

# Fund Manager

## New Starters 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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# Chapter 1

## How to access Fund Manager

### Logging in

1. Go to [apps.mypebble.co.uk](https://apps.mypebble.co.uk).
2. Enter the email and password from your welcome email.

#### If you don't have a password:

- Click on the Forgotten Your Login Details link underneath the login button.
- You'll then be prompted for your email address; enter the email address you use to log onto Fund Manager and click Reset my Password.
- You should then receive an email with a link to choose a new password.

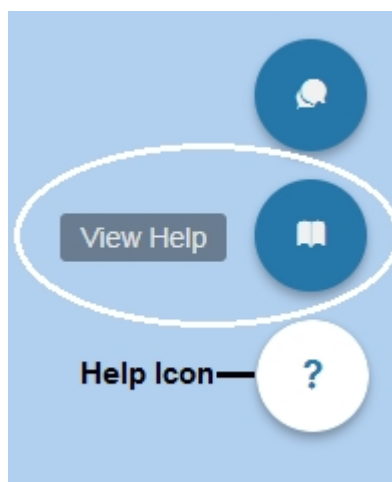
**Note:** When you set your password, please remember that it must have at least eight characters, including at least one letter, one number and one special character e.g. \$, &

### Getting help on the screens

You can use the screen help within Fund Manager to learn more about the screen and the fields on the screen.

## Fund Manager New Starters Guide

To access this, click on the Help icon at the bottom right hand of the screen and then select View Help.

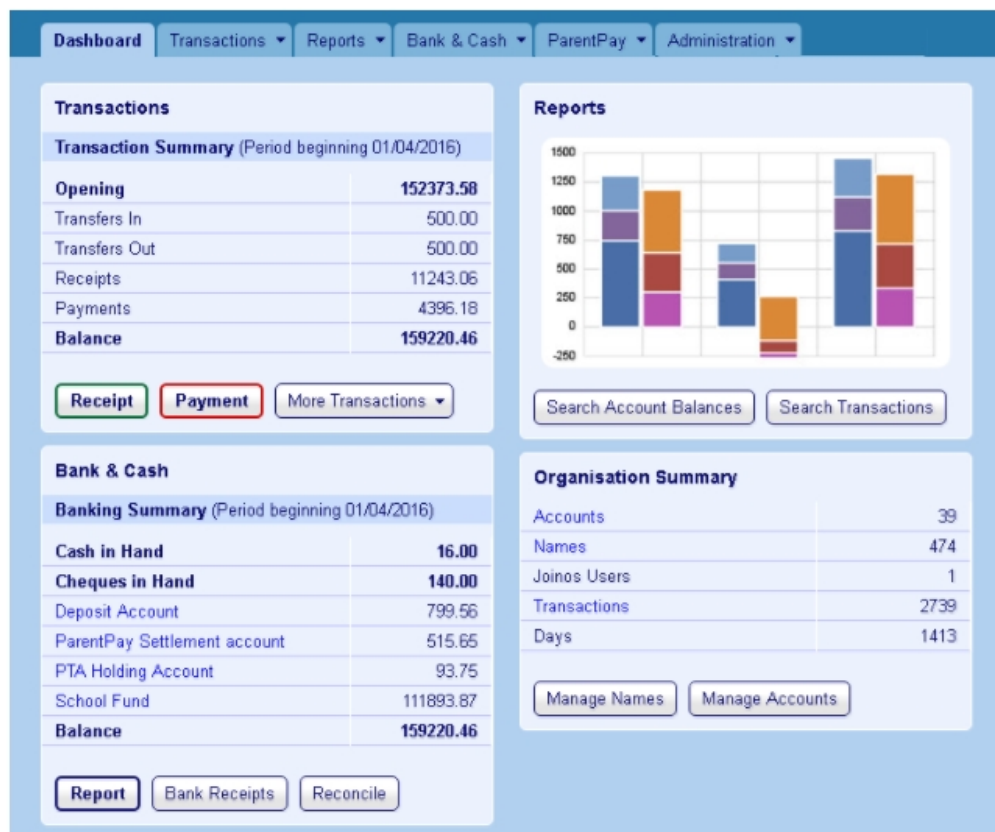


This opens a panel of help on the screen which helps you with the activity you are doing on the screen.

