

EA Income Form User Guide (using the 'smart' form)

Guide for raising invoices and for recording
lodgements made into the EA General Income
Account

Updated February 2019

PLEASE NOTE – THE FINANCE SYSTEM WAS UPGRADED IN FEBRUARY 2019. AS A RESULT THERE IS AN ISSUE WITH THE FORM WHEN IT OPENS – THE CONFIRMATION PAGE IS HIDDEN BEHIND THE EXCEL DOCUMENT. PLEASE REFER TO SECTION 5.2 FOR DETAILS

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Chapter 1: Logging on to Oracle

1.1 Log on to Oracle:

- Click onto the icon on your desktop (all EA PCs should have this)



- Or use the following url, log on to the Oracle through the internet (save this as a favourite)

https://ebs.int.erp-sop.co.uk/OA_HTML/AppsLocalLogin.jsp

1.2 Enter your User Name and password and click Login.

A screenshot of the IFS Oracle Login form. The form is set against a dark blue background. It contains the following elements: a 'User Name' label above a text input field; a 'Password' label above a text input field; 'Login' and 'Cancel' buttons; a 'Login Assistance' link; a 'Register here' link; an 'Accessibility' label above a dropdown menu with 'None' selected; and a 'Language' label above a dropdown menu with 'English' selected.

Enter user name and password and click Login

User is set up by IFS and forms for a new user can be found on the EA Website (schools) or EA Intranet (EA HQ staff)

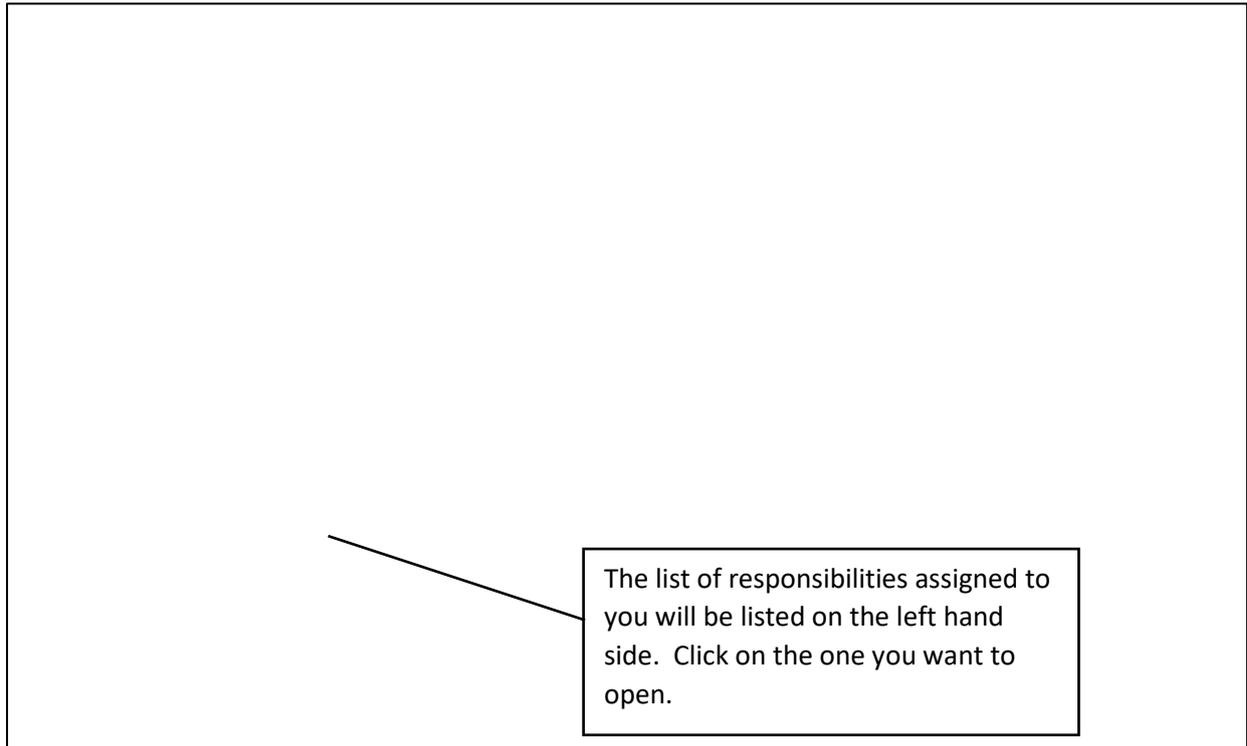
Website:

<https://www.eani.org.uk/school-management/school-finance/integrated-financial-system>

Intranet:

<https://sharepoint.eani.org.uk/Pages/default.aspx>

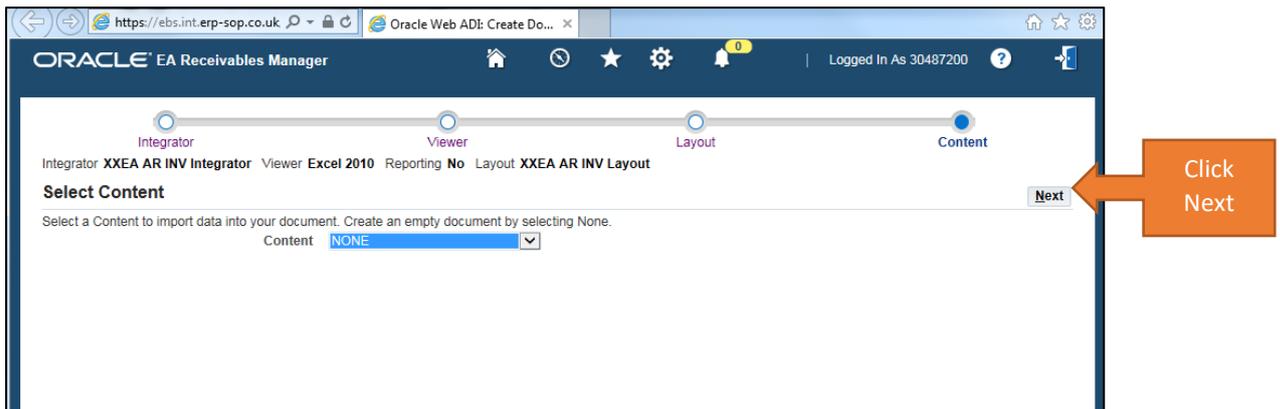
1.3 The following Oracle home screen will open.



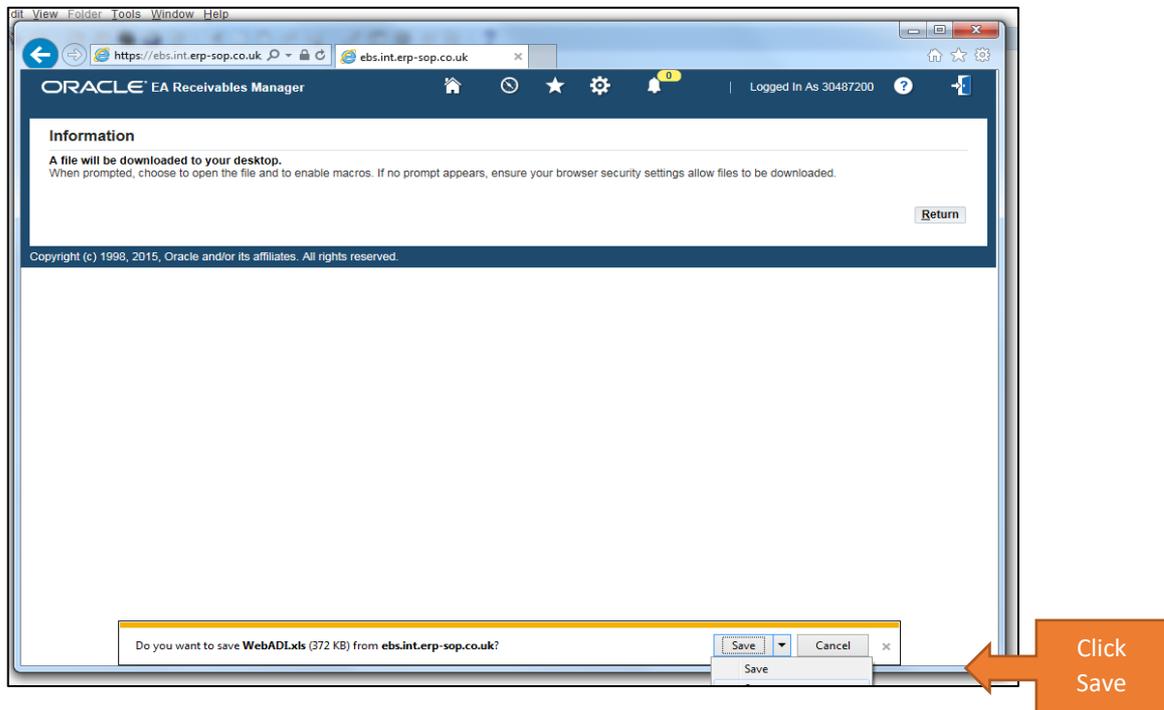
Chapter 2: Using the Income form for raising invoices

2.1 Opening the form

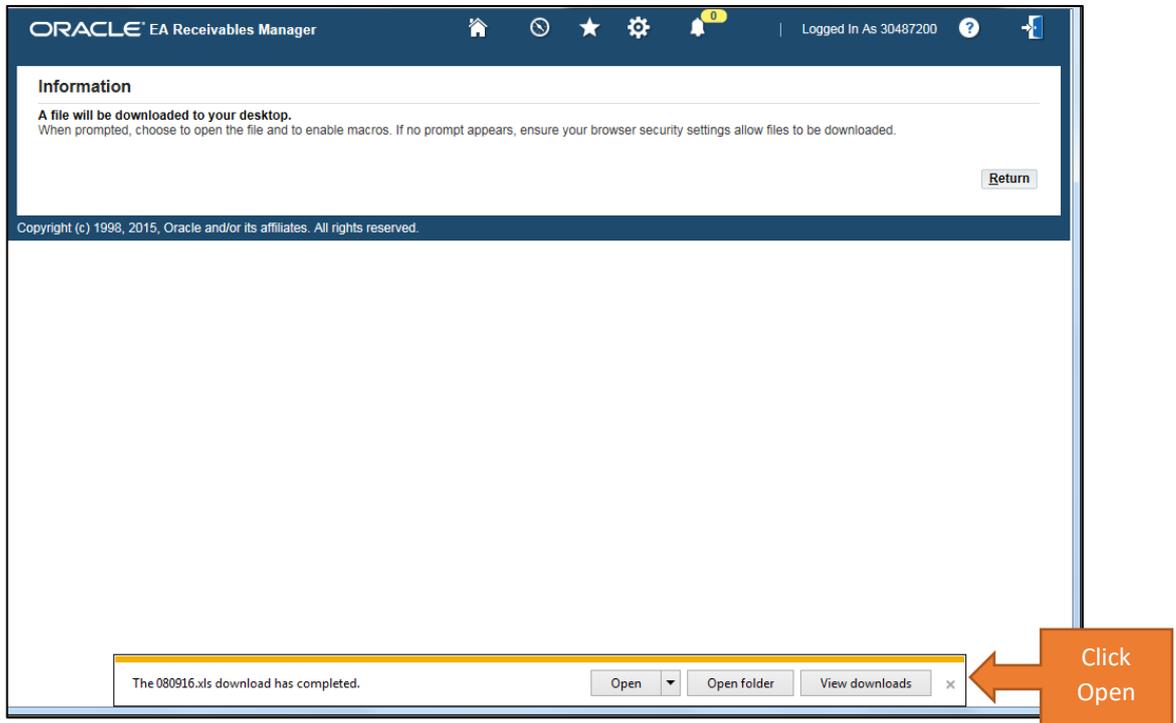
2.1.1 Click on **EA General Income** or **EA School Income** from your list of responsibilities. The following screen will appear.



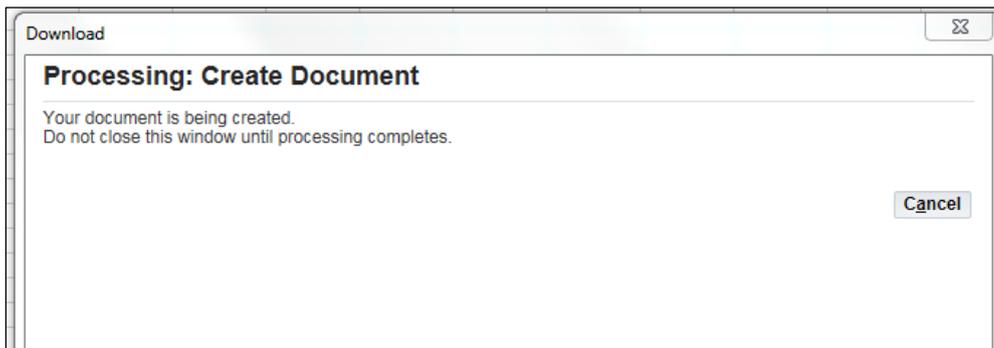
2.1.2 Keep Content as None and click **Next**. The following screen will appear.



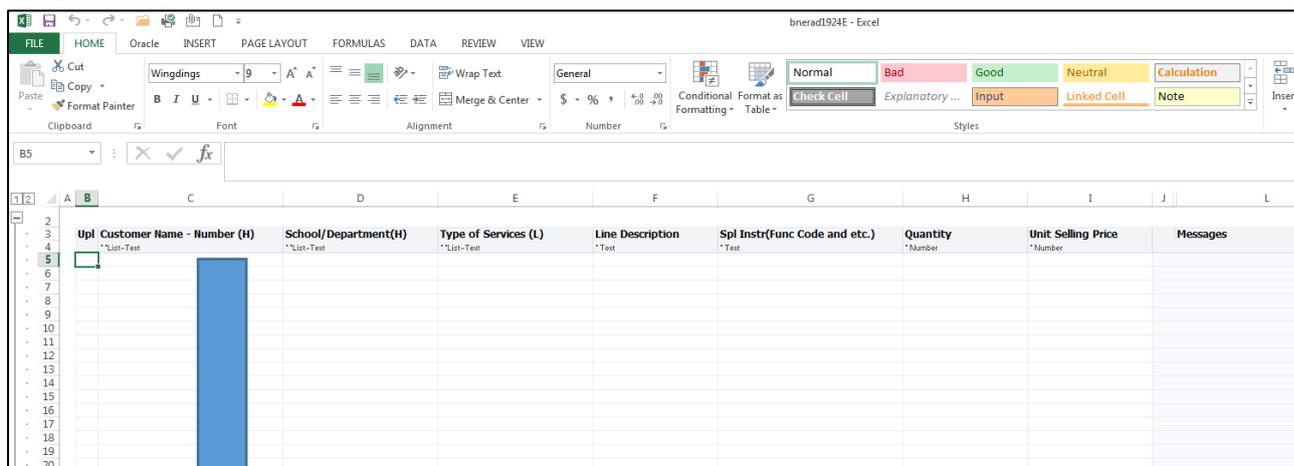
2.1.3 Click **Save** (this will save the excel web adi form to your 'Downloads' folder which can later be deleted) or Save As to choose the folder to save this to – you can have a folder set up specifically to save to. The form will not work unless you save it first.



2.1.4 Click **Open** – the document will take a moment be created so wait until the confirmation message is displayed.



2.1.5 Click **Close**. The excel form will open as shown below.



Headings explained

Column A	Name	Description of column
Column A	None	No functionality – leave blank
Column B	Upl	**No need do anything with this column** A flag is automatically entered when any data in that row is populated Once uploaded, the flag will disappear – the system will only upload flagged rows
Column C	Customer Name – Number	Select school/department from this list who is making the lodgement (this will be preceded by GENINC) – search by cost code
Column D	School/Department	This is the cost code who will be credited with the income – search by cost code
Column E	Type of Services	The income finance code – search by description. See Section 6 for full list.
Column F	Line Description	Enter additional information manually
Column G	Spl Instr(Func Code...)	Only enter if AR staff need to know anything specific
Column H	Quantity	Enter as 1
Column I	Unit Selling Price	Enter amount (no pound sign)
Column J	Blank	This will display green smiley if upload successful This will display a red angry face if there are errors
Column L	Messages	If there are errors, the column that the error exists in will be stated

2.2 Entering data on the form

The first 3 columns need to be selected from the drop down menus.

