

Completing a Payment Voucher CR/9

SD (Standard Description)

If you add '01' to this box the remittance will be printed with 'Details attached' – and we will send any additional items with the cheque. If you add '99' to this box for any cheque you wish to collect from Constantine House rather than us posting directly to the supplier. If you do not require the above, please leave blank

Date Voucher Prepared

This is the date that you prepare the voucher.

Description

This is the reference that will be printed on the remittance advice (much like an invoice number). This must be **unique** for each payment made to that supplier (maximum of 22 characters). E.G 'MILEAGE JAN2017'

Payment date This is the date that you want the payment to be made by. Remember that you should allow 5 working days for the payment voucher to be processed and be available for payment.

Customer ID No

To help determine which Customer ID No. to use look at the [Customer ID No. search tool](#) (Excel)

Voucher No. Add a Payment Voucher No. This is a unique reference No. allocated by your team. 'PV' followed by 3 letters linking to your team, e.g. Mere Grange Home = MGH, followed by a five digit No. in the series 00001 to 99999.

*This No. is also added within the coding section.

Certification

At least two people should initial the different checking/certification boxes to ensure separation of duties. The initials must be identifiable and original (not photocopied or printed)

Department
Your Department

Payee

This is the supplier name if a payment is to be made via BACS or the name that the cheque will be issued in. **PLEASE NOTE – if paying for a service provided by an individual, you must ensure the appropriate checks are completed on their employment status:** <https://www.gov.uk/guidance/check-employment-status-for-tax>

Address

This is the address where the remittance/cheque will be sent. If you wish to collect a cheque from Constantine House, please put a full stop on each address line (and see 'SD' box above)

Cost Centre

Enter the appropriate establishment Cost Centre to charge this payment to.

Subjective

To help determine which Subjective to use, check [Subjective codes](#) (Excel)

Sub Analysis

With payment documents, this column is unlikely to be used that often, as this code usually determines an occupation and would normally be used for pay related transactions only. Therefore, a 0 (zero) would be placed in the right hand space as shown.

Activity

Enter an Activity code if appropriate against a particular Cost Centre. If there is no need for an Activity code, then place a 0 (zero) in the extreme right hand space. Most Activity codes have 5 characters and should be entered from the left hand side, leaving the final space blank.

Org

This column denotes the organisation and for Suffolk County Council the code here is S.

VAT Totals

The VAT total value must be split between Standard (STD) 20% and Reduced (RED) 5% rates. In other words, in the VAT STD value row, enter the VAT total relating to all transaction lines above that have been coded as S in column V. In the VAT RED value row, enter the VAT Total relating to all lines above that have been coded R in column V. In reality, most VAT entered here will be entered as standard rate. Example above includes purchase of women's sanitary products which are reduced rate.

Contact Name ...

Enter your **full name and telephone number** so that you can be contacted in the event of a query. (not just 'Admin' + EXT number)

A Column Year end Indicator

This column will normally be left blank. Only used as instructed at the end of the financial year.

Details

This information will appear on ORACLE so you can add anything that would be helpful. Remember not to use names that can identify individuals.

V Column

This column requires an appropriate Value Added Tax classification code to be entered from the list shown in right corner of form. The [VAT status tool](#) (Excel) can help determine codes to use for different types of purchases

Details of Payments ...

This information is for your benefit- you might need to record additional information or add a message for the Payments Team. If you wish to make a BACS payment, add the bank details here