



FUND MANAGER USER GUIDE

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Welcome to Fund Manager

These are the main stages of the set-up of your Fund Manager.

We have designed the process to be simple and straightforward.

Once we have received your order for Fund Manager, we will create your organisation/school and send you a welcome email. Click the link in the email and use your email address to login. You will have to create a password which must be a minimum of 8 characters and contain one number, one capital letter and one special character.

Each member of your team can have their own unique login for Fund Manager. We will require the name and email address for each user. They will receive their own email to create their login and password.

If we at Pebble are handling your set-up we will also send documents to help you get the correct financial information, pupil Names and other details to us.

We will then arrange a time with you to complete inputting your financial data and will give you a short training course on the main functions of Fund Manager to get you going.

Once your set-up is complete your one hour remote training session will be scheduled at your convenience.

This would be a good time to confirm you are using a recommended browser. See the www.mypebble.co.uk support page for your browser details.

First Steps

First of all you need to login;

Go to> www.mypebble.co.uk

Click on Fund Manager>

Click on Login>

Login using your email and password from your welcome email login

The first screen you will see is the – [Dashboard](#)

Dashboard

The Dashboard has been designed with a report function, showing a quick overview of your accounts and as a short cut 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.



Each section has a specific purpose. The Reports section is not yet active.

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.

The **Reports** area will show a graphical display of your income and expenditure once activate.

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.

Administration

Manage Names

Administration ▾
Manage Names
ACCOUNTS
Manage Accounts
Manage Bank Accounts
PERIOD END
View Opening Balances
Period End Closedown

Pupil Names will most probably be Imported from your administration database. This will be done as part of the setup process by one of the Pebble support team. Each pupil has their own entry within Fund Manager so you can register individual transactions against them. Other names such as organisations, parents and staff will be added as required using the Manage Names option.

See [Manage Names](#) - [click this link to watch the video or see instructions below](#)

You can use the Filter Box at the top of the Manage Names screen as well as many other screens in Fund Manager to find quickly the Name/Group/Year/Class etc. you are looking for.

A Filter will reduce the full list of names to only those that match your filter criteria, so you can list only names that begin with P or in year 9 etc..

Consolidate tab

If you have any duplicates you can consolidate these names into one name by ticking the box to the left of each name that appears the same/similar and then click on the Consolidate tab. This process combines these duplicate names and produces a new name with the details combined. Reports will continue to show the transactions associated with the original names if they have been used for receipts and/or payments.

Batch Actions

The options in these sections can be applied to more than one name at a time.

Once a name is no longer required you can mark it Out of Use. Tick the box next to the name and then tick the Radial Button>Out of Use. You can return a name to 'in use' by simply clicking on>

Show out of use

You will now see 'out of use' names; they will appear in grey, tick next to the name/s and tick the Radial Button>In Use in Batch Actions. Refresh the page by clicking on Administration>Manage Names for the Name/s to be returned to 'In Use'.

Group Actions

You can Create a Group either by Year, Class, Registration or User Defined. Groups are then used with the filter options throughout the application to quickly select a number of names to add transactions or create reports. You can assign a Name to any number of Groups.

To Create a New Group

The image shows two screenshots of a software interface. The top screenshot, titled 'Group Actions', features a blue header bar. Below it, a message states: 'These changes affect all the names you have selected above'. To the right of this message is a red box containing the text 'Click>Create Group' with a red arrow pointing down to a 'Create Group' button. Below the message is a 'Group:' label followed by a dropdown menu currently showing 'Select Group'. Underneath the dropdown are four buttons: 'Add to Group', 'Remove from Group', 'Create Group', and 'Delete Group'. The bottom screenshot, titled 'Manage Groups', has a blue header bar with a close button (X). It contains an 'Enter a Name' text input field, a 'Group Type' dropdown menu set to 'User Defined', and an 'Add Group' button. A list of group types is visible below the dropdown: 'Class', 'Year', 'Registration Group', 'Free', and 'User Defined' (which is highlighted in blue).

Enter a Name>

Choose the Group Type>Usually User Defined for ad-hoc Groups

Click>Add Group

You now need to choose the pupils to add to the Group, simply work your way through the names list by filtering or scrolling, ticking the box to the left of the name of the pupils you would like to add to the Group.

Go back to >Manage Groups – at the bottom of the screen

Choose> Your new Group from the drop down box (initially it will have defaulted to the bottom of the list)

Click>Add to Group

Now each time you filter for that Group all the pupils in that Group will appear for you to choose from.

Create New Name and Import Names

The image shows two buttons side-by-side. The left button is labeled 'Create New Name' and the right button is labeled 'Import Names'. Both buttons have a light blue background and a thin border.

We would always suggest that you Import your pupil names from your administration database, this should avoid duplication. The *MIS APP feature, which is on the Administration Tab is the automatic way to create an up to date file of pupil names and import them quickly into Fund Manager. Pupil names can be added on an ad-hoc basis, help on this can be found on the support pages of the website.

Using the Create New Name tab at the top or bottom of the page you can add additional names for organisations, parents and staff. Individual names, organisations, parents and staff are needed in Fund Manager to correctly identify their transactions.

You simply give the entry (Name or Organisation – please choose at the top) the correct title/Name and complete the fields below with any additional information you require.

***MIS APP** is the latest feature to automatically create a list of pupils with their year and registration group details from your administration database and import it into Fund Manager.

In Use

Means the entry is on roll and In Use.

Gift Aid Donor

If a parent or other adult is a tax payer you can add that detail by highlighting the name and ticking the Gift Aid Donor box. This will allow you to search on all donations made by GIFT AID donors. The details can be used to complete the tax refund form for Registered Charities.

Once you have filled in all the information you require click on 'Save'.

Manage Accounts

All the setting up functions are on the **Administration** Tab. The details of some accounts may have been added during your Set Up. Other Accounts may be added as and when required.

An Account is equivalent to an individual column header in a manual ledger. Accounts may be created at any time as and when needed. There is no effective limit to the number of Accounts you may have but each one must have a unique Code of up to six characters.

All Accounts require a Code. This is a unique combination of between 1 and 6 letters and numbers. Once saved a code may NEVER be deleted or edited, however an account name can be edited. Accounts can be taken 'Out of Use' when you have no further need of them. This will prevent them from appearing on the transaction screens. They may continue to appear on the report screens if they have a balance which is relevant to the open financial period.

To view and edit your Accounts;

Go to>Administration
>Manage Accounts

Here you will see all the Accounts that have been setup in your Fund Manager.

