

2021

The screenshot displays the Village Council Accounting Software (VCAS) interface. The main header shows the organization as "Tester Ville" with a main account of ECS 99,500.00 and undeposited funds of ECS 975.00. The interface includes a sidebar menu with options like Reconciliation, Reports, Settings, Administration, Security, and Logout. The main content area features two bar charts: "Total Debits" and "Credits" for June 2021. Below the charts is a table of "Total Credits" with columns for Date/Time, Receipt No., and Payer. A "Receipt Capture" modal form is overlaid on the right, containing fields for Issuer, Receipt No., Location, Customer, Date, Payer, Amount, Payment Type, and Billing method.

Date/Time	Receipt No.	Payer
06/06/2021 12:00:00 am	VCR0606202133	Julian Tho
10/06/2021 12:00:00 am	VCR0606202134	Someone

[USERS MANUAL FOR VCAS]

version: 06.04.2021

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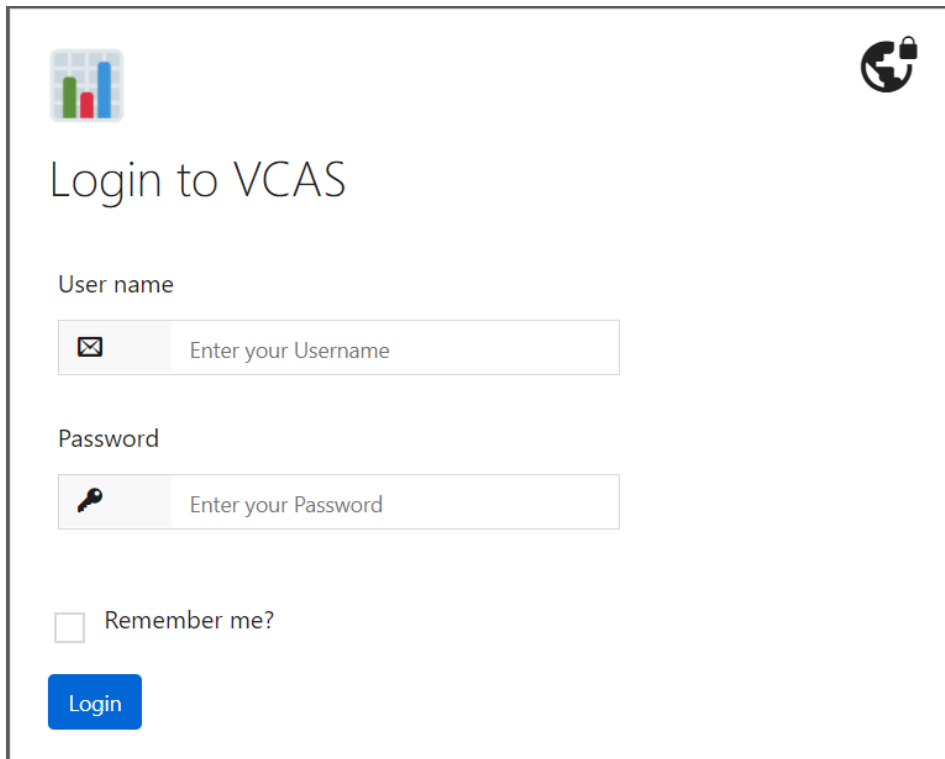
Debit Account



ACCESSING VCAS

1. Open the Web Application in one of the Compatible Web Browsers below:

Chromium (Chrome, Edge Insider)	Supported
Edge	Supported
Firefox	Supported
Safari 10+	Supported

2. Navigate to the following address <http://gocdapps/VCAS>



Login to VCAS

User name

Password

Remember me?

[Login](#)

