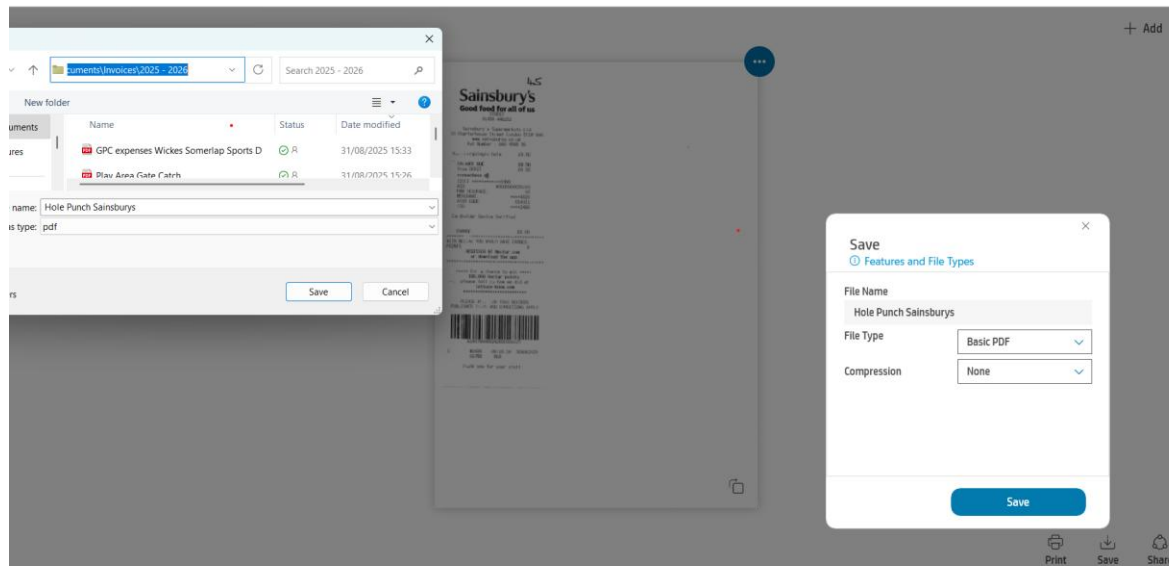


Useful Scribe Accounts Help Desk Article: -

[https://scribe.getgodesk.com/support/1/en\\_GB/articles/437/payments](https://scribe.getgodesk.com/support/1/en_GB/articles/437/payments)

### Adding Purchase invoices to Scribe Transactions

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: -

Payment #45 - Scribe Accounts

app.scribeaccounts.com/Payment/Edit/45.9447

Scribe

Shapwick Parish Council  
Graham Croucher

### Payment #45

View or amend the details of the payment made by the council. The asterisk (\*) denotes mandatory fields.