By clicking on any of the Account Names you can then update and edit the Account Name, mark it 'Out of Use', Create Exclusion Group, Budgets and Unit Costs. The Unit Cost needs to be recorded if you would like to use the 'Who's Not Paid' Report in the reporting section (see Reporting, page 23).

Update Account

Account Code:

Account Name:

☒ In Use

☒ Register Account

Exclusion Group:

Opening Balance:

Budget:

Unit Cost:

Hint - Use T as the first character of all the Codes used for Trip Accounts. Use V for visits and C for charities etc.

Opening Balance

You can view your Opening Balance here. This is the amount of money that account owned or owed at the date on which the account was created.

Budget value

You may add details of the Budget value - a negative Budget value indicates an expected level of expenditure or loss. A positive Budget value indicates an expected level of income or profit. This might be useful for budget holders to know their budget position by simply looking in Fund Manager for the funds that remain available.

Unit Cost

You may add a Unit Cost if appropriate for a trip or activity Account. You can enter the cost per head of this trip or activity. This information will be included in the Who's Not Paid Report and used to calculate an outstanding balance. If you do not use a unit cost then the Who's Not Paid Report in the Report tab will not generate any details for you to view.

Batch Actions

The options in these sections can be applied to more than one account at a time.

Once an account is no longer required for daily use you can mark it Out of Use. Tick the box next to the Account then tick the radial Box>Out of Use. If you need to report on an archived account simply click on the button>Show Out of Use.

Show out of use

You will now see archived Accounts – they will appear in grey, tick next to the Account and tick the Radial Button>In Use in the Batch Actions section, refresh the page by pressing the F5 key for the Account to be In Use again.

Group Actions

You can Create a Group of Accounts, e.g. off site, overseas, 6th form etc.

Groups are then used with the filter options throughout the application to quickly create reports. The Accounts in the Group will be reported individually and with a subtotal.

Create your Group first and then click the Accounts you want to be added to that Group. Accounts can be quickly added or removed from groups. Once an Account has been added to a group you will see the details in the groups column beside the account names. You can have multiple groups against each name.

When you see the accounts list throughout the application, it will be presented in account code order. Numbers then letters, alphabetically.

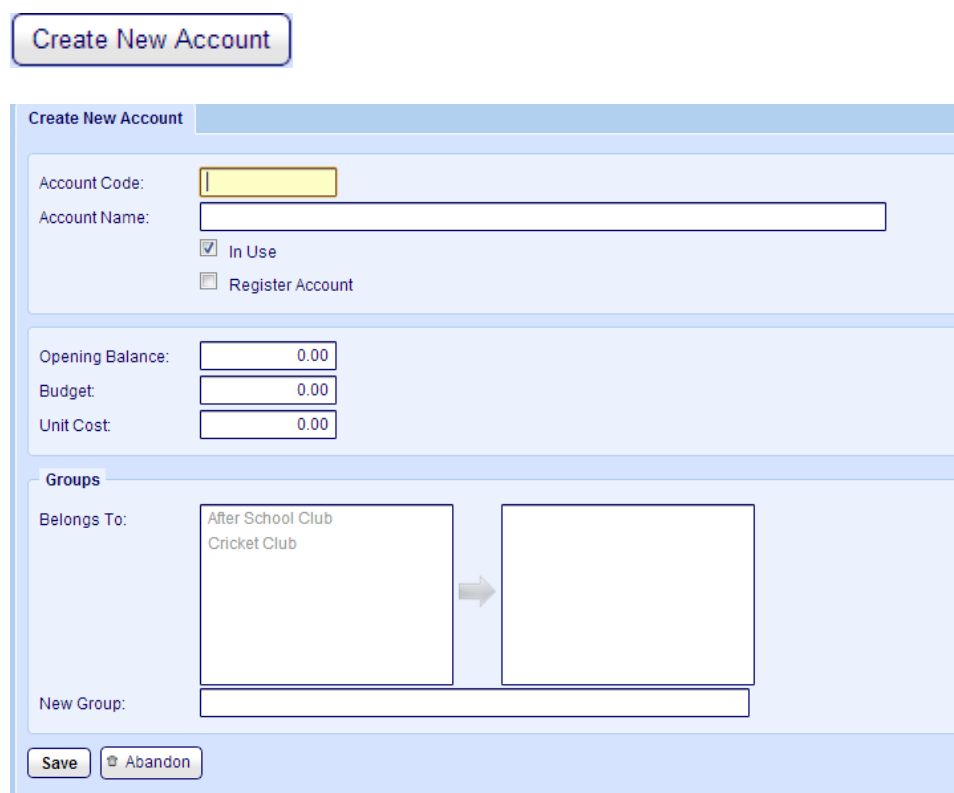
N.B. If you need a new Group you can create one in the same way as you can Manage Names (see above), from the bottom of the Manage Accounts screen.

Save or Abandon to go back to the Manage Accounts screen.

How to Create a New Account – [click this link to watch the video or see instructions below](#)

To Create a New Account to pay Receipts to and make Payments from you need to;

Click>Create New Account



The screenshot shows the 'Create New Account' form. At the top is a button labeled 'Create New Account'. Below it is the form itself, which has a title bar 'Create New Account'. The form contains several sections: 'Account Code' with a text input field, 'Account Name' with a text input field, and two checkboxes: 'In Use' (checked) and 'Register Account' (unchecked). Below these are three input fields for 'Opening Balance', 'Budget', and 'Unit Cost', each with a value of '0.00'. A section titled 'Groups' contains a 'Belongs To:' label, a list box with 'After School Club' and 'Cricket Club', a right-pointing arrow, and an empty text box. Below the list box is a 'New Group:' label and another empty text box. At the bottom are two buttons: 'Save' and 'Abandon'.

Account Code and Account Name

All Accounts require a Code. This is a unique combination of between 1 and 6 letters and numbers. Once saved a Code may NEVER be deleted, or edited, however an Account Name can be edited.

Register Account

If you have purchased the Register option of Fund Manager and wish to mark pupils as attending sessions/dinners etc. then tick this Box.

Opening Balance

You can view your Opening Balance here. This is the Amount of money that Account owned or owed at the date on which the Account was created.

Budget value

You may add details of the Budget value - a negative Budget value indicates an expected level of expenditure or loss. A positive Budget value indicates an expected level of income or profit. This might be useful for budget holders to know their budget position by simply looking in Fund Manager for the funds that remain available.

Unit Cost

You may add a Unit Cost if appropriate for a trip or activity account. You can enter the cost per head of this trip or activity. This information will be included in the Who's Not Paid Report and used to calculate an outstanding balance. If you do not use a Unit Cost then the Who's Not Paid Report in the Report tab will not generate any details for you to view.

