 52 for further guidance on ascertaining the type of donation and the relevant source of funds.



Transaction Codes

Transaction codes are used to describe further the actual item/service codes for both income and expenditure. This is required for reporting and control purposes. The code is made up of four characters. See below:

<p>1st Character</p>	<p>Identifies what sort of account the transactions should be attributed to</p>	<p>There are many types of transaction codes (the first character) but the ones you will most commonly use in AR are:</p> <p>L Other Operating Income</p> <p>or possibly</p> <p>K Academic Fees & Support Grants</p>
<p>2nd – 4th Characters</p>	<p>Describe exactly what the transaction was.</p>	<p>The majority of the time you will be selecting a description code that will relate to operating income. There is a long list for this, but as with sources of funds there is a logical sequence behind them and you may find the following helpful.</p> <p>All L codes follow roughly this logic:</p> <ul style="list-style-type: none"> • LA.. Other Services Rendered* • LB.. Catering* • LC.. Health & Hospital Authorities* • LD.. Released from Deferred Capital Grants • LE.. Transfer from Local Examinations Syndicate • LF.. General Donations* • LG.. University Companies • LH.. VAT Rebate • LJ.. Room Hire* • LK.. Other* • LL.. Discount Taken • LM.. Property Income • LN.. Press & Publications Income* • LP.. Pensions Income • LR.. Computer Related Sales* • LZA. Overhead Recovery* • LZB. Labour Recovery* • LZD. Trust Fund Recovery • LZE. Research Grant Revenue

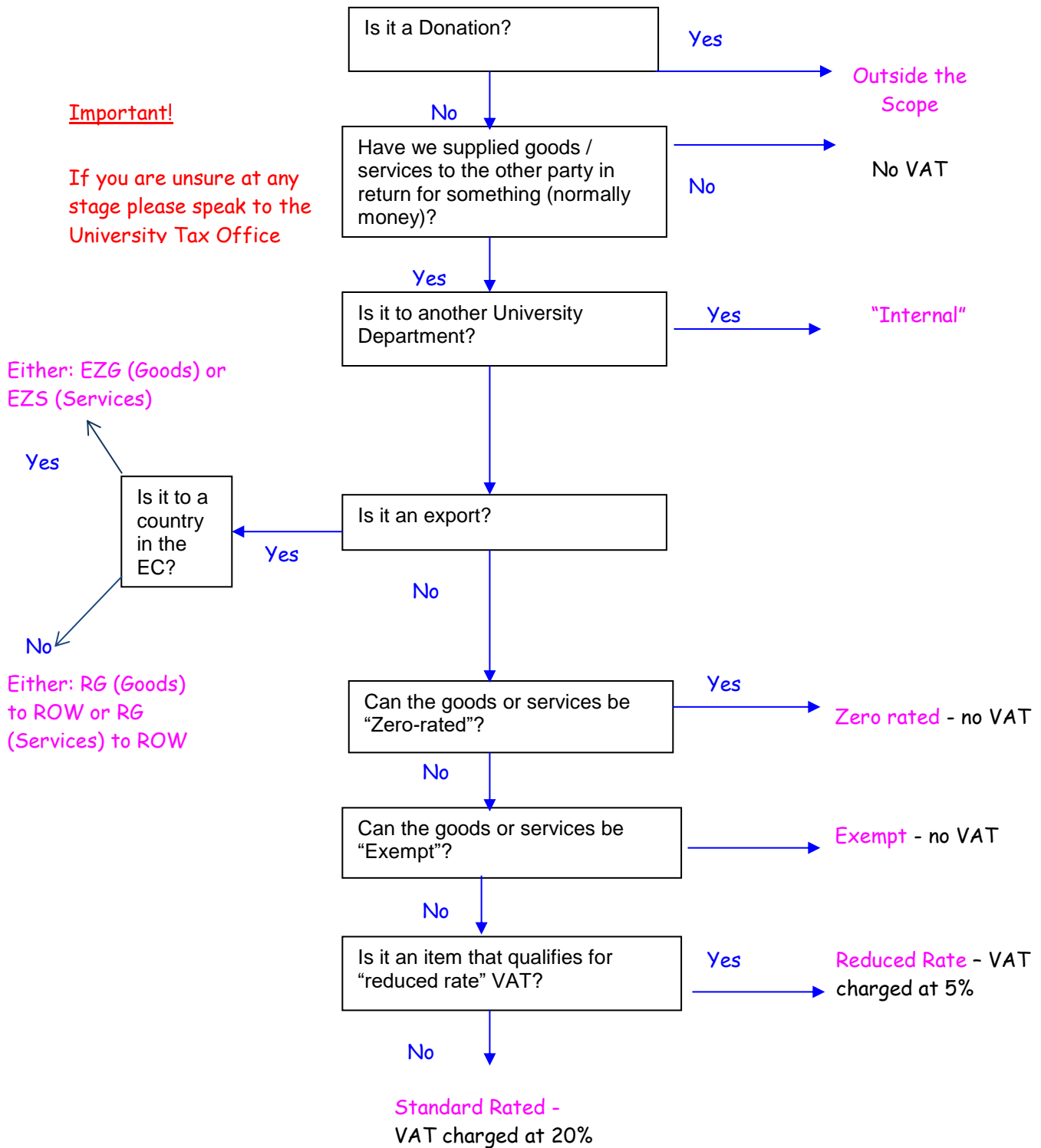
		<p><u>Other Operating Income codes starting L...</u></p> <p>* These are the most likely ones to be used.</p> <p>Occasionally you may use V*** transaction codes</p> <ul style="list-style-type: none">• to indicate a receipt of a security deposit , e.g. Key deposits is VPPA• to code VAT on miscellaneous receipts straight to the VAT account , e.g. Output Tax is VCCA
--	--	---

