

PARISH COUNCIL ACCOUNTS



SIMPLE

STRAIGHTFORWARD

SECURE

www.parishaccountssoftware.co.uk

QUICK START

CONTENTS

Thank you for subscribing to Parish Council Accounts Software. Your database will be created and configured for you based on the information you have supplied in the Set Up Document. Everything is set up and ready for you to start entering transactions

This guide takes you through the basics of the software. More information on each screen can be found in the User Guide.



Click this icon to view the video on that topic on YouTube

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LOGGING ON

Parish Council Accounts runs through a web browser which can be accessed from any device from any location with internet access. Please be aware that there is an automatic timeout after 30 minutes of inactivity for security reasons.

STEP 1

Open your web browser and enter the following address:-

<https://online.paxsoft.co.uk/>

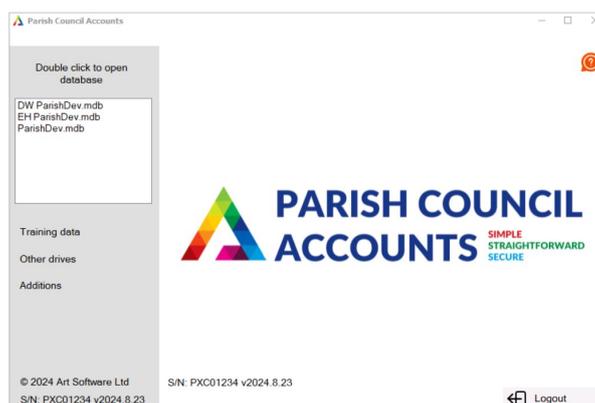
Enter your **Cloud Logon** credentials and click on Log on.



STEP 2

The following login screen will be displayed:-

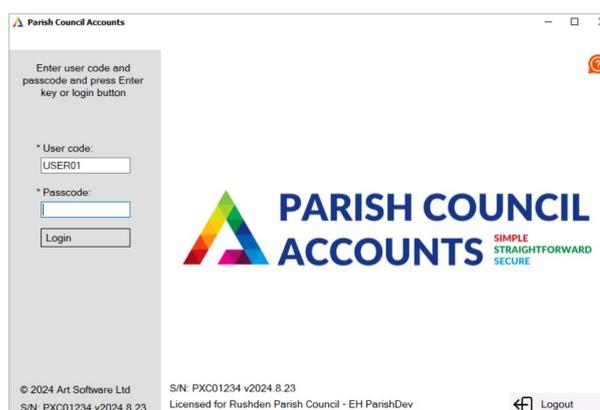
Double click on your database



STEP 3

Log in with your **Software Logon** user code and passcode.

The next time you log in it will remember your user code.



LOGGING OFF

To log out correctly click on the Logout button.

Then click on OK to Close Parish Council Accounts or Cancel to return to the program.



DRIVING THE SOFTWARE

Here are a few notes on how to use the software which you may find useful as you start to navigate your way around.

- From any screen you can access the User Guide by clicking on the ? at the top right.
- All screens can be driven by using the mouse or the keyboard.
- The package is menu driven. A single click on a menu selection will take you to the program. When in the program, the 'Exit' button will take you back to the menu.
- The database is NOT updated from any program until the 'Record' button is pressed. There is always a 'Cancel' button displayed alongside the 'Record' button that allows you to abort the current input.

Using * and ^ in Grids

Date	Type*	A/c	Reserve	Reference	Value D*	Comment	*	^
01/03/24	Inc		Mainhour	24 VAT recovery	1088.66	Deposit		

- An asterisk (*) in a grid column header indicates that extra information can be displayed via a 'double click' in that column for the appropriate grid entry.
- Similarly, a '^' symbol indicates that a 'right click' will display further selections.

The Navigation Bar



- These navigation controls will appear at the top right of the screen in many of the maintenance and enquiry programs.
- Clicking on the up arrow will select the first record in the group, left arrow the previous record, right arrow the next record and down arrow the last record in the group.
- Where available, the large 'C' icon will display a record count.

The programs are split into four types: **Maintenance, Inputs, Enquiries and Reports.**

Maintenance Programs

These programs are used for adding and maintaining the basic elements of the system and are consistent in the way they are driven. An example is User Maintenance.

