

## Approving Transaction Awaiting Approval in Scribe

Log into Scribe: -

<https://app.scribeaccounts.com/Account/SignIn?ReturnUrl=%2F>



The screenshot shows the Scribe login page. At the top is a blue header with the Scribe logo. Below the header, the text "SIGN IN TO CONTINUE" is centered. There are two input fields: the first for an email address, which contains "lesley@shapwickparishcouncil.org.uk", and the second for a password, which is masked with dots. To the right of each input field is an icon (an envelope for email and a padlock for password). Below the input fields is a blue "Sign In" button. At the bottom of the login area is a link that says "Forgot Password".

Changing Password: - This should, ideally, be done when you first login

You can do this from the side menus, at the bottom of the list, by Choosing Account / User Profile

No need to enter current password just a new one and then confirm it.

Passwords are a minimum of 12 alphanumeric characters and must contain minimum 1 capital, 1 number and 1 non-alphanumeric

The screenshot shows the Scribe application interface. On the left is a sidebar menu with the following items: Transactions, Quick Views, Budgeting, Bank, VAT, Summary Reports, Bank Reports, List Reports, Setup, Account (highlighted), and User Profile. The main content area is titled 'Account' and contains the following fields and options:

- Email\***: A text input field containing 'lesley@shapwickparishcouncil.org.uk' with a clear button (X).
- Phone Number**: A text input field containing '07845 163014' with a clear button (X).
- Current password**: A password input field with masked characters (dots).
- New password**: A text input field.
- Confirm new password**: A text input field.
- Enable Two Factor Authentication**: A checkbox that is currently unchecked.
- Two Factor Type**: A dropdown menu currently set to 'None'.
- Update**: A blue button to save the changes.

At the bottom of the page, there is a footer with the copyright notice: '© 2025 - Starboard Systems Ltd | Terms and Conditions | Privacy'.

The Windows taskbar is visible at the bottom of the screen, showing a weather widget for Sunday with a temperature drop, a search bar, and system icons.

From the side menu select Quick Views/Trans Awaiting Authority. This takes you to report below which shows the information required to select a Transaction for Approval, in particular the NOTES on the Transaction Click on the **date** of the transaction that you want to review>>>>>>

Trans awaiting Authority - Scrib

- Scribe Accounts

app.scribeaccounts.com/Payment/Page?ViewId=1163

Scribe

Shapwick Parish Council  
Graham Croucher

Trans awaiting Authority

Quick Search

Detailed View

Columns

Filter

Voucher No	Date	Notes	Total	Description	Supplier	Minute Ref
52	09.09.2025	Cllr GPC to be reimbursed App LG 01/09/2025 App WA 02/09/2025 PD LG 05/09/2025	£7.59	Grass Seed	Mole Valley	Purchase & Payment Policy
53	09.09.2025		£252.00	Agar Audit Fee	PKF Littlejohn LLP	N/A
46	08.09.2025	Cllr GPC to be reimbursed	£30.95	Grass Seed and Staples for Play Area	Mole Valley	Purchase & Payment Policy
47	08.09.2025		£40.00	Village Hall Hire	Shapwick Village Hall	Purchase & Payment Policy
49	01.08.2025		£37.20	Scribe Accounts Subscription (2025)	Starboard Systems Limited t/a Scribe Accounts	Purchase & Payment Policy

Page 1 of 1 (5 results) 25 records per page

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Light rain  
In the afternoon

Search

09:29  
12/09/2025

Use the up and down arrows to scroll and review the transaction, in the **“Attached Files”** box you can click on a link to an image of the invoice. (NB See Next Screen Shot). When you have finished your review, enter your approval or non-approval “Initials & Date” in the Notes Box. Then Scroll to the bottom of the screen and click the **Blue Save** button. See final Screen Shot next page.

