

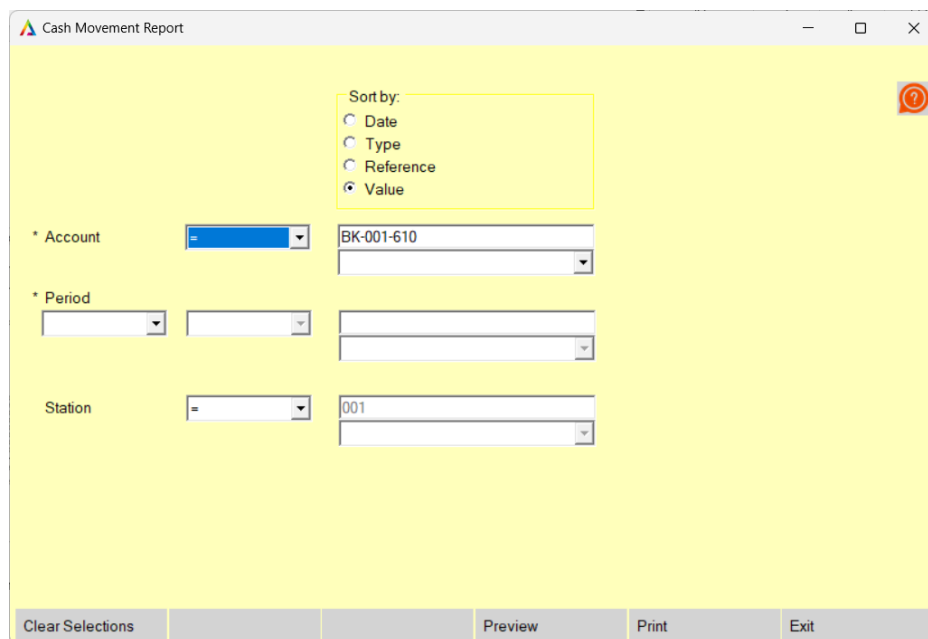
MODIFICATIONS

January 2025

Cash Movement Report

Options for sort order have been added.

You can now sort the report by Date, Type, Reference or Value. Documentation updated.

A screenshot of a web application window titled "Cash Movement Report". The window has a yellow background. At the top right, there are window control buttons (minimize, maximize, close) and a red question mark icon. Below the title bar, there is a "Sort by:" section with four radio button options: "Date", "Type", "Reference", and "Value". The "Value" option is selected. Below this, there are three rows of input fields. The first row is labeled "* Account" and has a dropdown menu with a blue bar and a text input field containing "BK-001-610". The second row is labeled "* Period" and has three dropdown menus. The third row is labeled "Station" and has a dropdown menu with a blue bar and a text input field containing "001". At the bottom of the window, there is a grey bar with five buttons: "Clear Selections", "Preview", "Print", and "Exit".

I & E Report

Fix to heading text which were overlapping to garbled headings

Screen Size

We have changed the default size of window on start up to 800px high to make the screen bigger.

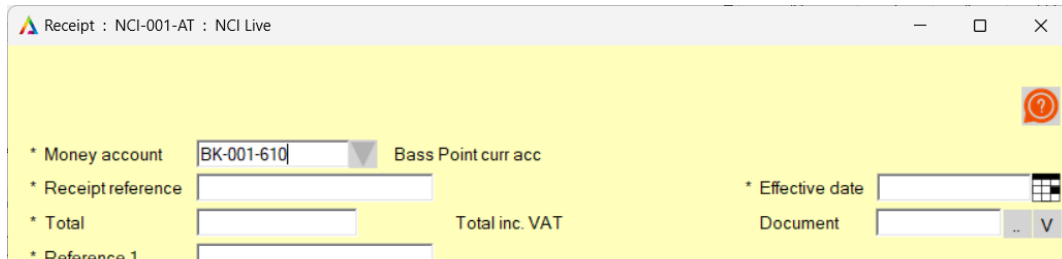
There is a new PDF & video to cover how to make the screen bigger located on the Station, Group Treasurer and Head Office Help pages on the Paxton Live website.

Bank Reconciliation

There is a new PDF & video to cover how to save and update a bank reconciliation located on the Station, Group Treasurer and Head Office Help pages on the Paxton Live website.

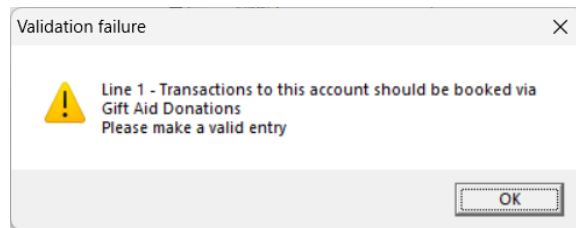
Payment & Receipt bookings programs

The Effective Date field is blank and won't let you Record the transactions without you entering a date. This will stop 'todays' date being recorded if the date hasn't been entered.



Receipt Bookings

Users are prevented from booking GA donations using the Receipt booking program. If accounts **2130** — Unrestricted Dons & Grants (GA) and **2110** — Restricted Dons & Grants (GA) are entered in Receipt bookings then the following message will be displayed when clicking on Confirm. Documentation updated.



I&E Report

The Gift Aid, VAT Control and VAT Payable are now on separate lines and documentation updated:-

BS FIGURES END OF MONTH		
Money	8,554.58	8,554.58
Debtors	0.00	0.00
Creditors	0.00	0.00
Gift Aid recoverable	105.00	0.00
VAT control a/c	1,793.46	0.00
VAT payable	(586.19)	0.00
	9,866.85	9,866.85

VAT Report

We have added a booked date to the VAT report csv file. This will be used to identify any VAT transactions that have been entered after the previous VAT claim(s) which should have been included. This will enable you to include them in the next claim that's done. The HO VAT Report help PDF file has been updated to include further information <https://paxtonlive.co.uk/onewebmedia/HO%20VAT%20Report.pdf>

Additional Menu Options for Group Treasurers

We have added the following reports to all Group Treasurer menus:-

These reports will only output the information for stations within the GT's group. Apart from the VAT report which will include all stations.

Daily Transactions List

Daily Trans. Summary

VAT Report

Monthly Audit Report

Donations Analysis

Donations Audit List

There are help PDF's and videos on each of these reports on the Group Treasurers help page on the Paxton Live website <https://paxtonlive.co.uk/grouptreasurershelp>

GT Read Only Access to All Stations

We have set up a Read Only logon for each GT. This gives access to all stations and RF's but as Read Only so nothing can be changed. Logons will be issued to the GT's.

Document Archive

All documents added up until the day of the archiving will be moved into an archive folder within each station and the file path on all existing transactions will be changed to point to this folder. This will allow you to still view the document attached to the transaction in the usual way. For example all documents for station 001 will be moved to M:\001\Archive. New documents uploaded after this will be saved in the usual M:\001\Upload folder.

Paxton Live Help Website Changes

A total of 18 PDF files have been added or updated. These include new help guides for the GT reports, saving a bank reconciliation and changing the screen size. 7 new videos have been created and uploaded to the website.