PAXTON LIVE

National Coastwatch Institution

STATION TRAINING WORKBOOK

CONTENTS

PAXTON

Help video links are included on each topic. These can be found on the NCI YouTube channel.

A link to this can be found on www.paxtonlive.co.uk

Refer to the Station Training Playlist

▶ LOGGING ON

YouTube Station Playlist Video 1 — Logging On
Refer to page 1 of the Station Reference Guide

Log on to the software

Go to www.paxtonlive.co.uk and click on Software Logon

Enter your credentials for the training:

Click on the Training button and double click on the Training.mdb database

Log on to the software with your training logon:

UPLOADING DOCUMENTS

YouTube Station Playlist Video 3 — Uploading Files
Refer to page 4 of the Station Reference Guide

Upload the 8 documents that you have been given on your memory stick:-

Document 1	Bank paying in slip	JPG
Document 2	Premier Inn Invoice	PDF
Document 3	Training Co Invoice	PDF
Document 4	Amazon Invoice	PDF
Document 5	Printers Invoice	PDF
Document 6	GA Declaration Peter	PDF
Document 7	GA Declaration George	PDF
Document 8	GA Declaration Helen	PDF

You can select all the documents at once or upload them one by one.

NOTE: Ensure that you have a separate document for each transaction.
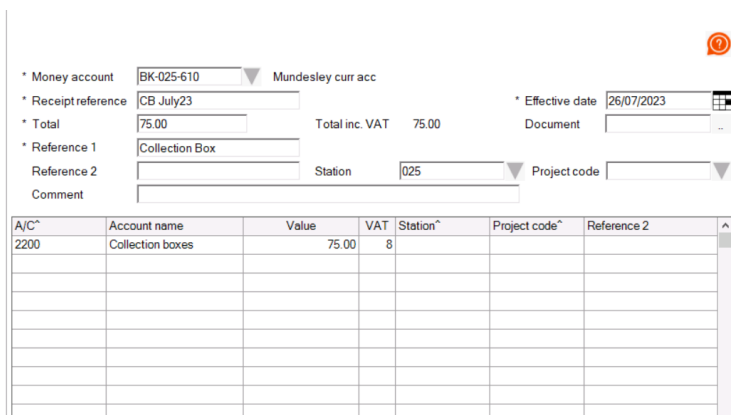
Your notes:

RECEIPT

YouTube Station Playlist Video 4 -— Receipt
Refer to page 5 of the Station Reference Guide

INPUTS > RECEIPT

Enter the following transaction:-

Money A/C	Receipt Ref	Total	Ref 1	Station	Date	A/C	Value
Your Curr account	CB July23	75.00	Collection Box	*Your station*	26/07/2023	2200	75.00

Your money account and station code will be defaulted in.

This screenshot is just an example and yours will be different.

Click on Confirm and Record to save the transaction.

Now enter the following transactions. Try right clicking in the A/C column to select the account code

Money A/C	Receipt Ref	Total	Ref 1	Station	Date	A/C	Value
Curr account	BD167903	550.00	Cash from Raffle	*Your station*	27/07/2023	2170	550.00
Curr account	SS 12323	1249.50	Merchandise	*Your station*	16/07/2023	2190	1249.50
Curr account	MemberJul23	600.00	Member renewal	*Your station*	01/07/2023	2180	600.00
Dep account	Grant 27894	2000.00	Grant from HO	*Your station*	05/07/2023	2230	2000.00

Try entering the following receipt with an attached document (choose Document 1 that you uploaded earlier)

Money A/C	Receipt Ref	Total	Ref 1	Station	Date	A/C	Value
Curr account	BR12545634	120.00	Paid to Bank	*Your station*	14/07/2023	2260	120.00