To **ADD** a new element, press the Add button, complete the required fields (mandatory entries are marked with an asterisk) and press Record when complete.

To **UPDATE** an existing element, search and select the required record, press the Update button, complete the required amendments and press Record when complete.

To **DELETE** an existing element, search and select the required record, press the Delete button, you will be asked to confirm that you really mean to delete the record and, if so, the record is deleted.

Input Programs

These programs are used to enter transaction data, for example Receipt Input, Payment Input, Money Transfers.

The entry screens are normally split into a header with normal entry fields at the top and a grid in the lower section of the screen for the entry of the detail lines. Mandatory entries are marked with an asterisk.

Movement around the grid section is via the mouse or the up, down, left and right arrow keys (similar to a spreadsheet).

Enquiry and Report Programs

These are fairly self explanatory. See below for a list of the report program search controls.

Don't forget, you are not going to update the database using these programs and so you can experiment with confidence. (Suggest starting with previewing rather than printing the reports.

The reports allow you to enter criteria to determine what information is displayed. Where the field has a * it means that a selection needs to be made. There are a number of different options in the operator field. Here is an explanation of each one:-

any value	all the records are selected.
between	a pair of values must be entered as the start and end values for a range to be selected. The range between "A" and "CZZZZ" would produce a list of records with first character in the range A to CZZZZ [inclusive].
not between	as above, except that records other than those in the range are selected.
like	enables matching using the first character of a code or with the wildcards "%" and "?". The value A% would produce a list of all records starting with the letter "A". ?A% produces a list of items where the second character is "A".
not like	as above, except that records other than those specified are selected.
=	equal to, an exact match.
<>	not equal to.
> / <	greater than (a numeric value), or later (alphabetically or date wise) or less than (a numeric value), or earlier (alphabetically or date wise)
>= / <=	greater than or equal to/ less than or equal to.

Analysis Grid

- A/C & Name** You can manually type in the account code if you know it or you can right click and choose it from the list. The list box will only contain receipt codes to select from. The account name will automatically be displayed after selecting the account.
- Value** Enter the value of the receipt. If you are entering multiple analysis lines then ensure that all line values equal the total at the top of the screen.
- VAT** This should be set to a 0% VAT rate as no VAT is charged.
- Reserve** This is the reserve that the money belongs to. Normally this would be your General reserve. You can right click and select this from the list or leave it blank and it will automatically default to General.
- Project** If this receipt is for a certain project then right click and select it from the list. If not then leave this field blank. See the 'What are Projects' page of this guide for further information.
- Reference 2** If you wish to record further information at line level then enter it here.

After entering all the required information click on the Confirm button. It will check that everything adds up and no mandatory information is missing. If everything is ok then you will see a red Record button. Click this to save the receipt booking. You can view the transaction in the Transaction Enquiry or Reserve Enquiry screens.

Don't worry if you have made a mistake as you can easily correct it or even delete the transaction completely. See the correcting mistakes page of this document.



BOOKING PAYMENTS

All money that is paid out should be entered using the **INPUTS > PAYMENTS** screen.

A/C^	Account name	Value	VAT^	Reserve^	Project code^	Reference 2	Supp^
311	Stationery	52.95	1	General			
312	Postage	2.19	2	General			
315	Training / Membership	65.00	1	Defib			

Example of a payment booking

- Money account** This will default to your main account (which is setup in your chart of accounts). If you are booking money received to another account then select the correct one.
- Payment reference** Enter the reference that's on your bank statement as this is what appears on the bank reconciliation screen.
- Total** This is the total amount paid out which should match your bank statement. You can split the analysis on the payment booking to different account codes and reserves using the grid in the bottom half of the screen.
- Reference 1 & 2** This would contain more information about the payment. This is mandatory and Reference 2 is optional if you wish to record additional information.
- Effective date** You can either type the date in e.g. 02/04/2024 or click on the calendar box and select the date.
- Document** You can attach a document to the transaction. This would be stored on the cloud and you can easily view this at any stage in the future (see the attaching documents page in this guide for more details).



