



ICE Business System

General Ledger Receipts

(Version – 1.1)

Learning Unit Guide

Legal Notice:

The information herein (intellectual property) has been compiled by and is owned by Signature Software for the explicit use by clients and staff of Signature Software.

No part of this information may be re-sold, re-used in a professional capacity by a third party or reproduced in any way without written permission from an authorised representative of Signature Software.

While the information contained herein has been formulated with all due care, Signature Software does not warrant or represent that the information is free from errors or omission, or that it is exhaustive and fit for specific purpose other than general information.

Modifications to this material may also occur without notice.

Table of Contents

I : INTRODUCTION	4
II : OBJECTIVES	4
III : TARGET AUDIENCE	4
IV : PREREQUISITES.....	4
V : SCENARIOS.....	5
V.1 : GL Receipts – Standard	5
V.2 : Wrong Amount Entered	11
V.3 : Incorrect Details Entered	17
V.4 : Cancel Receipt	23
V.5 : Alternative Bank Accounts/Credit Cards	26
V.6 : Transferring Funds between Bank Accounts	28
V.7 : Bank Reconciliation Date Incorrect	31



I : Introduction

This Learning Unit Guide is reference-based, in that most of the information for the tasks can be found in the **Signature Learning Centre**.

This guide is designed as a workbook to be used during facilitator led learning.

It includes instructional materials, descriptions of business processes and details of demonstrations to be undertaken by the facilitator.

There are references to **menu paths** for accessing the functions within **ICE** application and **SLC References** for locating additional information in the **Signature Learning Centre**.

II : Objectives

To understand and appropriately process General Ledger receipts.

III : Target Audience

Administration staff responsible for recording receipts to the General Ledger.

IV : Prerequisites

- Accounting Setup Activities
- Accounting Processing Activities

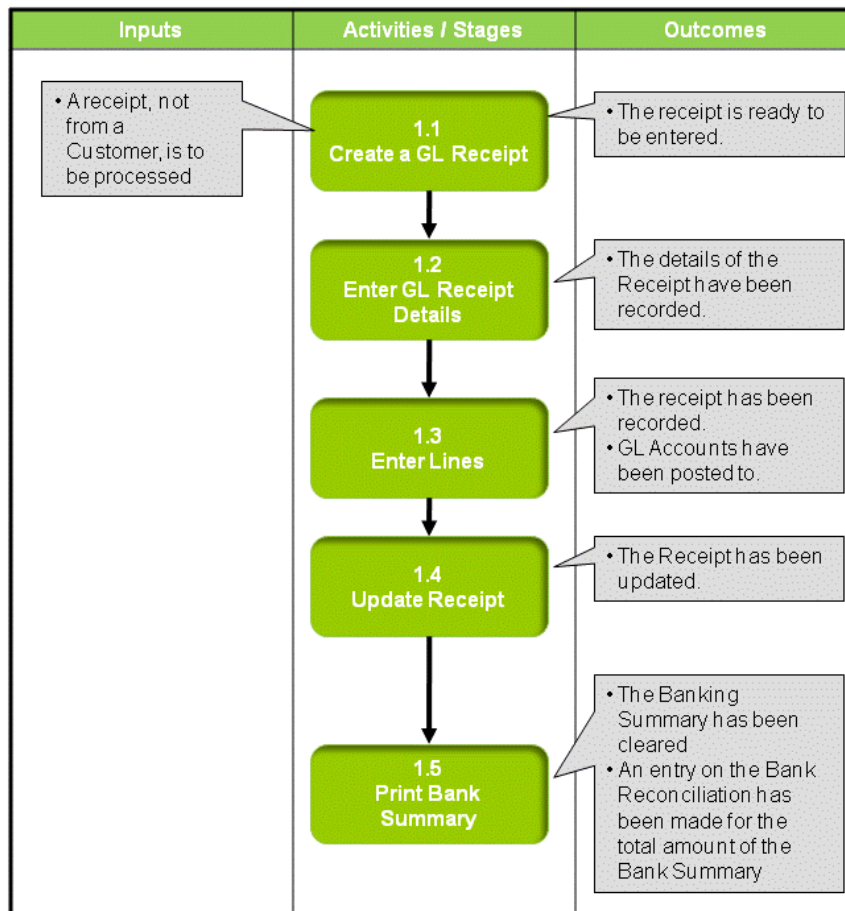
V : Scenarios

V.1 : GL Receipts – Standard



Workflow

Workflow :	GL Receipts - Standard
Scenario 1 :	A receipt has been made that does not include a Customer. An administration member wants to record the details of the receipts in the General Ledger of the ICE Business Systems.



Scenario 1: GL Receipts - Standard

A receipt has been made that does not include a Customer.

An administration member wants to record the details of the receipts in the General Ledger of the ICE Business Systems.



