

# Fund Manager Data Collection

## Guide

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Pebble, Media Exchange 3, Coquet Street, Newcastle, Tyne and Wear, NE1-2QB  
Tel: 0845 310 1788.

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Fund Manager Data Collection Guide

# Chapter 1

## Introduction

You've bought Fund Manager! Congratulations on joining thousands of people who use our software to manage their school funds.

Now we need to get you set up so you can start using the software. Getting set up is simple. We use an online form to collect the data we need to set you up. The form has a number of steps but you can only move to the next step when you have completed the one you can see.

**Important!** It's not as scary as you think. Follow the steps documented in this guide to enter the data needed. Remember, we are with you each step of the way. And you'll be ready to start using the software within four working days of completing the form.

When you purchase the software you will receive an introductory email from our Fund Manager Product Specialist which will introduce you to the process and provide the link to the online form for you.

For example:

Hi,

I will be guiding you through your Fund Manager installation, setup and training. In order to set up your software I need some help with your Opening balances please.

I have included below a link so you can complete the Opening Balances document we need to populate your new Fund Manager software. These Balances will all be taken from the Date on which you last Reconciled School Fund to your Bank Statement/s. This Date will also form the point from which all

subsequent school fund transactions will be entered into Fund Manager. After this date you should stop entering transactions onto your old software/spreadsheets please.

Please find below the link to the document that will be used to collect these figures, the form guides you through what is needed by us to build your new software, and will be easier to fill in if you have to hand the suggested items on the opening page.

[Fund Manager Data Collection Form](#) - if there will be a delay in returning this form please email me to let me know and I will then make a note of this.

You can check that your accounts are in balance on the form by using this formula:-

**Bank + Cash = Accounts + Unpresented Cheques - (less) Unpresented Credits**

Once I confirm your Opening Balances with you it will take us no more than 3 - 4 working days to create the software. You will know that this has been done as you will receive an email inviting you to create your password to log in.

At this point, you will also be invited to book your first training session with me, at this training I will show you how to use Fund Manager and get the best from it so you are confident using your new software moving forward.

We hope that you enjoy using your Fund Manager software and I look forward to speaking with you when I deliver your training.

Regards

Product Specialist

**Note:** If you purchased [MISapp](#) as well, you will also receive a Welcome email from us confirming this.

## Next steps

- Click the blue text - [Fund Manager Data Collection Form](#) - in your email to get started!

There are the following sections to the online form:

[Section 1 - Your Schools Details on page 13](#)

[Section 2 - Who needs access? on page 17](#)

[Section 3 - Pupil and Staff Names on page 21](#)

[Section 4 - Bank Accounts and Cash on page 23](#)

[Section 5 - Unpresented and Unreconciled Credits and Debits on page 27](#)

[Section 6 - Accounts Setup on page 29](#)

[Section 7 - Your Balances from the previous pages on page 33](#)

[Section 8 - Check your Balances are equal before you submit your form on page 37](#)

Before we get started entering the details, we'll take a quick look at the online form and creating an account to save your entries and return to complete the form later. This is covered in the next chapter [The Data Collection Form on page 5](#)





# Chapter 2

## The Data Collection Form

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form which looks like this:

The screenshot shows the 'Fund Manager Data Collection Form' interface. At the top, the Pebble logo is on the left, and a blue button labeled 'Fund Manager Data Collection Form' is on the right. Below this, a blue banner contains the text 'Save & Return' and 'Save your progress and complete this form later. (optional)'. To the right of this banner is a button that says 'Create an account or login'. The main content area has a red warning paragraph: 'We would recommend that you 'Create a login' and use the 'Save and Return' option above so that you do not have to complete this form in one session, if you choose not to 'Save and Return' then once you close your browser all entered work will be lost. Please use the 'Save and Return' feature now, not part way through the form to ensure no work is lost. Don't forget to 'SAVE PROGRESS' if at the end of the form you are not in balance or you will not be able to edit the form later.' This is followed by another red paragraph: 'It is really important that you read and check off below the items you will need to complete this Data Collection Form so we can build your Fund Manager software. The Form cannot be saved so please have the items below to hand before you continue.' Below these are instructions about mandatory items marked with an asterisk and a note about entering Bank, Cash, and Account Opening Balances on the same date. A list of items to have on hand follows, each with a checkbox: 'Your latest Bank Statements for all Bank Accounts that you would like to see in Fund Manager-reconciled against your Account Codes on the same day - this will then form your starting point and the basis of your Opening Balances', 'The amount of unbanked 'Cash in hand' in your safe', 'We will need a Date that you would like your Fund Manager to start from, usually this is the day after you last balanced your Bank Statements', 'Please gather together the Names and emails of all Users of Fund Manager, along with Head Teachers and SBM's details if applicable', 'Details of Unpresented Cheques and Direct Debits, not reconciled to a Bank Statement', 'Details of Unpresented Paying in Slips and Direct Credits, not reconciled to a Bank Statement', and 'Details of your Accounts - how the Balances at your Banks are broken down across Accounting Codes ie. visits, trips, dinners, charities etc.' A red note states: 'NB. Use the formula below to check everything is in balance before you start. This will help you enter your details on the form quickly and easily;'. The formula is: 'Bank Balances + Cash in Hand = Account Balances + Unreconciled Debits - Unreconciled Credits'. At the bottom, there is an orange button labeled 'NEXT >>'.

