PARISH COUNCIL ACCOUNTS

SIMPLE
STRAIGHTFORWARD
SECURE

www.parishaccountssoftware.co.uk

USER MANUAL

CONTENTS

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
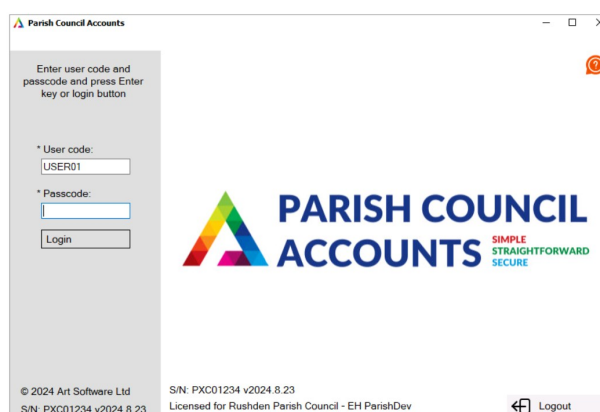
The following login screen will be displayed:-

Double click on your database
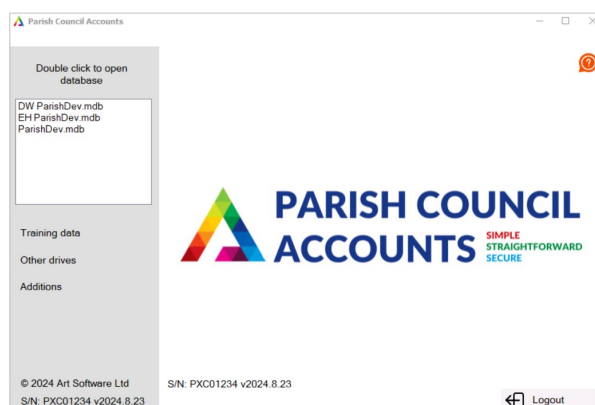
STEP 3

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 this 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		Neighbour	24 VAT recovery	1988.56		Receipt		

• 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.

PRINTING

Any report can be printed to your local printer.

After clicking on the Print button on your desired report you will see the following screen:-
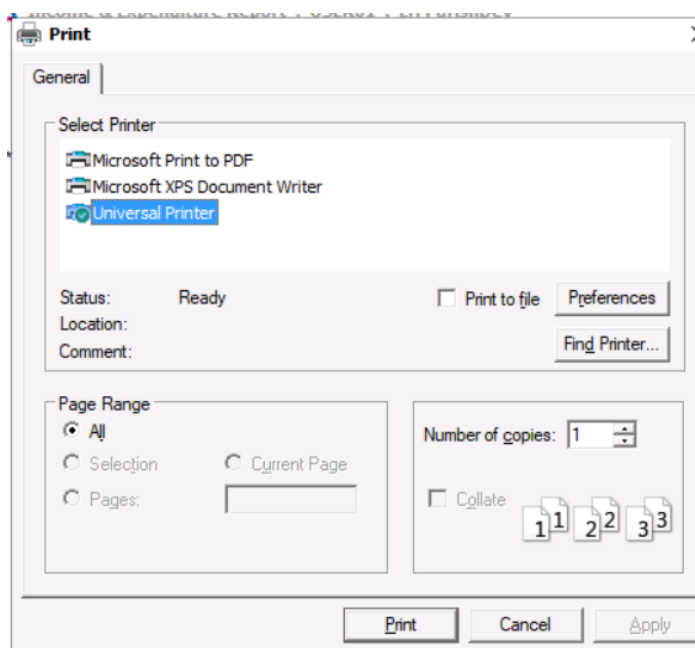

Select the Universal Printer option and click on Print. It will open up the report in a new window.

Click on the Printer icon at the top right of the screen to allow you to select your local printer. Alternatively you can click on the Download icon to download a PDF of the report into the selected location on your computer.
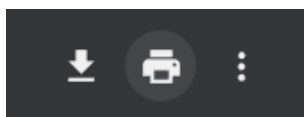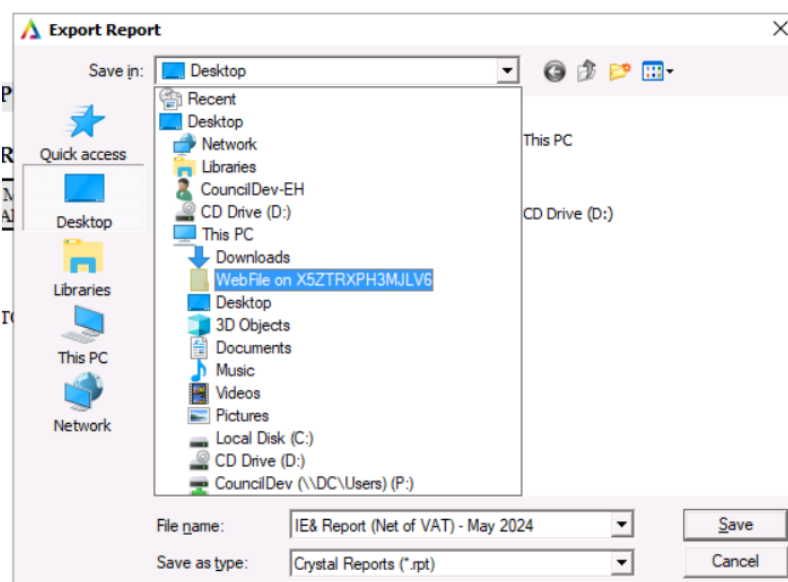
EXPORTING REPORTS

Preview the report that you wish to Export and click on the Export icon at the top left of the preview window.
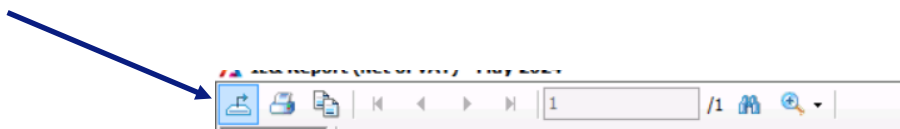
Click the down arrow next to 'Save in' and choose 'WebFile on ….' This will download the report straight into the downloads folder on your local computer.