3. Log in with the password provided by the database administrator

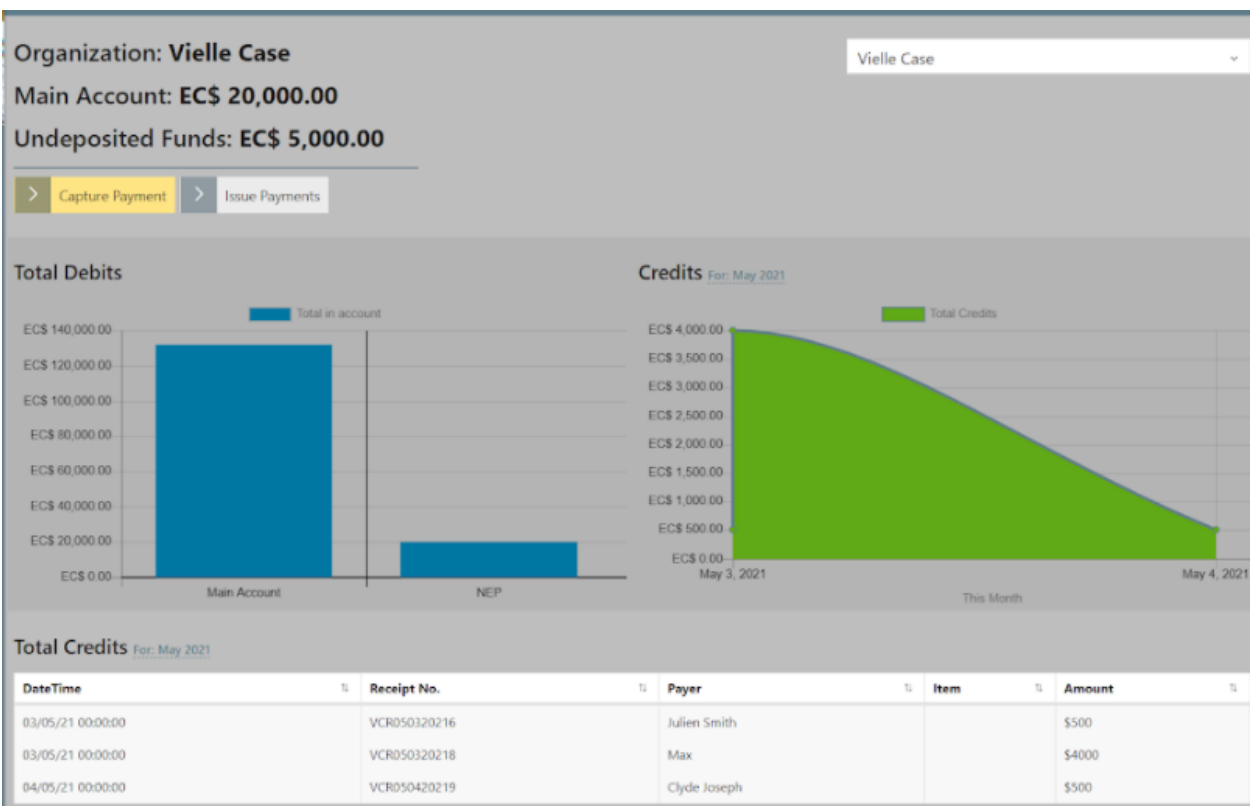
*If you are unable to log in or require registration, contact the system administrators at the Computer Centre

VCAS HOME PAGE

The Home Page shows entries based on the user's assigned Village Council, e.g. a Vielle Case user would only see and access entries for his district.

This section (Home Page) is broken down into three (3) **Segments**

- Organization Statements
- Total Debits and Credits
- Issue Payments



Issued Payments Displaying: last ten(10) records

Signature	DateTime	Amount	CheckNo	Issuer	Receiver	Receiver ID
S.L.	05/01/21 00:00:00	\$3000	0252	Austin Lazarus	svsdv	Social Security
	05/02/21 00:00:00	\$4000		lazarusa	ssfsfsf	Social Security
R. non	05/02/21 00:00:00	\$5000	0555	Austin Lazarus	SR34331313	Social Security
	02/05/21 00:00:00	\$1200		lazarusa	svsv	Social Security
C.P.	04/05/21 00:00:00	\$1200	15151	lazarusa	CJ453434	Social Security

Organizational Statements

Organization - indicates in which district the user is located.

Main account - displays the amount of money in the account.

Undeposited Funds - shows money received but not yet deposited in the main account.

Total Debit and Credit - This displays the financial transactions that have occurred during the present period.

Issue payments - Shows the last 10 records of payment that were issued by the district.

CLERK ENTRY MANAGEMENT PAGE

Also on the home page, there are two links highlighted below - "Capture payment" and "Issue Payments".


Organization: Vielle Case
Main Account: EC\$ 20,000.00
Undeposited Funds: EC\$ 5,000.00


> Capture Payment > Issue Payments

Capturing payments

When the link "Capture Payment" is clicked, the page displayed below will pop up. The page will allow the clerks to capture payments from residents of the council onto the system.

