Business World User Guide

Title	EReturns Lodgement (Local Banking)
Summary	If you work in a department or school that receives income by cash or cheque you will need to pay this in at the Bank, the Bulk Office or via a collection service. You may also receive credit card income via a chip and pin device. All this income will need to be recorded on Business World in the Income Manager eReturns Lodgement module which will allow it to be posted to the General Ledger. When you record your income, you will record the total received for any cash or cheques and the daily card income collected via your chip and pin device. Once you have recorded the total amount of income collected you can allocate it to various income account codes according to the type of sale. Every department will have a separate eReturn template to use as these have been set up according to the department's requirements and the type of income that is collected. The cost centre, account codes and VAT codes are held behind the scenes, and you will see revenue code descriptions which will help you choose the type of code to allocate your sale to This guide will show you how to record your banking entries.
Audience	Local Banking users
Content	1. Introduction 2. Recording Cash and Cheque Income 3. Recording Credit Card Income (Chip and Pin) 4. Further information

1.	Introduction

The **General Ledger** is where all the cash/bank transactions will end up. The receipts side of the account will include all the money we've received by debit/credit card and cheques/cash paid in using a paying in book and recorded using the eReturns Lodgement (Local Banking) process.

Periodically the Bank sends the authority a **bank statement** detailing all the transactions that have taken place during the month with a listing of the amounts banked.

These statements are imported into Business World. The payments listed on the statement must match those recorded on SCC's **General Ledger bank account** – checking this is called the **bank reconciliation** process.

The list of totals paid into the bank by cash and cheque together with the bank paying in slip reference will auto-match the eReturn entry in Business World where there is an exact match i.e. the money paid in and the slip reference match. The chip and pin number (cardnet number) income should match the daily totals.

The process below will show you how to enter you banking entries onto Business World which will hopefully match the bank statement when it is received.

2.	Recording Cash and Cheque Income

Once you have banked your cash and cheque income using a paying in book you should record this income in the Business World system. If you collect income using a chip and pin device then this should be recorded on a separate local banking transaction. Details on how to do this are shown in section 3.

From the Business World menu select **Income Manager**➔**EReturns**➔**EReturns - Lodgement**

If you have more than one till, the window will show a logon tab as shown below.

> Note: You may have more than one till if you are a Petty Cash user for example, in which case you will see a till with the word "imprest" included in the text. **Do not select the petty cash till** for this work.
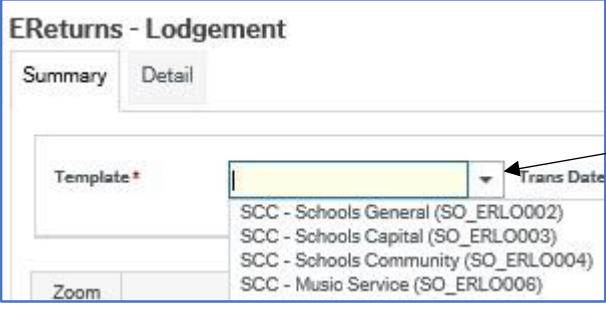
This field will be populated with your username automatically.

Use the drop-down arrow to select your till.
The till will either start with SOER + a number or your cost centre and then your area/department name

When your correct till is selected click here

> Note: Take care to select the correct till if you have multiple tills. You may have a till starting with SODB + number. This is a petty cash till and not for banking your income

The next window will open on the **Summary** tab and you will now have to choose a template for banking. This field will also have a drop-down menu from which you can select the template you require. For most users who only have one local banking account you will see a matching corrections template. All correction templates will start with the words **"SCC – Corrections"** followed by the name of the template that matches the original.   Ensure you don't pick the corrections template at this stage. Hopefully it should be straightfoward to select your template as it should show your area or department name in the text field.

This will then bring up the template for you to enter your banking details. An example is shown below for an area that banks cash and cheques only. If you receive credit card income via a chip and pin device, then you should not enter it yet but on a separate transaction. See section 3 for how to do this.

Firstly, start by entering the date you banked the income in the **Trans Date** field at the top of the window. Then complete the total amount banked for cash and the total amount banked for cheques by completing the debit entries (the DR column) found under the heading of **"TOTAL BANKED"** in the cash and cheque sections. These should be the amounts that you have physically banked and recorded in your paying in book. By clicking on the line of the template it will allow you to edit and input the amount on that line.

