

Nominal Postings

Nominal Postings

This program is for posting nominal transactions or posting adjustments between nominals. Access this program from the accounts posting menu or from a tool button on the ledger card.

There two options for this program dependant on the settings in local options.

- Single screen
- Wizard style posting

Single Screen

The screenshot shows the 'Nominal Posting' window in the Solace Millennium software. The window has a menu bar with 'File', 'Setup', 'Printing', 'View', 'Links', 'Backups', 'Tools', 'Window', and 'Help'. The main area contains the following fields and controls:

- Post into financial year:** 2001
- Period:** 8
- Date:** 21/08/2001
- Source account:** Bank (radio button selected), Nominal (radio button unselected). **Account code:** 500 (Office Bank Account)
- Transaction type:** Payment (radio button selected), Receipt (radio button unselected). **Our reference:** [empty field]
- Detail:** [dropdown menu]
- Amount:** 0.00
- Destination account:** Bank (radio button selected), Nominal (radio button unselected). **Account code:** [empty field]
- Transaction method:** Cheque (dropdown menu). **Ref / chq no:** 000000
- Cheque details:** **Payee:** [dropdown menu]. **Amount:** 0.00
- Batch totals:** **Payments:** 0.00, **Receipts:** 0.00, **<- Clear totals** button
- Buttons:** Notes, Help, Clear, Post, Close
- Checkboxes:** Save into batch, This is a posting correction, Print cheque, The next posting will add to this cheque
- Multiple accounts/NAI** button

The status bar at the bottom of the window displays 'MASTER' and '21/08/2001 8:23'.

Save into batch. If this is ticked this entry will be saved into the accounts batch for future processing instead of being posted. Any fields/options that do not get saved in the batch will not be shown. When you click the Save button you will then see the batch transaction screen to setup the batch schedule details.

View batch details. If this button is visible it means this posting entry is coming from the accounts batch. By clicking on this button you can view the batch details and notes. When this entry is posted the batch transaction will be moved onto the next due date.

Post into financial year & period default to the current financial year and period. You can change these to post into previous open periods if required (the period must be still open, see Period maintenance).

Date is the real date of the posting.

Source account is one side of the double entry posting, generally the account you are paying out of (see examples below). It can be a bank account or a nominal account. Choose which you want and then enter the bank or nominal account code in the Account code field.

Transaction type specifies whether you are paying out of the source account or receipting into it.

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Our reference is your practice's optional reference for this posting.

Detail is a description of the posting.

Amount is the value to be posted.

3rd party payee is only used if your region is set to Republic of Ireland in the practice options and you are doing a payment. If you want to record this payment against a third party then enter the payee code.

Destination account is the other side of the double entry posting, generally the account you are receiving money into (see examples below). It can be a bank account or a nominal account. Choose which you want and then enter the bank or nominal account code in the Account code field.

You can split money between multiple nominal accounts and/or enter VAT by using the Multiple accounts/VAT button.

Please add some nominal codes below

Amount left 0.00

Code	Description	Amount	VAT code	VAT
		500.00		0.00

+ Add - Remove Adjust

Nominal code

Amount (inc. VAT)

VAT code

VAT amount

Help Cancel OK

This window allows you to enter multiple nominal destination accounts for nominal posting.

A list of nominal accounts to post to is shown.

Use the Add button to add a nominal account.

To delete a nominal account line use the Remove button.

When adding or editing a nominal account line use the following fields:

Nominal code is the nominal account to post to.

Amount (inc. VAT) amount is the amount including.

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VAT to post to that nominal account.

VAT code is the VAT code to use.

VAT amount is the VAT amount to post to that nominal.

All of the amounts you enter must add up to the amount you entered on the first screen as the balancing side of this transaction.

If you use the Adjust button it will subtract all other nominal amounts listed from the amount entered on the first screen and put the remainder in the current selected nominal line.

Amount left shows how much of the original amount entered is left.

Use the OK button to accept these details and return to the nominal posting screen or the Cancel button to abort.

Tick This is a posting correction if you are reversing out a posting that was done in error.

Payment only

Transaction method specifies how the money will be paid out of the bank account.

Ref / chq no is the reference or cheque no. If it is a cheque then the next cheque no is obtained from the bank record.