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.
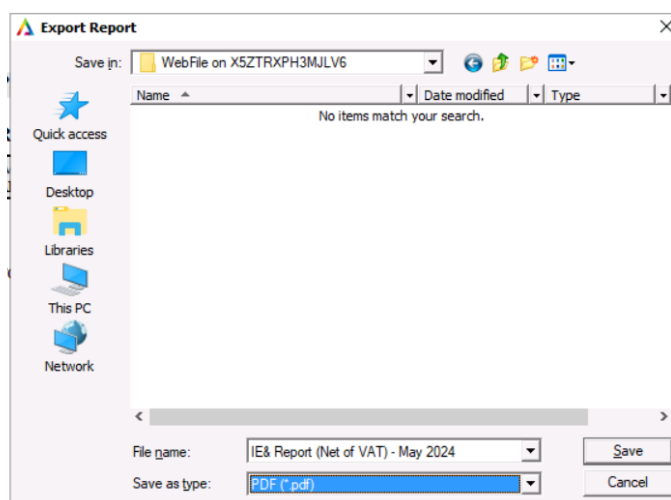
UPLOADING DOCUMENTS

Scan all your documents for the entries being made before logging on and save them onto 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':-
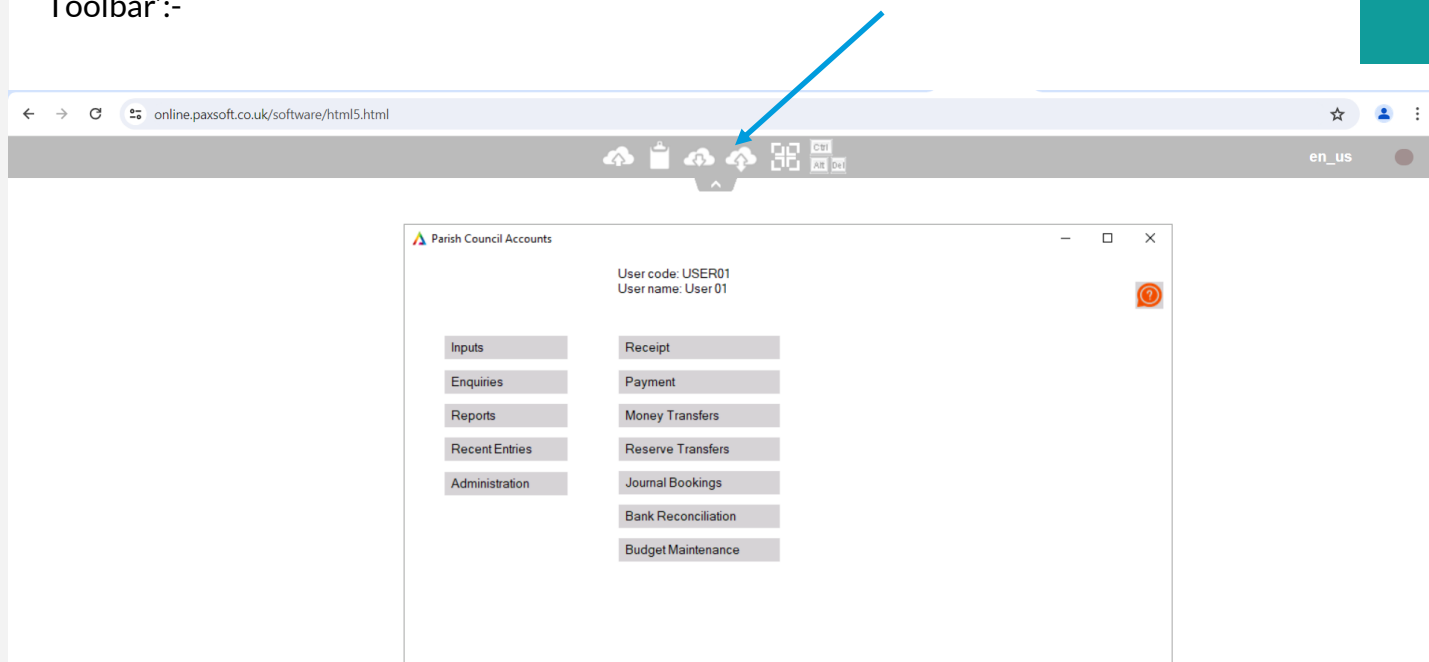
Click on the first icon with a cloud and an up arrow that says 'From PC to server'

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.
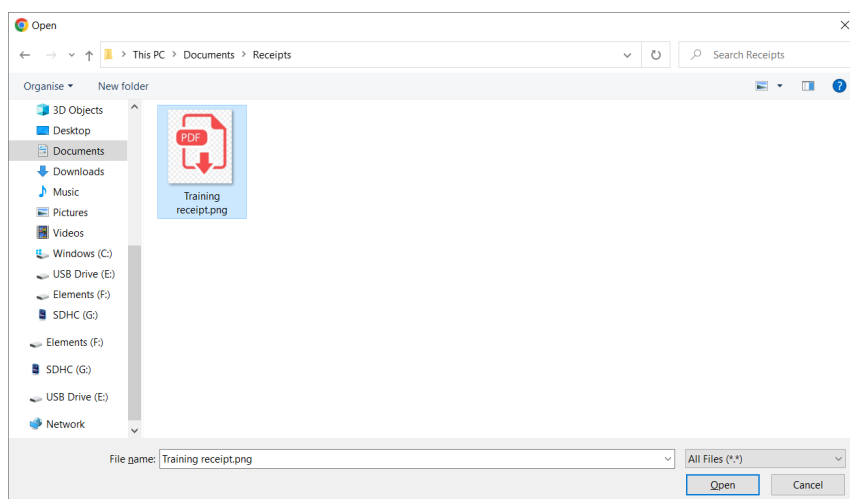
CORRECTING MISTAKES

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.

RECEIPT

INPUTS > RECEIPT

Any income will be booked through this screen.
NOTE: If you have a document that you wish to attach to the transaction then this must be scanned and uploaded first (see notes on uploading documents)

Money account	This will default to the main bank account as specified in your chart of accounts. If applicable click the down arrow and select an alternative.
Receipt ref	This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.
Total	Enter the total amount of the receipt. This figure may be broken down into different receipt analysis codes in the grid at bottom half of the screen.
Reference 1	This should be a reference to where the receipt has come from.
Reference 2	Optional, this may be used to record additional information.
Effective date	This is the date it is booked to the accounts. You can type the date in or click on the calendar box.
Document	You can attach any relating document to the transaction (see page on uploading files).

Analysis Grid

A/C   The A/C (Account) column holds the receipt code. You can have one line or multiple lines to break down the total received.   You can either type the code in or right click to display a list to choose from. The account name will be automatically displayed.

Value   Enter the amount for this analysis line. You may only have one receipt analysis line but it you have more than one then the total of all the line values must equal the total entered at the top of the screen.

