AR Part 1: An Introduction to Accounts Receivable
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1. Overview

The Accounts Receivable module deals with managing customer information and dealing with income generated from sales. Key activities covered by this module are:

1. **Setting up customer information.**
   Research Accounting in the Finance Division can set up and maintaining customer information. This also can be done by departments after they have completed the mandatory training for setting up customers by those with a specific responsibility. While customers may deal with a number of departments, information other than the customer name can be entered and maintained confidentially.

2. **Creating invoices and other documentation.**
   Invoices should be raised in sterling where possible as any exchange rate losses or gains will be the responsibility of the department. Customer credit notes are also created in this module and can be linked be linked an associated invoice(s).

3. **Dealing with income.**
   Both invoiced and non-invoiced income can be detailed and recorded within the Accounts Receivable module.

4. **Collections.**
   Collecting customer debts is the responsibility of the department in the first instance. The Finance Division would become involved should court action need to be taken. The collections tool within this module allows departments to manage and monitor debt and to record any contact made with debtors. It has facility to record telephone call details, set up tasks. Within the income collection module you have the facility to print reminder letters known as Dunning letters and Statements. This will provide a clear audit trail as required.

5. **Obtaining information.**
   Reports can be viewed and printed which will provide information on customers and income and accounts can be queried on line.
2. **Searching for a Customer**

The first thing that you have to consider is whether you are going to raise a sales invoice to a customer, in order to obtain the monies that are owed to your department.

**Determining the need to raise an invoice to a customer**

It is expected that the following policy be adopted throughout the University when deciding if an invoice should be raised:

- If the University provides goods and services to a customer on account, then an invoice should be raised promptly within the Accounts Receivable module.

- If the University sells goods / services as an “over the counter” transaction to an individual, for example, within University restaurants. This income will be classed as a miscellaneous receipt and therefore no invoice would be required.

To search whether the customer exists on CUFS you will need to follow the steps below.

**Finding Customers**

a) Enter the customer’s name using the wildcard (%) to assist with your search and click on the ‘Go’ button.

*The wildcard can be used anywhere in the search apart from as the first character.*
Any customer containing the letters you have searched for will be displayed.

You can view the address details to the right hand side of the customer number.

If no address details are visible

This highlights that the customer has been set up on the system by another department but not by your department. Before, you can raise an invoice to this customer you will need to arrange for it to be set up and allocated to your department too.

*Please see the guidance on Setting up a new Customer on the UFS webpage (R12 Guidance – Accounts Receivable).*

b) If the customer is available to use, select the relevant customer details by clicking on the radio button to the left of the customer name. The customer number and name is the information you will require to raise the invoice to the customer.
3. Transactions

What are transactions?

As with the customer record, transaction entry is split into a header and detailed sections. The main types of transactions are invoices and credit memos. Additional types include:

- **Debit memo**: A debit memo is used to add additional charges to a customer account. Alternatively, should you raise a credit note to an external customer in error you would raise a Debit memo to cancel it out.

- **Void**: This transaction type is used to ‘void’ a transaction that has been created in error. Transactions cannot be deleted from the system, as this corrupts the audit trail. Therefore transactions are assigned a type of void. The transaction is then maintained on the database and has no impact on AR or General Ledger records. It is purely a housekeeping tool.

Who can do what?

To provide some segregation of duties within the income collection process:

- **AR Users**: can input transactions however they cannot complete or approve a transaction;

- **AR Supervisor/AR Managers**: can ‘complete’ or approve the transaction.

Once a transaction has been completed it is ready to be printed and despatched to the customer.

The ‘complete’ process within the system validates the transaction to ensure all the required fields have been entered. A transaction that has been completed can be “in-completed” by an AR Supervisor and changed only up to the point that it is printed. Once the transaction is printed no changes can be made.
4. **Raising a sales invoice**

The Financial Regulations state that invoices must be raised:

- In the name of the University of Cambridge showing the University’s VAT number.
- Using CUFS unless the Director of Finance gives express dispensation.
- Promptly (not more than one month subsequent to the transaction to which it relates) and must comply with the VAT regulations.
- Wherever possible in sterling for settlement in sterling.
- If in a currency other than sterling, any exchange risk lies with the Department.

