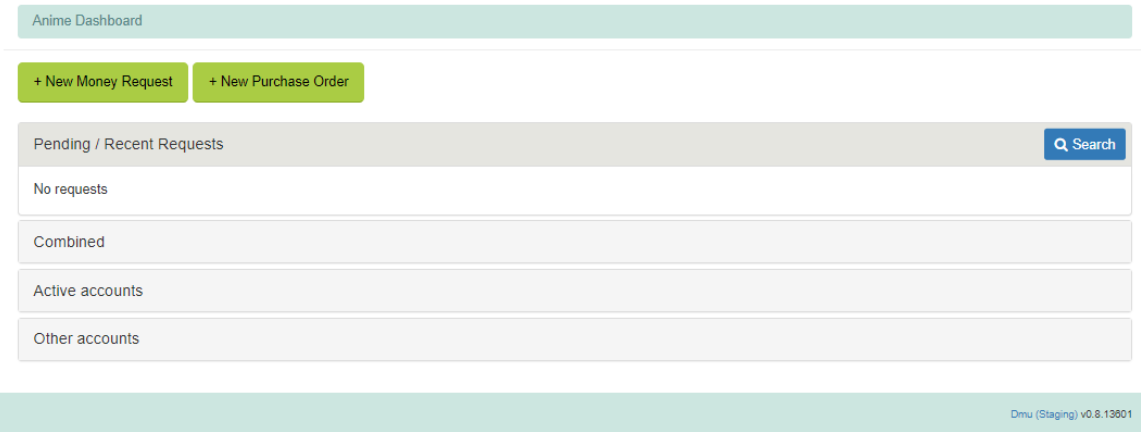


## Process to submit a payment request with VAT on SGF

1. From the home page of the society's dashboard choose **New money request**



Anime Dashboard

+ New Money Request + New Purchase Order

Pending / Recent Requests Q Search

No requests

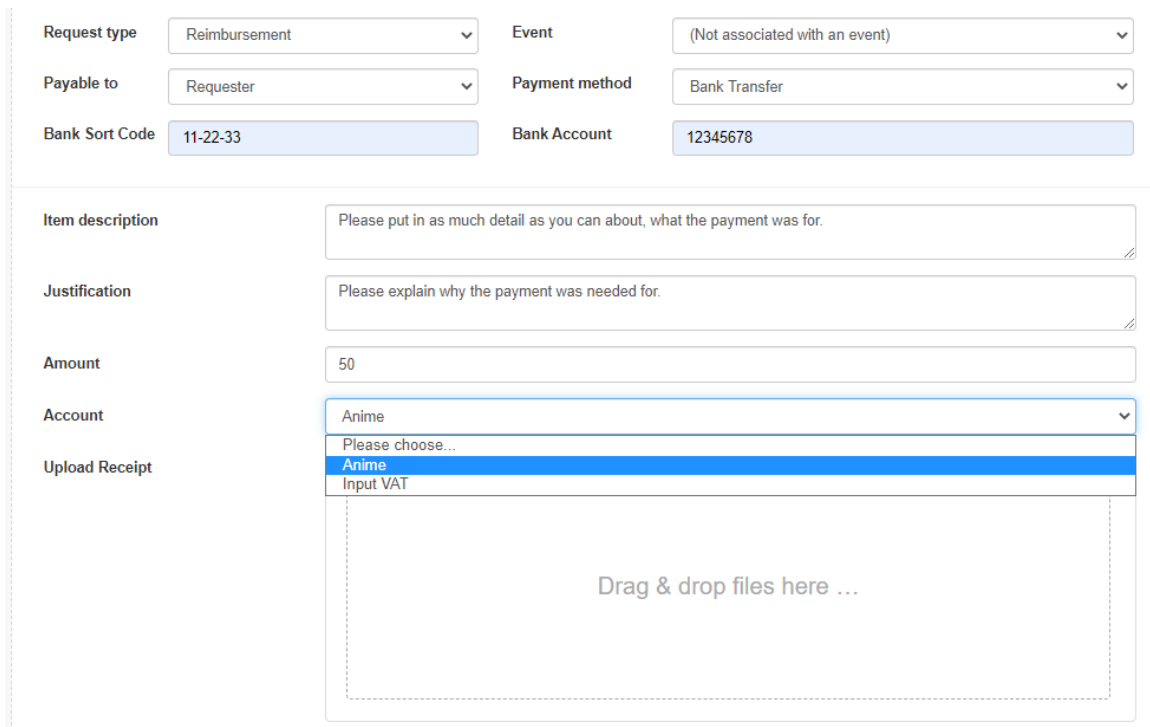
Combined

Active accounts

Other accounts

Dmu (Staging) v0.8.13801

2. Fill in the payment request form as normal. [See slides in the Finance Training for support on this.](#)
3. In the amount field, enter the net amount, i.e. the amount excluding VAT (Do Not Include VAT).



Request type: Reimbursement Event: (Not associated with an event)

Payable to: Requester Payment method: Bank Transfer

Bank Sort Code: 11-22-33 Bank Account: 12345678

Item description: Please put in as much detail as you can about, what the payment was for.

Justification: Please explain why the payment was needed for.

Amount: 50

Account: Anime

Upload Receipt:   
 Anime   
 Input VAT

Drag & drop files here ...

4. In the account field, choose the society
5. Upload the receipt
6. Press **CREATE** (bottom left hand corner) to add another line for the VAT amount
7. Next page shows the details of what you entered. Under "request details" click button that says **"Add item"**

Anime Dashboard / Request #1058 / Edit Money Request - Draft

Request type	Reimbursement	Event	(Not associated with an event)
Payable to	Requester	Payment method	Bank Transfer
Bank Sort Code	11-22-33	Bank Account	12345678

### Request details

Please put in as much detail as you can about, what the payment was for.	Please explain why the payment was needed for.	Anime (E302- -)	£50.00	
			£50.00	

[Add Item](#)

[Save changes](#)
[Submit](#)
[Cancel request](#)
[Back](#)

### Timeline

[Full History](#)

Wednesday, 7 October 2020

15:23 Created