VAT   Either type in the VAT rate (1-8 which are set up in Admin—System Settings—VAT Rates) or right click and select the code. As this is a receipt no VAT is charged so a 0% VAT code should be entered.

Reserve   Right click and choose which reserve the receipt is for. If you leave this field blank it will default to the General reserve.

Project code   Right click and choose which project the receipt is for or leave this field blank.

Reference 2   Only enter something here is you wish to record a different reference 2 for the analysis line.

PAYMENT

INPUTS > PAYMENT

Any money spent will be booked through this screen.

NOTE: If you have a document that you wish to attach to the transaction then this must be scanned and uploaded first (see notes on uploading documents)

Money account	This will default to the main bank account as specified in your chart of accounts. If applicable click the down arrow and select an alternative.
Payment ref	This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.
Total	Enter the total amount of the payment. This figure may be broken down into different expenditure analysis codes in the grid at bottom half of the screen.
Reference 1	This should be a reference to what the money has been spent on.
Reference 2	Optional, this may be used to record additional information.
Effective date	This is the date it is booked to the accounts. You can type the date in or click on the calendar box.
Document	You can attach a document to the transaction (see page on uploading files).

Analysis Grid

A/C   The A/C (Account) column holds the payment code. You can have one line or multiple lines to break down the total received. You can either type the code in or right click to display a list to   choose from. The account name will be automatically displayed.

Value   Enter the amount for this analysis line. You may only have one payment analysis line but it you have more than one then the total of all the line values must equal the total entered at the top of the screen.

VAT   Either type in the VAT rate (1-8 which are set up in Admin > System Settings > VAT Rates) or right click and select the code.

Reserve   Right click and choose which reserve the payment is for. If you leave this field blank it will default to the General reserve.

Project code   Right click and choose which project the payment is for or leave this field blank.

Reference 2   Only enter something here is you wish to record a different reference 2 for the analysis line.

Supplier, VAT Reg No & Goods Supplied   This information is included on the VAT report for your claim.

MONEY TRANSFERS

INPUTS > MONEY TRANSFERS

This screen is used to easily transfer money between your bank and cash accounts. For example you could be moving money into your deposit account from your current account or withdrawing it for petty cash.

Effective date	This is the date it is booked to the accounts. You can type the date in or click on the calendar box
Reserve	Click the down arrow and select the Reserve this transfer is for
From money account	Click the down arrow and select the money account you are transferring from.
Value	Enter the amount of money you are transferring.
To money account	Click the down arrow and select the money account you are transferring to.
Reference 1	This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.

RESERVE TRANSFERS

INPUTS > RESERVE TRANSFERS

This screen is used to easily transfer money between your reserves. For example you may want to assign some of your General Reserve to be used for a specific purpose. The money will be re-assigned within your bank account. The overall balance in your bank won't change just the assignment of money within it.

Effective date	This is the date it is booked to the accounts. You can type the date in or click on the calendar box.
From reserve	Click the down arrow and select the Reserve you are transferring from.
From money account	Click the down arrow and select the money account you are transferring from.
Value	Enter the amount of money you are transferring.
To reserve	Click the down arrow and select the Reserve you are transferring to.
To money account	Click the down arrow and select the money account you are transferring to. This is usually the same bank account.
Reference 1	Enter a reference for this transfer.

JOURNAL BOOKINGS

INPUTS > JOURNAL BOOKINGS

Provides the most basic means of moving value between any accounts. Normally used for year end adjustments as it provides the means of booking transactions that do not involve money accounts.

Reference 1	Enter a reference for the journal booking.
Comment	Optional. Enter any additional information for this transaction.
Effective date	This is the date it is booked to the accounts. You can type the date in or click on the calendar box.
A/C	Either enter the account code or 'right click' the mouse button to select from the listbox.
Account name	Will automatically be displayed when an account code is selected.
Debit/Credit	Enter the value in the appropriate column. Note that after all lines have been entered, the total value of debits and credits for each individual reserve must be equal. Total debits and credits are displayed at the top right of the screen.
Reserve	Click the down arrow and select the Reserve code.
Project code	Enter the amount of money you are transferring.
Reference 2	Optional. Enter an additional line reference if required.

BANK RECONCILIATION

INPUTS > BANK RECONCILIATION

This screen allows transactions entered against the selected money account to be reconciled against a statement received from a bank. Current unreconciled transactions are listed on the screen. Those that appear in the bank statement can be flagged as reconciled and will not be listed the next time that this program is run.

New or Update	Select as required. The Update option will allow you to preview and, if required, update a previous reconciliation.
Money a/c	Click the down arrow and select the money account you are reconciling.
Reference	If this is a new reconciliation then enter a unique reference. For example you may want to use the name of the bank account and the date you are reconciling up to e.g. NW30/06/24 for a Natwest account reconciled to the end of June 24. If the Update option has been selected then select the required reference from listbox and press Confirm to display.
Up to	Either a date or a month can be selected. Unreconciled transactions are shown up to and including the given date or the end of the given month.

Show	Select whether payments in and/or payments out are to be listed.
Bank Statement	Enter the closing balance figure from the bank statement. The current imbalance (in the Difference field) will be displayed as each transaction is reconciled. The other fields - System balance, Reconciled balance, etc. are 'display only' fields.
Reconciled bal	This is the total of all previously reconciled entries (all reconciled transactions ever entered) and all those entries on the current screen with a Y in the Recon column.
Difference	The difference between the **Bank statement** figure and the **Reconciled bal** figure.
System balance	This is the total of all transactions in and out of the bank account selected. This includes reconciled and unreconciled entries
Reconciled total	This is the total of all entries in the grid below that have been reconciled (have a Y in the Recon column)
Unreconciled total	This is the total of all entries in the grid below that haven't been reconciled (have a N in the Recon column)
Bank Statement	You can attach a document (bank statement) to the reconciliation (see page on uploading files).

- Press Confirm to display the unreconciled entries.

- Press the Change action button and double click in the 'Recon' column for entries that tally with your bank statement. This will mark the entries as reconciled (Double click again to unset if a mistake is made). You can also use the Flip Entries button to change all the N's to Y's and vice versa.

- If a displayed entry needs to be amended, then double click in the far right column to display the transaction details. Normal change and delete facilities are available to amend or remove the transaction. On return, the transaction will be amended or removed from the bank reconciliation.'

- When all appropriate entries have been marked as reconciled, the 'Difference' box in the screen header should show zero. If it does not show zero then there is either an erroneous entry or missed entry.