# Chapter 2

## Dashboard

The Dashboard has been designed with a report function, showing a quick overview of your accounts and as a shortcut to the most frequently used menu options. You can navigate through the application by using the tabs at the top of the screen or by clicking on the quick link buttons.



## Fund Manager New Starters Guide

Each section has a specific purpose.

- The Transactions area identifies your Opening Balance as well as Transfers in and out, Receipts, Payments and the Balance of your Accounts.
- The Bank and Cash area identifies your Cash and Cheques in Hand, your Bank Accounts and their Balances. It also identifies the Financial Period start date.
- The Reports area offers you short cuts to Search Account Balances and Search Transactions.
- The Organisation Summary displays the number of Accounts, Names, Transactions and Days in the Financial Period.
- The Tabs at the top of the screen are the way in which you navigate to the different areas of the application. Each Tab reveals a list of menu items.



# Chapter 3

## Configuring your browser for Fund Manager

We recommend you use Google Chrome whilst using Fund Manager as this is the highest supported browser. You can, however, use latest versions of Internet Explorer or Mozilla Firefox.

For configuration, please follow the steps below for the browser you are using. See [Configuring Browsers](#) - found on the Support site



# Chapter 4

## First Steps

### Step 1: Enter Receipts and Payments

This section would be used on a daily basis to input Receipts & Payments.

By default receipts are displayed on a green background and payments on a red background.

The image displays two side-by-side screenshots of the 'Enter Account Transaction' form. The left screenshot is for 'Enter a Receipt' (green background) and the right is for 'Record a Payment' (red background). Both forms have a top navigation bar with 'Dashboard', 'Transactions', 'Reports', 'Bank & Cash', and 'Administration'. Below the navigation bar, there are buttons for 'Enter a Receipt' and 'Record a Payment'. The form includes fields for 'Account' (with a dropdown and 'Manage Accounts' link), 'Details' (Description, Type, Date, Amount, VAT Code, and Receipt No.), and a list of names with checkboxes. The list of names is filtered by 'Filter' and includes columns for Name, Class, Year, Reg, Groups, and GA. The list is paginated with a 'Manage Names' button.

Name	Class	Year	Reg	Groups	GA
Abate, Ignazio	4Yas	4	Yas	FREE	
Abigail, Elise	5SL	5		AFTER, FREE, LAKE16, Pupil Premium	
Abigail, Fox	3SH	3		Cooking	
Abehi, Francesco	4Monza	4	Monza	Cooking	
Addison, Knight	5SL	5		AFTER	
Agbonlahor, Gabriel	1Spa	1	Spa	LAKE16, Pupil Premium	
Aidan, Davis	4PJ	4			
Aidan, Thomas	1PR	1		FREE, School Dinners	
Aiden, Ward	4PJ	4		FREE	
Alexander, Hans	RLW	8		FREE	
Alexander, Wilson	RLW	R		AFTER	
Alexandra, Lloyd	4PJ	4		AFTER	
Alena, Reynolds	3SH	3		BREAK	
Alena, Murray	6ST	6		FREE	
Allison, Jones	3SH	3		AFTER	
Alonso, Fernando	1Hodenheiming	1	Hodenheiming	FREE	
Alpha, Adam	4PJ	4		Cooking	
Alma, Stevens	4PJ	4		AFTER, BREAK, MORRIS	
Andrew, Watson	3SH	3		AFTER, BREAK	
Angelina, Williams	5SL	5		AFTER	

For more information, see [Step 1: Enter receipts and payments on page 11](#)

## Step 2: Pay Receipts to Bank

Use this screen to record when cash & cheque payments held are being paid into the bank. Select all items are being paid in; you're paying in slip details should match those shown on the entry screen.