Pebble

Fund Manager Data Collection Form

**Save & Return**  
Save your progress and complete this form later.  
(optional)

Create an account or login

We would recommend that you 'Create a login' and use the 'Save and Return' option above so that you do not have to complete this form in one session, if you choose not to 'Save and Return' then once you close your browser all entered work will be lost. Please use the 'Save and Return' feature now, not part way through the form to ensure no work is lost. Don't forget to 'SAVE PROGRESS' if at the end of the form you are not in balance or you will not be able to edit the form later.

It is really important that you read and check off below the items you will need to complete this Data Collection Form so we can build your Fund Manager software. The Form cannot be saved so please have the items below to hand before you continue.

Some items are required in order for you to complete and submit the form. These mandatory items are marked with an asterisk on the form and you won't be able to continue until you enter these.

When you enter your Bank, Cash and Account Opening Balances please make sure that the figures are **ALL** taken on the same Date.

You will need to hand:

- ☐ Your latest Bank Statements for all Bank Accounts that you would like to see in Fund Manager-reconciled against your Account Codes on the same day - this will then form your starting point and the basis of your Opening Balances
- ☐ The amount of unbanked 'Cash in hand' in your safe
- ☐ We will need a Date that you would like your Fund Manager to start from, usually this is the day after you last balanced your Bank Statements
- ☐ Please gather together the Names and emails of all Users of Fund Manager, along with Head Teachers and SBM's details if applicable
- ☐ Details of Unpresented Cheques and Direct Debits, not reconciled to a Bank Statement
- ☐ Details of Unpresented Paying in Slips and Direct Credits, not reconciled to a Bank Statement
- ☐ Details of your Accounts - how the Balances at your Banks are broken down across Accounting Codes ie. visits, trips, dinners, charities etc.

**NB. Use the formula below to check everything is in balance before you start. This will help you enter your details on the form quickly and easily;**

**Bank Balances + Cash in Hand = Account Balances + Unreconciled Debits - Unreconciled Credits**

NEXT >>

This page tells you what you will need to fill in the form.

**Note:** We strongly advise you to set up Save & Return as described on the form.

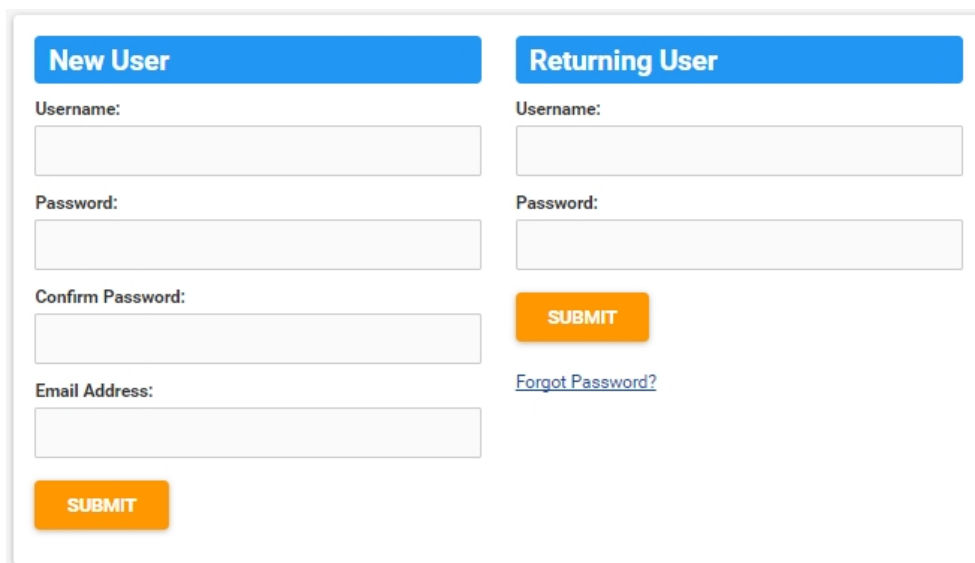
What you need	to enter in	Check
Your school details, including the Dfe number (England and Wales), SEED number (Scotland) or Reference number (Northern Ireland)	<a href="#">Section 1 - Your Schools Details on page 13</a>	<input type="checkbox"/>
The names and email addresses of all staff who will be using Fund Manager, including the Head Teacher and School Business Manager, if applicable.	<a href="#">Section 1 - Your Schools Details on page 13</a> <a href="#">Section 2 - Who needs access? on page 17</a>	<input type="checkbox"/>
The import method for your staff and pupil names - as discussed with you when you purchased Fund Manager, and the name and email address of your MIS/Sims expert at school.	<a href="#">Section 3 - Pupil and Staff Names on page 21</a>	<input type="checkbox"/>
Your latest bank statements for all bank accounts you want to see in Fund Manager - reconciled against your Fund Manager accounts <b>on the same day</b> - this will form your starting point and the basis of your opening balances when you begin using Fund Manager.	<a href="#">Section 4 - Bank Accounts and Cash on page 23</a>	<input type="checkbox"/>
The amount of unbanked cash-in-hand in your safe.	<a href="#">Section 4 - Bank Accounts and Cash on page 23</a>	<input type="checkbox"/>

