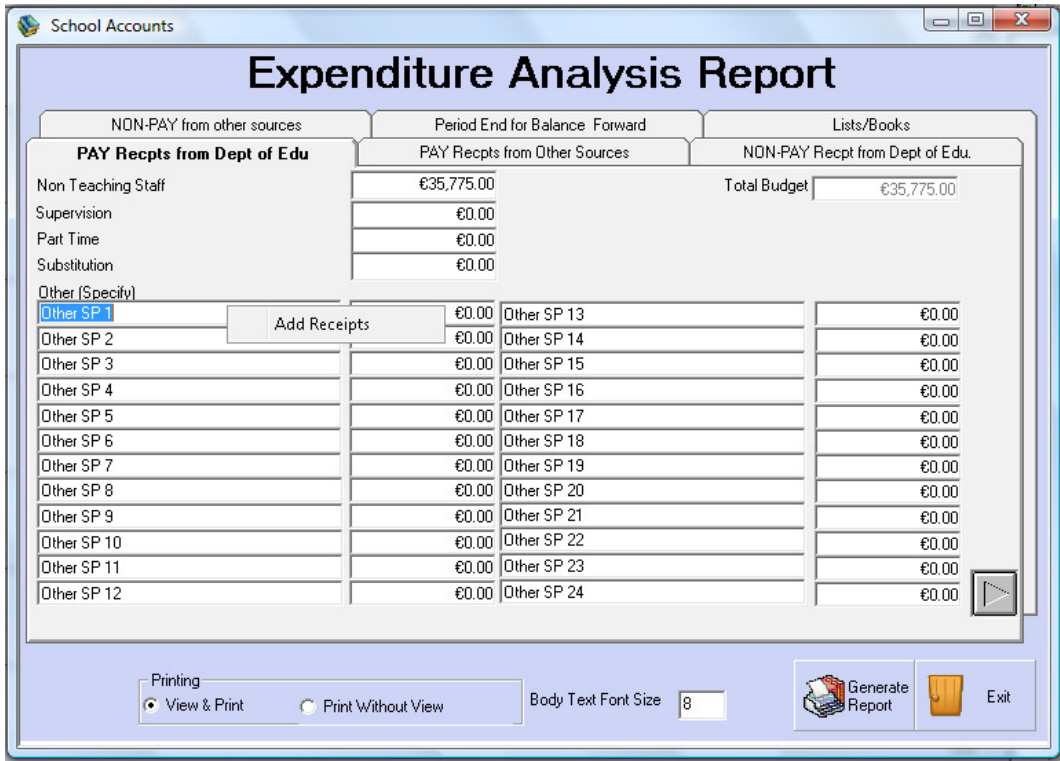


Receipts

In this year's School Accounts we have made some modifications to the way in which receipts can be added in order that receipts can mirror the actual lodgements made to the bank.

If you wish to add lodgements as per your lodgement book i.e. piecemeal, then you select the required heading by clicking on the heading with your right mouse button twice. An Add Receipts button appears on screen.



After you click on Add Receipts the following screen now appears:

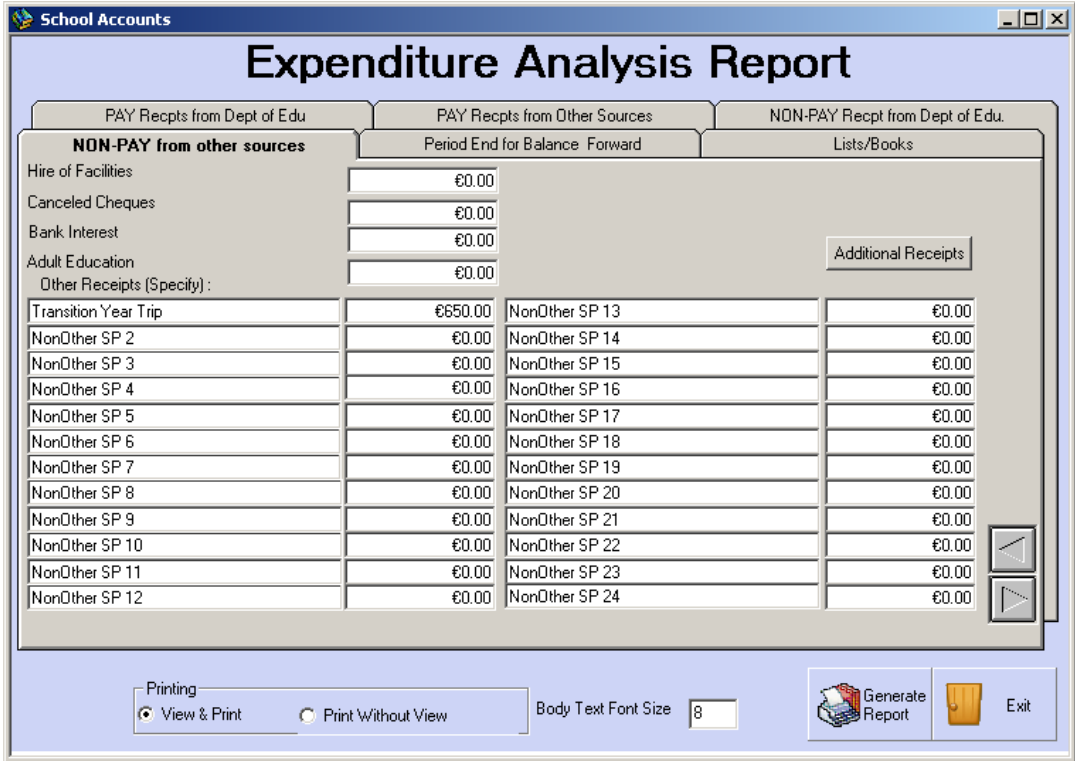
When you have entered all the lodgements at this time for your Transition Year Trip then select Post and the total amount will be placed in the Non-Pay from other sources for Transition Year Trip.

