

# How to use the Receipting and Banking Reconciliation Form

## Introduction

The Banking and Reconciliation Form is used to document and reconcile monies received at Cash Receipting Locations. This form should be submitted daily (or each day where money is received) to Revenue Accounting.

The online Banking and Reconciliation Form enables the Revenue Accounting Team to match money paid into the University's bank account with money received that day at individual Cash Receipting Locations.

Once the money has been correctly matched and reconciled, Revenue Accounting will raise and receipt a bill so the money is recorded against the appropriate project code in the general ledger.

Only formally approved Cash Receipting Locations are able to use this form.

## Procedure

1. Complete all relevant fields with the required information as outlined on the online form
2. Attach supporting documentation e.g. settlement slips, invoice or other relevant documentation to support details in the online form
3. The form will automatically be submitted to Revenue Accounting and you will receive a notification along with a copy of the form submitted
4. Revenue Accounting will match the reconciliation form with the amount banked and notify you if there're any discrepancies
5. Revenue Accounting will raise a bill and match with deposit in the bank. A copy of the bill will be sent to you for your records. The reference number will be the date of banking or batch number.

## Need help?

For further support or questions, contact Finance & Procurement Services on +61 8 8313 3414 or [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)