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>AR User or AR Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate</td>
<td>Transactions &gt; Transactions</td>
</tr>
</tbody>
</table>

**Step 1: Complete header details**

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

- **Class**: Type of transaction you are creating – select from the list of values *Invoice, Credit memo* or *Debit memo*.
- **Type**: *XX Invoice* for external or *XX Int. Invoice* for an internal invoice (where *XX* is your department code).

<table>
<thead>
<tr>
<th>Transaction (Cambridge University: GBP)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source</strong></td>
</tr>
<tr>
<td><strong>Number</strong></td>
</tr>
<tr>
<td><strong>Class</strong></td>
</tr>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Reference</strong></td>
</tr>
<tr>
<td><strong>Legal Entity</strong></td>
</tr>
</tbody>
</table>

b) Review the following fields and update if required:

- **Reference**: This is an optional field and free text. Enter any information that you feel may be helpful to you/department.
- **GL Date**: The date the transaction will reflect in your departmental accounts (defaults in with the current date).
- **Currency**: Normally use the default of *GBP*. You can use *Euro* and *USD* but all losses on exchange rates are the responsibility of the department.
The other mandatory fields will default in and should not be changed:

- **Source** – ‘Manual Invoice’, this should never be changed.
- **Date** - This is the transaction date and defaults in with the current date. This is used to generate the due date of the invoice based upon the terms specified.
- **Legal Entity** - This will always be Cambridge University, do not change.

**Step 2: Enter customer details**

a) On the **Main** tab complete the following:

**Bill To**

Enter the customer details by placing the cursor into the first line of the bill to section. Click on the list of values, enter the customer name and click **find**. This will display the results that match your search criteria. **Select** the correct customer you wish to use.

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

b) **Review**:

**Payment terms**. These will automatically populate as per your customer set-up. The University’s standard terms and conditions for external customers is 30 days, but this could be reduced if there is a valid business reason (simply select revised terms from the list of values).

**Other fields for information purposes only**:

- **Due date** is automatically generated based upon the transaction date in the header section and the Payment Terms selected
- **Sold To** fields will automatically populate based on customer selected
- **Paying customer** fields automatically populate based on your departmental customer selected
Step 3: More Tab

This tab has additional fields you must populate:

**Purchase order number** - Enter it in this free text field if you have been given one

![Image of more tab with fields]

**Step 4: Line Items**

a) This is where you enter the details of the products or services you are providing. The following fields are to be populated:

- **Description** This is a free text field where you enter the details of the product or service.
- **UOM** **Unit of Measure** – an optional field, chose appropriately from the list of Values
- **Quantity** If you have selected a particular UOM make sure that the quantity is appropriate to this.
- **Unit Price** Value of product or service you are providing (excluding any VAT)
b) Review the **Tax classification**
   
   This defaults in based on customer set up and may not be appropriate for this actual transaction. To change the tax classification, click on list of values and select appropriate option.

   c) 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 to. **You must only change the revenue line.**

The revenue GL account will automatically be part-populate:

But you it must be updated using the list of values to choose the correct **Cost Centre** and **Transaction** codes.
(i) The correct cost centre segment (area of activity) eg XXBA

(ii) The transaction segment (income code – L____ or K____).

However, if a standard memo line was used, the transaction segment of the account will default in automatically, but you will still need to amend the cost centre segment.

Repeat Steps A and B for each line of the invoice and Save. A transaction number is generated, which you should make a note of.

The next step is for the invoice to be checked and completed before printing (refer to guidance Completing a Transaction on this process).

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Top Tips

1) To view the Revenue lines for all your invoice lines on one screen, click on the drop down arrow and select Account for all lines.

2) If you want to allocate the generated income to more than one account, reduce either the value or the % in the first revenue account and then click in the next row down. Enter the other GL account code for the remaining value.
5. Completing a Transaction

All invoices need to be ‘completed’ (i.e. approved) before they can be printed and sent to the customer. Invoices can only be completed by those that have either AR Supervisor or AR Manager responsibilities.

To complete your own invoice

If you have access to either of these responsibilities, you can complete the transactions by simply clicking on the complete button on the invoice header screen.

