## Note

**The instructions in this document were derived in MSOffice 360. Adjustments may be needed to use earlier versions of Office.**

## Introduction

The process falls into very few simple steps: log in to PayPal, ask for the money, record the Beacon transaction and account for the commission.

## Log in to PayPal

1. Usert name: basingstokeu3a@gmail.com
2. Password: bObU3A2017

## Ask for Money

1. Menu item Transfer money
	1. From PayPal balance
	2. To Lloyds Bank ….4760
	3. Amount – example is £1000 but any amount is OK – but leave a little behind to keep the account open.
	4. Continue
	5. Review, and Transfer
	6. Screen will say success
	7. Done

## Record Beacon Transaction

1. Log in to Beacon
2. Transfer Money (5th down on the Finance menu)
3. Make the journal entry as appropriate.

## Account for the commission

1. Log in to PayPal (see above)
2. Various reports are available to play with.
3. Some show commission (you may have to add up month by month). Suppose that total is eg £abc.xy
4. Just before publishing YE results
5. Log in to Beacon
6. Transfer money
7. Make journal entry as appropriate
	1. Payment
	2. To (ie credit) account PayPal – PayPal commission
	3. £abc.xy
	4. Account transfer
8. Second journal entry
	1. Received
	2. From (ie debit) account PayPal – Membership fees
	3. £abc.xy
	4. Account transfer

## Notes

What I’m trying to do above is really to do ONE double sided journal entry:

Credit current account/membership fees

Debit PayPal account/commission

I’m not al all sure I’ve got it right – have a think. The idea is to show our membership fee income as multiples of £40 and make the PayPal commission visible on the YE accounts.