What you need	to enter in	Check
Details of unpresented cheques and direct debits which have not been reconciled to a bank statement.	<a href="#">Section 5 - Unpresented and Unreconciled Credits and Debits on page 27</a>	<input type="checkbox"/>
Details of unpresented paying-in slips and direct credits which have not been reconciled to a bank statement.	<a href="#">Section 5 - Unpresented and Unreconciled Credits and Debits on page 27</a>	<input type="checkbox"/>
Details of your fund accounts e.g. how balances at the bank are broken down across accounting codes for visits, trips, dinners, charities, etc.	<a href="#">Section 6 - Accounts Setup on page 29</a>	<input type="checkbox"/>
The date you want to start using Fund Manager, usually this is the day after you last reconciled your bank statements.	<a href="#">Section 8 - Check your Balances are equal before you submit your form on page 37</a>	<input type="checkbox"/>
Your school fund financial year start date.	<a href="#">Section 8 - Check your Balances are equal before you submit your form on page 37</a>	<input type="checkbox"/>

If you have all the information listed above to hand, you can go ahead and enter it without creating an account. However we recommend that you create an account so that you can save what you enter if you need to stop to attend to another task before you have finished. This will allow you to save the data and return to finish entering the data into the form later, without having to repeat the earlier data entry.

## Create an account to save and return to the form

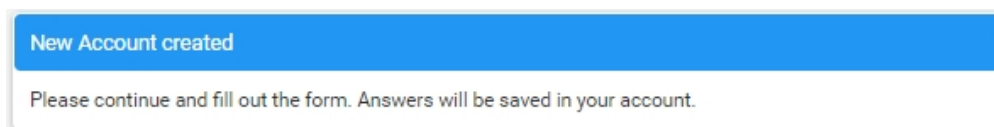
1. Click Create an account or login.



The screenshot shows a registration form with two columns: 'New User' and 'Returning User'. The 'New User' column contains fields for Username, Password, Confirm Password, and Email Address, each with a corresponding 'SUBMIT' button. The 'Returning User' column contains fields for Username and Password, with a 'SUBMIT' button and a 'Forgot Password?' link.

2. Enter a Username and Password in the New User column.
3. Enter the Password again in the Confirm Password box to confirm it.
4. Enter your Email Address.
5. Click Submit.

An account is created and this is confirmed in a new message at the top of the form.



The screenshot shows a confirmation message box with a blue header that says 'New Account created' and a white body that says 'Please continue and fill out the form. Answers will be saved in your account.'

## Save the data you have entered

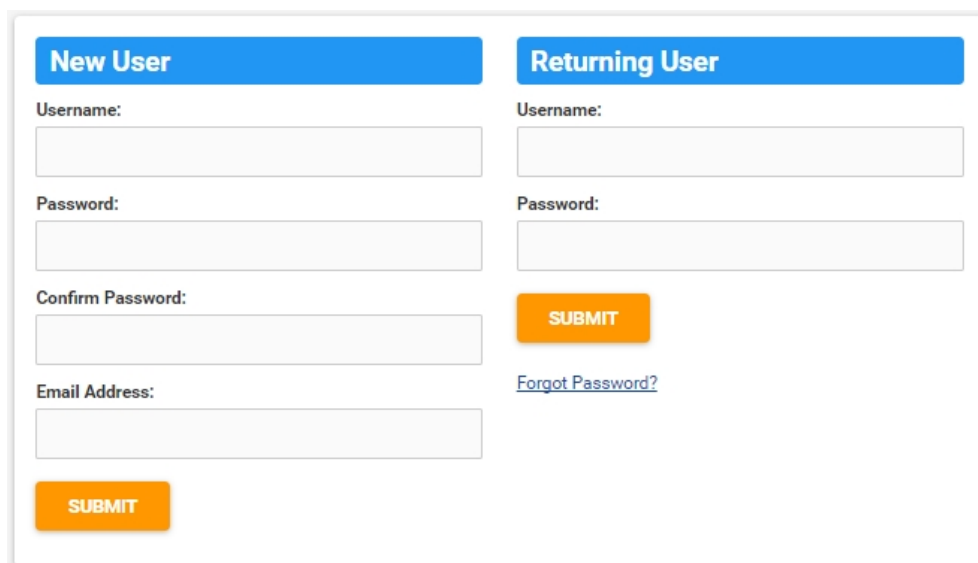
**Note:** You can only do this if you have created an account or logged in to an account you created earlier.

- Click **SAVE PROGRESS** at the foot of the screen.

When you close the browser, your account is automatically logged out.

## Log in to an existing account

1. Click Create an account or login.



The screenshot shows a login form with two columns: 'New User' and 'Returning User'. The 'New User' column has fields for Username, Password, Confirm Password, and Email Address, with a 'SUBMIT' button at the bottom. The 'Returning User' column has fields for Username and Password, a 'SUBMIT' button, and a 'Forgot Password?' link.