Customer name	This is the school/department making the lodgement and will be preceded by GENINC. Double click into cell and search using % followed by cost code.
School/Department	Double click into cell search using % followed by cost code.
Type of Service	Double click into cell search using % followed description of type of income

HOW TO SEARCH FOR THE CORRECT DATA

Make your selection from each list by highlighting what you want and then selecting it:

(1) Search by using % plus part of the name (or customer number if known)

(2) Click on button to highlight customer

(3) Click on Select

button.

Search by CustomerName_Num

Results

Results table contains 4 items.

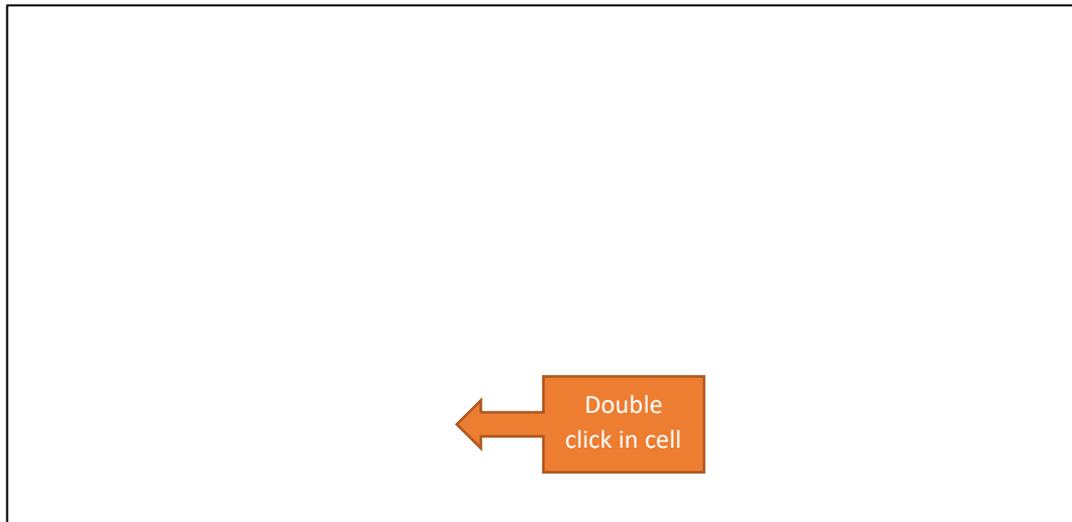
Select Item |

Select CustomerName_Num ▲

<input checked="" type="radio"/>	JANICE BOAL SLIMMING WORLD -> 1783 -> 1 PRIORY ROAD
<input type="radio"/>	JAYSON PAISLEY C/O SLIMMING WORLD -> 1784 -> 17 NEWPARK
<input type="radio"/>	JONENE FATOOROS -> 1796 -> SLIMMING WORLD

CUSTOMER

- 2.2.1 Double click on first cell of the customer (Cell C5) to open 'Customer Name – Number' search screen.



- 2.2.2 Enter search criteria after %. This is the customer who will be invoiced.

IF THE CUSTOMER IS NOT ON THE LIST, please complete the Accounts Receivable Customer Creation form on the website (<https://www.eani.org.uk/school-management/school-finance/integrated-financial-system>) and email to cashiers-armagh@eani.org.uk.

Oracle Web ADI: Customer Name - Number

Customer Name - Number

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by

Results

Results table contains 3123 items.

Select Item | 1-10 of 3123

Select	CustomerName_Num ▲
<input type="radio"/>	"LICEO SCIENTIFICO STATALE ""ENRICO BOGGIO LERA"" -> 1886 -> VIA VITTORIO EMANUELE
<input type="radio"/>	1 WAY -> 1000 -> C/O KYLE CARROTHERS
<input type="radio"/>	112TH BELFAST SCOUTS GROUP -> 1001 -> JENNI MCKEOWN
<input type="radio"/>	16TH NI SEAVIEW PRESBYTERIAN GIRLS BRIGADE -> 1002 -> 22 SEABANK PARADE

Enter search criteria after % and click Go

2.2.3 Click Go. The search will call back any customers meeting criteria.

2.2.4 Choose customer and click Select. The customer name and number will be displayed on the form.

Oracle Web ADI: Customer Name - Number

Customer Name - Number

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by CustomerName_Num %slimming Go

Results

Results table contains 4 items.

Select Item Select Cancel |

Select CustomerName_Num ▲

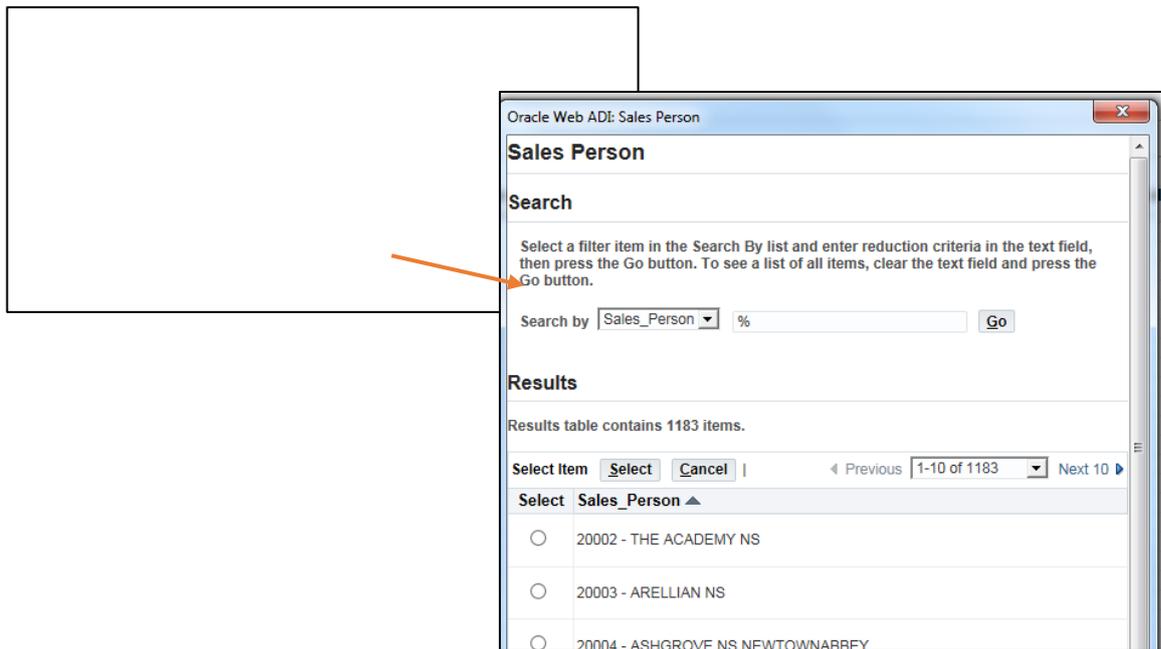
<input checked="" type="radio"/>	JANICE BOAL SLIMMING WORLD -> 1783 -> 1 PRIORY ROAD
<input type="radio"/>	JAYSON PAISLEY C/O SLIMMING WORLD -> 1784 -> 17 NEWPARK
<input type="radio"/>	JONENE FATOOROS -> 1796 -> SLIMMING WORLD
<input type="radio"/>	JUDITH JOHNSTON C/O SLIMMING WORLD -> 1803 -> 288 CULLYBACKEU ROAD

Highlight the correct customer by clicking on the button and click on **Select**

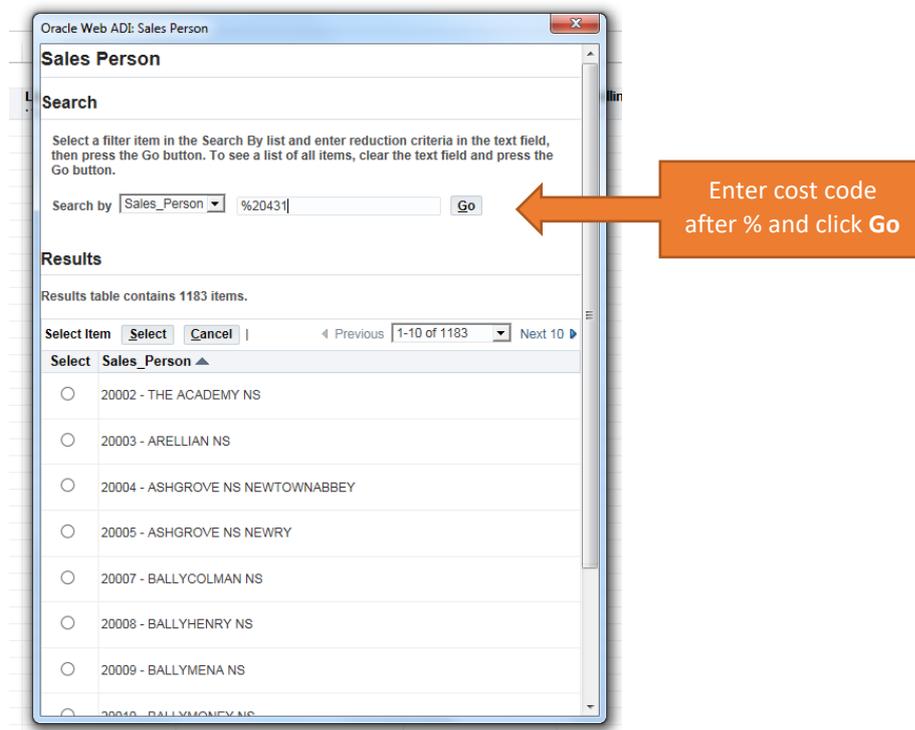


SCHOOL/DEPARTMENT

2.2.5 Double click on first cell of the School/Department (Cell D5) to open the Sales Person search screen.

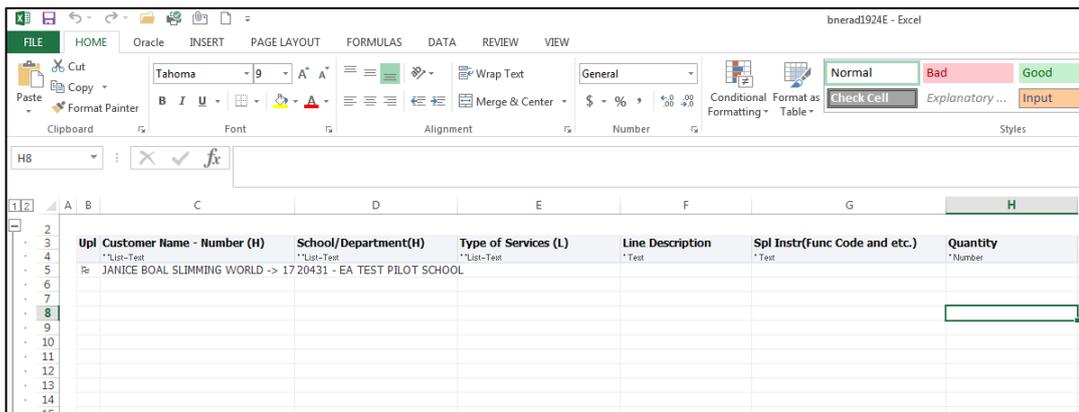
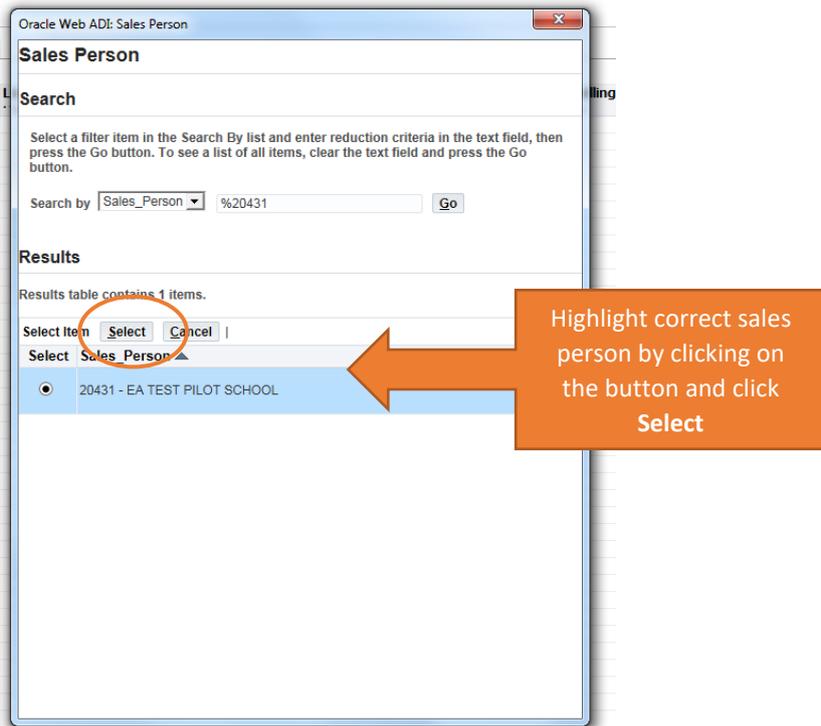


2.2.6 Enter your 5 digit cost code after %.



2.2.7 Click Go. The search will call back your school/department.

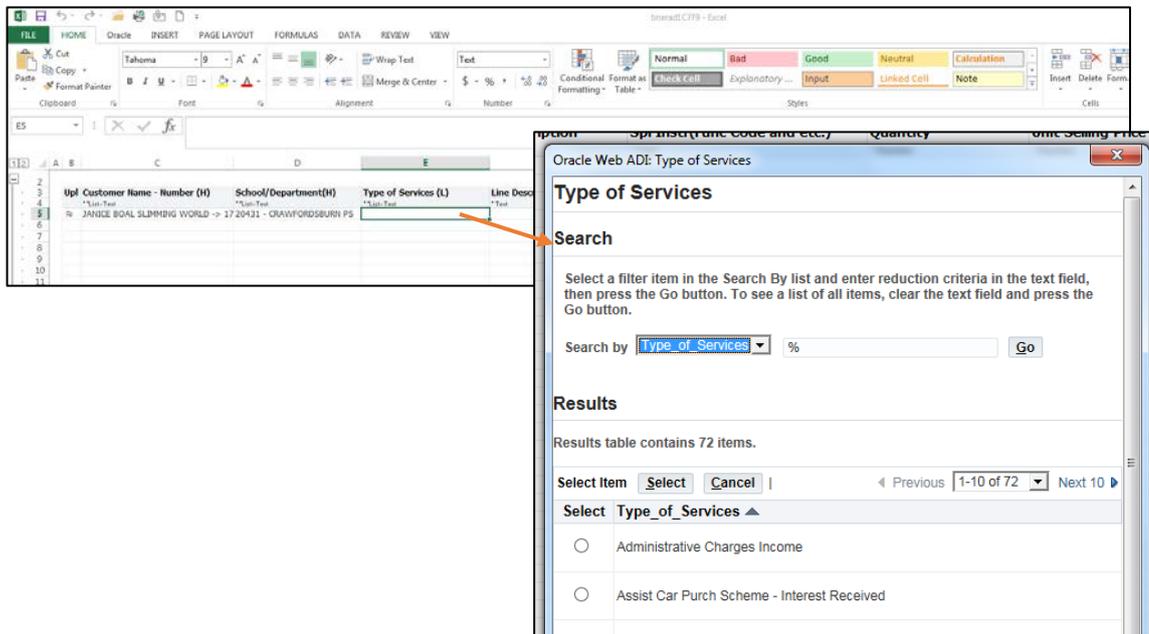
2.2.8 Choose name and click Select. The school/department will be displayed on the form.



