



# Cross Currency Receipting

To apply a foreign currency receipt to sterling invoice is very similar to a standard receipt. For example you have raised a GBP invoice to a customer who has now paid you but not in GBP. You will need to link the payment and invoice together.

**Navigate: Receipts → Receipt Batches**

## Step 1: Receipt Header

Here you will need to populate the fields in yellow as they are mandatory.

| Totals     |  | Count | Amount  | Count         | Amount |
|------------|--|-------|---------|---------------|--------|
| Control    |  | 1     | 1200.00 | Applied       |        |
| - Actual   |  |       |         | Unapplied     |        |
| + Reversed |  |       |         | On Account    |        |
| Difference |  |       |         | Cash Claims   |        |
|            |  |       |         | Prepayments   |        |
|            |  |       |         | Unidentified  |        |
|            |  |       |         | Miscellaneous |        |
|            |  |       |         | Returned      |        |

- **Batch Type** Manual-Regular always (defaults in).
- **Batch Number** There is a standard naming convention for receipt batches. The format of the naming convention is:  
**Department Code/DD/MM/YY/Currency Initials/Unique number**  
*E.g. AG/31/01/13/EUR/01*
- **Batch Date** This is the date you are creating the receipt.
- **GL Date** The period you wish the income to show in your accounts.
- **Deposit Date** The date the income has been deposited in the bank should the payment be received in cash or cheque.



- **Batch Source** There are different batch sources available to use. To receipt euro income use Euro Manual Receipts as batch type or for USD use USD Manual Receipts
- **Currency** Currency will default in depending on which batch type you have selected
- **Receipt Class** This will default in as per your selection in **Batch Source**.
- **Payment Method** Select the appropriate method form the list of values.
- **Bank Name & Bank Account number** Will default in based on the batch source selected.
- **Control Count** Enter the number of receipts you are intending to put in the batch (it is recommended you don't exceed 30 in one batch).
- **Control Amount** Enter the accumulated total of all the receipts you are entering in the batch.

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.

Receipt Batches (Cambridge University)

Batch Type: Manual-Regular  
Batch Source: Manual Receipts  
Batch Number: [ ]  
Currency: GBP  
Batch Date: 09-FEB-2023  
Receipt Class: Manual Receipts  
GL Date: 09-FEB-2023  
Payment Method: Cash/Cheque  
Deposit Date: 09-FEB-2023  
Bank Name: Barclays Bank  
Comments: [ ]  
Bank Account Number: 10921084

| Totals     |  | Count | Amount | Count         | Amount |
|------------|--|-------|--------|---------------|--------|
| Control    |  | [ ]   | [ ]    | Applied       | [ ]    |
| - Actual   |  | [ ]   | [ ]    | Unapplied     | [ ]    |
| + Reversed |  | [ ]   | [ ]    | On Account    | [ ]    |
| Difference |  | [ ]   | [ ]    | Cash Claims   | [ ]    |
|            |  |       |        | Prepayments   | [ ]    |
|            |  |       |        | Unidentified  | [ ]    |
|            |  |       |        | Miscellaneous | [ ]    |
|            |  |       |        | Returned      | [ ]    |

Transmission Name: [ ]  
Lockbox: [ ]  
Batch: [ ]  
Status: New  Partially Purged  
Operating Unit: Cambridge University [ ]

Receipts



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

Batch Information

Paying-in slip Reference

Paying-in Date

OK Cancel Clear Help

Once the batch header has been completed, the user can 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, which has 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:

Receipts Summary (Cambridge University : GBP) - AG/31/01/14/EUR/01

| Operating Unit       | State | Receipt Number           | Type     | Receipt Date | Curren | Receipt Amount | Unapplied Amount | Unidentifie |
|----------------------|-------|--------------------------|----------|--------------|--------|----------------|------------------|-------------|
| Cambridge University |       | AG/AK/31/01/14/EUR/01/01 | Standard | 31-JAN-2014  | EUR    | 1200.00        |                  |             |

Confirm... 1 Reverse... 1 Search and Apply Apply New Open

- **Receipt Number** The naming convention is as follows  
**DD/Initials/DD/MM/YY/Batch Unique no/Unique receipt no**  
E.g. AG/AK/31/01/14/EUR/01/01
- **Type** There are two types available - use the **standard** option. This is the type that links the receipts to invoices.
- **Receipt Date** Will default in with batch date from 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

To match the receipt to the invoice, see the steps below. Now the batch and 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. Take note of the Functional Amount

The screenshot shows the 'Receipts' application window for Cambridge University. The 'Receipt' section contains the following data: Receipt Method: Euro Receipts; Receipt Number: AG/AK/31/01/14/EUR/01/01; Receipt Amount: EUR 1,200.00; Receipt Type: Standard; State: Remitted; Receipt Date: 31-JAN-2014; GL Date: 31-JAN-2014; Maturity Date: 31-JAN-2014; Functional Amount: 1,158.28. The 'Balances' section shows: Unidentified: 0.00; Applied: 0.00; On Account: 0.00; Unapplied: 1,200.00; Cash Claims: 0.00; Prepayments: 0.00. The 'Detail' section includes: Identify By Trans Number: 792148; Customer Name: DEUTSCHE BANK GOUP; Number: 138484; Location: Frankfurt; Taxpayer ID: (empty); Earned Discounts: 0.00; Unearned Discounts: 0.00; Bank Charges: (empty). The 'Customer Bank' section is empty. The 'Remittance Bank' section shows: Name: BARCLAYS BANK PL; Branch: 207102 Cambridge; Account: 77176166. The 'Comments' field contains: CHEQUE NUMBER 6152 DEUTSCHE BANK DIRECT. At the bottom, there are buttons for 'Confirm... 1', 'Reverse... 1', 'Receipt History', 'Search and Apply', and 'Apply' (which is circled in blue).

