Using Debit Cards

Setting up a Debit Card Account

In essence a debit card is the equivalent of writing a cheque and there is no need to set up anything specific, provided the relevant bank account is open.

If an entity is not registered for VAT, then there will be no references to VAT in the displayed screens, also therefore ignore references to VAT in the guide below.

To record a debit card transaction:

- Ensure details of the supplier are setup.
- If the business is subject to IR35, set up contracts
- If you are using Branch analysis, ensure branches are set up
- If you are collecting expense details for taxation P11D purposes, ensure the feature is activated and the appropriate employee is set up. (Please contact your accountant for more information.)
- Create the Debit Card Transaction

Supplier Details

Supplier details are entered via the **LISTS** menu.

LISTS → SUPPLIER → ADD SUPPLIER

Enter details in the Supplier Maintenance Screen. More Information is available in the **Setting up a Supplier** user guide.

IR35 Contracts

IR35 Contract Data is also set up via the **ADD-INS** menu.

ADD-INS → IR35 → ADD CONTRACT

Enter details in the IR35 Contract Maintenance Screen. More Information is available in the **Working with IR35** user guide.

Branches

Sales Item Information is also set up via the **LISTS** menu.

LISTS → BRANCHES → ADD BRANCH

Enter details in the Branch Maintenance Screen. More Information is available in the **Using Branches** user guide.

P11D

P11D recording is activated via the **Optional Features** tab, under the **Profile**

ENTITY NAME → PROFILE → OPTIONAL FEATURES

Activate P11D recording by checking **Allow P11D recording?** Further information is available both from your accountant and the **Reporting for P11D and NIC** and **Setting up Officers & Employees** user guides. Ensure that the appropriate employee is set up.

LISTS→ OFFICERS/EMPLOYEES → ADD NEW

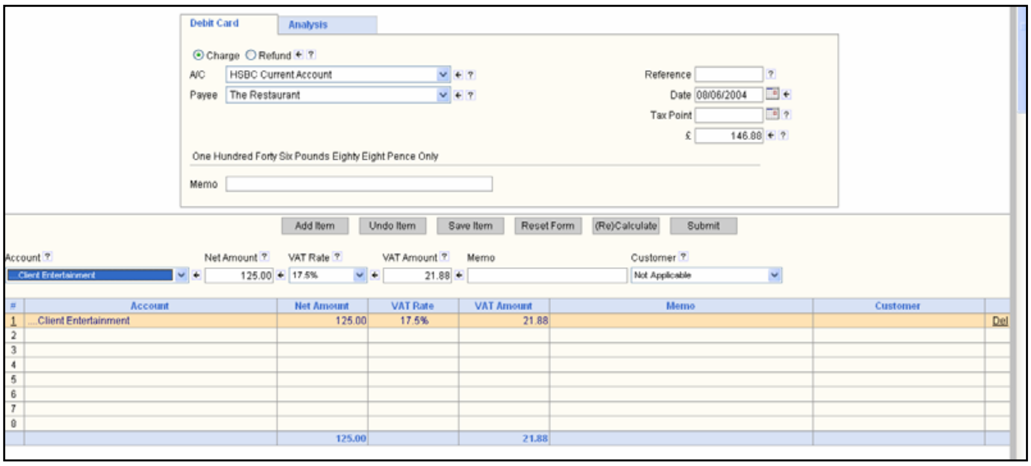
Creating a Debit Card Transaction

Creating a Debit card transaction is accessed via the **ACTIVITIES** menu

ACTIVITIES → ENTER CARD TRANSACTION → DEBIT CARD→ DEBIT CARD tab

Note that if the **Prompt for Analysis** box (set in **Profile**) is ticked then when transactions are entered which require analysis to branches, IR35 or P11D reporting; the analysis tab is presented first by default so that the required analysis is not forgotten.

