PAYMENTS

All expenditure is booked through the Payment screen.

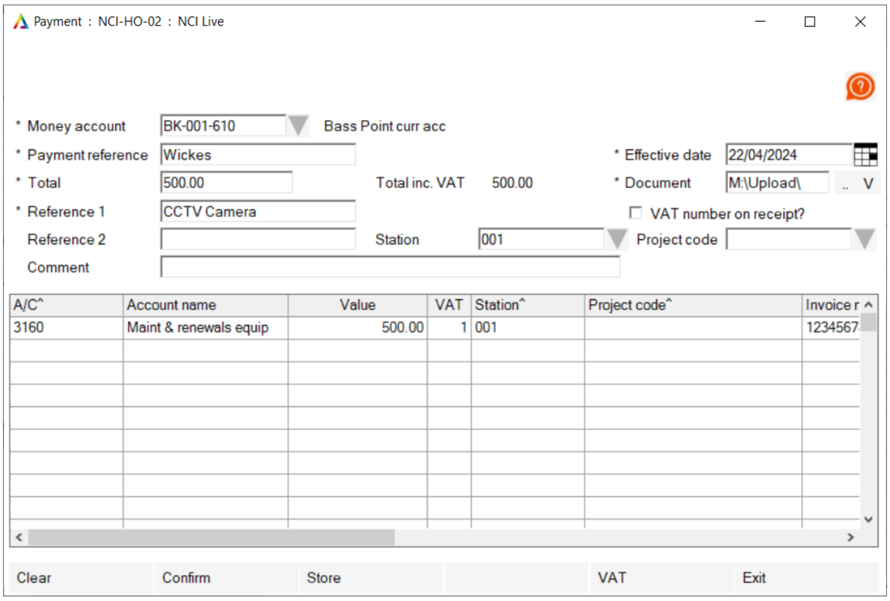
Fill in the relevant fields (those marked with an * are mandatory).

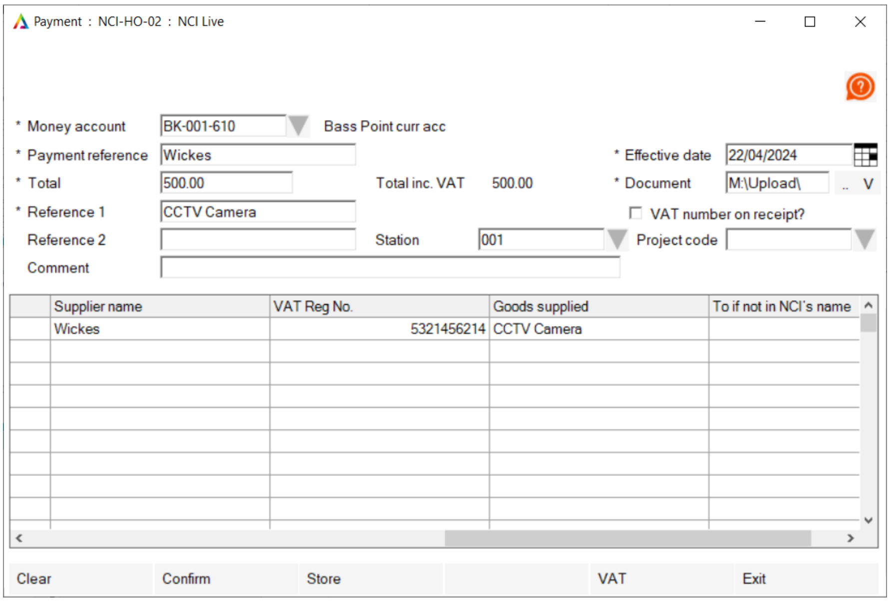
Money account	This will default to the main station bank account. Click the down arrow and select an alternative.
Payment ref	This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.
Total	Enter the total amount of expenditure. This figure may be broken down into different expenditure analysis codes in the grid at bottom half of the screen.
Reference 1	This should be a reference to what the money has been spent on. If this payment includes vatable lines then this reference will be used on the VAT report generated at Head Office.
Reference 2	Optional input.
Comment	Optional, this may be used to record additional information on the expenditure.
Station	This will default to your station. If this payment comes from a Restricted Fund then click the down arrow and select the appropriate code.
Effective date	This is the date it is booked to the accounts. This can be any date after your finished date. You can type the date in or click on the calendar box.
Document	You must attach a scanned document to the transaction (see notes on uploading files).
VAT number on receipt?	Tick this box if the VAT number is displayed on your scanned receipt.
Project code	Leave blank or select from the drop down list if applicable.

<u>Analysis Grid</u>

A/C	The A/C (Account) column holds the expenditure code. You can have one line or multiple lines to break down the total received. You can either type the code in or right click to display a list to choose from. The account name will be automatically displayed.
Value	Enter the amount for this analysis line. You may only have one expenditure analysis line but if you have more than one then the total of all the line values must equal the total entered at the top of the screen.
VAT	Enter the VAT rate: **1** which is 20%, **2** which is 5% or **8** which is 0%.
Station	This will default to the station entered at the top of the screen.
Project code	Leave blank as it will default to the code at the top of the screen if one is entered. Alternatively if you have multiple lines and this line is for a different project to the default then right click and select the appropriate code.
Invoice Number	This field is mandatory if the VAT field is either code 1 or 2. Supplier invoice number or receipt date if not an invoice should be entered.
Supplier name	This field is mandatory if the VAT rate is either 1 (20%) or 2 (5%). This information will be used on the VAT report generated at Head Office.
VAT Reg No	This field is mandatory if the VAT rate is either 1 (20%) or 2 (5%). This information will be used on the VAT report generated at Head Office.
Goods supplied	This field is mandatory if the VAT rate is either 1 (20%) or 2 (5%). This information will be used on the VAT report generated at Head Office.
To if not in NCI's name	This field is optional for VAT lines and should be completed if the invoice is not addressed to NCI with the name on the invoice.

PAYMENTS





Example of a Payment with VAT

When all the information has been entered click on the Confirm button and it will check that everything adds up and nothing is missing.

If all is ok then click on the Record button to save and complete the transaction.