Payment #44 - Scribe Accounts

app.scribeaccounts.com/Payment/Edit/44,9447

Scribe

Shapwick Parish Council  
Lesley Gaskell

Payment Details

Cost Centre*	Cost Code*	VAT Type*	S.137	Net*	VAT*	Total*
Administration	Stationery : 17	S: Standard		26.04	5.21	31.25

Add Row Copy Row

Additional Details

Power Used for Spend  
Unknown

Notes  
Cllr Croucher reimbursed for purchase  
Agreed GPC 01/09/25  
Agreed LG 01/09/2025

Awaiting Authorisation  
☒

Attached Files

Upload any file and attach it to this record. First image will be used as the main image (if relevant to your record)

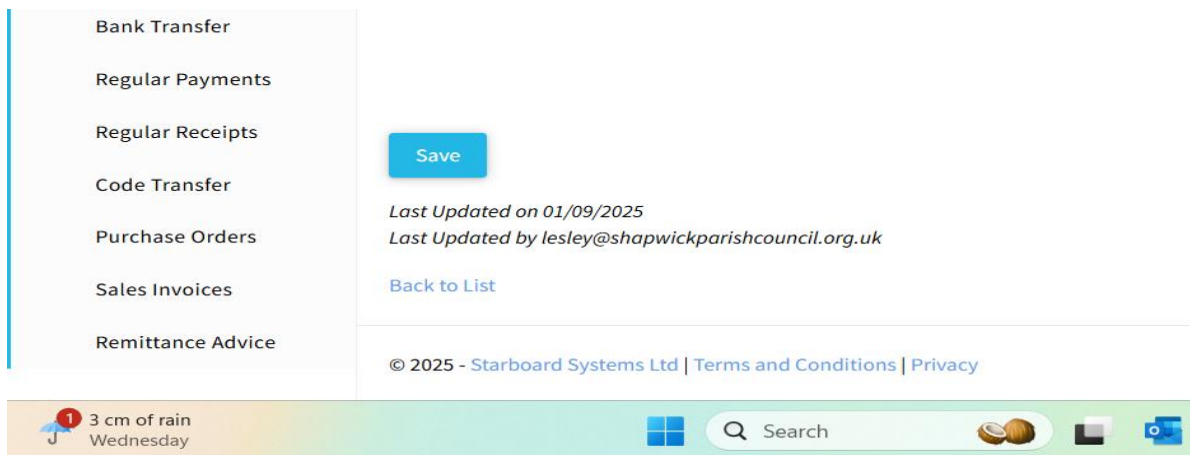
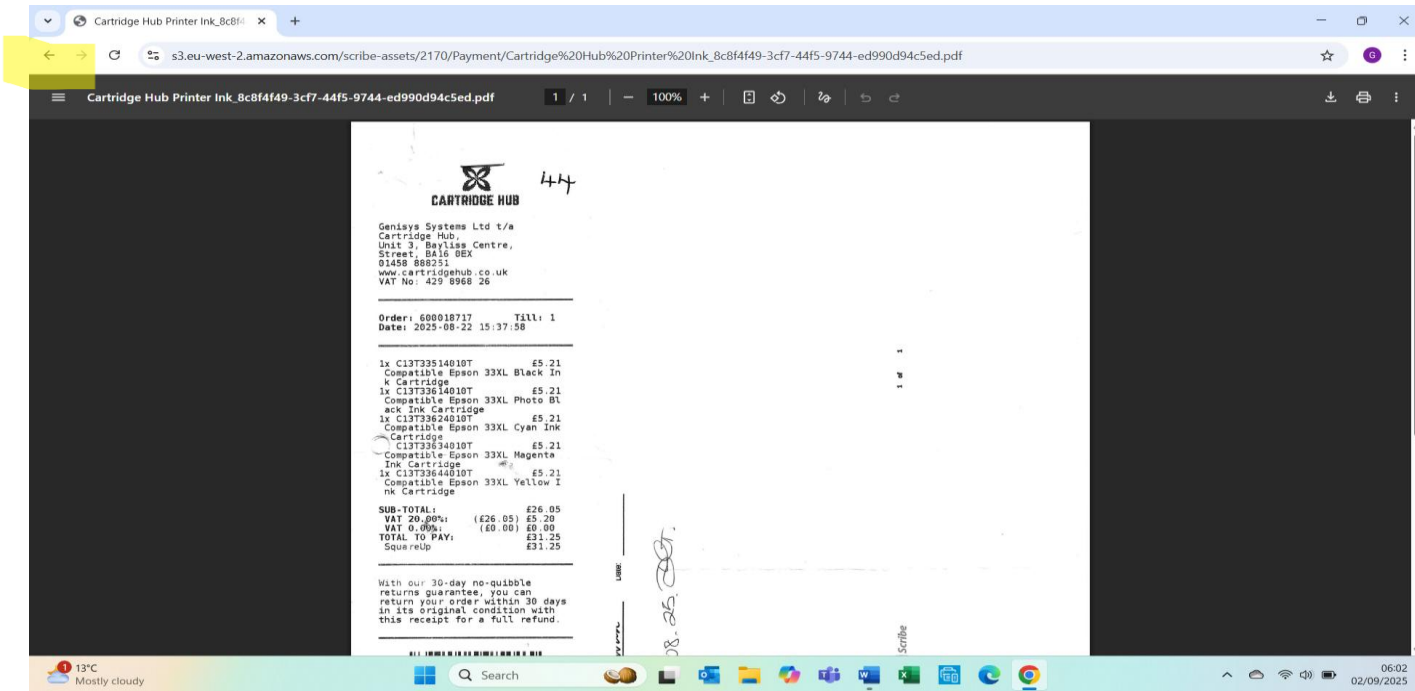
Cartridge Hub Printer Ink.pdf Remove