If the transaction method chosen is a cheque type (it has the produce cheque field set to Yes) then you will be required to enter some cheque information:

Payee specifies who the cheque is to be paid to.

Print cheque allows you to choose that either the computer will print the cheque or you must hand write it your self. If the bank has a cheque format setup the print option will automatically be selected otherwise you can only hand write it.

The next posting will add to this cheque allows you to choose when to produce the cheque. Normally you produce it with this posting but you can choose to have the next posting add to the same cheque amount thus accumulating several transactions onto the same cheque.

Receipt only

Transaction method specifies how the money will be paid into the bank account.

The Ref / pay in no is the reference or the paying in slip no. A local options setting specifies whether this will default to the paying in slip no from the bank record.

Drawer is who paid out the money.

Clearance days is how long this money will take to clear in the bank. If this is a client transaction it will effect the client interest calculation.

Batch totals

Payments and Receipts are the total amounts you have posted since you opened this window. You can clear these totals by using the Clear totals button.

Notes

You can enter notes about this transaction by using the Notes button.

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Use the Post button to post the transaction.

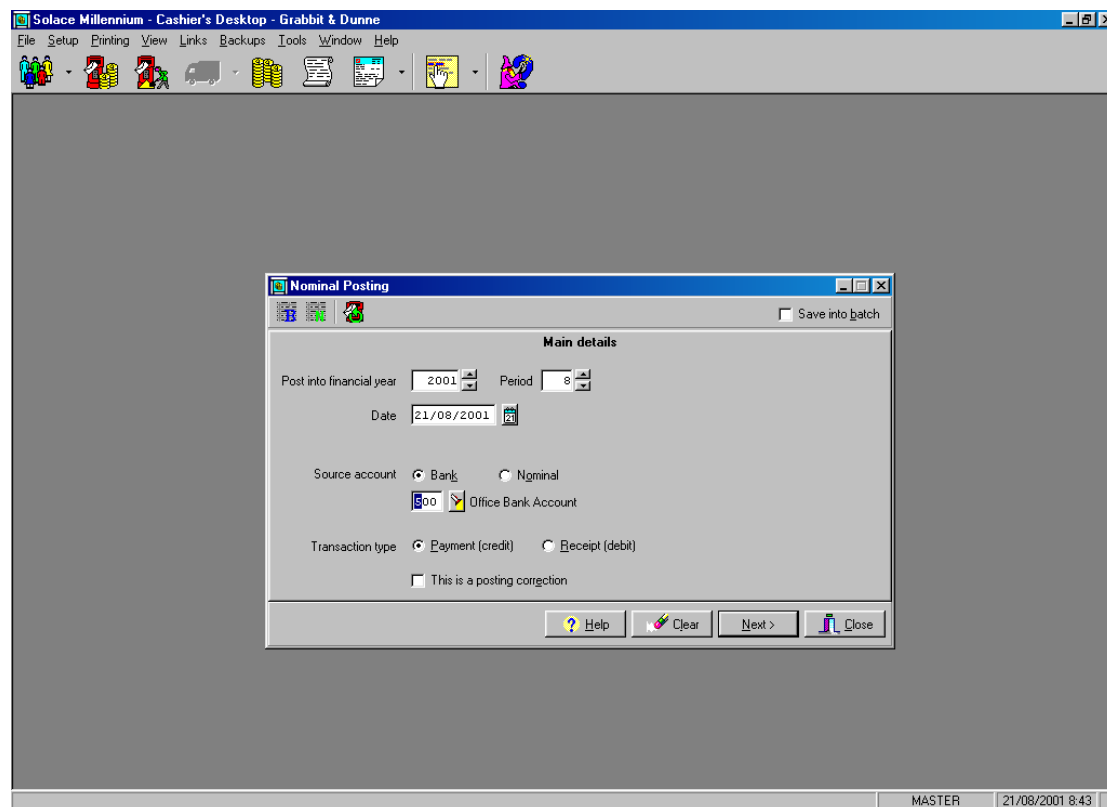
The Clear button will clear the screen fields and reset the posting.

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Wizard style posting

Access this program from the accounts posting menu or from a tool button.