- If a difference is shown, then the messages 'Continue to record reconciliation?' and 'There is still a difference' will be displayed. If you wish to make changes to the displayed reconciliations, then press 'No' otherwise press 'Yes' to continue.

- If required, press Print to list out the unreconciled entries.

BUDGET MAINTENANCE

INPUTS > BUDGET MAINTENANCE

This screen allows you to record your budgets against your account codes. Budgets are entered for each Reserve.

Reserve	Select as the Reserve code you are entering the budget for.
Enter values from	You can select to enter the budget starting from the beginning of your financial year or starting from any month that you choose.
Account	Click the down arrow and choose your account you wish to enter the budget for.

Any existing budget values will then be displayed. If you wish to Add or Amend any figures click on the Update button. You can now manually type in the values against each month or enter a year total and click on the 'Apply equal split' button. This will equally split the year total amount over the 12 months. Click on Record to save.

Either choose another account from the list box or use the grey arrows to move to the next sequential account code.

TRANSACTION ENQUIRY

ENQUIRIES > TRANSACTION ENQUIRY

Displays the notes, balance and transaction details of the selected account code.

Account code   Select the required account code from the listbox.

Reserve code   Select whether the displayed details are for all reserves consolidated (All as default) or for a specific reserve. The Name will automatically be displayed.

Transactions between   If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button to display the new selections. The total is displayed for the transactions included.

Print   After entering a 'Transactions between' date range this prints all the transactions within that range.

Notes   Allows you to record any notes against the account code.

Balance / Turnover   Shows the account balances & turnover over the past 24 months.

Transactions   Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file. Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

RESERVE ENQUIRY

ENQUIRIES > RESERVE ENQUIRY

Displays the notes, balance and transaction details of the selected reserve.

Reserve
Select the required reserve from the listbox, the Name and Description will be automatically displayed.

Transactions between
If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button to display the new selections. The total is displayed for the transactions included.

Notes
Allows you to record any notes against the account code.

Money Balance / Turnover
'Balance 'shows the cumulative balance for the money accounts for the specified reserve over the past 24 months. 'Turnover' shows the 24 months turnover history.

Balance / Turnover
'Balance' shows the history over the past 24 months of the overall value of the specified reserve including money accounts and all other assets and liabilities. 'Turnover' shows the 24 months turnover history.

Transactions
Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file. Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

PROJECT ENQUIRY

ENQUIRIES > PROJECT ENQUIRY

Displays the notes, balance and transaction details of the selected project.

Project
Select the required project from the listbox, the Name and Description will be automatically displayed.

Transactions between
If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button to display the new selections. The total is displayed for the transactions included.

Notes
Allows you to record any notes against the project.

Balance / Turnover
Shows the project balances & turnover over the past 24 months.

Transactions
Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file. Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

I&E REPORT

REPORTS > I&E REPORT

The income & expenditure report will list all your account balances net of VAT and show a surplus/deficit. The input VAT booked on your payments will be shown as a separate line on the report. This will allow you to easily view how much VAT you are owed. The VAT figure plus your total payments (net of VAT) will equal the amount spend from your bank account(s).

The standard options show as a default and all you should need to do is enter a period selection, although you can choose different options to change what appears on the report.

Period	Select whether the report is to be produced for a month, quarter, year to date or date range.
Reserve	A consolidated report will be produced by default. If the report is required for a specific reserve or group of reserves then select as appropriate from the listboxes.
Report title	Appears at the head of the printed report.
Print account codes	Select whether the account code is to be printed alongside each account name.
Negative values format	Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

Summary/Detailed   Select the required option. The 'summary' report will output the titles of the selected sections with a consolidated total for each. The 'detailed' report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.

Exclude zero values   Check this box if zero value lines are to be suppressed.

Unrounded numbers   Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

All report sections relating to nominal accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen. The following controls are available within the grid to design the required report :-

Include   All sections are automatically included. Untick any sections that you don't want to appear on the report. All sections are included as default.

Order   Select the order the section will be on the report. The order will be automatically entered based on the settings in Admin—Getting Started—Report Sections.

Running total   Check this box to output a running total at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.

New page   Check this box if a new page is required in the report after this section has been output.

Parish Council Accounts I&E Report (Net of VAT) - March 2023		Page 1 of 1
Rushden Parish Council		**Printed: 29/05/2024**

Year to March 2023
All Reserves consolidated

	Turnover year to date	Turnover last year to date
Precept		
200 Precept	8,000.00	0.00
	8,000.00	0.00
Other Income		
210 VAT recovery	1,652.32	0.00
220 SID Other income	232.28	0.00
240 Neighbourhood plan	10,000.00	0.00
	11,884.60	0.00
	19,884.60	0.00
Staff Costs		
300 Salary	3,732.36	0.00
305 Payroll costs	161.60	0.00
310 Expenses	313.20	0.00
315 Training / SLCC Membership	133.00	0.00
	(4,340.16)	0.00
Meetings		
325 Hall hire	100.00	0.00
340 Election exp	38.60	0.00
	(138.60)	0.00
VAT		
180 Input VAT recoverable	2,330.85	0.00
	(2,330.85)	0.00
	(6,809.61)	0.00
TOTAL SURPLUS/DEFICIT	13,074.99	0.00

Example of an Income & Expenditure Report (Net of VAT)

R&P BALANCES

REPORTS > R&P BALANCES

This report will list all your receipt and payment account balances. The figures will be split into the goods value, VAT and total.

Account	Select a individual account, range or 'any value' for all accounts.
Date / Month	Choose a month or a date range. See the driving instructions page for more information on the report criteria selections.
Reserve	If you wish to produce the report for just one reserve then select it here. Leave this blank if you want all reserves consolidated.

Parish Council Accounts	R & P Balances			Page 1 of 2
Littletown Parish Council				**Printed: 07/06/2024**
All accounts				
Transaction date is between 01/04/2023 and 31/03/2024				
All reserves				
Account code	Account name	Value	VAT	Total
200	Precept	-15,270.00	0.00	-15,270.00
210	VAT recovery	-1,478.36	0.00	-1,478.36
250	Grants	-1,750.00	0.00	-1,750.00
300	Salary	2,976.96	0.00	2,976.96
305	Payroll costs	125.00	25.00	150.00
310	Expenses	59.98	0.00	59.98
311	Stationery	56.25	4.25	60.50
312	Postage	19.86	3.65	23.51
315	Training / Membership	107.20	16.66	123.86
325	Hall hire	60.00	0.00	60.00
345	Councillors expenses /training	245.10	0.00	245.10
350	Insurance	515.25	0.00	515.25
355	Bank charges	48.00	0.00	48.00
380	Website / domain	275.00	0.00	275.00
385	Audit	500.00	0.00	500.00
390	Asset purchase	375.00	75.00	450.00
395	Asset maintenance & repair	2,916.67	583.33	3,500.00

Example of an R&P Balances Report

RECONCILIATION STATEMENT

REPORTS > RECONCILIATION STATEMENT

This report will list all your money accounts and the balance as at the end of the month that you select.