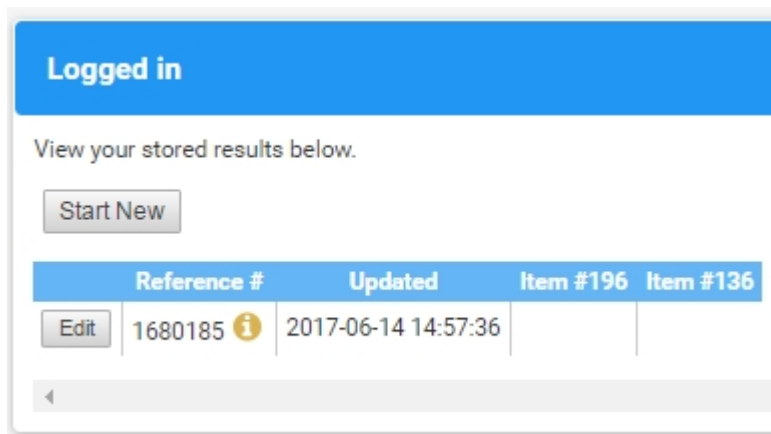
New User	Returning User
Username: <input type="text"/>	Username: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>
Confirm Password: <input type="password"/>	<b>SUBMIT</b>
Email Address: <input type="text"/>	<a href="#">Forgot Password?</a>
<b>SUBMIT</b>	

2. Enter your Username in the Returning User column.
3. Enter your Password in the Returning User column.


**Tip:** If you forgot your password, follow the instructions below to Reset your account password.

4. Click Submit.

A screen like this is displayed, showing your previous incomplete entry.



The screenshot shows a web interface with a blue header bar labeled "Logged in". Below the header, it says "View your stored results below." and there is a "Start New" button. A table displays the following data:

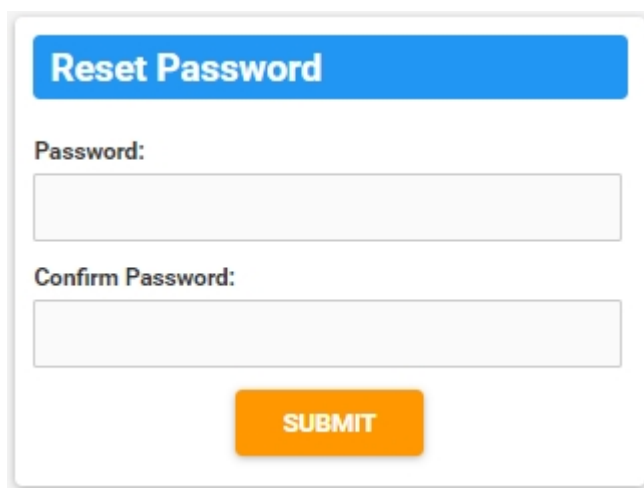
	Reference #	Updated	Item #196	Item #136
<a href="#">Edit</a>	1680185 	2017-06-14 14:57:36		

Below the table is a horizontal scrollbar.

- Click Edit alongside the reference of the session you had left previously. This opens the online form at the pont you stopped previously.

## Reset your account password

1. On the Create account or login screen, click Forgot Password?
2. Enter your Email Address in the box that appears.
3. Click Submit.  
A link to reset your password is emailed to you.
4. Click the link in the email.



The screenshot shows a "Reset Password" form with a blue header bar. It contains two input fields: "Password:" and "Confirm Password:". Below the fields is an orange "SUBMIT" button.

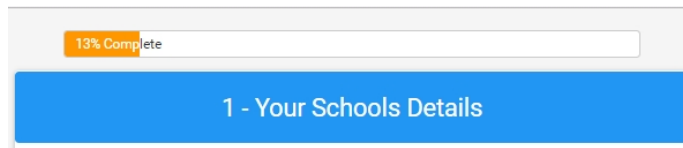
5. Enter a Password.
6. Enter the Password again in the Confirm Password box.
7. Click Submit.

## Next steps

1. Gather the information you need to have.
2. Log on if you have created an account.
3. Click **Next** at the foot of the page to display the first section of data entry - Your Schools Details.

### Notes

- At the top of the form a progress bar will let you know how much of the data entry you have completed. The percentage complete will go up as you move through the different sections of the form.

A screenshot of the top of the data collection form. It features a progress bar at the top with an orange segment on the left and a white segment on the right, labeled "13% Complete". Below the progress bar is a blue rectangular button with the text "1 - Your Schools Details" in white.

- Each mandatory field is marked with a red asterisk. You won't be able to move past the current page until you have entered the information in all specified mandatory fields.

**School Dfe or SEED number \***





# Chapter 3

## Section 1 - Your Schools Details

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first section of the online form. For more information, see [Introduction on page 1](#)

You have all the information you need to hand to enter the details at one go, or you have created an account so you can save and enter details as and when you gather them. For more information, see [The Data Collection Form on page 5](#)

- From the first page of the online form, click Next.

### 1 - Your Schools Details

**Please supply your School details \***

Name of School

**Address including postcode \***

**Telephone number and any extension \***

**School Dfe or SEED number \***

**Number of Pupils on roll \*** **Type of School \***

**Do you have Google Chrome on your pc? Fund Manager works best in Google Chrome, please get this installed if at all possible \***

☐ Yes

☐ No

☐ No - but I will get Chrome installed asap

☐ Something else -

**Head Teachers full name \*** **Head Teachers email address \***

**Do you have a School Business Manager \***

☐ Yes

☐ No



**School Business Managers full name** **School Managers email address**

## Enter school details

1. Enter the school name.

This name appears on your Fund Manager reports.