This uses a wizard style of window instead of a single window. The screen style used depends on a setting in the local options.



This screen contains the following fields/options:

Save into batch. If this is ticked this entry will be saved into the accounts batch for future processing instead of being posted. Any fields/options that do not get saved in the batch will not be shown. When you click the Save button you will then see the batch transaction screen to setup the batch schedule details.

View batch details. If this button is visible it means this posting entry is coming from the accounts batch. By clicking on this button you can view the batch details and notes. When this entry is posted the batch transaction will be moved onto the next due date.

Post into financial year & period default to the current financial year and period. You can change these to post into previous open periods if required (the period must be still open, see Period maintenance).

Date is the posting date of the transaction.

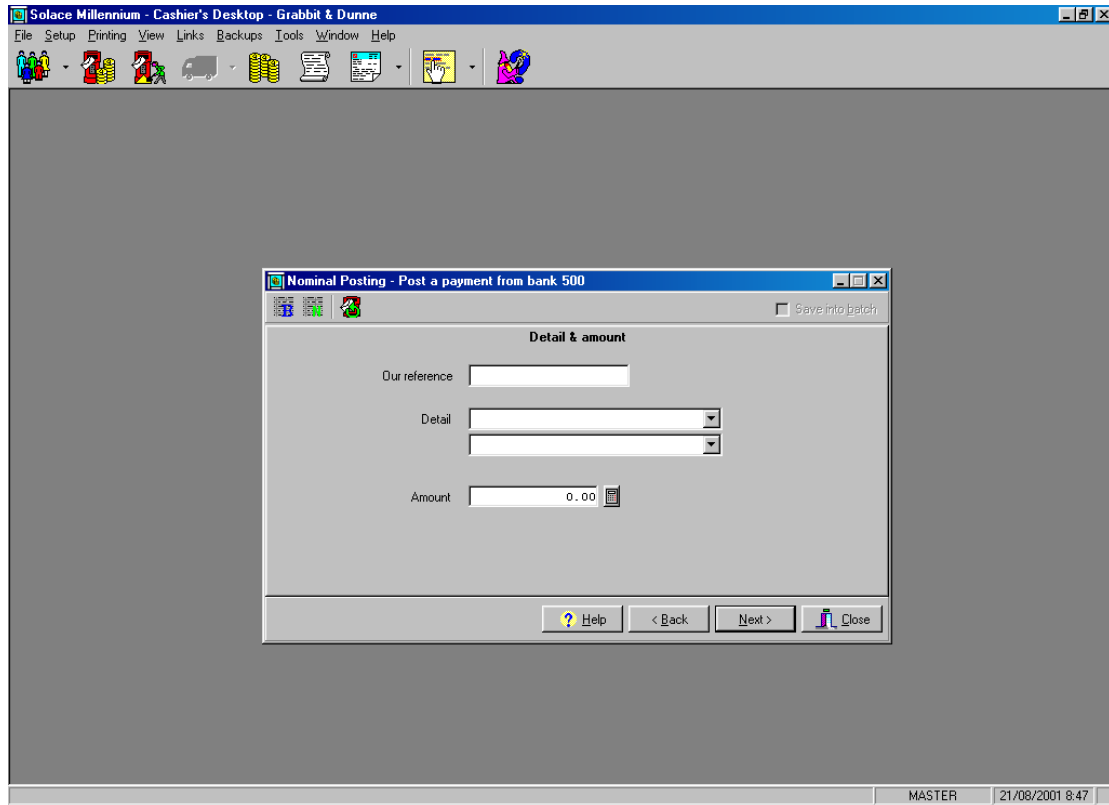
Source account is one side of the double entry posting, generally the account you are paying out of. It can be a bank account or a nominal account. Choose which you want and then enter the bank or nominal account code in the box below.

Transaction type specifies whether you are paying out of the source account or receipting into it.

Tick **This is a posting correction** if you are reversing out a posting that was done in error.

When you have finished, click the **Next** button to display the next screen.