To complete invoices raised by another colleague

<table>
<thead>
<tr>
<th>Responsibility:</th>
<th>AR Manager or AR Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigate:</td>
<td>Transactions → Transaction Summary</td>
</tr>
<tr>
<td>Menu:</td>
<td>View → Find</td>
</tr>
</tbody>
</table>

1. The supervisor needs to find all invoices awaiting completion by navigating to the Transaction summary window.
   - Once navigated, go to the View menu and select Find.
   - In the Find Transactions window select No in the Complete field using the drop-down list.
   - Click on Find.
2. For each incomplete transaction, check all relevant information by selecting the transaction and clicking on the **Open** button.

3. Check all data as appropriate, such as customer, line items and distributions.

4. To complete an invoice, return to the *Transactions Summary* window and click on the **Complete** button.
### AR Part 1: An Introduction to Accounts Receivable

#### Transaction Summary

<table>
<thead>
<tr>
<th>Source</th>
<th>Operating Unit</th>
<th>Legal Entity Name</th>
<th>Number</th>
<th>Bill To Customer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Invoice</td>
<td>Cambridge University</td>
<td>Cambridge University</td>
<td>789573</td>
<td>UNIVERSITY OF BEDFORD</td>
</tr>
<tr>
<td>Manual Invoice</td>
<td>Cambridge University</td>
<td>Cambridge University</td>
<td>789577</td>
<td>CAMBRIDGE COMMUNITY</td>
</tr>
<tr>
<td>Manual Invoice</td>
<td>Cambridge University</td>
<td>Cambridge University</td>
<td>789540</td>
<td>Medical Research Council</td>
</tr>
<tr>
<td>Manual Invoice</td>
<td>Cambridge University</td>
<td>Cambridge University</td>
<td>789512</td>
<td>JOES BOOKS</td>
</tr>
</tbody>
</table>
6. **Raising an invoice to another department**

When the SUPPLYING department receives the Purchase Order

When you have received an approved purchase order from another department, you should deliver the goods or services requested, together with a printed copy of your corresponding sales invoice.

As the supplying department, if you are selling goods from Inventory (Stock), then please make sure that your stores department has issued the items from Inventory accordingly. You could do this by sending a copy of the Purchase Order to the person in your department who deals with inventory.

**NB. An Internal Trading invoice should NOT be raised if the Purchasing department is an Associated Body.**

Any invoice raised to an Associated Body should be treated in the same way as an external customer’s invoice, as they are separate entities to the University. For a list of Associated Bodies please see the department code section at the following link:

http://ufs.admin.cam.ac.uk/atoz.html#d

Associated bodies will have a number in the external trading customer number column and NOT in the internal trading customer number.

**Key Differences to External Invoices**

Raising a sales invoice to another department is carried out the same way as raising a sales invoice to one of your external customers, but with the following differences:

- Invoice will **ALWAYS** be raised in **GBP**.
- The **TYPE** will be Your Dept Code then **Internal Trading** in the Header Screen ie. **AG Internal Trading**.
- The terms will always be **INTERNAL**.
- **TAX CODE** in the Invoice Lines screen will always be **INTERNAL**.
- **SOURCE OF FUNDS** in the Distributions window should be Source of Funds **GAAB**.
Step 1: Complete header details

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

**Class**  
Type of transaction you are creating – select from the list of values *Invoice, Credit memo or Debit memo.*

**Type**  
*XX Internal Invoice* for an internal invoice (where *XX* is your department code).

---

**Transactions (Cambridge University GBP)**

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Source</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Manual Invoice</td>
<td>25-SEP-2014</td>
</tr>
<tr>
<td>Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Invoice</td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>AG Internal Trading</td>
<td></td>
</tr>
<tr>
<td>Reference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Legal Entity</td>
<td>Cambridge University</td>
<td></td>
</tr>
</tbody>
</table>

---

c) Review the following fields and update if required:

**Reference**  
This is an optional field and free text. Enter any information that you feel may be helpful to you/department.

**GL Date**  
The date the transaction will reflect in your departmental accounts (defaults in with the current date).

**Currency**  
Will default in with GBP and should never be changed

*The other mandatory fields will default in and should not be changed:*

- **Source** – ‘Manual Invoice’, this should never be changed.
- **Date** - This is the transaction date and defaults in with the current date. This is used to generate the due date of the invoice based upon the terms specified.
- **Legal Entity** - This will always be Cambridge University, do not change.

