# 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)
   <a href="https://ebs.int.erp-sop.co.uk/OA">https://ebs.int.erp-sop.co.uk/OA</a> HTML/AppsLocalLogin.jsp
- 1.2 Enter your User Name and password and click Login.



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.

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

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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. <u>The form will not work unless you save it first</u>.

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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.

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### 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 –	Select school/department from this list who is making the
	Number	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:



#### 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 (<u>https://www.eani.org.uk/school-management/school-finance/integrated-financial-system</u>) and email to <u>cashiers-armagh@eani.org.uk</u>.

Oracle W	eb ADI: Customer Name – Number	
Custo	omer Name – Number	
Search	1	
Select	a filter item in the Search By list and enter reduction criteria in the text field,	
Go but	ton.	Enter search
Search	by CustomerName_Num 🕑 %slimming	criteria after % and click <b>Go</b>
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Select It	em Select Cancel   Previous 1-10 of 3123 Vext 10	
Select	CustomerName_Num ▲	
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0	1 WAY -> 1000 -> C/O KYLE CARROTHERS	
0	112TH BELFAST SCOUTS GROUP -> 1001 -> JENNI MCKEOWN	
0	16TH NI SEAVIEW PRESBYTERIAN GIRLS BRIGADE -> 1002 -> 22 SEABANK PARADE	

- 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.





#### 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 %.

Oracle W	eb ADI: Sales Person		
Sales	Person		
Search	1	llin	
Select a then pr Go butt Search	a filter item in the Search By list and enter reduction criteria in the text field, ess the Go button. To see a list of all items, clear the text field and press the ton. by Sales_Person  9620431 Go		Enter cost code after % and click G
Results t Select It	s able contains 1183 items. em Select Cancel   4 Previous 1-10 of 1183 • Next 10 •		
Select	Sales_Person ▲		
0	20002 - THE ACADEMY NS	-	
0	20003 - ARELLIAN NS		
0	20004 - ASHGROVE NS NEWTOWNABBEY		
0	20005 - ASHGROVE NS NEWRY		
0	20007 - BALLYCOLMAN NS	-	
0	20008 - BALLYHENRY NS	-	
0	20009 - BALLYMENA NS		
0		·	

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.

Oracle Web ADI: Sales Person	
Sales Person	
Search	lling
Select a filter item in the Search By list and enter reduction criteria in the text file press the Go button. To see a list of all items, clear the text field and press the Go button. Search by Sales_Person  %20431 Go	id, then
Results	
Results table contains 1 items.	Highlight correct sales
Select Iten Select Cancel   Select Sales Person	person by clicking on
20431 - EA TEST PILOT SCHOOL	the button and click
	Select



IF YOUR SCHOOL/DEPARTMENT IS NOT ON THE LIST, please email <u>cashiers-armagh@eani.org.uk</u> 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.



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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)			

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2 Upl Customer Name - Humber (H) <sup>1</sup> "Um-Terr 5 5 9 10 11 12	School/Department(H) "Sim.Tem > 1720431 - EA TEST PILOT SCHO	Type of Services (L) "Lie-Tee Offre of Facilities Non Vatable	Line Description "Teat hire of hal for 10 weeks	Spl Instr(Func Code and etc.)	Quantity	Unit Selling Price	Messages

### 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.

Upload Page			
Upload Parameters			
Down to Unload	O All Rows		
Rows to Opioad	<ul> <li>Flagged Rows</li> </ul>		
	✓ Validate Before Upload		
Commit Down	All Rows		
Commit Rows	<ul> <li>Each Row</li> </ul>		
			Click
		Close Upload	Unload
			opiouu

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

#### 2.3.5 Click Close.

H) S BELFA	Type of Services (L) "List-Text S Board Residences Ren S Catering Income	Line Description	Spl Instr(Func Code and etc.) • Text	Quantity *Number	Unit Selling Price ·Number	Messages	
	Fundraising income	Confirmation The upload process has com • 3 row(s) successfully upload Please select Close to return	upleted with the following status: ded. to the spreadsheet.		Close	Click	

2.3.6 If there is missing or incorrect data, a red frowning face will appear with message of what is wrong. <u>The cell with the error will be marked in red in the top right corner.</u> 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.

