

BOOKING GIFT AID RECEIVED FROM HEAD OFFICE

When you are paid the Gift Aid that you are owed and it's in your bank account you will need to book the following transaction:-

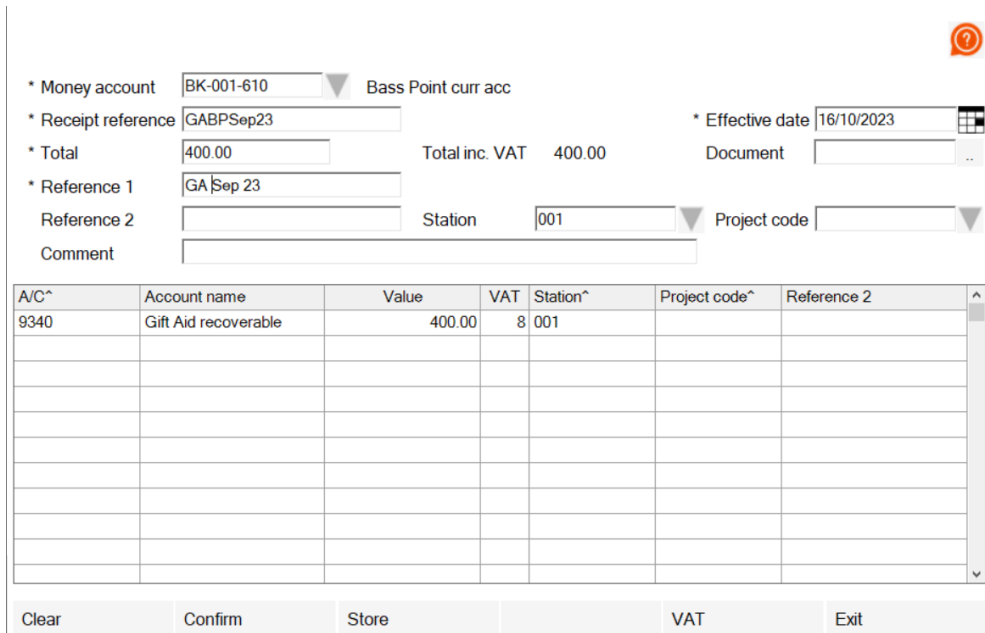
INPUTS > RECEIPT

- Money account** Select the bank account the money was paid into
- Receipt reference** Enter a reference that appears on your bank statement
- Total** Total amount you have been paid
- Reference 1** Enter some information regarding the payment, e.g. GA Sep 23
- Ref 2 & Comment** Optional and used to record any additional information
- Station** This will default to your station code
- Effective date** This is the date it was paid into your bank
- Document** Optional, select an uploaded document if relevant

Analysis Grid

- A/C** Manually enter 9340 and it will enter Gift Aid Recoverable in the Account name
- Value** Enter the same as the total field at the top of the screen
- VAT** Make sure this is set to VAT code 8 (0%)
- Station** This will default to your station code after clicking on Confirm

Click on Confirm and then if nothing is missing or incorrect click on Record to save the transaction.



The screenshot shows a software interface for booking a receipt. At the top right is a help icon (question mark in a circle). Below it are several input fields:

- * Money account: Bass Point curr acc
- * Receipt reference:
- * Effective date:
- * Total: Total inc. VAT: 400.00
- * Reference 1:
- Reference 2:
- Station:
- Project code:
- Document:
- Comment:

Below the input fields is an analysis grid table:

A/C^	Account name	Value	VAT	Station^	Project code^	Reference 2
9340	Gift Aid recoverable	400.00	8	001		

At the bottom of the form are buttons: Clear, Confirm, Store, VAT, and Exit.

Example of the Receipt screen