

# Fund Manager Year End

## User Guide

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# Chapter 1

## Introduction

Closing the accounts for the year is usually something that people find difficult because it's only done once a year and the final closure is ... well *final*. Once you close down the year's accounts, everything is locked down and you can't go back and make changes. That's why there is a draft close-down so you can prepare everything in advance of taking the final step but still be able to cancel if you need to. Then you only need take that final step when you have everything organised to do so.

**Important!** It's not as scary as you think. Follow the steps documented in this guide to close down your year. Remember, we are with you each step of the way. And your auditors are there to support you too. You should only do a final close-down on their say-so once they have approved the draft close-down accounts.

### Am I ready to do a year end?

If you are thinking about closing year end, ask yourself:

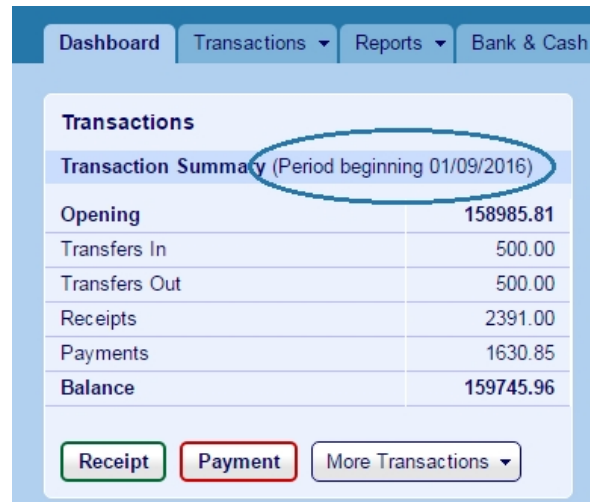
- Have I received all the bank statements up to the year end date?

**Tip:** You cannot close the year until you have received these because you need to reconcile all your accounts against the bank statements for the year, although if you are asked to, you can perform a blank reconciliation for the missing period at the year end and carry forward any unreconciled transactions to the next year. It isn't something we recommend but you may be asked to do this by your auditors.

### What if I don't know my year end date?

If you don't know your year end date, you can see the start date of the current year on the Transactions section of the Fund Manager Dashboard.

For example, here we can see the year started on 1/9/2016:



Transactions	
Transaction Summary (Period beginning 01/09/2016)	
Opening	158985.81
Transfers In	500.00
Transfers Out	500.00
Receipts	2391.00
Payments	1630.85
Balance	159745.96

Receipt Payment More Transactions ▾

so the year end date will be 31/8/2017.

### Can I continue to enter transactions in the new year before closing the previous year?

One of the questions we are asked most frequently when people come to do year end, is “Can I continue to enter transactions in the new year without closing the previous year first?” The answer is **YES**. Transactions apply on the date they are entered in Fund Manager, so transactions that you enter on dates that fall in the new financial year are not counted within the previous year's dates.

### What are the stages you go through to close the year?

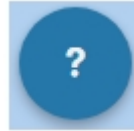
There are three stages and we'll go through each in a separate chapter.

1. Preparation - get ready to close the year
2. Draft close-down - do a dummy run and prepare accounts to hand to the auditors
3. Final close-down.- only do this if your auditors have signed off on the accounts you presented from the draft close-down

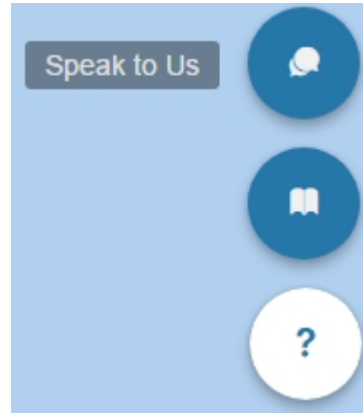
### What if I don't understand something or I need more help?

- You can see helpful information we share with you or have a conversation with us through Fund Manager's Conversations feature.

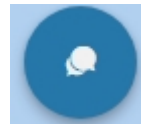
1. Hover the mouse over the Help icon.