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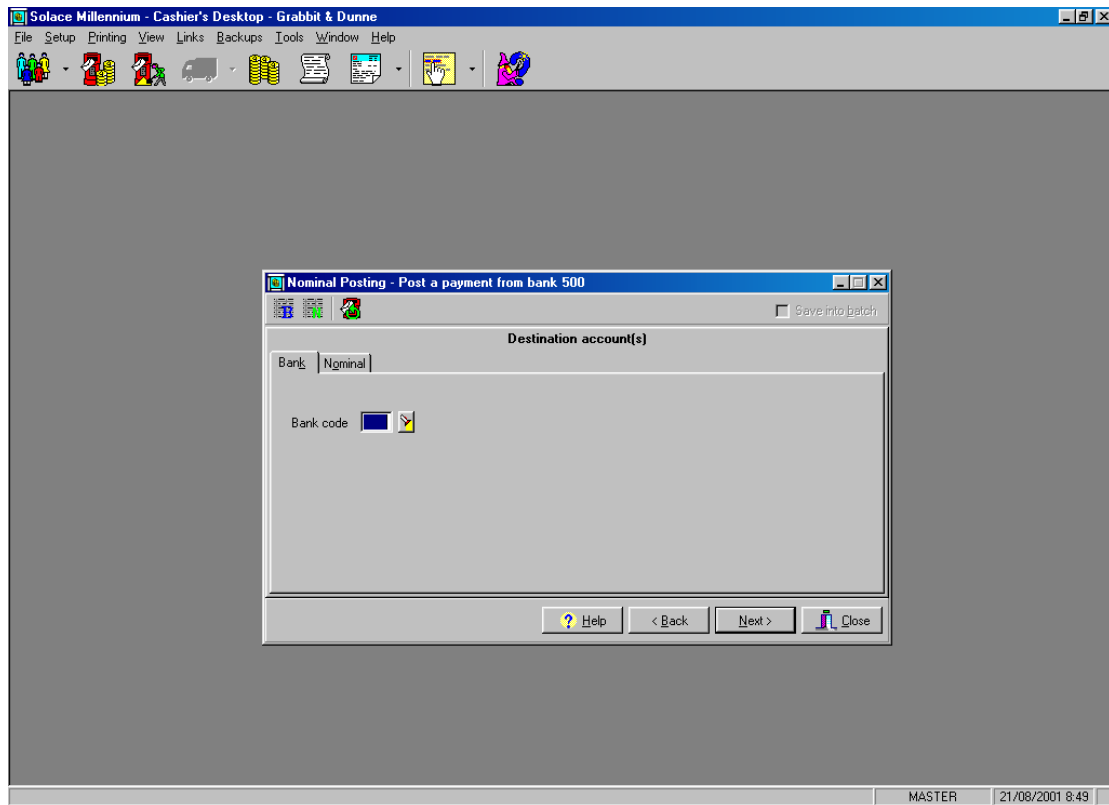
Our reference is your practice's optional reference for this posting.

Detail is a description of the posting.

Amount is the value to be posted.

When you have finished, click the Next button to display the next screen.

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You must choose a destination for your nominal posting by selecting one of the following tabs:

- Bank lets you post to one bank account
- Nominal lets you post to one or more nominal accounts

Bank

Enter a bank code into the Bank code field.

Use the Next button to advance to the next screen.

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Bank

The screenshot shows a software window titled "Solace Millennium - Cashier's Desktop - Grabbit & Dunne". Inside, a dialog box titled "Nominal Posting - Post a payment from bank 500 to bank 520" is open. The dialog box has a "Save into batch" checkbox. The "Bank payment method" section includes: "Bank: Office Bank Account", "Transaction method: Cheque" (selected in a dropdown), and "Reference / cheque no: 000000". The "Cheque details" section includes: "Payee" (dropdown), "Amount: 100.00", "How to produce cheque" (radio buttons: "Computer will print it" and "Hand write it yourself"), and "When will the cheque be produced" (radio buttons: "With this posting" and "Do not produce it yet - the next posting will add to the cheque amount"). At the bottom of the dialog box are buttons for "Help", "< Back", "Next >", and "Close". The status bar at the bottom of the window shows "MASTER" and "21/08/2001 8:52".

Bank payment method information is requested when you are making an accounts posting and paying money out of a bank.

At the top of the window is the bank code and description.

The Transaction method specifies how the money will be paid out of the bank account.