Spare Code

This is simply a spare field if the University decides to expand the accounting code structure at some point in the future. At present this is always going to be 0000 (four zeros).

Appendix B: VAT and AR

When deciding whether to charge VAT on an invoice, or whether a proportion of the monies you have received are vatable you should follow the basic principles;



Below are some common examples of items in the University and their VAT rates, further details and explanations are given in the VAT guidance published on the Finance Division web page at:

<http://www.finance.admin.cam.ac.uk/policy-and-procedures/financial-procedures/chapter-9-vat-and-other-taxes>

Alternatively please call the University VAT Office for further clarification

VAT Queries (3)32230

Common outside the scope items	
<ul style="list-style-type: none"> • True donations 	<p>VAT is not chargeable on pure donations of cash, i.e. where no strings are attached to the donation. However, if a 'donation' of cash is made on condition that the recipient provides something in return, then the recipient is making a taxable supply of services to the donor which will be liable to VAT under the normal rules.</p> <p>True donations are 'outside the scope' of VAT.</p>
Exports	
<ul style="list-style-type: none"> • EC goods and services 	<p>In the case of a supply of services to a member of the EC (other than the UK) the VAT Code 'EVS' should be selected as the tax rate. In the case of goods supplied to the EC 'EZG' should be used.</p> <p>The supplies are then zero-rated.</p> <p>However, in order to zero-rate the supply, the customer's VAT number is required and should be entered on the invoice. Where EC goods are supplied copy invoices should be passed to the Tax section. If the customer does not provide his VAT registration number, tax should be charged at the 'standard rate'.</p>

<ul style="list-style-type: none"> • Supplies of goods and services to the rest of the world. 	<p>For the purposes of the accounting system services to the rest of the world should be classed as 'RS', whilst goods to the rest of the world are 'RG'.</p> <p>Documentary evidence of export should be kept.</p>
Common Zero-rated Items	
<ul style="list-style-type: none"> • Sales of books • Library fines 	
Common Exempt items	
<ul style="list-style-type: none"> • Fees for education and vocational training • Goods/services closely related to the supply of education, vocational training or research (when supplied to another eligible body for use directly by their students) • In the majority of cases rent and room hire • Catering for students • Photocopying for students • Sale of stamps • Bench fees for students 	
Common Standard Rated Items	
<ul style="list-style-type: none"> • Sales to staff and visitors • Sales of second hand equipment (unless can be zero-rated in its own right e.g. books) • Catering for staff and visitors • Sale of postcards • Admission cards for libraries • Sponsorship • Advertising • Bench fees for academics • Gift Items eg. souvenir mugs • Consultancy Fees 	

Education

Supplies of education are 'exempt'. This includes not only supplies of education to full time students, but to all supplies of education. Education includes educational seminars, conferences, and lectures, together with sporting and recreational courses.

Closely related supplies

Supplies of goods and services which are closely related to a supply of education, vocational training or research (where the research is supplied to another eligible body) are 'exempt'. For example, supplies of accommodation, catering and other facilities to those attending a conference are 'exempt' under the proviso that they are a closely related supply to the supply of the education. Other examples of 'closely related supplies' are transport, photocopying, and supplies from vending machines. However, alcohol is not included in this concession!

