

- Overview
- Wrong expense category used
- Duplicate expense category created
- Wrong Tax code used
- HOLDCC Analysis code
- 6300 Detail code

Transaction Approval

Statement & transactions requiring approval

Andrew Goor

[Expand All](#) [Collapse All](#)

Lloyds Bank

Information Required (1)

All Transactions Approval

26/06/2018	Abellio Scotrail Ltd						
	Global Sustainability Trust forum						
	CFN1-ADG6XX	6012	VAT	0.95	5.70		

- If the Approver has kicked back the transaction then it will be sitting within the “Information Required” section

- Click on the question mark to see the Approver's comment

Transaction: Details

Purchase: 26/06/2018
Amount: £5.70 GBP
Abellio Scotrail Ltd, Inverkeithing

Expense Category Coding Approval Summary

Approval Process History

All Transactions Approval

Cardholder Comments

Approver Comments

You have selected Tax Code = VAT, but this is not a VAT receipt (nor is there VAT on rail travel) can you amend the tax code to be "N/A"

Information Required
Approval Required
Approved
Declined

Close Save



[Approve Selected Items](#) [Approve All](#)

Linked to	Receipt	Image(s)	Amount		
-	Yes	Yes	5.70	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5.70

NOTE: You DO NOT need to wait for the approver to return the transaction to you if you need to change something. Go into the “Statements” menu at the top of your screen, select the period end date then select the transaction

You can then make any of the changes outlined in the following slides....

e.g. If the cost should be 'subsistence' (6051) instead of 'entertaining' (6055) or 'accommodation' (6017) instead of conference fees (6025)

1. Click on the X to open the transaction

2. Click on "Reset" to put the transaction back to the beginning of the process



3. Re-code the transaction using the correct expense category

4. **Now go to the Approval Tab** and note that the transaction has been corrected in the "Cardholder Comments" Box

5. **HIT SAVE** (this will notify the approver that it's ready for review)

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	Yes	Yes	600.00  

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	600.00	
Line 2				
Line 3				
Line 4				

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

Approval Required
All Transactions Approval

Approval | Process | History

All Transactions Approval

Cardholder Comments
Code now updated

Approver Comments
This is subsistence rather than entertaining – please change expense category

Close **Save**

e.g. You have accidentally created a duplicate expense category (with a nil value)



1. Click on the X to open the transaction

2. Click into the erroneous spend category

3. Hit Delete

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	Yes	Yes	600.00  

Expense Category Coding Approval Summary

Options

Books, Publications & Subscriptions	318.86	
Books, Publications & Subscriptions (2)	-	

Options Allocation Comments

Books, Publications & Subscriptions - Please note that purchases of goods & services should be made using purchase orders where possible – please refer to Methods of Ordering document (<http://www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures/>). Please check that if the Memberships / Subscriptions have been purchased for individual staff members rather than as a corporate subscription, that are allowable under the University's expenses policy (<http://www.st-andrews.ac.uk/staff/policy/financialoperatingprocedures/>). If they are not allowable, they should be charged to 'personal spend' and reimbursed to the University

Printed Books

Subscripn&Membershp

eBooks

Periodicals

Open Access Journals

Other

Personal Spend

Total + Other Allocations = Balance

4. Now go to the Approval Tab and note that the transaction has been corrected in the “Cardholder Comments” Box

5. **HIT SAVE** (this will notify the approver that it's ready for review)

Transaction: Details

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

Expense Category Coding Approval Summary

Approval Required
All Transactions Approval

Approval Process History

All Transactions Approval

Cardholder Comments

Code now updated

Approver Comments

This is subsistence rather than entertaining – please change expense category

e.g. If you have used the VAT Tax code on a foreign purchases, or where there is no VAT receipt

1. Click on the X to open the transaction
2. Go to the coding tab
3. Change the tax Code to the correct code (see section G of your manual)
4. **HIT SAVE**

Items Requiring Attention - Lloyds Bank
01/07/2018 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	Yes	Yes	600.00

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-RMT10X		6025	600.00	VAT
Line 2					
Line 3					
Line 4					
More..				Balance	0.00

Description: BUFDG Management Accountants Conference

Receipt: Disputed:

Close Reset **Save**

4. **Now go to the Approval Tab** and note that the transaction has been corrected in the “Cardholder Comments Box”
5. **HIT SAVE** (this will notify the approver that it’s ready for review)

Transaction: Details

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

Expense Category Coding **Approval** Summary

Approval Required
All Transactions Approval

Approval Process History

Cardholder Comments
Code now updated

Approver Comments
This is not a VAT receipt – please change Tax code to N/A



Close **Save**

e.g. If you have forgotten to update the charge code and it's showing as "HOLDCC"

1. Click on the X to open the transaction
2. Go to the coding tab
3. Go to the Cost Centre-Analysis code and choose a correct code using either the Search function or by selecting a 'Favourite' (see manual)
4. **HIT SAVE**

Items Requiring Attention - Lloyds Bank
01/07/2018 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	Yes	Yes	600.00  

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	CF11-HOLDCC	6300	600.00	
Line 2				
Line 3				
Line 4				

Balance 0.00

Description

Receipt Disputed

5. **Now go to the Approval Tab** and note that the transaction has been corrected in the "Cardholder Comments Box"
6. **HIT SAVE** (this will notify the approver that it's ready for review)

Transaction: Details

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

Expense Category Coding **Approval** Summary

Approval Required
All Transactions Approval

Cardholder Comments
Code now updated



Approver Comments
HOLDCC - please amend

e.g. If you have forgotten to update the detail code and it's showing as "6300"

1. Click on the X to open the transaction
2. Go to the coding tab
3. Go to the Detail code and choose a correct code using either the Search function or by selecting a 'Favourite' (see manual)
4. **HIT SAVE**

Items Requiring Attention - Lloyds Bank
01/07/2018 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	Yes	Yes	600.00  

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	6300	600.00	
Line 2				
Line 3				
Line 4				

Balance 0.00

Description

Receipt Disputed

5. Now go to the **Approval Tab** and note that the transaction has been corrected in the "Cardholder Comments Box"
6. **HIT SAVE** (this will notify the approver that it's ready for review)

Transaction: Details

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

Expense Category Coding **Approval** Summary

Approval Required
All Transactions Approval

Approval Process History

Cardholder Comments
Code now updated

Approver Comments
Detail code needs to be updated please

- The VAT Tax code should only ever be used where you can see the VAT split out on the receipt or invoice
- Always start with the “expense category” tab. This should automatically populate the detail code for you in most cases - unless you have selected ‘other’ as the option in which case you need to do it manually.
- Always use the ‘equals’ sign in the allocation tab where you can, especially for foreign transactions as it allocates them properly. There should never be an unallocated balance at the bottom of the allocation tab
- You will ALWAYS need to select the Cost Centre-Analysis code manually
- Remember to use ‘Favourites’ for Cost Centre-Analysis codes that you use frequently
- Always hit save when moving between tabs to avoid losing work
- Check whether any HOLDCC or 6300 codes have slipped through – THESE CANNOT BE APPROVED until they are re-coded

- Remember that you can review your transactions at any time using the STATEMENT menu at the top of the screen - even if you have sent it for approval.
- HOS / HOU – if you can get a financial administrator to help you by reviewing codes etc before they are ready for approval then please do. This seems to be working well in some areas.
- Please see Moodle training on ‘Principles of expenses’ for general guidance on what is allowed and what is not allowed. This training also contains guidance on things like ‘what is subsistence’ ‘what is hospitality’ etc.