

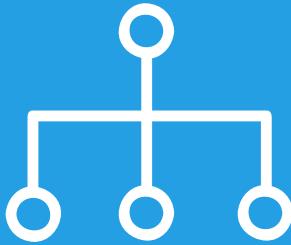


# SUCCESS CHECKLIST - INCOME & EXPENDITURE

*Getting started with Scribe Accounts*



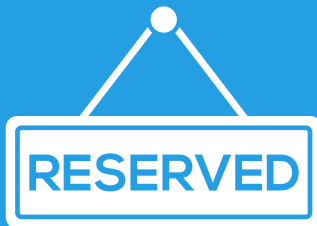
FIRST STEPS



SET UP THE STRUCTURE



RESTATE LAST YEAR



SET UP RESERVES



COMPLETE YOUR COUNCIL PROFILE



ENTER YOUR OPENING CASH BOOK BALANCES



ADD SUPPLIERS & CUSTOMERS



CHECK VAT TYPES



# SUCCESS CHECKLIST

*Income & Expenditure*



## FIRST STEPS

- Log on at [app.scribeaccounts.com](https://app.scribeaccounts.com) - use Google Chrome for the best user experience.
- Bookmark the page or add the shortcut to the desktop to easily access Scribe from your device.
- Change your Password (Account/Change Password) - include a capital letter, number and a special character.



## COMPLETE YOUR COUNCIL PROFILE

### (ACCOUNT/COUNCIL PROFILE)

- Enter your council's address. This is important if you want the address to show on sales invoices/purchase orders.
- Select 'Income & Expenditure' under Accounting Type to tailor the Year End menu to the correct accounting approach.
- Tick VAT Registered if you are VAT registered. Leave unticked if you claim back VAT using Form 126.
- Enter your VAT details if you want to use Making Tax Digital. This is not required if you submit VAT returns manually.
- Select Two-Step Verification if required. This gives an additional level of security requiring a one time code to log in.
- Ensure Support is ticked so the Scribe team can access your account to assist in answering your queries.



# SUCCESS CHECKLIST

*Income & Expenditure*



## SET UP THE STRUCTURE

- Set up the Cost Centres (Setup/Cost Centres) in the order you want them to show on your reports.
- Set up the Cost Codes (Setup/Cost Codes). Allocate to the appropriate cost centre and enter the annual budget.
- Check the Structure and Budgets are correct. Run the Summary Report to review the structure and budgets entered.



## ENTER YOUR OPENING CASH BOOK BALANCES

- Enter the opening VAT position (Setup/Bank Balances/VAT). Remember to enter this as a negative figure if owed back to you.
- Enter the opening Petty Cash balance (Setup/Bank Balances/Petty Cash). Leave blank if petty cash is not used.
- Enter the details of your bank accounts (Setup/Bank Balances). Add in the bank account name and the opening cashbook balance.



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*Income & Expenditure*



## RESTATE LAST YEAR

- Enter the opening Bank figure (Setup/Restate Last Year/Cash at Bank). This is the Box 8 figure from your previous Annual Return (including the pence).
- Enter your Funds figure (Setup/Restate Last Year/Funds). This is your Box 7 figure from the previous financial year (including the pence). The Capital Fund Carried Forward + Earmarked Fund Carried Forward + General Fund Carried Forward should equal Annual Return - Box 7.
- Enter previous year adjustments. Tick the box to include restated values in your I&E calculation and Balance Sheet.
- Enter any Work in Progress or Temporary Lendings (Setup/Restate Last Year/Assets) that you wish to appear on the balance sheet. These are not the assets that appear on the annual return.
- Enter the VAT recoverable figure (Setup/Restate Last Year/VAT). This is the same figure entered under Bank Balances/VAT, this time it needs to be entered without a minus.
- Enter the Annual Return figures (Setup/Restate Last Year/Annual Return) from the previous financial year - these can be rounded figures.



# SUCCESS CHECKLIST

*Income & Expenditure*



## ADD SUPPLIERS & CUSTOMERS

- Enter details of your regular Suppliers & Customers (Setup/Suppliers). New suppliers & customers entered against a transactions will be stored here. Add the VAT registration number if they are VAT registered.



## SET UP RESERVES

- Set up your Reserves (Setup/Reserves). Enter a Created On date that is in the previous financial year to enter an opening balance.
- Link the relevant Cost Codes to the Reserves (Setup/Cost Codes). Click into the code and select the Reserve from the drop down list.



## CHECK VAT TYPES

- Review the VAT types (Setup/VAT Types). Make sure you know which VAT type to use for your transactions.



**GREAT! YOU ARE READY TO  
START USING SCRIBE  
ACCOUNTS!**