

Recording Credit Card Purchases

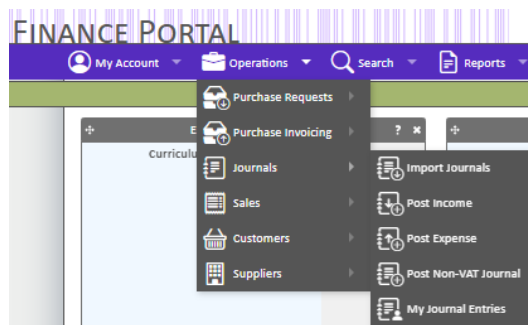
Overview

Credit cards purchases are required to be recorded on the finance system. If there are receipts that include VAT, these should be entered as separate transactions in order to record the VAT details against the relevant supplier.

There is no budget check using this entry route as it is deemed the purchase has already been made.

1.1. Menu

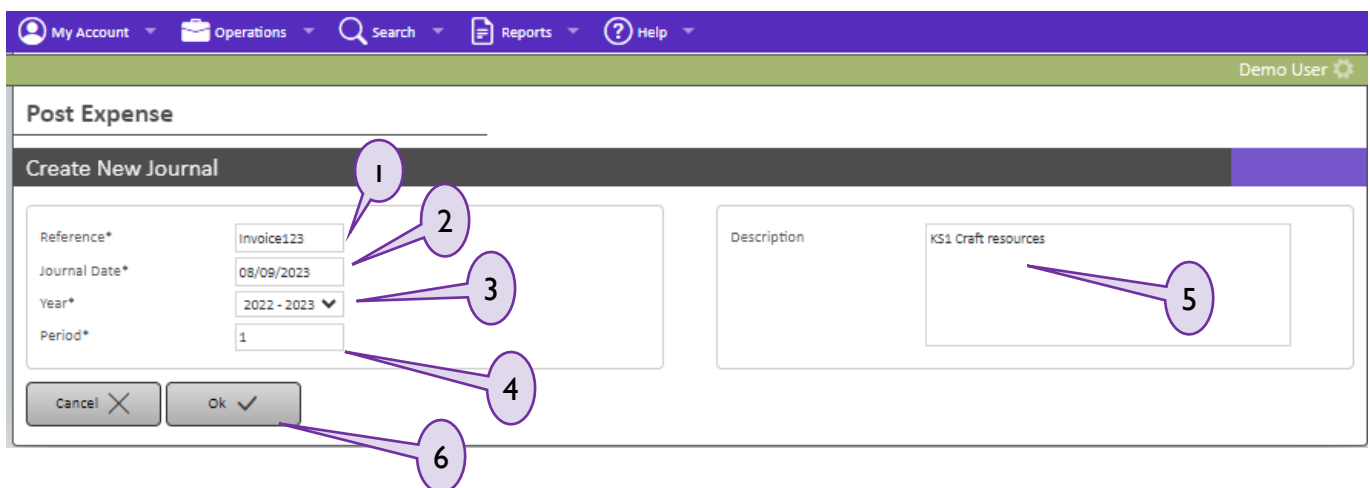
Operations – Journals – Post Expense



Access the Posting expense menu in the finance portal (Hoge). Core invoice details will need to be entered before the line details. I.e. what has been purchased can be entered.

1.2. Enter the header invoice details

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



Step	Description
1	All credit card purchases should have an accompanying invoice. Enter the Invoice number.
2	Enter the invoice date.
3	The year will default to the current processing year.