Group Actions

You can Create a Group of Accounts, e.g. off site, overseas, 6th form etc. Groups are then used with the filter options throughout the application to quickly Create Reports. The Accounts in the Group will be reported individually and with a subtotal.

Create your Group first and then click the accounts you want to be added to that group. Accounts can be quickly added or removed from Groups. Once an Account has been added to a Group you will see the details in the Groups column beside the Account Names.

When you see the Accounts list throughout the application, it will be presented in Account Code order. Numbers then letters, alphabetically.

Save or Abandon at the bottom to exit the screen and return to Manage Accounts.

Manage Bank Accounts

Code	Account
CASH	Cash Account
CURR	Current Account
DEP	Deposit Account
UBCQ	Unbanked cheques

Many schools operate with a single Bank Account for their School Fund. The system comes with one such Account already defined. This is called 'Current Account' but you may edit this Bank Name if you wish. Click on Current Account Name and then overtype the Name 'Current Account' with whatever you want your Bank Account to be called.

If you have more than one Bank Account you may create additional accounts by clicking on Create Bank Account. You will need to add a unique Code (which remains fixed) and an Account Name. The Account Name normally includes the name of the bank itself and the type of account. This information can be edited when necessary.

Code: CURR Opening Balance: 2356.31

Name: Current Account

☒ In Use:
☐ Settlement Account:
☒ Default Account:

Save Abandon

Hint
If CURR is the Code for your most frequently used Bank Account, it will ensure this Account stays at the top of the alphabetical list. Use Codes for other Bank Accounts starting with letters after D to ensure this.

You can set an Opening Balance for a Bank Account. This is the value of the Reconciled Bank Balance at the date on which you are creating the account.

In Use

Bank Accounts can be taken Out of Use when you have no further need of them, by ticking the box 'Out of Use' and then saving.

Settlement Account

This is a very particular type of Bank Account that is used for electronic transactions. If your parents are paying for items by logging into a payment portal and using Debit and Credit cards, these electronic transactions are handled using a settlement Bank Account.

Default Account

You can also mark an Account as your Default Account in this screen, i.e. the Account you use most frequently.

View Opening Balances

The Opening Balances of your Accounts will usually be entered by one of the Pebble Support team when you first begin using Fund Manager. If you create additional Bank Accounts you can set up the Opening Balance in the Manage Bank Accounts tab (see page 11).

Code	Bank Account	Balance
	Cash in Hand	40.21
	Cheques in Hand	0.00
CURR	Current Account	2356.31
DEP	Deposit Account	3000.00
UBCQ	Unbanked cheques	0.00
	Total	5396.52

Code	Account	Balance
AFF	AFFILIATION FEES	-436.00
ASCH	AFTER SCHOOL CLUB	0.00
BBGS	BOOK BAGS	0.70
BCB	BOOK CLUB	58.25
BI&C	BANK INTEREST & CHARGES	230.71
DONS	FREEWILL DONATIONS	1824.00
GDN	GARDENING PROJECT	350.00
GEN	GENERAL	-176.00
MGT	GUITAR	602.00
MTP	TRUMPET	291.00

Here you can see ALL your Accounts and the Balances that have been set. The totals of the two columns should always match. The Difference should always be 0.00.

Period End Closedown

You will need to Closedown your Fund Manager at some point after your Period End. Once you have confirmed your Period End Closedown all transactions within the closed period date range will become locked. You will be no longer able to amend any transactions in the closed period or roll back to an unclosed date.

Fund Manager will automatically carry forward all your Account closing balances and present them as the opening balance in the next period.

Before you start to do your Closedown;

Go to>Reports>Search Account Balances

You can verify here if the closing balances are correct for the start of your new financial period.

If you want an Account balance to be something other than the closing balance on the report you will need to make an Account Transfer.

To clear a balance to zero, transfer money out of the Account, to increase the balance transfer money in. You can create a temporary holding Account for these Transfers to go into until you have determined the appropriate accounts to be used;

Go to>Administration

>Manage Accounts

>Create New Account – Create the New Account with a Code e.g. TEMP – End of Year Temporary Account then Save

N.B. Please record all these Account Transfers with a date within the financial period you are closing.

To Transfer money between Accounts;

Go to>Transactions>Transfer Money Between Accounts

- **If you need to Transfer any Balances please record all these Account Transfers with a date within the financial period you are closing**

How to Prepare for Closedown

You will need to Create a Draft Period End Closedown which will generate all the Reports required for a financial period;

- **All your Bank Accounts must be reconciled to or past your Period End Date. If you have a Savings Account or an inactive Account where the balance has not changed since you last reconciled it you must reconcile the Bank Account with an end date either on or after your Closedown Date. You can do bank reconciliation without any transactions. Please only do this if there has been no change in the Account Balance, otherwise please request the balance from your bank or wait until you receive your statement**
- **Once you have created the Draft Closedown the system locks all your transactions within that time period until you either Confirm the Closedown after it has been approved, or Cancel the Draft Period End Closedown**

Go to>Administration>Period End Closedown

>Select Period End Date

>Click on Preview Button

This page will show you your Account Summary in three sections;

Section 1) this is your Income and Expenditure Report

Section 2) this is your Bank and Cash Report

Section 3) this is your Unreconciled items Report, these are the Transactions which have been recorded in the period about to be closed, but which have not yet appeared on a Bank Statement

If you are satisfied with the information on this page;

>Click on the **Proceed to Closedown** Button

- **This will only create your Draft Period End Closedown it will NOT Closedown your Fund Manager Accounts**

You have now successfully created a Draft Period End Closedown and you may no longer edit any transactions dated within your Closedown Dates unless you cancel your draft period.

You will now see 3 additional Sections at the bottom of the screen;

Section 4, 5 and 6) these are the sections that should be Signed and Confirmed by the appropriate people, you can print these pages from the bottom of the screen.

You can now;

>Click on **Leave** at the bottom of the page to view the full set of Period End Reports

To view and print these Reports;

>Click on the blue Report title link

- **You can view and print all these reports before and after you finalise your Closedown**

You may now either Cancel or Confirm this Draft Period End Closedown by clicking on the Account Summary Report and then click on the Cancel Draft Period or Closedown Button at the bottom of the page.

- **We would strongly recommend you await audit approval before you confirm your Period End Closedown**

How to Closedown

Once you have had audit approval and are ready to proceed with the Closedown of this financial period;

Go to>Administration>Period End Closedown

>Click on the Account Summary Report

>Click on the Closedown Button at the bottom of the page

You will now see a prompt notifying you that;

- **When you Closedown a period, you can no longer record any transactions within the stated date range. Note this action cannot be reversed.**

If you are you sure you want to continue;

>**Click on the Closedown Button to Confirm**

You will now see under the Archive Section an asterisk in the far right hand column labelled Closed which confirms you have successfully Closed Down this period in Fund Manager.

