Detailed Report: Detailed PDF Report sample (26 Apr 2022 - 13 Oct 2022)

Summary

Ex VAT:	£730.42
VAT:	£19.65
Inc VAT:	£750.07

Categories	Ex VAT	VAT	Inc VAT
Client Entertaining	£82.30	£0.00	£82.30
Consultations	£50.00	£0.00	£50.00
Equipment (406)	£300.00	£0.00	£300.00
Fuel (401)	£98.24	£19.65	£117.89
IT Software and Consumables (463)	£62.00	£0.00	£62.00
Meals (410)	£1.50	£0.00	£1.50
Mileage (404)	£128.38	£0.00	£128.38
Printing and Stationery (461)	£8.00	£0.00	£8.00

Departments	Ex VAT	VAT	Inc VAT
Collections	£50.00	£0.00	£50.00
Community	£176.36	£19.65	£196.01
Complaints	£194.56	£0.00	£194.56
No Department	£8.00	£0.00	£8.00
Service Support	£301.50	£0.00	£301.50

Projects	Ex VAT	VAT	Inc VAT
No Project	£211.74	£19.65	£231.39
Project 1	£260.68	£0.00	£260.68
Project 2	£258.00	£0.00	£258.00

Users	Ex VAT	VAT	Inc VAT
Alan Osmond (432)	£176.36	£19.65	£196.01
Andrew Boyd (431)	£50.00	£0.00	£50.00
Becca Johnson (460)	£194.56	£0.00	£194.56
Claire Knight (401)	£250.00	£0.00	£250.00
Ellie Grey (410)	£1.50	£0.00	£1.50
Mark Adams (406)	£50.00	£0.00	£50.00
Martin Stovold (431)	£8.00	£0.00	£8.00

Expense Details

Alan Osmond (432)	Ex VAT	VAT	Inc VAT
25 May 2022 - Mouse and Keyboard	£62.00	£0.00	£62.00

Expense No
7663173

Merchant
Amazon

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
IT Software and Consumables (463)

Department
Community

Policy Issues
A receipt is required for this expense

Receipt Attached
No

Alan Osmond (432)	Ex VAT	VAT	Inc VAT
17 Jun 2022 - Fuel	£98.24	£19.65	£117.89

Expense No
8092513

Merchant
Shell

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Fuel (401)

Department
Community

Receipt Attached
Yes

Alan Osmond (432)	Ex VAT	VAT	Inc VAT
01 Oct 2022 - October Implementation	£16.12	£0.00	£16.12

Expense No
8782494

Journey
BA14 9AZ - SN14 0XX (24.8 miles @ 0.65)

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Mileage (404)

Project
Project 1

Department
Community

Policy Issues
A copy of your Business Insurance must be uploaded., A copy of your Driving Licence must be uploaded., A copy of your MOT Certificate must be uploaded., A copy of your Vehicle Tax must be uploaded.

Receipt Attached
No

Andrew Boyd (431)	Ex VAT	VAT	Inc VAT
19 Aug 2022 - Test	£50.00	£0.00	£50.00

Expense No
8326853

Merchant
Test

Submitted Date
19 August 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Equipment (406)

Project
Project 1

Department
Collections

Policy Issues
A receipt is required for this expense

Receipt Attached
No

Becca Johnson (460)		Ex VAT	VAT	Inc VAT
13 Oct 2022 - Client Dinner		£82.30	£0.00	£82.30

Expense No
8782512

Merchant
Harpe and Crown

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Client Entertaining

Project
Project 1

Department
Complaints

Attendees
ExpenseIn

Policy Issues
A receipt is required for this expense

Receipt Attached
No

Becca Johnson (460)		Ex VAT	VAT	Inc VAT
13 Oct 2022 - Pick up Client from Airport		£112.26	£0.00	£112.26

Expense No
8782532

Journey
SN14 0XX - TW6 2GW (172.7 miles @ 0.65)

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Mileage (404)

Project
Project 1

Department
Complaints

Policy Issues
Your Business Insurance has expired., Your MOT Certificate has expired., Your Vehicle Tax has not yet been approved.

Receipt Attached
No

Claire Knight (401)		Ex VAT	VAT	Inc VAT
13 Oct 2022 - Camera		£250.00	£0.00	£250.00

Expense No
8782559

Merchant
Curry's

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Equipment (406)

Project
Project 2

Department
Service Support

Notes
No credit card was available

Policy Issues
A receipt is required for this expense

Receipt Attached
No

Ellie Grey (410)		Ex VAT	VAT	Inc VAT
21 Apr 2022 - Dinner		£1.50	£0.00	£1.50

Expense No
7415857

Merchant
Tesco

Submitted Date
26 April 2022

Approved Date
04 October 2022

Approved By
Lewi Gill, Mark Adams

Category
Meals (410)

Department
Service Support

Policy Issues
A receipt is required for this expense

Receipt Attached
No

Mark Adams (406)		Ex VAT	VAT	Inc VAT
10 May 2022 - Consulting Costs		£50.00	£0.00	£50.00

Expense No
7563992

Time
1 day @ £50.00

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Consultations

Department
Service Support

Receipt Attached
No

Martin Stovold (431)		Ex VAT	VAT	Inc VAT
21 Apr 2022 - Crayons		£8.00	£0.00	£8.00

Expense No
7412219

Merchant
Rymans

Submitted Date
13 October 2022

Approved Date
13 October 2022

Approved By
Lewi Gill

Category
Printing and Stationery (461)

Project
Project 2

Policy Issues
A receipt is required for this expense

Receipt Attached
No