PAY Recpts from Dept of Edu		PAY Recpts from Other Sources		NON-PAY Recpt from Dept of Edu	
NON-PAY from other sources		Period End for Balance Forward		Lists/Books	
Hire of Facilities	€0.00				
Canceled Cheques	€0.00				
Bank Interest	€0.00				
Adult Education					Additional Receipts
Other Receipts (Specify) :	€0.00				
Transition Year Trip	€550.00	NonOther SP 13		€0.00	
NonOther SP 2	€0.00	NonOther SP 14		€0.00	
NonOther SP 3	€0.00	NonOther SP 15		€0.00	
NonOther SP 4	€0.00	NonOther SP 16		€0.00	
NonOther SP 5	€0.00	NonOther SP 17		€0.00	
NonOther SP 6	€0.00	NonOther SP 18		€0.00	
NonOther SP 7	€0.00	NonOther SP 19		€0.00	
NonOther SP 8	€0.00	NonOther SP 20		€0.00	
NonOther SP 9	€0.00	NonOther SP 21		€0.00	
NonOther SP 10	€0.00	NonOther SP 22		€0.00	
NonOther SP 11	€0.00	NonOther SP 23		€0.00	
NonOther SP 12	€0.00	NonOther SP 24		€0.00	



When you need to return at a later date to add further lodgments click on the amount to revert to the Add Receipts screen. You can modify any of the previous amounts entered here and enter more lodgments if required.

If you wish to modify a lodgment previously entered, highlight the line where you require the change, and modify the details at the bottom of the screen. Once the modification has been made then select change.

In order to save this change you must post the information again. Thus the information on the Non-Pay from other sources – Transition Year Trip now shows the additional funds.



NON-PAY from other sources		Period End for Balance Forward	Lists/Books
Hire of Facilities	€0.00		
Canceled Cheques	€0.00		
Bank Interest	€0.00		
Adult Education			Additional Receipts
Other Receipts (Specify) :	€0.00		
Transition Year Trip	€650.00	NonOther SP 13	€0.00
NonOther SP 2	€0.00	NonOther SP 14	€0.00
NonOther SP 3	€0.00	NonOther SP 15	€0.00
NonOther SP 4	€0.00	NonOther SP 16	€0.00
NonOther SP 5	€0.00	NonOther SP 17	€0.00
NonOther SP 6	€0.00	NonOther SP 18	€0.00
NonOther SP 7	€0.00	NonOther SP 19	€0.00
NonOther SP 8	€0.00	NonOther SP 20	€0.00
NonOther SP 9	€0.00	NonOther SP 21	€0.00
NonOther SP 10	€0.00	NonOther SP 22	€0.00
NonOther SP 11	€0.00	NonOther SP 23	€0.00
NonOther SP 12	€0.00	NonOther SP 24	€0.00

Printing: View & Print Print Without View Body Text Font Size: 8  Generate Report  Exit

If you wish to enter additional lodgments at a later stage in the current month just put in the required information and press enter after you have typed the amount or click on Add. Once all the lodgments have been entered click on post to update the total amount lodged.

The screenshot shows a software window titled "Lodgements". At the top, there is a "Receipt" section with fields for "Receipt Centre" (Transition Year Trip), "YTD Balance" (€800.00), "Receipt No." (45), "Details" (January Lodgements), and "Date" (12/01/2010). Below this is a "Receipt Details" table with columns: Receipt Cen..., Recei..., Details, Date, Amount, and Description. The table contains three rows of data. To the right of the table is a vertical toolbar with buttons: Close Form, Refresh Data, Post, Add, Change, Remove, and Clear. At the bottom, there are input fields for "Grant", "Account Code", "Description", and "Amount", and a "Totals" section showing €800.00.

Receipt Cen...	Recei...	Details	Date	Amount	Description
Transition Ye...	45	January Lod...	10/01/2010	275	Lodge Slip 125649
Transition Ye...	45	January Lod...	10/01/2010	375	Lodge Slip 125648
Transition Ye...	45	January Lod...	12/01/2010	150	Lodge Slip 456871

The Remove button removes the line that you have highlighted for the lodgements.

Clear removes all the transactions listed.