25 (L)	Line Description	Spl Instr(Func Code and etc.)	Quantity	Unit Selling Price	Messag
Non V	*Text	* Text	*Number	*Number	5 😡
Non V	Upload Page				5 8
- 1	🕞 Confirmation				
	The upload process has comple	ted with the following status:			
	<ul> <li>2 row(s) successfully uploaded.</li> </ul>				
	Please select Close to return to	the spreadsheet.			
- 1					
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- 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.



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.

pplications Responsibilities
esponsibility and press Select.
EA PGL Super User EA Payables Manager EA Purchasing Superuser EA Receivables Manager EA System Administration EA Pyrocurement Tax Managers
k on EA School Income and scroll over and Click Select
98, 2015, Oracle and/or its affiliates. All rights reserved.
- 

- 2.4.6 The form can be completed and uploaded.
- 2.4.7 Save a copy by <u>File > Save As</u>. 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	Enter lines and upload at the same	One invoice with		
Customer Name and School/Department are the same	time – all lines will be flagged for upload	multiple lines		
More than one line Customer Name and School/Department are the	Enter and upload first line (row 5) – once uploaded the row will no longer be flagged	One invoice for each line		
same but want to print separate invoices	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 needed to be split between more than one cost	Enter one line with one Customer Name and one School/Department	One invoice will be created		
centre	Type the instructions to split between other cost centres in Special Instructions (Column G) Upload as one line	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.

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Select a Content to import data into your document. Create an Content NONE	empty document by s	electing M	None.		Click Next	

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

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				Save	

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. <u>The form will not work unless you save it first</u>.

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



Download	x
Confirmation	
Your document has been created.	Click Close

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

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- 2 · 3 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
· 4 · 'List-Test	"List-Text	List-Text	"Text	Test	Number	"Number	
- 6							
. 7							
. 9							
· 12							
· 13 · 14							
- 15							
· 17							
· <u>18</u> . 19							
· 20							

### Headings explained

Column	Name	Description of column
А	None	No functionality – leave blank
В	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
С	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
Н	Quantity	Enter as 1
1	Unit Selling Price	Enter amount (no pound sign)
1	Blank	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.
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:

	Oracle Web ADI: Customer Name – Number	23
(1) Search by using % plus	your	
cost code (or part of th school name)	e <b>1</b> a filter them in the Search By list and enter reduction criteria in the text field,	then
	press the Go button.       see a list of all items, clear the text field and press the Go button.         Search by       CustomerName_Num ▼         %20568       Go	
(2) Click on button to highlight	Results	
	Results table contains 1 items. (3) Click on Select	
C	C QLINING 2000 REGITI S A STIC A CREVENISH ROAD	

#### 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 <u>cashiers-armagh@eani.org.uk</u>.

Oracl	e Web ADI: Customer Name – Number	
Cus	stomer Name – Number	
Sea	rch	
Sel the	ect a filter item in the Search By list and enter reduction criteria in the text field, n press the Go button. To see a list of all items, clear the text field and press the	
Go	button.	Enter cost
Sea	arch by CustomerName_Num 💌 %20568	centre after %
		and click <b>Go</b>
Res	ults	
Resu	Its table contains 5396 items.	
Sele	ct Item Select Cancel	
	CustomerName_Num 🔺	
0	1 WAY -> 1664 -> C/O KYLE CARROTHERS	
0	101ST CLARE (PRES) GB -> 3611 -> CLAIRE RADCLIFFE	
0	110TH BELFAST SCOUT AND GUIDES,ST BERNADETTE'S -> 138767 -> WHYNCHURCH WALK	
0	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.