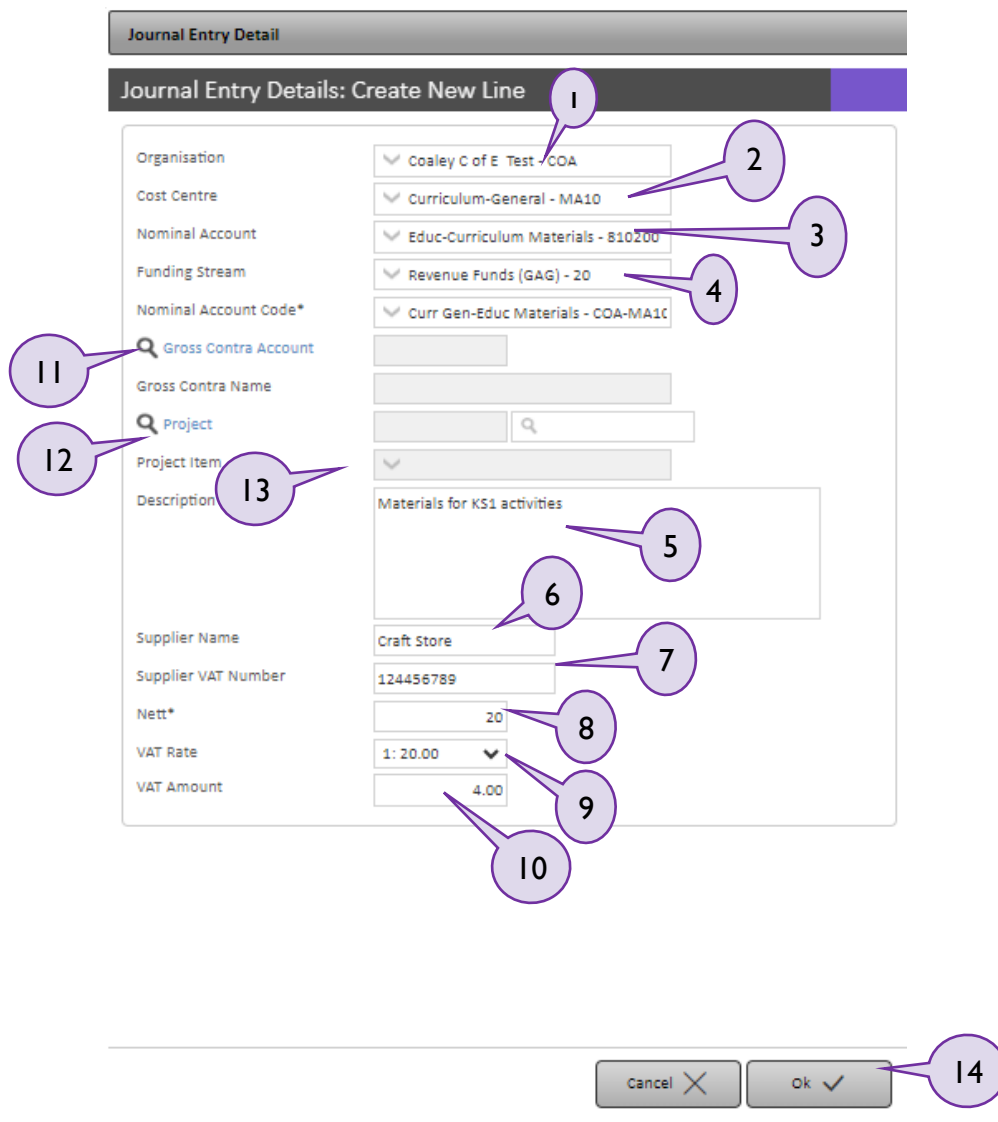
Step	Description
4	The period will default to the current processing period.
5	Enter a brief description. Full details can be entered on the line transactions.
6	Click on [OK] when complete or [Cancel] to exit.

1.3. Enter the invoice line details

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

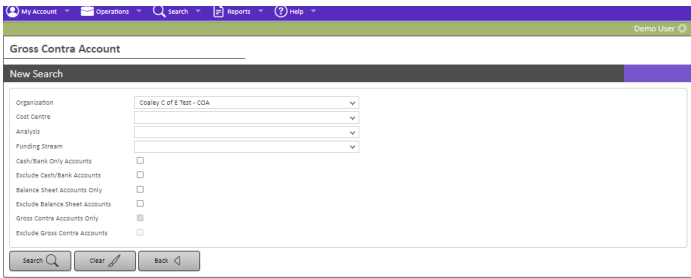
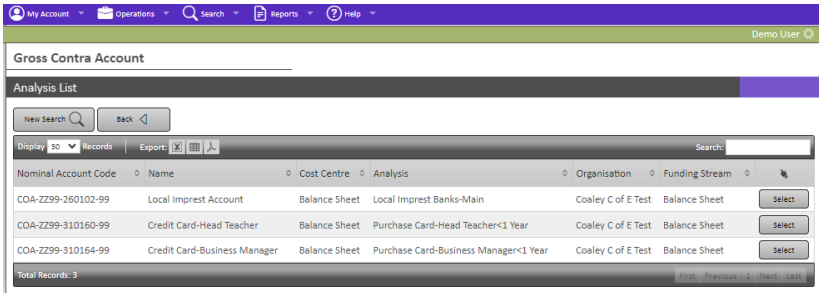
Multiple lines can be entered if more than one items has been purchased and/or more than one combination of cost centres are to be recorded, (i.e. where the goods have been purchased from).

