



## 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:** Creation of a Receivable Activity.

Navigate: Receipts → Receipt Batches

### Step 1: Receipt Header

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**  
e.g. **AG/11/06/18/02**

Totals		Count	Amount	Count	Amount
Control		1	50.00	Applied	
- Actual				Unapplied	
+ Reversed				On Account	
Difference				Cash Claims	
				Prepayments	
				Unidentified	
				Miscellaneous	
				Returned	

- 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.

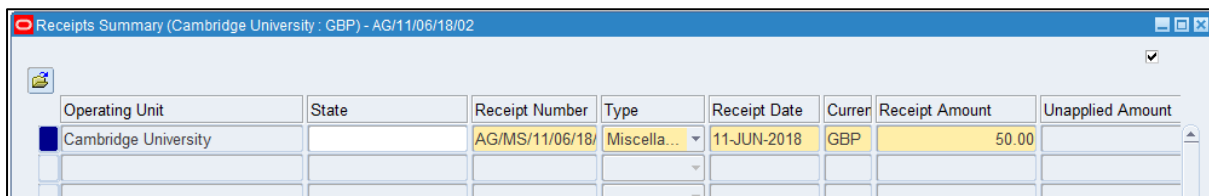
b) Once the batch header details have been completed, select the **Receipts** button and commence entry of individual receipts.

### Step 2: Receipt Summary

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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 do this a receivable activity must have been created. Refer to **Defining a Receivable Activity** guidance [https://www.finance.admin.cam.ac.uk/files/ar\\_dfnreactiv.pdf](https://www.finance.admin.cam.ac.uk/files/ar_dfnreactiv.pdf). This can only be completed within AR Supervisor or AR Manager responsibility.

You will now need to populate the following details as seen below.

The screenshot shows a software interface for entering a receipt. The 'Receipt' section includes fields for Receipt Method (Cash/Cheque), Receipt Date (11-JUN-2018), Receipt Number (AG/MS/11/06/18/02/1), Receipt Amount (GBP 50.00), Receipt Type (Miscellaneous), and State (Remitted). The 'Reference' section has fields for Type, Number, Customer Name, Customer Num, Location, and Taxpayer ID. The 'Paid By' section has a Name field. The 'Purpose' section includes Activity (AG MISC RECEIPTS), Distribution Set, Tax Code (OS - OUTSIDE SCOPE), Tax Account (U.00.0000.0000.VCCA.0000), Description (UC.Balance Sheet.Balance Sheet), Tax Amount (0.00), and Tax Rate % (0). The 'Customer Bank' section has fields for Name, Account, and PSON. The 'Remittance Bank' section has fields for Name (Barclays Bank), Branch (201768 Cambridge), and Account (10921084). The 'Comments' field contains 'INCOME FROM VENDING MACHINE W/C 4/6/18'. At the bottom, there are buttons for Confirm, Reverse, Receipt History, Search and Apply, and Distributions.

- **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.

Accounting Flexfield

Entity **U** UC  
 Department **AG** Finance  
 Cost Centre  
 Source of Funds **GAAA** External Trading  
 Transaction  
 Spare **0000** Default

Buttons: OK, Cancel, Combinations, Clear, Help

#### 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.

Receipt Batches (Cambridge University)

Batch Type: Manual-Regular  
 Batch Number: AG/11/06/18/02  
 Batch Date: 11-JUN-2018  
 GL Date: 11-JUN-2018  
 Deposit Date: 11-JUN-2018  
 Comments:

Batch Source: Manual Receipts  
 Currency: GBP  
 Receipt Class: Manual Receipts  
 Payment Method: Cash/Cheque  
 Bank Name: Barclays Bank  
 Bank Account Number: 10921084

Totals		Count	Amount	Count	Amount
Control		1	50.00	Applied	0.00
- Actual		1	50.00	Unapplied	0.00
+ Reversed		0	0.00	On Account	0.00
Difference		0	0.00	Cash Claims	0.00
				Prepayments	0.00
				Unidentified	0.00
				Miscellaneous	50.00
				Returned	0.00

Transmission Name, Lockbox, Batch

Status: Closed  Partially Purged  
 Operating Unit: Cambridge University

Buttons: Receipts

This flexfield is where the paying in slip details can be accessed

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.

Status	Action
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.