1.1: Create a GL Receipt

Objectives:
<ul style="list-style-type: none"> • Create a new receipt in the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Access GL Transactions <p>Select menu path: Accounting > General Ledger > Transactions</p>
Screen: GL Transactions
<ol style="list-style-type: none"> 2. Insert a new Transaction. <p>Press F9 or the Green “+” speed button to insert a new Transaction.</p>

Outcomes:
<ul style="list-style-type: none"> • The receipt is ready to be entered.
Notes:
<ul style="list-style-type: none"> • N/A

1.2: Enter GL Receipt Details

Objectives:
<ul style="list-style-type: none"> • Record the details of the receipt.
SLC Reference:
<ul style="list-style-type: none"> • ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions
<ol style="list-style-type: none"> 1. Select Receipt in the Type field. 2. Enter a Receipt Number.



3. Select the **Date** of the receipt.
4. Enter the **Total** of the receipt.
5. Enter a **Comment** indicating the reason for the receipt.
6. Select the **Bank Account** the receipt is/was to be made into.
7. Enter the **Drawer Name** for the receipt.
8. Press **F10** or the **Green “✓”** speed button to save the transaction.

Screen: Bank Deposit Details

9. Select the **Payment Type** of the receipt.
10. If applicable, select whether to **Appear on Bank Summary**.
11. Enter the details of the receipt as applicable.
12. Press **OK** to save and close banking details.

Outcomes:

- *The details of the Receipt have been recorded.*

Notes:

- *N/A*



1.3: Enter Lines

Objectives:

- *To record the general ledger postings for the Receipt.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. Within the Description box select the **search arrow**.

Screen: GL Account Search

4. Search for the GL Account the receipt is to be posted by typing in any of the searchable fields.
5. Press **F12** to retrieve the search results.
6. Select the GL Account required.
7. Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

8. Ensure the **Period** is set to the Period of the Receipt.
9. If applicable, enter a **Quantity**.
10. Enter the **Amount** to be posted.





11. Enter a **Tax%** if applicable.
12. Confirm the **GST** amount.
13. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow**.

Screen: BAS Code Search

14. Select the BAS Code required.
15. Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

16. Enter a **Comment**.
17. Press **F10** to save the line.
18. If required, repeat steps 2 – 17 to add any additional lines for the Receipt.

Outcomes:

- *The receipt has been recorded.*
- *GL Accounts have been posted to.*

Notes:

- *N/A*



1.4: Update Receipt

Objectives:

- *To update the Receipt to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*

Work Instructions

Screen: GL Transactions

1. Select the **Update Status** of **Ready to Update (complete)**.
2. Update the Receipt by right-clicking on the blue title bar.
3. Select the menu option of **Processes > Update this Transaction**.

Note:

If entering multiple Receipts they can be updated once by selecting Update a range of Transaction once they have all been entered.

Screen: Print Preview

4. **Review** the Checklist.
5. If required select the **Print** icon.

Note:

Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the





<p>transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.</p> <p>6. Select the Close button to proceed with the update.</p>
<p>Screen: Confirm</p>
<p>7. After reviewing the Checklist if no further changes are required select the Yes button to continue with the update.</p> <p>If changes are required select the No button to not continue with the update.</p>
<p>Screen: Print</p>
<p>8. If a copy of the Audit Trail is required select the Print button.</p> <p>Note: If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.</p>
<p>Screen: GL Transactions</p>
<p>9. Select the OK button to close the Window.</p>

<p>Outcomes:</p>
<ul style="list-style-type: none"> The Receipt has been updated.
<p>Notes:</p>
<ul style="list-style-type: none"> N/A



1.5: Print Bank Summary



<p>Objectives:</p>
<ul style="list-style-type: none"> To print the Bank Summary once all receipts are reading to be banked and create an entry on the Bank Reconciliation.
<p>SLC Reference:</p>
<ul style="list-style-type: none"> ICE Business Systems > General Ledger > Processing Activities

Work Instructions

<p>Screen: ICE Main</p>
<p>1. Access Bank Summary</p> <p>Select menu path: Accounting > Bank Summary</p>
<p>Screen: Banking Summary Parameters</p>
<p>2. Select the Bank Account the Banking Summary is required for.</p> <p>3. Select the Banking Date as the date the funds are/will be banked.</p> <p>4. Select either All Branches or the Branch required.</p> <p>5. Select whether the transaction Reference is required on the Bank</p>