Now try a receipt that have multiple analysis lines:-
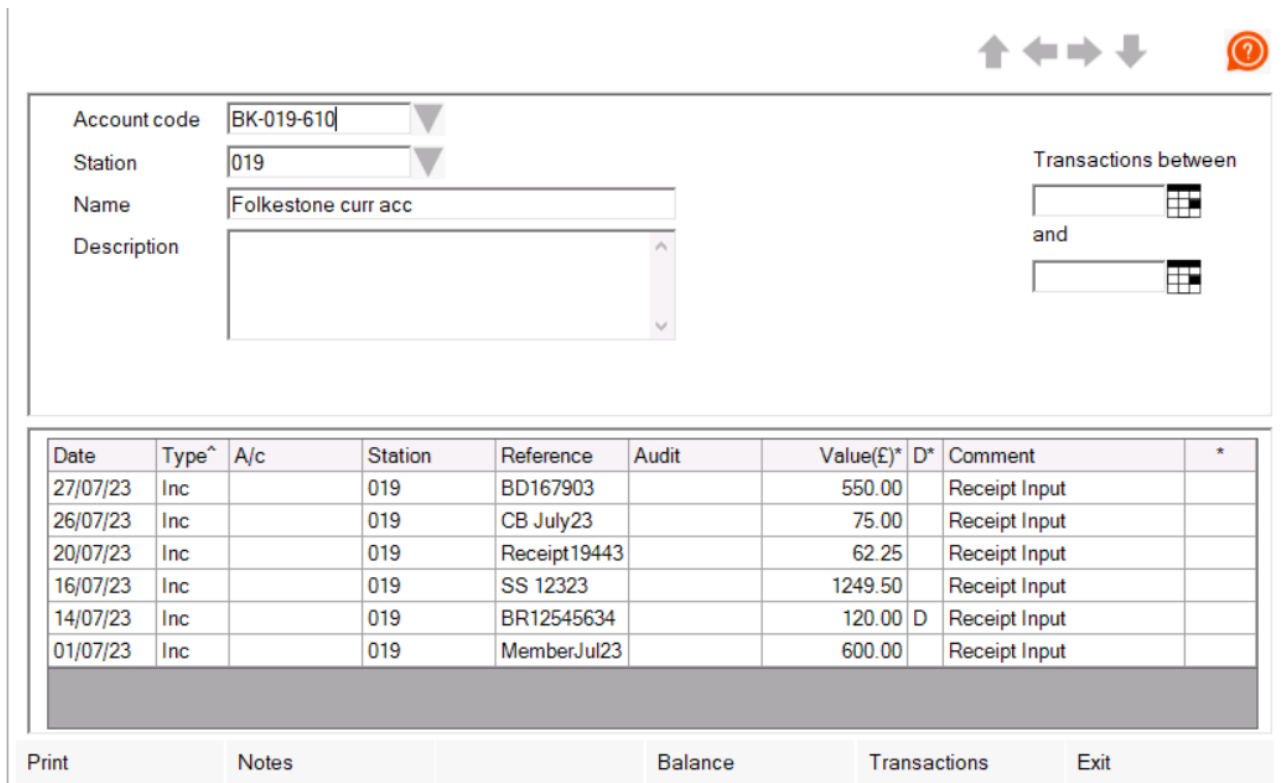
Money A/C	Receipt Ref	Total	Ref 1	Station	Date	A/C	Value
Curr account	Receipt19443	62.25	July23 receipts	*Your station*	20/07/2023	2170	49.75
						2260	12.50

RECEIPT

Now that the entries have been entered you can view them in **Enquiries > Transaction Enquiry**.

Click the down arrow and select your current account in the Account code field (if not automatically displayed).

Your screen should look like this but display your station and station money account

Date	Type^	A/c	Station	Reference	Audit	Value(£)*	D*	Comment	*
27/07/23	Inc		019	BD167903		550.00		Receipt Input	
26/07/23	Inc		019	CB July23		75.00		Receipt Input	
20/07/23	Inc		019	Receipt19443		62.25		Receipt Input	
16/07/23	Inc		019	SS 12323		1249.50		Receipt Input	
14/07/23	Inc		019	BR12545634		120.00	D	Receipt Input	
01/07/23	Inc		019	MemberJul23		600.00		Receipt Input	

Account code: BK-019-610
Station: 019
Name: Folkestone curr acc
Description:

Transactions between
and

Print   Notes   Balance   Transactions   Exit

Your notes:

PAYMENT
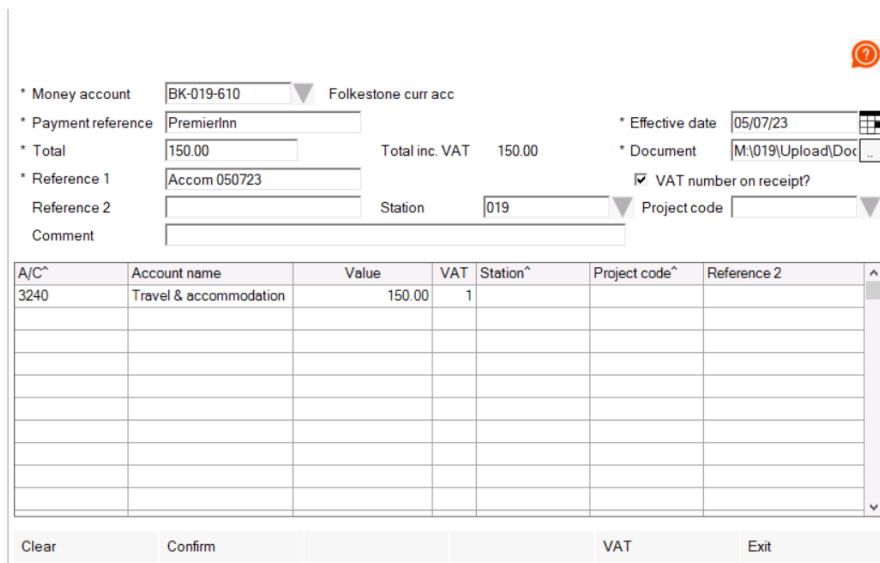
INPUTS > PAYMENT

Enter the following transaction:-

Money A/C	Payment Ref	Total	Ref 1	Station	Date	A/C	Value
Curr account	PremierInn	150.00	Accom 050723	*Your station*	05/07/2023	3240	150.00

Attach Document 2 Premier Inn Invoice and tick the VAT number on receipt box.

Your screen should look like this but display your station and station money account

Click on Confirm and Record to save the transaction.

Now try entering the following transactions.

NOTE: Try right clicking in the A/C column to select the account code

Money A/C	Payment Ref	Total	Ref 1	Station	Date	A/C	Value
Enter these transactions with a VAT code of 1 which is set to 20%							
Curr account	TrainingCo	300.00	FirstAid Session	*your station*	25/07/2023	3140	300.00

Attach Document 3 (Training Co Invoice) and tick the 'VAT number on receipt' box

Curr account	Amazon	44.99	Paper	*your station*	14/07/2023	3250	44.99

Attach Document 4 (Amazon Invoice) and tick the 'VAT number on receipt' box

Enter the following transaction and change the VAT code to 8 which is set to 0%

Curr account	Printers	40.00	Raffle tickets	*your station*	01/07/2023	3270	40.00

*Attach Document 5 (Printers Invoice) and **don't** tick the 'VAT number on receipt'*

PAYMENT

Now that the entries have been entered you can view them in **Enquiries > Transaction Enquiry**. Select your current account in the Account code field (if not automatically displayed).

To only view your Payments (expenditure) you can right click on the 'Type' column heading and select 'Exp'.

Your screen should look like this but display your station and station money account

Date	Type^	A/c	Station	Reference	Audit	Value(£)*	D*	Comment	*
27/07/23	Exp		019	TrainingCo		-300.00	D	Payment Input	
14/07/23	Exp		019	Amazon		-44.99	D	Payment Input	
05/07/23	Exp		019	PremierInn		-150.00	D	Payment Input	
01/07/23	Exp		019	Printers		-40.00	D	Payment Input	

Your notes:

GIFT AID DONATIONS — DONOR ENTRY

YouTube Station Playlist Video 6 — Donor Maintenance
Refer to page 7 of the Station Reference Guide

OTHER > DONOR MAINTENANCE

Enter some donors using the **Other > Donor Maintenance** screen. For this training please enter your surname (replace xxxx with your surname) against all donors.