2. Enter the school address, including the post code.

**Tip:** Enter each line of the address in a new box. To add a box, click the green plus sign next to the box  . If you need to delete a line, click the red minus sign.

3. Enter the school telephone number and any extension.

## 4. Enter the school identification number.

This is different depending which of the four UK countries your school is in. If you don't know the school identification number, you can find it using the link for the country in which your school is based.

Country	Number description	Where to search
England and Wales	A seven digit number.(Dfe) The first three digits are the Local Authority; the last four digits are unique to the school.	<a href="http://www.education.gov.uk">www.education.gov.uk</a>
Scotland	A seven digit number (SEED)	<a href="http://www.ltscotland.org.uk">www.ltscotland.org.uk</a>
Northern Ireland	A seven digit number (Institution Reference Number or IRN).	<a href="http://apps.education-ni.gov.uk">apps.education-ni.gov.uk</a>

## 5. Enter the number of pupils on the school roll.

## 6. Enter the school type e.g. Free, Academy, State, Private, Faith etc.

## 7. Fund Manager works best on Google Chrome, so we need to know if you use Google Chrome or not, or if it is possible, that you will have this installed when you come to use Fund Manager.

## 8. Enter the Head Teacher's full name.

## 9. Enter the Head Teacher's email address.

## 10. If you have a school business manager, select Yes, otherwise, select No.

- If you have a school business manager, enter the school business manager's name and email address.

## 11. To save the details (if you created an account), click Save Progress.

To move to the next page, click Next



# Chapter 4

## Section 2 - Who needs access?

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.

## 2 - Who needs access to Fund Manager?

Please supply us with the Names and email addresses of all Users who will need access to Fund Manager

Your email address - this will be used to create your Username, it will be lowercase only - we will presume that you will require training unless you tell us differently \*

You - Main User/Main contact name \*

Your telephone number if different from above

Additional User 2 full name	Additional User 2 email
<input type="text"/>	<input type="text"/>
Additional User 3 full name	Additional User 3 email
<input type="text"/>	<input type="text"/>
Additional User 4 full name	Additional User 4 email
<input type="text"/>	<input type="text"/>

## Enter the details of all who need access

1. Enter your email address. This is used to create a Username.  
This Username is all in lowercase.
2. Enter your contact name. As you are filling in details into the form, we assume that you are the main Fund Manager user.
3. If you are the Head Teacher or the School Business Manager and have entered the telephone number already in the School Details section, you don't need to enter the telephone number again. But if aren't the Head Teacher or School Business Manager or you have a different telephone number, enter that now.
4. Enter up to four other names and email addresses of users who will need to log on and use Fund Manager.

**Tip:** If you want to add more than five users, all you need to do is email the names and email addresses of the additional users to set up to support@pebble.co.uk. Alternatively, we can add these at your training session.

5. To save the details (if you created an account), click **Save Progress**.  
To move to the next section, click **Next**





# Chapter 5

## Section 3 - Pupil and Staff Names

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.
- From the Who needs access to Fund Manager section, click Next.

### 3 - Pupil and Staff Names

We need to either Import your Pupil and Staff Names or use MISapp to Import from Sims - your welcome letter outlines which method we will be using to Import your Names.

Do you use Sims or a different MIS? \*

☐ Sims

☐ Other

Who would be responsible for supplying us with a Pupil Names file or installing MISapp? \*

☐ Myself

☐ Another (Name)

If not you, then their email address?

## Specify the import method for staff and pupil names

1. Select **Sims** if you use Sims (or purchased MISapp at the same time as purchasing Fund Manager). Select **Other** if you use a different MIS e.g. ParentPay. If you select **Other**, enter the name of the MIS in the box alongside, e.g. Integrus, Seemis, etc.
2. Select **Myself** if you are the person who will supply us with a names file or who will be installing MISapp at the school. Select **Another (Name)** if not and enter the other name in the box alongside.
3. If you are not the person who will supply a names file or install MISapp, enter the email address for the person whose name you have entered in the **Another (Name)** box. This ensures that we can contact the correct person to get your names imported into Fund Manager and get you up and running.
4. To save the details (if you created an account), click **Save Progress**.  
To move to the next section, click **Next**

# Chapter 6

## Section 4 - Bank Accounts and Cash

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.
- From the Who needs access to Fund Manager section, click Next.
- From the Pupil and Staff Names section, click Next.

**4 - Bank Accounts and Cash**

This is an example of how your Fund Manager Opening Balances will look - your Bank Accounts on the left and your Account Balances on the right. As you can see the Unpresented items are a separate Account item from the rest of the Accounts and need to be excluded from your Account Balances you submit in section 6:

**Opening Balances**

Period Beginning 01/09/2015

Difference 0.00

When there is a difference between your Bank and Cash total and your Accounts total the value of the difference will be displayed here.

Code	Bank Account	Balance
	Cash in Hand	55.00
	Cheques in Hand	0.00
CURR	Cuseburn School Fund	12200.55
DEPOST	Deposit Account	475.95
	<b>Total</b>	<b>12731.50</b>

**Hint:**  
 You must reduce the Difference value to zero before you can close a financial period. You may do this here by adjusting one or more Account balances or your Bank balance/s. Once you have identified the Account/s to be adjusted click on the account name and adjust the Opening Balance value on the screen that follows.