The Reference / cheque no is the reference or cheque no. If it is a cheque then the next cheque no is obtained from the bank record.

If the transaction method chosen is a cheque type (it has the produce cheque field set to Yes) then you will be required to enter some cheque information:

Payee specifies who the cheque is to be paid to.

How to produce cheque allows you to choose that either the computer will print the cheque or you must hand write it yourself. If the bank has a cheque format setup the print option will automatically be selected otherwise you can only hand write it.

When will the cheque be produced (when available) allows you to choose when to produce the cheque. Normally you produce it with this posting but you can choose to have the next posting add to the same cheque amount thus accumulating several transactions onto the same cheque.

Click the Next button to advance to the next screen.

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The screenshot displays a software interface for 'Solace Millennium - Cashier's Desktop - Grabbit & Dunne'. A central window titled 'Nominal Posting - Post a payment from bank 500 to bank 520' is open. This window contains a 'Bank receipt method' section with the following fields: 'Bank' set to 'Petty Cash', 'Transaction method' set to 'Cheque', 'Reference / paying in slip no' set to '000001', 'Drawer' as an empty dropdown, and 'Clearance days' set to '6' with a note '(adjusted for weekends)'. At the bottom of this window are buttons for 'Help', '< Back', 'Next >', and 'Close'. The main desktop window has a menu bar with 'File', 'Setup', 'Printing', 'View', 'Links', 'Backups', 'Tools', 'Window', and 'Help'. The status bar at the bottom right of the desktop window shows 'MASTER' and the date/time '21/08/2001 8:54'.

Bank receipt method information is requested when you are making an accounts posting and paying money into a bank.

At the top of the window is the bank code and description.

The Transaction method specifies how the money will be paid into the bank account.

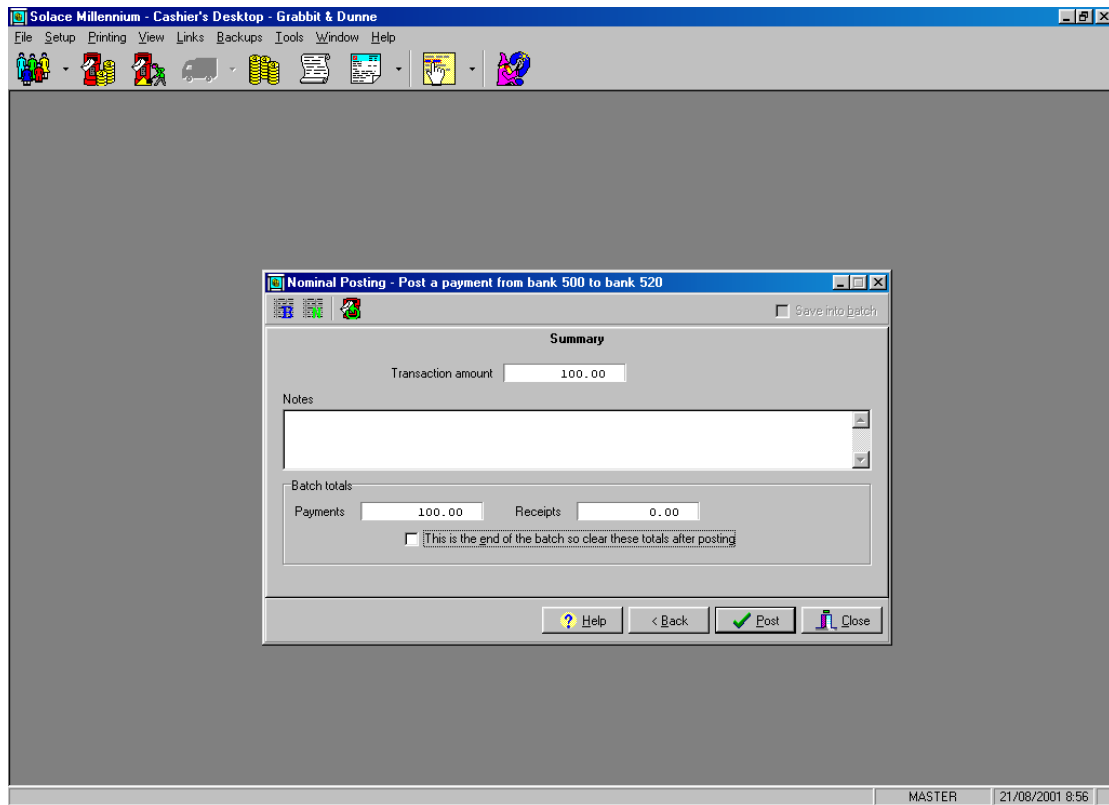
The Reference / paying in slip no is the reference or the paying in slip no. A local options setting specifies whether this will default to the paying in slip no from the bank record.