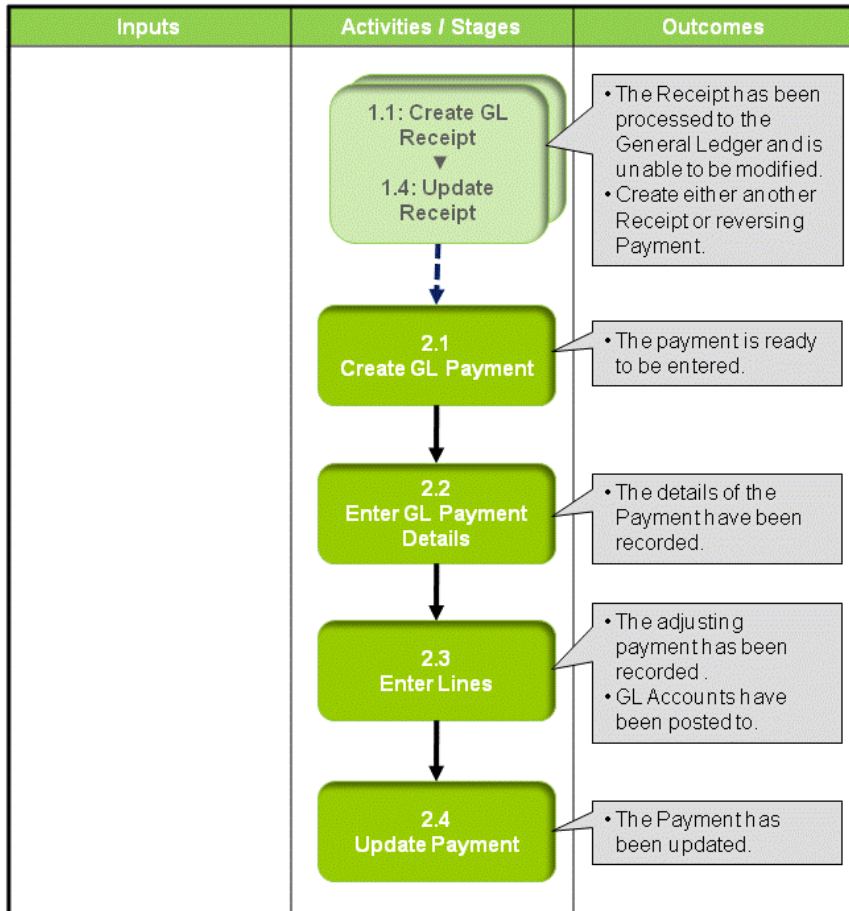
<p>Summary.</p> <p>6. Select the Preview button to view the Bank Summary.</p>
<p>Screen: Print Preview</p>
<p>7. After reviewing the Bank Summary select the Print icon if a copy is required.</p> <p>8. Select the Close button.</p>
<p>Screen: Confirm</p>
<p>9. If no further changes are required select the Yes button to Flag the Banking List as Printed.</p> <p>If changes are required select the No button to not Flag the Banking List as Printed.</p>
<p>Screen: Banking Summary Parameters</p>
<p>10. Select the Close button to close the Window.</p>
<p>Outcomes:</p>
<ul style="list-style-type: none"> • <i>The Banking Summary has been cleared.</i> • <i>An entry on the Bank Reconciliation has been made for the total amount of the Bank Summary.</i>
<p>Notes:</p>
<ul style="list-style-type: none"> • <i>N/A</i>

V.2 : Wrong Amount Entered



Workflow

Workflow :	Wrong Amount Entered
Scenario 2:	After entering the Receipt, it has been determined that the wrong amount was entered.



Scenario 2: Wrong Amount Entered

After entering the Receipt, it has been determined that the wrong amount was entered.



1.1: Create GL Receipt



1.4: Update Receipt

Objectives:

- To update the Receipt to the General Ledger.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions

1. Complete Scenario "GL Receipts – Standard" from Stage 1.1 to 1.4.
2. Where the receipt amount entered was not enough create another Receipt by completing Scenario "GL Receipts – Standard" from Stage 1.1 to end for the difference amount.
3. Where the receipt amount entered was too much create a GL Payment for the difference.

Outcomes:

- The Receipt has been processed to the General Ledger and is unable to be modified.
- Create either another Receipt or reversing Payment.

Notes:

- N/A



2.1: Create a GL Payment

Objectives:

- Create a new payment in the General Ledger to reverse the over receipt entered.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: ICE Main



<p>1. Access GL Transactions</p> <p>Select menu path: Accounting > General Ledger > Transactions</p>
<p>Screen: GL Transactions</p>
<p>2. Insert a new Transaction.</p> <p>Press F9 or the Green “+” speed button to insert a new Transaction.</p>

<p>Outcomes:</p>
<ul style="list-style-type: none"> • <i>The payment is ready to be entered.</i>
<p>Notes:</p>
<ul style="list-style-type: none"> • <i>N/A</i>



2.2: Enter GL Payment Details



<p>Objectives:</p>
<ul style="list-style-type: none"> • <i>Record the details of the payment.</i>
<p>SLC Reference:</p>
<ul style="list-style-type: none"> • <i>ICE Business Systems > Accounting > Processing Activities</i>

Work Instructions

<p>Screen: GL Transactions</p>
<ol style="list-style-type: none"> 1. Select Payment in the Type field. 2. Enter a Chq/Payment No that references the initial GL Receipt being corrected. <p>Note: <i>Enter the initial receipt number followed by a A for adjustment. I.e. 3549A</i></p> <ol style="list-style-type: none"> 3. Select the Date of the initial GL Receipt. 4. Enter the Total of the initial GL Receipt. 5. Enter a Comment indicating this transaction is correcting the original GL Receipt. 6. Select the Bank Account used in the initial GL Receipt to correct the original entry. 7. Enter the Payee Name as it appeared on the initial GL Receipt. 8. Press F10 or the Green “✓” speed button to save the transaction.