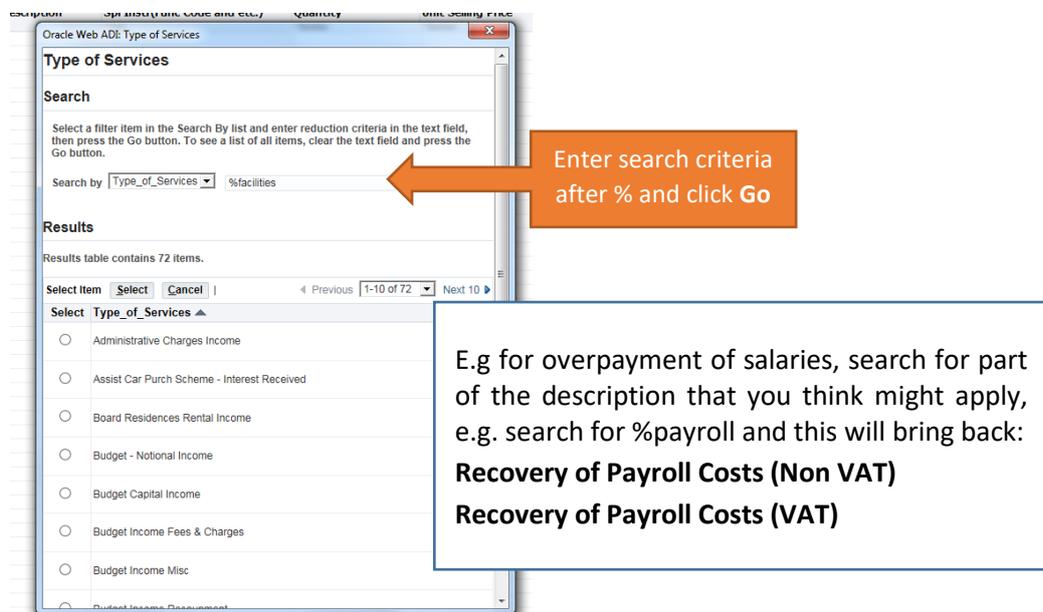
IF YOUR SCHOOL/DEPARTMENT IS NOT ON THE LIST, please email cashiers-armagh@eani.org.uk with the details.

TYPE OF SERVICES

2.2.9 Double click on first cell of the Type of Services (Cell E5) to open the Sales Person search screen.



2.2.10 Enter search criteria after %.

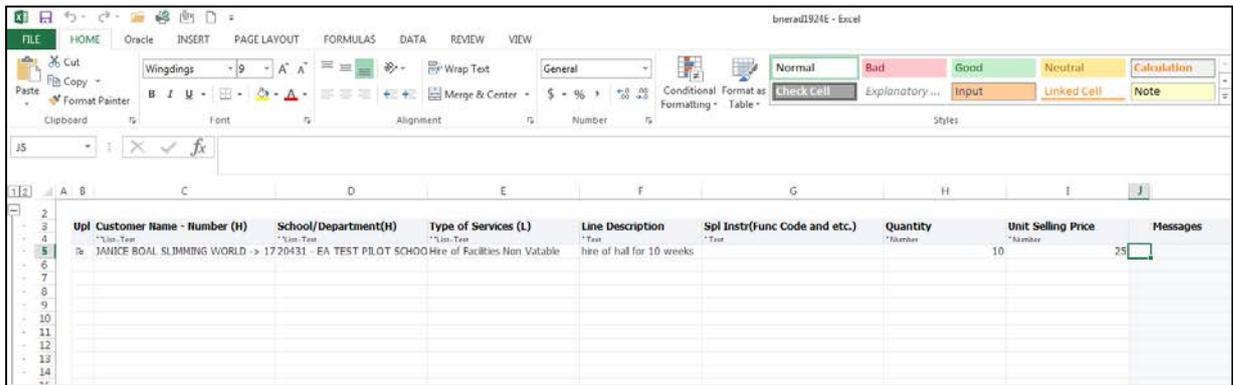


2.2.11 Click Go. The search will call back any services meeting the criteria.

2.2.12 Choose Type of Service and click Select. The Type of Services will be displayed on the form.

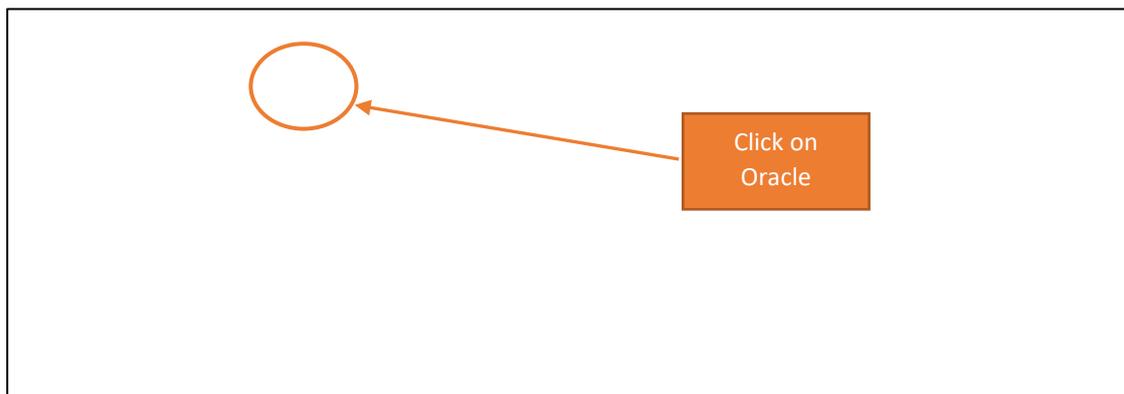
2.2.13 Enter the following fields as follows:

Line Description	Enter details – this is what will appear on invoice
Spl Instr (Func Code and etc.)	Enter details of any information you need EA Staff to be aware of. This could be use of a function code, etc.
Quantity	Enter details
Unit Selling Price	Enter details
Messages	Leave blank (do not enter anything)

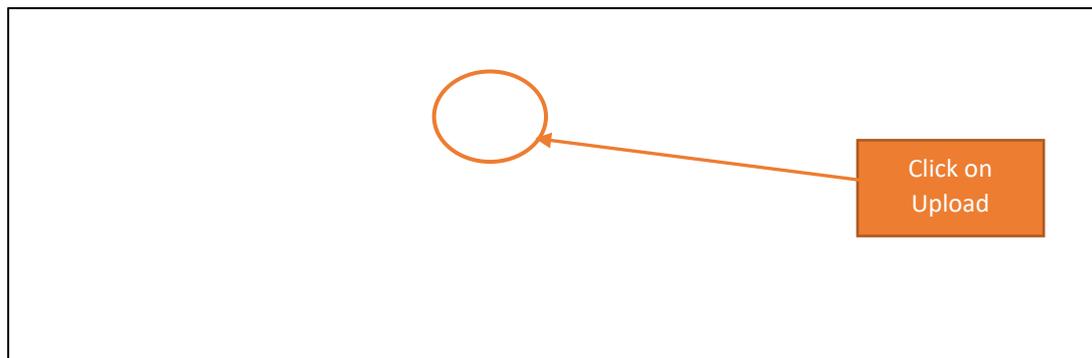


2.3 Upload the form

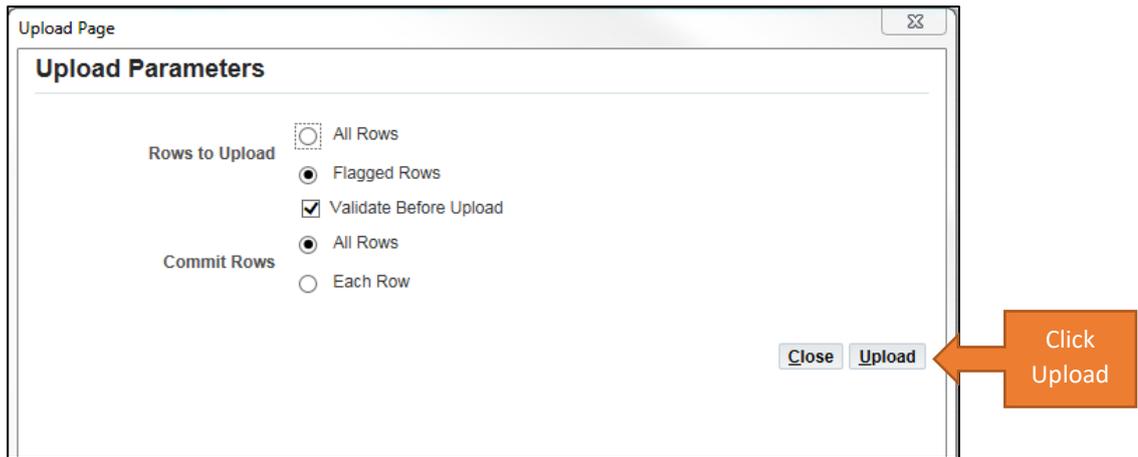
2.3.1 Click on Oracle tab at top of document.



2.3.2 Click on Upload.

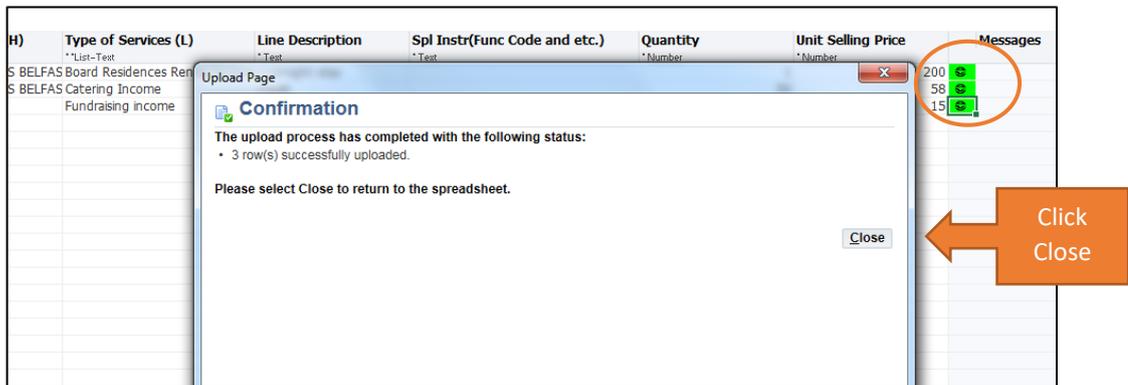


2.3.3 The following screen will appear. Leave all the parameters as they are and click Upload.

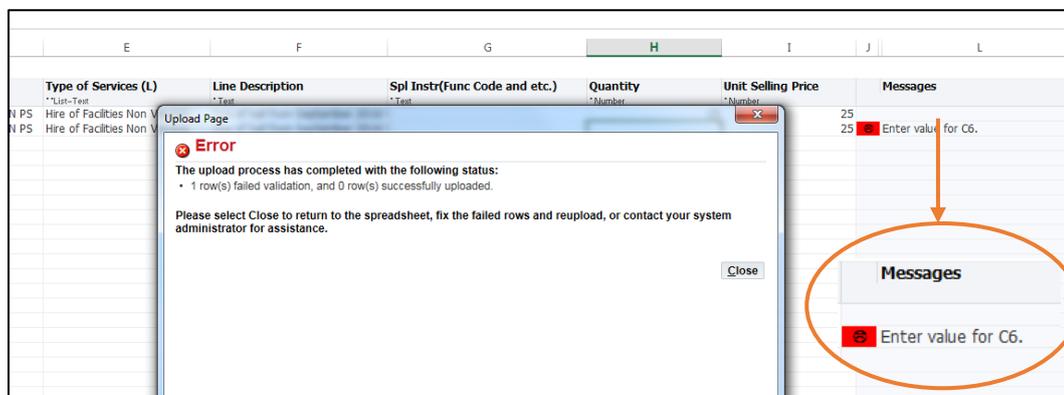


2.3.4 Confirmation will be received. Ensure there are green smiley faces in the Messages column.

2.3.5 Click Close.



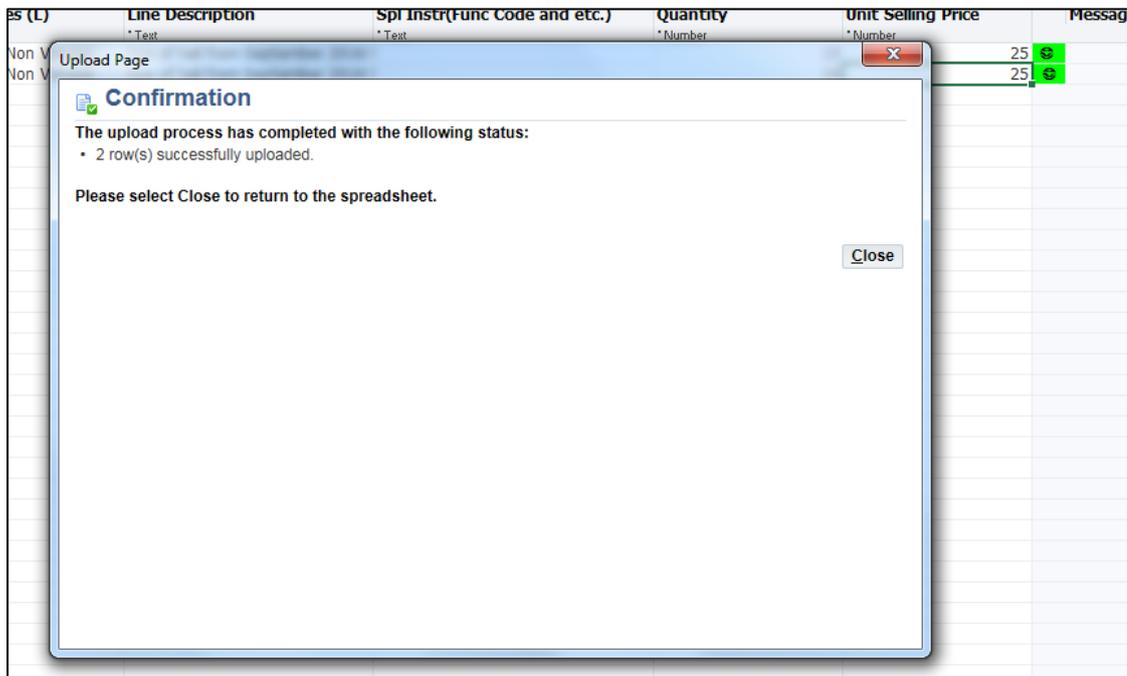
2.3.6 If there is missing or incorrect data, a red frowning face will appear with message of what is wrong. The cell with the error will be marked in red in the top right corner. Nothing will be uploaded.



The value that is given in the cell where the error occurs is as follows:

If Error exists in:	Then it will give error message as follows:
C Column – Customer	C1
D Column – School/Department	C2
E Column – Type of Service	C3
F Column – Line Description	C4
G Column – Spec Instructions	C5
H Column – Quantity	C6
I Column – Amount	C7

2.3.7 Correct data and upload again. The green smiley faces will be displayed.



2.3.8 Save the excel document on your PC (**File > Save As**) as a record.

2.3.9 Close windows and exit Oracle by closing all forms.

2.4 Opening Oracle from a saved copy of the form

- 2.4.1 Open a blank form and save a copy of it before it is use – you will need to do **File > Save As** and save onto your PC. This can be used for the next time you need to complete a form.
- 2.4.2 Close windows and exit Oracle by closing all forms.
- 2.4.3 Next time you need to use the form, open the blank copy, and enter customer name by double clicking in Cell C5. You will be prompted to log into Oracle.
- 2.4.4 Enter your user name and password and click on Login.