The Drawer is who paid out the money.

The Clearance days is how long this money will take to clear in the bank. If this is a client transaction it will effect the client interest calculation.

Click the Next button to advance to the next screen.

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This screen concludes the wizards that guide you through all posting processes. It may allow you to do the some of the following:

You can enter Notes for the transaction. These may then appear against this transaction on the matter ledger.

Check that the transaction amount and your batch totals are correct. Batch totals refer to the totals of all the postings you have made for a specific batch of transactions.

Tick the box to clear these totals, i.e. set them to zero, after posting if this is the end of the batch so that you can start another batch. If this is not the end of the batch, leave this box empty so that you can add the next transaction amount to the overall total.

If you have enabled 'Confirm postings' in Local Options, you must tick the Confirm this posting is correct box for each transaction before the system allows you to continue.

When you have finished with the summary screen, click the Post button. You can now go through the procedure again to post another transaction or begin a new batch of transactions.

Nominal Postings

Nominal

The screenshot displays the 'Nominal Posting' dialog box within the Solace Millennium software. The dialog is titled 'Nominal Posting - Post a payment from bank 500 to bank 520'. It has a 'Destination account(s)' section with two tabs: 'Bank' and 'Nominal'. The 'Nominal' tab is selected, showing a table with columns for 'Code', 'Description', 'Amount', 'VAT code', and 'VAT'. The 'Amount left' field is set to 100.00. Below the table are fields for 'Nominal code', 'VAT code' (set to 'Non VAT-able'), 'Amount (inc. VAT)' (0.00), and 'VAT amount' (0.00). Buttons for '+ Add', '- Remove', and 'Adjust' are present. At the bottom are 'Help', '< Back', 'Next >', and 'Close' buttons. The status bar at the bottom right shows 'MASTER' and '21/08/2001 8:57'.

A list of nominal accounts to post to is shown.

Use the Add button to add a nominal account.

To delete a nominal account line use the Remove button.

When adding or editing a nominal account line use the following fields:

Nominal code is the nominal account to post to.

Amount (inc. VAT) amount is the amount including VAT to post to that nominal account.

VAT code is the VAT code to use.

VAT amount is the VAT amount to post to that nominal.

All of the amounts you enter must add up to the amount you entered on the first screen as the balancing side of this transaction.

If you use the Adjust button it will subtract all other nominal amounts listed from the amount entered on the first screen and put the remainder in the current selected nominal line.

Amount left shows how much of the original amount entered is left.

When you have finished, click Next to advance to the next screen.

Nominal Postings

The screenshot shows a software window titled "Solace Millennium - Cashier's Desktop - Grabbit & Dunne". Inside, a smaller window titled "Nominal Posting - Post a payment from bank 500 to nominal(s)" is open. The window has a "Save into batch" checkbox. The main section is titled "Bank payment method" and contains the following fields and options:

- Bank: Office Bank Account
- Transaction method: Cheque (dropdown menu)
- Reference / cheque no: 000000
- Cheque details section:
 - Payee: (dropdown menu)
 - Amount: 100.00
- How to produce cheque:
 - Computer will print it
 - Hand write it yourself
- When will the cheque be produced:
 - With this posting
 - Do not produce it yet - the next posting will add to the cheque amount

At the bottom of the window are buttons for Help, Back, Next, and Close. The status bar at the bottom right shows "MASTER" and "21/08/2001 8:53".

Bank payment method information is requested when you are making an accounts posting and paying money out of a bank.

At the top of the window is the bank code and description.

The Transaction method specifies how the money will be paid out of the bank account.

The Reference / cheque no is the reference or cheque no. If it is a cheque then the next cheque no is obtained from the bank record.