<p>Outcomes:</p>
<ul style="list-style-type: none"> • <i>The details of the Payment have been recorded.</i>
<p>Notes:</p>
<ul style="list-style-type: none"> • <i>N/A</i>





2.3: Enter Lines

Objectives:

- To record the correcting general ledger postings for the original Receipt.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions

1. Select the **Description** box to place the cursor here.
2. Press **F9** to insert a new line.
3. Within the Description box select the **search arrow**.

Screen: GL Account Search

4. Search for the GL Account the over receipt was posted to by typing in any of the searchable fields.
5. Press **F12** to retrieve the search results.
6. Select the GL Account required.
7. Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

8. Ensure the **Period** is set to the Period of the Receipt.
9. If applicable, enter a **Quantity**.
10. Enter the **Amount** to be posted.
11. Enter a **Tax%** if applicable.
12. Confirm the **GST** amount.
13. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow**.

Screen: BAS Code Search

14. Select the BAS Code required.
15. Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

16. Enter a **Comment**.
17. Press **F10** to save the line.
18. If required, repeat steps 2 – 17 to correct any other postings for the Receipt.



Outcomes:
<ul style="list-style-type: none"> The adjusting payment has been recorded. GL Accounts have been posted to.
Notes:
<ul style="list-style-type: none"> N/A



2.4: Update Payment



Objectives:
<ul style="list-style-type: none"> To update the Payment to the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions
<ol style="list-style-type: none"> Select the Update Status of Ready to Update (complete). Update the Payment by right-clicking on the blue title bar. Select the menu option of Processes > Update this Transaction. <p>Note: If entering multiple Payments they can be updated once by selecting Update a range of Transaction once they have all been entered.</p>
Screen: Print Preview
<ol style="list-style-type: none"> Review the Checklist. If required select the Print icon. <p>Note: Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.</p> <ol style="list-style-type: none"> Select the Close button to proceed with the update.
Screen: Confirm
<ol style="list-style-type: none"> After reviewing the Checklist if no further changes are required select the Yes button to continue with the update. <p>If changes are required select the No button to not continue with the update.</p>
Screen: Print
<ol style="list-style-type: none"> If a copy of the Audit Trail is required select the Print button. <p>Note: If a copy of the Audit Trail is not required select the Cancel button.</p>



Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.

Screen: GL Transactions

9. Select the **OK** button to close the Window.

Outcomes:

- The Payment has been updated.

Notes:

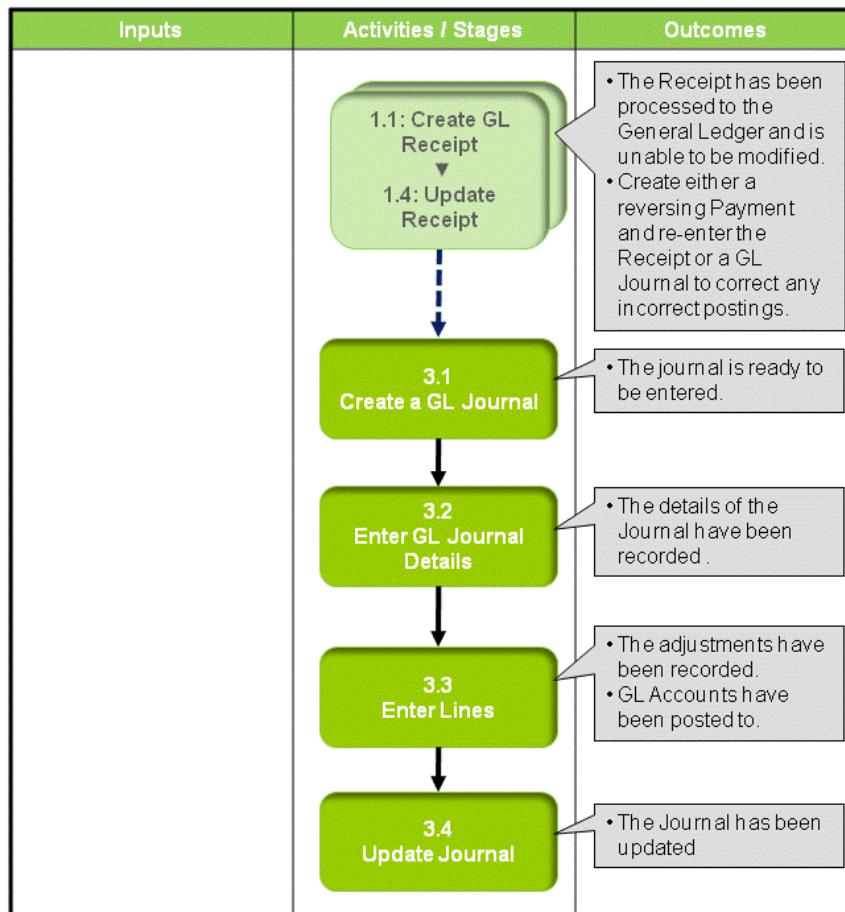
- N/A

V.3 : Incorrect Details Entered



Workflow

Workflow :	Incorrect Details Entered
Scenario 3:	After entering the Receipt, it has been determined that incorrect details were entered.