ORACLE

User Name

Password

Login
Cancel

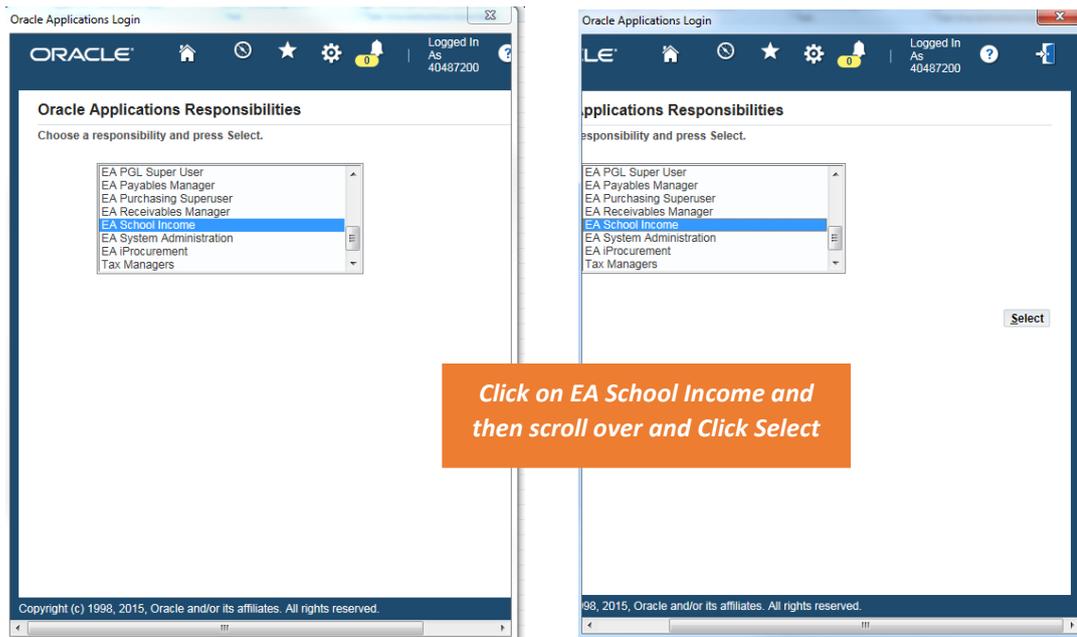
[Login Assistance](#)
[Register here](#)

Accessibility
None

Language
English

Enter user name and password and click Login

- 2.4.5 Click on EA School Income from the list shown, and click on Select – if you can't see this, you will need to scroll over to the right.



2.4.6 The form can be completed and uploaded.

2.4.7 Save a copy by File > Save As. This will allow the spreadsheet to be saved without overwriting the blank copy.

2.5 Different ways to upload invoices

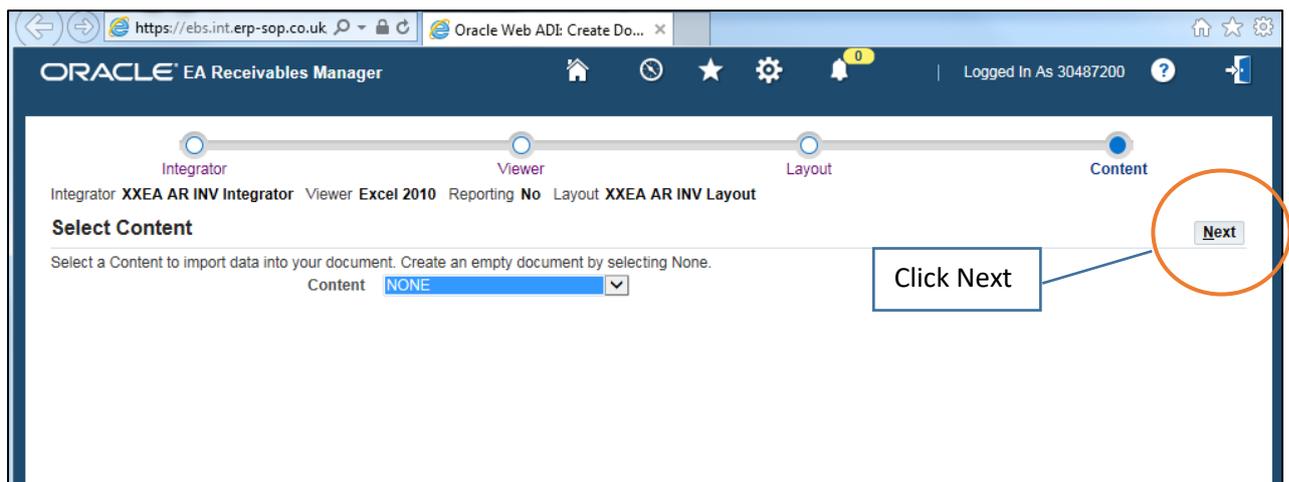
The form functionality is described in the table below. Please note that all lines to be uploaded will be automatically flagged (Column B). Once uploaded, the row will no longer be flagged, and therefore will not be uploaded again. Only flagged rows will be uploaded.

Income form lines (rows)	Action	Result
More than one line Customer Name and School/Department are different	Enter lines and upload all at the same time – all lines will be flagged for upload	An invoice for each line
More than one line Customer Name and School/Department are the same	Enter lines and upload at the same time – all lines will be flagged for upload	One invoice with multiple lines
More than one line Customer Name and School/Department are the same but want to print separate invoices	Enter and upload first line (row 5) – once uploaded the row will no longer be flagged Then enter and upload second line (row 6) without closing form – only this row will be flagged for upload Note: Ensure that only the row to be uploaded is flagged	One invoice for each line
One invoice needed to be split between more than one cost centre	Enter one line with one Customer Name and one School/Department Type the instructions to split between other cost centres in Special Instructions (Column G) Upload as one line	One invoice will be created AR staff will amend the distributions (cost centres)

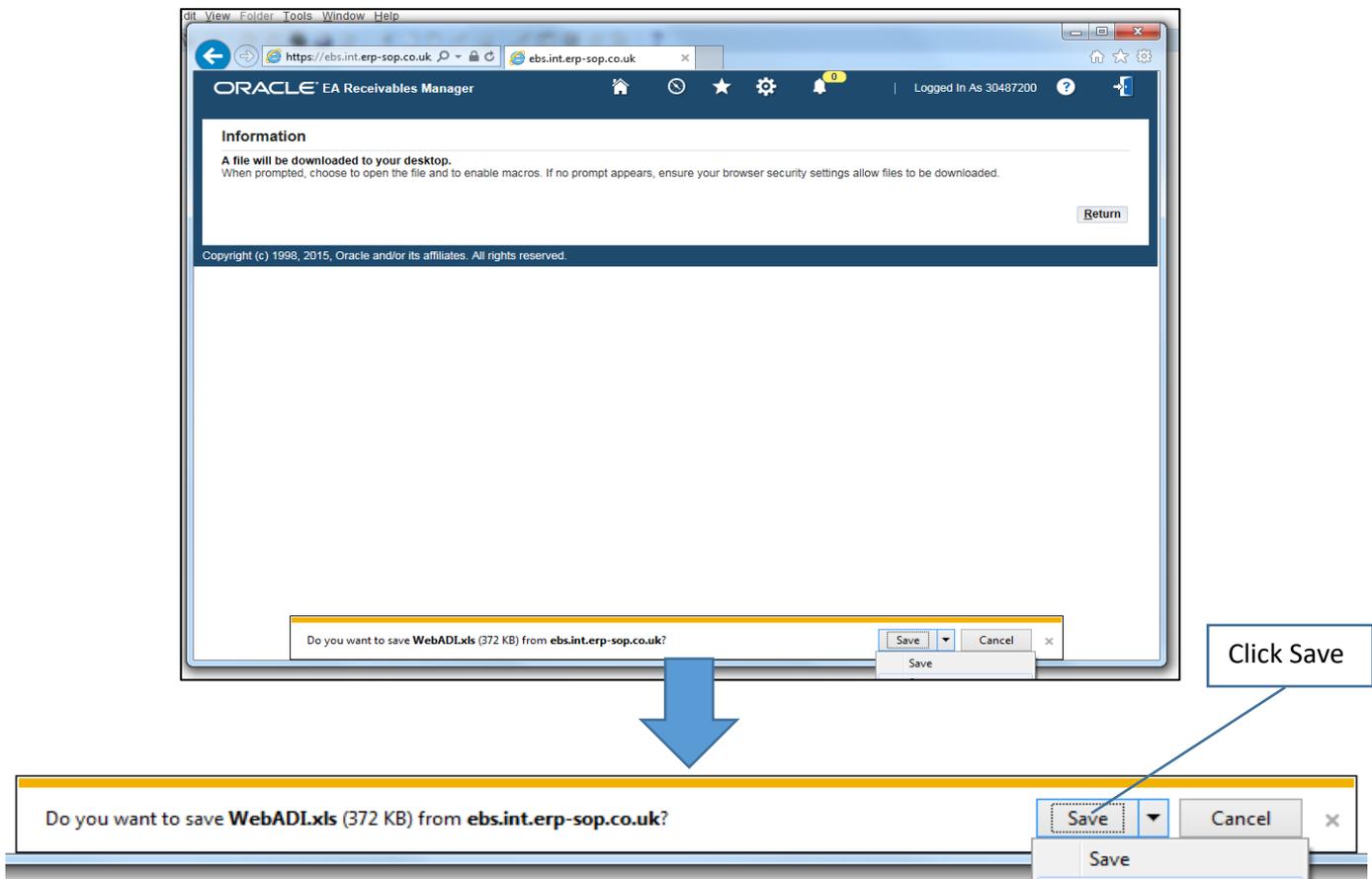
Chapter 3: Using the Income form for lodgements

3.1 Opening the form

- 3.1.1 Click on **EA General Income** or **EA School Income** from your list of responsibilities. The following screen will appear.



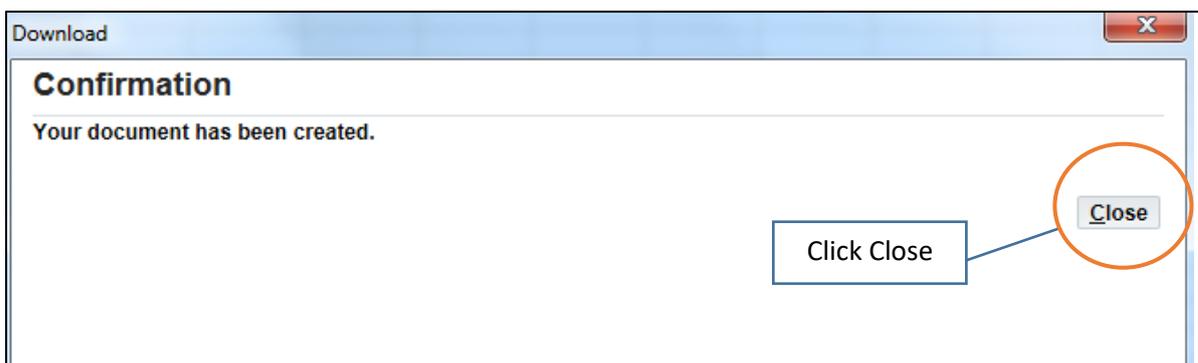
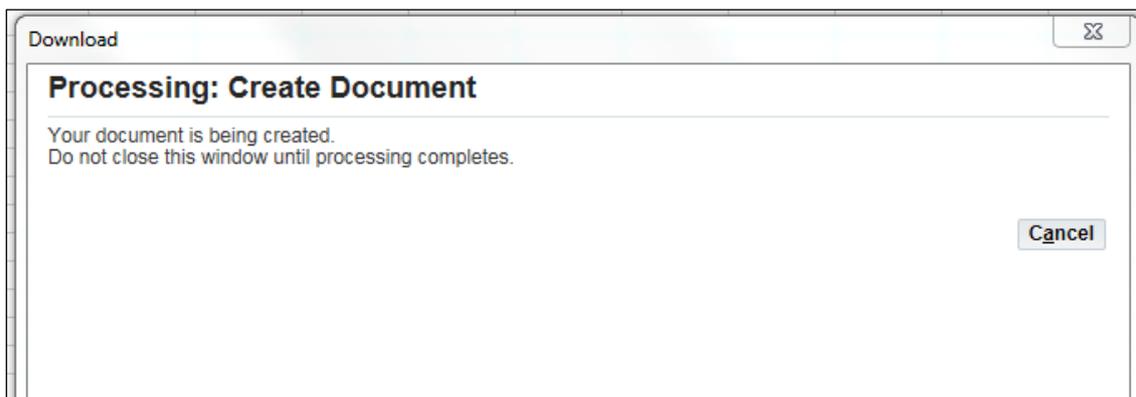
- 3.1.2 Keep content as None and click **Next**. The following screen will appear.



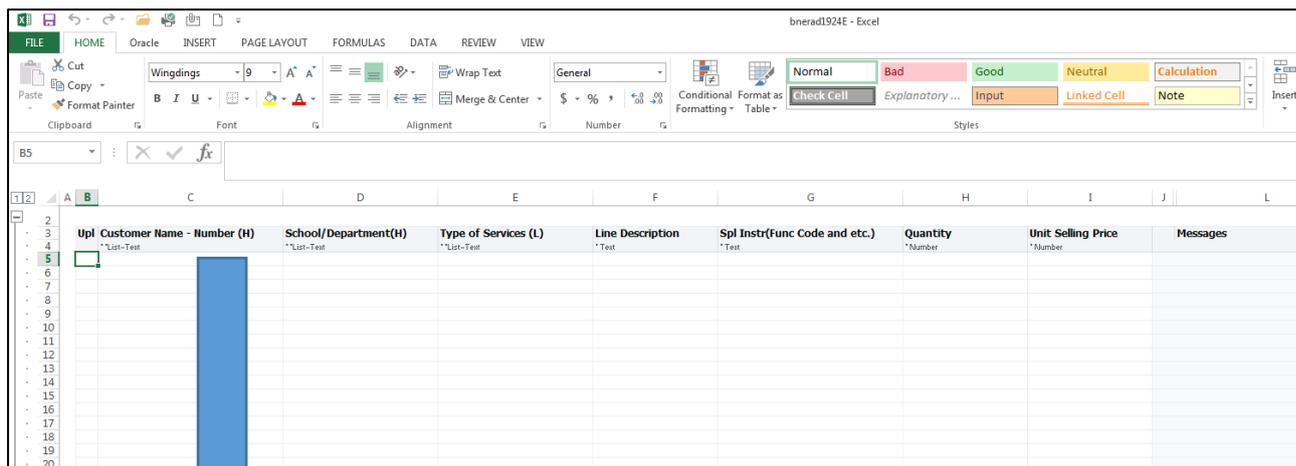
- 3.1.3 Click **Save** (this will save the excel web adi form to your 'Downloads' folder which can later be deleted) or Save As to choose the folder to save this to – you can have a folder set up specifically to save to. The form will not work unless you save it first.



- 3.1.4 Click **Open** – the document will take a moment to be created so wait until the confirmation message is displayed.



- 3.1.5 Click **Close**. The excel form will open as shown below.



Headings explained

Column	Name	Description of column
A	None	No functionality – leave blank
B	Upl	<p>**No need do anything with this column**</p> <p>A flag is automatically entered when any data in that row is populated Once uploaded, the flag will disappear – the system will only upload flagged rows</p>
C	Customer Name – Number	Select from the list what school/department is making the lodgement – search by cost code or name
D	School/Department	The cost code who will be credited with the income – search by cost code
E	Type of Services	The income finance code – search by description (where did the money come from?). See Section 6 for full list.
F	Line Description	Enter additional information manually This should include the lodgement slip number
G	Spl Instr(Func Code...)	Only enter if AR staff need to know anything specific
H	Quantity	Enter as 1
I	Unit Selling Price	Enter amount (no pound sign)
J	Blank	<p>This will display green smiley if upload successful This will display a red angry face if there are errors and the line cannot be uploaded.</p>
L	Messages	If there are errors, the column that the error exists in will be stated

3.2 Entering data on form

The first 3 columns need to be selected the following from the drop down menus.

Customer name	This is the school/department making the lodgement and will be preceded by GENINC. Best result to search by cost code. Select ' GENINC + your school/dept ' from list – if this is not found please contact your local Cashiers office.
School/Department	Double click into cell search using % followed by cost code.
Type of Service	Double click into cell search using % followed description of type of income

HOW TO SEARCH FOR THE CORRECT DATA

Make your selection from each list by highlighting what you want and then selecting it:

The screenshot shows the Oracle Web ADI interface for searching customer names. It includes a search bar with a dropdown menu set to 'CustomerName_Num' and a text field containing '%20568'. A 'Go' button is next to the text field. Below the search bar, the 'Results' section shows 'Results table contains 1 items.' and a table with one row: 'GENINC-20568 KESH PS -> 5716 -> CREVENISH ROAD'. The 'Select' button in the 'Select Item' row is highlighted, and the table row is also highlighted. Three callout boxes provide instructions: (1) Search by using % plus your cost code (or part of the school name), (2) Click on button to highlight, and (3) Click on Select.

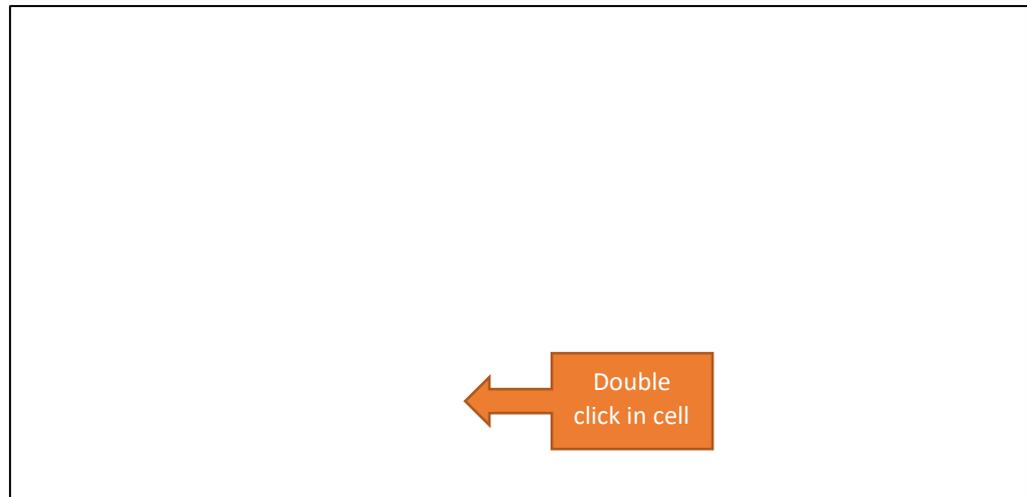
(1) Search by using % plus your cost code (or part of the school name)

(2) Click on button to highlight

(3) Click on Select

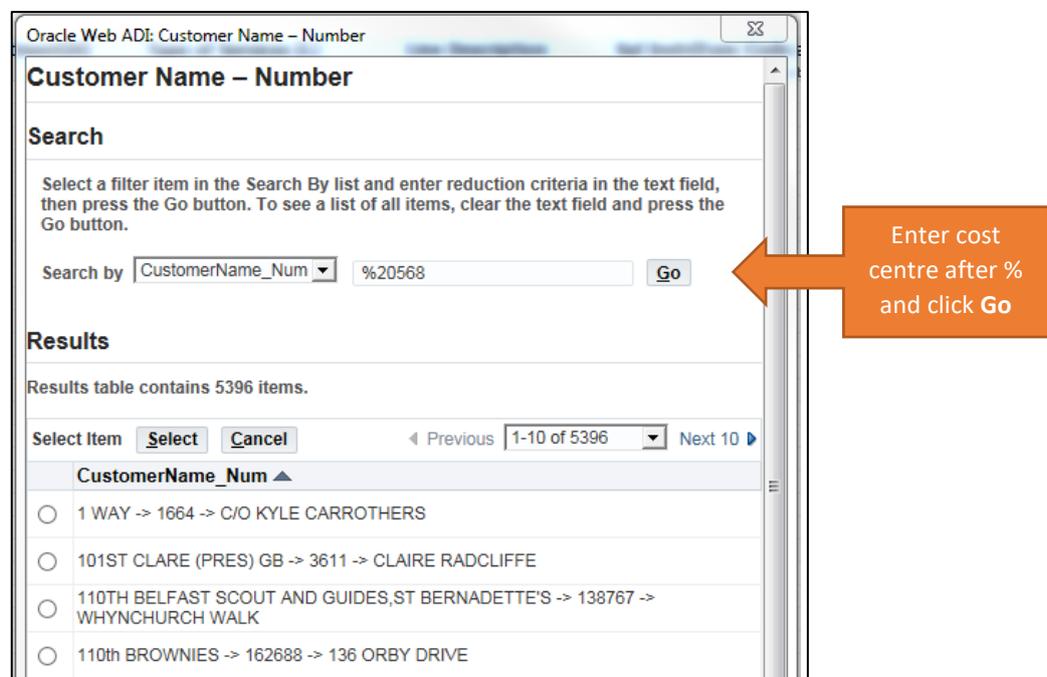
CUSTOMER

- 3.2.1 Double click on first cell of the customer (Cell C5) to open 'Customer Name – Number' search screen.



- 3.2.2 Enter your 5 digit cost centre after the % to search for yourself.

If you are not on the list in the format: GENINC FOLLOWED BY YOUR COST CENTRE, contact cashiers-armagh@eani.org.uk.



Oracle Web ADI: Customer Name – Number

Customer Name – Number

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by

Results

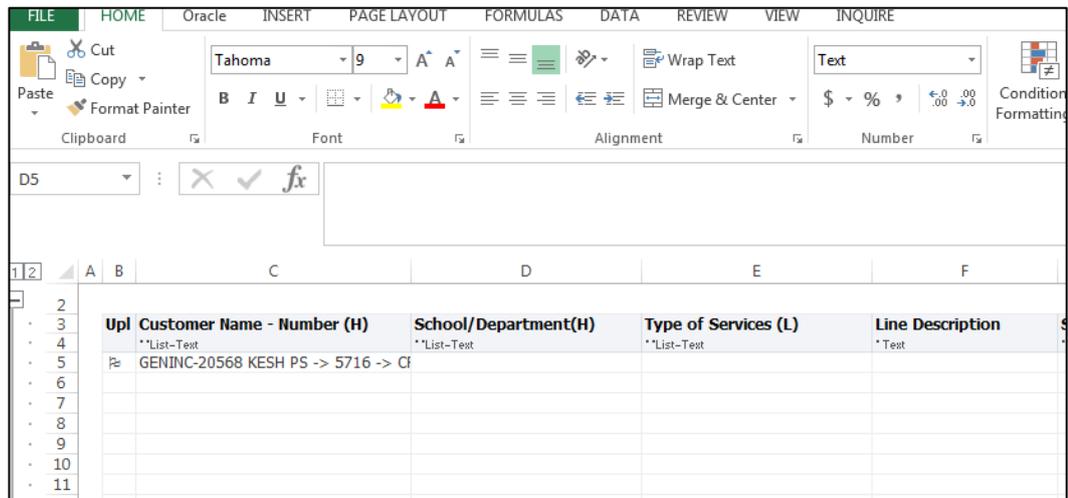
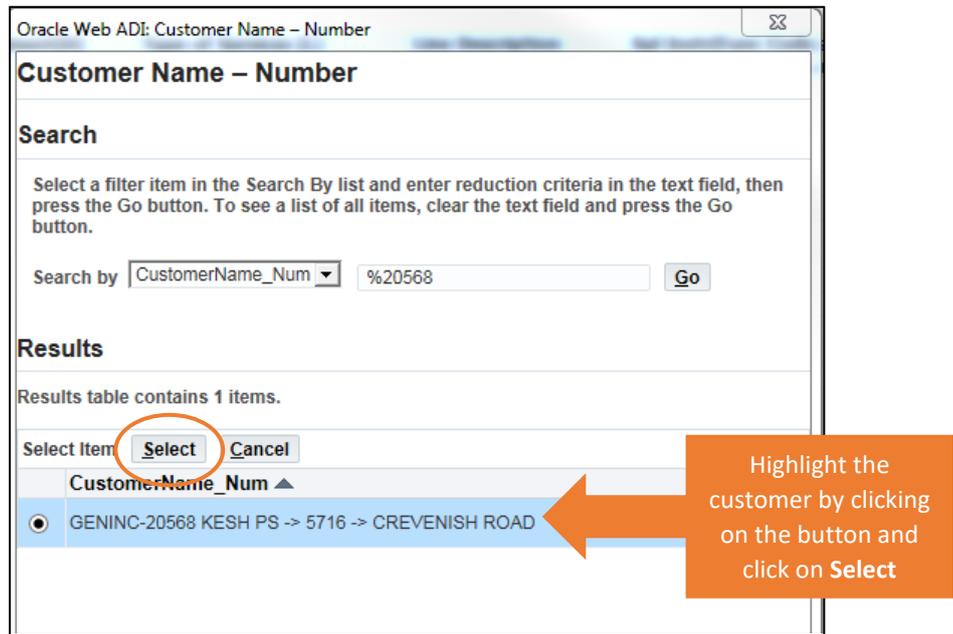
Results table contains 5396 items.

Select Item ◀ Previous 1-10 of 5396 Next 10 ▶

CustomerName_Num ▲
<input type="radio"/> 1 WAY -> 1664 -> C/O KYLE CARROTHERS
<input type="radio"/> 101ST CLARE (PRES) GB -> 3611 -> CLAIRE RADCLIFFE
<input type="radio"/> 110TH BELFAST SCOUT AND GUIDES,ST BERNADETTE'S -> 138767 -> WHYNCURCH WALK
<input type="radio"/> 110th BROWNIES -> 162688 -> 136 ORBY DRIVE

- 3.2.3 Click Go. The search will call back your school/department starting with the word GENINC.

3.2.4 Choose customer and click Select. The customer name and number will be displayed on the excel form.



SCHOOL/DEPARTMENT

- 3.2.5 Double click on first cell of the School/Department (Cell D5) to open the Sales Person search screen.

Oracle Web ADI: Sales Person

Sales Person

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Sales_Person % Go

Results

Results table contains 1183 items.

Select Item Select Cancel | Previous 1-10 of 1183 Next 10

Select	Sales_Person ▲
<input type="radio"/>	20002 - THE ACADEMY NS
<input type="radio"/>	20003 - ARELLIAN NS
<input type="radio"/>	20004 - ASHGROVE NS NEWTOWNARBEY

- 3.2.6 Enter your 5 digit cost code after %.

Oracle Web ADI: Sales Person

Sales Person

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by Sales_Person %20568 Go

Results

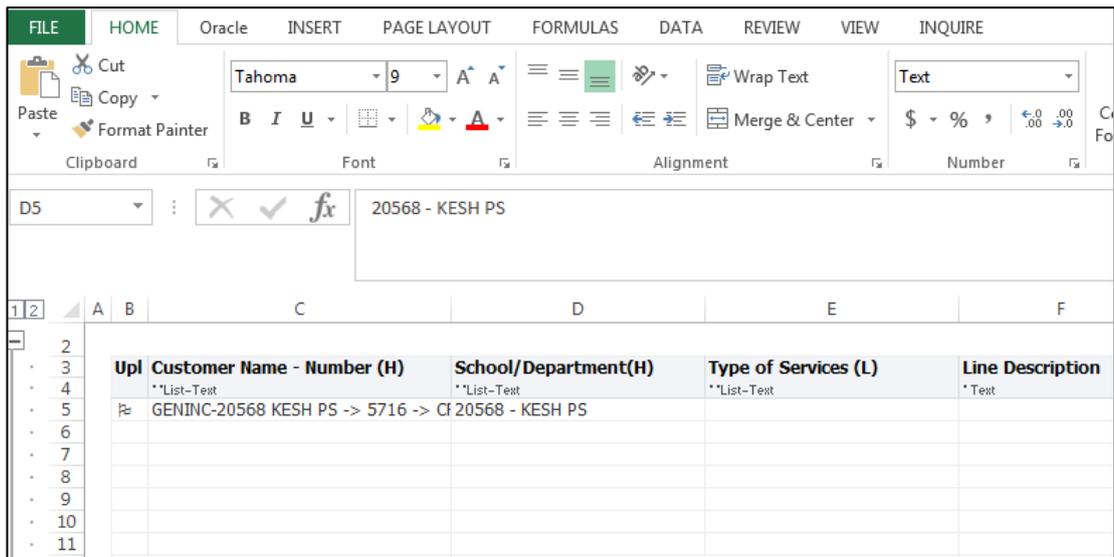
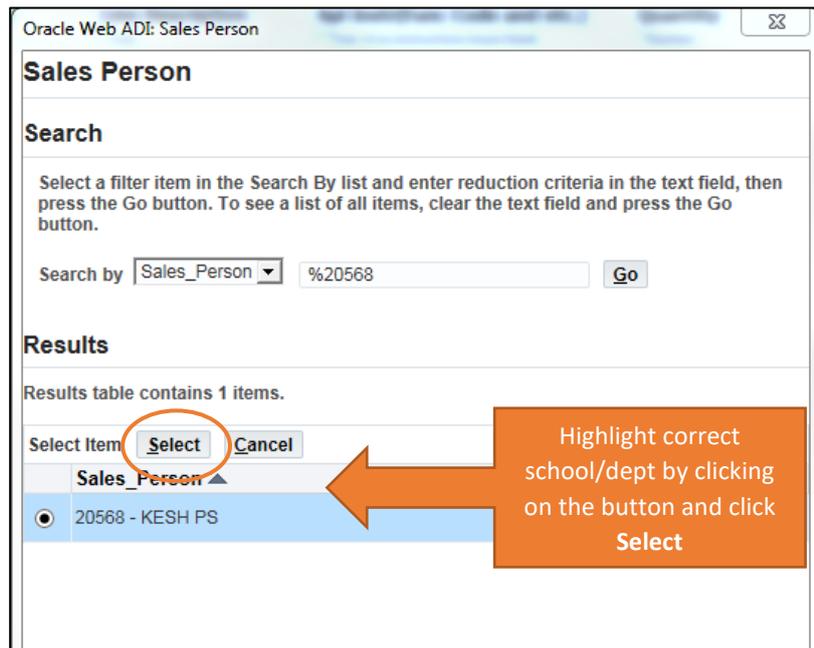
Results table contains 4793 items.

Select Item Select Cancel | Previous 1-10 of 4793 Next 10

Select	Sales_Person ▲
<input type="radio"/>	10002 - BOARD MEMBERS
<input type="radio"/>	10003 - CHIEF EXECUTIVES OFFICE

- 3.2.7 Click Go. The search will call back your school/department.

3.2.8 Choose name and click Select. The school/department will be displayed on the form.



IF YOUR SCHOOL/DEPARTMENT IS NOT ON THE LIST, email cashiers-armagh@eani.org.uk with the details.

TYPE OF SERVICES

3.2.9 Double click on first cell of the Type of Services (Cell E5) to open the Sales Person search screen.

The screenshot shows an Oracle spreadsheet with the following data in the 'Type of Services' column:

Upl	Customer Name - Number (H)	School/Department(H)	Type of Services
	GENINC-20568 KESH PS -> 5716 ->	CT 20568 - KESH PS	

The search screen displays the following information:

Search

Select a filter item in the Search By list and enter reduction criteria in the text field, then press the Go button. To see a list of all items, clear the text field and press the Go button.

Search by: **Type_of_Services** % **Go**

Results

Results table contains 72 items.