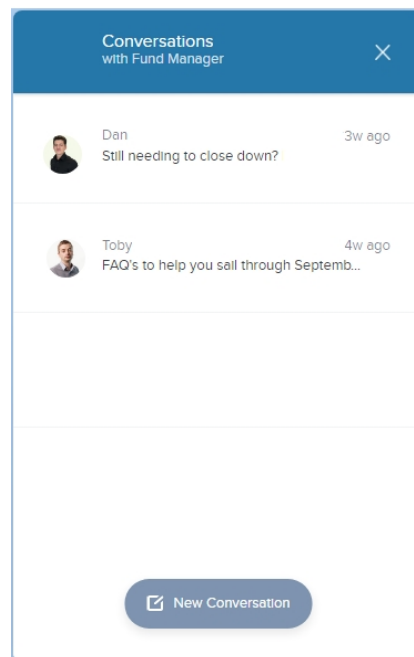
This produces a pop-up menu to choose from.



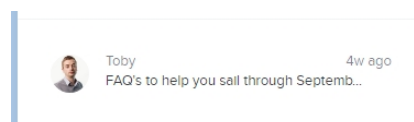
2. Select the Speak to Us icon.



This produces the Conversations with Fund Manager window.



3. To view a message we have sent, click the conversation.





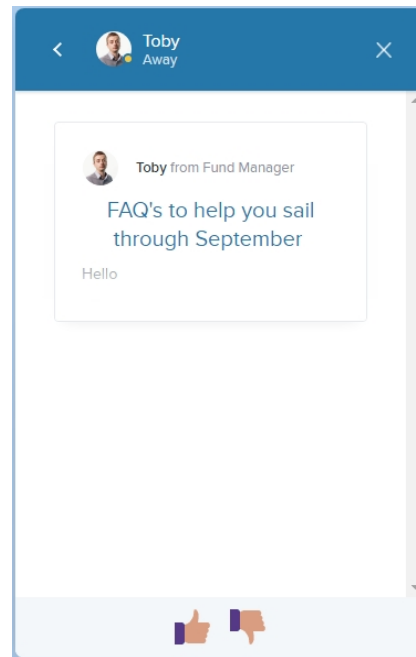
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- The conversation is expanded.
- Click the box with the conversation to see the full message.

### Note:

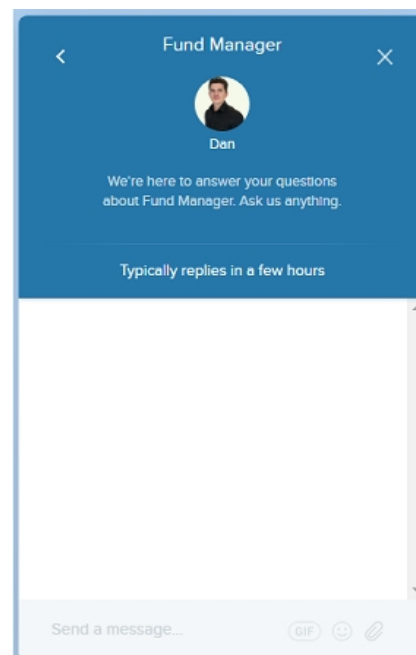
You can give us feedback on how helpful you found the message and this will help us to improve the help we give you in future.

- Click Thumbs Up  if you found it helpful
- Click Thumbs Down  if you found it unhelpful



4. To start a new conversation or ask us a question, click New Conversation.

This opens a new conversation and you can type in your question to us in that window.



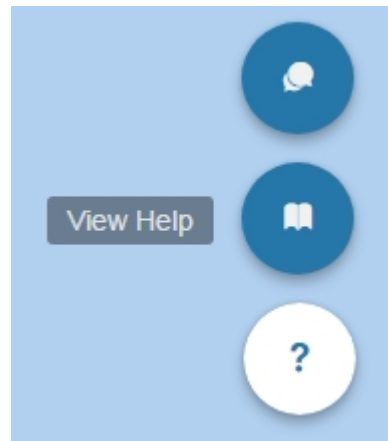


- You can find out what the fields mean, what you can do on a screen and how to perform different tasks from Fund Manager's Embedded Help feature.

