

THE CATHOLIC DIOCESE OF
ARUNDEL & BRIGHTON

**Treatment of Collections Funds
within AIQ**

Special Collections; Parish Collections; Diocesan Collections

www.abdiocese.org.uk

ACCOUNTS AIQ

- Collection money is recorded at the first instance using the cash collection process
- It is important that collections which are to be paid over by the **Diocese** are entered on the "**3rd Party Diocese**" section of the sheet
- Collections which will be paid over by the **parish** are entered using the "**3rd Party Parish**" section

ACCOUNTS IQ

[Home](#)[Manage Account](#)[Cash Collect](#)

Please provide the collection date and

Collection Date:

Date Banked:

Mass Centre

[Parish Income](#)[Bishops Collections](#)[3rd Party Diocese](#)[3rd Party Parish](#)[Summary](#)[Collect](#)[Catholic Educatic](#)[Lenten Alms](#)[Holy Places](#)[Catholic Commu](#)[Peter's Pence](#)

OUTSTANDING COLLECTIONS

To view outstanding collections in AIQ:

1. Go to **Purchases tab** to get started
2. To view what is owed click on **Suppliers**. The screen will then show the list of suppliers and what is owed. Diocese is the first.
3. By Clicking on the **Balance** shown, one will be able to see amounts due to the Diocese. Once you see the transactions close this screen.

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Suppliers - Active Suppliers

EXPORT TO EXCEL

REFRESH GRID

ADVANCED FILTER

ADD/REMOVE COLUMNS

CURRENT FILTER: Active Suppliers

CLEAR

Code	Name	Address 1	Telephone	Currency Code	Balance	Attach	Notes	Actions
DIO	Diocese			GBP	-1,883.23			Actions
YCAFOD	Parish Fundraising CAFOD			GBP	0.60			Actions
YUKECU	Ecumenism / UK Missions			GBP	0.00			Actions
YUKEDU	Schools / Preschools			GBP	0.00			Actions
YUKPOOR	UK Poor, Homeless, Migrant			GBP	0.00			Actions
YUKSICK	UK Sick / Hospice			GBP	-1.00			Actions
YWMISS	Overseas Missions / Education			GBP	-370.00			Actions
YWPOOR	Overseas Sick/Poor			GBP	-419.00			Actions

UNEXPECTED TRANSACTIONS?

If you do not recognise any transactions, or were not expecting them, **do not process them** – instead, please contact the diocesan Finance Team in Crawley, who will be happy to help you;

E: finance@abdiocese.org.uk or T: 01293 651145

PAYMENT PROCESS

3. To start the payment process click on '**Actions**' on the right hand side of the **Balance**
4. Select '**Create**' and then '**Payment**'

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SUPPLIERS | ITEM INVOICES | BATCH INVOICES | BATCH PAYMENTS

Suppliers - Active Suppliers

EXPORT TO EXCEL | REFRESH GRID | ADVANCED FILTER | ADD/REMOVE COLUMNS

NEW SUPPLIER

CURRENT FILTER: Active Suppliers CLEAR

Code	Name	Address 1	Telephone	Currency Code	Balance	Attach	Notes	Actions
DIO	Diocese			GBP	-2,450.62			Actions
YCAFOD	Parish Fundraising CAFOD			GBP	-55.00			Create
YPCHAR1	Parish Charity 1			GBP	0.00			Item Invoice
YPCHAR2	Parish Charity 2			GBP	0.00			Item Debit Note
YPCHAR3	Parish Charity 3			GBP	0.00			Batch Invoice
YPCHAR4	Parish Charity 4			GBP	0.00			Batch Debit Note
YUKECU	Ecumenism / UK Missions			GBP	0.00			Payment
YUKEDU	Schools / Preschools			GBP	0.00			Refund
YUKPOOR	UK Poor, Homeless, Migrant			GBP	0.00			Credit Journal
YUKSICK	UK Sick / Hospice			GBP	0.00			Debit Journal

5. Add the **Payment Date**, **Bank reference** and fill in the **Allocate** column with the amount being paid against the collection monies
6. Click on the green **Process** button (bottom right) to post the payment. The posting is now created and can be matched in the bank reconciliation when reconciling the bank

Purchase Payments & Allocations Getting Started Support Help

Supplier: (GBP) Bank: (GBP)

Payment Date: Bank Ref/Cheq: Cheque number:

Payment Amt: (GBP)

Bank Charges: (GBP) Amount Withd: (GBP)

BI Code: Description:

Disp.	Due	Type	Int Ref	Ext Ref	Transaction Date	Description	Due Date	Total	Allocated	Outstanding	Allocate	Disc. Amt
A	A											
	Yes	PI	000019	MC 1-2019-06-30-CTP	30 Jun 2019	DIO - Peter's Pence-	30 Jul 2019	99.45	0.00	99.45	99.45	0.00
	No	PI	000023	Q3 Levy Recharge:30/09/2019	30 Sep 2019	DIO - Qtr 3 Diocese Levy	30 Oct 2019	1783.78	0.00	1783.78	1783.78	0.00

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[Create Filter](#)

Grid Options... Disputed: ▼

Balance after payment: 0 (GBP) Un-allocated:

Show Me

[View last processed payment](#)