Month   Select the month you want to run the report for.

Reserve   A consolidated report will be produced by default. If the report is required for a specific reserve or group of reserves then select as appropriate from the listboxes.

Report title   Appears at the head of the printed report.

Print account codes   Select whether the account code is to be printed alongside each account name.

Negative values format   Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

Exclude zero values   Check this box if zero value lines are to be suppressed.

Unrounded numbers   Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

Include last years figures Check this box if you wish to view the balance on the account(s) for the same month in the previous year.

Example of a Reconciliation Statement

TRANSACTIONS LIST

REPORTS > TRANSACTIONS LIST

This report will list all your transactions entered against the selected account code(s) for the month or date range selected. You can also only print transactions for a particular reserve.

Account	Select a individual account, range or 'any value' for all accounts.
Date / Month	Choose a month or a date range. See the driving instructions page for more information on the report criteria selections.
Reserve	If you wish to produce the report for just one reserve then select it here. Leave this blank if you want all reserves consolidated.

Example of a Transactions List Report

CASH MOVEMENT REPORT

REPORTS > CASH MOVEMENT REPORT

This report will list all your transactions entered against the selected money account code for the month or date range selected. You can also only print transactions for a particular reserve.

Account	Select a the required money account from the listbox.
Date / Month	Choose a month or a date range. See the driving instructions page for more information on the report criteria selections.
Reserve	If you wish to produce the report for just one reserve then select it here. Leave this blank if you want all reserves consolidated.

Example of a Cash Movement Report

AGAR REPORT

REPORTS > AGAR REPORT

This screen will list display the balances to complete your AGAR. It can also be printed.

Within your chart of accounts (Administration—Getting Started—Chart of Accounts) you specify which field on the AGAR the balance feeds into.

NOTE: Box 9 is a manually entered field. Assets should be maintained outside of the software.

The balances are then calculated as follows:-

Box 1	Balances b/f	This is the balance of all money accounts bought forward from the end of the previous financial year.
Box 2	Precept income	This is the balance of the account(s) with AGAR box 2 set against them in the chart of accounts.
Box 3	Total other receipts	This is the balance of the account(s) with AGAR box 3 set against them in the chart of accounts.
Box 4	Staff costs	This is the balance of the account(s) with AGAR box 4 set against them in the chart of accounts.
Box 5	Loan interest	This is the balance of the account(s) with AGAR box 5 set against them in the chart of accounts.
Box 6	All other payments	This is the balance of the account(s) with AGAR box 6 set against them in the chart of accounts.
Box 7	Balances c/f	This is the b/f (box 1) balance plus box 2 and 3, minus box 4,5 and 6.
Box 8	Total Balance	This is the sum of Box 7 plus the balance of any accounts with AGAR box 8 set against them in the chart of accounts.
Box 9	Assets	This is a **manually** entered figure.
Box 10	Total borrowings	This is a **manually** entered figure.

VAT REPORT

REPORTS > VAT REPORT

This report 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.**

After entering your date selections click on Transfer. It will ask you where you want to save the file. Click the down arrow next to 'Save in' and select 'WebFile on .....'. Enter the filename you wish to use.

	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	Debfib Maint	01/07/2023	LST Services	GB284500123	Maintenance	99.5	82.92	16.58

Example of VAT CSV file when opened in Excel.

Click on Save and it will automatically download the file to your Downloads folder on your local computer.

BUDGET VARIANCE

REPORTS > BUDGET VARIANCE

Produces a report or preview 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. The content and layout of the report are determined by the report section headers set against each account code via the Chart of Accounts program. Detailed or summary reports can be produced for all or the selected sections.

Period	Select the month, quarter, 'year to' or date range for which the report is to be produced.
Year selector	If 'year to' figures are selected then select whether year to date or rolling year figures are to be shown on the report.
Summary/Detailed	Select the required option. The summary report will output the titles of the selected sections with a consolidated total for each. The detailed report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.
Reserve	A consolidated report will be produced by default. If the report is required for a specific reserve(s) or to show all reserves individually then select from the listbox.
Exclude zero values	Select whether zero value lines are to be excluded.
Unrounded numbers	Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

Print account codes   Select whether the account code is to be printed alongside each account name.

Negative values format   Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

All report sections relating to accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen.

Include   Check the appropriate box to include that section in the report. All sections are included as default

Order   Specifies the sequence in which the sections are to appear on the report. Normally, this sequence would be specified after all of the required sections have been selected.

Running total   Check this box if a running total is required to be output at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.

New page   Check this box if a new page is required in the report after this section has been output.

Parish Council Accounts			Page 1 of 2	
Budget Variance Report (consolidated) March 2024				
Littletown Parish Council			**Printed: 10/06/2024**	
	Actuals year to date	Budgets year to date	Variance	%
Staff Costs				
300 Salary	2,977	3,500	523	14.94
305 Payroll costs	125	150	25	16.67
310 Expenses	60	250	190	76.00
315 Training / Membership	107	200	93	46.50
	(3,269)	(4,100)	831	20.27
Meetings				
325 Hall hire	60	200	140	70.00
	(60)	(200)	140	70.00
Councillors				
345 Councillors expenses /training	245	300	55	18.33
350 Insurance	515	800	285	35.63
	(760)	(1,100)	340	30.91
Subs / Fees				
355 Bank charges	48	100	52	52.00
380 Website / domain	275	400	125	31.25
385 Audit	500	500	0	0.00
	(823)	(1,000)	177	17.70

Example of a Budget Variance Report

BUDGET V ACTUAL REPORT

REPORTS > BUDGET v ACTUAL REPORT

Produces a list or preview 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.

Year start	Select the year for which the report is required. Figures for each month of the year will be output.
Reserve	Select either the required reserve, all funds consolidated or all funds shown individually.
Account code	Select all or the range of accounts to be reported. Figures are output for each individual account within the selection.

Example of a Budget v Actual Report

BUDGET ONLY

REPORTS > BUDGET ONLY

Produces a report of the current values set for the budget for all reserves consolidated or for a specific reserve. The format of the report is a list where the figures for each month are shown for each account.

