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.

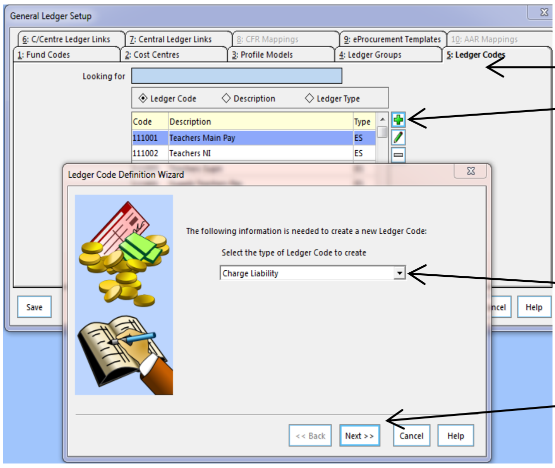
It enables users to:

- 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

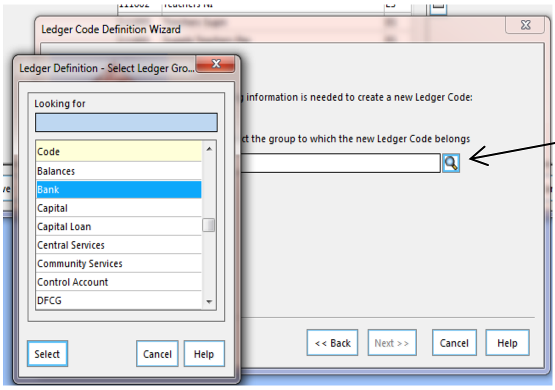
Go to **Tools | General Ledger Setup**



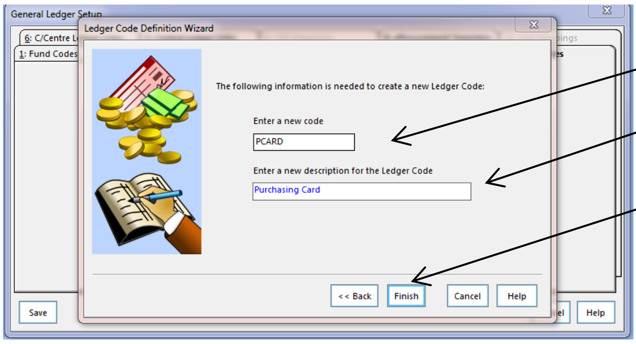
- Click **Tab 5 Ledger Codes**
- Click **+** to add an item

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**

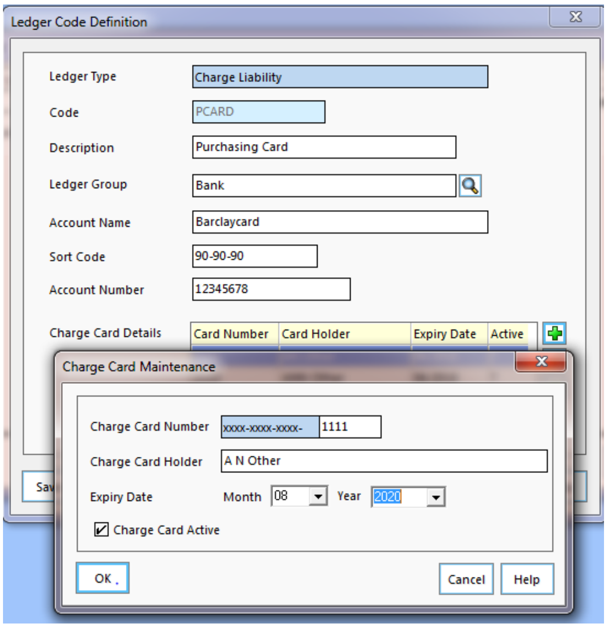


- Click in the browser and highlight the Ledger Code Group **Bank**
- Click **Select**
- Click **Next**



