

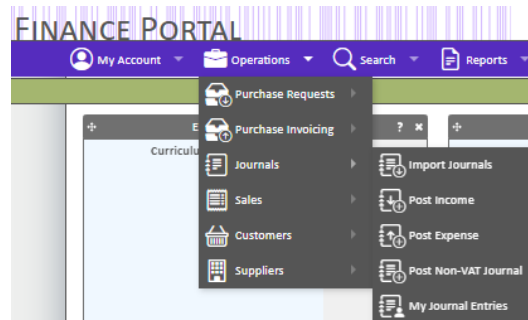
Recording Non Invoice Receipts

Overview

Receipts to the local bank account (imprest account) should be recorded on the finance system.

1.1. Menu

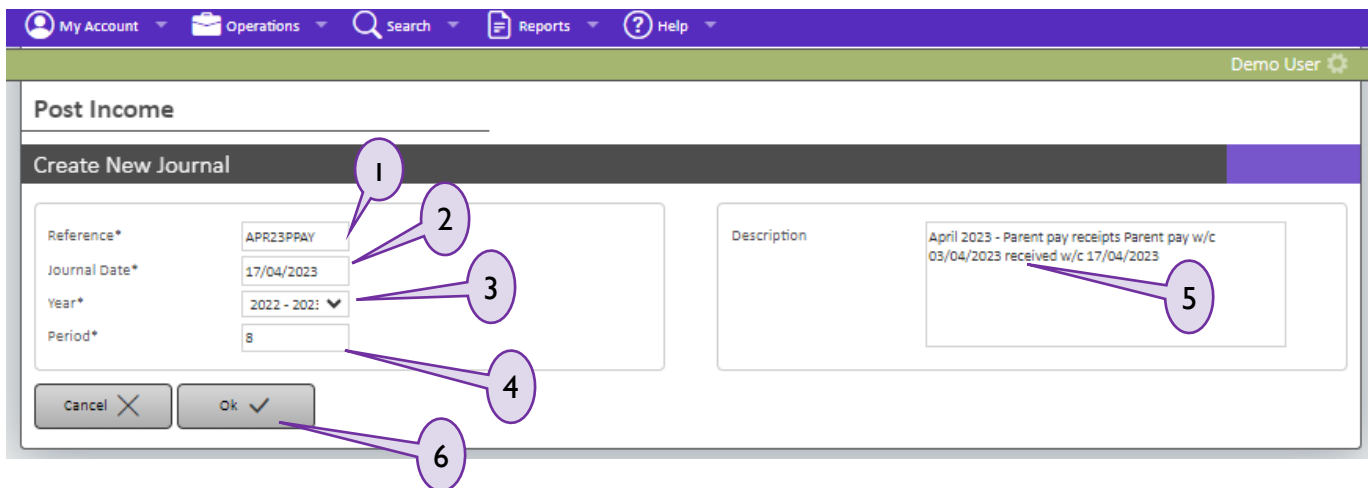
Operations – Journals – Post Income



Access the Post income menu in the finance portal (Hoge). Core receipt details will need to be entered before the line details.

1.2. Enter the header receipt details

Details relating to the whole receipt are entered in the header area.