Year start	Select the year for which the report is required. Figures for each month of the year will be output.
Reserve	Select either the required reserve, all funds consolidated or all funds shown individually.
Account code	Select all or the range of accounts to be reported. Figures are output for each individual account within the selection.

Example of a Budget Only Report

PROJECT I&E

REPORTS > PROJECT I&E

The report can be produced for the entered month, quarter or for the given date range that can span multiple years. This latter report can be used to produce a report for the whole life of the project.

The content and layout of the report are determined by the section headers set against each account code via the Chart of Accounts program. Detailed or summary reports can be produced for all or the selected sections.

Period/Date range	Select the required option. The Period option allows selection of the required month or quarter for which the report is to be produced. The Date range option allows selection or entry of a range that can span multiple years.
Project code	Select the project(s) for which figures are to be included
Reserve	Select the reserve(s) for which figures are to be included. Note that for projects that span multiple reserves, only the values relating to the selected reserves(s) will be output.
Summary/Detailed	Select the required option. The summary report will output the titles of the selected sections with a consolidated total for each. The detailed report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.
Exclude zero values	Check this box if zero value lines are to be suppressed.

Unrounded numbers   Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

Show account codes   Select whether the account code is to be printed alongside each account name.

Report title   Appears at the head of the printed report.

Negative values format   Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

All report sections relating to nominal accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen. The following controls are available within the grid to design the required report :-

Include   All sections are automatically included. Untick any sections that you don't want to appear on the report. All sections are included as default.

Order   Select the order the section will be on the report. The order will be automatically entered based on the settings in Admin > Getting Started > Report Sections.

Running total   Check this box to output a running total at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.

New page   Check this box if a new page is required in the report after this section has been output.

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		
	Turnover this period	Turnover year to date
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

PROJECT TRANSACTIONS

REPORTS > PROJECT TRANS LIST

Prints or previews the transactions for all or the specified project(s) for the given month or date range. Output can be restricted to transactions of the selected type(s) and of the selected reserve(s).

Project code	Select the project(s) to be reported.
Month/date	Select the month or the date range for which the report is to be printed.
Transaction type	Leave blank to display transactions of all types. Otherwise select the required type(s).
Reserve	Leave blank to include transactions for all reserves. Otherwise, select the required reserve.
Page per project	Check this box if each project is to be listed on a separate page.
Account code	Leave blank to include transactions for all accounts. Otherwise, select the required account.

Example of a Project Transactions List report

RECENT ENTRIES

RECENT ENTRIES

Provides a search facility and displays the most recent transactions entered by the current user.

Find   From the listbox select the record type and the text of the item to be found. You can search for a specific amount or a reference that was used on a transaction.

Recent transactions entered by the current user will also be automatically displayed in the lower section of the display. The full details of any transaction displayed can be viewed by 'double clicking' in the '*' column.   If the selected transaction is in an open month then the details can be changed or deleted.

CHART OF ACCOUNTS

ADMINISTRATION > GETTING STARTED > CHART OF ACCOUNTS

This screen is used to maintain your chart of accounts. The program comes set up with a basic set of accounts which can be added and amended to suit your councils needs.

It's advised that when adding new account codes that you assign a code that is close to another code of the same type. For example all money accounts should be together sequentially.

Type	Right click and select the relevant type for the account code you are adding. Accounts to be used as bank accounts must be set as money accounts. One of these must be set as the main money account and will be used as the default money account These accounts will be displayed for selection in the listbox within the relevant bookings programs.
Report section	A report section must be set against each nominal account to determine its placement within either the Reconciliation Statement or the Income and Expenditure report. Report sections are added and maintained via the Report Section Maintenance program.
AGAR box	Specify which box on the AGAR report the balance for that account would appear.

REPORT SECTIONS

ADMINISTRATION > GETTING STARTED > REPORT SECTIONS

This screen is used to add or amend the headings and sequence of your report sections. A report section is set against each account code. Report sections are then used within the Income and Expenditure report to determine their sequence and content. In these reports, a sub total will be printed at the end of each section.

Report type	Select Income & Expenditure.
Order	Enter the position of this report section within the report (1 is first, 2 is second, etc)
Section code	Enter the code for this report section. It is this code that will be assigned to the relevant account codes.
Section	Enter the text that will appear as the title of this section within the Income & Expenditure report.

RESERVE SET UP

ADMINISTRATION > GETTING STARTED > RESERVE SET UP

This screen is used to add or amend your reserves. You will always have a General reserve but if you want to ring fence money for different causes then a reserve can be added. Every transaction that you enter would have a reserve assigned which allows you to keep track of money in and out. You can use the enquiries programs to view how much money you have remaining within a reserve and use the Income & Expenditure report for analysis.

Reserve	Enter the code for the new reserve. Must be unique. This code will be used in the bookings programs for all transactions to this reserve.
Reserve name	Enter the reserve name.
Reserve description	Information only.

SYSTEM MAINTENANCE

ADMINISTRATION > GETTING STARTED > SYSTEM MAINTENANCE

This screen is used to record the details for your council.

Can you reclaim VAT?	If you can reclaim the VAT paid then this flag should be set to Y. If this flag is set to N then you will see no reference to VAT within the program.
VAT reg number	If you have a VAT registration number then enter it here.
Input VAT Recoverable account	This code records the VAT that you can claim back.

OPENING BALANCES

ADMINISTRATION > GETTING STARTED > OPENING BALANCES

This program is used when setting up a new database to enter the opening balances for each reserve. Balances are entered for each relevant account.

If you are entering balances at the start of a financial year then you should only enter figures against your bank accounts. The effective date should be the last day of the previous financial year e.g. 31/03/2025

If you are entering them during the financial year then please note that any VAT that is owed should be posted to the Input VAT Recoverable account (as set in System Maintenance). The balances on your Expenditure accounts should be net of VAT.

The balance on the Retained Surplus account will be the balancing entry and must be equal and opposite to the total balance of all other entries. This total can be seen at the top right of the screen.

If you have incomplete accounts then you can run this program more than once for each reserve. Entered vales will be additive to existing balances for the fund.