Transactions

Firstly a quick overview of what is required to enter Transactions and move money through the program.

Transactions are either;

Receipts - money is received or

Payments - money is spent, paid out

A Transaction comprises an Account, one or more Names, a Description, a Reference, an Amount and a Date, plus a Notes field. In addition you can specify the type of money – Cash, Cheque or Direct Credit or ePayment. As you enter Transactions Fund Manager maintains the Balance of your Accounts by posting the values you enter on both sides of the Balance sheet.

Enter Account Transaction

Enter a Receipt **Record a Payment**

Account

- Select Account - **Manage Accounts**

Details

Description: Reference:

Type: Date:

Gift Aid: ☐ Amount:

Notes: Receipt No:

Name

Filter:

<input type="checkbox"/>	Name	Class	Year	Reg	Groups
<input type="checkbox"/>	Abigail, Ellis	5KL	5		After School Group
<input type="checkbox"/>	Abigail, Fox	3SH	3		
<input type="checkbox"/>	Adams, Louise	1PR	1		
<input type="checkbox"/>	Addison, Knight	5KL	5		
<input type="checkbox"/>	Aidan, Davis	4PJ	4		Cricket Club
<input type="checkbox"/>	Aiden, Ward	4PJ	4		After School Group
<input type="checkbox"/>	Aiden, Thomas	1PR	1		

Hint - Names for Receipts
Some receipts will be recorded against Named individuals, e.g. an overseas trip for which regular instalments are received. Other Accounts may not need such level of detail e.g. charity collections. In these cases record the receipts against a more generic Name such as Year 4 or Class 8FG or Charity Collections

Manage Names

Enter a Receipt

Receipt Transactions require 3 stages to be completed they are:

1. Received
2. Paid-In i.e. Banked - (see page 24) and then
3. Reconciled with your Bank Statement – (see page 25)

Printing a single receipt can be done when all details have been entered.

First you need to make sure you are in the green backed screen to Enter a Receipt;

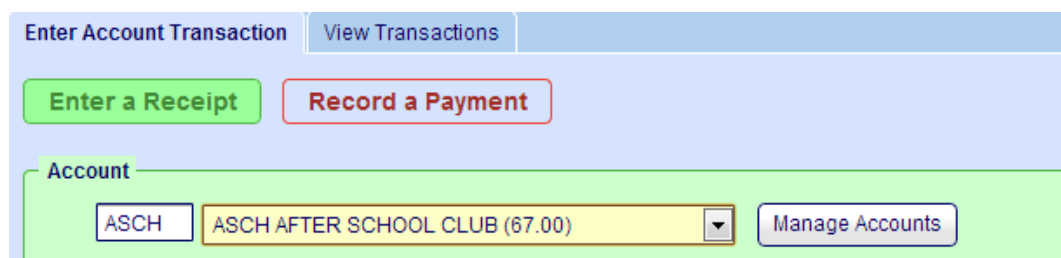
Enter a Receipt

Select the **Account** - Using the drop down option, or by typing the account code into the shorter of the two fields in the account section, choose the appropriate account for this receipt.

Once an Account has been selected a second tab will appear on the top of the screen.

View Transactions is a list of all Transactions that have been posted for that Account to date.

View Transactions



You may view the transactions for a specific account once it has been selected for use in the receipt option. This list is not definable but can be printed. You can define a transactions list from the Reports menu.

Add a Description

The text you enter here will appear on most Reports, this is the narrative you would usually use for this kind of transaction, something must be entered here.

Add a Reference – if required

Which if entered will also appear on some Reports and on the Bank reconciliation process.

Type of Receipt

Cash, Cheque etc. by selecting from the drop down options. If a Receipt Transaction enters your Bank Account directly it is a Direct Credit. You will have to identify the Bank Account receiving the funds. If it is not cash, you will need to choose a Bank Account.

Date

If the Default Date needs to be changed, use the calendar to select the appropriate date or overtype the entry in the field.

Amount

Enter the Amount of your single receipt. If more than one pupil is paying the same amount to the same account with the same type of money (Cash/Cheque) you can select more than one name in the names section and bulk input. Remember though to input cash and cheque receipts separately.

Receipt No

The application will generate a sequence beginning at whatever number you start at and continue to offer the next number available. Receipt numbers are unique.

Name section

Then select one or more names by using the filter and ticking the box next to their name/s. If the name/s already exists you may select it from the list. If not you can add a new name. Click the Manage Names button to go to the Manage Names screen, add the additional Name/s, Save and then return to the Receipt screen to complete.

If you want to select more than one name you can either click beside the names or set a filter to quickly restrict the names list to only those in a particular Year, Class or Group.

Once you have a list of all names for this transaction - you will see the list grow in the white box on the right if you have chosen more than one name. If there are more names on subsequent pages you will have to go to each page and repeat this action. You can remove the tick in any name box once ticked if you make a mistake or remove the name from the list found to the right of the names section by clicking the X next to the appropriate name.

You may Save, or Save + Print your transaction to any printer on A4 and/or to a specific receipt printer on thermal paper 'tear off' roll. You can also Save + Send SMS if you have subscribed to this option. Using Abandon will prevent any of the details entered from being saved.

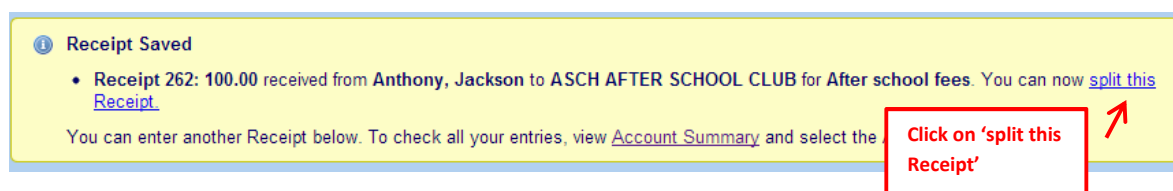
When Transactions are saved a summary of each one is displayed at the top of the screen. You can close this display by clicking on the X in the top right corner. If you enter another Receipt the display will close automatically.

Split Receipts/Payments

You can split a Receipt or Payment across any number of Accounts and a Receipt across any number of Names.

When you have entered a Receipt by Cheque/Direct Credit or Recorded a Payment by Cheque/Direct Debit and saved the transaction you can split the amount by following the on screen prompts.