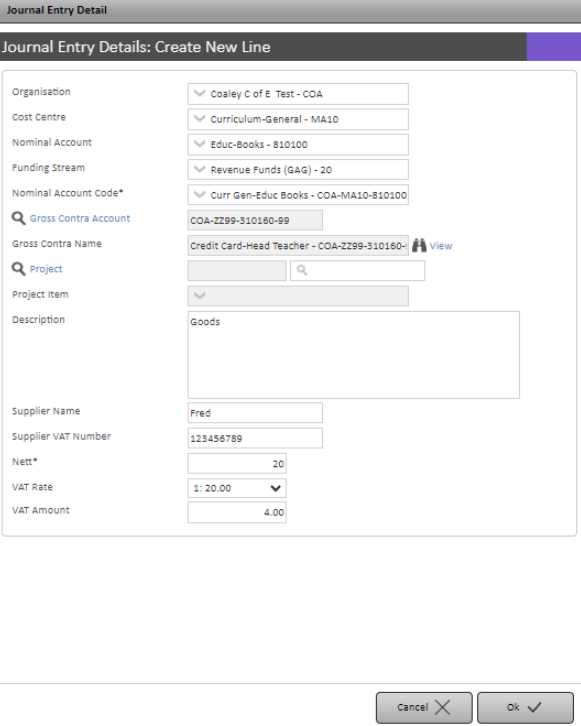
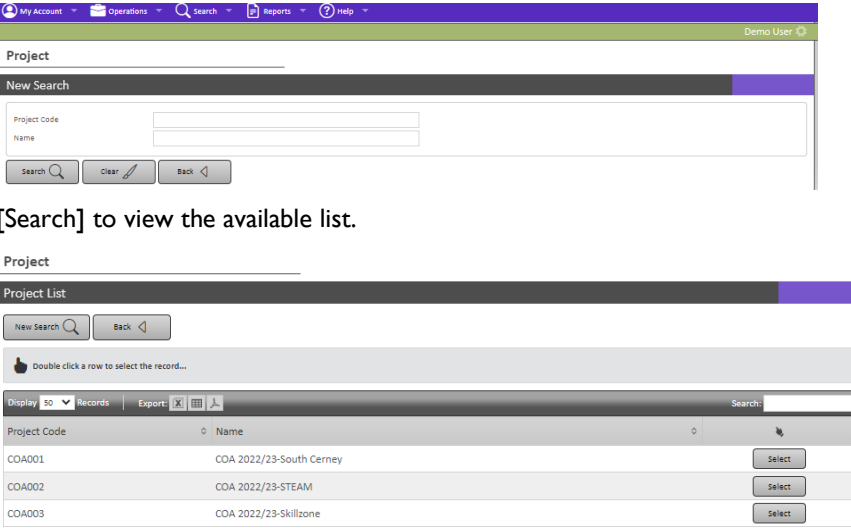
There is no budget entry check for direct invoices as it is simply recording what has been spent.

