



Procedure 1 – Adding a Charge Account in FMS

A **Charge Account** can be created in FMS with one or more charge cards linked to it. This procedure can be used by maintained cheque book schools and academy schools only.

BCC MAINTAINED SCHOOLS PLEASE NOTE: Entries recorded against a Charge Account are sent to Bucks County Council via the VAT Claim. The Bank Claim report for the Charge Account will use the file name BK-02. As a maximum of two Bank Claim files can be uploaded via AnyComms, this procedure will not be suitable for cheque book schools where more than one bank account is being operated.

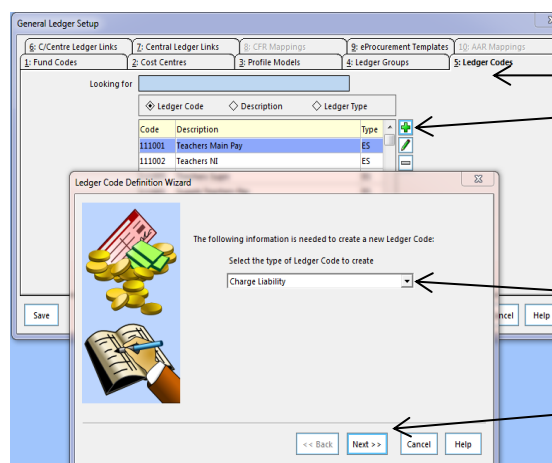
It enables users to:

- record Accounts Payable transactions (invoices and credit notes) against a charge account
- manage the reconciliation and payment of these transactions
- view a new Charge Account report which produces a list of Charge Account payments including paid and unpaid invoices and credit notes

Adding a Charge Account Ledger Code

To set up a charge account with one or more associated charge cards add a new Charge Account Ledger Code

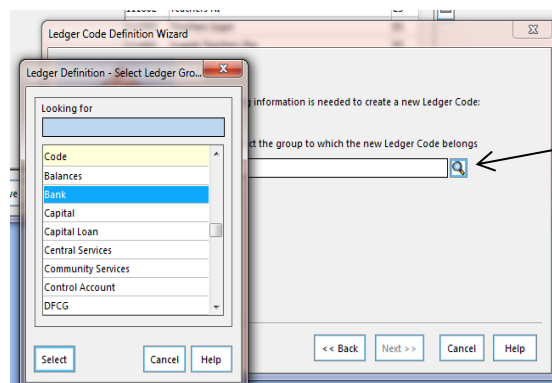
Go to **Tools | General Ledger Setup**



- Click **Tab 5 Ledger Codes**
- Click **+** to add an item

The Ledger Code Definition Wizard dialog box will be displayed.

- Click in the drop down menu, select the Ledger Code type, **Charge Liability**
- Click **Next**

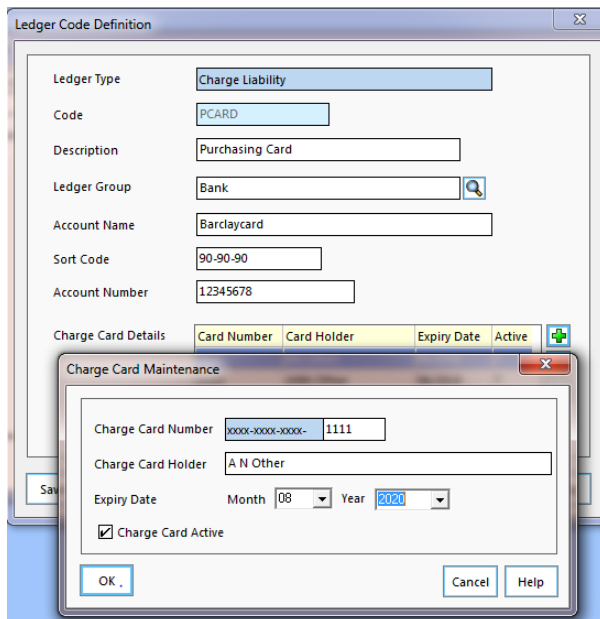


- Click in the browser and highlight the Ledger Code Group **Bank**
- Click **Select**
- Click **Next**



- Enter the new Ledger Code **PCARD** in the 'Enter a new code' box
- Enter the description in the 'Enter a new description...' box
- Click **Finish**