The decision as to whether a supply is closely related to the provision of education can be subject to interpretation and in cases of doubt you should take advice from the Tax Section.

Room hire

The supply of room hire is 'exempt', unless the University has 'opted to tax' the building, in which case VAT should be added at the 'standard rate'. The majority of buildings have not been subject to an 'option to tax'.

Room hire for the purpose of catering is 'standard rated', as is the supply of room hire in conjunction with the supply of bedded accommodation.

Catering

Supplies to students are 'exempt'. Supplies to staff and visitors are standard rated. Where there is a mixed supply, the different types of supply should be identified. If it is difficult to identify different categories of customer at the point of sale, please speak to the Tax Section who may be able to agree a different method of calculating the VAT due.

Museum and other shops

- The supply of books is 'zero-rated'. This includes children's picture books and painting books.
- The sale of postcards is 'standard rated'.
- The supply of stamps is 'exempt'.

Libraries

- Library fines are 'zero-rated'.
- Admission cards are 'standard rated' where a charge is made.

Photocopying services

Photocopying charged to another department is an internal sale and 'INT' should be selected as the tax rate. The supply of photocopying services to a student is regarded as a 'closely related supply' and is 'exempt'. Other supplies of photocopying are 'standard rated'.

Supplies of second-hand goods to staff

The supply of second-hand goods to staff are 'standard rated' unless the item being sold is 'zero-rated' in its own right e.g. books.

How do I account for VAT on cash sales?

Non invoice related receipts of cash should be entered under 'receipts' within the Accounts Receivable responsibility. The receipt type should be set at 'Misc.'. Before receipts of cash are entered each activity will need to be set up as a 'Receivable Activity'.

For example, you might need activities for exempt and VATable catering coming from the same canteen.

You must not raise invoices off the system and apply the receipt of cash to a receivable activity as this can lead to an error in the paying VAT to HM Revenue and Customs at the correct time which is driven by the invoice date, not the date of receiving payment.

Appendix C: How to deal with foreign currency cheques

Cheques which have been drawn abroad but are payable in the UK and cheques that are payable abroad (in either Sterling or another currency).

Please see the attached examples numbered as follows.

Examples 1 – 4

TYPE: Cheques in Sterling, drawn abroad by overseas banks but payable in the UK at a British bank named on the cheque (1 & 2 also have an UK bank sort code printed on them.)

SOLUTION: These cheques should be banked as a normal Sterling receipt along with any other UK cheques.

Examples 5 – 6

TYPE: Cheques drawn in Sterling, drawn abroad by an overseas bank but payable at the drawee bank's UK office.

SOLUTION: Treat as example 1-4.

Examples 7 – 8

TYPE: Cheques in Sterling, drawn abroad **AND** payable abroad. There is no UK bank detailed on the cheque therefore payable where the cheque was drawn.

SOLUTION: Enter in a separate Sterling receipts batch and forward to the cashier at the Old Schools. Bank commission will be payable, the receipt will be adjusted centrally after the proceeds have been received.

Examples 9 – 10

TYPE: Cheques drawn in Euros, drawn abroad and payable abroad.

SOLUTION: Enter on a separate receipts batch as a EURO receipt to credit the EURO bank account. Forward to the Cashier as above (commission will be payable). **NB** Euro cheques payable in the UK should be treated the same.

Examples 11 – 12

TYPE: US \$ (Dollars) cheques payable in the USA. (**Note** US Cheques seldom state US dollars or the name of the country. It is assumed that everybody has a detailed knowledge of the geography of the USA!)

SOLUTION: Enter on a separate receipts batch as a credit to the dollar account. Send to Cash Management or the Cashier at the Old Schools.

Example 13

TYPE: A Canadian \$ (Dollar) cheque. Again the type of dollar and country are not stated (geography knowledge again is assumed).

SOLUTION: - Enter on a separate receipts batch as a Canadian Dollar receipt but to the Sterling bank account. Send to the cashier, commission will be payable. **NB** Cheques in any other currency should be treated as Example 13. A separate receipts batch needed for each.

Example 14

TYPE: ***The Complicated One!*** Drawn in Canada but in **US \$ Dollars**. Payable in Canada **but also** payable in the USA.

SOLUTION: Treat as 11 – 12.

