Useful Scribe Accounts Help Desk Article: -

https://scribe.getgodesk.com/support/1/en_GB/articles/437/payments

<u>Adding Purchase invoices to Scribe Transactions</u>

Scan the invoice(s) & save with a description to the Invoice folder for the year
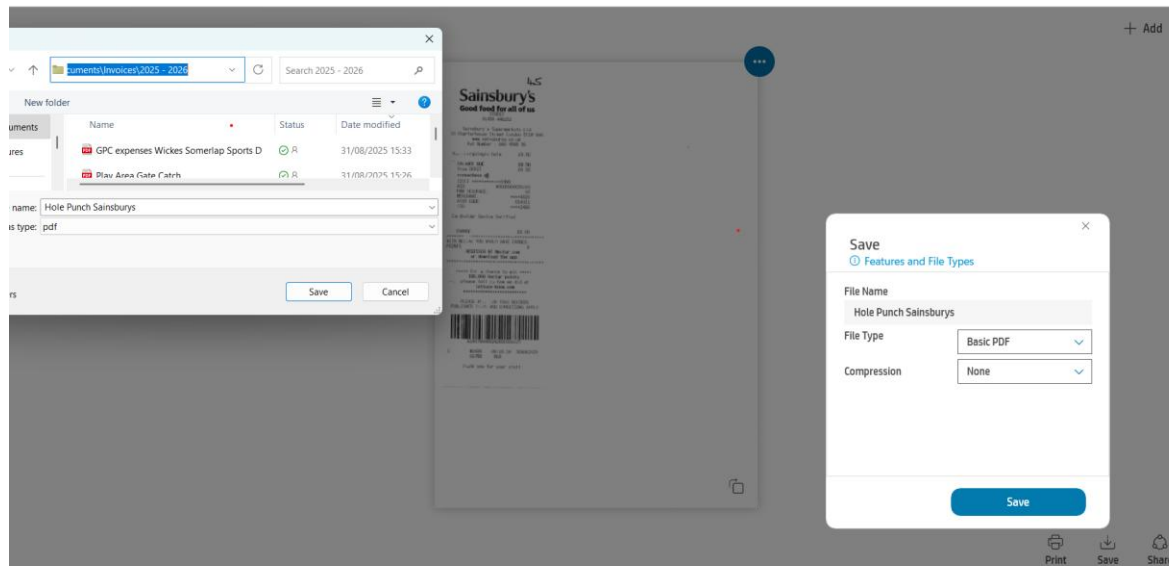
From the Left Hand Transaction Menu add (+) a new Transaction and add the required details: -

Upload the scanned image form the Invoice folder & TICK the AWAITING AUTHORISATION box
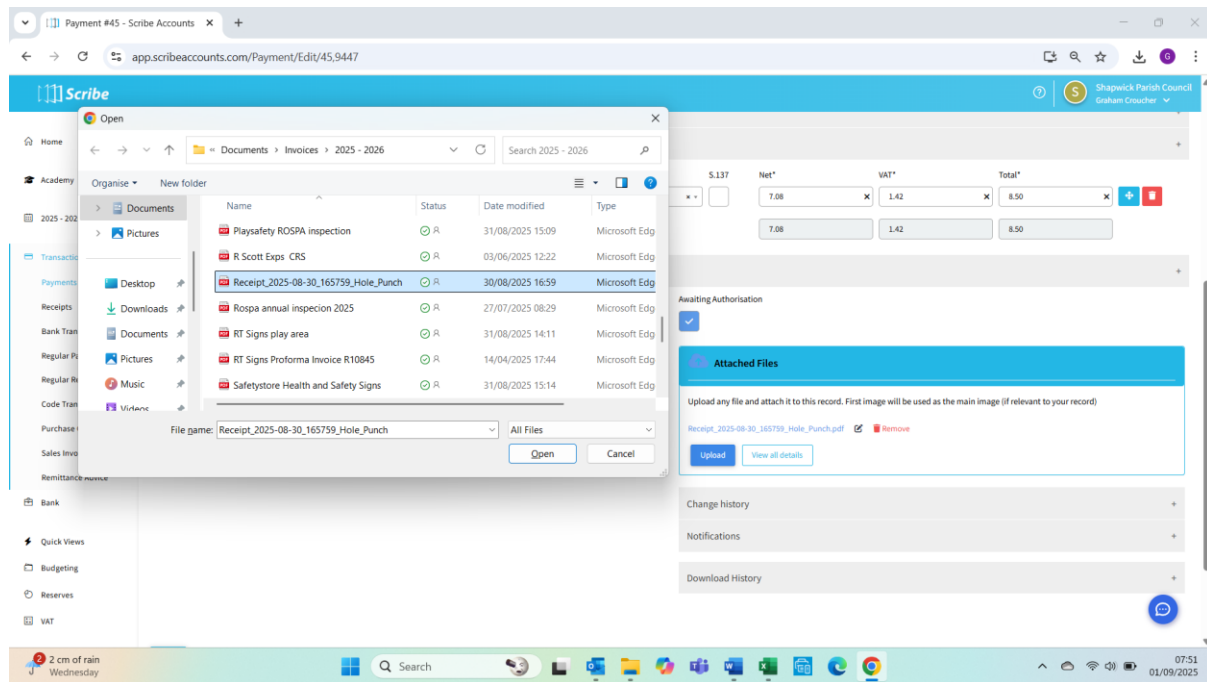
Save the new transaction to Invoices/2025 - 2026

