Introduction to the Diocese of Arundel and Brighton new parish accounting system

The Accounting system is made up of two portals: the Cash Collection site and the main accounting system.

The Cash Collection site enables keying in of the weekly cash slip for each church in the Parish. One cash sheet at a time is logged onto the system using the pre-filled form. This enables all cash and cheques received during the week to be recorded either before or after the monies are lodged with the bank.

The Weekly Cashslip form is in four sections, and these appear as separate pages on the form:

1. Parish Income
2. Bishop's Collections
3. Third Party Collections to be paid over by the Diocese
4. Third Party Collections to be paid over by the Parish

The first section analyses the income belonging to the Parish, ensuring that different restricted funds are updated where relevant (eg. Income for Mass Offerings is added to the restricted fund for the support of Parish Clergy).

The second section itemises income collected for Diocesan purposes: Lourdes Pilgrimage, Missionary Endeavour and Cathedral Maintenance. These are posted as a creditor by the system and collected by the Diocese after month end (when the bank reconciliation has been completed).

The third and fourth sections are used when collections are taken for other organisations and charitable causes. These are posted as a creditor in the parish books according to whether the Diocese will collect the monies and pay them over or whether the parish will settle up with the beneficiary charity itself.

This web page is accessed by the following weblink:
https://aiqcashcollection.azurewebsites.net

You will need to be set up with a username – usually an email address and a password in order to access this screen, and to get this contact the Finance department at Bishops House, Hove.

The detailed guide to using the Cash Collection portal forms another section of the AccountsIQ handbook.

It is essential that collection receipts are entered using this web form as this ensures that the correct entries are processed not only within the Parish but also for the Diocese.

The main accounting system

Data is transferred from the Cash collection web entry pages into AIQ and it is here that the user carries out the Parish accounting tasks. AIQ is a normal accounting system that has Bank; Sales; Purchase and General ledgers modules within it all fully linked. Each parish will have its own database and security ensures only authorised users can access a database and users can be limited to what tasks they can carry out. The finance team at the Diocese can view all the databases and this enables ongoing support and training.

The AIQ system is accessed via the AIQ website and the sign on page weblink is as follows: https://hostacct.com/system/menu/index.asp

You will need to be set up with a username and password and to get this contact the Finance department at Bishops House. This will give you access to 2 databases, a sandpit client, which can be used for training and testing transaction, and you live parish database.

To enter you either of these databases click on the word Log In nest to the database you want to go into.

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