- 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

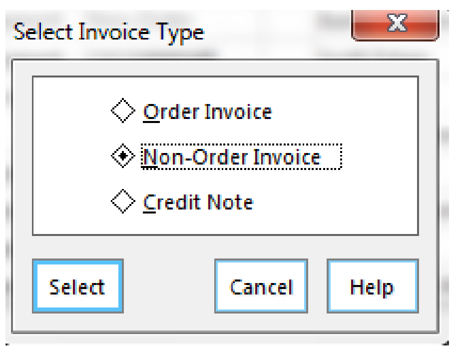
- Click on **Save**
- Click on **Save**

Procedure 2 – Making Payments from a Charge Account

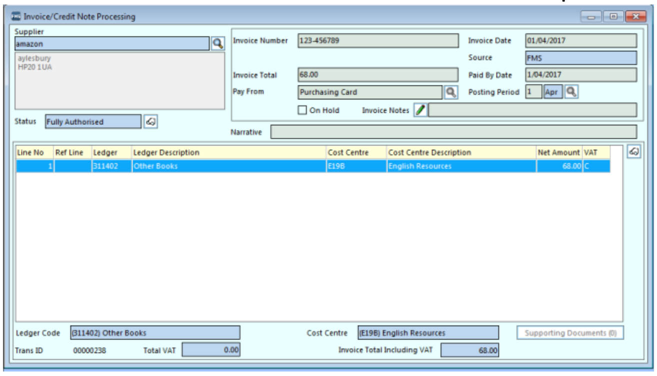
This process enables you to record the payment of an invoice/credit note from a charge account using the Non-Order invoice functionality.

Go to Focus | Accounts Payable | Invoice/Credit Note

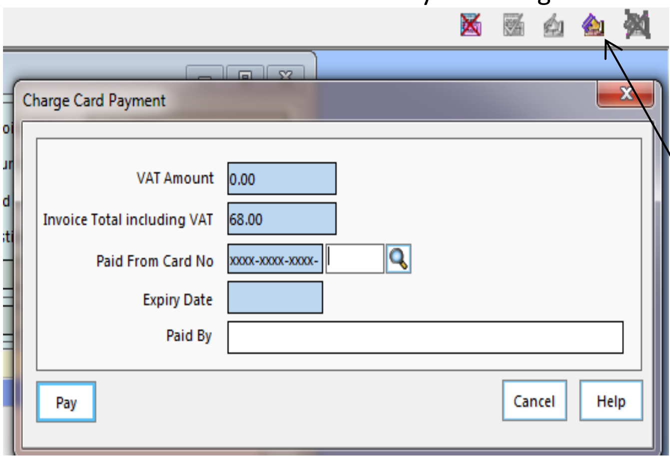
- Click on at the top of the screen to add an invoice
- Select **Non-Order Invoice**
- **Click** into the **Supplier browser** choose the correct supplier
- **Type** in the **Invoice Number**, **Invoice Date**
- **Type** in the **Total Amount** of the invoice ***inclusive of VAT***
- **Click** on the **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

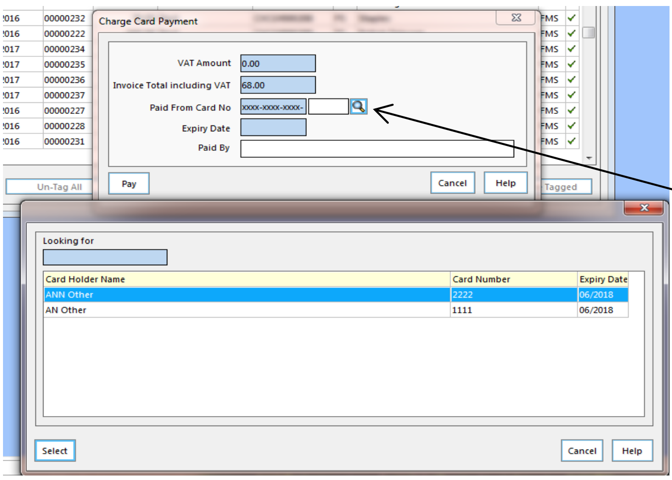


Once the invoice has been fully authorised it can be selected for Direct Payment Processing which will create an unreconciled item in your Charge Account

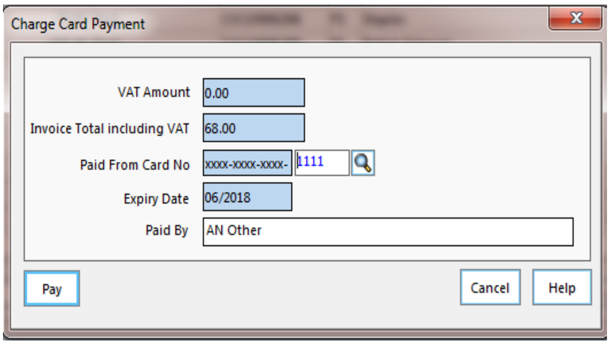


- Locate and highlight a **fully authorised invoice** in the **Invoice/Credit Note Processing screen** or **open** a fully authorised invoice.
- Click on the **Direct Payment Processing icon** on the top right hand side of the tool bar.

