Other types of Receipts

BACS Receipts

Twice weekly the Cash Management Team e-mail a spreadsheet to Department Key Contacts and accounts staff notifying them of unclaimed BACS income for all bank accounts.

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 onto CUFS.

1.   Enter a Receipt Batch in the normal way, using the standard naming conventions.

2.   However change the **Batch Source** to "BACS/ Standing Orders"

3.   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:

a) Bank Statement Date (as per the spreadsheet).
b) Amount (as per the spreadsheet).
c) Your Batch Number and Receipt Number.
d) The line number from the spreadsheet.

This information then allows the Accounts Receivable 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 AR Helpdesk 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 the AR helpdesk.