Once you have completed the total banked for cash and cheques you can then allocate the income to the appropriate codes in the list below under the section called **"INCOME ANALYSIS"** (the CR column)

If any items have VAT, then you can choose the codes with **SR** in the title e.g. **A92000 SR Sales – General** in this example. Enter the gross amount in the field and the system calculates the VAT.

If any income is received by cheque, then you will need to input the cheque number into each line applicable.

To do this, click on the magnifying glass button [🔍] at the beginning of the row (on the left-hand side of the narrative) e.g. on the left of **"A92010 SR Sales of Uniform".** The **Detail** tab will open like in the screenshot below:

Overtype the **"Description"** field with the cheque number and any other information that you wish to see in a general ledger report later like in the example below:

Note: You can add notes to the **Notes** section, but this will **not** show in the general ledger report.

This details section is also used for splitting the entry over several lines if you have multiple items to record. Put the item amount in the Cr field for each line. An example is shown below:

You will be returned to the **Summary** tab where the total will be entered automatically.

You can continue entering your income to the relevant codes following this process.

Once you have completed your banking entries then you can reconcile it as shown below.

Once you have completed all your entries you will be able to reconcile your banking. Make sure that the totals for debits and credits are equal. You can check this by viewing the totals at the bottom of the window. The total banked for cash and cheque (debits) should equal the credits, where you have allocated the income.

Next you need to enter your 5 digit slip reference from your paying in book into the **Lodgement ref** field at the bottom of the window. If you are only banking credit card income then you can put the date in this field.


Now click here

The template will close, and you will receive a message detailing the reports that have been generated:

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You banking entries will now be posted to the General Ledger and you can close the eReturns Lodgement by clicking X on the tab.

Now find the transaction number for your banking. In the search box in the top right of the window enter **"Your ordered reports"** and then click on pop up link.
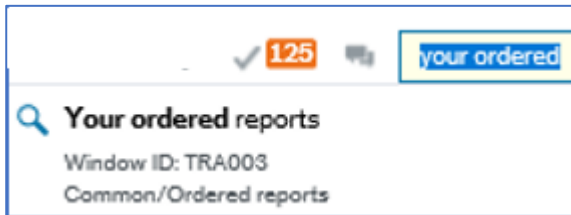
The following window will open. Check the status of the report shows as "Finished" and not "Active" or "Running", if is stills shows as "Active" or "Running", click on the **Refresh** button at the bottom of the window until the status changes to "Finished"

Click here to open to view the report

Scroll towards the bottom of your report and you should see your general ledger transaction number. Within a few minutes your banking will show in your GLS02 and other General Ledger reports.

```
              : GL07
              : SO
   User


   Orig.acc     Per.    Account      Cat1
   -------------------------------------------

   TRANS 55006920
   A93000        202009 A93000       AH0750
   B23001        202009 B23001       BA1000
                 202009 B32300       BA1000
```

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3.   Recording Credit Card Income (Chip and Pin)

If you have a chip and pin device then you should record this on your eReturn.   You will see at the top of your template under the **"TOTAL BANKED"** there will be some Cardnet lines with the days of the week as shown below. Firstly, start by entering the week commencing date for your income in the **Trans Date** field.

You then need to record your chip and pin takings on the relevant day as this will then match to the bank statement received. So, for Mondays chip and pin takings as an example, you enter the total amount taken in the DR column for Monday. You do the same for the rest of the week depending on whether you complete your eRreturn weekly or daily.

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Once you have completed the total banked for your chip and pin income you can then allocate the income to the appropriate codes under the section called **"INCOME ANALYSIS"** (the CR column) as shown above in the Cash and Cheques section.

When you have completed all your entries you will be able to reconcile your banking. Make sure that the totals for debits and credits are equal. You can check this by viewing the totals at the bottom of the window. The total banked for cash and cheque (debits) should equal the credits, where you have allocated the income.

Next you need to enter the week commencing date the **Lodgement ref** field at the bottom of the window.

Now click here

The template will close and you will receive a message detailing the reports that have been generated:

4.   Recording Refunds and Corrections

You will also have a template starting with the word "Corrections". This template is used in the same way as the above except the Debits and Credits are the opposite way round. You can use this template for processing any refunds paid via Chip and Pin.

FURTHER INFORMATION

If you have any further questions, please do not hesitate to contact the Business World inbox at Bw.help@southampton.gov.uk.