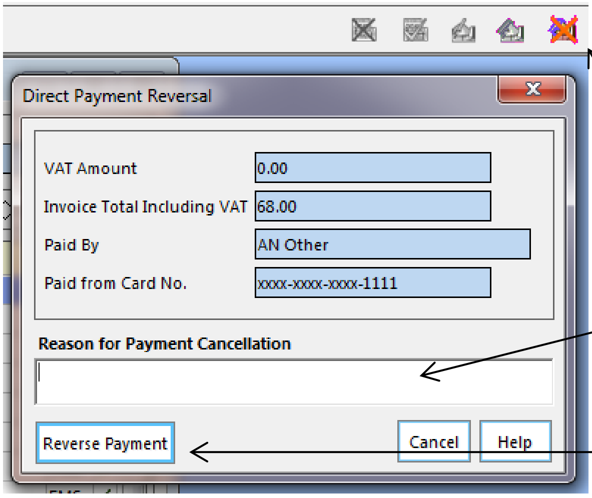
A Charge Card Payment dialogue box will appear to enable you to select the charge card used for this transaction. If only one charge card is associated with the account, this will be displayed automatically.
If multiple cards are recorded:



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



A Direct Payment can be reversed:

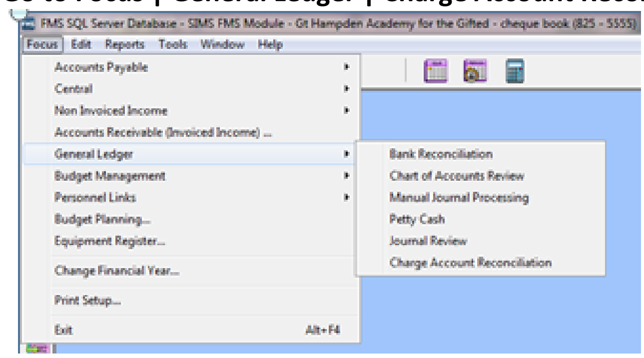


- Locate and highlight the invoice/credit note in the Invoice/Credit Note Processing screen.
- Click on the **Direct Payment Reversal** icon on the top right hand side of the tool bar.
- Enter a **Reason for Payment Cancellation** in the Direct Payment Reversal dialog box. This will be recorded in the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

Procedure 3 – Charge Account Reconciliation

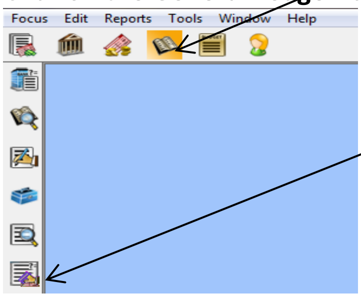
The Charge Account reconciliation area enables you to reconcile your charge account statement.