Click on Add and enter the first donors details and click on Record to save. Click Add again to add the next donor etc

1.　　Mr Peter xxxx 30a New Street, London, NW28 9AH, 0181 456325, pdavies@outlook.com,
　　　Gift Aid Flag = Y, Gift Aid start date = 20/03/2023
　　　Attach Document 6 (Gift Aid Declaration Peter) to the donor.

2.　　Mr George xxxx , 140 Hall Lane, Luton, LA68 9SG, 01365 458765, smith123@gmail.com,
　　　Gift Aid Flag = Y, Gift Aid start date = 02/06/2023

　　　Attach Document 7 (Gift Aid Declaration George) to the donor.

　　　After clicking on Record, click on the Standing Orders button to add a new Standing Order

　　　Standing order: £25 a month starting on 01/07/2023 and a next due date of 01/07/2023

3.　　Mrs Helen xxxx , 10 Church Street, Cornwall, CN29 0AH, 01726 457813,
　　　helen.brown@hotmail.com, Gift Aid Flag = Y, Gift Aid start date = 01/01/2023

　　　Attach Document 8 (Gift Aid Declaration Helen) to the donor.

　　　After clicking on Record, click on the Standing Orders button to add a new Standing Order

　　　Standing order: £10 a month starting on 01/01/2023 and a next due date of 05/07/2023

Your notes:

GIFT AID DONATIONS — OTHER DONATIONS

YouTube Station Playlist Video 7 — Other Gift Aid Donations
Refer to page 9 of the Station Reference Guide

INPUTS > GIFT AID DONATIONS

Go to **Inputs > Gift Aid Donations**. The 'Other donations' option should automatically be selected at the top right of the screen.

Reference 1: July23 Dons

Money account: Your station current account will be entered automatically

Default donation a/c: 2130. This is a default but this can be changed at a line level. This is the account the donation value will be booked to

GA income account: 2140. This is the account the amount of gift aid you can claim will be booked to

Station: Your station code will be entered automatically

Default date: Leave this as 'today's date' as each line will have a different effective date entered

Enter the following lines:-
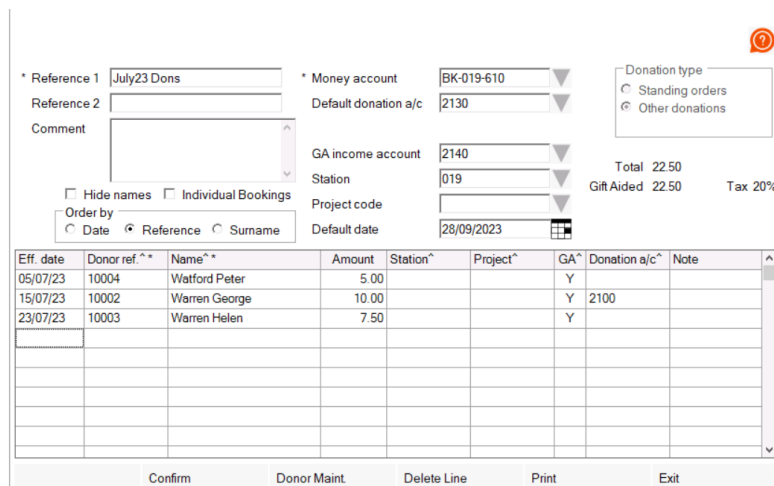
Eff Date	Donor name	Amount	Donation a/c
05/07/23	Peter xxxx	5.00	Leave blank and it will default to 2130

Try right clicking in the Donor ref field:

15/07/23	George xxxx	10.00	2100

Try double clicking in the Donor ref field:

23/07/23	Helen xxxx	7.50	Leave blank and it will default to 2130

GIFT AID DONATIONS —

STANDING ORDER DONATIONS

YouTube Station Playlist Video 8 — Standing Order Gift Aid Donations
Refer to page 10 of the Station Reference Guide

INPUTS > GIFT AID DONATIONS

Go to **Inputs > Gift Aid Donations**. Enter a reference of 'SO Jul23', select the 'Default date' as 31/07/2023 and select 'Standing orders' at the top right of the screen.

You should see 2 donors appear with their monthly standing orders.

Enter:

Default donation account: 2130 . This is the account the donation value will be booked to

GA Income account: 2140. This is the account the amount of gift aid you can claim will be booked to

Click on Confirm and Record.