Oracle Web ADI: Customer Name – Number	23	
Customer Name – Number		
Search		
Select a filter item in the Search By list and enter reduction criteria in the tex press the Go button. To see a list of all items, clear the text field and press t button.	xt field, then he Go	
Search by CustomerName_Num  %20568	<u>2</u> 0	
Results		
Results table contains 1 items.		
Select Item Select Cancel CustomerName_Num	Highlig	ht the
GENINC-20568 KESH PS -> 5716 -> CREVENISH ROAD	on the bu	itton and Select

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#### SCHOOL/DEPARTMENT

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

Oracle We	eb 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.									
Results	3								
Results ta	able contains 1183 items.								
Select Ite	em Select Cancel     Previous 1-10 of 1183  Next 10								
Select	Sales_Person A								
0	20002 - THE ACADEMY NS								
0	20003 - ARELLIAN NS								
0	20004 - ASHGROVE NS NEWTOWNABBEY								

#### 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.	Enter cost
Search by Sales_Person V %20568	code after % and click <b>Go</b>
Results	
Results table contains 4793 items.	
Select Item Select Cancel I Previous 1-10 of 4793 Vext 10	-
Sales_Person ▲	=
O 10002 - BOARD MEMBERS	

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.

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 1 items.									
Select Item Select Cancel	Highlight correct school/dept by clicking								
20568 - KESH PS	on the button and click <b>Select</b>								



IF YOUR SCHOOL/DEPARTMENT IS NOT ON THE LIST, email <u>cashiers-armagh@eani.org.uk</u> 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.



#### 3.2.10 Enter search criteria after %.

Orac	le Web ADI: Type of Services	
Тур	be of Services	<u>^</u>
Sea	irch	
Sel the Go Sei <b>Res</b>	lect a filter item in the Search By list and entern m press the Go button. To see a list of all iter button. arch by Type_of_Services V %donation sults lits table contains 57 items.	Enter search criteria after % and click Go
Sele	ect Item <u>Select</u> <u>Cancel</u>	E.gs:
	Type_of_Services	- For money donated from the PTA for
0	Access NI Costs	equipment, search for %donations.
0	Administrative Charges Income	- For extended school income, search for
0	After Schools Club (non extended schools)	%extend.
0	Assisted Instrument Purchase Scheme (AIPS)	<ul> <li>For hire of hall/gym search for %facilities.</li> <li>Please ensure you choose the correct VAT status from the list</li> </ul>

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.

Oracle Web ADI: Type of Services	22
Type of Services	
Search	
Select a filter item in the Search By list and enter reduct press the Go button. To see a list of all items, clear the button.	tion criteria in the text field, then text field and press the Go
Search by Type_of_Services  %donation	<u>G</u> o
Results	
Results table contains 1 items.	Highlight correct service
Select Item Select Cancel	by clicking on the buttor
Type_of_Services ▲	and click Select
<ul> <li>Donations</li> </ul>	

FI	LE		ном	IE Ora	acle	INS	RT	PAGE LA	YOUT	FORM	/ULAS	DAT	a revi	W	VIEW	IN	QUIRE						
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11	3		Upl	Custome 'List-Text	er Nan	ne - N	umber (	H)	School	/Depar	rtment	:(H)	Type of	Servic	æs (L)		Line Test	Descr	iptio	on S	p <b>l Instr(Fu</b> Text- if no instr	Inc Code and el uctions leave blank	tc.) Q
· ·	5		Þ	GENINC-2	20568	KESH	PS -> 57	16 -> C	20568 -	KESH F	PS		Donation	;									
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	8																						
- I.	9																						
1 ·	10	1																					
· ·	11																						
1 °	12																						

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)				

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	7																													
	8																													
1.	9																													
·	10																													
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### 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.