---

Step 2: Enter customer details

c) On the **Main** tab complete the following:

**Bill To**  
Enter the customer details by placing the cursor into the first line of the bill to section. Click on the list of values, enter the customer name and click find. This will display the results that match your search criteria. Select the correct customer you wish to use.
Alternatively, if you know the customer number, enter it in the second line of the bill to section and press tab. You can find a full list of the internal customer details in the Financial Procedures Manual (chapter 8b)

d) Review:

**Payment terms.** These will automatically populate as per your customer set-up which will always be **Internal**.

![Bill template image]

**Other fields for information purposes only:**
- **Due date** will be the same date as the transaction date as internal invoices are due to be paid immediately
- **Sold To** fields will automatically populate based on customer selected
- **Paying customer** fields automatically populate based on your departmental customer selected

### Step 3: More Tab

This tab has additional fields you can populate:

**Purchase order number** - Enter it in this free text field if you have been given one

**Salesperson** - By populating this field you will print out on the invoice contact details of whom your department should contact in case of a query.

Type in your department code and press the tab key:
- select your name from the list of values (if someone else has already set you up*); or
- select your departments accounts team details e.g. xx_Accounts Team.

*How to set up and amend salesperson is covered in the AR2 course.
Step 4: Line Items

d) This is where you enter the details of the products or services you are providing. The following fields are to be populated:

- **Description**  This is a free text field where you enter the details of the product or service.
- **Quantity**  If you have selected a particular UOM make sure that the quantity is appropriate to this.
- **Unit Price**  Value of product or service you are providing (excluding any VAT)

e) Review the **Tax classification**

This defaults in based on customer set up. All internal customers will default in with the tax rate ‘Int/Internal Trading’. If this doesn’t happen contact the helpdesk for guidance.

f) 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 to. **You must only change the revenue**
line. To view all lines as seen below, click on the drop down arrow and select Account for all lines.

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

![Image of Distributions (Cambridge University)](image)

(iii) The correct cost centre segment (area of activity) e.g XXBA

(iv) 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 Step 5 for each line of the invoice and Save. A transaction number is generated, which you should make a note of.

The next step is for the invoice to be checked and completed before printing (refer to guidance Completing a Transaction on this process)

If you want to allocate the generated income to more than one account, reduce either the value or the % in the first revenue account and then click in the next row down. Enter the other GL account code for the remaining value.
7. **Searching for Transactions**

Regardless of your AR responsibility you can search for previous transactions in two ways.

**Option 1 – Finding Transactions**

a) From the *Navigator* screen double click on *Transaction*, and then on *Transactions* again from the sub-category. This will take you the invoice header screen.

b) Click on the ‘torch’ icon in the top tool bar as seen above. This will now open a new dialogue box called ‘*Find Transactions*’.

c) Enter your search criteria as required and then click *Find*.

   *If you know the transaction number enter it into the field and then press tab to specify it as both the start and end of the search range.*

d) Your transaction will now display if you searched on the transaction number.
However if you used other search criteria, you may be presented with a range of invoices and this will appear in the Transaction Summary screen. You will then need to review each transaction number by clicking on the ‘Open’ button to ensure you have found the correct one.

![Transaction Summary Screen](image)

e) You will now have the invoice header screen displayed.

![Invoice Header Screen](image)

**Option 2 – On a PC using the F11 function to search**

a) From the Navigator screen: Double click Transaction, and then Transactions again from the sub-category. This will take you the invoice header screen

b) Click on the F11 key

This will turn the invoice header screen into query mode (light blue screen colour).
c) Enter the transaction number

d) Hold the CTRL key and click F11 This searches for the transaction number specified and pulls through its details.
8. Print preview of invoice/credit memo

You can preview an invoice or credit memo that has been raised and completed to ensure that its content is correct before printing it out and sending.

Pre-requisites:

- The invoice or credit memo has not already been printed; AND
- It was created that day.