After booking these the 'Next due date' will be moved on a month ready for next months standing order bookings

Your notes:

MONEY TRANSFERS

YouTube Station Playlist Video 9 — Money Transfers
Refer to page 11 of the Station Reference Guide

INPUTS > MONEY TRANSFERS

Enter the following money transfers

1.   Transfer £100.00 from the current account to petty cash dated 10/07/23, Ref: Petty Cash

2.   Transfer £1000.00 from the current account to the deposit account dated 30/07/23,
      Ref: TransDeposit

3.   Transfer £1500.00 from the deposit account to the current account dated 05/07/23,
      Ref: TransCurrent

Your notes:

BANK RECONCILIATION

YouTube Station Playlist Video 10 — Bank Reconciliation
Refer to page 12 of the Station Reference Guide

INPUTS > BANK RECONCILIATION

Perform a bank reconciliation for the month of July 2023:

Money a/c: Select your station current account

Reference: Enter your station code before the reference e.g. **021 July 23**

Up to date: 'Month' and 'July 2023
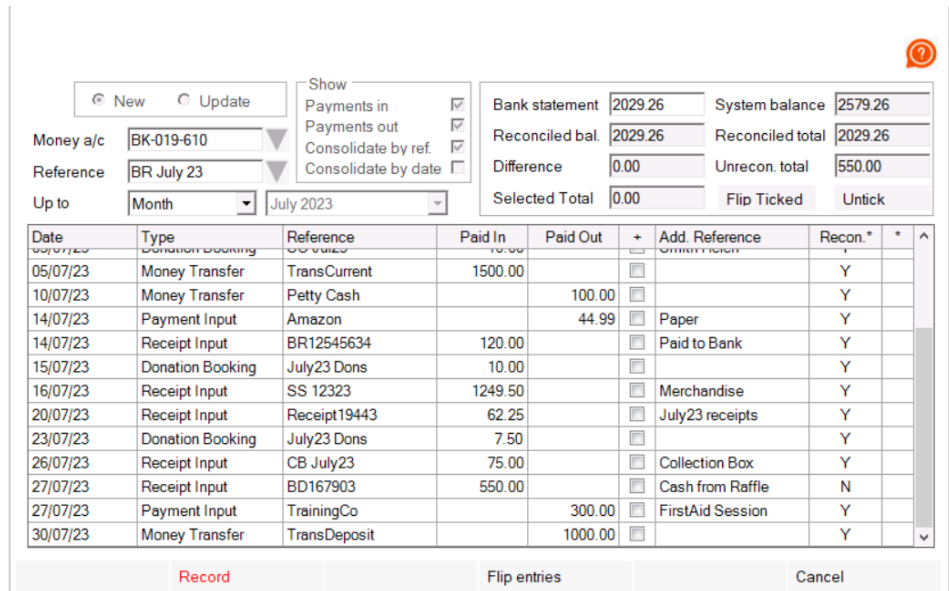
Bank Statement: £2029.26   This is the end balance of your bank account from your bank statement

Don't forget to click on the Update button at the bottom of the screen once all the transactions are displayed.

Reconcile all entries apart from:

Receipt dated 27/07/23 for £550.00

You should end up with a difference of zero.

Date	Type	Reference	Paid In	Paid Out	+	Add. Reference	Recon.*	*	^
05/07/23	Donation Booking	SS 00023	10.00			Smith Helen	Y		
05/07/23	Money Transfer	TransCurrent	1500.00				Y		
10/07/23	Money Transfer	Petty Cash		100.00			Y		
14/07/23	Payment Input	Amazon		44.99		Paper	Y		
14/07/23	Receipt Input	BR12545634	120.00			Paid to Bank	Y		
15/07/23	Donation Booking	July23 Dons	10.00				Y		
16/07/23	Receipt Input	SS 12323	1249.50			Merchandise	Y		
20/07/23	Receipt Input	Receipt19443	62.25			July23 receipts	Y		
23/07/23	Donation Booking	July23 Dons	7.50				Y		
26/07/23	Receipt Input	CB July23	75.00			Collection Box	Y		
27/07/23	Receipt Input	BD167903	550.00			Cash from Raffle	N		
27/07/23	Payment Input	TrainingCo		300.00		FirstAid Session	Y		
30/07/23	Money Transfer	TransDeposit		1000.00			Y		

Bank statement 2029.26   System balance 2579.26
Reconciled bal. 2029.26   Reconciled total 2029.26
Difference 0.00   Unrecon. total 550.00
Selected Total 0.00   Flip Ticked   Untick

Record   Flip entries   Cancel

After clicking on Record try previewing the print of reconciled and unreconciled items.

