RECEIPTS

Any income that isn't a Gift Aided donation from a person is booked through the Receipt 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.

Receipt 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 income. This figure may be broken down into different income analysis codes in the grid at bottom half of the screen.

Reference 1 This should be a reference to where the income has come from.

Reference 2 Optional, this may be used to record additional information on the income.

Comment Optional, this may be used to record additional information on the income.

Station This will default to your station code. If this income is for 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 in the past after your finished date. You can type the date in or click on the calendar box.

Document You can attach any relating document to the transaction (see notes on uploading files).
If no document is attached it will display a confirmation message when you click on Confirm to make sure that a document shouldn't be attached.

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 income 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. You can't book to Accounts **2130** — Unrestricted Dons & Grants (GA) or **2110** — Restricted Dons & Grants (GA),

Value Enter the amount for this analysis line. You may only have one income analysis line but it 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 of **8** which is 0%.

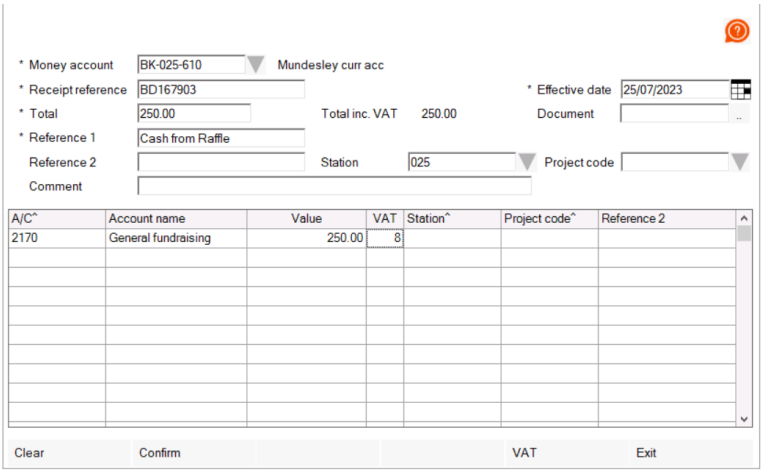
Station code Leave this blank as it will default to the station code at the top of the screen.

Project code Leave blank as it will default to the code at the top of the screen if one is entered.

Reference 2 Only enter something here is you wish to record a different reference 2 for the analysis line.

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.



Example of a Receipt