Select Item **Select** **Cancel** | Previous 1-10 of 72 Next 10

Select **Type_of_Services** ▲

- Administrative Charges Income
- Assist Car Purch Scheme - Interest Received

3.2.10 Enter search criteria after %.

The search screen shows the search criteria entered:

Search by: **Type_of_Services** %donation **Go**

Results

Results table contains 57 items.

Select Item **Select** **Cancel**

Select **Type_of_Services** ▲

- Access NI Costs
- Administrative Charges Income
- After Schools Club (non extended schools)
- Assisted Instrument Purchase Scheme (AIPS)

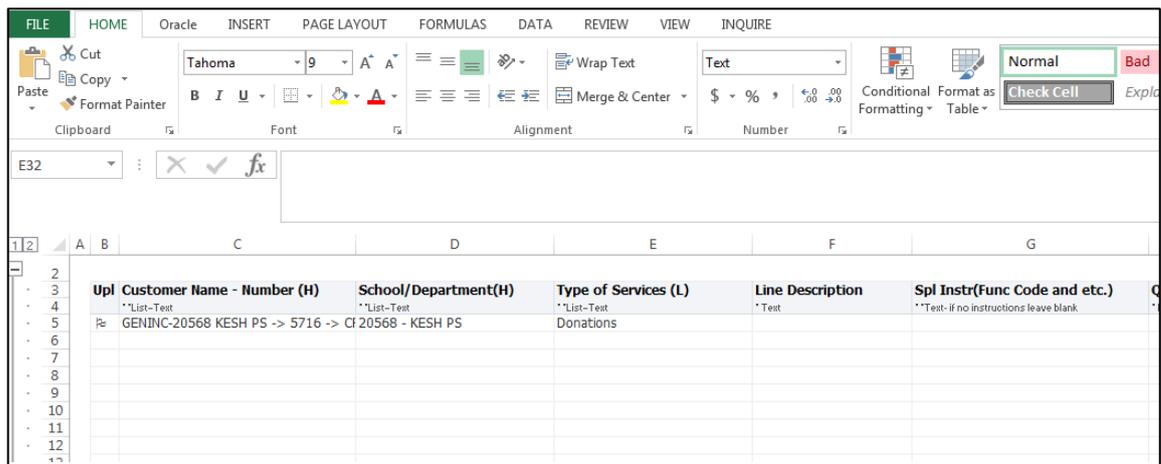
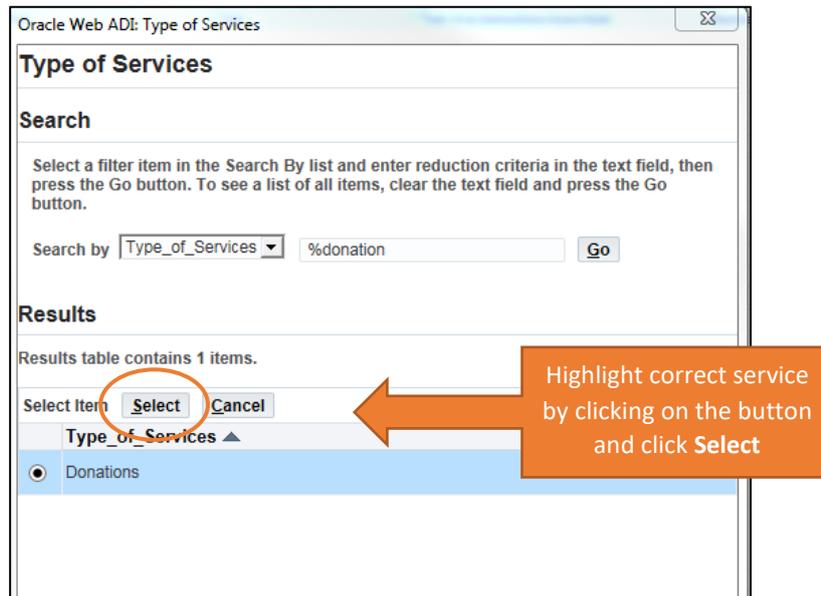
Enter search criteria after % and click Go

E.g.s:

- For money donated from the PTA for equipment, search for %donations.
- For extended school income, search for %extend.
- For hire of hall/gym search for %facilities. Please ensure you choose the correct VAT status from the list

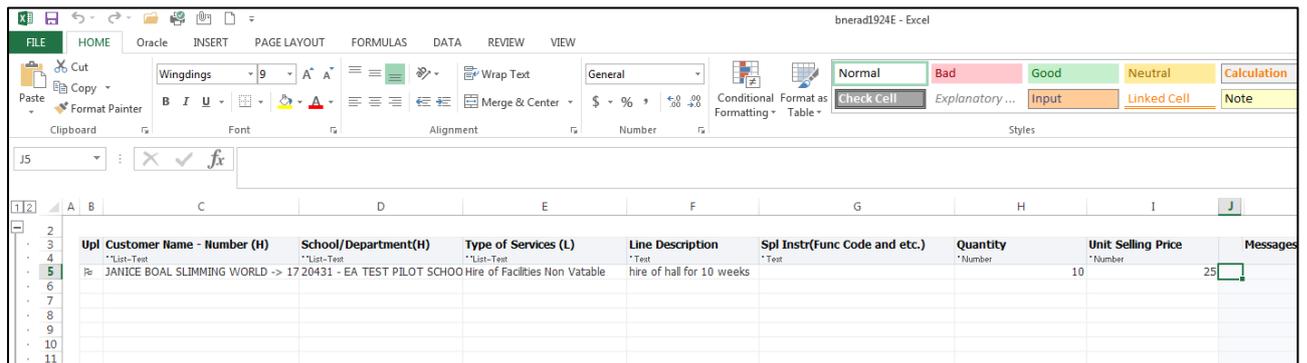
3.2.11 Click Go. The search will call back any services meeting the criteria.

3.2.12 Choose Type of Service and click Select. The Type of Services will be displayed on the form.



3.2.13 Enter the following fields as follows:

Line Description	Enter details – this is what will appear on DTR report beside the income line. This should include the lodgement slip number.
Spl Instr (Func Code and etc.)	Enter details of any information you need EA Staff to be aware of. This could be use of a function code, etc. For lodgements this would be usually be left blank.
Quantity	Enter 1 for one lodgement
Unit Selling Price	Enter amount of lodgement
Messages	Leave blank (do not enter anything)

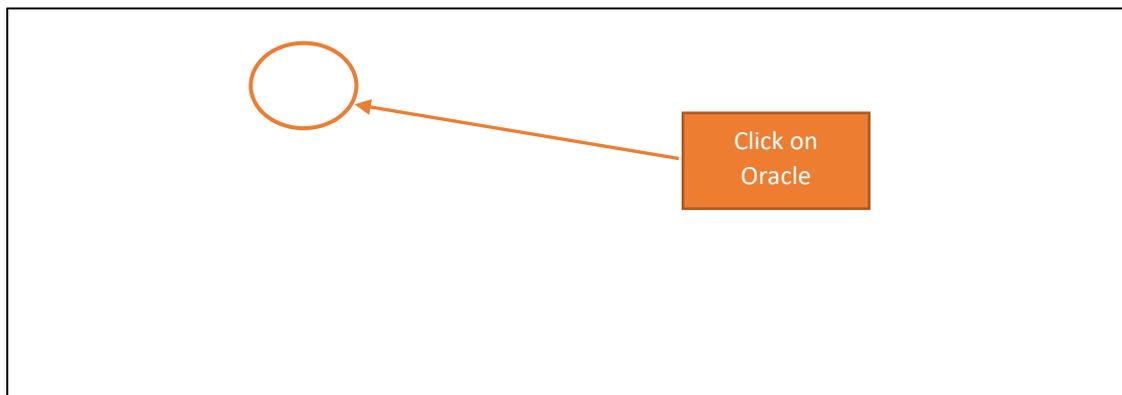


The screenshot shows an Excel spreadsheet with the following data:

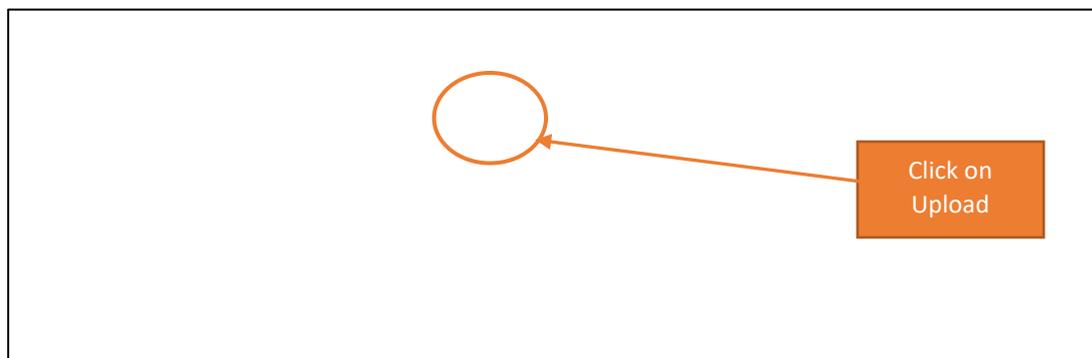
Upl	Customer Name - Number (H)	School/Department(H)	Type of Services (L)	Line Description	Spl Instr(Func Code and etc.)	Quantity	Unit Selling Price	Messages
Re	JANICE BOAL SLIMMING WORLD -> 17 20431 - EA TEST PILOT SCHO	Hire of Facilities Non Vatable	hire of hall for 10 weeks			10	25	

3.3 Upload the form

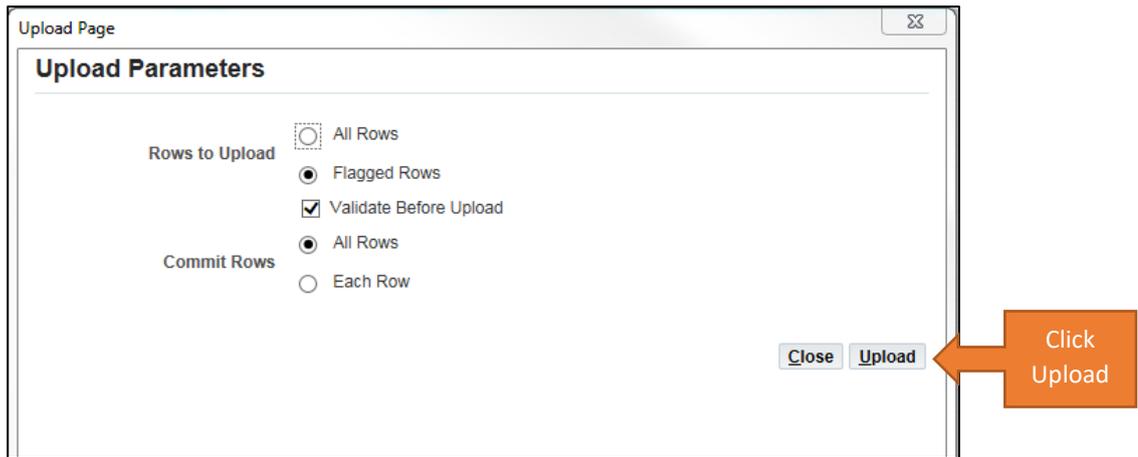
3.3.1 Click on Oracle tab at top of document.



3.3.2 Click on Upload.

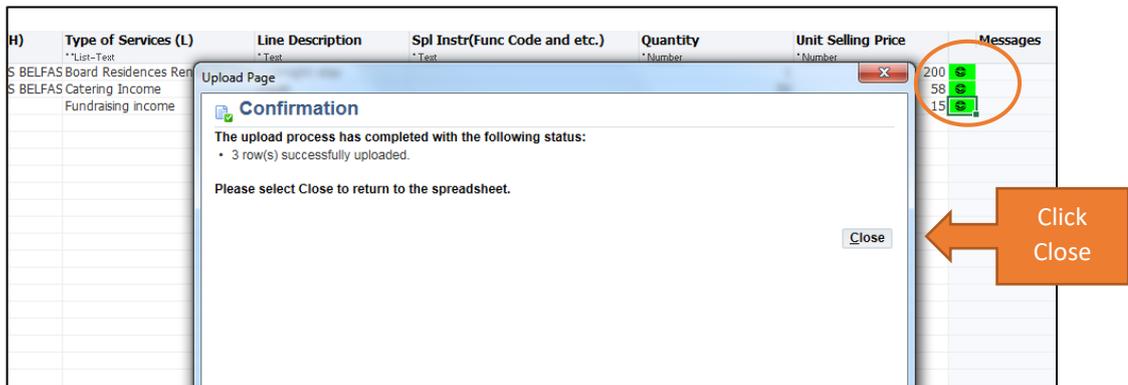


3.3.3 The following screen will appear. Leave all the parameters as they are and click Upload.

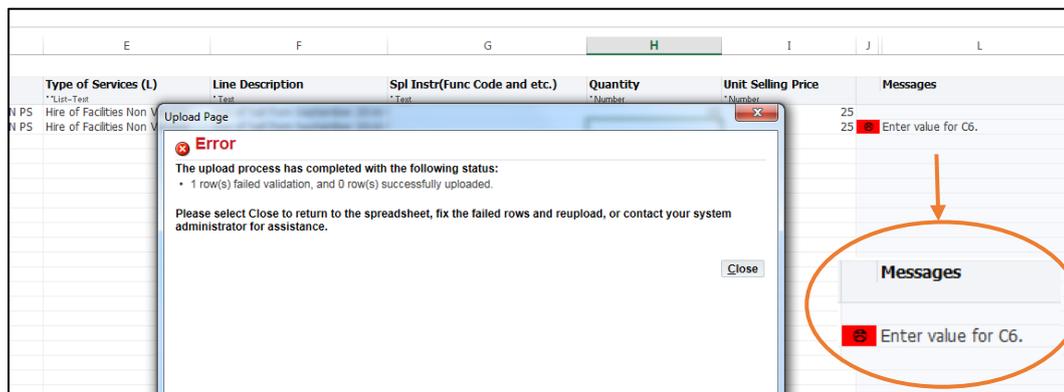


3.3.4 Confirmation will be received. Ensure there are green smiley faces in the Messages column.

3.3.5 Click Close.



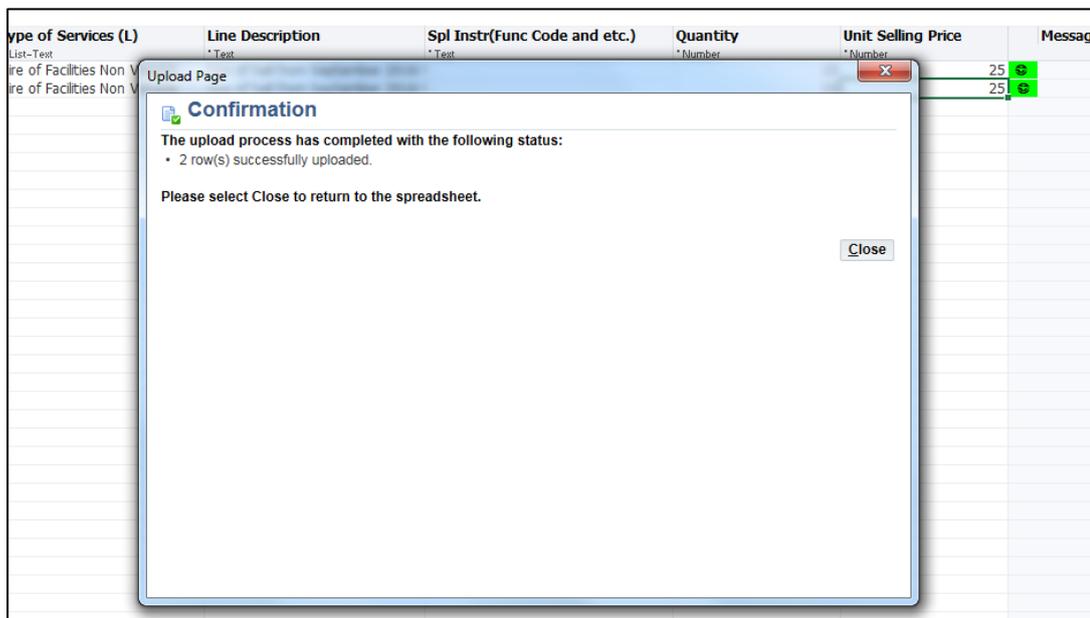
3.3.6 If there is missing or incorrect data, a red frowning face will appear with message of what is wrong. The cell with the error will be marked in red in the top right corner. Nothing will be uploaded.