Code	Account	Balance
IOW17	Isle of Wight 2017	456.00
MEALS	School Meals	956.00
MISC	Miscellaneous	0.00
PANT17	Pantomime 2017	456.00
SKI18	Ski Austria 2018	5252.00
UNIFOR	Uniform	1236.50
UNPREC	Unpresented/Unreconciled Credits at start of FM	55.00
UNPRED	Unpresented/Unreconciled Debits at start of FM	320.00
	<b>Total</b>	<b>12731.50</b>

Please supply a list of the Bank Accounts you would like to add to your Fund Manager. You can add upto 4 Bank Accounts here;

**Main Bank Account Name \***

**Main Bank Account Balance £ \***

**2nd Bank Account (if applicable)**

**2nd Bank Account Balance £**

**3rd Bank Account (if applicable)**

**3rd Bank Account Balance £**

**4th Bank Account (if applicable)**

**4th Bank Account Balance £**

Do you have any Cash onsite, eg in the 'Safe' and not paid into the bank and not accounted for already?

**Cash in hand £**

**Total of Bank Accounts and Cash in hand:**

£0.00

## Enter your bank and cash details

1. Enter up to four bank accounts to add to Fund Manager.
  1. Enter the bank account name in the first field for each bank e.g. Cash, Current, Settlement, Deposit.  
**Note:** The Main Bank Account Name should be the Fund Manager Current Account.
  2. Enter the account balance in the second field for each bank.  
**Note:** The bank account balances should all have been reconciled on the same day to the accounts you are going to set up in Fund Manager.

2. If you have any cash on site which isn't paid into the bank, enter the amount in the **Cash in hand** box.
3. Click **Calculate** to see the total amount you have in the bank accounts and in cash that hasn't been banked.
4. To save the details (if you created an account), click **Save Progress**.  
To move to the next section, click **Next**



# Chapter 7

## Section 5 - Unpresented and Unreconciled Credits and Debits

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.
- From the Who needs access to Fund Manager section, click Next.
- From the Pupil and Staff Names section, click Next.
- From the Bank Accounts and Cash section, click Next.

### 5 - Unpresented/Unreconciled Credits and Debits

We need to know if you have any Unpresented/Unreconciled Credits -Paying in slips/Direct Credits and any Unpresented/Unreconciled Debits - Cheques/Direct Debits

**NB - These items will already be accounted for in your Account Balances (from your old software/spreadsheets) in the next section 6, but will need to appear separately in Fund Manager so you can process them as and when they appear on your Bank Statements**

Do you have any Unpresented/Unreconciled Credits or Debits? \*

☐ Yes

☒ No

What is the total value of your Unpresented/Unreconciled Debits if you have any?

£

What is the total value of your Unpresented/Unreconciled Credits if you have any?

£-

## Do you have unreconciled or unpresented transactions?

1. If you don't, select No. If you do, select Yes.
  - If you select Yes:
    - Enter the total value of Unpresented/Unreconciled Debits.
    - Enter the total value of Unpresented/Unreconciled Credits.

**Note:** You should enter £0.00 if this reflects the total value in one of these boxes.
2. To save the details (if you created an account), click Save Progress.  
To move to the next section, click Next



# Chapter 8

## Section 6 - Accounts Setup

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.
- From the Who needs access to Fund Manager section, click Next.
- From the Pupil and Staff Names section, click Next.
- From the Bank Accounts and Cash section, click Next.
- From the Unpresented/Unreconciled Credits and Debits section, click Next.

This section is where you can enter the details of the accounts you would like setting up within Fund Manager e.g. Trips, Uniforms, Clubs, Visits, etc.

**Note:** 35 rows are provided to get you started and you can add more accounts in Fund Manager at any time, but just let us know if you have more than 35 accounts and want us to set those up for you before you get started. All you need to do is send us a spreadsheet with the code, description and balance for each additional code and we'll be able to get those set up for you.

## 6 - Accounts setup

Please list below the Accounts you would like setting up initially in Fund Manager, ie. different Trip Accounts, Uniform, Clubs, Visits etc.

**NB - You can add Accounts in Fund Manager at any time; this is your starting position only - you can have between 1 and 30 Account Codes, if you need to add further Accounts please use one line below (total of Accounts) and then send us a spreadsheet with the exact same data, broken down**

An Account Code is unique 1-6 code and can be made up of numbers, letter or combination of both. This Account Code can then be used easily to identify an Account when entering transactions and generating reports.