The Ledger Code Definition dialog box will be displayed



- Click in the **Ledger Group** browser, highlight **Bank**
- Click **Select**
- Enter the **Account Name** e.g. Barclaycard
- Enter the **Sort Code**
- Enter the Account Number
- **Now add the Charge Card Details**
- Click on + alongside the **Charge Card Details** box to display the **Charge Card Maintenance** box
- Enter the last four digits of the **Charge Card Number**
- Enter the name of the **Charge Card Holder**
- Click on the dropdown arrow to select the **Month** and **Year** of the **Expiry Date**
- Click **Ok**

NB: FMS will not prevent you from selecting a charge card for payment that has passed its expiry date. The Charge Card Active check box is selected by default but can be deselected as required

- Click on **Save**
- Click on **Save**

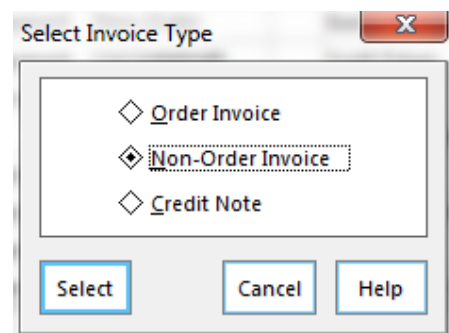


Procedure 2 – Making Payments from a Charge Account

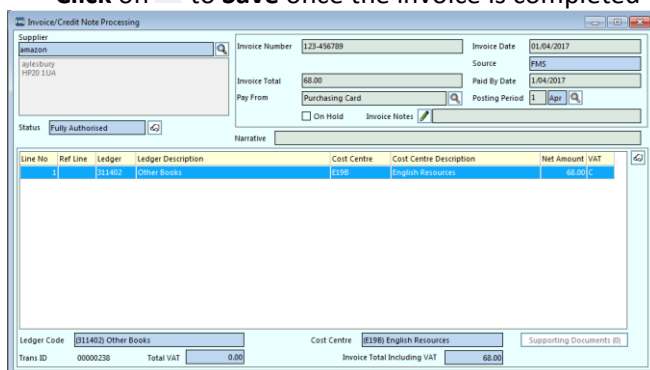
This process enables you to record the payment of an invoice/credit note from a charge account using the Non-Order invoice functionality.

Go to Focus | Accounts Payable | Invoice/Credit Note

- Click on + at the top of the screen to add an invoice
- Select **Non-Order Invoice**
- Click into the **Supplier** browser choose the correct supplier
- **Type** in the **Invoice Number**, **Invoice Date**
- **Type** in the **Total Amount** of the invoice *inclusive of VAT*
- Click on the **Pay From** browser and choose the **Charge Account**
- Click on + on the right hand side of the screen to add invoice items
- **Type** in the **Description** of the invoice item

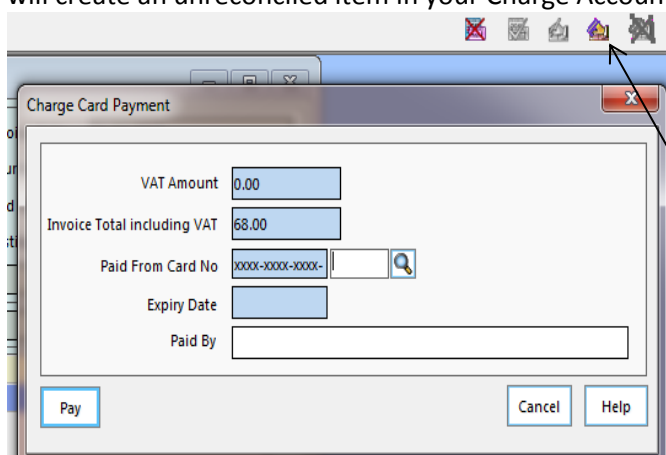


- Click into the **Cost Centre browser** and **choose** the correct **cost centre**
- Click into the **Ledger browser** and **choose** the **correct code**
- The **Fund code** and **VAT code** will **automatically default** to the correct codes once you have clicked into the **net amount** field or have **tab through** these fields
- Double check that the **VAT** on the invoice for each line item matches the **VAT code** on the system
- **Type** in the **net amount** (not inclusive of VAT)
- Click on either **save** or **next line** depending on whether there are further lines to add
- Click on  to **Save** once the invoice is completed



