

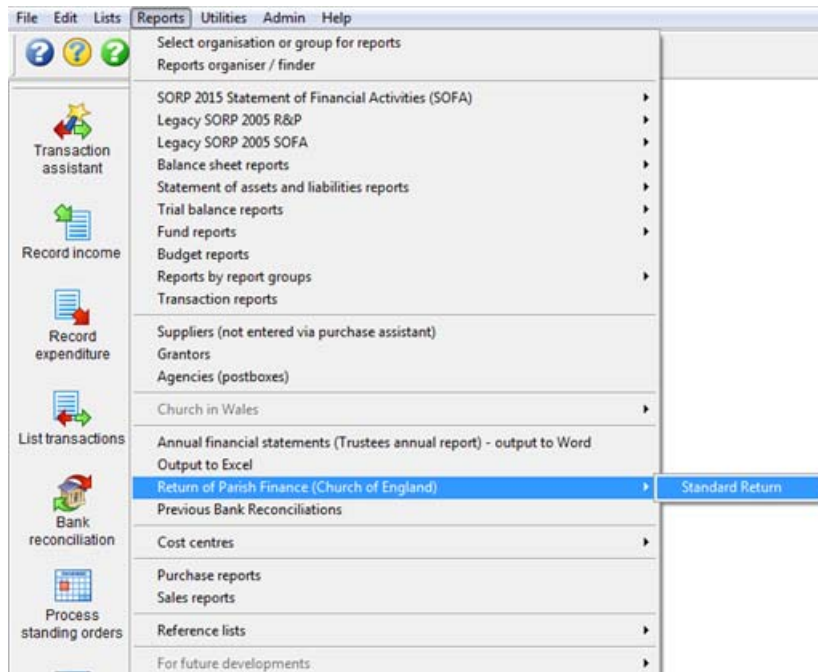
Submitting the Parish Finance Return directly from Finance Coordinator

1. Firstly check that you are running Version 4.18. This can be seen at the bottom of the front screen.

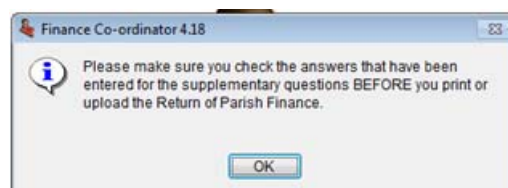


Finance Co-ordinator 4.18
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Data Developments

2. If you are not on version 4.18, please go to the Data developments website download page and follow their helpful presentation to upgrade your system. <http://www.datadevelopments.co.uk/download/>
3. When your accounts are complete for the year and you are ready to submit that Parish Finance return, click Reports > Return of Parish Finance > Standard Return



4. Click 'OK' to the reminder



5. You will see the following screen where some important information needs to be entered for it to work correctly

Return of Parish Finance (Church of England)

This report is the annual report required by the Church of England.

This report is dependant on you having entered transactions into the correct nominal codes.

If you go to Accounts assistant, Nominal accounts, Income or Expenditure, you can set the section for each code.

It is most important that you ensure you have each income / expenditure code assigned to the correct section. Please see the manual or on-line help for more information.

Please note that each section's totals will be displayed as whole pounds. The main totals will then sum these rounded amounts together.

Select the financial year for the report

A → 2016

B → Separate recurring & non-recurring (Newcastle diocese)

C → Use a comma as 1000s delimiter

Refresh

The RPF has supplementary questions which you must complete by clicking on the button below.

The answers you enter will be retained for future use so you only need to click the button again if any of the answers need modification.

To upload your data to the central on-line system you will need the church code, parish code and parish password. Contact your diocesan office for these.

RPF Supplementary questions

Preview Submit to Church of England Print

Layout

Restore Browse Modify

Export type PDF report

File name RPFDec2016


Export

- A. Set to the correct reporting year
- B. Tick this to ensure that recurring and non-recurring are separately reported
- C. No Tick for comma delimiters as this will corrupt the return

6. Next Click RPF Supplementary Questions to select the parish and configure some further options

The screenshot shows the 'RPF questions' form with the following fields and controls:

- Diocese:** A dropdown menu with 'Carlisle' and 'Chelmsford' (selected). Arrow A points to the dropdown.
- Deanery:** A dropdown menu with 'Abbeydore' and 'Abingdon'. Arrow B points to the dropdown.
- Parish:** A dropdown menu with 'Ab Kettleby And Holwell' and 'Abbas & Templecombe'. Arrow C points to the dropdown.
- Church:** A dropdown menu with '210625: St Margaret Aarhus'. Arrow D points to the dropdown.
- Church code:** A text box containing '608059'. Arrow E points to the text box.
- Additional churches:** A table with columns 'Church name' and 'Church code'. It has a 'Add' icon (arrow F) and a 'Remove' icon (arrow G).
- Number of tax-efficient planned givers:** A text box with '0'. Arrow H points to the text box.
- Number of other planned givers:** A text box with '0'. Arrow I points to the text box.
- Number of new legacies received:** A text box with '0'. Arrow J points to the text box.
- Name:** A text box containing 'Terry Gray'. Arrow K points to the text box.
- Position:** A text box containing 'Deanery accounts Project'. Arrow L points to the text box.
- Enter date:** A date picker showing '05/05/2016' and a 'Today' button. Arrow M points to the date.
- Email /Tel no:** A text box containing 'tgray@chelmsford.anglican.org'. Arrow N points to the text box.
- Notes:** A large text area for 'Please provide details in the box below regarding any unusual figures?'. Arrow O points to the text area.
- Accruals accounting:** A checkbox. Arrow P points to the checkbox.
- Save and Back icons:** At the bottom right. Arrow Q points to the save icon, and arrow R points to the back icon.

- A. Select 'Chelmsford' from the Diocese list using the up/down arrows in the alphabetical list
- B. Select your Deanery from the Deanery list using the up/down arrows in the alphabetical list
- C. Select your Parish from the Parish list using the up/down arrows in the alphabetical list
- D. Select your Church from the Church list using the up/down arrows in the alphabetical list – Note: if you are a multi church parish you can 'join' these into one Parish return see point F.
- E. Check that a number like '608xxx' appears in this box.
- F. To add a second church, click the  icon and tick the selected box next to the church(es) that apply and

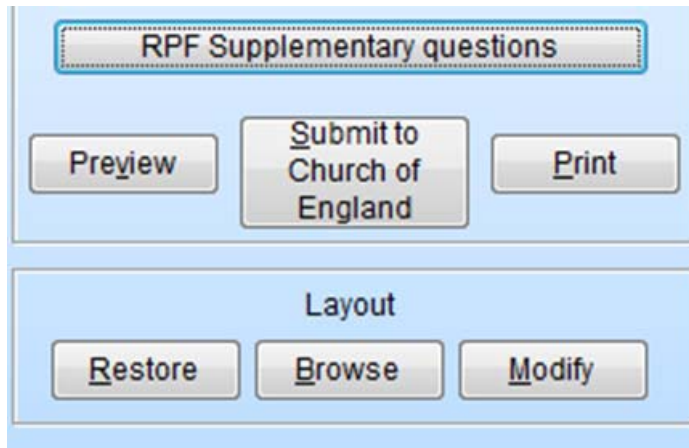
The 'Add a church' dialog box shows a table with the following data:

Church Name	Selected
Nazeing: St Giles	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

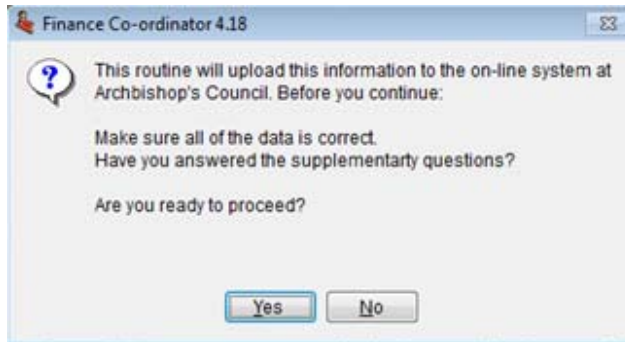
At the bottom of the dialog are a save icon and a back icon.

- click the save icon at the bottom.
- G. Enter the split of tax efficient and non-tax efficient givers from your gift aid/envelope/standing order data.
- H. Enter your details and the date for the return. There is also a notes box in which you can enter any context notes that you think will be useful for us to know.
- I. If your accounts basis is Accruals, please tick this box
- J. Click save for this information to be retained in the system and return to the previous menu.

7. The 'Submit to Church of England' button should now be enabled and when you are ready to proceed click it. You can preview the return in the familiar format first by clicking 'Preview' to see what will be submitted.



Once you click Submit, you will be prompted twice to ensure you are ready, click 'Yes' on these



8. After a brief pause (dependent on your broadband speed) you should receive a message: "Your data has been accepted by the central system" which will signify a successful submission. If you receive a different message, please note it down or take a screenshot (Alt PRNT SCRN then Ctrl V into the body of an email) and send it to parishfinance@chelmsford.anglican.org there are a few niggles we are still addressing that may cause this.