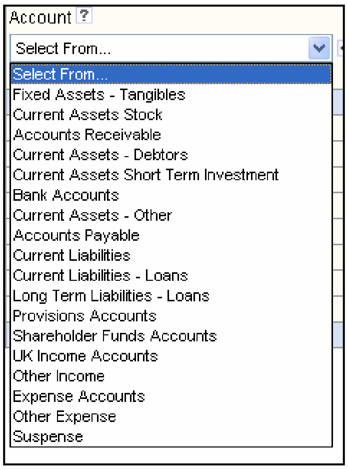
- Indicate the type of card transaction, selecting either charge (the default) or a refund
- Select the bank **Account (A/C)** to which the transaction is relevant.
- Select the **Payee** from the dropdown list.



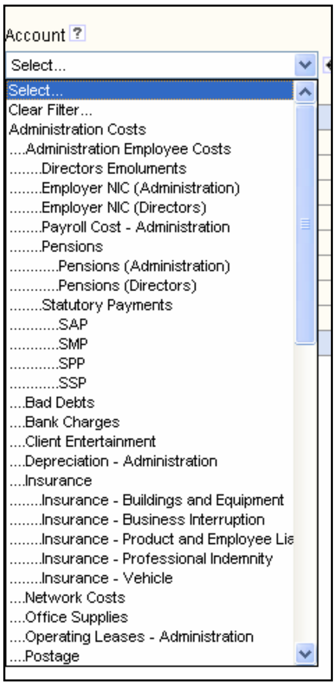
- Enter any **REFERENCE** information as necessary
- The **DATE** defaults to to-days date, this to can be amended. This date is the transaction date for recording.
- If the **TAX POINT** of the transaction for VAT purposes is different, enter the correct date in the Tax point field. Leave blank if not used.
- The **MEMO** field can be used to enter free format descriptive text, it can be left blank.

The line items that make up the transaction now need to be added. A line item is a particular purchase item shown on the transaction. In many instances there may only be the one.

- **ADD ITEM** accesses the line item input. Select the **ACCOUNT** from the dropdown.



A selection dropdown appears; defaulted to Expense type accounts, if another account is required click **clear filter** and then select again from a list of account types and then from the accounts under the chosen account type**.**



- **ADD ITEM** accesses the Account input. Select the **ACCOUNT** from the dropdown. Default value, if it exists, for **VAT RATE** (If VAT registered) is shown. The default may be overridden.
- Enter the **NET AMOUNT** of the line item, the **VAT AMOUNT** is automatically calculated from the **VAT RATE**. It can be overridden if necessary.
- Enter a **MEMO** entry if required.
- If the expense needs to be related to a particular Customer, because it is an expense that will be reimbursable by the customer, select the Customer from the drop down list.
- **SAVE EDIT** confirms the entry. Further Line items can be entered by clicking on **ADD ITEM** on each occasion. **UNDO EDIT** cancels the current line item data. **UNDO ALL EDITS** cancels all line item inputs.

Analysis Tab

The analysis tab allows for further details to be added for recording if the business is using the Branches and/or the IR35 features and/or P11D recording. If these features are not in use, nothing needs to be added in the analysis tab.

- Select an **Associated IR35 contract** if appropriate (consult your Accountant if you are unsure.) Also see the **Working with IR35** user guide.
- Select an appropriate **Branch** if this invoice is to be analysed to a branch
- Select an **employee for P11D purposes** from the drop down.

- When all line items have been entered as required, clicking on **(RE)CALCULATE** ensures that all value extensions are correct. When the debit card data is complete clicking **SUBMIT** saves and confirms the transaction.

Editing a Debit Card Transaction

After a debit card transaction has been created it may be edited. If a debit card transaction has been included in a VAT return or reconciled then the details of the transaction may only be viewed they cannot be changed or the transaction deleted. Likewise if a transaction is dated in a closed financial year it also cannot be changed.

It is easiest to locate a particular transaction by listing the debit card transactions

LISTS → DEBIT CARD TRANSACTIONS

- Locate the relevant transaction and click on EDIT
- The full **Debit Card Transaction** screen (see above) is displayed with the current data.
- Edit the data as necessary
- When editing line item entries, highlight the appropriate line by clicking on it. The information appears in the edit line. Amend as necessary and **SAVE EDIT** to complete.
- When all changes have been made, clicking on **(RE)CALCULATE** ensures that all value extensions are correct. Clicking **SUBMIT** saves and confirms the transaction.