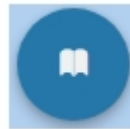
1. Hover the mouse over the Help icon.



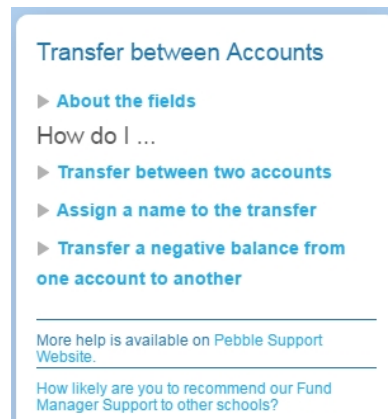
This produces a pop-up menu to choose from.



2. Select the View Help icon.



This produces the Help window for the screen.



3. To view more information about a field, click About the fields.

► **About the fields**

This expands the drop-down to show the list of fields on the screen. Selecting a field expands the drop-down to show the description for the field.

### Transfer between Accounts

#### ▼ About the fields

##### ▼ Transfer From

The account you want to transfer money from.

You can enter a character or characters from the account code in the **Search** field to display the account.

- You can find more support on using Fund Manager on Pebble's Support Website, available by clicking [here](#).

#### Tip:

If you are reading this from a printed version, you can access the Support Website by opening a browser, and entering

'https://www.mypebble.co.uk/supportdocs/Content/support/fm/fm-home.htm' in the URL (without the inverted commas) like this:



# Chapter 2

## Preparing for year end

This chapter describes what you need to do **before** you begin to close down the year end.

Year End Preparation Actions	Check
<p>1. Do I know my year end date?</p> <p><b>Note:</b> Remember if you're not sure when your year end is, check your start date on the Transactions section on the Fund Manager Dashboard.</p>	<input type="checkbox"/>
<p>2. Have I received all bank statements up to the year end date?</p> <p>If you have, that's great. If you haven't, you can wait until you have received them all. There is no problem continuing to enter transactions in the new year without closing the previous year first. However, if your auditors require you to close the year even although you don't yet have all the bank statements up to the year end date, you can perform a blank reconciliation for the missing period at year end and carry forward unreconciled transactions to the next financial year. It isn't something we recommend but you may be asked to do this by your auditors.</p>	<input type="checkbox"/>

Year End Preparation Actions	Check
<p>3. Have I identified and recorded which accounts I will use in the new year and which accounts won't be used again?</p> <p><b>Note:</b> You may seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure which accounts you can close and which you will use again.</p> <p><b>Tip:</b> Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p>	<input type="checkbox"/>
<p>4. Have I moved the account balances for accounts which won't be used again?</p> <p><b>Note:</b> You may seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure which accounts you can close and which you will use again.</p> <p><b>Tip:</b> Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p>	<input type="checkbox"/>
5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date?	<input type="checkbox"/>
6. Have I printed a list of cancelled transactions?	<input type="checkbox"/>
7. Am I ready to do a draft close-down?	<input type="checkbox"/>

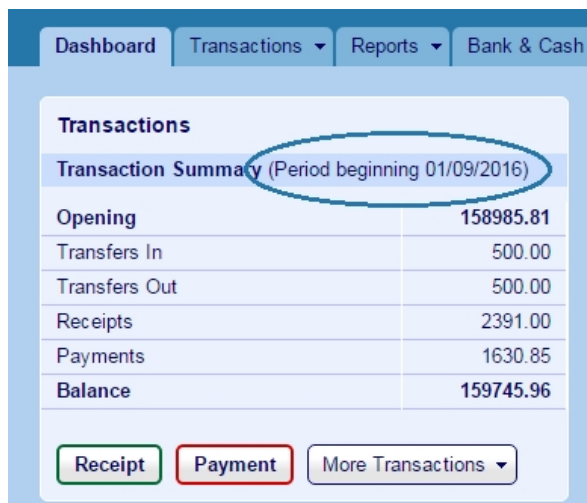
The following pages in the chapter will take you through these preparation actions step-by-step.

