

## Entering Payments

How do we post payments made into the system?

There are a couple of methods of posting payments into the accounting system

1. **Manual posting in using Sundry Payments routine (described below)**
  - It is recommended that all cheque payments are posted manually into the system once a cheque has been raised using the Sundry Payment routine
  - This will ensure that all cheques raised are entered into the system and allows them to be reconciled when they are presented to the bank, thereby giving an audit check
  - This method should also be used when parishes request the Diocese to make payments on their behalf, for example electronic transfers or BACS payments. Again, by reconciling to the bank it will provide a useful audit check
  
2. **Direct posting from Imported bank statements (See Bank Statement Posting Section)**
  - It is recommended that this is used for posting Standing orders, Direct Debits and other direct charges which are generated by the bank
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### Sundry Payments Routine - MULTIPLE CHEQUES:

- a. This function is found within AccountsIQ under the [BANK] tab
- b. Click [BANK LIST]
- c. Click on the [PAYMENTS] under the specific bank account which the cheque has been drawn on
  
- d. The bank account will default in from the previous screen
- e. [TAB] or [ENTER] or use mouse clicks to move from one field to another
- f. The batch date will default to the processing date delete this date and leave blank
- g. Payment reference - leave blank
- h. Tab will take you to the first line of the screen - Detail Information Section
- i. Choose the General ledger account you want to post the payment to
  - i. If you know it the simply type the number in
  - ii. If you don't know then you can search by code or name, (cost codes start with 20)
  - iii. When you have found the account then select it by clicking on it
- j. Bi codes are for additional analysis and reporting - it is mandatory to select a BI Code
- k. Date enter date of the cheque
- l. Ext Ref/Cheque
  - i. This should be the cheque number
- m. Description/Payee
  - i. Free format field to be used for any description or name the user wishes to enter to enable identification at a later stage

- n.* Skip past and ignore Tax
- o.* Enter the amount of the payment in the Gross amount

Repeat the above steps from item (h) for as many cheques as you want to post remembering to change the cheque number on each line. Once complete....

- p.* Check total at bottom of screen and click [PROCESS BATCH] to post data into the system

#### **Sundry Payments Routine - SINGLE CHEQUE:**

You can analyse a cheque further by allocating different GL account codes - e.g. £50 cheque to Viking which includes £30 office stationery and £20 cleaning products.

- a.* This function is found within AccountsIQ under the [BANK] tab
- b.* Click [BANK LIST]
- c.* Click on the [PAYMENTS] under the specific bank account which the cheque has been drawn on
- d.* The bank account will default in from the previous screen
- e.* [TAB] or [ENTER] or use mouse clicks to move from one field to another
- f.* The batch date will default to the processing date, overtype this with the date of the cheque
- g.* Payment reference - this should be the cheque number
- h.* Tab will take you to the first line of the screen - Detail Information Section
- i.* Choose the General ledger account you want to post the payment to
  - i.* If you know it the simply type the number in
  - ii.* If you don't know then you can search by code or name, (cost codes start with 20)
  - iii.* When you have found the account then select it by clicking on it
- j.* Bi codes are for additional analysis and reporting - it is mandatory to select a BI Code
- k.* Date will default from the Batch Date
- l.* Ext Ref/Cheque
  - iv.* This should be the same as the Payment Ref i.e. cheque number
- m.* Description/Payee
  - v.* Free format field to be used for any description or name the user wishes to enter to enable identification at a later stage
- n.* Skip past and ignore Tax
- o.* Enter the amount of the payment in the Gross amount
- p.* Check total at bottom of screen and click [PROCESS BATCH] to post data into the system

If you want to analyse the payment by posting to several different GL accounts, then repeat steps (i) to (o) for each GL account and the total at the bottom of the screen should represent the total cheque

Shortcuts - can be found at the top of the screen to assist with any problems on the screen and Help is also available at the top of the screen