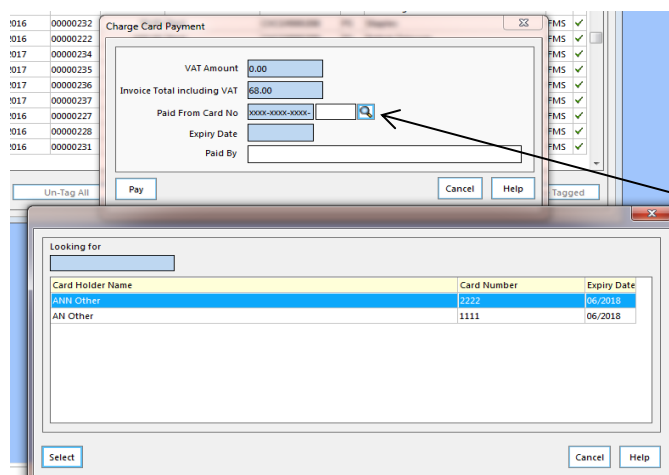
Line No	Ref Line	Ledger	Ledger Description	Cost Centre	Cost Centre Description	Net Amount	VAT
1		011403	Other Books	8198	English Resources	68.00	

Once the invoice has been fully authorised it can be selected for Direct Payment Processing which will create an unreconciled item in your Charge Account



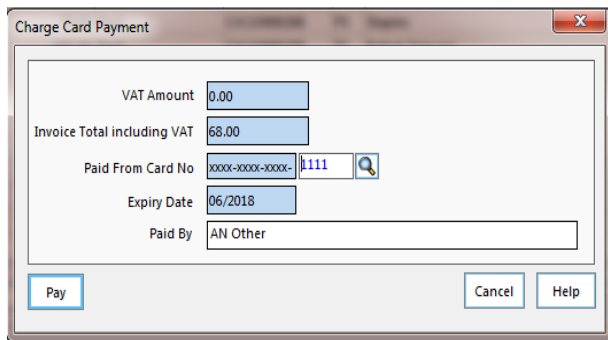
- Locate and highlight a **fully authorised invoice** in the **Invoice/Credit Note Processing** screen or **open** a fully authorised invoice.
- Click on the **Direct Payment Processing** icon on the top right hand side of the tool bar.

A Charge Card Payment dialogue box will appear to enable you to select the charge card used for this transaction. If only one charge card is associated with the account, this will be displayed automatically. If multiple cards are recorded:



Card Holder Name	Card Number	Expiry Date
ANH Other	2222	06/2018
AN Other	1111	06/2018

- Click in the Field Browser button and highlight the card required.
- Click on **Select**
- Click on **Pay**



Charge Card Payment

VAT Amount: 0.00

Invoice Total including VAT: 68.00

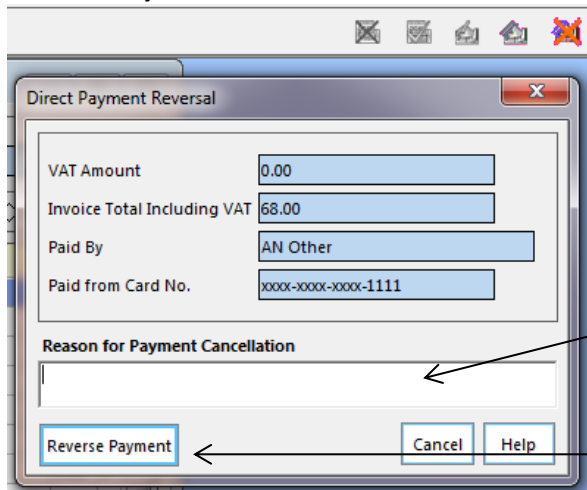
Paid From Card No: XXXX-XXXX-XXXX-1111

Expiry Date: 06/2018

Paid By: AN Other

Buttons: Pay, Cancel, Help

A Direct Payment can be reversed:



Direct Payment Reversal

VAT Amount: 0.00

Invoice Total Including VAT: 68.00

Paid By: AN Other

Paid from Card No.: XXXX-XXXX-XXXX-1111

Reason for Payment Cancellation:

Buttons: Reverse Payment, Cancel, Help

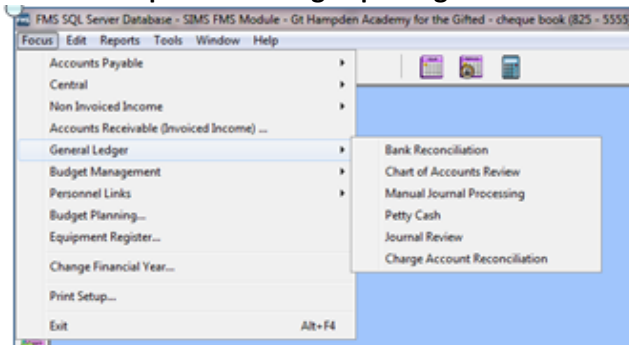
- Locate and highlight the invoice/credit note in the Invoice/Credit Note Processing screen.
- Click on the **Direct Payment Reversal** icon on the top right hand side of the tool bar.
- Enter a **Reason for Payment Cancellation** in the Direct Payment Reversal dialog box. This will be recorded in the audit trail.
- Click the **Reverse Payment** button.



Procedure 3 – Charge Account Reconciliation

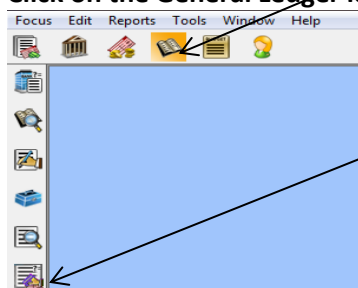
The Charge Account reconciliation area enables you to reconcile your charge account statement.

Go to Focus | General Ledger | Charge Account Reconciliation



Or

Click on the General Ledger icon and then the Charge Account Reconciliation icon



The **Charge Account Reconciliation** dialog box is opened.

Charge Account Reconciliation

Looking For: [Field]

View: All Accounts

Sequence: Date Stat. No. Ascending Descending

Stat. Date	Stat. No.	Account	Account No.	Sort Code
09/05/2017	1	Purchasing Card	12345678	90-90-90

Account View

Looking for: [Field]

Description: All Accounts, Purchasing Card

Select Cancel Help

The Field browser defaults to **All Accounts** displaying a list of all previously entered charge account statements.

If several charge accounts have been defined, you can review the statements for a specific account by clicking into the browser, highlighting the required account and clicking on Select.

Adding a statement

Add a Statement

Account: PCARD, Purchasing Card, Number 12345678

Statement: Number 2, Date 25/05/2017

Save Cancel Help

- Click the **Add Record** button  on the top tool bar
- Click in the browser to select the charge account to be reconciled
- If required, highlight the default Statement Number to amend it
- Click the Calendar button to enter the statement date
- Click the **Save** button

Charge Account Reconciliation

St. No. 2 St. Date 25/05/2017 Acc. No. 12345678 Acc. Sort Code 90-90-90

Charge Account Ledger -68.00 Open Balance 0.00 Close Balance 0.00

Sequence: Date Reference Payments Receipts

Date Reference Description Type Payments Receipts

Statement Contents Chooser

Unreconciled

Date	Reference	Description	Type	Payments	Receipts
25/05/2017	Charge000005	amazon	27	68.00	0.00

Sequence: Date Reference Payments Receipts

Looking For: [Field]

Reconciled

Date	Reference	Description	Type	Payments	Receipts

Open Balance 0.00 Close Balance 0.00 Net 0.00 0.00 0.00

Save Add Journal Cancel Help

- Click on the browser to access the Statement Contents Chooser

All the processed transactions for the selected charge account are then available for selection.

The default sequence of the unreconciled and reconciled transactions is by date.

- To amend the sequence select an alternative option

Statement Contents Chooser

Unreconciled					
Date	Reference	Description	Type	Payments	Receipts
25/05/2017	Charge000005	amazon	AP	68.00	0.00

Reconciled					
Date	Reference	Description	Type	Payments	Receipts

Sequence: Date Reference Payments Receipts
Looking for: []

Net: 68.00 68.00
Choose Choose All Remove Remove All

Open Balance: 0.00 Close Balance: 0.00 Net: 0.00 0.00

Save Add Journal Cancel Help

To select Transactions for Reconciliation

- Highlight an unreconciled transaction and click on the **Choose** button
- To remove a reconciled item, highlight the item and click on the **Remove** button
- Add a cashbook Journal from within this screen to record the charge account payment click on the **Add Journal** button