Write the Voucher Number on the Receipt and file

Authorisation Process

Run the Transactions List Report with the Filter set to "Awaiting Autorisation"

Use the "Download" button, top right hand corner black part of the screen to upload file to the "Invoices Awaiting Approval" folder
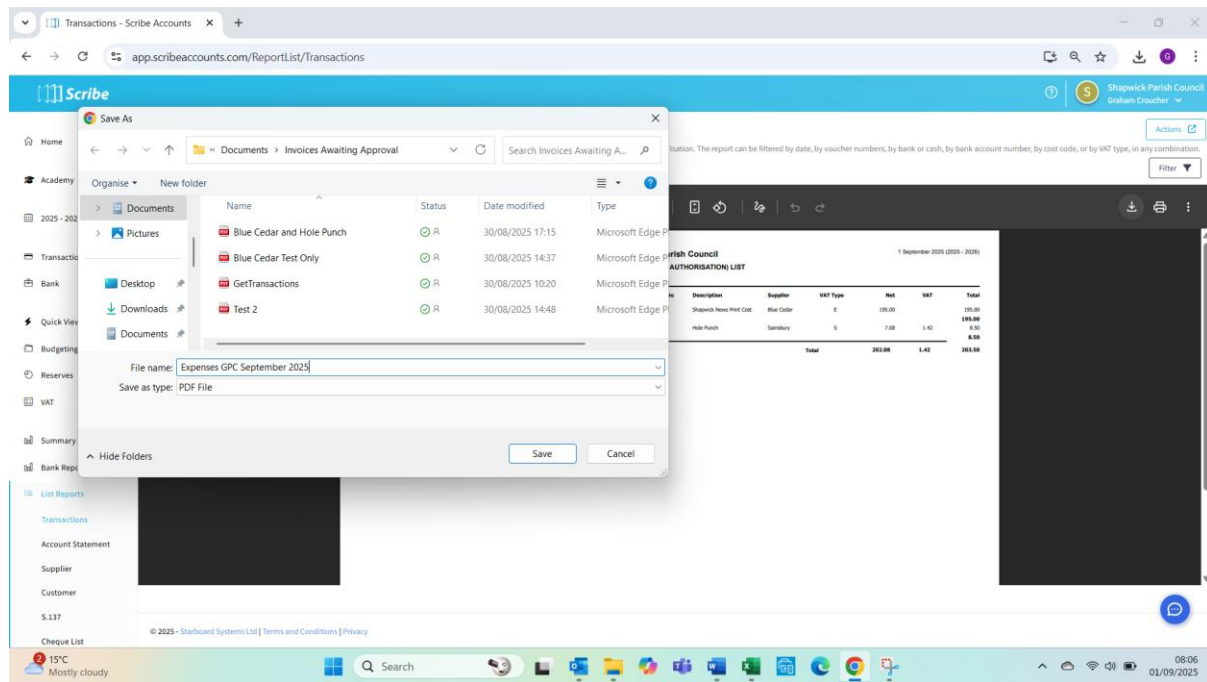
When the Awaiting Authorisation Report has two signatures drag it into the "Invoices Awaiting Payment" folder

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
27	Shapwick News	04/07/2025	25/26/13	Shapwick Parish Cou	25	Shapwick News Print Cost	Blue Cedar	E	195.00		195.00
											195.00
45	Stationery	30/08/2025	Purchase & Payment Policy	Shapwick Parish Cou		Hole Punch	Sainsbury	S	7.08	1.42	8.50
											8.50
							Total		**202.08**	**1.42**	**203.50**

GPC
01/09/
2025

Shapwick Parish Council
Graham Croucher ⌄

Payments ⊕

Edit ⊕   Actions ⬈

Here you can enter, edit and search payment transactions for goods or services provided to the council.

| Quick Search | 🔍 |

Detailed View ⬤

Columns ▦   Filter ▼

Voucher No ▲	Date ⇅	Net ⇅	VAT ⇅	Total ⇅	Cashed Date ⇅	Description ⇅	Supplier ⇅	Bank ⇅	Payment Ref ⇅	Minute Ref ⇅	Invoice Date ⇅		
47	08.09.2025	£0.00	£0.00	£0.00		Village Hall Hire	Shapwick Village Hall	Shapwick Parish Council	47	Purchase & Payment Policy	31.08.2025	1☁	⋮
46	08.09.2025	£25.79	£5.16	£30.95		Grass Seed and Staples for Play Area	Mole Valley	Shapwick Parish Council	N/A	Purchase & Payment Policy	05.09.2025	1☁	⋮
44	22.08.2025	£26.04	£5.21	£31.25		Printer Ink	Cartridge Hub	Shapwick Parish Council	N/A	Purchase & Payment Policy	22.08.2025	1☁	⋮

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Academy

2025 - 2026 🟢

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- Sales Invoices
- Remittance Advice

Bank