CLOSE MONTH

ADMINISTRATION > OPEN / CLOSE > CLOSE MONTH
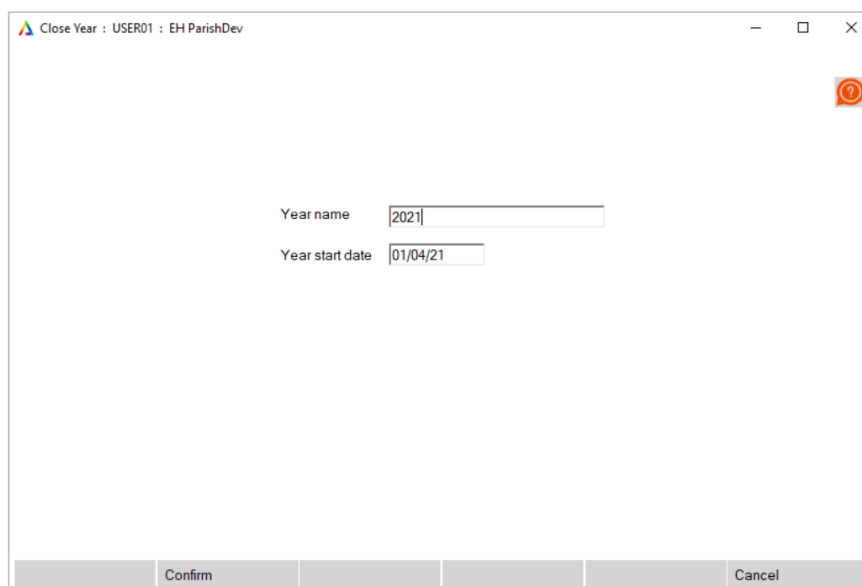

Parish Council Accounts supports open period accounting. Months remain open until specifically closed by the user. Until a month is closed, transactions entered with an effective date within that month can still be processed. Once a month is closed, then no transactions can be entered to it. For management and audit purposes, months should be closed as soon as practical after their completion. Months are closed one at a time. Only the oldest open month can be closed.

If a month is closed by mistake, then it can be re-opened via the Re-Open Month program. If a month is re-opened and transactions entered to it, then great care should be taken that any affected, filed audit or management reports are reprinted after the month has been closed again. Note that after a month has been closed, it can be 'signed off' with a password via the Sign Off Month program. The correct password would then need to be entered to re-open the month again.

CLOSE YEAR

ADMINISTRATION > OPEN / CLOSE > CLOSE YEAR

All months within the year must be closed before running this program. The Close Year program will automatically generate an internal transaction to clear the balances of the income and expenditure accounts and update the 'Retained surplus' account accordingly.

If a year is closed by mistake, it can be re-opened by running the Re-open Year program.

Note that only two accounting years can be open at any one time i.e. the current year and the previous year. Hence, when 'todays' date moves into a new accounting year, you may be prompted to close the year before last by running this program.
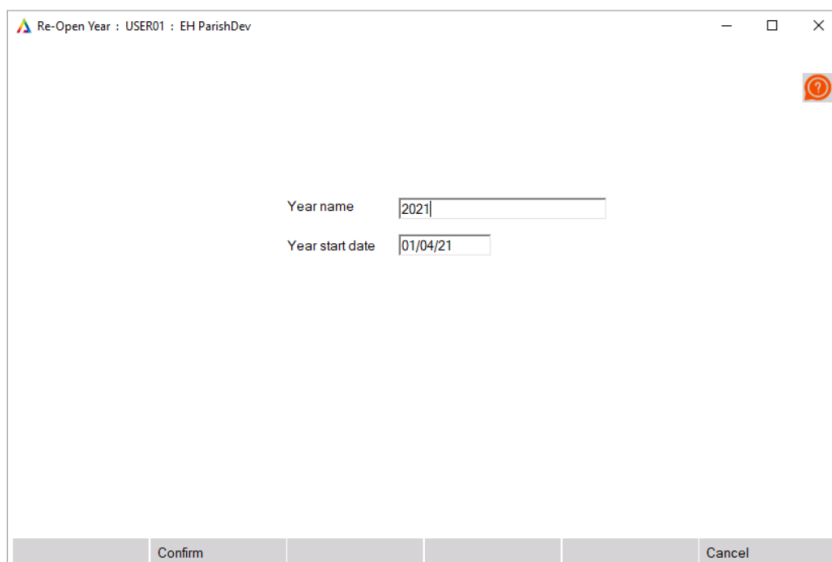
RE-OPEN MONTH

ADMINISTRATION > OPEN / CLOSE > RE-OPEN MONTH

If a month is closed by mistake, then it can be re-opened via this program. If a month is re-opened and transactions entered to it, then great care should be taken that any affected, filed audit or management reports are reprinted after the month has been closed again. Only the last month closed can be re-opened.

If the closed month has been secured via the Sign-Off Month program, then the correct password will be required to re-open that month. If the Sign-Off Month program wasn't used then leave the password field blank.

RE-OPEN YEAR

ADMINISTRATION > OPEN / CLOSE > RE-OPEN YEAR

If the Close Year program has been run by mistake, then the year closed can be re-opened by running this program. Note that only the most recent closed year can be re-opened.

NOTE: AFTER A YEAR HAS BEEN AUDITED AND CLOSED, THEN IT SHOULD NEVER BE RE-OPENED.

Also, remember that transactions can only be entered to a re-opened year if the appropriate months have also been re-opened via the Re-Open Month program.

SIGN-OFF MONTH

ADMINISTRATION > OPEN / CLOSE > SIGN-OFF MONTH

This program would normally be run to prevent unauthorised re-opening of a closed month. Following selection of the closed month to be secured, the name of the person and a password must be entered. A report can then be printed listing the signed-off months.

THE CLOSED MONTH CANNOT THEN BE RE-OPENED VIA THE RE-OPEN MONTH PROGRAM WITHOUT THE CORRECT SUBMISSION OF THE PASSWORD. CARE SHOULD BE TAKEN THAT THE ENTERED PASSWORD IS HELD IN A SAFE PLACE AND IS NOT LOST.

USER MAINTENANCE

ADMINISTRATION > SYSTEM SETTINGS > USER MAINTENANCE

Allows new users to be added and existing users to be updated or deleted.

User code	If adding a new user then enter the code, otherwise, select the required user code using the listbox. The user code is the code used to log in to Parish Council Accounts.
User name	Enter the name of this user.
User passcode	Enter the passcode for this user. This user must enter this passcode to gain entry to Parish Council Accounts via the log in screen. Must be between 6 and 10 characters. Enter again as confirmation.
User access	Choose the required access level from the listbox.
Default reserve	Mandatory, select a reserve to be used as the default within the bookings programs.