**New Paying-in Slip**

**Cheques in Hand**

Filter:

Date	Account	Description	Name	Class	Year	Receipt No.	Amount
03/07/2014	BKCL Book Club	Money for book club	Adams, Fay			287	50.00
01/07/2014	ORCH Orchestra	test	Briggs, Len			286	10.00
23/06/2014	STPCL Stamp Club	1 Q 3 pupils 2 accounts	Brown, Pat			283	100.00
29/04/2014	HISTRY History trip	History Trip Deposit	Agar, Zack			257	100.00
09/04/2014	HISTRY History trip	1 Q for 2 pupils	Agar, Will			258	40.00
26/03/2014	ASC After School Club	After school fees	Adams, May	14		257	10.00
21/03/2014	ORCH Orchestra	Split to 2 children	Adams, Fay			256	80.00
21/03/2014	ORCH Orchestra	Split to 2 children	Adams, May	14		255	80.00
20/12/2013	XF2013 Xmas Fair 2013	Tickets	Carbridge Recyclers			242	25.00
20/12/2013	XF2013 Xmas Fair 2013	Tickets	Adams, Fay			241	25.00

Cheques to be Paid in: 0  
Total Value of Cheques: 0.00

**Cash Received**

Cash Available to Pay in:

Amount to Pay in:

**Paying-in Slip Details**

Total to be Paid in:

Bank account:

Paying-in Slip Number:

Date:

For more information, see [Step 2: Pay Receipts to Bank on page 21](#)

## Step 3: Reconciling a Bank Statement

Use this screen to reconcile your bank statement. Simply matching the information (items on the statement, opening & closing balances) on the screen to the bank statement.

For more information, see [Step 3: Reconcile a Bank Statement on page 25](#)

## Step 4: Period End Close-down

Use this screen to close down your financial year by simply entering an end date. You will also receive a list of reports for your auditors and/or governors that you are able to print out. Your closed year will then be archived; you have access to this all year round.

Date From	Date To	Account Summary	Transaction Report	Account Balances	Bank History	Cash History	Bank Balances	Closed
01/09/2015	31/03/2016	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	
01/04/2014	31/08/2015	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	*
01/04/2013	31/03/2014	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	*
01/09/2012	31/03/2013	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	*

For more information, see [Step 4: Period End Closedown on page 27](#)

A complete guide to closing down your period end can be found on our support site.

1. Click **Support** at the top right-hand side of Fund Manager.
2. The **Fund Manager Support Library** appears.

3. Click on [Period End Closedown Your Financial Year End User Guide](#).

# Chapter 5

## Step 1: Enter receipts and payments

**Note:** To be able to save receipts and payments you must select an Account, enter a Description and Amount and select a Name.

# Receipts

Dashboard Transactions Reports Bank & Cash Administration

Enter Account Transaction

**Enter a Receipt** **Record a Payment**

Account

- Select Account -  Ledger

Details

Description  Reference

Type  Date

Gift Aid ☐ Amount

Notes  Receipt No

VAT Code

Name

Filter:

Name	Class	Year	Reg	Groups	GA
<input type="checkbox"/> Abate, Ignazio	4Yas	4	Yas	FREE	
<input type="checkbox"/> Abigail, Ellis	5KL	5		AFTER, FREE, LAKE16, Pupil Premium	
<input type="checkbox"/> Abigail, Fox	3SH	3		Cooking	
<input type="checkbox"/> Acerbi, Francesco	4Monza	4	Monza	Cooking	
<input type="checkbox"/> Addison, Knight	5KL	5		AFTER	
<input type="checkbox"/> Agbonlahor, Gabriel	1Spa	1	Spa	LAKE16, Pupil Premium	
<input type="checkbox"/> Aidan, Davis	4PJ	4			
<input type="checkbox"/> Aiden, Thomas	1PR	1		FREE, School Dinners	
<input type="checkbox"/> Aiden, Ward	4PJ	4		FREE	
<input type="checkbox"/> Alexander, Harris	RUW	R		FREE	
<input type="checkbox"/> Alexander, Wilson	RUW	R		AFTER	
<input type="checkbox"/> Alexandra, Lloyd	4PJ	4		AFTER	
<input type="checkbox"/> Alexa, Reynolds	3SH	3		BREAK	
<input type="checkbox"/> Alexis, Murray	6ST	6		FREE	
<input type="checkbox"/> Allison, Jones	3SH	3		AFTER	
<input type="checkbox"/> Alonso, Fernando	1Hodenheiming	1	Hodenheiming	FREE	
<input type="checkbox"/> Alpha, Adam				Cooking	
<input type="checkbox"/> Alyssa, Stevens	4PJ	4		AFTER, BREAK, MORRIS	
<input type="checkbox"/> Andrew, Watson	3SH	3		AFTER, BREAK	
<input type="checkbox"/> Angelina, Williams	5KL	5		AFTER	

Manage Names

Save Save & Print Abandon

Use the field descriptions to help you complete the transaction entry.

## Receipt Field Description

**Account** The account the cash/cheque or credit is being paid into. Click the arrow on the Select Account box  to select the account from the drop-down list or enter the Account Code to the left of this.

**Ledger** The Ledger code (if required) you want to assign the



Receipt Field	Description
	transaction to. You can select the code from the drop-down list of available codes. Ledger codes are set up within Administration. These codes allow you to continue providing unified reports (e.g. VAT reporting) when you integrate with external financial systems. Setting up and assigning the ledger code which matches the ledger code in your external system ensures that your transactions will fall in the correct ledger for reporting.
Manage Accounts	A short-cut to the Administration > Manage Accounts screen.
Description	A description (up to 81 characters) for the receipt. This should be something which makes it easy to identify, for example <i>Trip to Isle of Man, Donation from Alumni Joe Bloggs, Unreconciled transaction receipt from previous system, etc.</i>
	<div> <p>Tip: If required, enter more information about the receipt in the Notes box.</p> </div>
Type	The type of receipt you are entering. This can be Cash, Cheque, Direct Credit or ePayment (receipt).
Bank and Balance	If Type is Direct Credit or ePayment, select the Bank to which the receipt has been given from the Bank drop-down list. The balance of the bank account is displayed automatically in the Balance field once you select the bank account.
Gift Aid	Indicates whether the receipt is eligible for gift aid. Selected means that it is eligible. Clear indicates it is not.
	Note: To be eligible, your organisation must be a charity, or have charitable status and the person making the payment

Receipt Field	Description
---------------	-------------

must be a UK taxpayer. For more information, see [HMRC requirements for claiming gift aid](#).

Notes	Notes (up to 81 characters) about the receipt. This is an optional field and can be used in addition to the Description if more information needs to be recorded.
-------	---

VAT Code	The VAT rate for the transaction. You can select from a number of pre-defined VAT rates as follows: Zero(0%), Standard (20%), Reduced (5%), Exempt (0%), Outside scope (0%), or Custom (which you define yourself).
----------	---

For guidance on VAT rates, see the [HMRC guidance - VAT rates on different goods and services](#).

VAT Rate	Only applicable if you select Custom for the VAT Code. Enter the % VAT rate to apply.
----------	---

Reference	A reference you enter which helps you to identify or trace the receipt.
-----------	---

The reference is optional as you will always be given an automatically generated Receipt No when you save the transaction.