- Enter either the invoice number in the **Trans Number** or the customer details in the **Customer Name or Number** fields.
- **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. The following fields will be displayed.



Applications - AG/AK31/01/14/EUR/01/01

|                 |                    |                    |          |
|-----------------|--------------------|--------------------|----------|
| Customer Name   | DEUTSCHE BANK GOUP | Unapplied          | 1,200.00 |
| Customer Number | 138484             | On Account         | 0.00     |
| Location        |                    | Cash Claims        | 0.00     |
| Receipt Amount  | EUR 1,200.00       | Prepayments        | 0.00     |
|                 |                    | Exchange Gain/Loss | 0.00     |

Applications

| Apply                               | Saved                    | Apply To | Installment | Apply Date  | Amount Applied | Discount | Balance Due | Trans | Customer I | GL Date     |
|-------------------------------------|--------------------------|----------|-------------|-------------|----------------|----------|-------------|-------|------------|-------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 792148   | 1           | 25-FEB-2014 | 1,200.00       | 0.00     | 0.00        | GBP   | 138484     | 31-JAN-2014 |
| <input type="checkbox"/>            | <input type="checkbox"/> |          |             |             |                |          |             |       |            |             |

Chargebacks Adjustments Apply in De

- **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** At this stage you now have two options. If you accept the payment you have received as full payment against the invoice enter the full sterling value of the invoice. However if you are wanting more payment enter the functional amount you have taken a note of earlier  
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.



Use the scroll bar and move across till you come to the Allocated Receipt Amount field and the Cross Currency Rate field.

- **Allocated Receipt Amount** – Enter the full amount of payment you have received
- **Cross Currency Rate** – Defaults in based on Allocated receipt amount entered

| Apply                               | Balance Due | Trans | Customer | GL Date     | Reversal GL Date | Allocated Receipt Amount | Cross Currency Rate | Discount | Exch |
|-------------------------------------|-------------|-------|----------|-------------|------------------|--------------------------|---------------------|----------|------|
| <input checked="" type="checkbox"/> | 0.00        | GBP   | 138484   | 31-JAN-2014 |                  | 1,200.00                 | 1                   | 0.00     |      |
| <input type="checkbox"/>            |             |       |          |             |                  |                          |                     |          |      |
| <input type="checkbox"/>            |             |       |          |             |                  |                          |                     |          |      |
| <input type="checkbox"/>            |             |       |          |             |                  |                          |                     |          |      |

Click on the **Save** icon

You will now see the invoice has been paid in full as there is no balance remaining and what the gain or loss is on the transaction.



## Step 4: Closing the Batch

All details have now been populated from the **Batch Header**, **Receipts Summary** and the **Applications** screens.

To close the batch, follow the steps below.

Receipt Batches (Cambridge University)

Batch Type: Manual-Regular  
Batch Number: AG/31/01/14/EUR/01  
Batch Date: 31-JAN-2014  
GL Date: 31-JAN-2014  
Deposit Date: 31-JAN-2014  
Comments: [ ]

Batch Source: Euro Manual Receipts  
Currency: EUR  
Receipt Class: Euro Account Receipt  
Payment Method: Euro Receipts  
Bank Name: BARCLAYS BANK PLC  
Bank Account Number: 77176166

| Totals     |       |          | Totals        |       |          |
|------------|-------|----------|---------------|-------|----------|
|            | Count | Amount   |               | Count | Amount   |
| Control    | 1     | 1,200.00 | Applied       | 1     | 1,200.00 |
| - Actual   | 1     | 1,200.00 | Unapplied     | 0     | 0.00     |
| + Reversed | 0     | 0.00     | On Account    | 0     | 0.00     |
| Difference | 0     | 0.00     | Cash Claims   | 0     | 0.00     |
|            |       |          | Prepayments   | 0     | 0.00     |
|            |       |          | Unidentified  | 0     | 0.00     |
|            |       |          | Miscellaneous | 0     | 0.00     |
|            |       |          | Returned      | 0     | 0.00     |

Transmission Name: [ ]  
Lockbox: [ ]  
Batch: [ ]

Status: Closed  Partially Purged   
Operating Unit: Cambridge University [ ]

Receipts

This Flexfield is where the paying in slip details can be accessed.

- 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.

- Ensure the control totals match (count and amount) and ensure your batch status is **Closed**.

If you view any of the statuses below, you will need to review the batch:

- **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.