Step 1: Previewing the transaction

a) Ensure the transaction is **Completed**

An icon looking like sunglasses will appear next to the invoice number on the top left of the screen.

b) Click on the **sunglasses icon**

A view of the transaction will open in another window (see example on next page).

c) Review the content

You are not able to make any changes in this screen. It is purely there to review the narrative and ensure it is correct. You can not view the distribution code in this window, all checks on account codes used must be done in the CUFS screen via the Distributions button.

After reviewing the invoice you can either go back to the invoice in CUFS to make any changes you need to or alternatively if it’s correct follow the instructions on how to print.
Step 2: To amend the original invoice

a) Close the print preview screen and navigate back to the original transaction screen.

b) Click on the **Incomplete** button. This will enable you to make the relevant changes.

c) Make the required changes.

d) Click on the **Complete** button. You can now access the Print Preview function again to ensure all changes made are correct and the transaction appears as it should be.

e) Finally, print your invoice.

Alternatively, if no Credit Memo has been raised against the invoice you can void the transaction at this stage.
9. **Printing Invoices**

Customers will require a copy of the invoice/credit memo to be sent to them in a timely manner once it has been completed. Therefore, you can print either straight after completion or any given time after that.

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**Navigate: Print → Invoices**

Once you have navigated via the above path, the following window will appear.

a) Click **OK**.

By accepting the single request option this will display the *Print Invoices* screen.

a) For the **Name** field click on the list of values.

The Reports window lists a number of different options that are available

b) Select **Print Selected Invoices (UFS)**

The remaining reports relate to Research Grant claim forms and should not be used!

c) Click **OK**.

d) Complete the **Transaction number Low** and **High** fields with the relevant invoice number/s

This will print a single invoice/credit memo or a range of transactions.
e) Click **OK**.

