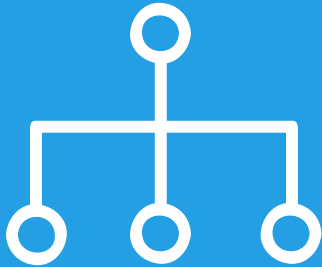# SUCCESS CHECKLIST - RECEIPTS & PAYMENTS

Getting started with Scribe Accounts

FIRST STEPS

SET UP THE STRUCTURE

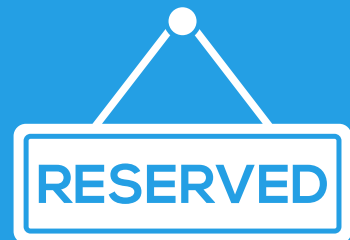**COMPLETE YOUR COUNCIL PROFILE**

ADD SUPPLIERS & CUSTOMERS

ENTER YOUR OPENING CASH BOOK BALANCES

CHECK VAT TYPES

SET UP RESERVES

SUCCESS CHECKLIST

Receipts & Payments

FIRST STEPS

- Log on at 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 'Receipts & Payments' 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

Receipts & Payments

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.

- 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 the Annual Return figures (Setup/Restate Last Year/Annual Return) from the previous financial year - these can be rounded figures.

SUCCESS CHECKLIST

Receipts & Payments

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!