If the transaction method chosen is a cheque type (it has the produce cheque field set to Yes) then you will be required to enter some cheque information:

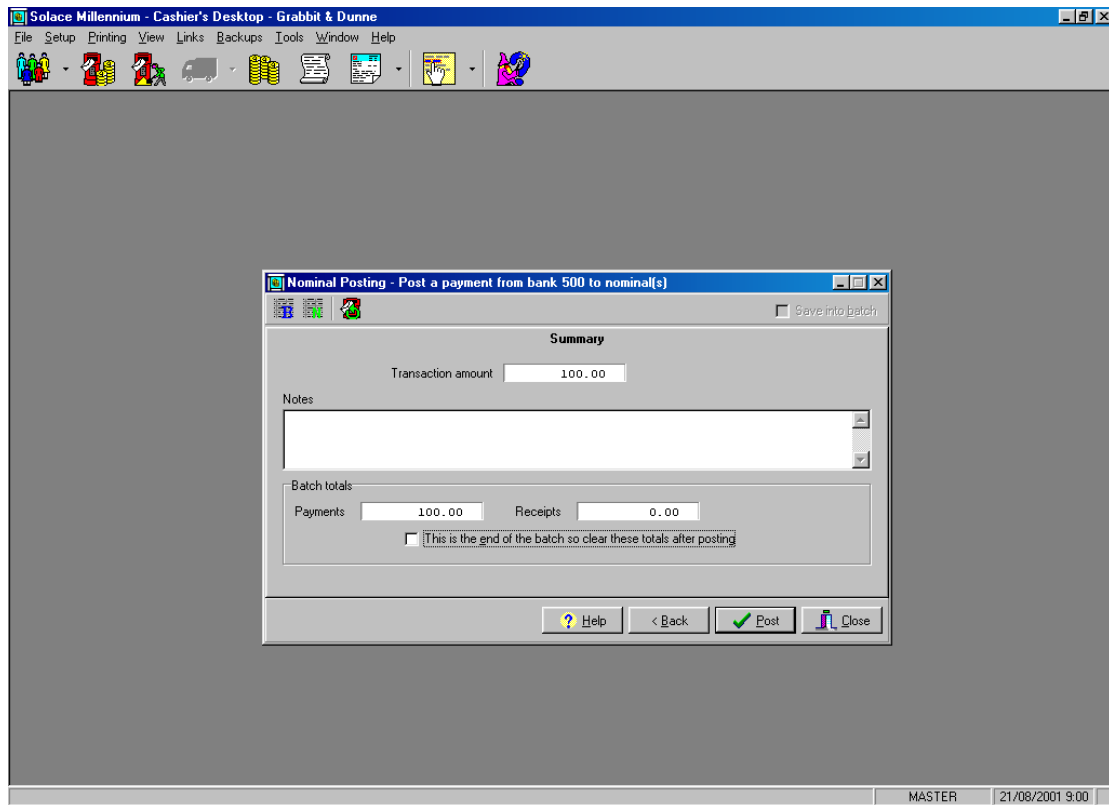
Payee specifies who the cheque is to be paid to.

How to produce cheque allows you to choose that either the computer will print the cheque or you must hand write it your self. If the bank has a cheque format setup the print option will automatically be selected otherwise you can only hand write it.

When will the cheque be produced (when available) allows you to choose when to produce the cheque. Normally you produce it with this posting but you can choose to have the next posting add to the same cheque amount thus accumulating several transactions onto the same cheque.

Click the Next button to advance to the next screen.

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You can enter Notes for the transaction. These may then appear against this transaction on the matter ledger.

Check that the transaction amount and your batch totals are correct. Batch totals refer to the totals of all the postings you have made for a specific batch of transactions.

Tick the box to clear these totals, i.e. set them to zero, after posting if this is the end of the batch so that you can start another batch. If this is not the end of the batch, leave this box empty so that you can add the next transaction amount to the overall total.

If you have enabled 'Confirm postings' in Local Options, you must tick the Confirm this posting is correct box for each transaction before the system allows you to continue.

When you have finished with the summary screen, click the Post button. You can now go through the procedure again to post another transaction or begin a new batch of transactions.