



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.

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

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. Complete the fields below as the image show:

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

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.

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 be defaulted 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 a software interface for entering receipt details. The window title is "Receipts (Cambridge University - GBP) - AG/13/01/14/USD/01".

Receipt Section:

- 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

Balances Section:

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

Detail Section:

- 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 Section:

- Name
- Account

Remittance Bank Section:

- Name: Barclays Bank USD
- Branch: 222 Broadway
- Account: 050-79664-0

Other Fields:

- Reference
- Postmark Date
- Comments

Buttons: Confirm... 1, Reverse... 1, Receipt History, Search and Apply, Apply (circled in blue).

- 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.

Detailed Procedure Entering Foreign Currency Receipts

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.

a) 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_fcursosinv.pdf/