

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).
NOTE: Make sure that the document file path is M:\<station code>\Upload, for example M:\001\Upload\invoice.pdf. **Don't** attach the copy located in the WebFile folder.
- 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.

Analysis Grid

- 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.

PAYMENTS



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.

Payment : NCI-HO-02 : NCI Live

* Money account: BK-001-610 Bass Point curr acc

* Payment reference: Wickes

* Total: 500.00 Total inc. VAT: 500.00

* Reference 1: CCTV Camera

Reference 2: Station: 001

* Effective date: 22/04/2024

* Document: M:\Upload\ .. V

VAT number on receipt?

Project code: []

A/C^	Account name	Value	VAT	Station^	Project code^	Invoice r ^
3160	Maint & renewals equip	500.00	1	001		1234567

Clear Confirm Store VAT Exit

Payment : NCI-HO-02 : NCI Live

* Money account: BK-001-610 Bass Point curr acc

* Payment reference: Wickes

* Total: 500.00 Total inc. VAT: 500.00

* Reference 1: CCTV Camera

Reference 2: Station: 001

* Effective date: 22/04/2024

* Document: M:\Upload\ .. V

VAT number on receipt?

Project code: []

Supplier name	VAT Reg No.	Goods supplied	To if not in NCI's name
Wickes	5321456214	CCTV Camera	

Clear Confirm Store VAT Exit

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.