f) Click on the **Options** button  
Check that the printer and number of copies to print are as required.

```
Print invoices

Name: Print Selected Invoices (UFS)
Parameters: Transaction Number::791369731569::No:
Language: American English

At these Times...
- Run the Job: As Soon as Possible

Upon Completion:
- Save all Output Files

Layout: AR: Print Selected Invoices (UFS)
Notify: AC_PR005101
Print to: AC_PR005101

Submit  Cancel```

g) Click on **Submit**.  
After submitting, a pop up message displays with a request ID of your print and a message asking if you want to submit another request.
h) If you need to run another print click **Yes** if not click **No**

If you clicked Yes, the *Print Invoice* screen displays for you to repeat the process. If you clicked No, the main navigator screen displays.

Should you wish to email the transaction to the customer, make sure your number of copies to print is set to ‘0’ and run the process as normal. Navigate to **View, Requests, Find** and click **Refresh Data** until the phase is completed. Click **View Output**, the document will display on your screen and you can send it as a PDF file to the customer.

**Printing transactions directly from the transactions screen**

Once users have completed their sales invoices they can print them directly from this screen.

a) Select the new menu option of **Reports** and then **Print Invoice**.

b) Click **OK** to run a single request.

c) From the list of values select the invoice report required e.g. **Print Selected Invoices**.

d) Enter the **transaction number** and click **OK**.

e) Under **Options**: check the printer and number of copies, amending if necessary.

f) Click **OK** and then **Submit** to run the request.
## 10. Overview of cash collection and application

### Receipt batches

The recording of receipts in AR is a critical part of the income collection process. The processing of receipts is important, as this information is required by the Finance Division to complete the bank reconciliation process using the Cash Management module.

All receipts are entered into a receipt batch. Departments are responsible for processing all receipts for non-research grant transactions.

### Comparison of batch details with actual amounts

Once all receipts have been entered for a batch, the batch must be **closed**.

The *actual* total of receipts recorded should be reviewed and compared to the *total* of cash and cheques to be banked.

If there is a discrepancy between the *actual* total and the *physical value* of cash and cheques, then this needs to be investigated and corrected within the batch and you will see a status of **out of balance**.

**THE BATCH TOTAL MUST EQUAL THE RECEIPTS TO BE BANKED.**

Once completed the receipt register should be run for the specific batch.

### Foreign Currency

If departments receive US Dollar or Euro monies, they should:

- Enter them in a receipt batch by themselves in AR.
- Ensure that the correct bank a/c details are specified on the batch screen.
- Cash/cheques should be sent to the Finance Division Cashier to be banked.

Any bank charges and exchange rate differences will be a cost to the department.

### Banking

Throughout the University there are a number of procedures followed for the banking of income receipts. These procedures depend on the volume, magnitude and type of receipt received. However, there are two main ways receipts are banked:

- through the Finance Division Cashier; or
- directly to the University Bank (Barclays)
### Finance Division Cashier

**Cheques:**
Place in an envelope along with the *Receipt Register* for that batch and post to the Cashier.

**Cash:**
Bring over to the Cashier at the Old Schools along with the *Receipt Register* for that batch

Cashier opening hours:
10:00am to 1:00pm
*Thursdays only.*

**NB:**
If you would like a receipted copy of the report for your own records please enclose/bring two copies of the report.

### Directly to the University Bank

Paying-in books for your department are available from the Finance Division Cashier.

If the department banks directly with the University Bank, then they must include in CUFS on the corresponding receipt header screen:
- the **paying in slip** reference; and
- the **date of banking**

The paying in slip reference appears on the bank statement in the Cash Management module and therefore a match can be made to the receipt batches within Accounts Receivable.

### Extracts from the Financial Regulations, 2013

**Cash and banking arrangements**

Heads of departments who receive cash or cheques shall establish procedures and staff instructions to ensure that:

- all cheques are made payable to 'University of Cambridge';
- all receipts to which the Department is entitled are received;
- all receipts, including BACS receipts, are properly accounted for and recorded;
- all receipts are banked intact (using local Barclays branches) promptly within a week, or more often if sums exceeding £250 are received (the Director of Finance must give written consent for this limit to be increased and will only give consent if this is operationally justified and the Department has suitable security arrangements);
- cash received is secure until banked (through the use of safes or where the cash/cheques combination does not exceed £250 by placing in a locked drawer/cabinet);
- the insurance limit for the Departmental safes is known and observed by staff;
- disbursements are not made from cash received; and all cheques, postal orders, cash, etc. are promptly banked intact i.e. complete (cashing of personal cheques from cash takings/receipts is not permitted)

All University Income, including donations to support any individual’s research, must be paid promptly into a bank account in the name of the University (and into no other account) and be accounted for in CUFS.
Departments and Staff have no authority to open bank accounts (whether in the UK or abroad) for any University activities without the prior written consent of the Director of Finance.

Where possible Departments shall separate duties for receiving and recording University Income. Where this is not possible regular independent checks shall be made.

The custody and transit of moneys must comply with University insurance requirements. The postal service and University Messenger Service must not be used to send cash.

Remittance advices and financial coding details must accompany all receipts advised to the Cashier in respect of centrally banked items or the Cash Management Section of the Finance Division in respect of locally banked or electronic receipts.

Departments are responsible for identification of their own BACS receipts. The Finance Division will assist by supplying relevant information.

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**Receipting Machines (PDQ machines)**

Electronic Receipting Machines (PDQ machines): The Director of Finance must give prior written consent for any use by a Department of PDQ machines for electronic receipts. The Finance Division will provide facilities for Departments where requested, explaining the circumstances in which the facilities are suitable. Departments will incur the cost of PDQ machine facilities.