8. Fill in the box with the same details for "Item description" and "Justification" as before
9. Amount: This time just put in the amount that is VAT
10. Choose the account - Input VAT

Anime Dashboard / Request #1058 / Edit Money Request - Draft

Request type	Reimbursement
Payable to	Requester
Bank Sort Code	11-22-33

### Request details

Please put in as much detail as you can about, what the payment was for.	Please explain why the payment was needed for.	Anime (E302- -)	£50.00	
			£50.00	

[Add Item](#)

[Save changes](#)
[Submit](#)

### Timeline

[Full History](#)

**Add New Item**

Item description:

Justification:

Amount:

Account:

Upload Receipt:

Drag & drop files here ...

Select files... [Browse ...](#)

11. Upload the same receipt as before

12. Press **ADD**

Anime Dashboard / Request #1058 / Edit Money Request - Pending Approval (Committee)

Request type	Reimbursement	Event	(Not associated with an event)
Payable to	Requester	Payment method	Bank Transfer
Bank Sort Code	11-22-33	Bank Account	12345678

### Request details

Please put in as much detail as you can about, what the payment was for.	Please explain why the payment was needed for.	Anime (E302--)	£50.00
This is for the Vat amount	VAT	Input VAT (D201--)	£10.00
			£60.00

Return to draft   Cancel   Back

Timeline [Full History](#)

Wednesday, 7 October 2020

13. Next page shows the details of what you entered for the net amount and the VAT.

14. Once the request is completed, press **SUBMIT**

15. The request will now follow the normal route of approval and authorisation.

Anime Dashboard

[+ New Money Request](#)   [+ New Purchase Order](#)

Pending / Recent Requests [Search](#)

07/10/20 15:29	Money Request	#1058	Amy King	Pending Approval (Committee)	£60.00
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Combined

Active accounts

Other accounts