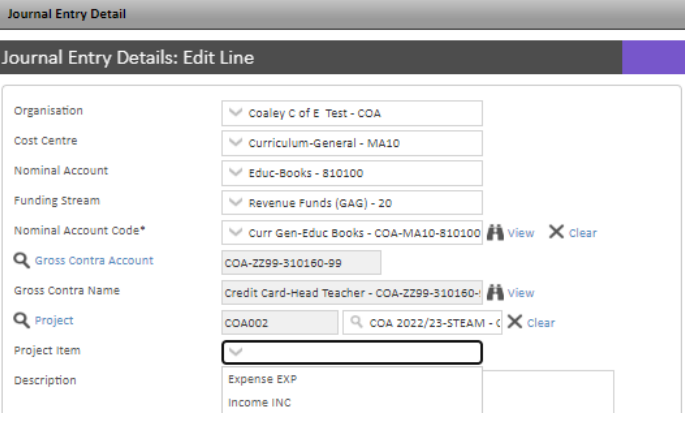
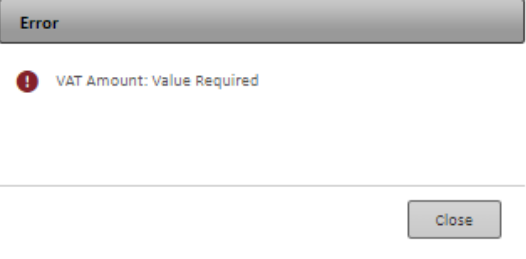


The screenshot shows the 'Journal Entry Details: Create New Line' form. The fields are as follows:

- 1:** Title bar: Journal Entry Details: Create New Line
- 2:** Organisation: Coaley C of E Test - COA
- 3:** Cost Centre: Curriculum-General - MA10
- 4:** Nominal Account: Educ-Curriculum Materials - 810200
- 5:** Funding Stream: Revenue Funds (GAG) - 20
- 6:** Nominal Account Code*: Curr Gen-Educ Materials - COA-MA1C
- 7:** Gross Contra Account (search icon)
- 8:** Gross Contra Name
- 9:** Project (search icon)
- 10:** Project Item
- 11:** Description: Materials for KS1 activities
- 12:** Supplier Name: Craft Store
- 13:** Supplier VAT Number: 124456789
- 14:** Nett*: 20
- 15:** VAT Rate: 1: 20.00
- 16:** VAT Amount: 4.00
- 17:** Cancel button
- 18:** Ok button

