

**\*\* This is a financial procedure if you are unsure of anything please check before you so anything**

**Receipt Book Procedure**

Note: Receipt book logs all financial transaction coming into the Abbey bank account. Credit card and bank transfer. Transaction information needs to be manually update approx twice a week

* N Drive > C & E > Financials > receipt book > 2019 >Receipt Book 2019
* Ensure there are no filters on the **Bank Transfer** column
* **EP receipt** column, scroll down to locate blank cell, these are the recently added transactions that we need to locate on EventsAir and input EP receipt number

**Bulk Receipt Book Procedure**

In EventsAir

* Reporting
* Financial
* Select “Payment details list
* Select “date receipt No.”
* Preview viewer
* Export to CSV ( this spreadsheet will need some work to give correct details)
* Delete all unwanted columns (these are the columns that are offline) The Columns you need are DATE,RECEIPT,METHOD OF PAYMENT,ID,NAME and AMOUNT)
* Filter by highlighting the columns and click “sort & Filter “on the top right.
* Select filter and then selecting the Payment Date columns choose oldest to newest
* Delete all the lines before the date you need. You can filter by payment type at this stage if necessary.
* Date the sheet and save in the **N-drive>conference & events >Financials>receipt book>2019>D.S receipt book EA exports.**
* This spread sheet can now be checked against the receipt book , It may not be in matching order and some detective work might be needed but not as much as individual checks

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**Receipt Book Procedure ( for small amounts of transactions)**

**Credit card Transactions**

* In Events Air got to **Attendees** and click on the **Search** icon on the right hand side of the screen
* In the search bar search under Pilgrims name or their ID if provided, once located click into their registration
* Click on the credit card icon on the right hand side (payments ,refunds, audit trail) and select **Audit Trail** ,double check the amount and the transaction date to confirm this is the correct registration
* The receipt number appears as a 3 digit number
* Return to the Receipt book and insert the 3 digit number in the receipt ID column relating to the transaction

**Bank Transfer Transactions**

* In Events Air got to **Attendees** and click on the **Search** icon on the right hand side of the screen
* In the search bar,search under Pilgrims name or their ID if provided, once located click into their registration,you need to be in the registration of the lead booker ( which can be found through the link icon)
* Click on the credit card icon on the right hand side (payments ,refunds, audit trail)
* In the **New Payment** tab double check the amount received matches what’s owed.
* Click the payment due check box –the amount will appear in the payment column on the right hand side.
* Change payment date to the date in the receipt book
* Ref and comment can be used to add any extra details
* Click the **Confirm Amount matches Payment** check box
* Go to the Audit trail tab to get the 3 digit receipt number and input in the receipt book against that transaction