The value that is given in the cell where the error occurs is as follows:

If Error exists in:	Then it will give error message as follows:
C Column – Customer	C1
D Column – School/Department	C2
E Column – Type of Service	C3
F Column – Line Description	C4
G Column – Spec Instructions	C5
H Column – Quantity	C6
I Column – Amount	C7

3.3.7 Correct data and upload again.



3.3.8 Save the excel document on your PC (**File > Save As**) as a record.

3.3.9 Close windows and exit Oracle by closing all forms.

3.4 Different ways to upload income lines

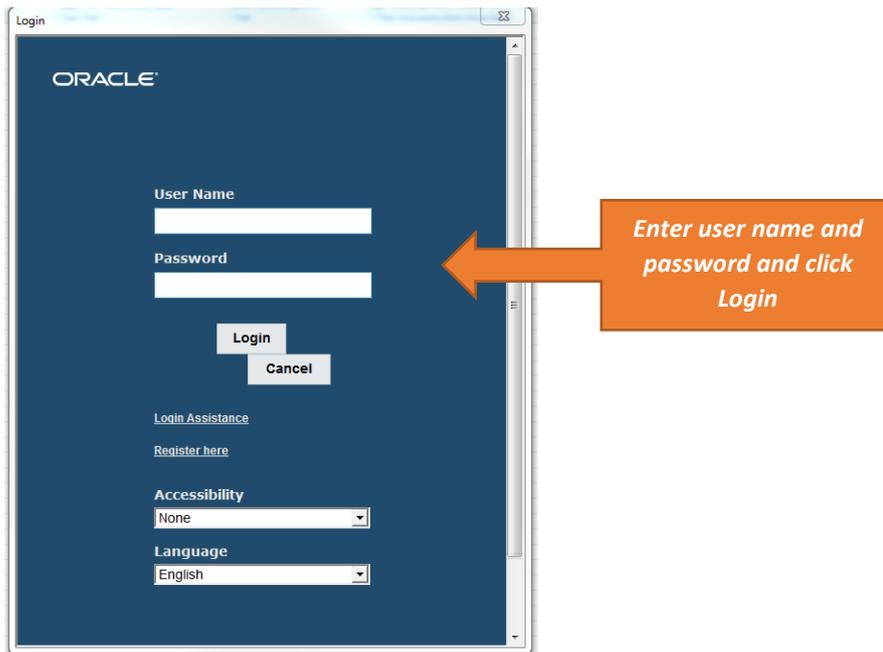
The form functionality is described in the table below.

Please note that all lines to be uploaded will be automatically flagged (Column B). Once uploaded, the row will no longer be flagged, and therefore will not be uploaded again. Only flagged rows will be uploaded.

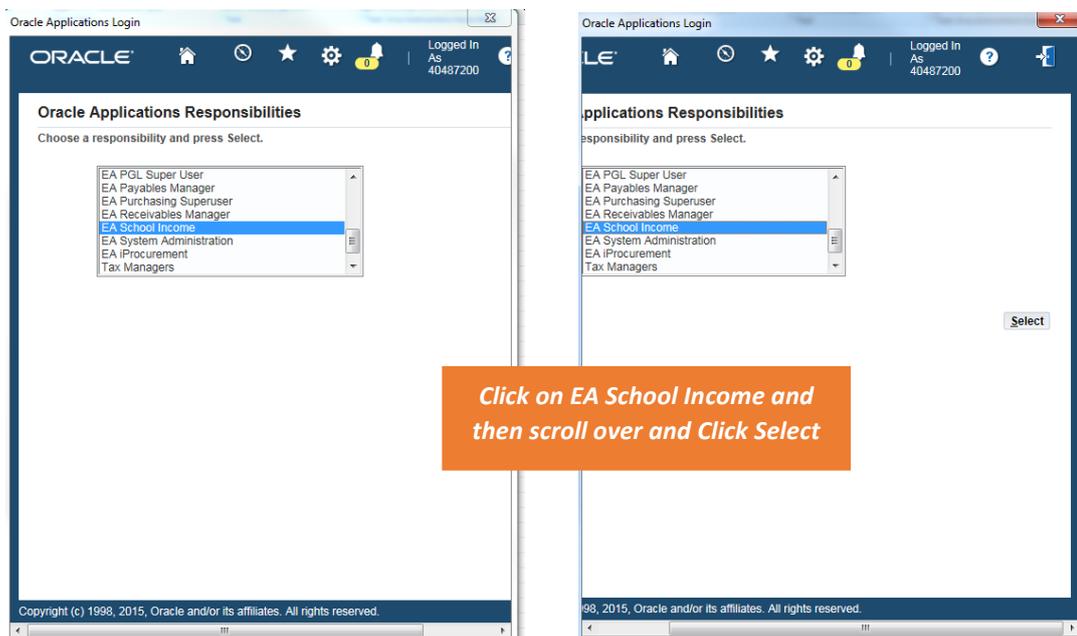
Income form lines (rows)	Action	Result
For one lodgement One lodgement for one type of income	Enter one line (row 5) and upload	One record in the finance system
For more than one lodgement Each lodgement to have a separate record to match to bank lodgements	Enter and upload first line (row 5) – once uploaded the row will no longer be flagged Then enter and upload second line (row 6) without closing form – only this row will be flagged for upload Note: Ensure that only the row to be uploaded is flagged	One record will be produced for each line
One lodgement for multiple types of income Type of Services different for each line	Enter a line for each Type of Service Enter amount for each type – the total amount (all lines added together) will equal total amount of lodgement Upload all lines at the same time (all rows will be flagged)	One record in the finance system

3.5 Opening Oracle from a saved copy of the form

- 3.5.1 Open a blank form and save a copy of it before it is use – you will need to do **File > Save As** and save onto your PC. This can be used for the next time you need to complete a form.
- 3.5.2 Close windows and exit Oracle by closing all forms.
- 3.5.3 Next time you need to use the form, open the blank copy, and enter customer name by double clicking in Cell C5. You will be prompted to log into Oracle.
- 3.5.4 Enter your user name and password and click on Login.



- 3.5.5 Click on EA School Income from the list shown, and click on Select – if you can't see this, you will need to scroll over to the right.



- 3.5.6 The form can be completed and uploaded.

- 3.5.7 Save a copy by **File > Save As**. This will allow the spreadsheet to be saved without overwriting the blank copy.

Chapter 4 Types of Service

The following is the list of items in Types of Service available at time of this user guide. You should search by Name (Column 1 below), not finance code.

Enter additional details on the Line Description field on the income form.

For invoices, the Type of Income + Line Description will be printed on the invoice.

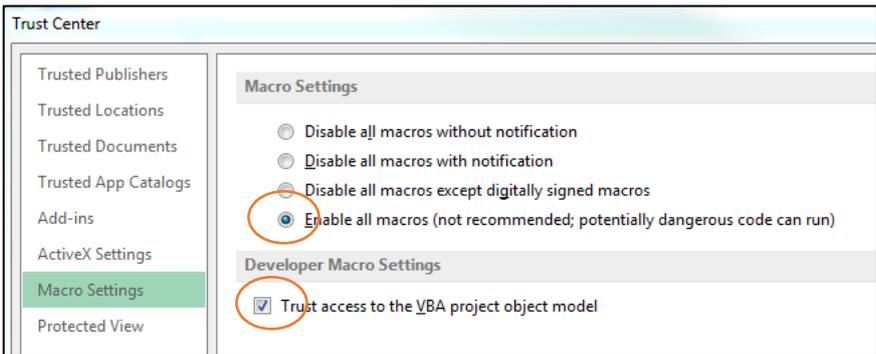
For lodgements, the Line Description will appear on the school DTR report on the income finance code line.

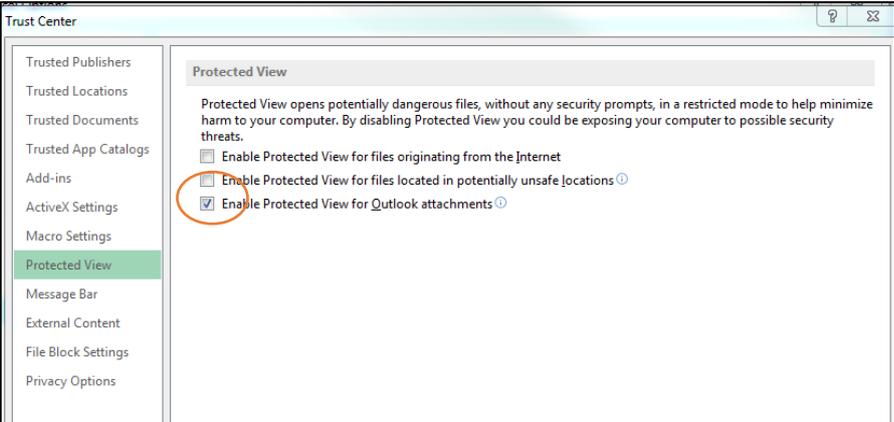
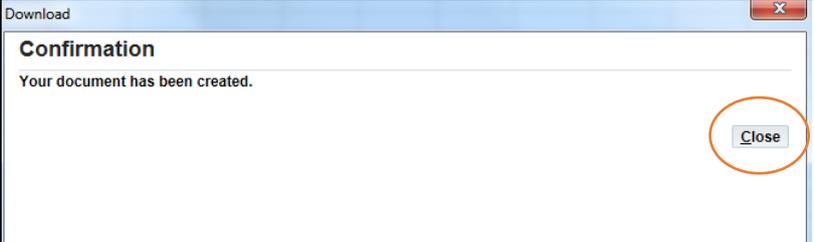
NAME (as appears on income form)	FINANCE CODE	FINANCE CODE DESCRIPTION (as appears on budget reports)
Access NI Costs	1130	Recovery of Access NI costs
Administrative Charges Income	1060	Administrative Charges
After Schools Club (non extended schools)	1132	After Schools Income
Assisted Instrument Purchase Scheme (AIPS)	1123	Assisted Instrument Purchase Scheme
Catering Income - External functions (Vatable)	1016	Functional Catering - External income only
Commissions Received	1030	External sales revenue
Concert Income	1051	Concerts Etc Income
Donations	1157	Donations
Duke of Edinburgh/Joint Award Initiative Packs	1025	Sale of Publications
EA Residences Rental Income	1102	Board Residences Rental Income
Examination Fees Income	1053	Exam Fees Income
Extended Schools Income	1129	Extended Schools income
Fundraising Income	1156	Fundraising income
Grant Income	1155	Grant from Sundry Bodies Income
Hire of Equipment to Non-Pupils	1052	Hire of Musical Instruments and other Equipment income
Hire of Equipment to Pupils	1052	Hire of Musical Instruments and other Equipment income
Hire of Facilities (Non VAT)	1101	Letting Of Halls,Rooms,Swim Pools, etc
Hire of Facilities (VAT)	1101	Letting Of Halls,Rooms,Swim Pools, etc
Hire of Vehicles (Non VAT)	1057	Hire of Vehicles (external) income
Hire of Vehicles (VAT)	1057	Hire of Vehicles (external) income
Income From Non-Vocational Training Courses	1062	Training Income
Income From Vocational Training Courses	1062	Training Income
Legal Fees Income	1063	Legal Fees Income
Legal Services Provision	1063	Legal Fees Income
Maps & Atlas Sales	1128	Recovery of Costs
Music Accessory Sales	1052	Hire Of Musical Instruments
Orchestra Membership Fees Income	1070	Orchestra Membership Fees
Payroll Overpayments to Staff	1131	Recovery of Payroll overpayments
Printing & Photocopying - Books/Booklets/Leaflets	1065	Charges - Private usage incl Phone Calls and photocopying - income
Printing & Photocopying - Exam Booklets	1065	Charges - Private usage incl Phone Calls and photocopying - income

NAME (as appears on income form)	FINANCE CODE	FINANCE CODE DESCRIPTION (as appears on budget reports)
Printing & Photocopying - Posters, Photocopies	1065	Charges - Private usage incl Phone Calls and photocopying - income
Recovery of Cleaning Costs	1133	Recovery of Cleaning Costs
Recovery of Maintenance Costs	1134	Recovery of Maintenance Costs
Recovery Of Non-Payroll Costs (Non VAT)	1128	Recovery of Costs
Recovery Of Non-Payroll Costs (VAT)	1128	Recovery of Costs
Recovery of Payroll Costs (Non VAT)	1135	Payroll Recoupment Income
Recovery of Payroll Costs (VAT)	1135	Payroll Recoupment Income
Recovery of Student Award Overpayments	1136	Recovery of Student Award overpayments
Renewable Energy Income (Non VAT)	1158	Renewable Energy Income
Renewable Energy Income (VAT)	1158	Renewable Energy Income
Residential Charges Income (Non VAT)	1056	Residential Charges Income
Residential Charges Income (VAT)	1056	Residential Charges Income
Sale Of 1/3 Pints Of Milk (EU Subsidy)	1019	Sale Of 1/3 Pints Of Milk (EEC Subsidy)
Sale of Educational Materials/Resources to Pupils	1030	External sales revenue
Sale of Meals Income - Non Pupils	1012	Sale of Meals - Employees
Sale of Meals Income - Pupils	1011	Sale of Meals
Sale of Snacks/Breaks/Cash Cafeteria Food	1013	Sale of Snacks
School Trips	1054	Tuition Fees Income
SLA Income Libraries	1127	SLA Income Libraries
Swimming Lessons	1054	Tuition Fees Income
Telephone/Fax Income from Private Usage	1065	Charges - Private usage incl Phone Calls and photocopying
Tuition Fees Income	1054	Tuition Fees Income
Tuition Fees Income (EA Centres)	1058	Tuition Fees Income (EA Centres)
Uniform Sales (Branded)	1030	External sales revenue
Uniform Sales (Non-Branded & Age <14)	1030	External sales revenue
Uniform Sales (Non-Branded & Age 14+)	1030	External sales revenue
Vending Machine Sales	1018	Vending Machine Sales
Washing Machine/Tumble Dryer Income	1128	Recovery of Costs
Wayleaves Income	1103	Wayleaves&Sites - Rental income

Chapter 5 Troubleshooting

5.1 Table of issues

Online help	
EA website for user guides, training videos and forms	https://www.eani.org.uk/school-management/school-finance/integrated-financial-system In the above web page, click on 'EA Income Form User Guide' to open the user guide.
Issue	Resolution
1. I am not set up as a user in Oracle	Set up forms need to be completed and sent to iFS team. These forms are on the EA website; set up time is approx. 5 working days. Form names: <ul style="list-style-type: none"> – User Setup Request Form – School Principal – User Setup Request Form – School based staff excl Principal – User Setup Request Form – Non school based staff
2. I do not have EA School Income in Oracle	The responsibility needs to be added by the IFS team. Please complete the form and return to iFS or phone iFS on 90566478. Form name: Amend User Access Request Form
3. Error message in Oracle	The internet settings are most likely the cause of this and should be referred to the local IT office (or C2K for schools)
4. Income Form does not open – run time error	Excel settings need to be enabled for macros <u>School</u> settings should be ok (see screen shots below for correct settings), but if macros are not enabled, contact C2K to get this amended <u>EA staff</u> can change their own: File > Options > Trust Center > Trust Center Settings > Macro Settings <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Tick: 1) Enable all macros 2) Trust Access </div> 

<p>Additional setting for Belfast region Enable Protected View</p>	<p>Additional settings for some EA Belfast users – untick the top two boxes</p> 
<p>5. Form has opened but cannot be clicked into (non responsive)</p>	<p>The confirmation message has not been closed.</p>  <p>If this confirmation message was not received, please see section 5.2 below.</p>
<p>6. Form is downloaded but there are no buttons in the Oracle tab #1</p>	<p>The form has not downloaded properly – this is most likely to be an issue with the configuration of some of the school C2K PCS.</p> <p>Save a copy of the form to a folder on your PC (File > Save As). Then close down Oracle, and open the saved excel document. As soon as you start using the pick lists (customer name, school/dept and types of service) you will be asked to log into Oracle. This will then make the form ‘active’ and the Oracle upload button should be available.</p>
<p>7. Form is downloaded but there are no buttons in the Oracle tab #2</p>	<p>The form will time out (currently after 15 mins) and the user will have to log on again. The form can be saved into a personal folder (File > Save As) and then reopened as above. The buttons should be active.</p>
<p>8. The upload button has been clicked, but nothing happens</p>	<p>When the last cell has been entered (usually the amount) ensure it is entered properly.</p> <p>You can do this by either clicking ‘enter’ or return when the last cell has been entered, or click into any other cell.</p> <p>If this does not work, try reselecting one of the first 3 columns again.</p>

9. Error message when trying to upload

The value that is given in the cell where the error occurs is as follows:

If Error exists in:	Then it will give error message as follows:
C Column – Customer	C1
D Column – School/Department	C2
E Column – Type of Service	C3
F Column – Line Description	C4
G Column – Spec Instructions	C5
H Column – Quantity	C6
I Column – Amount	C7

A red triangle will be shown in the cell that is incorrect:

C2 = error occurs in D column



Cell with error has red triangle in top right corner



Check the following:

The first three columns (Columns C, D and E) need to be selected from search screen (not typed in).