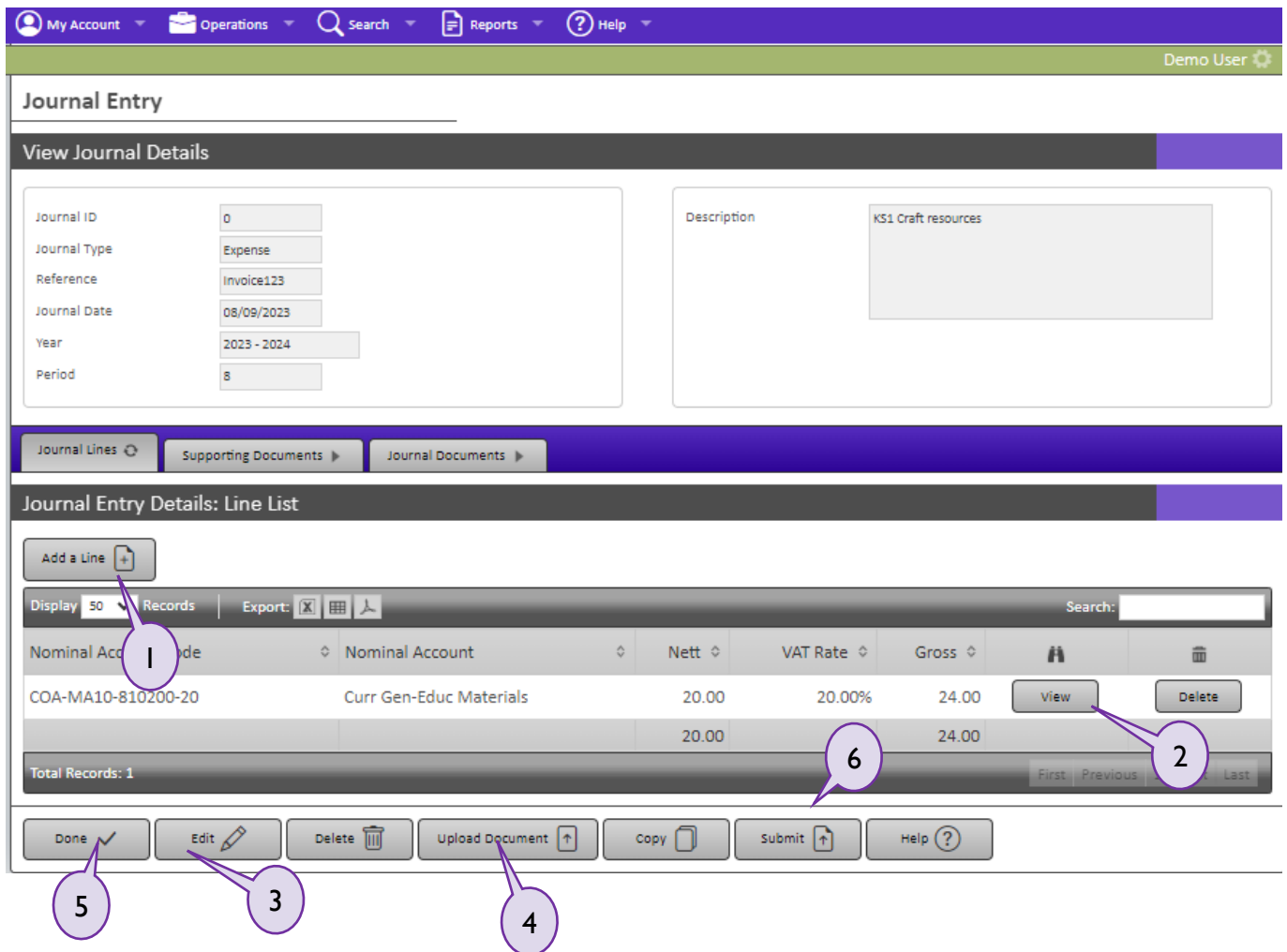
Step	Description
1	<p>The organisation will default to the user's school.</p> <p>Should the individual work in multiple schools the school will need to be selected from the drop down list. If the name of the school is keyed in, the list of available schools will shorten.</p>
2	<p>Enter the cost centre that the goods are to be purchased from.</p> <p>If the name of the cost centre is known, then the code or description can be keyed in to shorten the list of those available. For example entering Curriculum will shorten the list to all the curriculum related cost centres.</p>
3	<p>Select the code which represents what is being purchased. For example under curriculum books, materials, educational consultancy etc. may be used.</p>
4	<p>Select the funding stream that the goods are to be purchased from. Most goods will be purchased from GAG (fund 20), unless you are advised otherwise.</p> <p>If this is the only option available it will default in.</p>
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	<p>Enter the supplier name.</p>
7	<p>Enter the supplier vat number. If the vat number is not prefixed with a GB, then no vat can be claimed.</p> <p>Please do not enter the "GB" part of the VAT number.</p>
8	<p>Enter the net amount of the invoice.</p>
9	<p>Select the vat rate from the drop down list.</p>
10	<p>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.</p>
11	<p>Click on [Gross Contra Account] to select the credit card details.</p>  <p>Make sure the school is shown on the top line, select the school if needed, then [Search]</p>  <p>[Select] the credit card account that the transaction relates to.</p> <p>Once selected it will be displayed.</p>

Step	Description
	 <p>The screenshot shows a 'Journal Entry Details: Create New Line' form. Fields include: Organisation (Coalley C of E Test - COA), Cost Centre (Curriculum-General - MA10), Nominal Account (Educ-Books - 810100), Funding Stream (Revenue Funds (GAG) - 20), Nominal Account Code* (Curr Gen-Educ Books - COA-MA10-810100), Gross Contra Account (COA-2299-310160-99), Gross Contra Name (Credit Card-Head Teacher - COA-2299-310160-), Project (empty), Project Item (empty), Description (Goods), Supplier Name (Fred), Supplier VAT Number (123456789), Nett* (20), VAT Rate (1: 20.00), and VAT Amount (4.00). Buttons for 'Cancel' and 'Ok' are at the bottom.</p>
12	<p>If the cost relates to a trip expenditure, select the trip by clicking on the [Project].</p>  <p>The screenshot shows a 'Project Search' interface. The 'New Search' section has fields for 'Project Code' and 'Name'. Below it is a 'Project List' table with columns for 'Project Code' and 'Name'. The table contains three rows: COA001 (COA 2022/23-South Cerney), COA002 (COA 2022/23-STEAM), and COA003 (COA 2022/23-Skillzone). Each row has a 'Select' button.</p> <p>[Search] to view the available list.</p> <p>Then [select] the trip.</p>
13	Remember to select the project item “EXP” from the drop down list.