>From the yellow bar at the top of your screen there is the option to 'split this Receipt/Payment';



>Click on [split this Receipt](#) or [split this Payment](#)

>Select the Account over which the Amount is being split

>If a Receipt Select the Name the Amount is to be recorded against

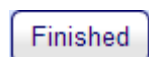
>Enter the Amount you wish to split from the original Receipt/Payment

Click on>



To split further if necessary.

Click on>



To complete the action.

Note Payments will never be split over more than one name.

Record a Payment

Payment Transactions require 2 stages to be completed they are;

1. Paid-Out - and then
2. Reconciled with your Bank Statement - (see page 25)

A Transaction comprises an Account, a Name, a Description, a Reference, an Amount and a Date, plus a Notes field. In addition you can specify the type of money – Cash, Cheque, Direct debit or ePayment. As you enter transactions Fund Manager maintains the balance of your accounts by posting the values you enter on both sides of the balance sheet.

The screenshot shows the 'Enter Account Transaction' screen. At the top, there are two tabs: 'Enter Account Transaction' (active) and 'View Transactions'. Below the tabs are two buttons: 'Enter a Receipt' (green) and 'Record a Payment' (red). The 'Record a Payment' button is highlighted with a red arrow pointing to it from a hint box. The 'Account' section has a dropdown menu showing '- Select Account -' and a 'Manage Accounts' button. The 'Details' section includes fields for 'Description:', 'Type:' (set to 'Cash'), 'Reference:', 'Date:' (set to '31/01/2013'), 'Amount:' (set to '0.00'), 'Notes:', and 'Cheque/Voucher No:' (set to '4'). The 'Name' section has a 'Filter:' field and a table of names. A red arrow points from a hint box to the 'Name' section. The hint boxes contain the following text:

Hint – If the Account you want to pay from is not listed, click the Manage Accounts button to create a new one, save and then return to this screen to complete

Hint - Names for Payments
All Payments are made to a specific Name; this may be an individual, supplier or an organisation

Name	Class	Year	Reg	Groups
Abigail, Ellis	5KL	5		After School Group
Abigail, Fox	3SH	3		
Adams, Louise	1PR	1		
Addison, Knight	5KL	5		
Aidan, Davis	4PJ	4		Cricket Club

First you need to make sure you are in the red backed screen to Record a Payment;

Record a Payment

Select the **Account** - using the drop down option, or by typing the Account Code into the shorter of the two fields in the Account section. This is the Account to be debited.

Once an Account has been selected a second tab will appear on the top of the screen. View Transactions is a list of all transactions that have been recorded for that account to date.

View Transactions

The screenshot shows the 'View Transactions' screen. At the top, there are two tabs: 'Enter Account Transaction' and 'View Transactions' (active). Below the tabs are two buttons: 'Enter a Receipt' (green) and 'Record a Payment' (red). The 'Account' section has a dropdown menu showing 'ASCH AFTER SCHOOL CLUB (67.00)' and a 'Manage Accounts' button.

You may view the Transactions (from the 'View Transactions' tab) for a specific Account once it has been selected for use in the Payment option. This list is not definable, but can be printed. You can define a transactions list from the Reports menu.

Add a Description

The text you enter here will appear on most Reports, this is the narrative you would usually use for this kind of transaction. For a Payment it will most likely be what the Payment is for, something needs to be entered here.

Add a Reference - optional

Which if entered will also appear on some Reports and on the Bank reconciliation process. This might be an invoice number or Reference from a Bank Statement.

Type of Receipt

Cash, Cheque etc. by selecting from the drop down options. If a Payment Transaction Debits your Bank Account Directly it is a Direct Debit. You will have to identify the Bank Account paying out the funds. If it is not cash, you will have to identify the Bank Account.

Date

If the Default Date needs to be changed use the calendar to select the appropriate date or overtype the entry in the field.

Amount

Enter the Amount of your single Payment. If more than one Payment is being paid i.e. by Cash for the same Amount from the same Account to different Names you can select more than one Name in the Names section and bulk input.

Cheque/Voucher No

The program will generate a sequence beginning at whatever number you start at and always offer the next number available. Cheque and voucher numbers are unique. For each bank account a unique number range for cheque and vouchers will be maintained.

Name section

Then select the Name of the organisation/staff/pupil etc. you are paying. If the Name already exists you may select it from the list. If not you can add a new name. Click on the Manage Names button to go to the Manage Names screen. Create the Name and Save, then return to the Payments tab to complete the Payment.

You might like to add the companies you pay to an 'organisations' Group in Manage Names. This would be useful when you need to filter for suppliers. You can Create a Group in the Manage Names or Manage Accounts screens.

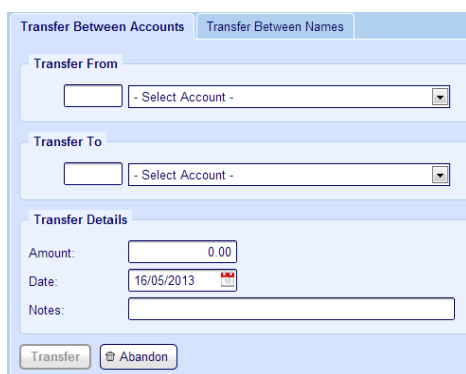
Once you have the Name of the organisation/staff/pupil etc. you are paying, tick the box to the left of the Name and Save or Save + Print your Transaction. You can also Save + Send SMS to the payee if you subscribe to this option. Using Abandon will prevent any of the details entered from being saved.

Transfers Between Names/Accounts

This option will allow you to move money from one Account and one Name to another. As this is not additional income or expenditure it is reported apart from true income and expenditure and appears in the columns Transfers In and Transfers Out on some reports.