Example Cheques 1-3

Scotiabank
 THE BANK OF NOVA SCOTIA JAMAICA LIMITED
 6 OXFORD ROAD, KINGSTON JAMAICA

529502 / 81505 40-05-15

PAY UNIVERSITY OF CAMBRIDGE DATE 6th February

ACCOUNT PAYEE ONLY

THE SUM OF GBP ~~1000~~ £ 477.00

TO: HSBC Bank plc, 70, Bank 181, 21-22 Fenchurch Lane, London EC3P 1BX

AUTH. NO. 1705

#529502# 40#05#15# 37605432#

Republic Bank
 Pointe-à-Pierre Trinidad W.I. Branch

8781/ 137735 4th February 2002 Date 20-32-5

On demand pay to UNIVERSITY OF CAMBRIDGE

the sum of DIAGNOSTIC £ 552.00

To: BARCLAYS BANK PLC, Correspondent Banking Branch, St. Swinburn House, St. Swinburn Lane, London EC4N 8JA

For and on behalf of Republic Bank Limit

#137735# 20#3253# 50744832#

Bank of Montreal / Banque de Montréal

60-00-01

06605F 4

DATE DEC 21 2001

£1000

Pay to the order of / Payer à l'ordre de Contrib Fund. £ 88820.00

for Bank of Montreal / pour la Banque de Montréal


To / A: National Westminster Bank PLC, Overseas Branch, National Westminster Tower, 25 Old Broad Street, London, EC2N 1HD

Jola Watkins, President/Président

10 DUNDAS ST. W. OTTAWA, K2P 1K7

#066056# 60#0004# 04417216#

Example Cheques 4-6


SENG BANK

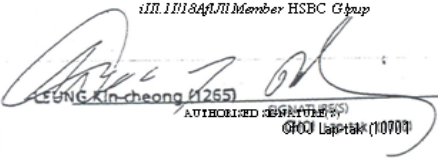
BAPTIST UNIVERSITY

DEMAND DRAFT
MDBK 823911


香港 HONG KONG 07 FEB 2002 1000-11

PAY TO THE ORDER OF
 UNIVERSITY OF CAMBRIDGE
 TWENTY-FIVE THOUSAND ONLY
 GBP25,000.00

TO: HSBC BANK PLC
 INTERNATIONAL DIVISION
 PO BOX 181
 Z7-32 POULTRY LONDON
 EC2P 2BX ENGLAND

FOR Hang Seng Bank Limited
 A Full Member HSBC Group

 SENG Kin-cheong (1255)
 AUTHORIZED SIGNATURE
 0903 Lap Pak (10709)

⑈ 8 239 1 1 ⑈ 40 05 1 5 ⑈

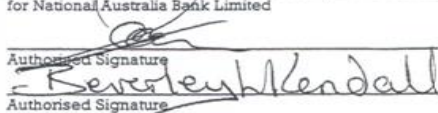

National Australia Bank Limited
 A.C.N. 001044937

International Cheque

Issuing Branch: WESTERN BCU
 Branch No: 3089
 CHEQUE NO. State: / 713441
 Date: 16 January 2002

Pay to the order of: UNIVERSITY OF CAMBRIDGE
 Twelve Thousand, Six Hundred Pounds Sterling
 the Sum of: GBP 12,600.00

STAMP: To, National Australia Bank Limited
 DUTY 6-8 Tokenhouse Yard, London EC2R 7AJ
 PAID

Authorized Signature

 Authorized Signature

⑈ 7 1344 1 ⑈ 16 5590 ⑈ 106 10050 ⑈

KIMFIER (1 EX) HRNSE SRNK HEAD OFFICE
 181, 2ga, Uichir' Chung-gu, Seoul 100, 799, Korea
 c.P.O. Box 2924

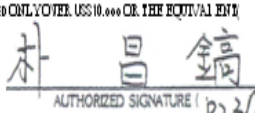
DANGDAITJONG BR. BRANCH/DIV.