BANK RECONCILIATION

An important part of managing your accounts is performing regular bank reconciliations. This is done us the **INPUTS > BANK RECONCILIATION** screen.

The New option should already be selected. You would only use the Update option if you wanted to change and existing reconciliation.

Select the money account that you wish to reconcile. Enter a Reference e.g. HSBCJul23.

You can select Month and this will display all unreconciled entries up to and including the last day of the month you choose, or you can select a particular date.

Enter the figure that appears at the end of your bank statement (last day of the statement period) into the 'Bank statement' field at the top right of the screen.

Click on the Confirm button at the bottom of the screen and the transactions will be displayed.

Bank Reconciliation : USER01 : Parish Council Demo Data

New Update

Money a/c: 150
 Reference: HSBCJul23

Show: Payments in Payments out

* Bank statement: 23064.01 System balance: 23064.01
 Reconciled bal.: 22991.59 Reconciled total: 0.00
 Difference: 72.42 Unrecon. total: 72.42

Up to: Month July 2023 Bank statement: .. V

Date	Type	Reference	Paid In	Paid Out	Add. Reference	Recon.*	*
01/07/23	Payment	Country Ins		515.25	Insurance	N	
01/07/23	Payment	LST Services		99.50	Debfib Maint	N	
18/07/23	Receipt	HMRC VAT Recover	1478.36		22/23 VAT Rec	N	
21/07/23	Payment	Scottish Power		172.01	Lights	N	
23/07/23	Payment	Turners		371.10	grass cutting	N	
25/07/23	Payment	HMRC July 23		49.60	July Tax	N	
25/07/23	Payment	J Smith July 23		198.48	J Smith salary	N	

Click on the Update button at the bottom of the screen.

You can now view the details of any of the transactions by double clicking on the * column on the right of the grid against the line you wish to view.

When you have the transaction displayed on the screen, providing it is in an open month, you can change any of the details or even delete it completely.

Unrecon. total: 72.42

.. V

Reference	Recon.*	*
Insurance	N	
Debfib Maint	N	
22/23 VAT Rec	N	
Lights	N	
grass cutting	N	
July Tax	N	
J Smith salary	N	

Now that you are in Update mode you would go through your bank statement and double click on the **N** in the Recon column to change it to a **Y** if it appears on your statement.

You can also use the Flip entries button at the bottom of the screen to change all the N's to Y's and vice versa.

Once you have been through your statement and marked all the entries as reconciled then you should end up with a 'Difference' of zero. If this isn't zero then you should be able to identify where the difference is and deal with it accordingly.

Click on Record to save. You can then print or preview the reconciliation report.

You will be asked to select if you want to include 'reconciled transactions', 'unreconciled transactions' or both.

Parish Council Accounts		Bank Reconciliation		Page 1 of 1	
Littletown Parish Council			Printed: 10/06/2024		
With effective date up to 31/07/23					
Showing Payments In and Payments Out					
Reconciliation reference: HSBCJul23					
Nominal code : 150		Nominal name : Bank current account			
All entries					
Date	Type	Reference	Reference 2	Debit	Credit R.
01/07/2023	Expenditure	Country Ins	Insurance		515.25 Y
01/07/2023	Expenditure	LST Services	Debfbib Maint		99.50 Y
18/07/2023	Income	HMRC VAT Recover	22/23 VAT Rec	1,478.36	Y
21/07/2023	Expenditure	Scottish Power	Lights		172.01 Y
23/07/2023	Expenditure	Turners	grass cutting		371.10 Y
25/07/2023	Expenditure	HMRC July 23	July Tax		49.60 Y
25/07/2023	Expenditure	J Smith July 23	J Smith salary		198.48 Y
				1,478.36	1,405.94
Summary:		Previous reconciled balance		22,991.59	
		Reconciled payments in		1,478.36	
		Reconciled payments out		-1,405.94	
		Unreconciled payments in		0.00	
		Unreconciled payments out		0.00	
		Reconciled total		23,064.01	
		Entered bank statement value		23,064.01	
		Difference		0.00	

Example of a reconciliation report

The transactions you reconciled will now not appear on the next bank reconciliation that you do. You can use the update option if you want to include any unreconciled entries to an existing bank reconciliation.