Capture Payment

Vielle Case			Receipt	
Issuer: Austin Lazarus				
Receipt No: VCR0504202110			Receipt No.: VCR0504202110	
May	4	2021	\$ Payment Type	
Payer:			Cash	
Amount:				
Sale Items			Comment:	
Capture			More	
			Print	

Receipt		
		
Receipt No.: VCR0504202110		
Council: Vielle Case	Customer:	
Issuer: Austin Lazarus		
Date: 2021-05-04	Billing:	
	Paid with: Cash	
LINE #	DESCRIPTION	AMOUNT
1		
		TOTAL
Reprint Receipt		

Filling out the receipt form

The clerk will then add the relevant information to the receipt including **name, amount, payment type, date, and payer.**


Capture Payment

Vielle Case		▼
Issuer:	Austin Lazarus	
Receipt No:	VCR050420219	

May	4	2021	Cash	▼
Payer:	Clyde Joseph			
Amount:	200			

House Rate Fees -	▼	Comment:
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[More](#) [Print](#)

Receipt							
							
Receipt No.: VCR050420219							
Council: Vielle Case	Customer:						
Issuer: Austin Lazarus	Clyde Joseph						
Date: 2021-05-04	Billing:						
	Paid with: Cash						
<table><thead><tr><th>Line #</th><th>Description</th><th>Amount</th></tr></thead><tbody><tr><td>3007</td><td>House Rate Fees -</td><td>\$500</td></tr></tbody></table>	Line #	Description	Amount	3007	House Rate Fees -	\$500	Total: \$500
Line #	Description	Amount					
3007	House Rate Fees -	\$500					
Reprint Receipt							

Multiple payments from one payer

There is a built-in function to add multiple payments to the receipt as shown below.

Capture Payment

Vielle Case				▼
Issuer:	Austin Lazarus			
Receipt No:	VCR050420219			
May	4	2021	Cash	▼
Payer: Clyde Joseph				
Amount:				
			Comment:	
More		Print		

When the highlighted option above (“More”) is clicked, multiple items can be added. The addition of items is shown in the following illustration.

Receipt No.: VCR050420219

Council: Vielle Case

Customer:

Issuer: Austin Lazarus

Clyde Joseph

Date: 2021-05-04

Billing:

Paid with: Cash

Line #	Description	Amount
3007	House Rate Fees -	\$500
3008	House Rate Fees -	\$200

Total: \$700

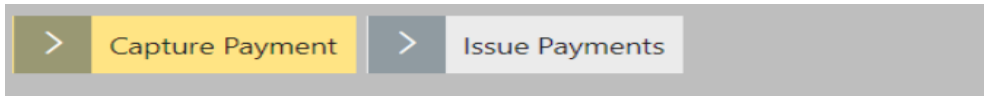
The receipt number

Capture Payment

Vielle Case ▼	
Issuer:	Austin Lazarus
Receipt No:	VCR050420219

The receipt number illustrates VCR - Village Council Receipt. '05042021' represents the date and '9' is the ID number.

Issuing Payments



When the icon “Issue Payments” is accessed, the following form will appear.

A screenshot of the 'Issue Payments' form. At the top, there is a navigation bar with 'Pending Approvals' (0) and 'Pending Delivery' (1). Below this is the title 'Issue Payments' and the issuer's name 'Austin Lazarus'. A progress bar shows three stages: 'Entry' (active, blue dot), 'Pending Approvals' (grey dot), and 'Pending Delivery' (grey dot). The form fields include: 'Debit Account:' with a dropdown menu showing '-- select Account --'; 'Check Number:' with a 'CheckNo:' input field; 'Date:' with a date picker showing 'May 4, 2021'; 'Location:' with a dropdown menu showing 'Vielle Case'; 'Issuing Amount:' with an 'Amount:' input field; 'Receiver:' with a 'Receiver Name:' input field; 'Receiver's ID:' with a 'ReceiverID:' input field; 'ID Type:' with a dropdown menu showing '-- select ID --'; and 'ID Attachment (Optional):' with an 'attached ID:' field showing 'NULL' and an 'Upload ID' link. A yellow 'Save' button is at the bottom.

Select the **account (“Debit Account”)** that the money is to be withdrawn from. Edit the **Cheque** number to be issued. The **date** and **location** are applied automatically. Input the **amount, ID of the recipient** to be paid and retrieve the signature from the beneficiary.

After the entry has been made, the next step is for the distribution of the funds to be approved. This image illustrates the form to be submitted to the approver.