Transfer Between Accounts

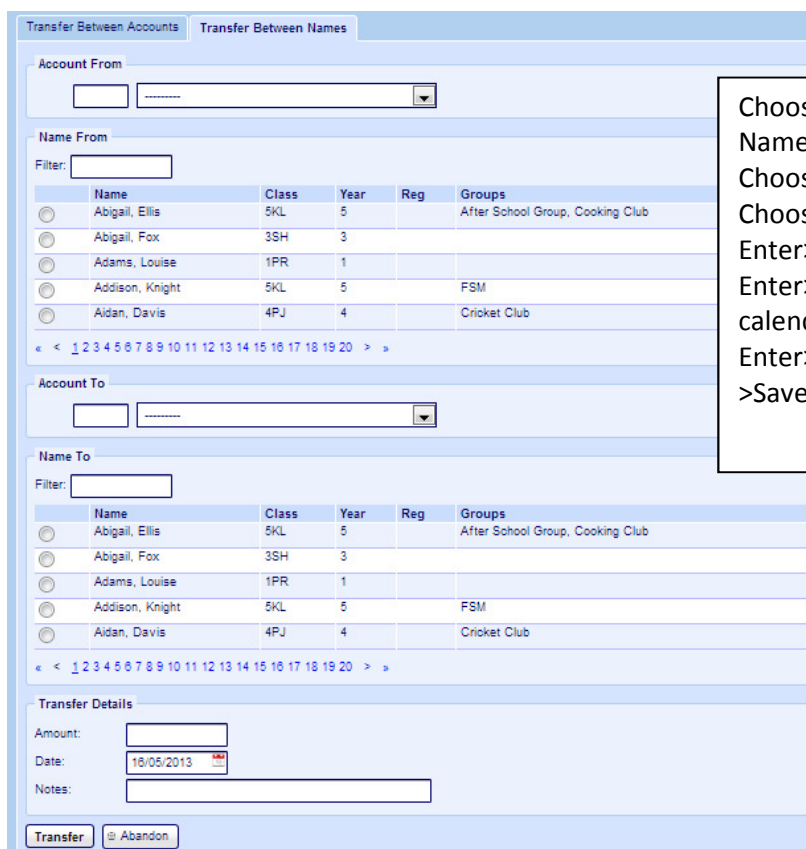
From the Transactions tab>



Choose>Transfer Between Accounts
Choose>Account to be Debited then
Choose>Account to be Credited
Enter>Amount
Enter>Date of Transfer - use calendar
or free type
Enter>Notes for the Transfer
>Transfer or Abandon

Transfer Between Names

From the Transactions tab>



Name	Class	Year	Reg	Groups
Abigail, Ellis	5KL	5		After School Group, Cooking Club
Abigail, Fox	3SH	3		
Adams, Louise	1PR	1		
Addison, Knight	5KL	5		FSM
Aidan, Davis	4PJ	4		Cricket Club

Choose>Transfer Between Names
Choose>Name to be debited
Choose>Name to be Credited
Enter>Amount
Enter>Date of Transfer - use calendar or free type
Enter>Notes for the Transfer
>Save or Abandon

Brought Forward Balances onto Fund Manager

New to Fund Manager - This is a useful tool when you would like to bring brought forward Balances from a previous version of School Fund Manager or another Accounting system onto your new Fund Manager to show who has paid for what previously e.g. a trip.

These Balances will be agreed with you when we set up your new Fund Manager and then you will be given instructions on how to transfer these balances to individual pupils during your training. You will then be able to report on these brought forward balances in Reports>Who's not Paid.

Cancel Receipt or Payment Transaction

Should a mistake be made, inadvertently we are sure, it is possible to correct it easily (and without drawing the attention of the rest of the world). The Cancellation option enables corrections to be made in a controlled manner, which does not compromise the integrity of the system.

From the Transactions tab>Cancel Receipt or Payment Transaction



	Date	Code	Name	Class	Description	Type	Amount	Number	Ref
<input type="checkbox"/>	16/05/2013	SCKT	Aiden, Thomas	1PR	Green fees	Cheque Receipt	100.00	259	
<input type="checkbox"/>	14/05/2013	BBGS	Abigail, Fox	3SH	Bookbag money	Cash Receipt	100.00	257	

You can Cancel a Receipt or Payment Transaction simply by finding or filtering for the transaction, ticking the box next to it on the left and clicking continue at the bottom. You can cancel more than one transaction at a time.

Enter>Reason for the Cancellation on the following page

Click>Cancel or Abandon to complete

E-Payments

E-Payments are monies that are paid via a third party internet site. Information to help you Import these Payments can be found by following the links below from our Support pages;

[Importing ParentPay Payments](#)

[Importing ParentMail +Pay Transactions](#)

[Importing Schoolcomms Transactions](#)

If you need instructions on other E-Payment providers please let us know at;

support@talktopebble.co.uk

Reporting

Account Summary

From the menu on the Reports tab you will find the Account Summary. This lists the Current Balance of all your Accounts. You can click any of the Account Codes to view Transactions associated with that individual Account. You can also Search in this Report for Transfers and for Out of Use Accounts as well as Print the Report for your records.

There is also a quick link to Search Account Balances at the bottom as well as the Print Button and the option to Export to CSV so you can open the Report in Excel.

Search Transactions

You can filter in the Search Transactions screen for many different results and turn these results into a Graphical Report from the tab next to the Search Transactions tab at the top of the screen. If you want to see all Transactions in your system, make no changes to the fields that are presented and click on the Search Button.

This is the screen on which you can see all the details you added when entering your Transactions, including Description, Notes and Reference. To filter by Aggregated Name, just filter for 'By Name' in the Aggregate Box.

There are no balances on the Search Transactions Report because the Search Transactions report is a list of Transactions within an Account which can be found in either Account Summary or Search Account Balances when you click on the Account Code.

In the Search Transactions report the total of all the displayed transactions in the Summary bar is labelled 'Total'. This is because you have the option to filter the Transactions by multiple Accounts or numerous other options and therefore this would not be a 'Balance'.

There is a Print Button at the bottom of the screen, if you choose to Print you can then select the desired Printer from the Print menu. You will also find an option to Export to CSV at the bottom of the screen as well, if you choose to this option you will need to Save the Downloaded file to an appropriate file location.

Search Account Balances

You can use the filters in this Report to show Groups of Accounts Balances as well as individual ones, filter for Out of Use Accounts, Transfers and Changed Balances. There is a Print Button and the option to Export to CSV at the bottom of the screen.

List Receipt by Receipt Number

Use this Report to list Receipt Transactions within the parameters you set, do not change anything to see all you have done this Financial Period. You can use the filter to choose Names/Key Words/Numbers/Groups in any column in this Report. You can Print the Report and Reprint the selected receipts at the bottom of the page.

List Payments by Cheque/Voucher Number

Use this Report to list Payment Transactions within the parameters you set, do not change anything to see all you have done this Financial Period. You can use the Filter to choose Names/Key Words/Numbers/Groups in any column in this Report. There is a Print Button at the bottom of the screen.