Go to Focus | General Ledger | Charge Account Reconciliation

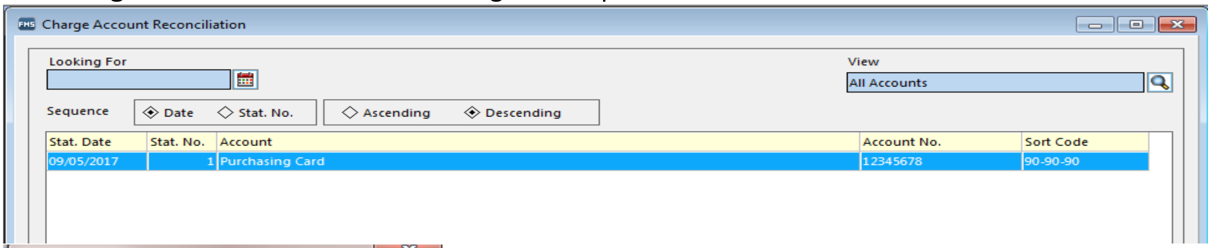


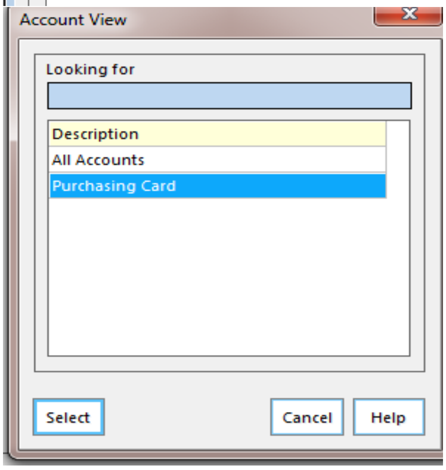
Or

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



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

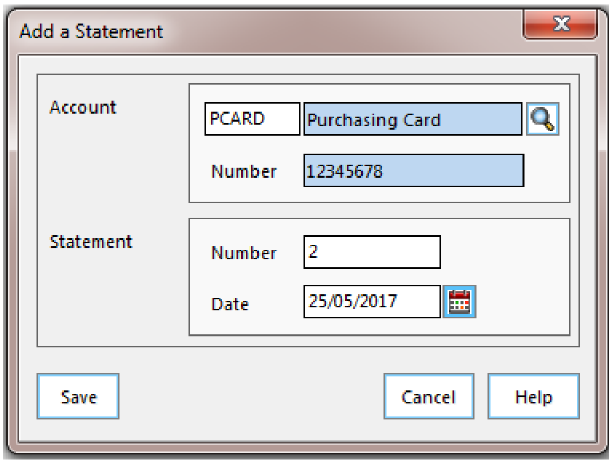




The Field browser defaults to **All Accounts** displaying a list of all previously entered charge account statements.

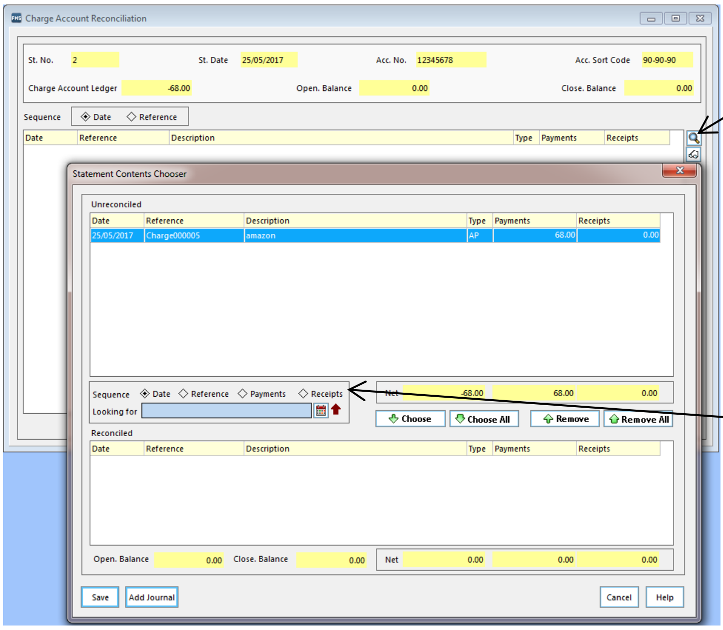
If several charge accounts have been defined, you can review the statements for a specific account by clicking into the browser, highlighting the required account and clicking on Select.

Adding a statement



- 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

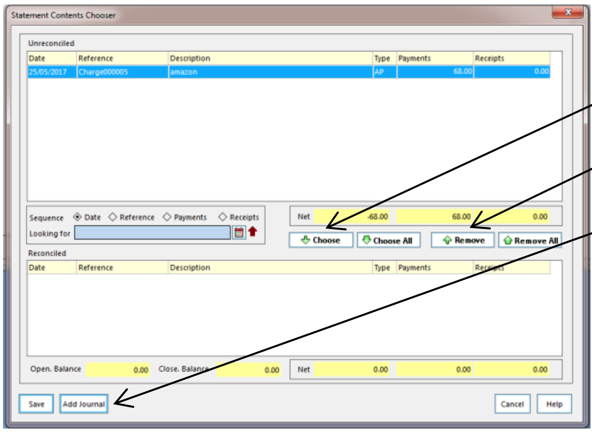


- Click on the browser to access the Statement Contents Chooser

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

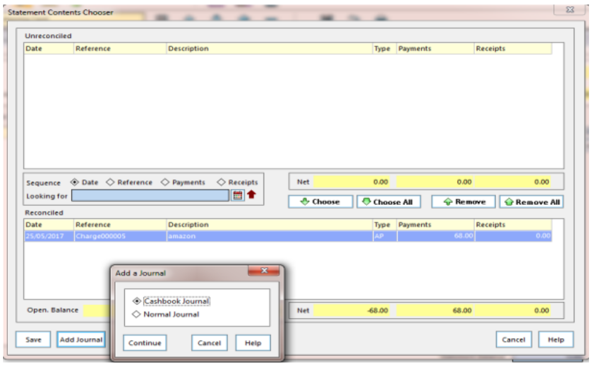
The default sequence of the unreconciled and reconciled transactions is by date.