Statement Contents Chooser

Unreconciled					
Date	Reference	Description	Type	Payments	Receipts

Reconciled					
Date	Reference	Description	Type	Payments	Receipts
25/05/2017	Charge000005	amazon	AP	68.00	0.00

Sequence: Date Reference Payments Receipts
Looking for: []

Net: 0.00 0.00
Choose Choose All Remove Remove All

Open Balance: 0.00 Close Balance: 0.00 Net: 68.00 68.00

Save Add Journal Continue Cancel Help

Add a Journal
Cashbook Journal
Normal Journal

- Click continue

Manual Journal Processing - Action Journal Voucher

Year: 2018 Period: 2 May Voucher Date: 25/05/2017 Posting Date: []
Supplier: [] Bank Ledger Code: 0402 Bank Acc: 08785432 Sort Code: 22-34-56
Narrative: Barclaycard statement
Recurrence Pattern: []

Journal Lines	Ledger	Vat	Fund	Description	ICentre	Description	Debit	Credit
000001	Bank			Bank of America			68.00	
000002				Purchasing Card				68.00

Narrative: []
Balance: [] Total Debits: 68.00 Total Credits: 68.00
Statement Balance: -68.00

- Enter a cashbook journal in the normal way
- Click **Save**
- Click **Post**
- Close the **Manual Journal Processing** screen

The screen will display the opening balance and new closing balance

- Click the **Save Record Changes** icon on the Focus Bar to retain this information
- Click the **Print Record** icon on the Tool Bar to print a statement

Statement Contents Chooser

Unreconciled					
Date	Reference	Description	Type	Payments	Receipts
25/05/2017	Barclaycard Statement	Barclaycard Statement	AP	68.00	0.00

Reconciled					
Date	Reference	Description	Type	Payments	Receipts

Sequence: Date Reference Payments Receipts
Looking for: []

Net: 68.00 68.00
Choose Choose All Remove Remove All

Open Balance: 0.00 Close Balance: -68.00 Net: -68.00 68.00

Save Add Journal Cancel Help

Charge Account Reconciliation

St. No. 1 St. Date 25/05/2017 Acc. No. 12345678 Acc. Sort Code 90-90-90

Charge Account Ledger 0.00 Open Balance 0.00 Close Balance 0.00

Sequence Date Reference

Date	Reference	Description	Type	Payments	Receipts
30/05/2017	Charge000001	GLS Dudley	AP	68.00	0.00

Statement Balance 0.00

Charge Account Reconciliation

Selection
 Financial Year - 17/18
 Account - Purchasing Card
 Account Number - 12345678
 Sort Code - 90-90-90
 Statement Number - 1
 Statement Date - 25/05/2017

User: S **Establishment:** Gt Hampden Academy for the Gifted - cheque book

Date	Ref.	Details	Source	Payments	Receipts
30/05/2017	B/card Statemt to...	Barclaycard Statement to.....	GL	0.00	68.00
30/05/2017	Charge000001	GLS Dudley	AP	68.00	0.00
				68.00	68.00
		Opening Balance		0.00	
		Movement		0.00	
		Closing Balance		0.00	
		Current Ledger Balance at time of printing		0.00	



Procedure 4 – Charge Account Transactions Report

Reports | Accounts Payable | Payments | Charge Account Transactions Report

This report enables you to report on charge account transactions by charge account for a selected payment period or year as required. You can use this report to view both paid and unpaid invoices/credit notes



Procedure 5 – VAT Claim - Charge Account Bank Claim Report (maintained schools only)

PLEASE NOTE MAINTAINED CHEQUE BOOK SCHOOLS CAN ONLY USE THIS PROCEDURE IF THEY CURRENTLY UPLOAD ONE BANK CLAIM REPORT WITH THEIR VAT CLAIM VIA ANYCOMMS

Please refer to your Monthly Journals booklet to produce the VAT Claim to be uploaded to BCC via AnyComms in the normal way. In addition to your usual reports you will be required to produce a second Bank Claim report for your Purchasing Card (Ledger Code **PCARD**). **The second Bank Claim report file should be produced and uploaded in the same way as your BK-01 report but named BK-02.** and be uploaded