**Tip:** For your own records, we recommend keeping a track of what you do at year end. This will help you when you or someone else comes to do the year end close-down the following year. We have included checklists and space for notes in the Appendix [Your Checklists and Notes on page 39](#).

## 1. Do I know my year end date?

If you don't know your year end date, you can see the start date of the current year on the Transactions section of the Fund Manager Dashboard.

For example, here we can see the year started on 1/9/2016:



Transactions	
Transaction Summary (Period beginning 01/09/2016)	
Opening	158985.81
Transfers In	500.00
Transfers Out	500.00
Receipts	2391.00
Payments	1630.85
Balance	159745.96

so the year end date will be 31/8/2017.

## 2. Have I received all bank statements up to the year end date?

You know your year end date from step 1.

You need to have bank statements that include all transactions entered up until the year end date in order to perform a year end.

### Can I enter transactions for the new school year even although I haven't closed the previous year?

The answer is **Yes**. There is absolutely no problem in entering transactions in the new financial year before you close the year end for the previous financial year. This is because transactions are tied to the year by the transaction date you select when you enter them onto Fund Manager, so as long as you are entering the transactions with a date in the new year, they will not be included in the previous year accounting.

### Can I enter transactions for the previous year?

The answer is **Yes**. There is no problem entering back-dated transactions for the previous year if you haven't closed it yet.

For example, say you come back to school on the 2nd of September and are very busy with the start of the new school year. It is only by the end of the first week in September that you open a backlog of letters which contain payments from parents for items purchased in the previous school year. You haven't closed the previous year yet. What do you do? You enter the payments with a date in August. Then when you close the year which ends on 31 August, these transactions will be included in that year's accounts.

**Receive printed bank statements?** You may need to wait a few weeks until after year end for the printed statements to arrive before you can close the year end.

**Work from home?** If you have access to online banking, you can log on and see the online bank statements sooner than you can if you receive printed bank statements. It's sensible to wait until the year end date has passed to be sure that all the transactions up to that date have been captured on the statement online.

Depending on your bank, your online statement may show something like a **Pending Transactions** section. This shows you what is coming soon to your statement but isn't yet recorded on the statement. Wait until all pending transactions for the year have been recorded on the bank statement.

## Troubleshooting

<p>I need to close the year but I don't have bank statements up to year end. Can I do this?</p>	<p>This isn't something we recommend but we understand that it is something you may be asked to do. So if you can't wait until all bank statements come in to the year end date, you can create a blank reconciliation statement in order to close the year ahead of getting all bank statements in.</p> <p>To do this:</p> <ol style="list-style-type: none"> <li>1. Open Bank &amp; Cash &gt; Reconcile a Bank Statement.</li> <li>2. Select the Bank Account.</li> <li>3. Enter the End Date as the year end date.</li> <li>4. Enter the Closing Balance to be the same value as the Opening Balance value.</li> <li>5. Click Reconcile.</li> </ol> <p>Any outstanding items in the year are then carried forward to the new year for you to reconcile later. The effect of this is that items you might have completed at year end are carried forward and completed in the new year.</p>
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## 3. Which accounts will I use next year and which will I close?

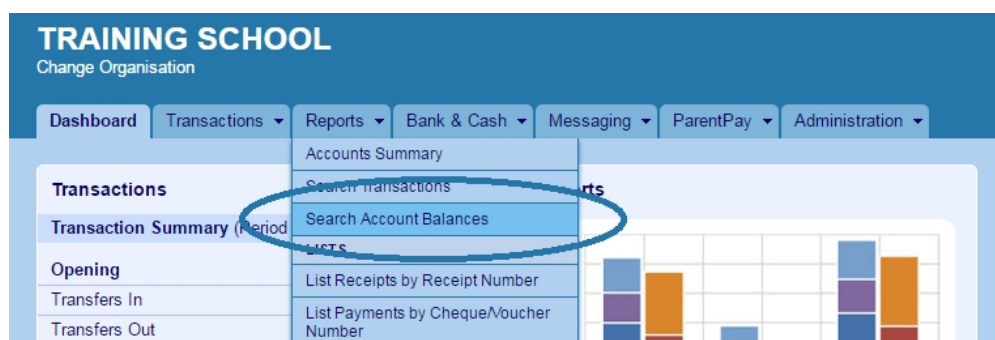
We cannot advise you on which accounts you need to close at year end because every school is different. If you are at all unsure about which accounts to close, or what account to move funds into if there are any left from the previous year in an account you need to close, then please check with your Head Teacher, School Business Manager, or external Auditor for guidance.

