

COMPANY OPERATING PROCEDURES				
Receipts				
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1a) UK RECEIPTS

When a remittance is received, enter 'R' next to the invoice number on the outstanding invoices list (see blue file "UK debtors").

Make a note of the account number on the advice slip. If there is a red 'R' next to the invoice number this invoice has had a reminder letter sent, therefore needs to be cleared off the reminder letters file as paid (see red UK reminders file).

All UK remittances are then kept in 'UK remittance advices' purple folder (found in second tray) until the amount appears on the UK bank statement.

1 b) EXPORT RECEIPTS - UK

When a remittance is received, enter 'R' next to the invoice number on the outstanding invoices list (see blue file "UK debtors"). Make a note of the account number on the advice slip. If there is a red 'R' next to the invoice number this invoice has had a reminder letter sent therefore needs to be cleared off the reminder letters file as paid (see red UK reminders file).

All UK remittances are then kept in 'UK remittance advices' purple folder (found in second tray) until the amount appears on a bank statement.

2a) UK CHEQUES

As with UK advices above. Enter the cheque into the paying in book, detailing which invoice is paid. If no remittance advice note is received with the cheque, take a photocopy for our records. Write on the remittance advice note the cheque value and number, if not already detailed.

2 b) USD CHEQUES

As with EXPORT advices above. The cheques need to be Stamped with Viamed Company stamp and posted with a currency lodgement form (credit control desk) to Barclays in Newcastle (the address is pinned on the board on the credit control desk. Take a photocopy of both before sending by recorded delivery. Keep the copies with the export bank credit advices until they appear on a bank statement.

3) BANK STATEMENTS (UK & EXPORT)

Log onto Barclays icon on Desktop, using password. Click on attend data transfer. It has been successful click on statements and enter date range required click on active accounts only. Print out 2 copies (one set for GL). File in relevant bank statement files and check advice files to see which amounts have been received. If found on statement write B/S and date on the advice slip or bank credit advice and enter payment onto Opera. On statement write date entered onto opera next to entry. If a counter credit is detailed check cheque amount against it and detail all the cheque amounts at bottom of page. Same if Visa receipts are on the statement, detail all individual amounts at bottom of page.

4 a) ENTERING PAYMENTS (UK)

Opera Sales, then processing. Bring up account number required i.e. 10004040. Receipt, enter date on which it is on bank statement, use reference i.e., RE79000 for invoice number 1N079000. Enter amount paid, return down to next page and F5 all invoice paid. Balance should be zero if it is, F9 to accept. Put OP and date on remit and put into filing folder.

4 b) ENTERING PAYMENTS (EXPORT)

As above with UK payments. Enter the amount of \$ which is entered in the bank after charges. F5 all invoices when complete the amount left should be bank charge amount. If you agree, press F9 to accept and click on exchange loss for the bank charge loss. Write OP and the date, and place in the export filing.