● Entry ● Pending Approvals ● Pending Delivery

Debit Account:
Main Account

Check Number:
CheckNo: 12313132

Date:
April 5 2021

Location:
Vielle Case

Issuing Amount:
Amount: 200

Receiver:
Receiver Name: James Doe

Receiver's ID:
ReceiverID: JD113131

ID Type:
Social Security

ID Attachment (Optional):
attached ID: NULL
[Upload ID](#)

Approve:

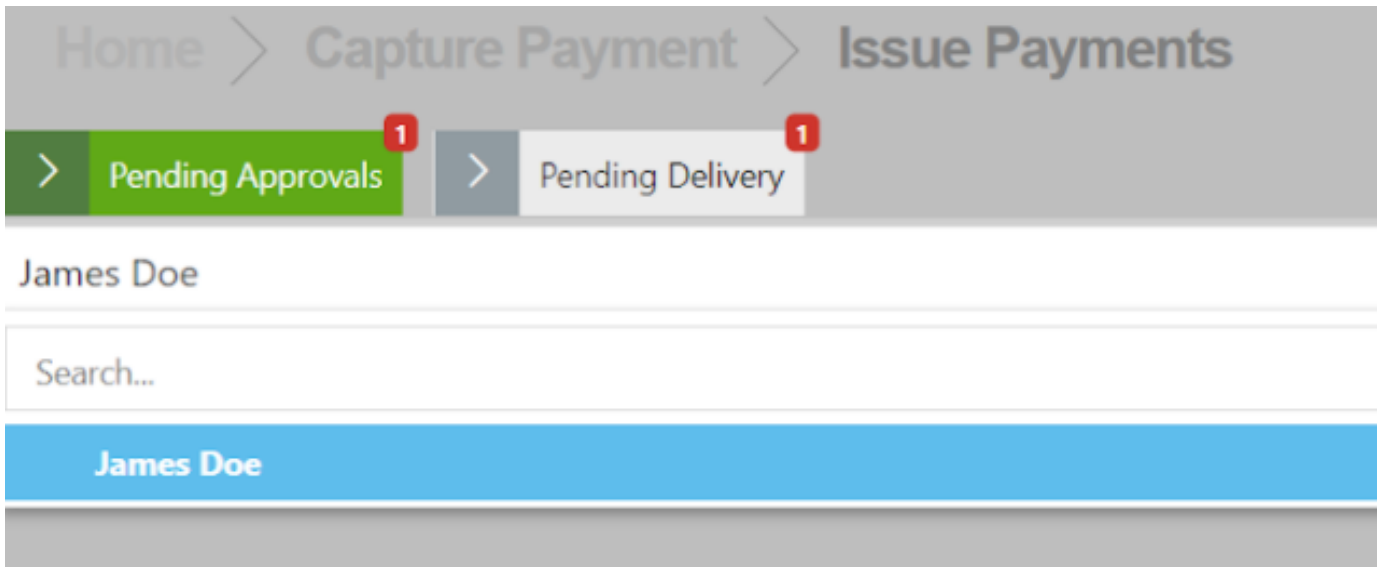
Sign above

Clear Change color Record

Submit

THE DDA

The images below show the approval page where the number of pending transactions are displayed. The DDA is responsible for the approval of payments made by the village council.



The approval page for DDA is shown below. They will accept or deny the request for the funds to be distributed.

Smithy Jones

Issue Payments

Approver: lazarusa

Entry Pending Approvals Pending Delivery

Debit Account:
Main Account

Check Number:
CheckNo: 25252

Date:
April 5 2021

Location:
Viele Case

Issuing Amount:
Amount: 1200

Receiver:
Receiver Name: Smithy Jones

Receiver's ID:
ReceiverID: SJ33313131

ID Type:
Social Security

ID Attachment (Optional):
attached ID: NULL
[Upload ID](#)

Approve:

Sign above

Clear Change color Record

Reject Approve

Debit Account










This function allows the user to edit the accounts during the course of the day to ensure that the statement reflects what is in the bank account.

Debit Accounts: Index

> Create New

Search:

Show entries: 10

name	acctNum	amount	remittance	payee	datetime	name	Manage
Main Account	000	131900	sfs	fsf	28/04/21 00:00:00	Cash	  
Main Account	000	60000	dad	daad	28/04/21 00:00:00	Cash	  
NEP	000	20000	fs	sf	29/04/21 00:00:00	Cash	  

Showing 1 to 3 of 3 entries

Prev 1 Next

When 'edit' is selected the following window will appear.

Edit: Debit Account

Account Name:	Main Account
Account Num:	000
Amount:	152000
Cash	
Remittance:	sfs
Payee:	fsf

[Update Statement](#)

Click to access [Statement](#)

Save

When “update statement” is selected, the user will attach a copy of the bank statement to provide assurance for the reviewing body.

Edit:: Debit Account

Upload Bank Statement *.pdf



Choose Files No file chosen

Or Drag It Here.

Save

The
END