Step	Description
	 <p>The screenshot shows the 'Journal Entry Detail' form. It includes fields for Organisation (Coaley C of E Test - COA), Cost Centre (Curriculum-General - MA10), Nominal Account (Educ-Books - 810100), Funding Stream (Revenue Funds (GAG) - 20), Nominal Account Code* (Curr Gen-Educ Books - COA-MA10-810100), Gross Contra Account (COA-ZZ99-310160-99), Gross Contra Name (Credit Card-Head Teacher - COA-ZZ99-310160-), Project (COA002), and Project Item. The Description field is currently empty, with 'Expense EXP' and 'Income INC' as options.</p>
14	<p>Click on [OK] when complete.</p> <p>If the following message is given, type over the VAT amount and click [OK] again.</p>  <p>The screenshot shows an error dialog box with the title 'Error' and the message 'VAT Amount: Value Required'. There is a 'Close' button at the bottom right of the dialog.</p>

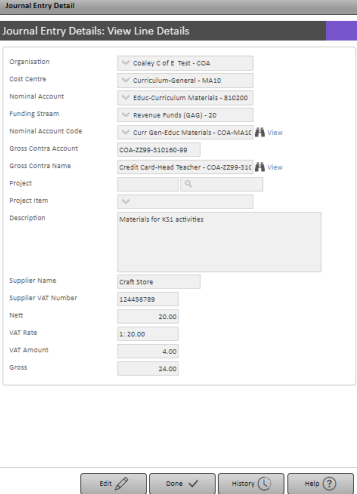
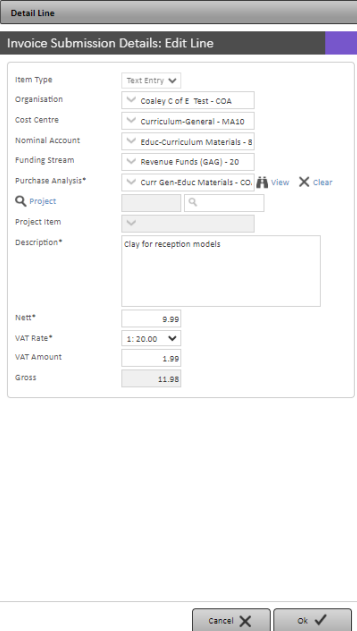
1.4. Review the invoice entry and complete the posting