**Tip:** This is a useful place to record an invoice number.

Date	<p>The date the transaction takes place for VAT purposes.</p> <p>The transaction date defaults to today's date but you can amend this, if required. For example, you can enter the date of receipt as the date on a cheque, or the date of the direct credit.</p>
------	---

Amount	The gross amount of the transaction or the individual Amount to bulk input.
--------	---

Receipt Field	Description
Receipt No	The number which is automatically generated within Fund Manager for the receipt you are entering. You can't change this number when you create the receipt, although you can change it later if you amend the receipt.
Names	Pupil and other names i.e. suppliers and/or staff, are displayed for you to record your receipt against.
Name Filter	Enter a character or characters in the name/class/year/group you want to find and the list of displayed names adjusts accordingly to show a shorter list to choose the name from.  <b>Note:</b> The filter works by displaying all names which contain the character or characters you have entered.
Manage Names	A short-cut to the Administration > Manage Names screen.

# Payments

Dashboard Transactions Reports Bank & Cash Administration

Enter Account Transaction

**Enter a Receipt** **Record a Payment**

Account

- Select Account -  Ledger

Details

Description  Reference

Type  Date

Notes  Amount

VAT Code  Chq/Vouch No

Name

Filter:

Name	Class	Year	Reg	Groups	GA
Abate, Ignazio	4Yas	4	Yas	FREE	
Abigail, Ellis	5KL	5		AFTER, FREE, LAKE16, Pupil Premium	
Abigail, Fox	3SH	3		Cooking	
Acerbi, Francesco	4Monza	4	Monza	Cooking	
Addison, Knight	5KL	5		AFTER	
Agbonlahor, Gabriel	1Spa	1	Spa	LAKE16, Pupil Premium	
Aidan, Davis	4PJ	4			
Aiden, Thomas	1PR	1		FREE, School Dinness	
Aiden, Ward	4PJ	4		FREE	
Alexander, Harris	RLW	R		FREE	
Alexander, Wilson	RLW	R		AFTER	
Alexandra, Lloyd	4PJ	4		AFTER	
Alexa, Reynolds	3SH	3		BREAK	
Alexis, Murray	6ST	6		FREE	
Allison, Jones	3SH	3		AFTER	
Alonso, Fernando	1Hodenheimring	1	Hodenheimring	FREE	
Alpha, Adam				Cooking	
Alyssa, Stevens	4PJ	4		AFTER, BREAK, MORRIS	
Andrew, Watson	3SH	3		AFTER, BREAK	
Angelina, Williams	5KL	5		AFTER	

« < 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 > »


Use the field descriptions to help you complete the transaction entry.

## Payment

### Field

### Description

#### Account

The account the cash/cheque or debit is being paid out of. Click the arrow on the Select Account box  to select the account from the drop-down list or enter the Account Code to the left of this.

Payment Field	Description
Ledger	The Ledger code (if required) you want to assign the transaction to. You can select the code from the drop-down list of available codes. Ledger codes are set up within Administration. These codes allow you to continue providing unified reports (e.g. VAT reporting) when you integrate with external financial systems. Setting up and assigning the ledger code which matches the ledger code in your external system ensures that your transactions will fall in the correct ledger for reporting.
Manage Accounts	A short-cut to the Administration > Manage Accounts screen.
Description	A description (up to 81 characters) for the receipt. This should be something which makes it easy to identify, for example <i>Trip to Isle of Man, Unreconciled transaction receipt from previous system, etc.</i>
	<div> <p>Tip: If required, enter more information about the receipt in the Notes box.</p> </div>
Type	The type of payment you are recording. This can be Cash, Cheque, Direct Debit or ePayment (payment).
Bank and Balance	If Type is Cheque, Direct Debit or ePayment, select the Bank from which payment has been made from the Bank drop-down list. The balance of the bank account is displayed automatically in the Balance field once you select the bank account.
Notes	Notes (up to 81 characters) about the payment. This is an