REPORTS

There are various different reports that you can run to extract and display the information that you require. They can be found under the Reports menu option and include:-

I&E Report

Displays the balances for the selected month, quarter, year or date range for your receipt and payment account codes. This report is net of VAT but does display the amount of VAT you are able to reclaim in the selected period.

R&P Balances

Displays the balances for the selected receipt and payment codes for a month or date range. Each balance will have the net, VAT and total in different columns

Reconciliation Statement

Displays the balances for all your money accounts up to the end of the chosen month.

Transactions List

This report will list all your transactions entered against the selected account code(s) for the month or date range entered.

Cash Movement Report

This report will list all your transactions entered against the selected money account code for the month or date range selected.

AGAR Report

This screen will list display and print the balances to complete your AGAR.

VAT Report

This export will list all your VAT transactions within the selected date range. It outputs to a CSV file and will contain the following information from each vatable payment transaction:-

Reserve, Reference 1, Date, Supplier, VAT No, Goods Supplied, Gross Amount, Net Amount and VAT Paid.

Budget Variance

Produces a report in income and expenditure format showing the actual and budget values for the selected month or quarter and year to date or rolling year with the percentage variance against budget for each item.

Budget v Actual Report

Lists for all or the selected reserve(s) of the budget and actual figures together with the accumulative budget surplus or shortfall for each month to date and the available budget for the remaining months of the selected year.

Budget Only

Produces a report of the current values set for the budget for all reserves consolidated or for a specific reserve.

Project I&E

Displays the balances for the selected month, quarter, year or date range for your receipt and payment account codes for either a specific project or all projects consolidated.

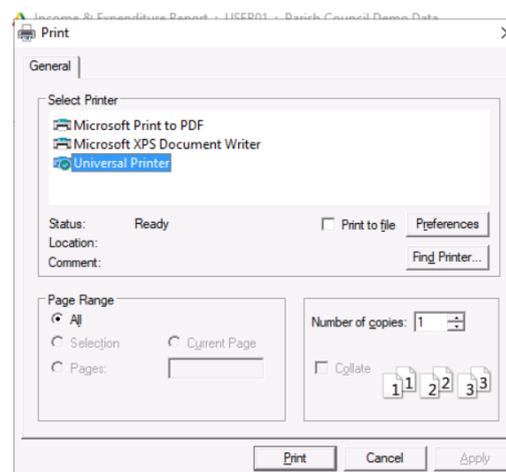
Project Trans List

Prints or previews the transactions for all or the specified project(s) for the given month or date range.

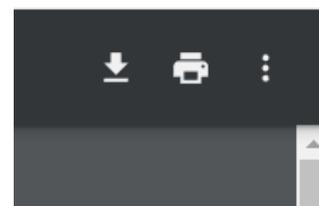
Printing

Each report (except the VAT report) can be printed or previewed. They can also be exported into various formats and downloaded onto your computer (see the Exporting Reports section in this document).

After clicking on Print you will see the following pop up box.



Select the Universal Printer option and it will open up the report in a new tab. At the top right you will see an icon where you can download the report or you can print it. When clicking on the printer icon it will display a list of your local printers to select from.



Report Criteria

See the Driving instructions page for more information on the operators. The most used options are:-

- any value** all the records are selected.
- between** a pair of values must be entered as the start and end values for a range to be selected.
- =** equal to, an exact match.