Upload Page		
Upload Parameters		
Rows to Upload	All Rows     Flagged Rows     Volidate Reference	
Commit Rows	Validate Before Opload     All Rows     Each Row	
		Click Upload Upload

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

#### 3.3.5 Click Close.

ated with the following status: the spreadsheet.	omple oaded. urn to	Pload Page Confirmation The upload process has c 3 row(s) successfully upl Please select Close to retr	Fundraising income Fundraising income Fundra
ated with the following status: the spreadsheet.	n as comple / uploaded. • return to	Confirmatio The upload process h 3 row(s) successfully Please select Close to	Catering income Fundraising income The upload process h • 3 row(s) successfully Please select Close to

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

	E	F	G	н	I	J	L
N PS N PS	Type of Services (L) "List-Text Hire of Facilities Non V Hire of Facilities Non V	Line Description Text	Spl Instr(Func Code and etc.) *Test	Quantity 'Number	Unit Selling Price	25 25 6 Enter value	for C6.
		C Error The upload process has complet 1 row(s) failed validation, and 0 Please select Close to return to t administrator for assistance.	ed with the following status: row(s) successfully uploaded. he spreadsheet, fix the failed rows and reu	ipload, or contact your	system		
						Enter va	alue for C6.

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.

ype of Services (L)	Line Description	Spl Instr(Func Code and etc.)	Quantity	Unit Selling Price	Messag
List-Text	* Text	* Text	*Number	* Number	25
ire of Facilities Non V	Upload Page				25 8
le of Facilities Nort V	Confirmation				23
	The upload process has complete	tod with the following status:			
	2 row(s) successfully unloaded	ted with the following status.			
	2 Tow(3) Successionly uploaded.				
	Please select Close to return to t	the spreadsheet.			
				Close	

- 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	Enter one line (row 5) and upload	One record in the
One lodgement for one type of		finance system
income		
For more than one lodgement Each lodgement to have a separate record to match to	Enter and upload first line (row 5) – once uploaded the row will no longer be flagged	One record will be produced for each line
bank lodgements	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 lodgement for multiple	Enter a line for each Type of	One record in the
types of income	Service	finance system
Type of Services different for	Enter amount for each type – the	
each line	total amount (all lines added	
	together) will equal total amount	
	of lodgement	
	Upload all lines at the same time	
	(all rows will be flagged)	

### 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.

Oracle Applications Login	Oracle Applications Login
Oracle Applications Responsibilities	pplications Responsibilities
Choose a responsibility and press Select.	esponsibility and press Select.
EA PGL Super User EA Payables Manager EA Receivables Manager EA Receivables Manager EA School Incom EA System Administration EA Procument Tax Managers	EA PGL Super User EA Payables Manager EA Receivables Manager EA Receivables Manager EA System Administration EA System Ad
then	scroll over and Click Select
	00-2015 Oscalo and/or its offlictes. All visible conserved
Copyright (c) 1998, 2015, Oracle and/or its affiliates. All rights reserved.	ese, 2015, Oracle andror its animates. Au rights reserved.

- 3.5.6 The form can be completed and uploaded.
- 3.5.7 Save a copy by <u>File > Save As</u>. 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 the 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)
		Charges - Private usage incl Phone Calls and
Printing & Photocopying - Posters, Photocopies	1065	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	<ul> <li>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.</li> <li>Form names: <ul> <li>User Setup Request Form – School Principal</li> <li>User Setup Request Form – School based staff excl Principal</li> <li>User Setup Request Form – Non school based staff</li> </ul> </li> </ul>		
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		
Tick: 1) Enable all macros 2) Trust Access	Trust Center         Trusted Publishers         Trusted Locations         Trusted Documents         Trusted App Catalogs         Add-ins         ActiveX Settings         Macro Settings         Macro Settings         Protected View		

Additional setting for Belfast region Enable Protected View	Additional settings for some EA Belfast users – untick the top two boxes           Trusted Publishers           Trusted Locations           Trusted App Catalogs           Add-ins           ActiveX Settings           Protected View for files originating from the [hternet           Trustel Protected View for Qutlook attachments ©		
5. Form has opened but cannot be clicked into (non responsive)	The confirmation message has not been closed.  Download Confirmation Your document has been created.  If this confirmation message was not received, please see section 5.2 below.		
6. Form is downloaded but there are no buttons in the Oracle tab #1	The form has not downloaded properly – this is most likely to be an issue with the configuration of some of the school C2K PCS. 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.		
7. Form is downloaded but there are no buttons in the Oracle tab #2	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.		
8. The upload button has been clicked, but nothing happens	When the last cell has been entered (usually the amount) ensure it is entered properly. You can do this by either clicking 'enter' or return when the last cell has been entered, or click into any other cell. If this does not work, try reselecting one of the first 3 columns again.		