For example, you might want to close accounts that were set up during the current financial year for one-off or non repeating offers, such as:

- A specific trip that has now expired.
- Temporary supplies (revision guides or uniform).
- One-off offers (discos, tea and coffee).
- Charity fund.

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### 1. Open Reports > Search Account Balances.



### 2. At the top of the report, enter the details which will give you a report that includes everything you need to get an overview of the accounts and how they performed during the financial year you want to close.

A screenshot of the 'Search Account Balances' form. It includes a search bar, a dropdown for 'Account Group' (set to '-----'), and date pickers for 'Date From/To' (01/09/2016 to 31/08/2017). There are checkboxes for 'Include VAT', 'Sort into Account Groups', 'Only Changed Balances', 'Include Transfers' (checked), and 'Include Out of Use' (checked). A 'Search' button is at the bottom right.

- Leave the account field blank as - Select Account -
  - Leave the Account Group as -----
  - Enter the start and end dates for the year e.g. if the year started on 01/09/2016, enter this in the From box and enter 31/08/2017 in the To box.
  - Select Include Transfers.
  - Select Include Out of Use.
  - Click Print.
3. Check the report that is output as a PDF.

#### Search Account Balances

Accounts	Movement in Period	Opening Balances	Transfers In	Transfers Out	Receipts	Payments	Closing Balance
39	231.15	159785.37	1785.00	1785.00	2387.00	2155.85	160016.52

The header outlines how many accounts you have for school funds. As we included out of use accounts, this is the total number of accounts that you have, including out of use accounts.



Code	Account	S	Opening	Transfers In	Transfers Out	Receipts	Payments	Balance
SKI17	Ski Trip 2017/2018		1715.00	0.00	0.00	0.00	0.00	1715.00
FILE13	Filey 2013	*	0.00	0.00	0.00	0.00	0.00	0.00

Each row on the report shows the figures for an account. *Out of use* accounts are greyed out. Each account shows the Opening balance, Transfers In, Transfers Out, Receipts, Payments and the closing Balance for the financial year.

4. Use this report to check and verify:
  - the closing balances are correct and can be used as the opening balances in the new period.
  - the account will be used in the next financial period.

## Troubleshooting

I don't know which accounts I need to close. What should I do?	Check with your School Business Manager, Head Teacher or external auditor.
I don't think the closing balance is correct. What should I do?	The first thing you need to do is identify what the balance should be. Then you can begin to consider how it might have become out of balance.  For example, if you credited an amount to the account that should have been credited to a different account, you can resolve this by transferring money from this account to the correct account, using Transactions > Transfer Between Accounts.

## 4. Have I moved the account balances for accounts which won't be used again?

For the accounts that are **not** to be used in the next period:

1. If the accounts have a closing Balance that isn't £0.00 (zero), we recommend that you transfer the balance to an account which is in use, preferably a year end closing account.

**Important!** Remember, if you are at all unsure about which accounts to close, or what account to move funds into if there are any left from the previous year in an account you need to close, then please check with your Head Teacher, School Business Manager, or external Auditor for guidance.

2. If the accounts have a closing Balance of £0.00 (zero), mark these accounts out of use.

**Warning!** You should not mark an account out of use when it still has funds in it because these can easily be forgotten and lost.