- To amend the sequence select an alternative option

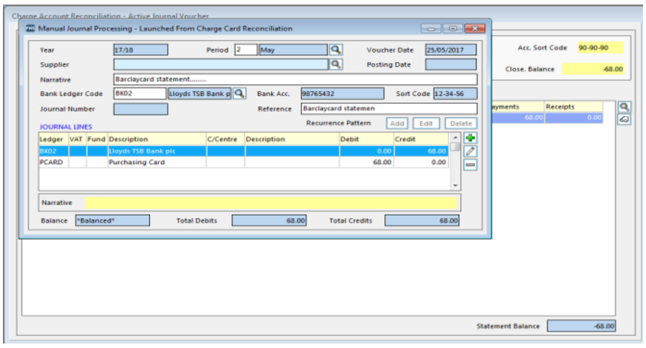


To select Transactions for Reconciliation

- 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



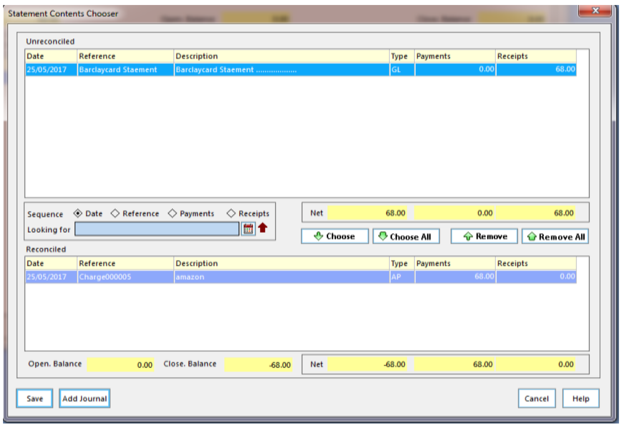
- Click continue

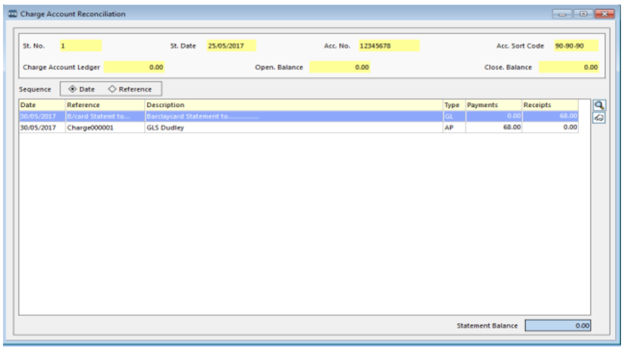


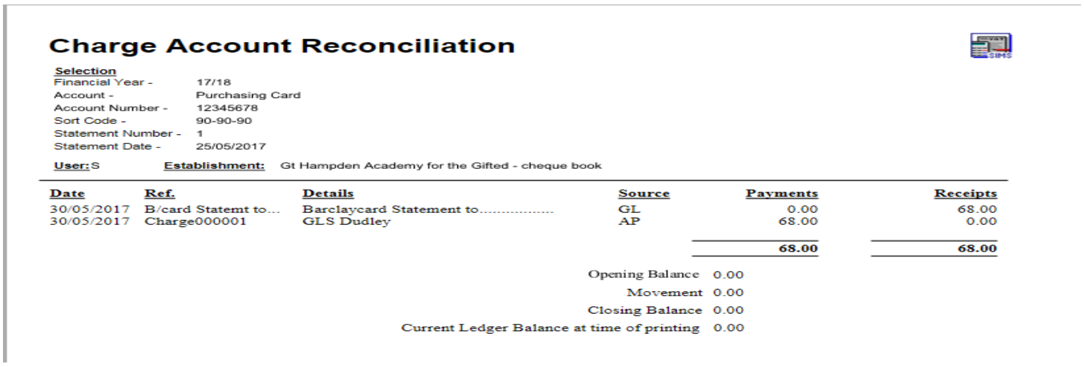
- Enter a cashbook journal in the normal way
- Click **Save**
- Click **Post**
- Close the **Manual Journal Processing** screen

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







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