Your notes:

▶ ENQUIRIES

**YouTube Station Playlist Videos 11 — Transaction Enquiry , 12 — Station Enquiry, 13 — Donor Enquiry
Refer to page 13 of the Station Reference Guide**

Use **Enquiries — Transaction Enquiry** to find the following entries and double click on the '*' column to view the transaction:

1.   Receipt for £75 dated 26/07/23

2.   Payment for £300 (inc VAT) dated 25/07/23. View the attached document

3.   Money Transfer for £1500 dated 05/07/23

Use **Enquiries — Station Enquiry** to find the following transactions and also view the scanned documents

1.   Receipt for £550 dated 27/07/23

2.   Payment for £40 dated 01/07/23

Use **Enquiries — Donor Enquiry** to find the following donations:-

1.   George xxxx, £10, 15/07/23

2.   Helen xxxx, £10, 05/07/23

Use **Enquiries — Donor Enquiry** to find out the total value of donations for the following donors:-

Peter xxxx

George xxxx

View the Gift Aid Declaration document for George xxxx

Your notes:

I & E REPORT

YouTube Station Playlist Video 14 — Income & Expenditure Report
Refer to page 14 of the Station Reference Guide
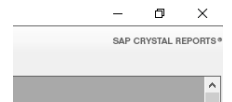
REPORTS > I & E REPORT

Run an Income and expenditure report for the 'year to' July 2023. The report should look like this:

Paxton	Income and Expenditure Report (Net of VAT) - July 2023		Page 1 of 2
Charity no. 1159975			
National Coastwatch Institution			Printed: 28/09/2023

Year to July 2023
Station 019

	Turnover year to date	Turnover last year to date
BS FIGURES START OF YEAR		
Money	0.00	0.00
Debtors	0.00	0.00
Creditors	0.00	0.00
VAT	0.00	0.00
	0.00	0.00
Restricted Donations & Grants		
2100 Restricted Dons & Grants	10.00	0.00
2130 Unrestricted Dons & Grants(GA)	47.50	0.00
2140 Reclaimed Gift Aid tax	14.38	0.00
	71.88	0.00
Unrestricted Fund Raising		
2170 General fundraising	599.75	0.00
2180 Associate membership	600.00	0.00
2190 NCI shop merchandise	1,249.50	0.00
2200 Collection boxes	75.00	0.00
	2,524.25	0.00
Governance Receipts		
2230 Grants from national	2,000.00	0.00
	2,000.00	0.00
Sundry Income		
2260 Sundry receipts	132.50	0.00
	132.50	0.00
Station Expenses		
3140 Training	250.00	0.00
	(250.00)	0.00
Administration		
3240 Travel & accommodation	125.00	0.00
3250 Postage, stationery & printing	37.49	0.00
3270 Marketing, adverts, publicity	40.00	0.00
	(202.49)	0.00
TOTAL SURPLUS/DEFICIT	4,276.14	0.00
BS FIGURES END OF PERIOD		
Money	4,179.26	0.00
Debtors	0.00	0.00
Creditors	0.00	0.00
VAT	96.88	0.00
	4,276.14	0.00

SAP CRYSTAL REPORTS®

 NOTE: Use the X at the top right of the report preview window to close down the report.

Try running the report for different months

Income & Expenditure Report   **Page 13**

CASH MOVEMENT REPORT

Refer to page 15 of the Station Reference Guide

REPORTS > CASH MOVEMENT REPORT

It will default to your current account, leave this selected.

In the Period selection choose 'Month' '=' 'July 2023'

Your station code will automatically default in.