Payment Field	Description
	optional field and can be used in addition to the Description if more information needs to be recorded.
VAT Code	<p>The VAT rate for the transaction. You can select from a number of pre-defined VAT rates as follows: Zero(0%), Standard (20%), Reduced (5%), Exempt (0%), Outside scope (0%), or Custom (which you define yourself).</p> <p>For guidance on VAT rates, see the <a href="#">HMRC guidance - VAT rates on different goods and services</a>.</p>
VAT Rate	Only applicable if you select Custom for the VAT Code. Enter the % VAT rate to apply.
Reference	<p>A reference you enter which helps you to identify or trace the payment.</p> <p>The reference is optional as you will always be given an automatically generated Chq/Vouch No when you save the transaction.</p> <div style="background-color: #00a0c0; color: white; padding: 5px; margin-top: 10px;"> <p><b>Tip:</b> This is a useful place to record an invoice number.</p> </div>
Date	<p>The date the transaction takes place for VAT purposes.</p> <p>The transaction date defaults to today's date but you can amend this, if required. For example, you can enter the date of payment as the date on a cheque, or the date of the direct debit.</p>
Amount	The gross amount of the transaction or the individual Amount to bulk input.
Chq/Vouch	The number which is automatically generated within Fund

Payment Field	Description
No	Manager for the payment you are entering against a particular Bank Account or Cash Transaction. You can change this number when you create the payment and you can change it later if you amend the payment.
Names	Pupil and other names i.e. suppliers and/or staff, are displayed for you to record your payment against.
Name Filter	Enter a character or characters in the name/class/year/group you want to find and the list of displayed names adjusts accordingly to show a shorter list to choose the name from.  <b>Note:</b> The filter works by displaying all names which contain the character or characters you have entered.
Manage Names	A short-cut to the Administration > Manage Names screen.





# Chapter 6

## Step 2: Pay Receipts to Bank

- Open Bank & Cash > Pay Receipts to Bank.

This is where you record money (cash and cheques) you are paying into the bank.

**New Paying-in Slip**

**Cheques in Hand**

Filter:

Date	Account	Description	Name	Class	Year	Receipt No.	Amount
03/07/2014	BKCL Book Club	Money for book club	Adams, Fay			287	50.00
01/07/2014	ORCH Orchestra	test	Briggs, Len			286	10.00
23/06/2014	STPCL Stamp Club	1 Q 3 pupils 2 accounts	Brown, Pat			283	100.00
29/04/2014	HISTRY History	History Trip Deposit	Agar, Zack			267	100.00
09/04/2014	HISTRY History	1 Q for 2 pupils	Agar, Will			258	40.00
26/03/2014	ASC After School Club	After school fees	Adams, May	14		257	10.00
21/03/2014	ORCH Orchestra	Split to 2 children	Adams, Fay			256	80.00
21/03/2014	ORCH Orchestra	Split to 2 children	Adams, May	14		255	80.00
20/12/2013	XF2013 Xmas Fair 2013	Tickets	Cartridge Recyclers			242	25.00
20/12/2013	XF2013 Xmas Fair 2013	Tickets	Adams, Fay			241	25.00

Cheques to be Paid in: 0  
Total Value of Cheques: 0.00

**Cash Received**

Cash Available to Pay in:   
Amount to Pay in:

**Paying-in Slip Details**

Total to be Paid in:   
Bank account:  CURR School Fund Account (17208.11)  
Paying-in Slip Number:   
Date:

## Fill in a paying-in slip

A list of cheques in hand and cash available to pay in are displayed automatically.

1. Select the cheques you want to pay in.
  - The total value of cheques to be paid in is displayed in the box alongside the list of cheques in hand.
  - The total amount of cash you have available to pay in is shown in Cash Available to Pay in.

**Note:**

You can filter the list that is displaying, using the Filter box.

You can do this for individual cheques in the list or for all cheques in the list by clicking the box in the column header.

If you are drawing a cheque for cash, this is not included in the list of cheques in hand. Use Bank & Cash > Draw Cheque for Cash for this.

2. Enter the cash you want to pay in by entering an amount in Amount to Pay in.
3. Select the Bank account to pay the cheques and/or cash into.
4. The Paying-in Slip Number and Date are filled automatically. Amend these if required.
5. Click Pay in Receipts to Bank.

## Cancel a paying-in slip

- Use Bank & Cash > Cancel/Amend a Bank Transaction.