List Account Transfers/List Transfers Between Names

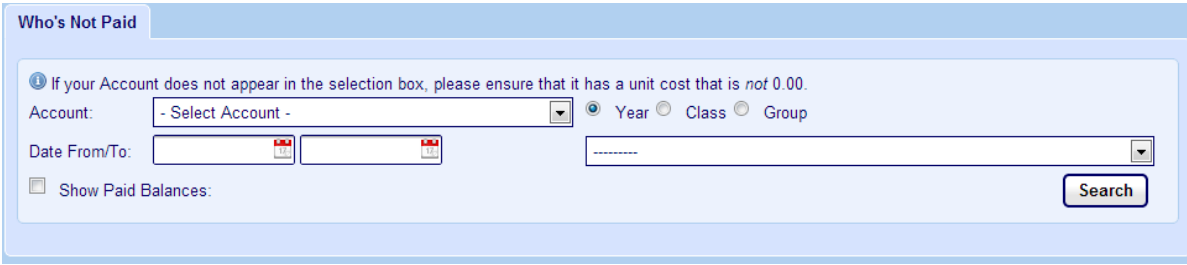
This Report displays the Transfers you have performed, define the dates you require or view the whole Financial Period. The tabs at the top allow you to search for Account and Names depending on which Transfer you would like to Report. You can use the Filter to choose Names/Key Words/Numbers/Groups in any column in this Report. There is a Print Button and the option to Export to CSV at the bottom of the screen.

List of Cancellations

The List of Cancellations Report allows you to define dates and filter for all or individual Names or Groups. You can use the filter to choose Names/Key Words/Numbers/Groups in any column in this Report. There is a Print Button and the option to Export to CSV at the bottom of the screen.

Who's Not Paid

This is a very useful Report to let you know if pupils have paid/not paid for any visit/trip/item that you have defined a Unit Cost (price) for in the Administration>Manage Accounts set up/edit screen.



The screenshot shows a web form titled "Who's Not Paid". At the top, there is a blue header bar with the title. Below the header, a message in a light blue box states: "If your Account does not appear in the selection box, please ensure that it has a unit cost that is not 0.00." The form contains the following fields: "Account:" with a dropdown menu showing "- Select Account -"; "Date From/To:" with two date pickers; and a "Show Paid Balances:" checkbox. To the right of the "Date From/To:" fields are three radio buttons labeled "Year", "Class", and "Group", with "Year" selected. A "Search" button is located at the bottom right of the form.

Define your parameters

>Select the Account, Year/Class/Group that are associated with the Account

>Choose a Date if necessary

If you want to show who has paid along with who has not then tick the 'Show Paid Balances' Box. Then Search to display the Report, you can print from the bottom of the screen. If you subscribe to SMS you can also send reminders/balances from this page. There is a Print Button and the option to Export to CSV at the bottom of the screen.

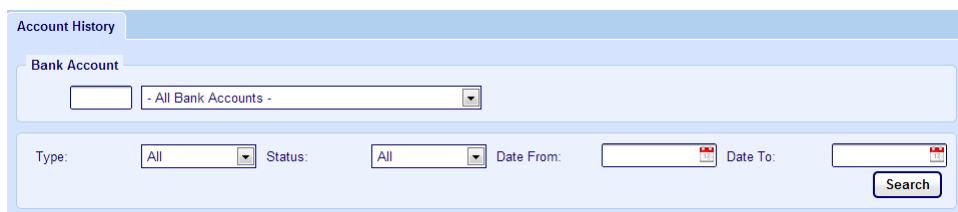
This Report will not generate any results unless you have defined a Unit Cost for the Account. If the Account you require is not in the list, go to Manage Accounts and enter a Unit Cost for the Account.

Bank and Cash

The tab 'Bank and Cash' opens a screen that shows your Balance position for all your Bank Accounts, Cash and Cheques in hand. You can Print this screen from the bottom of the page or use the quick links from one of the Account headings to go into that Account.

Bank History

This Report can Filter for all your Bank Accounts or you can filter for a particular Bank Account;

The screenshot shows a web-based form titled 'Account History'. It has a light blue header bar with the title. Below the header, there's a section for 'Bank Account' with a dropdown menu currently set to '- All Bank Accounts -'. Below this, there are four input fields: 'Type:' with a dropdown set to 'All', 'Status:' with a dropdown set to 'All', 'Date From:' with a date picker icon, and 'Date To:' with a date picker icon. A 'Search' button is located at the bottom right of the form.

You can choose Date parameters as well as the 'Type' of transactions you want to view. Select from Cheques, Direct Transactions, Paying-in Slips or Transfers. Using the 'Status' Box you can choose All/Reconciled/Unreconciled options as well. There is a Print Button and the option to Export to CSV at the bottom of the screen.

Cash History

To view your Cash History in Fund Manager; choose this Report and leave the dates blank to look at the Current Financial Year or define the dates and search to narrow your selection. There is a Print Button and the option to Export to CSV at the bottom of the screen.

List Reconciled Statements

When Reconciliation is complete you can Print out/view your Reconciliations from this option. Find the Bank Account statement you wish to Print out/view and click on the End Date to open the statement and reveal the details.

Pay Receipts to Bank

Fund Manager needs to know that you have paid your cheques and cash into the bank. To do this you need to complete a 'New Paying-in Slip' from the Bank and Cash tab>Pay Receipts to Bank.

You need to either choose all the Cheques to pay in by ticking the box next to the date or if necessary, filter for the Cheques you want to Pay in and tick the box next to these Cheques individually. When a cheque has been selected the details will be added to the items selected box on the right of the screen. This is useful especially if you are selecting items on multiple pages as you can see the list of all the items selected in one place.

New Paying-in Slip

Cheques in Hand

Filter:

<input type="checkbox"/>	Date	Account	Description	Name	Class	Year	Receipt No.	Amount
<input type="checkbox"/>	17/04/2013	DINNER DINNER MONEY	Dinner money	Aiden Thomas	1DD	4	255	20.00
<input type="checkbox"/>	17/04/2013	DINNER DINNER MONEY	Dinner money	Aiden Thomas	1DD	4	255	20.00
<input type="checkbox"/>	17/04/2013	DINNER DINNER MONEY	Dinner money	Aiden Thomas	1DD	4	255	20.00
<input type="checkbox"/>	17/04/2013	DINNER DINNER MONEY	Dinner money	Aiden Thomas	1DD	4	255	20.00
<input type="checkbox"/>	17/04/2013	DINNER DINNER MONEY	Dinner money	Alexis Murray	6ST	6	252	20.00

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:

Annotations:

- Tick the Boxes to include the Cheques to be Paid in on this Paying-in Slip
- Input the amount of Cash you wish to Pay in, it might not be all the Cash that is available – e.g. you may want to hold back some cash to use for petty cash
- The Total of Cash and Cheques to be Paid in should appear here and match your Paying-in Slip, choose your Bank Account, Slip number and Paying-in Date

Once you agree that what is on screen matches what you are Paying-in click on;

Pay In Receipts to Bank

To complete the process.

You have now Paid in Cheques and Cash that you will use to Reconcile your Bank Statement when it arrives.

