HEAD OFFICE
UNIFORM PROCEDURE

This is the suggested procedure for uniform purchases. The following is a short breakdown of the procedure so you can see which accounts are being debited and credited. More detailed instructions can be found on page 2.

The uniform supplier must be set up in the purchase ledger first and each station must be set up as a customer.

At Head Office

1.   Book a purchase invoice and use the 1101 Uniform Purchase Balance Sheet Asset code for the General fund
       CR Creditors Control Account (Gross amount if you can reclaim VAT)
       DR 1101 (Net amount if you can reclaim VAT)
       DR Vat Control Account (if you can reclaim VAT)

2.   Book a purchase payment, General fund
       DR Creditors Control Account
       CR Bank Account

3.   Raise a sales invoice to the station for the General fund (No VAT)
       DR Debtors Control Account
       CR 1101 Uniform Purchase Balance Sheet code

4.   Book sales payment when the money is received from the station for the General Fund
       CR Creditors Control Account
       DR Bank Account

Everything is now back at zero on the Balance Sheet (apart from the VAT if applicable). Nothing has shown on the Income & Expenditure report except the VAT account is showing the monies due bank from HMRC, which will be credited once its received into Head Office.

At the Station

5.   Enter a Payment with VAT code 8 (0%) for the amount they have paid the Head Office, entered using their station code.
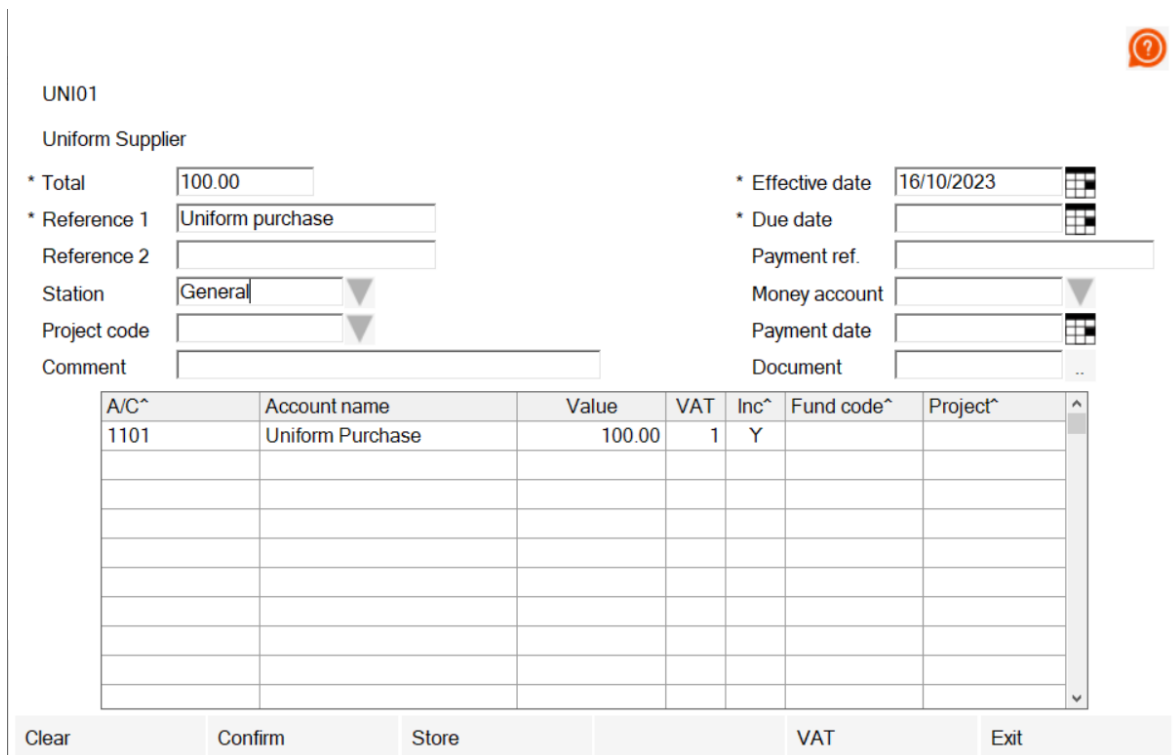
       CR Stations bank account
       DR Expenditure nominal code

The expenditure will then show on the Income & Expenditure report for the Station and be included in the overall consolidated report for the whole charity

1.   AT HEAD OFFICE
Purchase Ledger > Purchase A/C Centre > Book Invoice

- Select your uniform supplier and click on the Book Invoice button at the bottom of the screen.

- Enter the total at the top of the screen and a Reference 1, you can enter any further references if applicable.

- You can enter a due date or leave this blank as it will default to 'today'.

- Remember if the invoice is unpaid leave the Payment ref and Money account fields blank. If you have already made a payment from your bank then enter a Payment ref, Money account and Payment date and a payment will automatically be booked.

- Select 'General' in the Station field.

- In the analysis grid at the bottom half of the screen enter 1101 into the A/C column. You will need to type this in because when you right click it will only show expenditure codes and 1101 is a balance sheet code.