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 –	C2	
	School/Department		
	F Column – Type of Service	C3	
	F Column – Line Description	C4	
	G Column – Spec Instructions	C5	
	H Column – Quantity	C6	
	I Column – Amount	С7	
		11	
	A red triangle will be chown in the cell th	aat is incorrect.	
	A red thangle will be shown in the cent		
	C2 = error occurs in D column		
	• Messages		
	250 🙁 Enter value for C2.		
	Cell with error has red triangle in top rig	ht 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 encount (arise, only numbers to be used (no pound sign)		
	When entering amount/price, only numbers to be used (no pound sign).		
	Ensure that all information is on the san	ne row.	
10. Flagged rows	The first column (Column B, Upl) should contain a flag when you start entering the information.		
	A B 2 3 4 5 6 Beninc		
	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.		

CUSTOMER NAME – NUMBER COLUMN C	In this column choose from the list: • the customer you want to invoice, or • your own school prefixed with GENINC when making a lodgement
11. The customer I want is not listed	Ensure you complete the search by using the % + part of name: Drace Web ADE Customer Name - Number Customer Name - Number Search Select a filter item in the Search By list and other reduction criteria in the tort field, then press the Go button. To see a list of all items, clear the text field and press the Go Search by CustomerName_Num Schazetwood Results Results table contains 2 items. Select Tems. Select CustomerName_Num Schazetwood 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. Form name: Customer Creation Form
12. My school is not listed for as a GENINC school for lodgements	Ensure you complete the search by using the % + cost code. If you do not use the %, no results will be shown. Oracle Web ADE Customer Name – Number Search Select a filter item in the Search By list and enter reduction criteria in the text field and press the Go Search Select a filter item in the Search By list and enter reduction criteria in the text field and press the Go Search Select a filter item in the Search By list and enter reduction criteria in the text field and press the Go Search by CustomerName_Num ♥ %21545

SCHOOL/DEPARTMENT COLUMN D	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		
13. My cost centre is not listed under School/Dept	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.		
TYPES OF SERVICE	This list contains the income finance code descriptions		
14. I cannot find a suitable type of service	Search for the word in the search screen and select the best match.		
15. How do you know what is Vatable?	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.		
	<ul> <li>The form will automatically calculate the VAT:</li> <li>For an invoice enter the net amount</li> <li>For a lodgement enter the full lodgement amount</li> </ul>		

LINE DESCRIPTION	Additional information – this cell needs to be completed		
COLUMN F			
16. What information do I put in Line Description?	Use Line Description to enter additional information to support the Type of Service chosen. Both will appear on the reports/printed invoice. For example:		
	Type of Service = Extended Income Line Description = After schools income for January What will appear on report = Extended Income After schools income for January		
	Invoice e.g. for Hire of Facilities: 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		
SPECIAL INSTRUCTIONS	This cell should only be used for specific types of information – see below		
COLUMN G			
17. What do I use special instructions for?	<ul> <li>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:</li> <li>Split income between cost codes</li> <li>Use of function code</li> <li>Instructions to email invoice if applicable</li> </ul>		
	Any additional information relating to your lodgement can be added to Line Description field.		
	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.		
QUANTITY	For lodgements, this should always be 1		
COLUMN H			
AMOUNT	For lodgements, this should be the total amount lodged		
COLUMN I	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.		

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 <u>ifs.queries@eani.org.uk</u>

### 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.