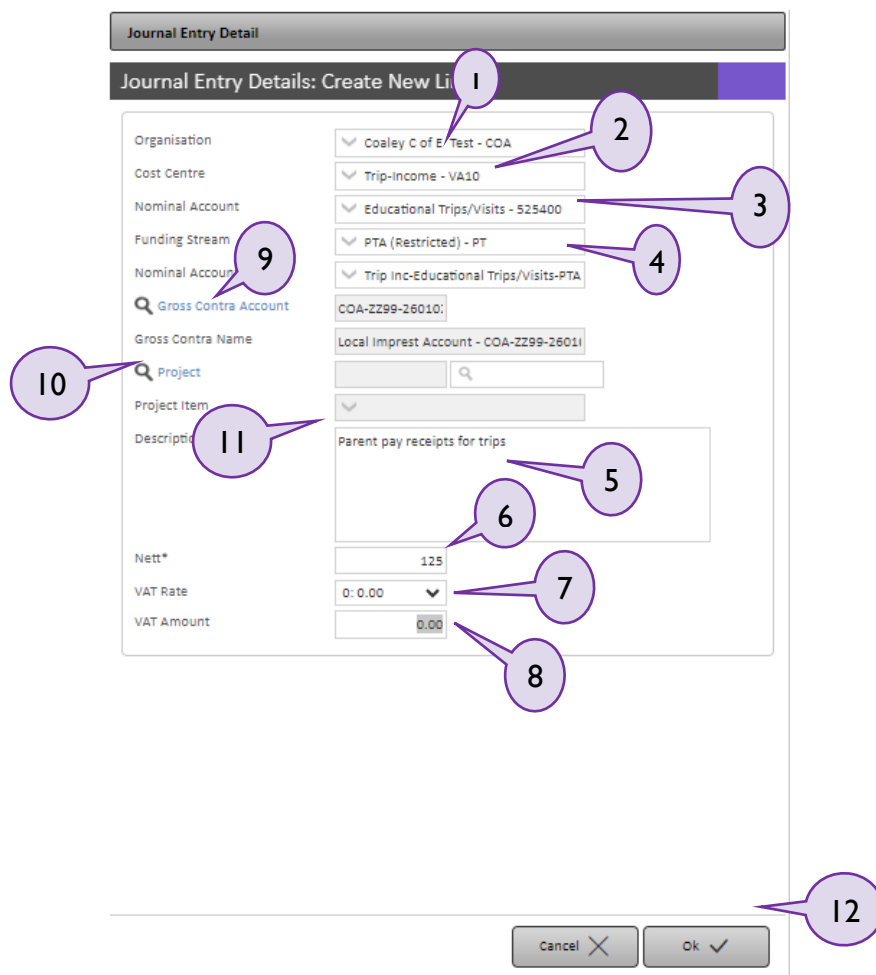
Step	Description
1	Enter a reference for the receipt. If there is a unique voucher reference on the voucher that accompanies the receipt that can be used. Alternatively use a combination of the date/month and where the receipt was from.
2	Enter the receipt date. This is the date of the receipt at bank which is not necessarily the same date as which the receipt relates to.
3	The year will default to the current processing year.
4	The period will default to the current processing period.

Step	Description
5	Enter a brief description. Full details can be entered on the line transactions.
6	Click on [OK] when complete or [Cancel] to exit.

1.3. Enter the receipt line details

Details relating to the individual receipt lines are entered as line details.

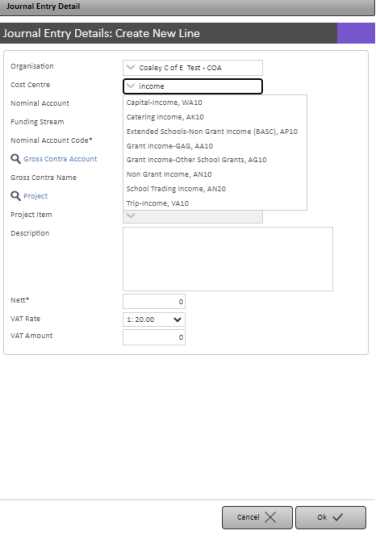
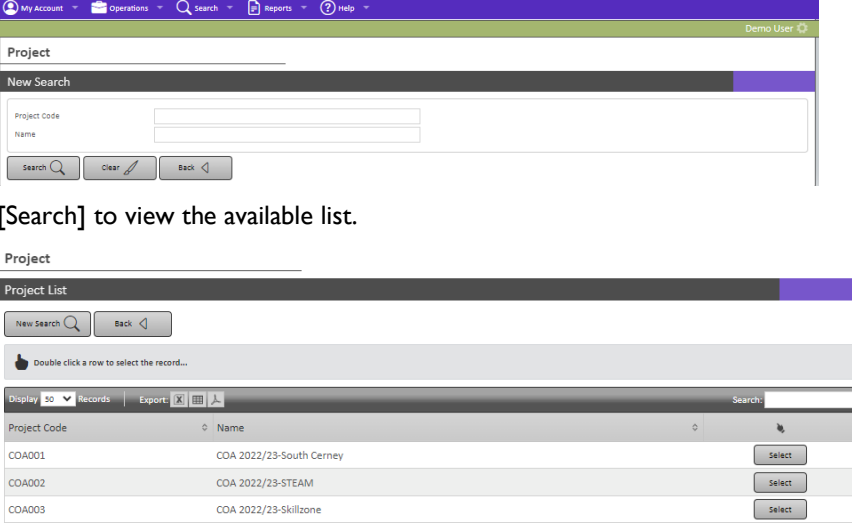
Multiple lines can be entered if there are multiple receipts, for example if there is a parent pay receipt that relates to multiple trips.



The screenshot shows the 'Journal Entry Detail' form for 'Create New Line'. The form contains the following fields and callouts:

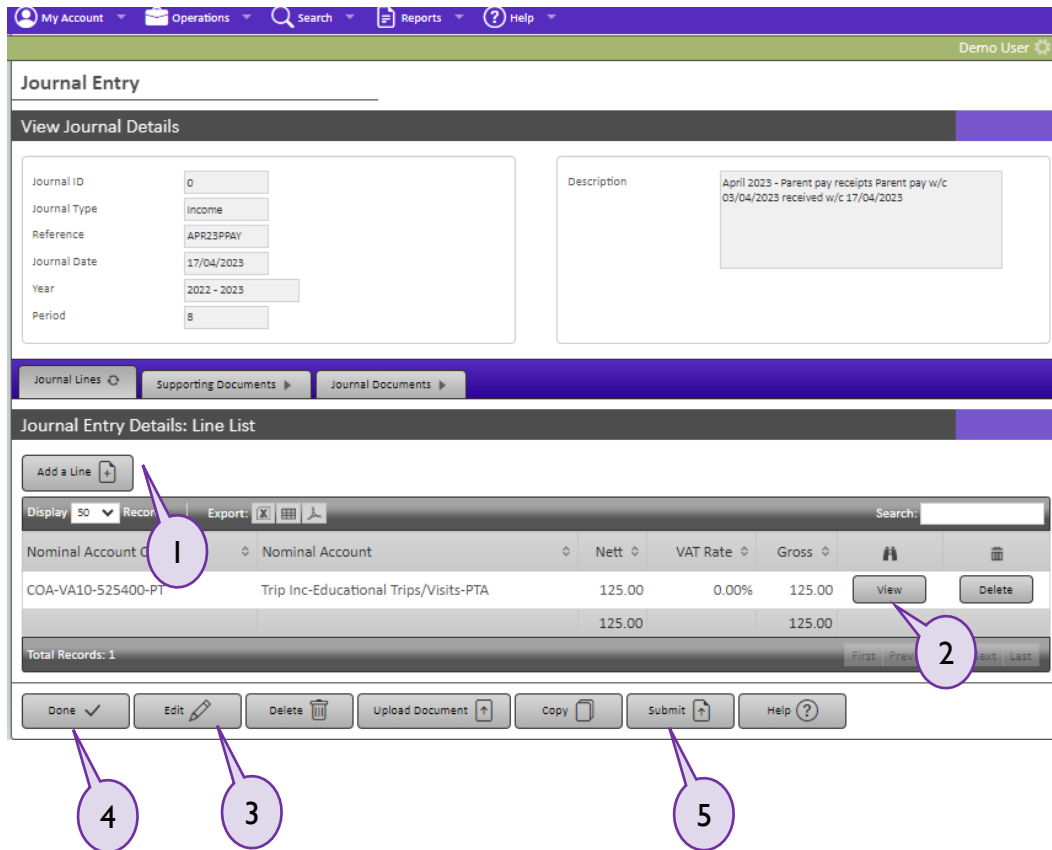
- 1**: Title bar 'Journal Entry Details: Create New Line'
- 2**: Organisation dropdown menu (Coaley C of E Test - COA)
- 3**: Cost Centre dropdown menu (Trip-Income - VA10)
- 4**: Nominal Account dropdown menu (Educational Trips/Visits - 525400)
- 5**: Funding Stream dropdown menu (PTA (Restricted) - PT)
- 6**: Nominal Account dropdown menu (Trip Inc-Educational Trips/Visits-PTA)
- 7**: Gross Contra Account text input (COA-ZZ99-26010)
- 8**: Gross Contra Name text input (Local Imprest Account - COA-ZZ99-26010)
- 9**: Project search icon
- 10**: Project text input
- 11**: Project Item dropdown menu
- 12**: Description text area (Parent pay receipts for trips)
- 13**: Net* text input (125)
- 14**: VAT Rate dropdown menu (0: 0.00)
- 15**: VAT Amount text input (0.00)
- 16**: Cancel button
- 17**: Ok button


Step	Description
1	The organisation will default to the user's school. Should the individual work in multiple schools the school will need to be selected from the drop down list. If the name of the school is keyed in, the list of available schools will shorten.

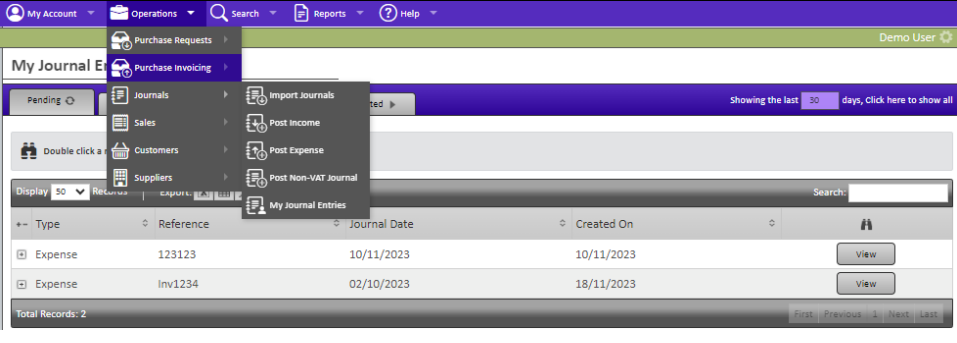
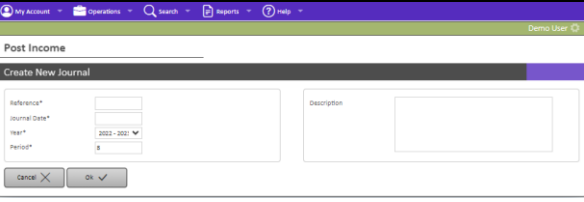
Step	Description
2	 <p>If you do not know the name of the cost centre, then type in income to obtain the full list of available income cost centres.</p>
3	Select the code which represents what the receipt relates to, for example an educational visit (trip).
4	Select the funding stream that the receipt relates to, for example receipt from parent/carer.
5	<p>Enter a description of the goods.</p> <p>Please do not type in the invoice number as the description of the item(s) purchased.</p> <p>Please use a helpful description so your headteacher will know what it is, without the need to drill down to look at the invoice.</p>
6	Enter the net amount of the receipt.
7	Select the vat rate from the drop down list.
8	The VAT amount is calculated based on the vat rate selected in the previous step. If the amount needs to be amended, then please amend it.
9	<p>Click on [Gross Contra Account] to select the receiving account.</p> <p>If there is only the single bank option this can be defaulted in.</p> <p>Please talk to the central finance team if this is not the case.</p>
10	<p>If the receipt relates to a trip receipt, select the trip by clicking on the [Project].</p>  <p>[Search] to view the available list.</p>

Step	Description
	Then [select] the trip.
11	<div data-bbox="245 353 676 969" style="border: 1px solid black; padding: 5px;"> <p>Journal Entry Detail</p> <p>Journal Entry Details: Create New Line</p> <p>Organisation: Coaley C of E Test - COA</p> <p>Cost Centre: Trip-income - VA10</p> <p>Nominal Account: Educational Trips/Visits - 525400</p> <p>Funding Stream: PTA (Restricted) - PT</p> <p>Nominal Account Code*: Trip Inc-Educational Trips/Visits-PTA</p> <p>Gross Contra Account: COA-2299-260102-99</p> <p>Gross Contra Name: Local Imprest Account - COA-2299-260102 <small>View</small></p> <p>Project: COA002 <small>COA 2022/23-STEAT</small> <small>Clear</small></p> <p>Project Item: <input type="text" value="INC"/></p> <p>Description: Expense EXP Income INC</p> <p>Next*: 125</p> <p>VAT Rate: 0.00</p> <p>VAT Amount: 0.00</p> <p style="text-align: right;"> <input type="button" value="Cancel"/> <input type="button" value="OK"/> </p> </div> <p>Remember to select the project item “INC” from the drop down list.</p>
12	Click on [OK] when complete.

1.4. Review the receipt entry and complete the posting



Step	Description
1	If further line detail is required, for example to split the coding or add a receipt in for another trip, then [Add a line] and repeat the steps above.
2	 <p>If the line details need altering, then select [View] and [Edit] on the line detail screen that is displayed.</p> <p>Once complete select [Done] to return to the main screen.</p>
3	The [Edit] button takes the cursor to the header information so changes can be made to the data that relates to the whole invoice, for example the date.
4	If not all the details are available then [Done] will save the transaction as draft so that you can retrieve it later from the Operations – Journals – My Journal Entries Pending tab.

Step	Description
	
5	<p>Provided you are happy the details have been entered correctly, [Submit] the receipt.</p>
6	 <p>On posting the receipt the screen is refreshed ready for the next one to be added.</p>