**NB - Don't forget to 'Calculate' your Totals at the bottom by clicking 'Calculate'**

This is how your Accounts will look in Fund Manager:

Manage Accounts

Filter:

Show out of use

<input type="checkbox"/>	Code	Account	Groups	Budget	Unit Cost	Balance	S
<input type="checkbox"/>	IOW17	Isle of Wight 2017		0.00	0.00	456.00	
<input type="checkbox"/>	MEALS	School Meals		0.00	2.00	956.00	
<input type="checkbox"/>	MISC	Miscellaneous		0.00	0.00	41.00	
<input type="checkbox"/>	PANT17	Pantomime 2017		0.00	0.00	456.00	
<input type="checkbox"/>	SKI18	Ski Austria 2018		0.00	0.00	9252.00	
<input type="checkbox"/>	UNIFOR	Uniform		0.00	0.00	1236.50	
<input type="checkbox"/>	UNPREC	Unpresented/Unreconciled Credits at start of FM		0.00	0.00	55.00	
<input type="checkbox"/>	UNPRED	Unpresented/Unreconciled Debits at start of FM		0.00	0.00	320.00	

Code \*

2345

Description \*

gsdgfgsdfg

Balance of this Account \*

67.00

Next code

You may not need all of these!

Balance of this Account

£

Balance of this Account

£

Balance of this Account

£

Balance of this Account

£

Balance of this Account

£

Balance of this Account

£

Need more rows? Let us know!

Balance of this Account

£

Click 'Calculate to check the total of your Account Balances:  
£67.00

Calculate

## Enter your account setup details

1. For each account you want to set up in Fund Manager, enter the following:

**Code** In Fund Manager, an account code is a unique combination of 1-6 numbers and/or letters.

Account codes can then easily be identified when entering transactions and generating reports. If you don't already have a system of naming accounts so that they can be easily identified, now might be the time to decide upon one.

For example, you might want to assign a combination of the year and a name which describes what the account is for. If you are setting up accounts for the academic year 2017, you could end the account 17. If you have accounts for uniforms and for meals, the account codes could be ALT17, 10W18, etc.

**Description** Enter a description of the account. You can enter up to 60 characters to describe the account.

**Balance** Enter the balance of the account.

**Note:** If you need to enter more than 35 accounts, create a spreadsheet with the details of the additional accounts and send it to us at [support@mypebble.co.uk](mailto:support@mypebble.co.uk).

2. Click **Calculate** to check the total of the account balances you have entered.

**Tip:** Don't forget to add balances manually to the calculated figure if you have created a spreadsheet of additional accounts.

3. To save the details (if you created an account), click **Save Progress**.  
To move to the next section, click **Next**



# Chapter 9

## Section 7 - Your Balances from the previous pages

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.
- From the Who needs access to Fund Manager section, click Next.
- From the Pupil and Staff Names section, click Next.
- From the Bank Accounts and Cash section, click Next.
- From the Unpresented/Unreconciled Credits and Debits section, click Next.
- From the Accounts setup section, click Next.

**7 - Your Balances from the previous pages**

**This form will automatically populate these fields, if you change previous sections you may have to re-calculate this page by clicking the 'Calculate' button in each field as necessary**

**Balances at your Banks + any 'in hand' Cash:**  
 £3152.55 if necessary re-calculate -

**The Total of your Unpresented/Unreconciled Credits:**  
 £0.00 if necessary re-calculate -

**The Total of your Unpresented/Unreconciled Debits:**  
 £3300.00 if necessary re-calculate -

**The Total Balance of your Accounts:**  
 £67.00 if necessary re-calculate -

## Calculate your balances

The balances shown in this section the first time you view section 7 - Your balances from the previous pages are automatically calculated and displayed from the entries you make on previous sections of the form.

1. If you have made changes to any of following sections after viewing section 7 - Your balances from the previous pages you will need to click Calculate to re-calculate and display the adjusted figures.

Click Calculate if you made changes to	For more information, see
Balances at your Banks + any 'in hand' Cash	<a href="#">Section 4 - Bank Accounts and Cash on page 23</a>
The Total of your Unpresented/Unreconciled Credits	<a href="#">Section 5 - Unpresented and Unreconciled Credits and Debits on page 27</a>
The Total of your Unpresented/Unreconciled Debits	<a href="#">Section 5 - Unpresented and Unreconciled Credits and Debits on page 27</a>
The Total Balance of your Accounts	<a href="#">Section 6 - Accounts Setup on page 29</a>

2. To save the details (if you created an account), click **Save Progress**.  
To move to the next section, scroll down to section 8 - Check your  
Balances are equal before you submit your form please.





# Chapter 10

## Section 8 - Check your Balances are equal before you submit your form

You've purchased a subscription for Fund Manager and received an email from the Pebble's Fund Manager Product Specialist.

Clicking on the link in the email you've received will take you to the first page of the online form. For more information, see [Introduction on page 1](#)

You have either created an account and saved the school details earlier or you have all the information you need to hand to enter the details at one go. For more information, see [The Data Collection Form on page 5](#)

- From the Your School Details section, click Next.
- From the Who needs access to Fund Manager section, click Next.
- From the Pupil and Staff Names section, click Next.
- From the Bank Accounts and Cash section, click Next.
- From the Unpresented/Unreconciled Credits and Debits section, click Next.
- From the Accounts setup section, click Next.
- From the Your balances from the previous pages section, scroll down.

## 8 - Check your Balances are equal before you submit your form please

**Opening Balances**

Period Beginning 01/09/2015

**Difference 0.00** **C**

When there is a difference between your Bank and Cash total and your Accounts total the value of the difference will be displayed here.

