

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: Creation of a Receivable Activity.

Navigate: Receipts \rightarrow Receipt Batches

Step 1: Receipt Header

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

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

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

Receipt Batches (Cam	bridge University)				_ 🗆 🗙
Batch Type Man	ual-Regular	-	Batch Source	Manual Receipts	
Batch Number AG/1	1/06/18/02		Currency	GBP	
Batch Date	11-JUN-2018		Receipt Class	Manual Receipts	
GL Date	11-JUN-2018		Payment Method	Cash/Cheque	
Deposit Date	11-JUN-2018		Bank Name	Barclays Bank	
Comments			Bank Account Number	10921084	
lotals	Count	Amount		Count A	mount
Control	1	50.00	Applied		
- Actual			Unapplied		
+ Reversed			On Account		
Difference]	Cash Claims		
			Prepayments		
			Unidentified		
			Miscellaneous		
			Returned		
Transmission			2		
Name			Status New	Partially 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 Date	This is the accounting period you wish the income to reflect in. You can only enter the income in open periods. The date will default in and option to change if any other period available to use.
Deposit Date	The date the income was deposited in the bank. Usually the same date as the batch date.
Control Count	Enter the number of receipts you are inputting in this batch .
Control Amount	The accumulated total value of all the receipts you are entering.
Comments	This is an optional field where you may wish to enter relevant information that may be department specific and is a free text field.

The paying-in slip reference must be quoted on the receipt batch before posting. This enables the Cash Management Team in the Finance Division to match the receipt on UFS to the bank statement.

To do this select the box in the right hand corner (highlighted with red box) of the *Receipt Batches* screen.

		1 D				
Batch Type	Man	ual-Regular	al-Regular Batch Source Manual R		Manual Receipt	ts
atch Number				Currency	GBP	
Batch	Date	09-FEB-2023		Receipt Class	Manual Receipt	ts
GL	Date	09-FEB-2023		Payment Method	Cash/Cheque	
Deposit	Date	09-FEB-2023		Bank Name	Barclays Bank	
Comm	nents			Bank Account Number	10921084	
lotals		Count	Amount		Count	Amou
Con	trol	Count	Amount	Applied	Count	Amou
- Act						
+ Dever						
Revers	sed			Cash Claims		
Differer	ice			Bropovmonts		
				Linidentified		
				Missellesseus		
				Miscellaneous		
				Returned		
Transmission	r			Status New		Purgod
Name				Operating Unit Cambridge U	aivoreity	y i uigeu
Lockbox				operating on Comprise of	inversity	
Batch					R	eceints

This will then open a second smaller window *Batch information* where you can enter all of the details before clicking OK.



	Count	Amount			oun
Co	Batch Information				×
A eve fer	Paying-in slip Reference				
			<u>O</u> K	Cancel Clear	Help

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

Step 2: Receipt Summary

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

Receipt Number	Here you need to enter the receipt number. There is a standard format to use. The format to follow is: Dept code/Initials/Day/Month/Year/Batch number/Unique number Eg. AG/AK/31/01/14/01/01
Туре	There are two options available to use. The options are standard and miscellaneous. Any non-invoice related receipts will be a miscellaneous type.
Receipt Amount	The value of the receipt you are entering.

Re	Receipts Summary (Cambridge University : GBP) - AG/11/06/18/02								
								V	
	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 https://www.finance.admin.cam.ac.uk/files/ar_dfnrecactiv.pdf. This can only be completed within AR Supervisor or AR Manager responsibility.

Receipts (Cambridge Universit)	ty : GBP) - AG/11/06/18/02				
					◄
Receipt				Reference	
Receipt Method	Cash/Cheque	Receipt Date	11-JUN-2018	Type	
Receipt Number	AG/MS/11/06/18/02/1	GL Date	11-JUN-2018	Number	
Receipt Amount	GBP 50.00	Maturity Date		Customer Name	
Receipt Type	Miscellaneous	Functional Amount	50.00	Customer Num	
State	Remitted	1		Location	
otato			I 🗌 J	Taxpayer ID	
Main Moro					
Main More					
Paid By				Customer Bank	
Name				Name	
Durnana				Account	
Pulpose				Account	
Activity A	AG IMISC RECEIPTS		0.00	PSON	
Distribution Set		Tax Amount	0.00	Remittance Bank	
Tax Code	DS - OUTSIDE SCOPE	Tax Rate %	0	Name	Barclays Bank
Tax Account	J.00.0000.0000.VCCA.0000			Branch	201768 Cambridge
Description L	JC.Balance Sheet.Balance Sl	heet		Account	10921084
Reference			Comments	NCOME FROM VENDIN	G MACHINE W/C
Postmark Date				4/6/18	
				·	
Confirm 1	Reverse 1	Receipt History	(<u>S</u> ea	rch and Apply	Distributions

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

- **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.
- 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.
- **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		×
Entity	U	UC	
Department	AG	Finance	
Cost Centre			
Source of Funds	GAAA	External Trading	
Transaction			
Spare	0000	Default	
	•		
		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.

Manual Rece GBP Manual Rece Cash/Cheque Barclays Bar	Batch Source Currency Receipt Class yment Method	•	versity) Ir 2	bridge Univual-Regula	t Batches (Cam ch Type Man	Receipt
Manual Rece GBP Manual Rece Cash/Cheque Barclays Bar	Batch Source Currency Receipt Class yment Method	•	2 0049	ual-Regula 1/06/18/02	ch Type Man	Bato
GBP Manual Rece Cash/Cheque Barclays Ban	Currency Receipt Class yment Method		2	1/06/18/02		
Manual Rece Cash/Cheque Barclays Ban	Receipt Class yment Method		040		Number AG/1	Batch N
Cash/Cheque Barclays Ban	yment Method		010	11-JUN-2	Batch Date	
Barclays Ban			018	11-JUN-2	GL Date	
	Bank Name		018	11-JUN-2	Deposit Date	
10921084	count Number	В			Comments	
Count		Amount		Count	_	Totals
0	Applied	50.00		1	Control	
0	Unapplied	50.00		1	Actual	-
0	On Account	0.00		0	Reversed	+
0	Cash Claims	0.00		0	Difference	
0	Prepayments					
0	Unidentified					
1	Miscellaneous					
0	Returned					
					nission	Transm
Partia	Closed				Name	
versity	Cambridge Un	Operatin			Lockbox	1
					Batch	
1	Count 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Count Applied 0 Unapplied 0 On Account 0 Cash Claims 0 Prepayments 0 Unidentified 0 Miscellaneous 1 Returned 0 Status Closed Part g Unit Cambridge University	Amount Count 50.00 Applied 0 50.00 Unapplied 0 0.00 On Account 0 0.00 Cash Claims 0 0.00 Prepayments 0 Unidentified 0 0 Miscellaneous 1 Returned 0 Status Closed Part Operating Unit Cambridge University 0	Amount Count 50.00 Applied 0 50.00 Unapplied 0 0.00 On Account 0 0.00 Cash Claims 0 Prepayments 0 0 Miscellaneous 1 1 Returned 0 0	Count Amount Count 1 50.00 Applied 0 1 50.00 Unapplied 0 0 0.00 On Account 0 0 0.00 Cash Claims 0 0 0 Operating Unit Closed Part 0 Operating Unit Cambridge University 0	Count Amount Count Control 1 50.00 Applied 0 Actual 1 50.00 Unapplied 0 Reversed 0 0.00 On Account 0 Difference 0 0.00 Cash Claims 0 Unidentified 0 Unidentified 0 Miscellaneous 1 Returned 0 ission Status Closed Part Name Operating Unit Cambridge University



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.