

BOOKING UNIFORM PAYMENTS TO HO



When you receive an invoice from head office for uniform purchases you need to enter a Payment:-

INPUTS > PAYMENTS

- Money Account** Select the station bank account the money was paid from.
- Payment reference** Enter a reference which should match the bank statement.
- Total** Enter the total amount paid.
- Reference 1** Provide more detail on the transaction.
- Reference 2 & Comment** Optional to enter any further information.
- Station** This will automatically display your station code.
- Effective date** Enter the date it was paid.
- Document** Attach your document that relates to this transaction (see notes on uploading documents for further info).
- VAT number on receipt** Leave this unticked as there is no VAT.

Analysis grid

- A/C** Enter or right click and select the relevant payment code and it will automatically enter the account name.
- Value** Enter the value of the payment.
- VAT** Make sure that the VAT code is 8 (0%).
- Station** You can leave this blank as it will automatically enter what is displayed at the top of the screen.

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

The screenshot shows a payment entry form with the following fields:

- * Money account:** BK-001-610 (dropdown), Bass Point curr acc
- * Payment reference:** PaytoHUniform
- * Total:** 150.00, **Total inc. VAT:** 150.00
- * Reference 1:** Uniform Purchase
- Reference 2:** (empty)
- Station:** 001 (dropdown)
- * Effective date:** 17/10/2023 (calendar icon)
- * Document:** (empty)
- VAT number on receipt?
- Project code:** (empty)
- Comment:** (empty)

Below the form is an analysis grid table:

A/C^	Account name	Value	VAT	Station^	Project code^	Reference 2
3130	Uni & clothing charge to	150.00	8			

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

Example of the Station Payment screen