Code	Bank Account	Balance
	Cash in Hand	55.00
	Cheques in Hand	0.00
CURR	Ouseburn School Fund	12200.55
DEPOST	Deposit Account	475.95
<b>Total</b>		<b>A 12731.50</b>

**Hint:**

ⓘ You must reduce the Difference value to zero before you can close a financial period. You may do this here by adjusting one or more Account balances or your Bank balance/s. Once you have identified the Account/s to be adjusted click on the account name and adjust the Opening Balance value on the screen that follows.

Code	Account	Balance
IOW17	Isle of Wight 2017	456.00
MEALS	School Meals	956.00
MISC	Miscellaneous	0.00
PANT17	Pantomime 2017	456.00
SK118	Ski Austria 2018	9252.00
UNFOR	Uniform	1236.50
UNPREC	Unpresented/Unreconciled Credits at start of FM	55.00
UNPRED	Unpresented/Unreconciled Debits at start of FM	320.00
<b>Total</b>		<b>B 12731.50</b>

**(A) The Balances of your Bank + Cash**

£3152.55

**(B) The Balances of your Accounts + Unpresented Debits - Unpresented Credits**

£3152.55

**(C) Should equal and be ZERO = A - B = C (0.00) before you submit the form**

£0.00

**If you are using the 'Save and Return' feature as suggested at the beginning of the form please don't forget to 'SAVE PROGRESS' if at the end of the form you are not in balance or you will not be able to edit the form later.**

**Are you in balance? You should have Zero for the last question above without clicking calculate? \***

☐ Yes - Please submit form after the next questions

☐ No - Please go back and check your figures or 'Save and Return'

**What Date would you like your Fund Manager to start from? This is usually the day after you last Reconciled your Bank Accounts. After this date, please do not use your old software/spreadsheets, you will be able to enter subsequent Transactions into Fund Manager:**

\*

Please can you let us know when your School Fund Financial year starts from?

Please let us know if you have any comments?

**Thank you - we will be in touch very shortly!**

## Check your balances show you are in balance

1. Please check the figures displayed.

	This figure	reflects what you entered in
A	The Balances of your Bank + Cash	<a href="#">Section 4 - Bank Accounts and Cash on page 23</a>
B	The Balances of your Accounts + Unpresented Debits - Unpresented Credits	<a href="#">Section 5 - Unpresented and Unreconciled Credits and Debits on page 27</a>

2. Check that the value in C is  $A - B$  and equals 0.00 (ZERO).

**Warning!** This value will show BEFORE you click Calculate. If it does not, please go back and check your figures in A and B again.

3. Enter the date you want to start Fund Manager from.

**Important!** This is usually the day after you reconciled your bank accounts. After this date you should NOT use your old software or spreadsheets as you will be able to enter the transactions into Fund Manager.

4. Enter your Financial Year start date.
5. Enter any comments if you have them.
6. To save the details (if you created an account), click Save Progress.

To submit the data to Pebble so that your software can be set up for you, click Submit.



# Chapter 11

## What happens now?

When you have submitted your online form:

- Pebble will set up Fund Manager for you **within four working days** from the date of submission.
- You will receive an email inviting you to:
  - Create a password to log on to Fund Manager.
  - Book a training session on Fund Manager.

**Note:** Ongoing support for using Fund Manager subsequent to your initial training session, if not already purchased, is purchased separately. If you want to make use of Fund Manager Support, please contact us at [sales@mypebble.co.uk](mailto:sales@mypebble.co.uk) to discuss this.



# Glossary

## Glossary

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### A

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#### **Account Code**

A unique combination of 1 - 6 numbers and/or letters which identifies a school fund account.

### B

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#### **Bank account**

An account held with a bank for purposes of managing your funds, e.g. current account, savings account.

#### **Box**

Another name for an entry field in software e.g. a text box where you can enter text information to be used by the program.

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#### **Browser**

A program, sometimes known as a web browser, which lets you navigate and browse the Internet e.g. Microsoft Internet Explorer, Google Chrome, Mozilla Firefox or Apple Safari.

### D

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#### **Dfe number**

A seven digit number, identifying English or Welsh schools.

#### **Direct Credit**

Payment direct into a person's or organisation's bank account. For example, payment via BACS or bank interest.

#### **Direct Debit**

Payment direct out of a person's or organisation's bank account. For example, payment via BACS or bill payment.

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## E

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### **ePayment**

Payment made across the Internet, for example, parent online transactions.

---

## F

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### **Field**

The name given to a box where you enter information in a computer program. This may be text, numbers or a date, depending on the type of field.

### **Fund Manager**

Pebble's fund management software, helping you to manage the income that comes in and goes out of your school.

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## M

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### **MI Sapp**

An integration program which allows you to use your school databases within Fund Manager.

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## S

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### **School Reference Number**

A seven digit number, usually made up from 3 digits

(representing the local authority) and 4 digits (representing the school number).

### **School type**

The definition of the school e.g. state, academy, free, private.

### **Screen**

A window of the computer program.

### **SEED**

A seven digit number identifying a Scottish school.

### **Sims**

A school information management system, developed by Capita.

### **Support**

Advice and guidance on how to provide a solution.

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## U

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### **Unpresented transactions**

Transactions that have not been presented to the bank. For example, you have received monies in or made payments out but these have not yet been recorded by the bank and so don't yet appear on bank statements.



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**Unreconciled transactions**

Synonymous with Unpresented transactions.



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