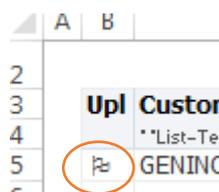
Line description, Quantity and Unit Selling Price must all be completed.

When entering amount/price, only numbers to be used (no pound sign).

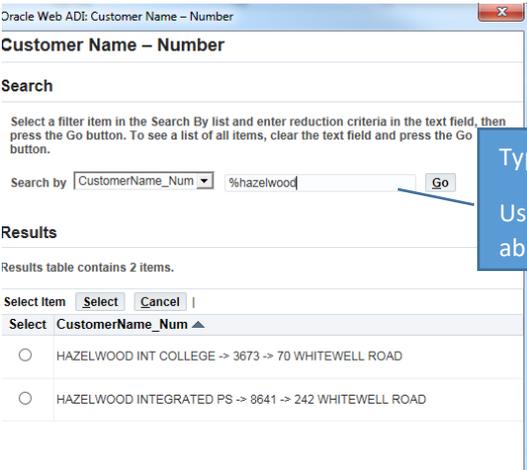
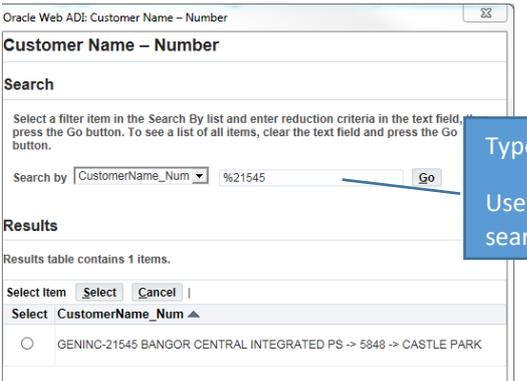
Ensure that all information is on the same row.

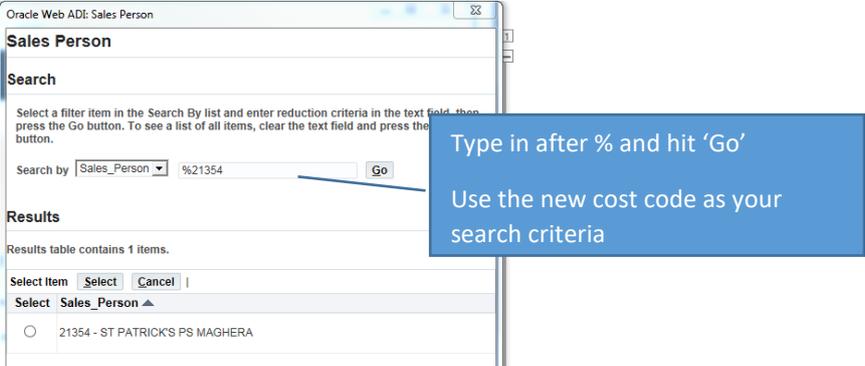
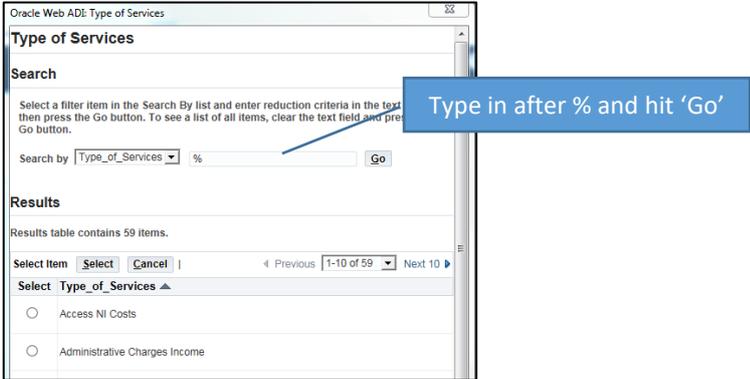
10. Flagged rows

The first column (Column B, Upl) should contain a flag when you start entering the information.



This will disappear when the line is uploaded. Ensure that no other rows are flagged that do not contain data as this will create errors.

<p>CUSTOMER NAME – NUMBER COLUMN C</p>	<p>In this column choose from the list:</p> <ul style="list-style-type: none"> • the customer you want to invoice, or • your own school prefixed with GENINC when making a lodgement
<p>11. The customer I want is not listed</p>	<p>Ensure you complete the search by using the % + part of name:</p>  <p>If you cannot find the customer, complete the form to set up a new customer (this is found on the EA website, link above) and email to the Armagh office.</p> <p>Form name: Customer Creation Form</p>
<p>12. My school is not listed for as a GENINC school for lodgements</p>	<p>Ensure you complete the search by using the % + cost code. If you do not use the %, no results will be shown.</p>  <p>If you cannot find the your school name, complete the form to set up a new customer (this is found on the EA website, link above) and email to the Armagh office.</p> <p>Form name: Customer Creation Form</p>

<p>SCHOOL/DEPARTMENT COLUMN D</p>	<p>Choose the cost code (school or EA department) that will be credited with the income/payment This will be your own cost code when making a lodgement</p>
<p>13. My cost centre is not listed under School/Dept</p>	<p>Ensure you complete the search by using the % + cost code (or part of school name). If you do not use the %, no results will be shown.</p>  <p>Contact your local AR office if you cannot find your cost code. Cost codes can be added by iFS with correct authorisation.</p>
<p>TYPES OF SERVICE COLUMN E</p>	<p>This list contains the income finance code descriptions</p>
<p>14. I cannot find a suitable type of service</p>	<p>Search for the word in the search screen and select the best match.</p>  <p>The regional AR offices can help with selection and will request a new type to be created if required as the list is not definitive. New types can be added by iFS with correct authorisation. This field will automatically pick the correct finance code – no expense codes are used for income.</p>
<p>15. How do you know what is Vatable?</p>	<p>The VAT status is automatically assigned when the Type of Service is chosen as user is not required to know what is vatable/non-vatable.</p> <p>The form will automatically calculate the VAT:</p> <ul style="list-style-type: none"> – For an invoice enter the net amount – For a lodgement enter the full lodgement amount

LINE DESCRIPTION COLUMN F	Additional information – this cell needs to be completed
16. What information do I put in Line Description?	<p>Use Line Description to enter additional information to support the Type of Service chosen. Both will appear on the reports/printed invoice. For example:</p> <p><u>Lodgement e.g. for after school club:</u> Type of Service = Extended Income Line Description = After schools income for January What will appear on report = Extended Income After schools income for January</p> <p><u>Invoice e.g. for Hire of Facilities:</u> Type of Service = Hire of Facilities (VAT) Line Description = Hire of Sports Hall on 14/01/18 11am to 4pm What will appear on invoice = Hire of Facilities (VAT) - Hire of Sports Hall on 14/01/18 11am to 4pm</p>
SPECIAL INSTRUCTIONS COLUMN G	This cell should only be used for specific types of information – see below
17. What do I use special instructions for?	<p>This cell should only be used for any message you need to send to the AR staff who are processing the invoices, and includes things such as:</p> <ul style="list-style-type: none"> – Split income between cost codes – Use of function code – Instructions to email invoice if applicable <p>Any additional information relating to your lodgement can be added to Line Description field.</p> <p>When special instructions are entered, the AR staff receive an email with the instructions and need to complete a manual process for each invoice line affected. To minimise this impact, special instructions do not need to be used for information relating to finance codes or VAT – this is automatically picked up by Type of Service.</p>
QUANTITY COLUMN H	For lodgements, this should always be 1
AMOUNT COLUMN I	<p>For lodgements, this should be the total amount lodged</p> <p>One lodgement can be split between a number of types of income – enter one row on the form for each type, and the amount for each. The total of all rows will be the total amount of the lodgement.</p>

18. My form is successfully uploaded. What do I do now?	You should keep a copy of the form for your records (File > Save As to your PC). This can also be printed if required. No other action is required as this form creates a record in the EA finance system which the AR staff will see and match the actual bank statement line to.
19. Who do I contact?	Your local AR office The iFS team, 90566478 or email ifs.queries@eani.org.uk

5.2 Income form is not responsive

The process for opening the form should be followed as usual:

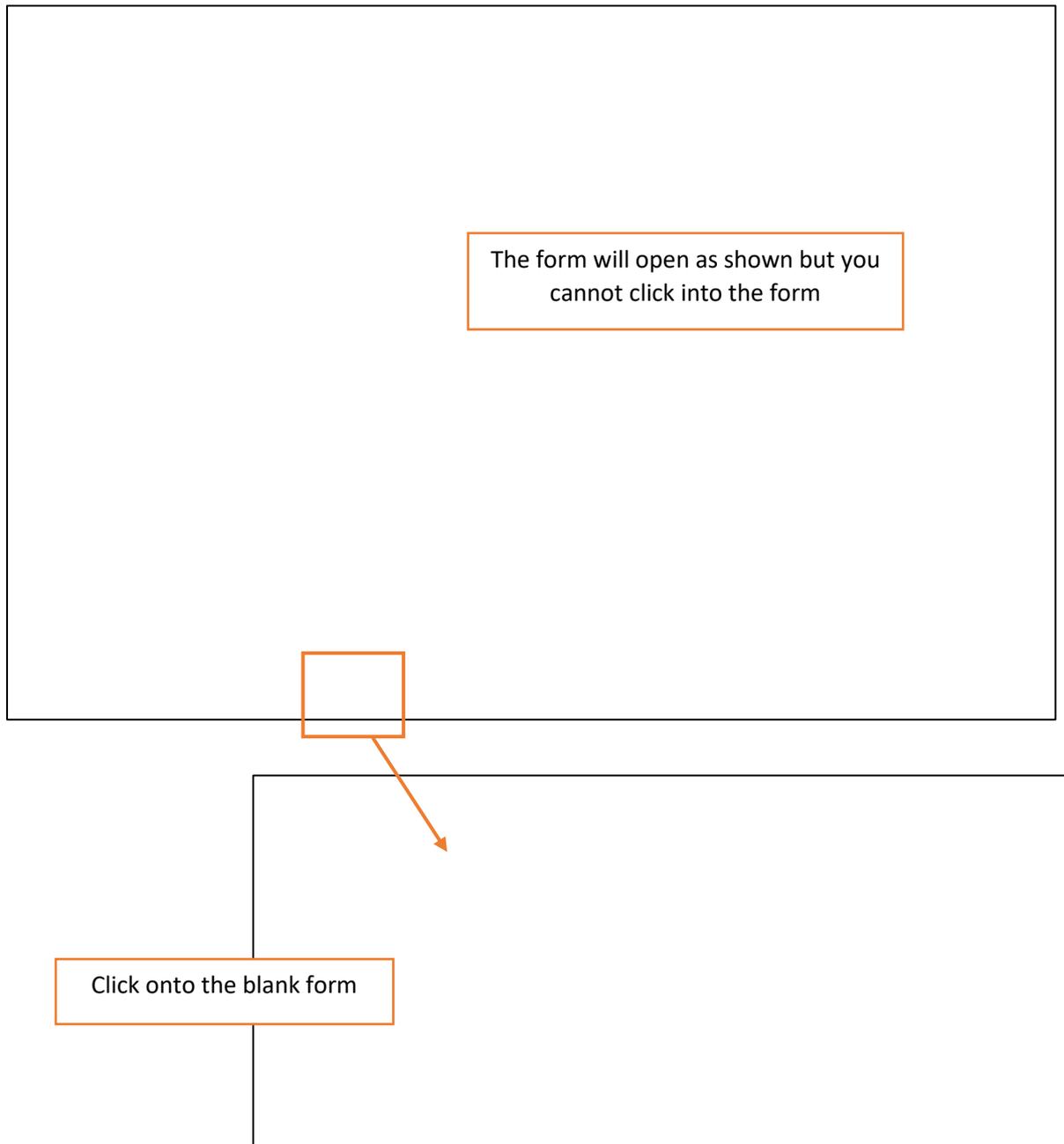
- Open income form
- Click Next
- Click Save
- Click Open

Error: The spreadsheet will open and 'Processing: Create Document' message will appear briefly but then disappears. The form looks like it has opened but you cannot click into it.

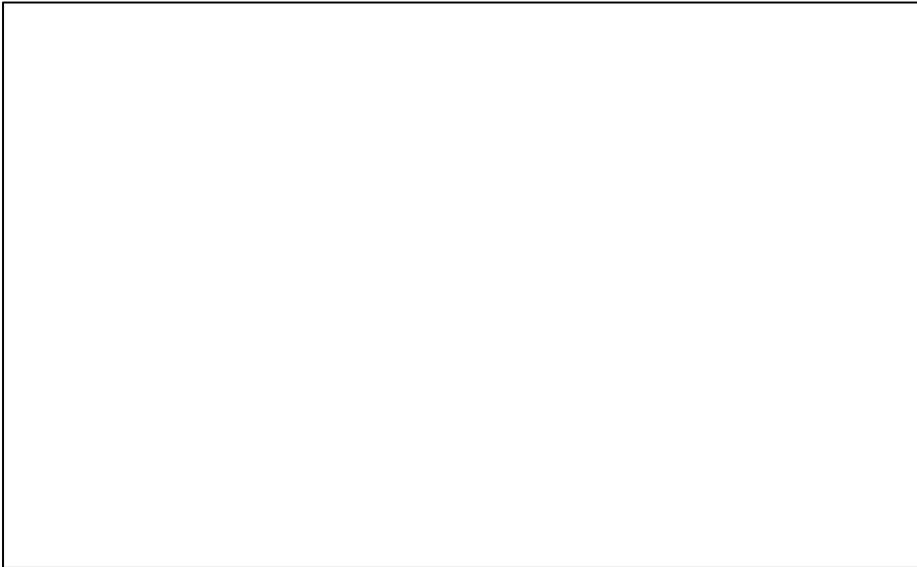
What has happened is that the confirmation page that must be accepted is hidden behind the top excel document.

To fix the issue:

At the bottom of the screen click on the excel icon and click on the blank form as shown below.



This will open the 'hidden' excel document and show the 'Processing: Create Document' message.



Wait until the confirmation is received and click OK. The income form will open as normal.

