

Items Requiring Attention - Lloyds Bank

03/07/2018 to 02/08/2018

Rebecca Thomson

Account Name	Tran Date	Post Date	Supplier	Receipt	Image(s)	Amount Incl	
New Card	12/07/2018	13/07/2018	Paypal *phes	.	No	600.00	X !



Transaction: Details

Purchase: 12/07/2018

Amount: 600.00 GBP

Paypal *phes, 35314369001

Expense Category

Coding

Approval

Summary

Options

No Information Entered

- + Travel
- + Subsistence
- + Accommodation
- + Training & Conference
- + Hospitality & Entertainment
- + Books, Publications & Subscriptions
- + Consumables
- + Lab Consumables
- + Equipment & Furniture
- + Other
- + Personal Spend
- + Fraudulent Activity

- An incomplete transaction will have a little cross next to it.
- Click into the cross to open the transaction
- This will open the “Expense Category” tab
- Most types of spend will be listed here
- **Click the type that most closely matches your spend**


Transaction: Details


Purchase: 12/07/2018
Amount: £600.00 GBP
Paypal *phes, 35314369001


Expense Category | Coding | Approval | Summary

Options | Allocation | Comments

Training & Conference - Please enter additional information about the event (conference, course, training etc) to which these costs relate

Conferen/Course Fees 

Training Costs 

Personal Spend 

Total Allocated + Other Allocations
= Balance

Cancel Undo Save

Transaction: Details

Purchase: 12/07/2018
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Expense Category | Coding | Approval | Summary

Options | Allocation | Comments

Training & Conference - Please enter additional information about the event (conference, course, training etc) to which these costs relate

Attendees

Event(s)

Start Date

End Date

Town/City

Country

Cancel Undo Save

- This will open the “Allocation” tab
- Allocate the cost to the type the most closely matches your spend by **pressing the equals button** next to the heading
- This will result in the system **automatically** selecting the corresponding **detail code**.
- Go to the “Comments” Tab
- Add in the required details (these are mandatory)
- **HIT SAVE!!! (Very important!!!)**



Transaction: Details

Purchase: 12/07/2018
Amount: £600.00 GBP
Paypal *phes, 35314369001

Expense Category **Coding** Approval Summary

Line	Cost Centre-Analysis Code	Detail Code	Amount Incl	Tax Code
Line 1	CFN1-HOLDCC	6025		
Line 2				
Line 3				
Line 4				
More..			Balance	0.00

Description: BUFDG Management Accountants Conference

Receipt Disputed

Close Reset Save

Transaction: Details

Purchase: 12/07/2018
Amount: £600.00 GBP
Paypal *phes, 35314369001

Expense Category Coding Approval Summary

Line	Cost Centre-Analysis Code	Detail Code	Amount Incl	Tax Code
Line 1	CFN1-HOLDCC		600.00	
Line 2				
Line 3				
Line 4				
More..			Balance	0.00

Description: BUFDG Management Accountants Conference

Receipt Disputed

Close Reset Save

- This will open the “Coding” tab
- Note that the detail code will be completed for you (as long as you haven’t selected ‘other’ in the expense category)
- **IMPORTANT: If it says “6300” then you must pick the detail code manually***
- Select an appropriate Charge Code (Cost Centre-Analysis code) from the drop down menu if it is favoured*; or by Searching*
- **NOTE THAT YOU MUST ALWAYS PICK A CHARGE CODE - the system cannot do this for you**
- **IMPORTANT: “HOLDCC” is not a valid Analysis Code**

* See manual section E

Transaction: Details

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Expense Category **Coding** Approval Summary

Line	Cost Centre-Analysis Code	Detail Code	Amount Incl	Tax Code
Line 1	CFN1-RMT10X	6025	600.00	
Line 2				
Line 3				
Line 4				
More..			Balance	0.00

Description: **Receipt** Disputed

BUFDG Management Accountants Conference

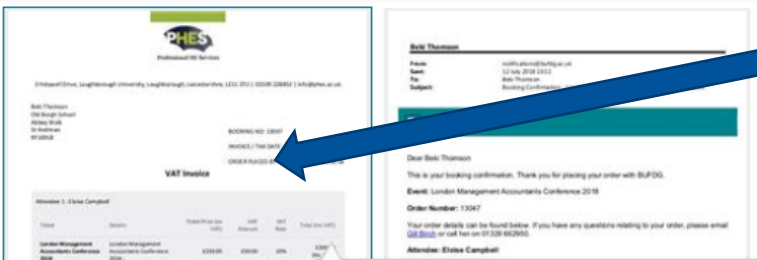
Close Reset Save

- Click on the paperclip to attach your receipt

Image Linking

Lloyds Bank: 12/07/2018 Amount: £600.00 GBP

Upload Upload via Email



2018 07 EMC and KD Mgmt Conference.pdf

Link Delete

- The "Image Linking" screen will pop up
- Click on the image that relates to this transaction
- Select "Link" to link this image to the transaction
- Close the Image linking screen

* See Quick Start Guide (2) for guidance on saving receipts

Transaction: Details

Purchase: 12/07/2018
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Paypal *phes, 35314369001

Expense Category | **Coding** | Approval | Summary

	Cost Centre-Analysis Code	Detail Code	Amount Incl	Tax Code
Line 1	CFN1-RMT10X	6025	600.00	<input type="text" value=""/>
Line 2				VAT
Line 3				N/A
Line 4				

More.. Balance 0.00

Description: BUFDG Management Accountants Conference

Receipt Disputed

Close Reset **Save**

- Click on the Tax Code drop down button
- Select either:
 - “VAT” (if you have a **UK** VAT receipt*);
 - or
 - N/A if you don’t, or are not sure*
- **HIT SAVE!! (Very Important!!)**
- This will send the transaction to your approver for reviewing