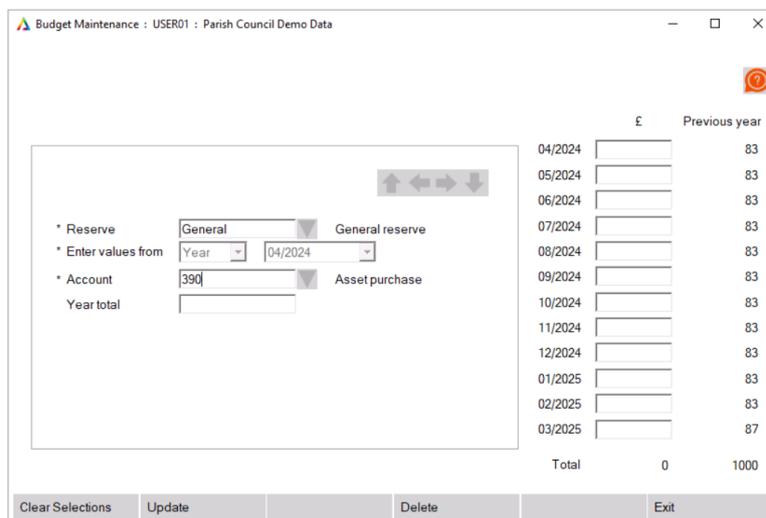
ENTERING BUDGETS

Budgets are entered annually using **INPUTS > BUDGET MAINTENANCE**.

You would enter a budget for each reserve.

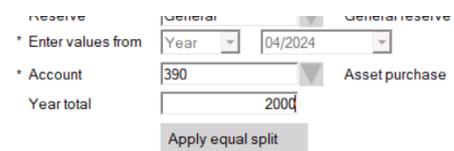
For example if you were entering your budget for your General reserve you would do the following:-

1. Select General in the Reserve field
2. Enter the Year start month, e.g. 04/2024
3. Select the first account code and you will see the months appear on the right hand side, along with the previous years budget if this has been set.



4. Click on the Update button at the bottom of the screen

5. You can now either manually type in the amounts into each month of the year or you can enter the total amount for the year and click on the 'Apply equal split' button. This will then automatically split the year total equally against each month.



6. When you have finished entering the budget for that account click on the red record button at the bottom of the screen.

7. Use the grey arrows to move to your next account code and repeat the process by clicking on Update and entering your information.



8. If you want to enter a budget for a new reserve then either click on the Clear selections button at the bottom of the screen or return to the menu and select Budget Maintenance again and repeat the process from step 1.



VAT

During the setup process you would specify if you are able to reclaim VAT. If the answer is Yes then you will need to enter a VAT rate against each receipt and payment booking.

As default the VAT rates are as follows but these can be changed in **ADMINISTRATION > SYSTEM SETTINGS > VAT RATES.**

VAT Rate 1 is 20%

VAT rate 2 is 0%

When a transaction with VAT is entered the system calculates the VAT you can claim back and adds it to a system account called Input VAT Recoverable. This account balance is cleared down to zero at the end of each financial year. All payment values are entered as a VAT inclusive figure.

The Input VAT Recoverable balance is displayed as a separate line on the I&E report.

To make your VAT claim easy you can export a VAT report and this will list all the vatable transactions along with the information you require for your claim.

Here is an example of the VAT report file:-

	A	B	C	D	E	F	G	H	I
1	Reserve	Reference	Date	Supplier	VAT No.	Goods Supplied	Gross Amour	Net Amount	VAT Paid
2	Defibrillator	Defib Maint	01/04/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
3	Defibrillator	Defib Maint	06/10/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
4	Defibrillator	Defib Maint	01/01/2024	LST Services	GB284500123	Maintenance	99.5	82.92	16.58
5	Defibrillator	Replacement part	05/03/2024	LST Services	GB284500123	Parts	500.35	416.96	83.39
6	General reserve	Year subs	01/04/2023	YesPay Ltd	GB45641485	Software	150	125	25
7	General reserve	Grass cutting	15/06/2023	Turners Landscaping Ltd	GB456456184	Grass cutting	371.1	309.25	61.85
8	General reserve	Defib Maint	01/07/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58

After you have made the claim and have received the money into your bank you would enter a Receipt Booking using your VAT Recovery account code.



CORRECTING MISTAKES

Parish Council Accounts is very forgiving if a transaction is booked in error. All transactions within an open accounting period can be amended or deleted.

The following procedure would be used to rectify a mistake made in any type of transaction. As an example, suppose that a Receipt between the Bank Account and the Salaries Account, had been entered in error. This could be rectified as follows :-

- In Transaction Enquiry, select the bank account used or the salaries account.
- Find the transaction entered in error. You can narrow down the displayed transactions by date or by type. Double click in the '*' column against the transaction line of the erroneous transaction to display it.
- Press the Change button. You will only see the Change button if the effective date is in an open month.
- Select whether you wish to Delete the transaction or Change the transaction. If you select Delete, then the current transaction will be deleted after confirmation that you wish to do so. If you select Change, then the details will remain on the screen for you to amend i.e. correct the mistake BUT make sure that you Confirm and Record the amended transaction otherwise it will be lost.

NOTE: If you don't see a Change button on the transaction then you will need to go to re-open the month that the effective date is in. Go to Administration > Open / Close > Re-open Month.

The latest closed month will be displayed. Click on Confirm to re-open and repeat this procedure until all the months are open going back to the month you need. They need to be re-opened in sequence. If you try to open a month that's in a closed year then the year will need to be reopened first. Once you have reversed or changed your transaction(s) then you can close all the months and years again.



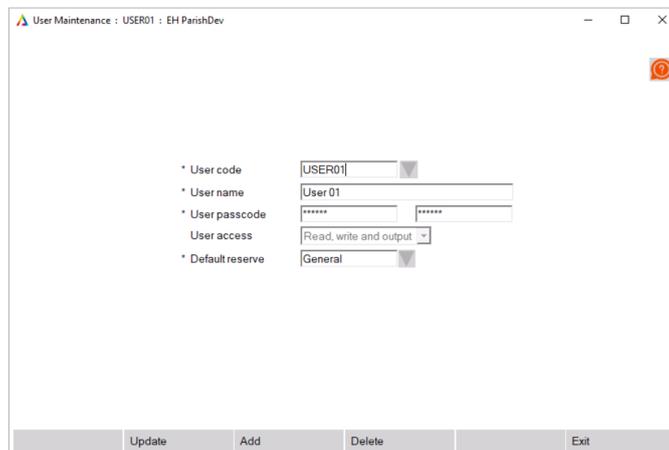
ADDING USERS

There are two sets of logins required for each user:-

- Cloud Login** This is issued to you and isn't something you can add yourself. This allows you access to your councils area on the cloud
- Software Login** These are set up by yourself. As default you have one user called USER01 with a password of 123456. You can add as many additional users as are required

Creating new Software Logins

This is done through **ADMINISTRATION > SYSTEM SETTINGS > USER MAINTENANCE**



To Add a new user click the Add button at the bottom of the screen. Enter the details and click on Record to save. To update an existing user select the relevant user code and click on Update, make the changes and click on Record.

- Enter a unique User code up to 10 characters long.
- Enter a User name, generally a persons name or a job title.
- Enter a User passcode, this must be between 6 and 10 characters long. Confirm this passcode in the second box
- Select the appropriate User access:

Read only The user can only look at transactions. Nothing can be entered, amended or deleted. They also won't be able to output any information via reports.

Read and write The user can look and enter, change or delete transactions but not output any information

Read and output The user can look and output reports but can't add, change or delete anything.

Read, write and output This is full access to everything

WHAT ARE RESERVES?

Every transaction that you enter into the software will have a Reserve code assigned to it. This allows you to put your receipts into a certain pot of money and then your payments will come out of the relevant reserve. This allows you to earmark a reserve for a certain cause and allow you to track the money.

You will have a General reserve as a default and your default user (USER01) will be set to default to this reserve. This means that if you don't make a reserve selection on your transaction then it will default to General. You can change this in the User Maintenance screen if you have a particular user than only deals with a particular reserve for instance.

Within the Enquires and Reports screens there is a Reserve selection. This allows you to either run the enquiries or reports for all reserves consolidated or for just one particular one.

For example in the Transaction Enquiry screen you could select your bank account and then a particular reserve. This would just display the balances and transactions that have gone through your bank that belong to that reserve.

WHAT ARE PROJECTS?

Projects are an extra level of analysis. For example you may be running a particular project for speed awareness in your area. This is being funded out of your General reserve but you wanted to see what money has come in and has been spent on this project. You would set the project code up in **ADMINISTRATION > SYSTEM SETTINGS > PROJECT MAINTENANCE** and specify which reserve is funding the project, e.g General reserve.

When you book receipts and payments for this project you would select the project code in the transaction. This allows you to run a Project I&E report.

Because projects may overlap financial years you can run the I&E report for a date range.

