

PROCXED.NET GUIDANCE ON COMPLETION OF NON DOMESTIC RATE INCOME RETURNS

1. ProcXed.Net is software developed by Scottish Government to manage data collections electronically in a secure way. The system was initially developed to collect education data from schools and local authorities but the structure of the system is applicable to other areas of Scottish Government particularly those working with Local Authorities.
2. ProcXed enables validation checks to be carried out at point of entry which should reduce the number of queries that are made on the returns. Checks that would previously have been carried out a week or two after submission when data providers have moved onto other pieces of work, will instead be flagged up as the data is entered. This should reduce the burden on Local Authorities (e.g. time spent going back to the return) and improve the quality of the data collected.

INSTRUCTIONS FOR USE OF PROCXED

Accessing ProcXed

3. If you have not been registered for ProcXed.Net before you will receive an email from ScotXed, the team that manage the ProcXed.Net system. This will provide you with your log in details. You will be prompted to change your password when you first log in.
4. The ProcXed.Net system can be accessed via:
<https://procxed.scotxed.net/ProcXed/Security/Logon.aspx?ctxid>
5. The username and password will give you access to the ProcXed system. You will only be able to access returns for local government finance.
6. Note that for security reasons if you leave the page open for a long period without using it you will be required to log in again, therefore it is best to save changes to the data as you go to ensure you don't lose data if you're distracted e.g. by a phone call.
7. If you forget your password you can request a new one using you user name and registered email address.

Viewing and Editing your return

8. Once you have logged in, select Data Returns, then Manage Data Returns from the drop down menu.
9. On the Manage Data Returns page make the relevant selections from the drop down lists for the relevant Data Collection Type and Data Collection.

10. The Data Returns section will then show the return(s) available for you to complete. Press 'Select' for the return you wish to edit and more options will appear as below.

Data Return Detail

Collection Name	Data Collection	Organisation	Status	Comments	Progress
NDRI UAT	Non-Domestic Rates Income Return - PCA	Finance - Aberdeenshire	Initialised		0/1

Data Return Status Change Log

Status	Status Change Date	User Changing Status
Initialised	14/03/2013 12:31:33	Administrator

Data Return Components

Data Collection	Collection Name	Organisation	Status	Comments	Locked By	When	Action
Non-Domestic Rates Income Return - PCA	NDRI UAT	Finance - Aberdeenshire	Initialised				<input type="button" value="Upload"/> <input type="button" value="Edit"/>

11. To enter data or edit a return, you need to press the 'Edit' button in Data Return Components.
12. You should then see the complete NDRi form and can begin to enter the data. The tab button on your keyboard can be used to navigate between boxes.
13. Save the return as you enter data by clicking the 'Save' button. As noted above, for security reasons if you leave the page open for a long period without using it you will be required to log in again, therefore it is best to save changes to the data as you go e.g. after each section. If you want to leave the return and come back to it, remember to press Save to keep your changes (the system will remind you if you move away from the form without changing).
14. The rows highlighted are sums which are automatically calculated each time you press the save button.
15. Validation checks will also run once you have saved your return to flag up inconsistencies or cell queries. These can then be reviewed and confirmed as correct, or revised. Use the 'Additional Comments' option to provide any further information against validation checks to help SG understand the data.
16. Note: You can click 'back' at any time to take you back to the data returns screen (please ensure you have pressed save before doing this).

Submitting your return

17. Once you have completed all relevant lines of the return, and are happy with the totals, the 'save and submit' button at the top of the page saves the final copy of your return and submits it to the Local Government Finance Statistics team within the Scottish Government. You need to press the 'save and submit' button twice – the second time to confirm you wish to submit. The Local Government Finance Statistics team will be told that your submission has been made and will be able to access your data immediately.

18. Please note – you will not be able to submit your return until all validation errors have been addressed.
19. After submission, you will still be able to view your return, but will not be able to make any further edits.

Running Reports (and downloading copies of your return)

After submitting your return, you are able to run a report summarising the data submitted and export this in to excel, pdf or word. You can then save this to your local computer for future records. **This will also allow you to download a copy of your return from ProcXed into the relevant format for sending on to your council's Auditor.**

20. Once you have logged in, select Reports and then View Reports from the drop down menu.
21. From the drop down lists, select the relevant Data Collection Type, Report and Data Collection and click 'View Report'. This runs, and then opens the report in a new window.
22. The 'Export' button as highlighted below allows you to export the data as an excel spreadsheet, PDF or Word document. You can then save to a local area.



23. For Notified Returns, a certification box for completion by the Council's Auditor will appear on the report.

Non-domestic Rate Income Returns - General Guidance

General guidance on the completion of the NDRI returns is available at: <http://www.scotland.gov.uk/Topics/Statistics/Browse/Local-Government-Finance/ReturnNDR>