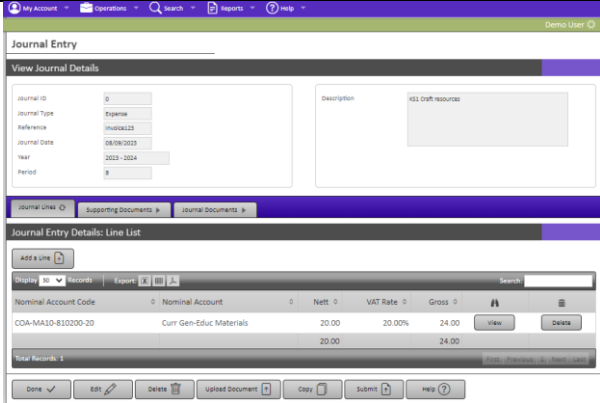
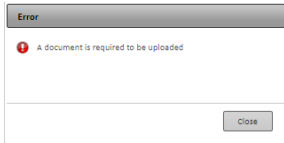
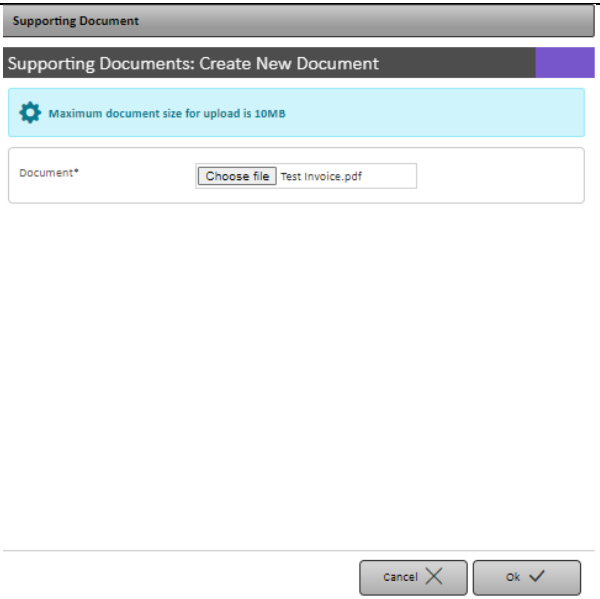
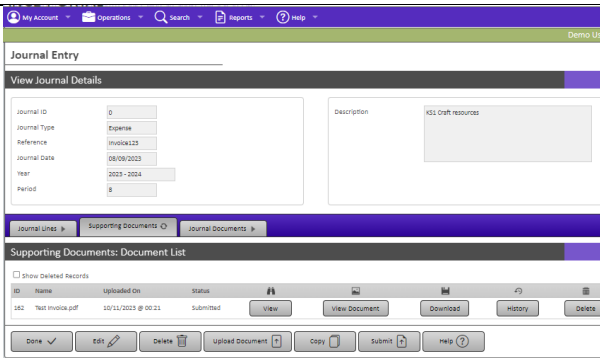
If further line detail is required, for example to split the coding, then [Add a line] and repeat the steps above. A copy of the invoice will need to be added before you can submit the invoice.

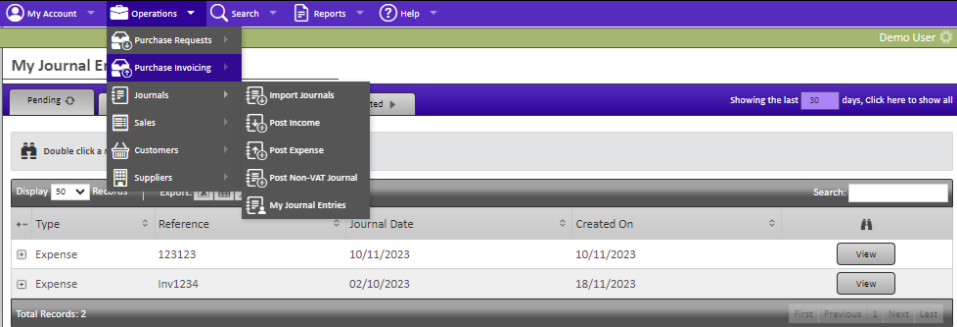
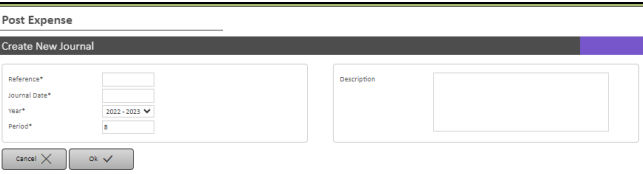


The screenshot shows the 'Journal Entry' interface. At the top, there is a navigation bar with 'My Account', 'Operations', 'Search', 'Reports', and 'Help'. Below this is a 'Journal Entry' section with 'View Journal Details'. The details include: Journal ID (0), Journal Type (Expense), Reference (Invoice123), Journal Date (08/09/2023), Year (2023 - 2024), and Period (8). The Description is 'KS1 Craft resources'. Below the details are tabs for 'Journal Lines', 'Supporting Documents', and 'Journal Documents'. The main section is 'Journal Entry Details: Line List'. It features an 'Add a Line' button (1), a table with columns for Nominal Account Code, Nominal Account, Nett, VAT Rate, and Gross. The table contains one row: COA-MA10-810200-20, Curr Gen-Educ Materials, 20.00, 20.00%, 24.00. There are 'View' (2) and 'Delete' buttons for this row. Below the table is a 'Total Records: 1' summary (6) and navigation buttons (First, Previous, Last). At the bottom, there is a toolbar with buttons: Done (5), Edit (3), Delete, Upload Document (4), Copy, Submit, and Help.

