



## 27 An overview of transactions

A transaction is money that is moved from or to an individual's budget. The transaction is shown on the budget statement and is included in statement calculations.

There are four types of transactions:

1. **A manual transaction** is a payment that is made for non-catalogue purchases.
2. **Returned funding** is a payment that has been returned to a funding authority.
3. **A manual refund** is a payment that has been received from one of the funding sources.
4. **An adjustment** is an item posted to an account if a financial discrepancy has occurred.

### How to view a manual transaction

Manual transactions are split into two main folder categories, as shown below.

shop 4 support

Hello, Ian Price, you are acting as Basil Fawly | End act as | Log off

Home | Help

You are here: Individuals / Bob Smith / Edit

Bob Smith

Search

Action	Transaction date	Type	Description	Status	Amount
	18/05/2009	Manual transaction	Cinema evening	Paid	£13.00
	17/05/2009	Adjustment	N/A	Paid	£8.75
	17/05/2009	Adjustment	N/A	Paid	£3.25
	16/05/2009	Manual transaction	Cinema evening	Paid	£5.00
	16/05/2009	Returned funding	Returned funding	Returned	£15.00
	15/05/2009	Returned funding	Returned funding	Returned	£6.50
	14/05/2009	Returned funding	Returned funding	Returned	£5.25
	13/05/2009	Manual transaction	Cinema evening	Paid	£10.00
	12/05/2009	Returned funding	Returned funding	Returned	£12.50
	11/05/2009	Returned funding	Returned funding	Returned	£30.25
	10/05/2009	Manual transaction	Taxi	Paid	£12.00
	10/05/2009	Manual transaction	Theatre	Paid	£4.50
	09/05/2009	Manual transaction	Theatre	Paid	£13.50
	08/05/2009	Returned funding	Returned funding	Returned	£11.00
	07/05/2009	Returned funding	Returned funding	Returned	£14.70

15 Page 1/2 Go


Terms of use | Powered by Valueworks

The **Not reconciled** folder contains a list of manual transactions for an individual which haven't yet been reconciled.

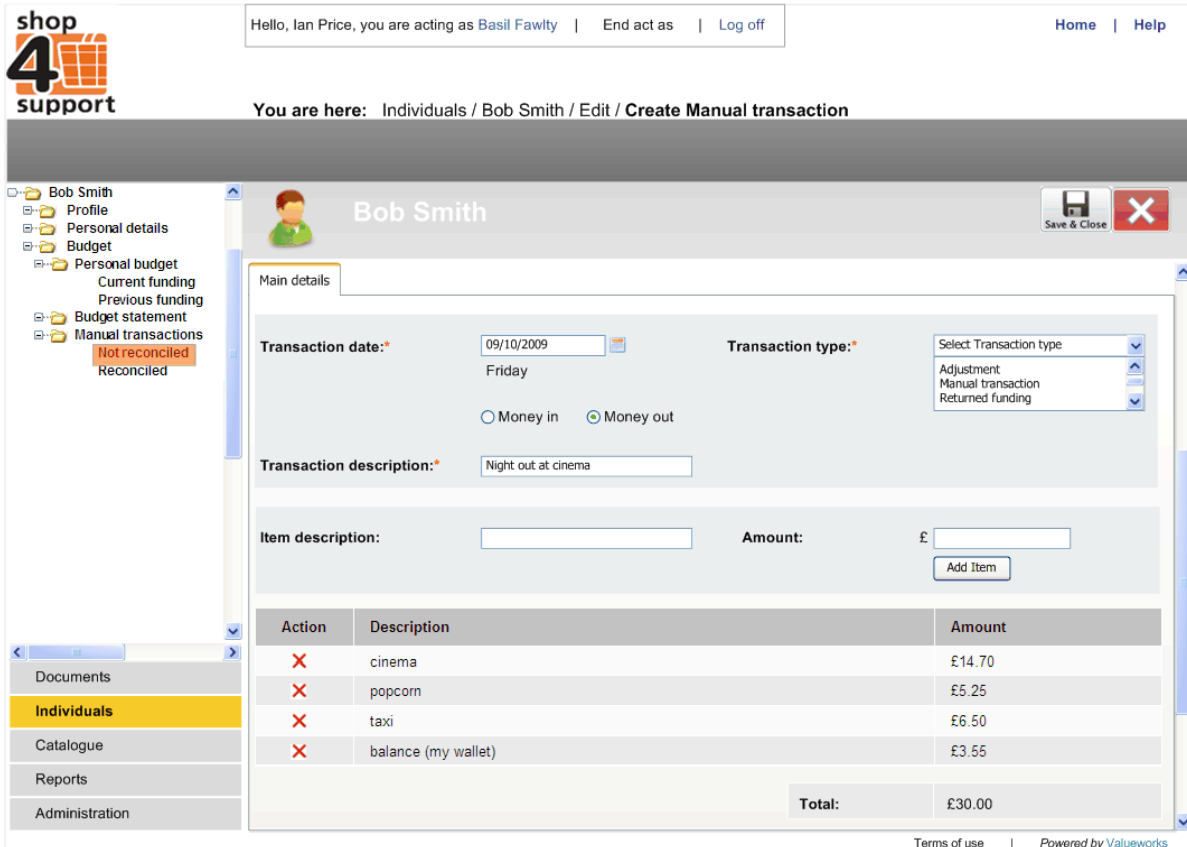
The **Reconciled** folder contains a list of transactions for an individual that have been reconciled.

## Creating a manual transaction

To create a manual transaction navigate to the Manual transactions folder.

Click on the Add  icon from either the 'Not reconciled' or 'Reconciled' screen.

In the example shown below, a manual transaction of £30 has been added to an individual's record. Several descriptions of different manual transactions (such as 'popcorn') describing what the transactions were for, have also been added to the record.



The screenshot shows the 'Create Manual transaction' interface for Bob Smith. The form includes the following fields and data:

- Transaction date:** 09/10/2009 (Friday)
- Transaction type:** Manual transaction
- Transaction description:** Night out at cinema
- Money in/out:** Money out (selected)
- Item description:** (empty field)
- Amount:** £ (empty field)

Action	Description	Amount
X	cinema	£14.70
X	popcorn	£5.25
X	taxi	£6.50
X	balance (my wallet)	£3.55
<b>Total:</b>		<b>£30.00</b>

By default, all manual transactions that you create will be added to the Not reconciled folder and will be given the following status:

- A 'manual transaction' will have a 'Paid' status.
- 'Returned funding' will have a 'Returned' status.
- An 'adjustment' will show as a 'Corrected' status.
- A 'manual refund' will have a 'Refunded' status.