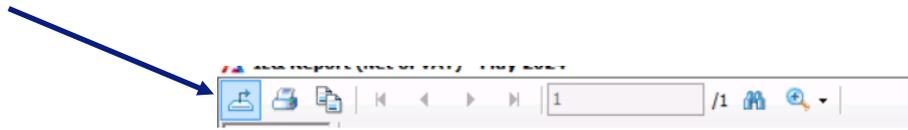
Parish Council Accounts		Page 1 of 1	
Littletown Parish Council		Printed: 10/06/2024	
Date range from 01/01/2024 to 31/03/2024			
Project code Speed			
All reserves consolidated			
	<u>Turnover this period</u>	<u>Turnover year to date</u>	
Grants			
Grants	1,000.00	1,000.00	
		1,000.00	1,000.00
Staff Costs			
Training / Membership	83.32	83.32	
		(83.32)	(83.32)
Administration Expenses			
Stationery	35.00	35.00	
		(35.00)	(35.00)
TOTAL SURPLUS/DEFICIT	881.68	881.68	

Example of a Project I&E Report

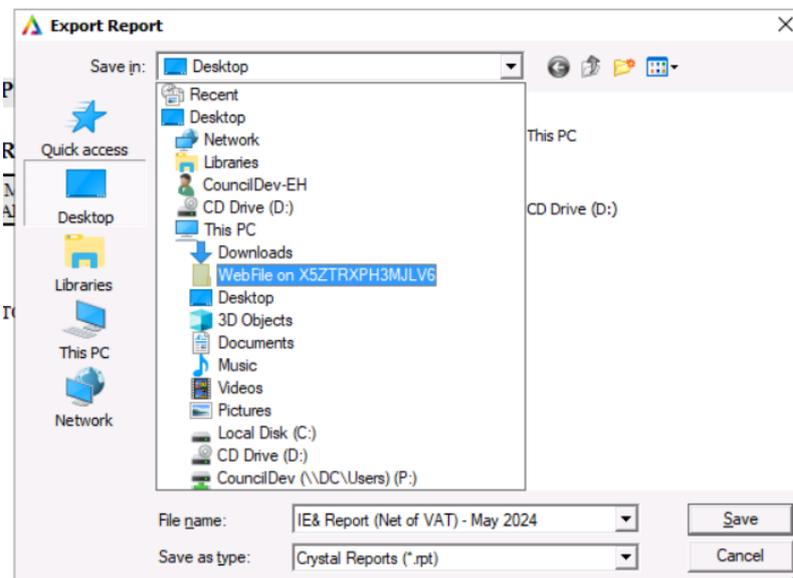


EXPORTING REPORTS

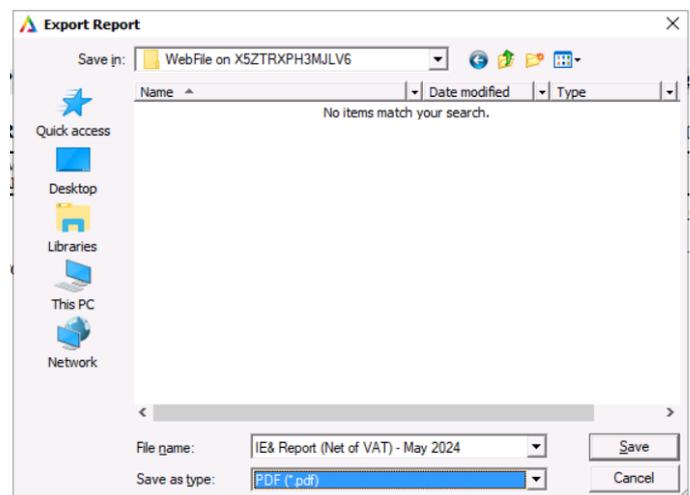
Preview the report that you wish to Export and click on the Export icon at the top left of the preview window.



Click the down arrow next to 'Save in' and choose 'WebFile on ...'. This will download the report straight into the downloads folder on your local computer.



Enter your file name and file type, e.g. PDF and click on Save. Depending on your web browser you should get the option to Save or Open the file. If you choose Save it will open your Downloads folder for you to be able to copy and paste the file into the desired location. If you choose Open then it will open the document and you can choose to print or save it from there.