Home

Academy

2025 - 2026

Transactions

Payments

Receipts

Bank Transfer

Regular Payments

Regular Receipts

Code Transfer

Purchase Orders

Sales Invoices

Remittance Advice

Bank

Quick Views

Budgeting

Reserves

VAT

Basic Details

Tender\*  
ONLINE PAYMENT

Bank\*  
Shapwick Parish Council

Date\*  
30/08/2025

Description\*  
Hole Punch

Supplier\*  
Sainsbury

Payment Ref

Minute Ref  
Purchase & Payment Policy

Invoice Date  
30/08/2025

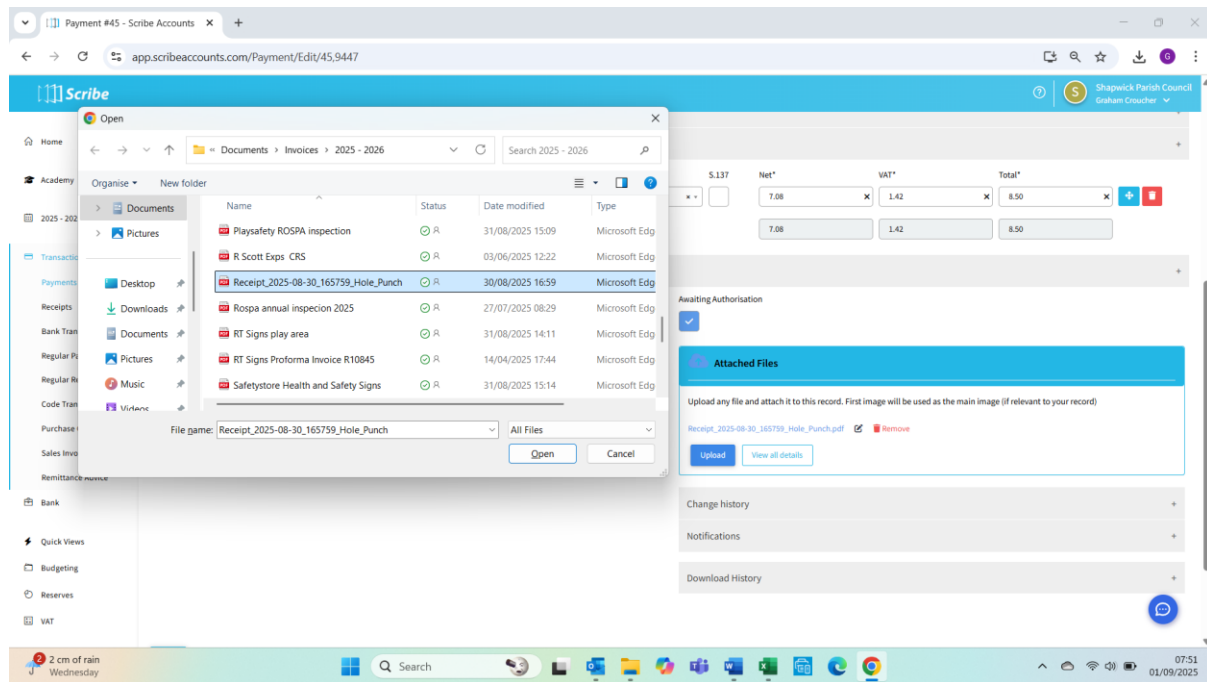
Invoice/Order No

Related Records

Payment Details

Cost Centre*	Cost Code*	VAT Type*	S.137	Net*	VAT*	Total*
Administration	Stationery : 17	S: Standard	<input type="checkbox"/>	7.08	1.42	8.50
				7.08	1.42	8.50

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”

Transactions - Scribe Accounts

app.scribeaccounts.com/ReportList/Transactions

**Scribe**

Home

Academy

2025 - 2026

Transactions

Bank

Quick Views

Budgeting

Reserves

VAT

Summary Reports

Bank Reports

List Reports

Transactions

Account Statement

Supplier

Customer

S.137

Cheque List

Transactions

Transactions is one of the key lists of actual transactions made. The list can be produced for receipts, payments or both and transactions awaiting authorisation. The report can be filtered by date, by voucher numbers, by bank

**PAYMENTS (AWAITING AUTHORISATION) LIST**

1 / 1 - 75% +

**Shapwick Parish Council**

**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Amount	Bank	Cheque No.	Description	Supplier	VAT Type	Net
27 Shapwick News	04/01/2025	25/26/13	Shapwick Parish Cdc	25	Shapwick News Print Cost	Blue Code	£	195.00
41 Stationery	30/08/2025	Purchase & Payment Policy	Shapwick Parish Cdc		Hink Parish	Sanitary	£	7.00
<b>Total</b>								<b>202.00</b>

© 2025 - Starboard Systems Ltd | Terms and Conditions | Privacy

**Filter records**

Transaction Type

Payments (Awaiting Authorisation)

Payments

Payments (Awaiting Authorisation)

Receipts

Both

All

VAT

All

Cost Codes

Select Codes

Include these codes

Minimum Net value

0

From

dd/mm/yyyy

To

dd/mm/yyyy

From Voucher Number

0

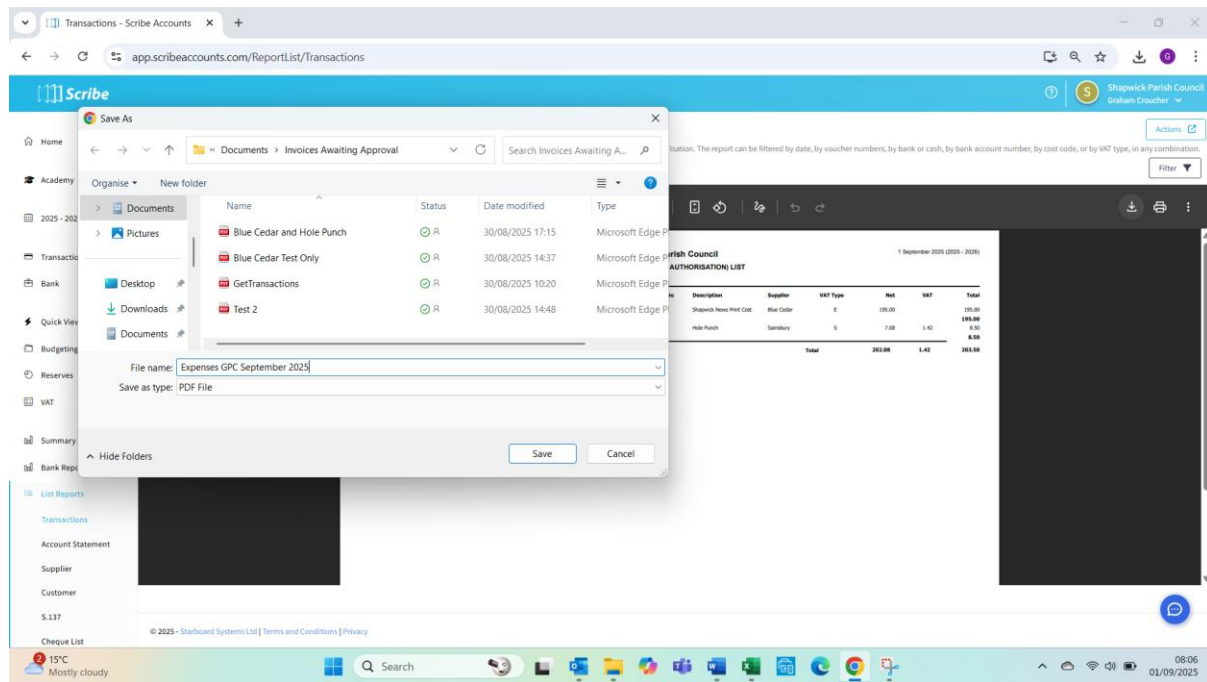
To Voucher Number

0

Order By

View Report

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



Edit +

Actions ↗

Home

Academy

2025 - 2026 ●

Transactions

Payments

Receipts

Bank Transfer

Regular Payments

Regular Receipts

Code Transfer

Purchase Orders

Sales Invoices

Remittance Advice

Bank

## &lt; Payments +

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	
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	
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	

Page 1 of 1 (3 results) 25 ▾ records per page

« 1 »