Upload View all details

Change history

13°C Mostly cloudy  
05:55 02/09/2025

NB You must ONLY use the highlighted yellow “back button” to return to the Transaction or you will be logged out!!!! And have to do it all over again.



When you SAVE the amended Transaction you are taken back to the full menu choice where you just select Quick View again and select the next Transaction that you want to review

Paying Approved Transactions: - Follow the same Quick Report/Trans Awaiting Approval process above. You can see and SELECT Transactions that have two “Approvals” and make payment through the on-line banking app.

In the full Transaction Screen there are THREE STEPS to be completed as part of the Payment Process

1) Update the NOTES with your details and Date, 2) Enter Payment Ref 3) Untick AWAITING AUTHORISATION

Trans awaiting Authority - Scrib

- Scribe Accounts

app.scribeaccounts.com/Payment/Page?ViewId=1163

Scribe

Shapwick Parish Council  
Graham Croucher

Home

Academy

2025 - 2026

Transactions

Bank

Quick Views

Trans awaiting Authority

Budgeting

Reserves

VAT

Summary Reports

Bank Reports

List Reports

Trans awaiting Authority

Quick Search

Detailed View

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Page 1 of 1 (5 results) 25 records per page

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Light rain  
In the afternoon

09:29  
12/09/2025

This screenshot shows how each time a councillor accesses a transaction record it is date and time stamped in the “Change History” log

Scribe

Shapwick Parish Council  
Graham Croucher

Home  
Academy  
2025 - 2026

Transactions  
Payments  
Receipts  
Bank Transfer  
Regular Payments  
Regular Receipts  
Code Transfer  
Purchase Orders  
Sales Invoices  
Remittance Advice

Bank  
Light rain Tomorrow

Notes

Cllr Croucher to be reimbursed for purchase  
Agreed GPC 01/09/25  
Agreed LG 01/09/2025

Attached Files

Upload any file and attach it to this record. First image will be used as the main image (if relevant to your record)

Cartridge Hub Printer Ink.pdf Remove

Upload View all details

Change history

08.09.2025 19:21:12	Updated	by graham@shapwickparishcouncil.org.uk
08.09.2025 18:16:09	Updated	by graham@shapwickparishcouncil.org.uk
02.09.2025 17:51:35	Updated	by lesley@shapwickparishcouncil.org.uk
02.09.2025 06:11:59	Updated	by lesley@shapwickparishcouncil.org.uk
01.09.2025 18:56:03	Updated	by lesley@shapwickparishcouncil.org.uk

17:31  
09/09/2025