DATE FEB. 27. 2000

AGAINST THIS DRAFT PLEASE PAY
 TO THE ORDER OF
 1000.00 J

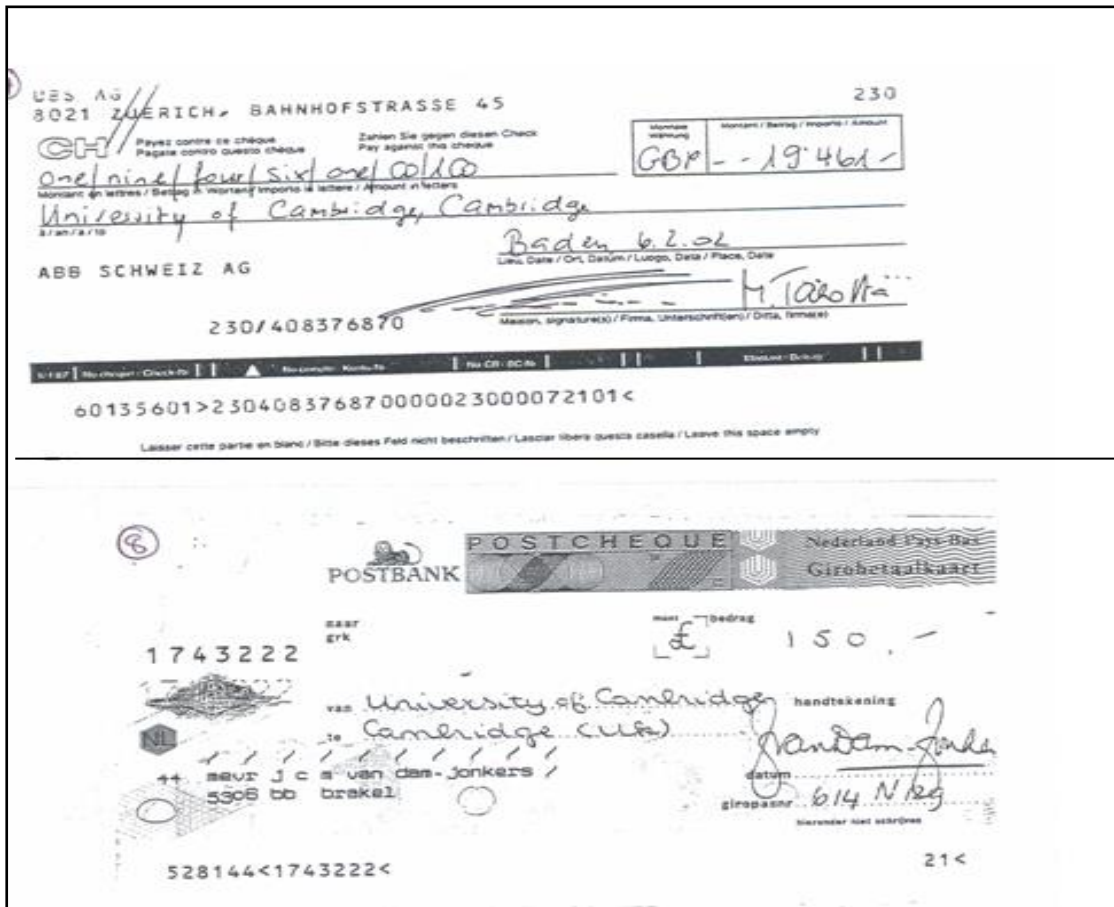
REMIITER: HO-GKYU A. CHJE
 100AND00/100*