Step	Description
1	If further line detail is required, for example to split the coding, then [Add a line] and repeat the steps above.

Step	Description
2	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  <p>Journal Entry Details: View Line Details</p> <p>Organization: Coaley C of E Test - COA Cost Centre: Curriculum-General - MA10 Nominal Account: Educ-Curriculum Materials - S10200 Funding Stream: Revenue Funds (GAG) - 20 Nominal Account Code: Curr Gen-Educ Materials - COA-MA10 Gross Contra Account: COA-2289-S10180-99 Gross Contra Name: Credit Card-Head Teacher - COA-2289-S10180-99 Project: [Search] Project Item: [Search] Description: Materials for KS1 activities</p> <p>Supplier Name: Craft Store Supplier VAT Number: 124456789 Net: 20.00 VAT Rate: 1:20.00 VAT Amount: 4.00 Gross: 24.00</p> <p>[Edit] [Done] [History] [Help]</p> </div> <div style="width: 65%;"> <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> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;">  <p>Detail Line</p> <p>Invoice Submission Details: Edit Line</p> <p>Item Type: Text Entry Organisation: Coaley C of E Test - COA Cost Centre: Curriculum-General - MA10 Nominal Account: Educ-Curriculum Materials - B Funding Stream: Revenue Funds (GAG) - 20 Purchase Analysis*: Curr Gen-Educ Materials - COA-MA10 Project: [Search] Project Item: [Search] Description*: Clay for reception models</p> <p>Nett*: 9.99 VAT Rate*: 1:20.00 VAT Amount: 1.99 Gross: 11.98</p> <p>[Cancel] [Ok]</p> </div> <div style="width: 65%;"> <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> <p>If trip details are needed, then please enter the trip ID in the 'Project' field and 'EXP' in the 'Project item' field.</p> </div> </div>
3	<p>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.</p>

Step	Description	
4a		<p>A copy of the invoice will need to be attached to the transaction. Trying to post the details prior to loading the invoice will give the error messages.</p>  <p>Wherever possible please attach a pdf document as this is the easiest way to view on screen.</p> <p>Select [Upload Document].</p>
4b		<p>[Choose file] i.e. browse to select the document to be attached.</p> <p>Please make sure that this is an invoice and not a delivery note or statement.</p> <p>There are a number of requirements for a VAT invoice, which include:</p> <ul style="list-style-type: none"> ▪ Invoice date ▪ Unique invoice number ▪ Supplier VAT number <p>Click [OK] when complete.</p>
4c		<p>The document details are displayed on the screen after uploading it.</p> <p>[View Document] can be used to check the document is the right one.</p> <p>If incorrect [Delete] the document and add the correct one.</p>
5	<p>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.</p>	

Step	Description																
	 <table border="1" data-bbox="245 510 1206 629"> <thead> <tr> <th>Type</th> <th>Reference</th> <th>Journal Date</th> <th>Created On</th> <th></th> </tr> </thead> <tbody> <tr> <td>Expense</td> <td>123123</td> <td>10/11/2023</td> <td>10/11/2023</td> <td>View</td> </tr> <tr> <td>Expense</td> <td>Inv1234</td> <td>02/10/2023</td> <td>18/11/2023</td> <td>View</td> </tr> </tbody> </table>		Type	Reference	Journal Date	Created On		Expense	123123	10/11/2023	10/11/2023	View	Expense	Inv1234	02/10/2023	18/11/2023	View
Type	Reference	Journal Date	Created On														
Expense	123123	10/11/2023	10/11/2023	View													
Expense	Inv1234	02/10/2023	18/11/2023	View													
6	<p>Provided you are happy the details have been entered correctly, [Submit] the invoice. Copies of the submitted invoice do not need to be sent to the supplier invoices mailbox.</p>																
7		<p>On posting the invoice the screen is refreshed ready for the next one to be added.</p>															