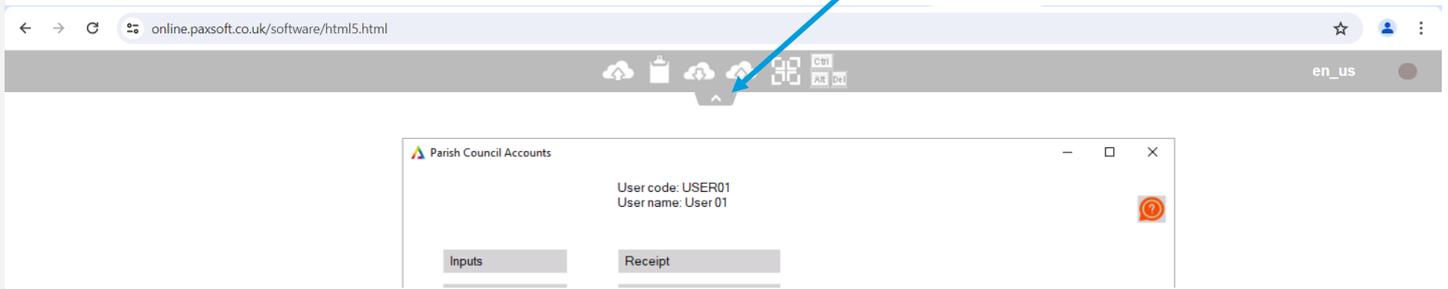


ATTACHING DOCUMENTS

You can attach a document to a Receipt, Payment or a Bank Reconciliation.

Scan all your documents for the entries being made before logging on and save them on your computer. Ensure that you have a separate document for each transaction.

Click on the grey tab at the top of your web browser screen and this displays the 'Cloud Toolbar':-

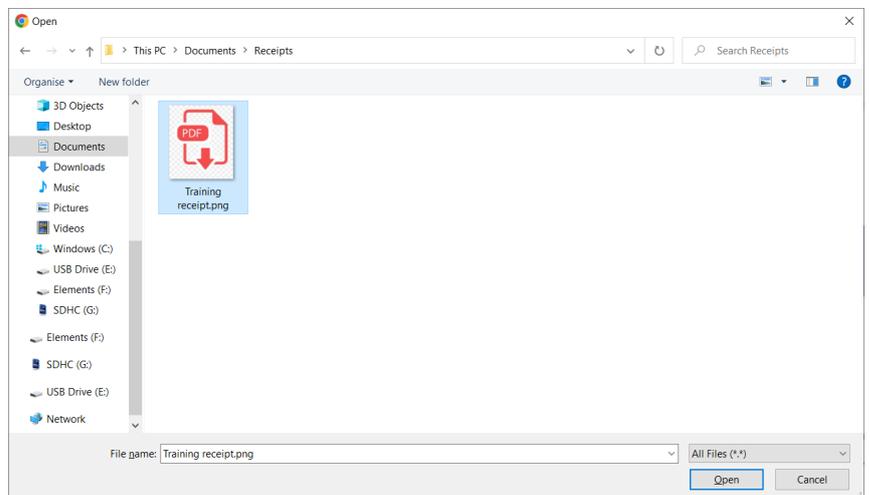


Click on the first icon with a cloud and an up arrow that says 'From PC to server'



This will open another window where you can browse your computer for the document. Double click on the document or single click to select it and click on the Open button.

This will then upload the document to the cloud ready to attach it to your transaction.



When you are in the Receipt or Payment screen you will see a Document field



Click on the button with the dots. This will open up a selection window and default to your Upload folder where your documents will be saved (after you have uploaded them). Select the relevant document for this transaction. You can click on the V button the view the document. You can also view the document by double clicking on the D column in the **ENQUIRIES > TRANSACTION ENQUIRY** screen.

SUPPORT

In addition to this document there is a User Guide that gives more details on each screen within the program. This can be accessed via the help icon at the top right of every screen.



We also have some help videos that are available through our YouTube channel and on our website:

www.parishaccountssoftware.co.uk

You can also email us a support query at:

hello@parishaccountssoftware.co.uk