- It will default to VAT code 1 (20%), this can be changed to 8 (0%) if applicable. If you can reclaim the VAT enter the VAT inclusive amount and the software will automatically calculate the VAT amount for you.

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

UNI01

Uniform Supplier

* Total	100.00		* Effective date	16/10/2023
* Reference 1	Uniform purchase		* Due date	
Reference 2			Payment ref.	
Station	General		Money account	
Project code			Payment date	
Comment			Document	

A/C^	Account name	Value	VAT	Inc^	Fund code^	Project^
1101	Uniform Purchase	100.00	1	Y		

Clear	Confirm	Store		VAT	Exit

Example of the Purchase Invoice booking screen (unpaid invoice)

2.   Purchase Ledger > Purchase A/C Centre > Book Payment

NOTE: You only need to do this step if the invoice was unpaid when you entered it. If you entered a Payment, ref, Money a/c and Payment date in the invoice booking then the payment has already been entered for you.

- Select your uniform supplier and click on the Book Payment button at the bottom of the screen.

- Enter the total amount paid (this should match the invoice unless you have made a part payment).

- Enter a Reference 1 which should be something that matches your bank statement.

- Reference 2 and Comment are optional to enter any further information.

- Select the Money account the invoice was paid from.

- Enter the Effective date as the date it was paid.

- The grid at the bottom half of the screen will display all outstanding invoices for the supplier. You can click on Automatic and it will automatically allocate the total to the earliest outstanding invoice onwards. Alternatively you can manually enter the amount into the Allocation column against the relevant invoice.

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

UNI01

Uniform Supplier

			Current alloc	100.00
* Total	100.00		Remaining	0.00

* Reference 1   BT279857

Reference 2 _____   * Money account 1120 ▼   * Effective date 16/10/2023 ▦

Comment _____

Eff. date	Reference 1	Reference 2	Fund*	Original value	Outstanding	Hold*	Allocation	Discount value
16/10/23	Uniform purcha		General	100.00	100.00		100.00	

Unallocated	Confirm	Automatic			Exit

Example of the Purchase Payment booking screen

3.   Sales Ledger > Sales Invoicing

- You can use either the A/c code field or the Name field at the top of the screen to select the station you wish to invoice.

- Enter General in the Station field

- The invoice number will be automatically generated and the value will be entered after you have entered the line details.

- Enter the effective date of the invoice.

- If you have already received payment for this invoice then you can enter a Receipt ref and Money account and this will automatically enter a payment for you. If it is unpaid then leave these fields blank.

- In the grid at the bottom of the screen enter a description, quantity and price.

- Enter 1101 in the Revenue column. You need to manually enter this rather than right clicking as it's a balance sheet code.

- Make sure that the VAT code is 8 (0%).

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

- You can then print the invoice by clicking on the Print button or you can exit without printing.

- You can use the Invoice/Credit Note Print option to print or batch print your sales invoices. You can also use this screen to email them to the stations.

Example of the Sales Invoicing screen (unpaid invoice)

4.   Sales Ledger > Sales A/C Centre > Book Payment

NOTE: You only need to do this step if the invoice was unpaid when you entered it. If you entered a Receipt ref, and Money a/c when generating the invoice then the payment has already been entered for you.

- Select the station and click on the Book Payment button at the bottom of the screen.

- Enter the total amount paid (this should match the invoice unless the station has made a part payment)

- Enter a Reference 1 which should be something that matches your bank statement.

- Reference 2 and Comment are optional to enter any further information

- Select the Money account the invoice was paid into

- Enter the Effective date as the date it was paid

- The grid at the bottom half of the screen will display all outstanding invoices for the station. You can click on Automatic and it will automatically allocate the total to the earliest outstanding invoice onwards. Alternatively you can manually enter the amount into the Allocation column against the relevant invoice.

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

Eff. date	Reference 1	Reference 2	Fund*	Original value	Outstanding	Hold*	Allocation	Discount value
17/10/23	INV1001		General	150.00	150.00		150.00	

Example of the Sales Payment booking screen

5.   AT THE STATION
Inputs > Payment

- Select the station bank account the money was paid from

- Enter a Payment reference which should match the bank statement.

- Enter the total amount paid.

- Enter a Reference 1 to provide more details on the transaction.

- Reference 2 and Comment are optional to enter any further information

- Station will automatically display your station code.

- Enter the Effective date as the date it was paid.

- Attach your document that relates to this transaction (see notes on uploading documents for further info).

- The grid at the bottom half of the screen enter or right click and select the relevant payment code.

- Enter the value and make sure that the VAT code is 8 (0%).

- You can leave the Station field blank in the grid 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.

* Money account	BK-001-610	Bass Point curr acc			
* Payment reference	PaytoHOUniform		* Effective date	17/10/2023	
* Total	150.00	Total inc. VAT 150.00	* Document		..
* Reference 1	Uniform Purchase		☐ VAT number on receipt?		
Reference 2		Station 001	Project code		
Comment					

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

Clear	Confirm	Store		VAT	Exit

Example of the Station Payment screen