Scenario 3: Incorrect Details Entered

After entering the Receipt, it has been determined that incorrect details were entered.



1.1: Create GL Receipt



1.4: Update Receipt

Objectives:
<ul style="list-style-type: none"> To update the Receipt to the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions
<ol style="list-style-type: none"> Complete Scenario “GL Receipts – Standard” from Stage 1.1 to 1.4. Where the wrong date or bank account was selected, reverse the receipt by completing Scenario “GL Receipts – Cancel Receipt” from Stage 4.1 to 4.4 and complete Scenario “GL Receipts – Standard” from Stage 1.1 to end to reenter the correct receipt. Where the incorrect posting was made and cancelling the receipt and re-entering is not required, create a GL Journal to correct.

Outcomes:
<ul style="list-style-type: none"> The Receipt has been processed to the General Ledger and is unable to be modified. Create either a reversing Payment and re-enter the Receipt or a GL Journal to correct any incorrect postings.

Notes:
<ul style="list-style-type: none"> N/A

3.1: Create a GL Journal

Objectives:
<ul style="list-style-type: none"> Create a new journal in the General Ledger to correct the incorrect postings entered.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounting > Processing Activities



Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> 1. Access GL Transactions. Select menu path: Accounting > General Ledger > Transactions
Screen: GL Transactions
<ol style="list-style-type: none"> 2. Insert a new Transaction. Press F9 or the Green “+” speed button to insert a new Transaction.



Outcomes:
<ul style="list-style-type: none"> • <i>The journal is ready to be entered.</i>
Notes:
<ul style="list-style-type: none"> • <i>N/A</i>



3.2: Enter GL Journal Details

Objectives:
<ul style="list-style-type: none"> • <i>Record the details of the journal.</i>
SLC Reference:
<ul style="list-style-type: none"> • <i>ICE Business Systems > Accounting > Processing Activities</i>



Work Instructions

Screen: GL Transactions
<ol style="list-style-type: none"> 1. Select Journal in the Type field. 2. Enter a Journal Number that references the initial GL Receipt being corrected. Note: <i>Enter the initial receipt number followed by a A for adjustment. I.e. 549A.</i> 3. Select the Date of the initial GL Receipt. 4. Enter a Comment indicating this transaction is correcting the original GL Receipt. 5. Press F10 or the Green “✓” speed button to save the transaction.



Outcomes:
<ul style="list-style-type: none"> • <i>The details of the Journal have been recorded.</i>
Notes:
<ul style="list-style-type: none"> • <i>N/A</i>



3.3: Enter Lines

Objectives:

- To record the correcting general ledger postings for the original Receipt.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions

- Select the **Description** box to place the cursor here.
- Press **F9** to insert a new line.
- Within the Description box select the **search arrow**.

Screen: GL Account Search

- Search for the GL Account incorrectly selected by typing in any of the searchable fields.
- Press **F12** to retrieve the search results.
- Select the GL Account required.
- Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

- Ensure the **Period** is set to the Period of the Receipt.
- If applicable, enter a **Quantity**.
- Enter the **Amount** to be posted.

Note:

To reverse an incorrect Receipt posting the amount should be entered as a positive to debit the incorrect account.

- Enter a **Tax%** if applicable.
- Confirm the **GST** amount.
- Confirm the **BAS** Code and if required to be modified select the **BAS search arrow**.

Screen: BAS Code Search

- Select the BAS Code required.
- Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

- Enter a **Comment**.
- Press **F10** to save the line.
- Repeat steps 2 – 17 to select any other incorrectly posted accounts for the Receipt.
- Press **F9** to insert a new line.
- Within the Description box select the **search arrow**.

Screen: GL Account Search

21. Search for the GL Account to be correctly posted to by typing in any of the searchable fields.
22. Press **F12** to retrieve the search results.
23. Select the GL Account required.
24. Press **OK** to select and close GL Account search screen.

Screen: GL Transactions

25. Ensure the **Period** is set to the Period of the Receipt.
26. If applicable, enter a **Quantity**.
27. Enter the **Amount** to be posted.

Note:

To correctly post the Receipt the amount should be entered as a negative to credit the correct account.

28. Enter a **Tax%** if applicable.
29. Confirm the **GST** amount.
30. Confirm the **BAS** Code and if required to be modified select the **BAS search arrow**.

Screen: BAS Code Search

31. Select the BAS Code required.
32. Press **OK** to select and close BAS Code search screen.

Screen: GL Transactions

33. Enter a **Comment**.
34. Press **F10** to save the line.
35. If required, repeat steps 19 – 34 to enter any other correct postings for the Receipt.