Click on Preview and your report should look like this:-

		Cash Movement Report				Page 1 of 1

Paxton

Charity no. 1159975

National Coastwatch Institution — Printed: 28/09/2023

Account is BK-019-610
Month = July 2023
Station code is 019

Date	Type	References		Value		Station	Comment
BK-019-610		Folkestone curr acc					
Opening balance as at 01/07/2023				0.00			
30/07/2023		TransDeposit			-1,000.00	019	Money transfer
25/07/2023	Exp.	TrainingCo	FirstAid Session		-300.00	019	Payment
05/07/2023	Exp.	PremierInn	Acom 050723		-150.00	019	Payment
10/07/2023		Petty Cash			-100.00	019	Money transfer
14/07/2023	Exp.	Amazon	Paper		-44.99	019	Payment
01/07/2023	Exp.	Printers	Raffle Tickets		-40.00	019	Payment
05/07/2023	Inc.	July23 Dons		5.00		019	Receipt
23/07/2023	Inc.	July23 Dons		7.50		019	Receipt
15/07/2023	Inc.	July23 Dons		10.00		019	Receipt
15/07/2023	Inc.	July SO		10.00		019	Receipt
01/07/2023	Inc.	July SO		25.00		019	Receipt
20/07/2023	Inc.	Receipt19443	July23 receipts	62.25		019	Receipt
26/07/2023	Inc.	CB July23	Collection Box	75.00		019	Receipt
14/07/2023	Inc.	BR12545634	Paid to bank	120.00		019	Receipt
27/07/2023	Inc.	BD167903	Cash from Raffle	550.00		019	Receipt
01/07/2023	Inc.	MemberJul23	Member renewal	600.00		019	Receipt
16/07/2023	Inc.	SS 12323	Merchandise	1,249.50		019	Receipt
05/07/2023		TransCurrent		1,500.00		019	Money transfer
				4,214.25	-1,634.99		
Closing balance as at 31/07/2023				2,579.26			

NOTE: Use the X at the top right of the report preview window to close down the report.
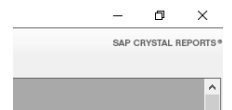
Try running the report for your deposit bank account.

SAP CRYSTAL REPORTS®

EXPORTING A REPORT

YouTube Station Playlist Video 15 — Exporting Reports
Refer to page 16 of the Station Reference Guide

Run an Income & Expenditure report (Reports > I&E Report) for July 2023 and export it to a PDF file. Name the file 'July IE Report'

Once you have exported the report, open it on your computer.

Your notes:

CORRECTING MISTAKES

Find the following Receipt transaction:-

Change the date to: 16/07/23

* Money account	BK-025-610		Mundesley curr acc				* Effective date	20/07/2023	
* Receipt reference	Receipt19443								
* Total	62.25		Total inc. VAT	62.25			Document		
* Reference 1	July23 receipts								
Reference 2			Station				Project code		
Comment	Income booking								

A/C^	Account name	Value	Station^	Project code^	Reference 2
2170	General fundraising	49.75	025		
2260	Sundry receipts	12.50	025		

Change — VAT — Exit

Find the following Receipt transaction:-

Change the account code to 2170

* Money account	BK-025-610		Mundesley curr acc				* Effective date	14/07/2023	
* Receipt reference	BR12545634								
* Total	120.00		Total inc. VAT	120.00			Document	P:\Upload\Docume	
* Reference 1	Paid to bank								
Reference 2			Station				Project code		
Comment	Income booking								

A/C^	Account name	Value	Station^	Project code^	Reference 2
2260	Sundry receipts	120.00	025		

Change — VAT — Exit

Find the Money Transfer for £1000 with an effective date of 30/07/23 and a reference of TransDeposit

Delete the entire transaction

Your notes:

⏩ FINISHING A MONTH

YouTube Station Playlist Video 17 — Finish Month
Refer to page 18 of the Station Reference Guide

Try finishing the month of July.

⏩ COLOUR SCHEME

YouTube Station Playlist Video 18 — Colour Scheme
Refer to page 19 of the Station Reference Guide

Try changing your colour scheme.

Your notes: