

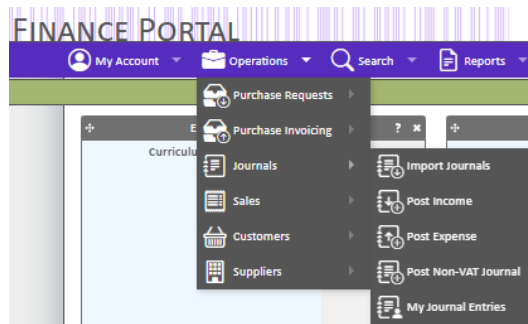
Recording Credit Card Payments

Overview

Recording the payment of the credit card balance from the bank account.

1.1. Menu

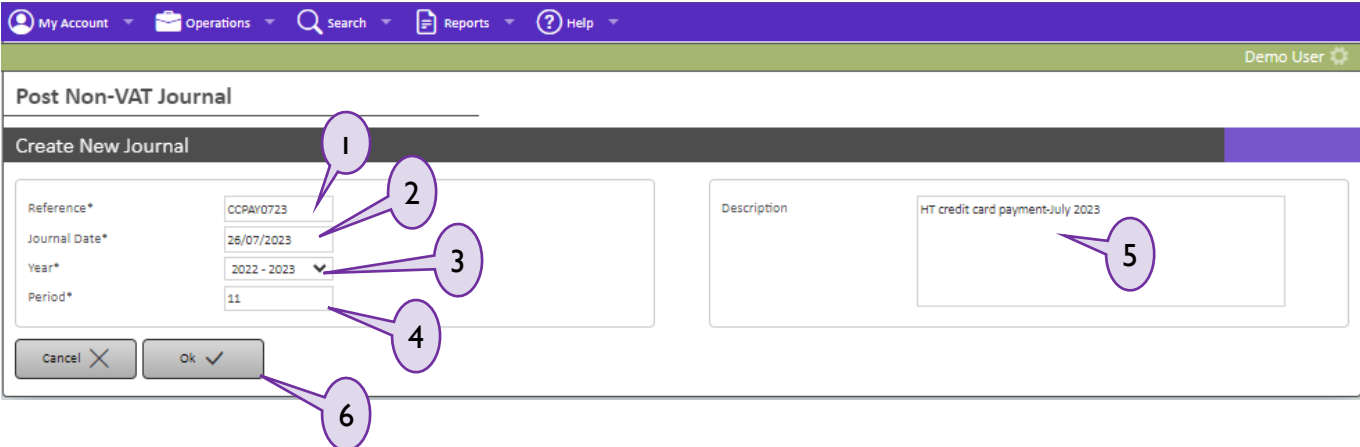
Operations – Journals – Post Non-VAT Journal



Access the journal entry screen in the finance portal (Hoge). Core transaction details will need to be entered before the line details.

1.2. Enter the journal summary details

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

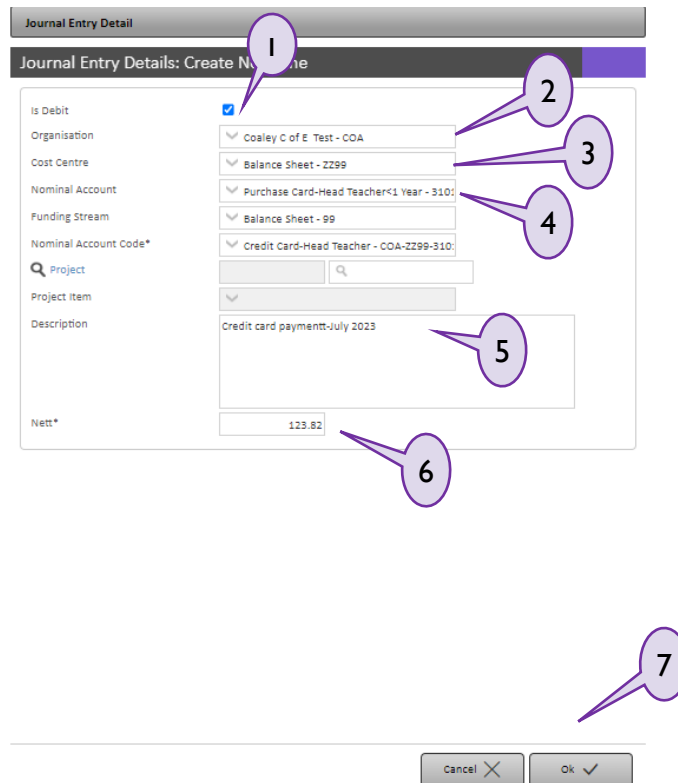


The screenshot shows the 'Post Non-VAT Journal' form. It has a header area with 'Create New Journal' and a main area with input fields. Callouts 1-6 point to the following elements:

- 1: Reference* field (value: CCPAY0723)
- 2: Journal Date* field (value: 26/07/2023)
- 3: Year* dropdown menu (value: 2022 - 2023)
- 4: Period* dropdown menu (value: 11)
- 5: Description field (value: HT credit card payment-July 2023)
- 6: OK button

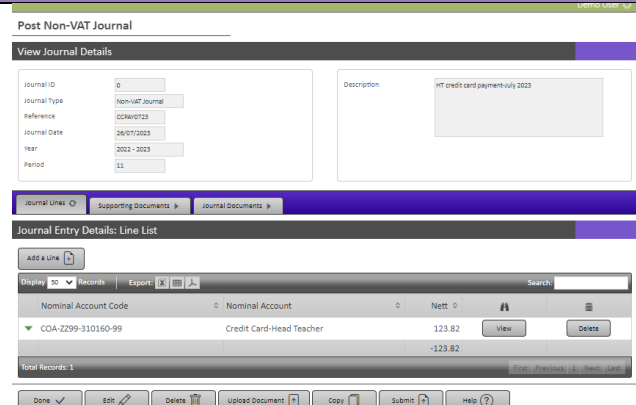
Step	Description
1	Enter a reference number for the transaction.
2	Enter the payment date.
3	The year will default to the current processing year.
4	The period will default to the current processing period.
5	Enter a brief description. Full details can be entered on the line transactions.
6	Click on [OK] when complete or [Cancel] to exit.

1.3. Enter the credit card details

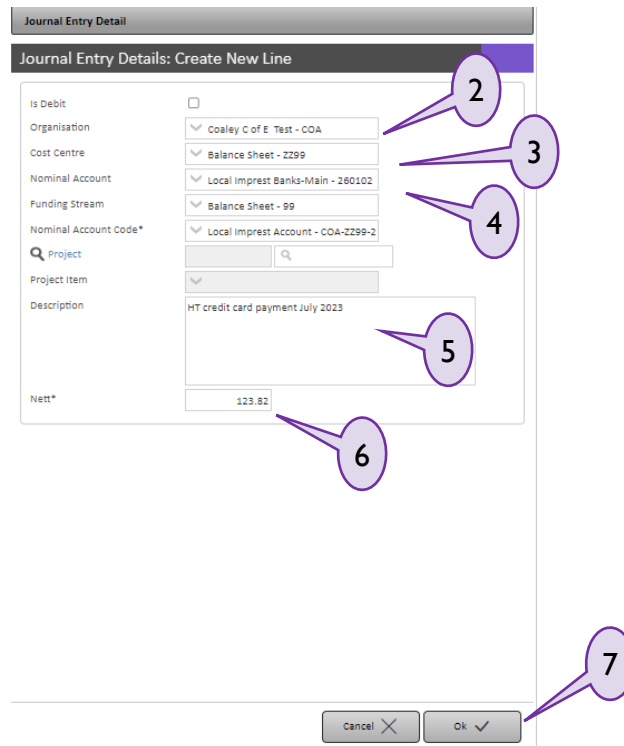


The screenshot shows the 'Journal Entry Details: Create New Line' form. It includes fields for 'Is Debit' (checked), 'Organisation' (Coalley C of E Test - COA), 'Cost Centre' (Balance Sheet - Z299), 'Nominal Account' (Purchase Card-Head Teacher<1 Year - 310), 'Funding Stream' (Balance Sheet - 99), 'Nominal Account Code*' (Credit Card-Head Teacher - COA-Z299-310), 'Project', 'Project Item', and 'Description' (Credit card payment-July 2023). The 'Nett*' field shows 123.82. At the bottom are 'Cancel' and 'OK' buttons.

Step	Description
1	Check the [Is Debit] field for the credit card payment on the credit card journal line.
2	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.
3	Select the balance sheet cost centre.
4	Type “card” to shorten the list to the credit cards. Select the card that the payment relates to. Once selected the funding stream and nominal details should default in.
5	Enter a description of the transaction. For example “July 2023 HT credit card payment”
6	Enter the payment amount.
7	Click on [OK] when complete.

Step	Description
	 <p>The main screen will be shown with the single line. It is not possible to post this journal as it is not in balance.</p>

I.4. Enter the bank details



Journal Entry Detail
Journal Entry Details: Create New Line

Is Debit

Organisation 2

Cost Centre 3

Nominal Account 4

Funding Stream

Nominal Account Code*

Project

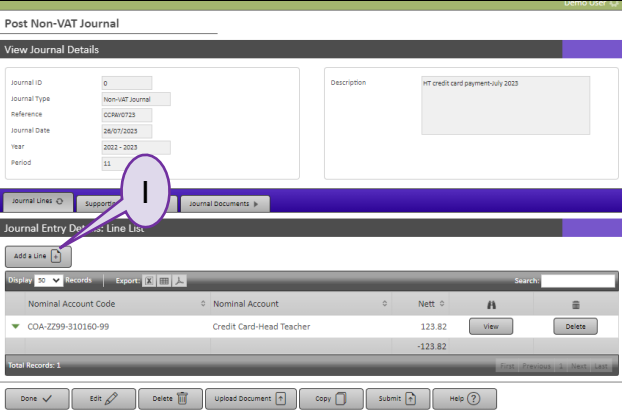
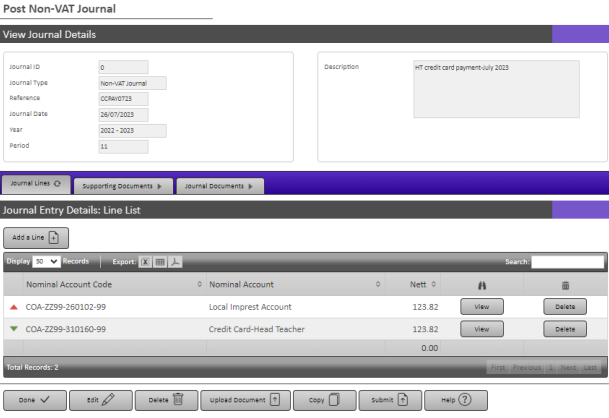
Project Item

Description 5

Nett* 6

7

cancel ✕ ok ✓

Step	Description
1	 <p>[Add a line] to be able to enter the bank details</p>
2	<p>The organisation will default to the user’s school.</p> <p>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.</p>
3	<p>Select the balance sheet cost centre.</p>
4	<p>Type “bank” to shorten the list to the available banks. If there is only one option it will “drop” into the field. Once selected the funding stream and nominal details should default in.</p>
5	<p>Enter a description of the transaction. For example “July 2023 HT credit card payment”</p>
6	<p>Enter the payment amount.</p>
7	 <p>The main screen will be shown with the completed lines.</p> <p>If the journal is in balance it can be posted.</p> <p>If corrections are required, select [View] on the transaction line and edit the line details.</p>

1.5. Review the journal entry and complete the posting

Post Non-VAT Journal

View Journal Details

Journal ID	0	Description	HT credit card payment-July 2023
Journal Type	Non-VAT Journal		
Reference	CCPAY0723		
Journal Date	26/07/2023		
Year	2022 - 2023		
Period	11		

Journal Lines ◀ Supporting Documents ▶ Journal Documents ▶

Journal Entry Details: Line List

Add a Line +

Display 50 Records | Export: [X] [Table] [Print] | Search: []

Nominal Account Code	Nominal Account	Nett	View	Delete
▲ COA-ZZ99-260102-99	Local Imprest Account	123.82	View	Delete
▼ COA-ZZ99-310160-99	Credit Card-Head Teacher	123.82	View	Delete
		0.00		

Total Records: 2

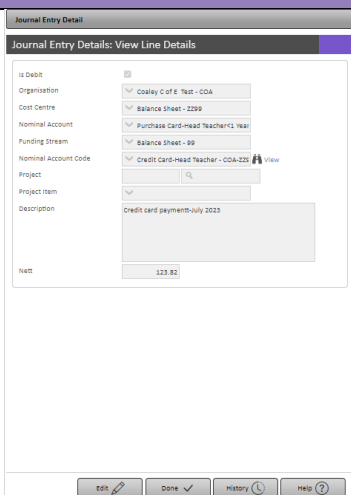
Done ✓ Edit ✎ Delete 🗑 Upload Document 📄 Copy 📄 Submit 📄 Help ?

3

2

4

1

Step	Description
1	 <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>

Step	Description
	<div data-bbox="240 304 608 824" style="border: 1px solid black; padding: 5px;"> <p>Journal Entry Detail</p> <p>Journal Entry Details: Edit Line</p> <p>Is Debit <input checked="" type="checkbox"/></p> <p>Organization <input type="text" value="Coaley C of E Test - COA"/></p> <p>Cost Centre <input type="text" value="Balance Sheet - 2299"/></p> <p>Nominal Account <input type="text" value="Purchase Card-Head Teacher<1 Year"/></p> <p>Funding Stream <input type="text" value="Balance Sheet - 99"/></p> <p>Nominal Account Code* <input type="text" value="Credit Card-Head Teacher - COA-229"/> <input type="button" value="View"/> <input type="button" value="Clear"/></p> <p>Project <input type="text" value=""/></p> <p>Project name <input type="text" value=""/></p> <p>Description <input type="text" value="Credit card payment-July 2023"/></p> <p>Net** <input type="text" value="123.02"/></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="OK"/></p> </div> <p>[Edit] the line details and click [OK] when complete.</p> <p>If the coding is completely inaccurate click on the [Clear} to start again.</p>
2	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.
3	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.
4	Provided you are happy the details have been entered correctly, [Submit] the journal.
5	On posting the screen is refreshed ready for the next journal to be added.