Outcomes:

- *The adjustments have been recorded.*
- *GL Accounts have been posted to.*

Notes:

- *N/A*



3.4: Update Journal

Objectives:

- *To update the Journal to the General Ledger.*

SLC Reference:

- *ICE Business Systems > Accounting > Processing Activities*



Work Instructions

Screen: GL Transactions
<ol style="list-style-type: none"> 1. Select the Update Status of Ready to Update (complete). 2. Update the Journal by right-clicking on the blue title bar. 3. Select the menu option of Processes > Update this Transaction. <p>Note: <i>If entering multiple Journals they can be updated once by selecting Update a range of Transaction once they have all been entered.</i></p>
Screen: Print Preview
<ol style="list-style-type: none"> 4. Review the Checklist. 5. If required select the Print icon. <p>Note: <i>Either only the Checklist or Audit Trail is required to be printed as they contain the same information. It is recommended that the Audit Trail be printed as this is printed on confirmation of Updating the transaction. It is suggested that a Checklist only be printed if the transactions entered need to be reviewed further than can be done on the screen.</i></p> <ol style="list-style-type: none"> 6. Select the Close button to proceed with the update.
Screen: Confirm
<ol style="list-style-type: none"> 7. After reviewing the Checklist if no further changes are required select the Yes button to continue with the update. <p>If changes are required select the No button to not continue with the update.</p>
Screen: Print
<ol style="list-style-type: none"> 8. If a copy of the Audit Trail is required select the Print button. <p>Note: <i>If a copy of the Audit Trail is not required select the Cancel button. Selecting to cancel the print does not cancel the update. Audit Trials can be reprinted at any time.</i></p>
Screen: GL Transactions
<ol style="list-style-type: none"> 9. Select the OK button to close the Window.



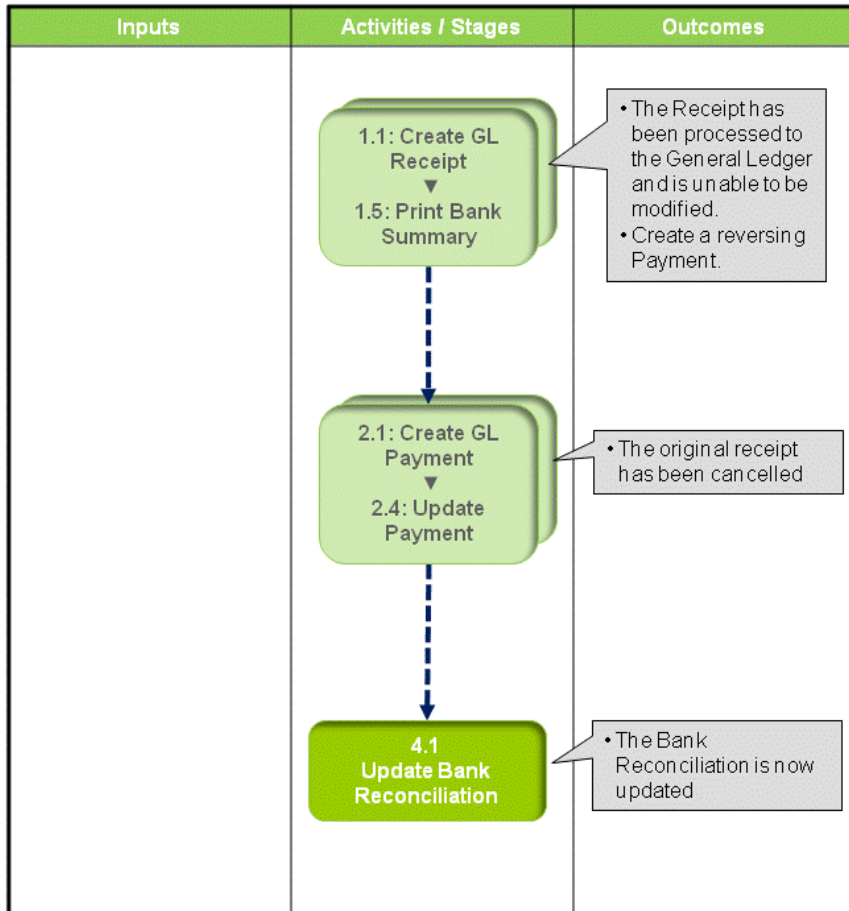
Outcomes:
<ul style="list-style-type: none"> • <i>The Journal has been updated.</i>
Notes:
<ul style="list-style-type: none"> • <i>N/A</i>

V.4 : Cancel Receipt



Workflow

Workflow :	Cancel Receipt
Scenario 4:	After entering the Receipt it has been cancelled.



Scenario 4: Cancel Receipt

After entering the Receipt it has been cancelled.



1.1: Create GL Receipt



1.5: Print Bank Summary



Objectives:
<ul style="list-style-type: none"> To update the Receipt to the General Ledger.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions
<ol style="list-style-type: none"> Complete Scenario “GL Receipts – Standard” from Stage 1.1 to end.