## Reprint a paying-in slip

- Use Bank & Cash > Bank History.

## Deal with a bounced cheque

If you try to pay in cheque(s) you have received and these are returned by the bank as Refer to Drawer you need to remove the value of the cheque from Fund Manager.

Note: Do not cancel the original cheque receipt or alter the original paying-in slip. This will appear on your Bank Statement as a Debit and a Credit which will need to be reconciled.

1. Select Transactions > Record a Payment.
2. Select the User Account against which the cheque was received.
3. In Description type Cheque returned by Bank.
4. Enter an appropriate date.
5. Enter Type as a direct debit.
6. Select the Bank account the cheque was paid-in to. This bank account will now be reduced by the value of the cheque.
7. Enter the Amount of the cheque.
8. Enter any extra Notes you need to make.
9. Select the Name from whom you received the cheque.
10. Click Save or Save & Print to save your transaction.

This direct debit transaction will need to be reconciled when the transaction appears on your bank statement.

This will reduce the balance of the User Account and record a payment against the name of the person from whom the cheque was received. It will also create a direct debit against the bank account. The value of the cheque receipt has been negated.

## Cancel a payment

- Use Transactions > Cancel a Receipt of Payment Transaction.



# Chapter 7

## Step 3: Reconcile a Bank Statement

When you receive a bank statement you can match the items on the statement to the corresponding items on Fund Manager.

Note: Some of your transactions on Fund Manager may not appear on the bank statement for some time, for example, if you have raised cheques and these are not presented by the recipient for several weeks.

- Open Bank & Cash > Reconcile a Bank Statement.

Date	Reference Number	Notes	Debit	Credit
14/04/2014	C000259			10.00
18/04/2014	T008908			6500.00
22/05/2014	Q000001		150.00	
23/05/2014	Q000002		450.00	
18/08/2014	C000320			1000.00

## Reconcile transactions

1. Enter the First Page, Last Page, End Date and Closing Balance on the statement you are reconciling.
2. Select the transactions from the list of entries to reconcile that match the transactions on your bank statement.

Note: You can only reconcile transactions that lie between your start and end dates.

3. Click Reconcile.

## Part-reconcile a bank statement

You can leave a reconciliation part-way through, by clicking **Leave**. Then, when you re-enter the reconciliation screen you will be returned to the same part-completed statement.

**Warning!** You won't be able to reconcile a statement for another bank account until you either complete the part-completed reconciliation by clicking **Reconcile**, or abandon the reconciliation by clicking **Abandon**

## Print out a list of reconciled transactions

- Use Bank & Cash > List Reconciled Bank Accounts.

## Unreconcile a bank statement

- Use Bank & Cash >Unreconcile a bank statement.

# Chapter 8

## Step 4: Period End Closedown

Use the Period End Closedown screen when you want to produce a Draft Period End ( a preview of the real thing) or are ready to Close a Period.

- Open Administration > Period End Closedown.

Date From	Date To	Account Summary	Transaction Report	Account Balances	Bank History	Cash History	Bank Balances	Closed
01/09/2015	31/03/2016	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	
01/04/2014	31/08/2015	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	*
01/04/2013	31/03/2014	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	*
01/09/2012	31/03/2013	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	*

## Produce a draft period end

1. Enter the Period Beginning Date and the Date to.
2. Click Preview.

## What you must do before you can close a period

Ensure that you have completed all the tasks you need to before you close a period.

**Warning!** We recommend that you don't confirm your period end until you have previewed it and checked the figures are correct with your auditors.

## Close a period

1. Enter the Period Beginning Date and the Date to.
2. Click Confirm.

The period is closed, the account's closing balances are carried forward to the new period and become the new period's opening balances.

### Tip:

A complete guide to closing down your period end can be found on our support site.

1. Click **Support** at the top right-hand side of Fund Manager.
2. The **Fund Manager Support Library** appears.
3. Click on **Period End Closedown - Your Financial Year End User Guide**.