PROJECT MAINTENANCE

ADMINISTRATION > SYSTEM SETTINGS > PROJECT MAINTENANCE
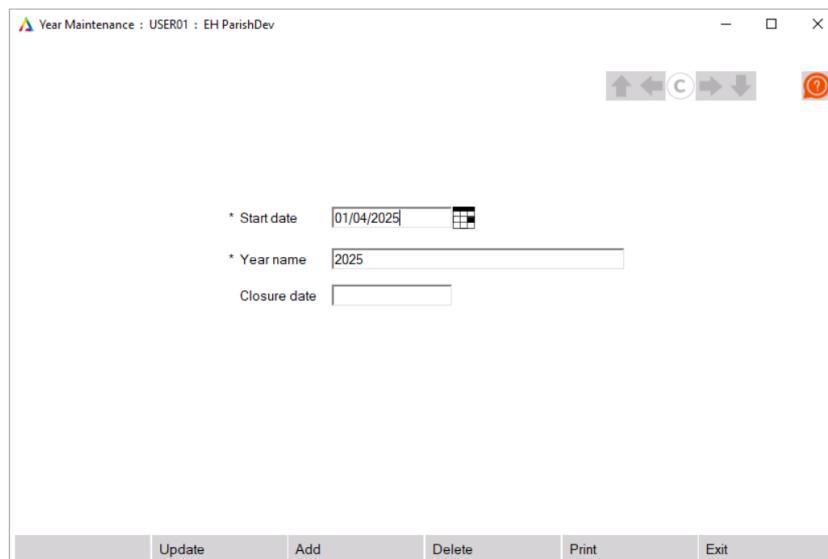
Allows new projects to be created. Projects can be can be created within a single reserve or to cover multiple reserves. There are no restrictions on the number of projects that can exist at any time. It should be noted that projects are merely a means of providing extra analysis at the income and expenditure level and, hence, form no part of the accounting system.

Project code	Enter the code for the new project. Must be unique. This code will be used in the bookings programs for all transactions that reference this project.
Project name	Enter the project name.
Description	Information only.
Project closed flag	To mark the project as 'closed', set this flag to 'Y'. No transactions can be booked to a 'closed' project. Note that the project can be re-opened again if necessary by re-setting this flag to 'N'. Note that reports and enquiries remain enabled on closed projects.
Reserve specification	In the displayed reserve list, select the reserve(s) to be included by this project by checking the appropriate box(es) in the 'Use Permitted' column.

YEAR MAINTENANCE

ADMINISTRATION > SYSTEM SETTINGS > YEAR MAINTENANCE

Parish Council Accounts will automatically create new accounting years for the forthcoming three years. If the automatic creation of years is satisfactory, then you will not need to use this program. Otherwise, you can manually set accounting years as required via this program.

Note: The start date of an open year can be changed via this program with the exception of the oldest open year.

Note that only two accounting years can be open at any one time i.e. the current year and the previous year. Hence, when 'todays' date moves into a new accounting year, you may be prompted to close the year before last by running the Close Year program.

VAT RATES

ADMINISTRATION > SYSTEM SETTINGS > VAT RATES

Only applicable if you can reclaim VAT. See the System Maintenance program for setting the VAT flag.

This program is used to enter and update the VAT rate for each VAT code as follows :-

Code 1 to 6   the rates for these codes are set as appropriate within this program.

Code 7   fixed as 'outside of the scope of VAT'

Code 8   fixed as the 'VAT exempt' code (0%).

Typical rate settings would be :-

Code 1 Standard rate

Code 2 Zero rate

Code 3 Other special rate e.g. for gas, electricity, etc

Note that historical records will contain the rates that existed at the time that the transaction was entered.
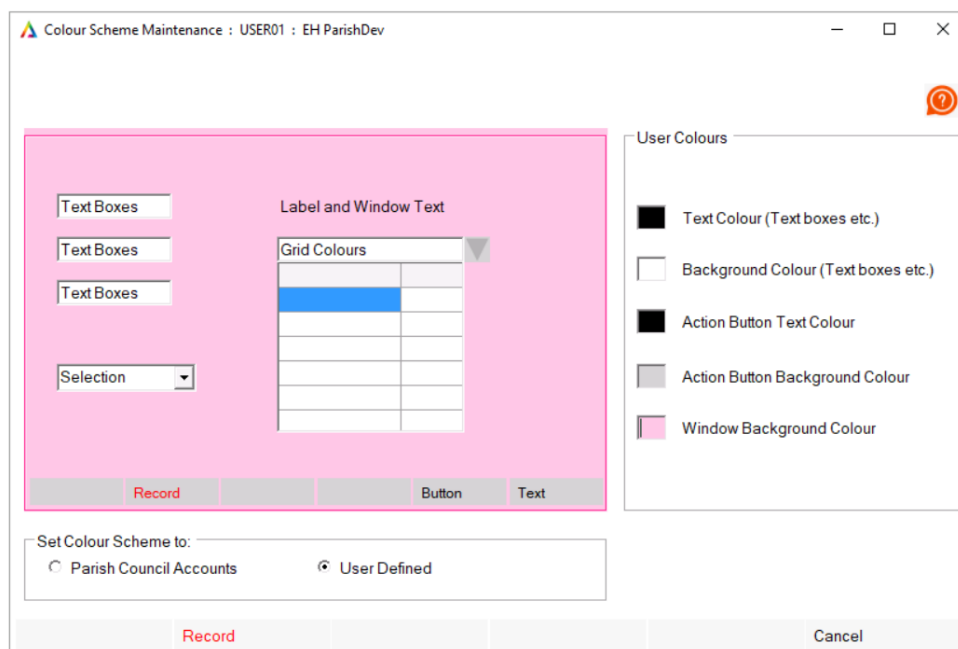
CHANGE PASSCODE

ADMINISTRATION > USER SETTINGS > CHANGE PASSCODE

Allows the entry passcode for the current logged in user to be changed.

COLOUR SCHEME

ADMINISTRATION > USER SETTINGS > COLOUR SCHEME

This screen allows you to change the colour scheme for your user login. The colours can be changed to the default colour scheme, or customised to your preferences.

Set colour scheme

These two options determine the operation of this program. Select the required option -

'Parish Council Accounts'	Will cause the package to adopt its own default colour scheme.
'User defined'	Will enable you to choose the particular colour scheme for each screen in the software as selected in the right hand side of the screen.

Update	Only relevant when 'User defined' is selected. Allows the currently displayed user defined colours to be modified for the selected screen component.
Exit	Returns you back to the menu.
Record	Writes away the currently displayed details. Details can subsequently be modified using 'Update'.
Cancel	When in 'Record' mode will ignore any new selections.

SUPPORT

This document 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 You Tube channel and on our website:

www.parishaccountssoftware.co.uk

You can also email us a support query at:

hello@parishaccountssoftware.co.uk