Outcomes:
<ul style="list-style-type: none"> The Receipt has been processed to the General Ledger and is unable to be modified. Create a reversing Payment.
Notes:
<ul style="list-style-type: none"> N/A



2.1: Create GL Payment



2.4: Update Payment



Objectives:
<ul style="list-style-type: none"> Cancel original receipt.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > Accounts Payable > Processing Activities

Work Instructions

Action:
<ol style="list-style-type: none"> Complete Scenario “GL Receipts – Wrong amount entered” from Stage 2.1 to end, entering the Payment amount as the total cancelled amount.



Outcomes:
<ul style="list-style-type: none"> The original receipt has been cancelled.
Notes:
<ul style="list-style-type: none"> N/A



4.1: Update Bank Reconciliation

Objectives:
<ul style="list-style-type: none"> Flag the original and cancelled Receipt as presented if they do not appear on the Bank Statement.
SLC Reference:
<ul style="list-style-type: none"> ICE Business Systems > General Ledger > Processing Activities



Work Instructions

Screen: ICE Main
<ol style="list-style-type: none"> Access Bank Reconciliation. Select menu path: General Ledger > Accounting > Bank Reconciliation
Screen: Bank Reconciliation
<ol style="list-style-type: none"> Select the Bank Account the transactions were posted to. Locate the initial GL Receipt. Tick the transactions Presented tick box. Locate the correcting GL Payment. Tick the transactions Presented tick box. Select the OK button to close the window.



Outcomes:
<ul style="list-style-type: none"> The Bank Reconciliation is now updated.
Notes:
<ul style="list-style-type: none"> N/A



V.5 : Alternative Bank Accounts/Credit Cards

Workflow

Workflow :	Alternative Bank Accounts/Credit Cards
Scenario 5:	When entering Receipts, alternative Bank Accounts or Credit Cards can be selected for the Receipt to be made into.

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; border-radius: 10px; background-color: #92d050; padding: 5px; display: inline-block;"> 5.1 Alternative Bank Accounts or Credit Cards </div>	<div style="border: 1px solid gray; background-color: #e0e0e0; padding: 5px; display: inline-block;"> <ul style="list-style-type: none"> • Alternative Bank Accounts or Credit Cards can be selected within Receipts. </div>

Scenario 5: Alternative Bank Accounts/Credit Cards

When entering Receipts, alternative Bank Accounts or Credit Cards can be selected for the Receipt to be made into.

5.1: Alternative Bank Accounts or Credit Cards



Objectives:

- To explain the requirements for processing Receipts to alternative Bank Accounts or Credit Cards.

SLC Reference:

- ICE Business Systems > General Ledger > Processing Activities

Work Instructions

Action:

1. The Bank Account or Credit Card must first be created as a GL Account (Admin > Setup > Accounting > GL Accounts).
2. The GL must be nominated as a Bank Account (Admin > Setup > Accounting > Bank Accounts).
3. The Bank Accounts will now appear for selection within the Bank Account field within the GL Receipts screen.

Outcomes:

- Alternative Bank Accounts or Credit Cards can be selected within Receipts.

Notes:

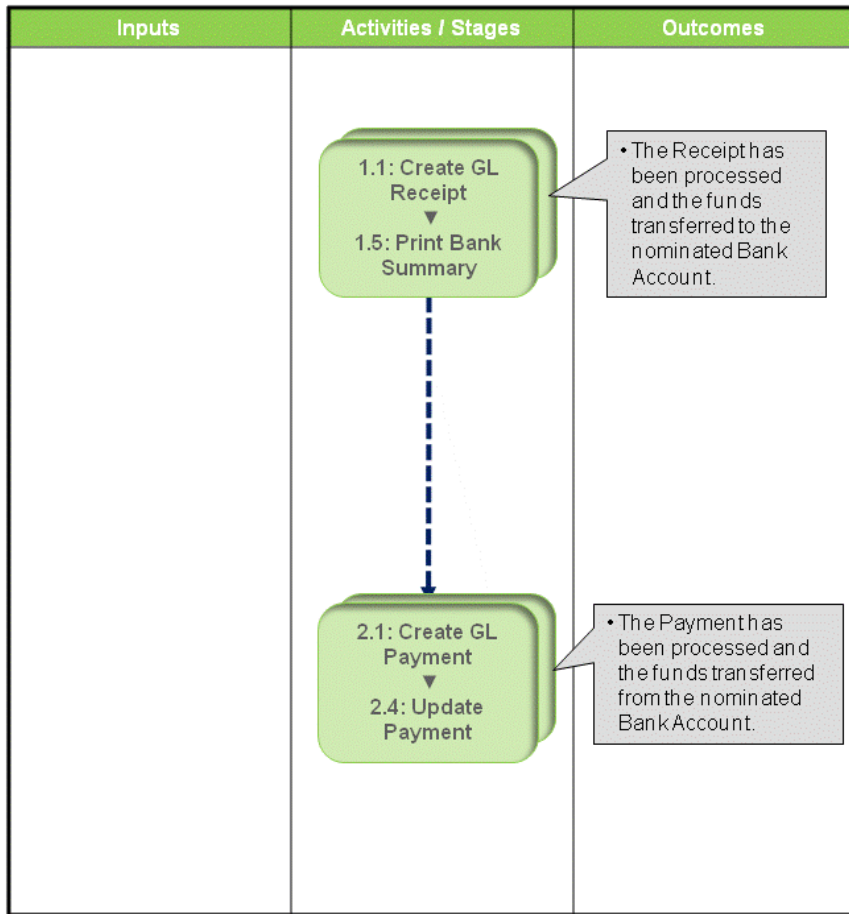
- N/A

V.6 : Transferring Funds between Bank Accounts



Workflow

Workflow :	Transferring Funds between Bank Accounts
Scenario 6:	A transfer of funds from one Bank Account to another is to be recorded in the ICE Business System.



