

# 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.

🗢 Receipt Batches (Cambridge University) 📃 🗖 🖬												
	-		lanual-Regular		Ŧ	]		Batch Source	BACS/Sta	nding Orders	-	Change
Batch N	ch Number AG/13/01/14/01		1				Currency	GBP			Batch	
Batch Date		ate	13-JAN-2014					Receipt Class	Manual Receipts			Source
GL Date		ate	13-JAN-2014				Pa	yment Method	BACS			
Deposit Date		ate	13-JAN-2014			Bank		Bank Name	Barclays Bank			
Comments							Bank Ac	count Number	10921084			
<b>.</b>												
- Totals -		_	Count		Ai	nount			Count		Amount	
	Contro	ol 🛛	1		10	00.00		Applied				
-	Actu	al 🗌						Unapplied				
+	Reverse	d [						On Account				
	Differenc	e						Cash Claims				
						Prepayments						
	Unidentified											
	Miscellaneous											
	Returned											
Transmission												
Name						Status New		Partially Purged				
Lockbox							Operating Unit	Cambridge Un	iversity [			
	Batch									Receipts		
L									_			

- 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.