**Internet based Receipting Facilities (e-PDQ)**

The Director of Finance must authorise any arrangements for receiving funds over the internet. The Finance Division will provide advice to Departments in this respect. Departments will incur the cost of e-PDQ facilities.

------------- Extracts from the Financial Regulations , 2013-------------
11. Entering a Standard Receipt

Upon receiving payment of the invoice(s), the next step would be to apply the payment against the invoice. This is done by creating a receipt. To create a receipt, follow the steps below.

Navigate: Receipt → Receipt Batches

Step 1: Receipt Header

Once you have navigated to the Receipt Batches screen, you will need to complete the following fields:

**Batch Source**

There are different batch sources available to use. This will depend on the type of payment you have received in terms of currency and method of payment. (Refer to foreign receipts document if payment received in Euro or USD). Upon selecting the correct source the currency, receipt class, and bank name and account number will default in. (payment method can be changed depending on type of payment method received).

**Batch Number**

Here you will enter the identification number of the receipt batch you are creating; there is a standard format to follow which is:

Dept code/Day/Month/Year/Unique number

e.g. AG/10/01/14/01
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**Batch Date**
This is the date you are creating the receipt batch (date will default in).

**GL Date**
This is the accounting period you wish the income to reflect in. You can only enter the income in open periods. (Date will default in and option to change if any other period available to use).

**Deposit Date**
The date the income was deposited in the bank. Usually the same date as the batch date.

**Control Count**
Enter the number of receipts you are inputting in this batch.

**Control Amount**
The accumulated total value of all the receipts you are entering.

**Comments**
This is an optional field where you may wish to enter relevant information that may be department specific and is a free text field.

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

### Step 2: Receipt Summary

Here we enter the details of each individual receipt that is going in to the batch. Each receipt will have its own receipt name. There is a naming convention for each receipt within the batch which is similar to the batch name. Complete the fields below as the image show.

**Receipt Number**
Here you need to enter the receipt number. There is a standard format to use. The format to follow is:

Dept code/Initials/Day/Month/Year/Batch number/Unique number

E.g. AG/AK/10/01/14/01/01

**Type**
There are two options available to use. The options are standard and miscellaneous. Standard refers to invoice related income receipts.

**Receipt Amount**
The value of the receipt you are entering.

After completing the receipts summary screen click on **Open**. This will take you to the next step where you link the income received to the invoice it relates to.
Step 3: Linking the Receipt to the Invoice

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

The details in the top half of the screen (see below) all prepopulate based on the information entered in the Receipt Batch screen and the Receipts Summary screen.

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

a) Enter either:
   - the invoice number in the Trans number; or
   - the customer details in the customer name or number field.

b) **Comments**
   This is a free text field. If you receive a cheque payment you must enter the cheque number and payee name and if it is a BACS payment then you must enter the line number, date and value of payment receipting

c) Click on **Apply**
   You will now be in the Applications screen where it will populate details of the transaction you are applying the receipt to. The following fields will be displayed.
d) **Apply to**

Defaults in with the transaction number you have entered in the receipts screen. However if you only entered the customer details in the receipts screen click on the list of values and select the correct transaction you wish to match to the invoice.

**Apply Date** The date will default in.

e) **Amount Applied**

The value of the payment you are applying against the invoice. This can be changed if full payment has not been received therefore a balance will remain outstanding.

**Balance Due** The amount outstanding if there is a difference between invoice and receipt and will default in.

f) **Click on the Save icon**

Should the receipt cover more than one invoice, complete the steps above and then click in to the line below or press arrow down key and repeat steps.
Step 4: Closing the Batch

Pre-requisites:
- Close out of the Applications screen.
- Close out of the 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.

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.

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>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.</td>
</tr>
<tr>
<td>Out of Balance</td>
<td>This means that the control totals and amounts do not match. Review the number of receipts and values and ensure they are correct.</td>
</tr>
</tbody>
</table>
12. Entering a miscellaneous receipt

If you want to enter non invoice-related receipts, such as monies received from students, donations, etc., the receipt must be entered with a type of **Miscellaneous**.

**Pre-requisite:** a previously created Receivable Activity (refer to the AR2 course).

**Step 1: Receipt Header**

Navigate: Receipt → Receipt Batches

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**

*eg. AG/31/01/14/01*
**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.

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

**Type**
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.

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 this a receivable activity must have been created first (see Creating a Receivable Activity details). You will now need to populate the following details as seen below.

![Image of receipt information](image)

- **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.
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.
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.

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13. Running the Receipt Register Report

The Receipt Register Report highlights the receipts within a batch. It shows the following details:

- Batch Number
- Receipt Number
- Values
- Comments

Navigate: Request → Run

a) Ensure single request is selected and then click ‘OK’

b) Click into the Request name field and use the list of values to select the Receipt Register Report (UFS).
c) Enter your **Receipt Number** in the *Parameters Window*, in the fields named **Receipt Number Low** and **Receipt Number High**.

d) Click ‘**OK**’

e) Click the ‘**Options**’ and populate the number of copies you require and which printer you wish to print to and then click ‘**OK**’
f) **Submit** your request. This will take you to the requests screen.

g) Occasionally click ‘**Refresh**’ till your request has completed and printed.