Scenario 6: Transferring Funds between Bank Accounts

A transfer of funds from one Bank Account to another is to be recorded in the ICE Business System.



1.1: Create GL Receipt



1.5: Print Bank Summary



Objectives:

- To record the transfer of funds into a Bank Account as a Receipt in the General Ledger.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities

Work Instructions

Screen: GL Transactions

- Complete Scenario "GL Receipts – Standard" from Stage 1.1 to end, selecting the Bank Account the funds were transferred to and posting the receipt to a clearing account.

Note:

An appropriate clearing account should be used as a temporary holding point for the funds. As no GST or BAS reporting is applicable to the transfer, it is recommended that the transaction type for the Receipt be set as 'Sales Tax'.

Outcomes:

- The Receipt has been processed and the funds transferred to the nominated Bank Account.

Notes:

- A GL Payment is required to record the transfer of funds and clear the clearing account.



2.1: Create GL Payment



2.4: Update Payment

Objectives:

- To record the transfer of funds out of a Bank Account as a Payment in the General Ledger.

SLC Reference:

- ICE Business Systems > Accounting > Processing Activities



Work Instructions

Screen: GL Transactions

1. Complete Scenario “**GL Receipts – Wrong Amount Entered**” from Stage 2.1 to end, selecting the Bank Account the funds were transferred from and posting the payment to a clearing account.

Note:

An appropriate clearing account should be used as a temporary holding point for the funds. As no GST or BAS reporting is applicable to the transfer, it is recommended that the transaction type for the Payment be set as ‘Sales Tax’.

Outcomes:

- *The Payment has been processed and the funds transferred from the nominated Bank Account.*

Notes:

- N/A



V.7 : Bank Reconciliation Date Incorrect

Workflow

Workflow :	Bank Reconciliation Date Incorrect
Scenario 7 :	<p>A receipt has been entered and updated with the date of the transaction on the Bank Reconciliation different to the date that was entered on the receipt.</p> <p>When a receipt is flagged to appear on a Bank Summary, it is the date the Bank Summary was flagged, as printed, that is utilised in the Bank Reconciliation.</p>

Inputs	Activities / Stages	Outcomes
	<div style="border: 1px solid black; background-color: #92d050; border-radius: 10px; padding: 5px; display: inline-block;"> 7.1 Using a Bank Summary </div> <div style="border: 1px solid black; background-color: #92d050; border-radius: 10px; padding: 5px; display: inline-block;"> 1.5 Print Bank Summary </div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 20px;"> <ul style="list-style-type: none"> • The Banking Summary should be used to replicate the grouped deposited taken to the bank. </div> <div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> • The Banking Summary has been cleared. • An entry on the Bank Reconciliation has been made for the total amount of the Bank Summary. </div>

Scenario 7: Bank Reconciliation Date Incorrect

A receipt has been entered and updated with the date of the transaction on the Bank Reconciliation different to the date that was entered on the receipt.

When a receipt is flagged to appear on a Bank Summary, it is the date the Bank Summary was flagged, as printed, that is utilised in the Bank Reconciliation.

Note:

A Bank Summary allows transactions entered to be grouped together and create only one entry on the Bank Reconciliation to replicate the actual banking practice and bank statements.



7.1: Using a Bank Summary

Objectives:

- To explain the requirements of using the Bank Summary.

SLC Reference:

- ICE Business Systems > General Ledger > Processing Activities

Work Instructions

Screen:

1. If a receipt to a Bank Account has already been banked then it should be not be flagged to appear on a Bank Summary.
2. The Bank Summary should be printed and used to reconcile the amount to be banked each time the funds are to be taken to the bank.
3. Flagging the Banking Summary as printed clears the Bank Summary and creates an entry on the Bank Reconciliation for the total of the Bank Summary printed.

Outcomes:

- The Banking Summary should be used to replicate the grouped deposited taken to the bank.

Notes:

- N/A



1.5: Print Bank Summary



Objectives:

- To print the Bank Summary once all receipts are reading to be banked and create an entry on the Bank Reconciliation.

SLC Reference:

- ICE Business Systems > General Ledger > Processing Activities

Work Instructions

Screen: ICE Main

1. Complete Scenario "GL Receipts – Standard" Stage 1.5.

Outcomes:

- The Banking Summary has been cleared.
- An entry on the Bank Reconciliation has been made for the total amount of the Bank Summary.

Notes:

- N/A