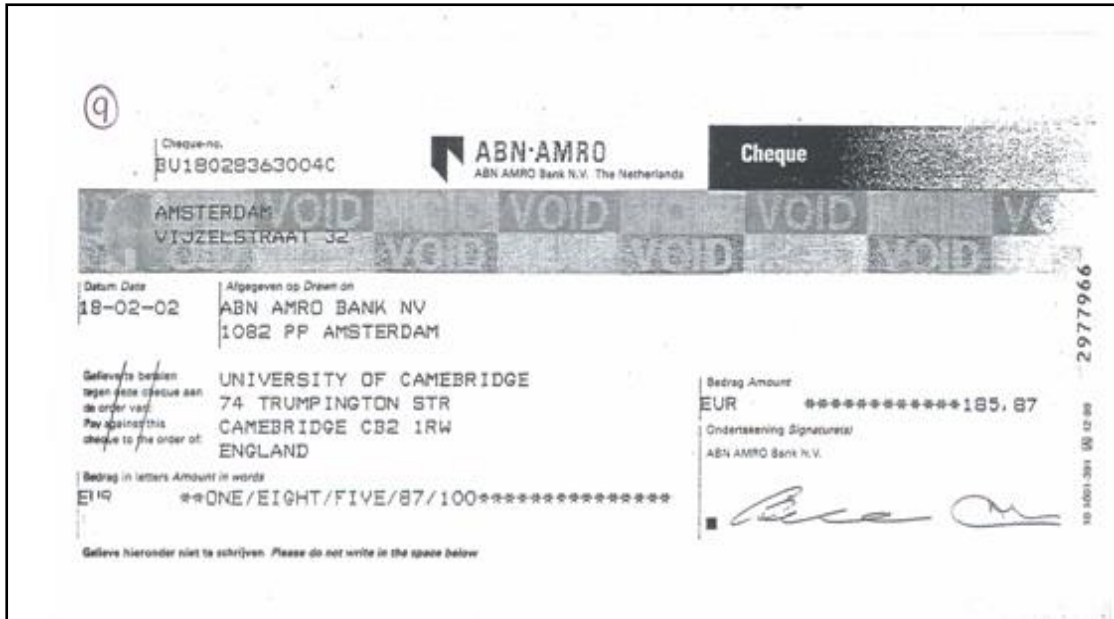
TO: KOREA EXCHANGE BANK
 LONDON
 30 OLD JEWRY
 LONDON EC2R 8EY
 UNITED KINGDOM

AUTHORIZED SIGNATURE

 1000REFNO r
 099-cIDD-21 0003

SECURED ONLY OVER US\$10,000 OR THE EQUIVALENT

Example cheques 7-9





Example Cheques 10-12



Kluwer academic publishers
 101 Philip Drive
 Assinippi Park
 Norwell, MA 02061
 AWOLTERS KLUWER COMPANY

ALBERT BANK
 HARTLAND ACCOUNTING CENTER 7253

CHECK NO. 0 6 7 6 3 4

CHECK DATE 02/07/2002

HUNDRED EIGHTY-SIX AND 15/100 DOLLARS

UNIVERSITY OF CAMBRIDGE
 UNIVERSITY CENTRE
 GRANTS PLACE, MILL LANE
 CAMBRIDGE CAMBRIDGESHIRE
 CB2 1RU UK

711
 520

3860151
 PAY THE AMOUNT

TO THE ORDER OF

UNIVERSITY OF CAMBRIDGE

105 2000 . . 311
 1 7 5 0 0 8 6 6 2 0 0 9

WARNING: THE FACE OF THIS DOCUMENT HAS A GREEN BACKGROUND ON WHITE PAPER.

9742

VOID six months after date

IOWA STATE UNIVERSITY
 OF SCIENCE AND TECHNOLOGY
 Ames, Iowa 50011

No. 223502

~10427-08
 311

UNIVERSITY OF CAMBRIDGE *****81~76

To the order of

Date 02/11/2002 Exactly *****81 Dollars 76 Cents

BANKERS TRUST COMPANY, DES MOINES, IOWA
 PAYABLE AT
 CHASE NATIONAL BANK DELAWARE
 WILKINGTON, DE 19801

Joan K Thompson
 TREASURER

WARNING: THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK.

223502 103 1002671 630 1804278 508

Example Cheques 13-14

DR. L.W. CONOLLY
 MRS. BARBARA CONOLLY 499
 HOMEWOOD AVENUE
 PETERBOROUGH, ONTARIO K9H
 2N2

544


4 to bi "4 ~ 1

PAY TO THE ORDER OF

Bank of Montreal
 MAIN OFFICE
 130 KING ST. WEST, TORONTO, ONT. M5X 1C5

118 51.1.118 1:00 ~ ? 211'00 ~ I: i ~ 3011? ~ 11118

W Conolly


ASIE IN UNITED STATES CURRENCY THROUGH THE MANHATTAN, BRONX AND BROOKLYN COLLECTION ARRANGEMENT AT ROYAL BANK OF CANADA, NEW YORK BRANCH

PROVINCE OF MANITOBA
WINNIPEG, CANADA
U.S. DOLLAR ACCOUNT

TO THE ROYAL BANK OF CANADA
MAIN BRANCH
WINNIPEG, CANADA

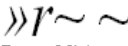
Cheque No. **US 9 0 0 8 3 2 5**
Dec 21, 2001 9008325

*****17.00* USC

*** SEVENTEEN USD and ZERO cents***

PAY TO THE ORDER OF

UNIVERSITY OF CAMBRIDGE
LENSFIELD RD CAMBRIDGE
Cambridgeshire
CB2 1ER
UNITED KINGDOM


Deputy Minister of Finance Sous-ministre des
Finances

⑈9008325⑈ ⑆026004093⑆00007⑈0469⑈3⑈