Draw Cheque for Cash

Fund Manager allows you to hold back Cash from Paying-in to the Bank to use for Petty Cash rather than Drawing a Cheque for this purpose. As the Cash is recorded as Receipts and then as Payments you can use this Cash rather than withdrawing money from the Bank. If however you wish to Draw a Cheque for Cash please do so by completing this screen to keep your Accounts in Balance.

Reconcile a Bank Statement

Once you receive your Bank Statement you will need to reconcile this to Fund Manager, from the Bank and Cash tab choose **>Reconcile a Statement>Choose Bank Account to Reconcile;**

N.B. – We can arrange a short training session to help you complete a bank reconciliation for the first time if needed.

Reconcile Bank Statement

Bank Account
 CURR Current Account (11125.52)

Last Reconciled Bank Statement
 End Date: 28/02/2013 Previous Closing Balance: 10360.52

Enter bank Statement Page numbers (points to 'From the Statement to be Reconciled' field)

Enter bank Statement Start and End Dates (points to 'Start Date' and 'End Date' fields)

Enter your Closing Balance from your bank Statement (points to 'Closing Balance' field)

Reconcile Entries

Date	Reference Number	Debit	Credit
<input checked="" type="checkbox"/> 29/01/2013	Q152889		
<input checked="" type="checkbox"/> 03/03/2013	P1245611		138.00
<input checked="" type="checkbox"/> 04/03/2013	P1245612		138.00
<input checked="" type="checkbox"/> 20/03/2013	P1245610		394.00
<input checked="" type="checkbox"/> 20/03/2013	P1245614		138.00
<input type="checkbox"/> 02/04/2013	P1245613		207.00

Tick the Boxes of the Cheques and Paying-in Slips that match your bank Statement (points to checkboxes)

Reconcile when you Balance. Leave if you need to come back to it Abandon to cancel (points to 'Reconcile', 'Leave', and 'Abandon' buttons)

Your Closing bank Balance should match your Current Reconciled Balance before you 'Reconcile' (points to 'Current Reconciled Balance' field)

Number of Selected Items: 5
 Current Reconciled Balance: 10918.52

Reconciliation is the process whereby you and the Bank agree the Transactions that have been entered and cleared on each Bank Account. As soon as the Bank Statement/s arrives you should tick the items that match those on Fund Manager. Transactions may remain Unreconciled for some time, especially if Cheques you have sent to someone fail to be presented for Cashing. If an item is Reconciled incorrectly it can be Unreconciled.

When Reconciliation is complete you can print out your Reconciliation from;
 Bank and Cash>List Reconciled Statements
 Choose>Click on the Date of Reconciliation to be printed
 Print the Report from the bottom of the screen

You can take as many printouts as required of your Bank Statement Reconciliations.

The Opening Balance on the List Unreconciled Bank Entries Report should always match the figure on the last Bank Statement you Reconciled.

Note: if you leave a bank reconciliation part way through, when you return to Bank reconciliation you will be returned to the part completed statement. You MUST complete a reconciliation before you can proceed to another one, irrespective of how many bank accounts you have.

Transfer Between Bank Accounts

Use this screen to let Fund Manager know you have Transferred money to one of your other Bank Accounts without issuing a Cheque or using Cash etc.

The example here shows money being Transferred from a Current Account to a Deposit Account, the request was done at the Bank and no Cheque was issued.

Cancel/Amend a Bank Transaction

You can cancel Bank Transactions including Cashed Cheques, Paying in Slips and Bank Transfers, while they remain Unreconciled. Reconciled items and items that are part of an incomplete bank reconciliation and that have been selected will not appear in the list.

Unreconcile Bank Statement

If you need to cancel a Bank Transaction that has been Reconciled, then you must Unreconcile it first. There is an option on the Bank and Cash menu for this process.

Unreconciling will simply return all the items that had been Reconciled back to the list of items NOT Reconciled. To use this function simply tick the Statement you would like to Unreconcile on the left and click Unreconcile.

N.B. – Unreconciling a Bank Statement will cause all subsequent reconciliations to be automatically unreconciled.

List Cancelled Bank Transactions

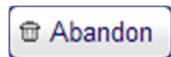
This Report lists all Bank Transactions that you have cancelled.

Additional Support is available via www.mypebble.co.uk/en/support/fm

There are a number of videos, tutorials and FAQs to answer all your queries here.

In addition you can use the Feedback tab on the right hand side of the Fund Manager screens to send us your great ideas, amazing suggestions and tell us how well we are doing. Click on Feedback and you will see the screen below, simply complete the fields and post your comments. We will receive an email and respond to you.

Glossary of Tabs/Buttons



Leave a page



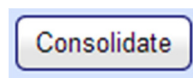
Add pupils/staff/organisations to a Group



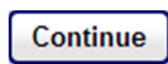
A quick link to paying in



Need some Training? Get in contact with this Button



Merge duplicate Names



Continue to the next part or process



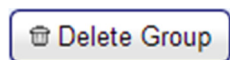
Create an ad-hoc Group of your choosing



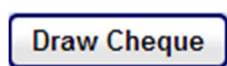
Create a New Account heading to post Receipts to and send Payments from



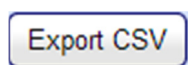
Create a new pupil/staff/organisation Name



Delete an ad-hoc Group that you no longer need



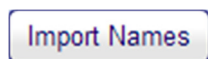
Use this Button to draw a Cheque for Cash



Allows you to open up your Report in Excel



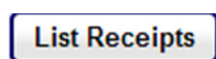
Need some Help – check out our Help pages and click on here if our Guides cannot resolve your problem



Import your pupils Names from your MIS via a CSV template



Leave the page and return later to where you were



Create a list of who has paid money

Manage Accounts

Manage/Edit/Create your Accounts

Manage Names

Manage/Edit/Create your pupil/staff/organisations Names

Pay In Receipts to Bank

Complete your Paying-in Slip and then click this Button

Print

Print any page using this Button

Receipt

Record the money taken in school

Reconcile

A quick link to Reconciling your Statements/Reconcile your Statement

Remove from Group

Remove Names/Accounts from a Group

Reprint Receipts

Allows you to Reprint your Receipts

Save

Save your entries

Save & Print

Save and Print your entries

Save & Send SMS

Save and Send an SMS for your entries

Search

Search your query

Search Account Balances

Shows your current status of all your Accounts

Search Transactions

Save and Send an SMS for your entries

Show out of use

Reveal names or accounts that have been taken out of use

Split Receipt

Allows you to split your Receipts and Payments

Transfer

Action your Transfer

Unreconcile

Click to Unreconcile Bank Statements