### Troubleshooting

I need to create a year end account to hold unused balances. How do I do that?	<ol style="list-style-type: none"><li>1. Open Administration &gt; Manage Accounts.</li><li>2. Select Create New Account.</li><li>3. Create the new Account with an Account Code e.g. <i>TEMP - End of Year Temporary Account</i>.</li><li>4. Click Save.</li></ol>
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<p>I need to transfer money to an end of year account. How do I do that?</p>	<ol style="list-style-type: none"> <li>1. Open Transactions &gt; Transfer Between Accounts.</li> <li>2. Select the account you want to mark out of use in the Transfer From box.</li> <li>3. Select the year end closing account in the Transfer To box.</li> <li>4. Enter the closing Balance in the account you want to mark out of use in the Amount box.</li> <li>5. Select a Date within the current financial period which you are closing.</li> <li>6. Enter Notes to help you identify the reason for the transfer e.g. <i>Marking account out of use in financial year 2016/2017.</i></li> </ol> <p><b>Note:</b> You can't transfer the money without entering notes.</p> <ol style="list-style-type: none"> <li>7. Click Transfer.</li> </ol>
<p>I need to mark an account out of use. How do I do that?</p>	<ol style="list-style-type: none"> <li>1. Open Administration &gt; Manage Accounts.</li> <li>2. Select the check box at the left alongside the accounts you want to mark out of use and which now have a balance of £0.00 (zero).</li> <li>3. Select Out of Use in the Batch Actions section of the screen.</li> <li>4. Click Update Account(s).</li> </ol>
<p>I know I created an account but I can't see it in the list of accounts. Why not?</p>	<p>The account may have been marked out of use.</p> <ol style="list-style-type: none"> <li>1. Open Administration &gt; Manage Accounts.</li> <li>2. Click Show out of use.</li> <li>3. Enter the name of the account in the Filter field.</li> <li>4. Select the account.</li> <li>5. Select In Use.</li> <li>6. Click Update Account.</li> </ol>

## 5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date?

Reconciliation is the process by which you and the bank agree the transactions that have been entered and cleared on each bank account. As soon as the bank statement(s) arrive you should reconcile the items that match with that statement. This means that you won't have to do a huge amount of reconciliation at the year end, just the most recent bank statements.

**Note:** Transactions may remain *Unreconciled* if you have issued cheques to someone who has not yet presented them. Where payments are made, the reconciliation process tends to be quicker.

Often it might seem as if you don't need to reconcile accounts which have a balance of £0.00 (zero) because there is nothing to reconcile. However, you still need to select the bank account and click **Reconcile** in order to record that you have reconciled the account.

If you attempt to close year end and you haven't reconciled all bank accounts you will see the message "You have not yet reconciled all of your bank accounts".

### Identify all the bank accounts you need to reconcile

To check what bank accounts you have:

- Open Administration > Manage Bank Accounts.

This list of accounts shows accounts which are no longer in use in grey italics and accounts which are in use.

You need to reconcile all bank accounts that are still in use except for the Cash account and the ParentPay Settlement account, if you have one.

To see which statements you have reconciled throughout the year:

1. Open Bank & Cash > List Reconciled Bank Accounts.
2. Click Bank Account to order the list by account.

This shows you the accounts that have reconciled statements.

## Reconcile bank statements

1. Open Bank & Cash > Reconcile a bank statement.
2. For each bank account you want to reconcile:
  1. Select the bank account that you want to reconcile.
  2. Click Reconcile this account.

**Reconcile Bank Statement**

**Bank Account**  
 CURR School Fund (111873.87)

**Last Reconciled Bank Statement**  
 Last Page: 61 End Date: 31/12/2016 Previous Closing Balance: 106325.22

**Details Taken From the Statement to be Reconciled**

First Page:	<input type="text" value="62"/>	Start Date:	<input type="text" value="01/01/2017"/>	Opening Balance:	<input type="text" value="106325.22"/>
Last Page:	<input type="text" value="64"/>	End Date:	<input type="text" value=""/>	Closing Balance:	<input type="text" value=""/>

3. Enter the First Page, Last Page, Start Date, End Date and Closing Balance details from the statement you are reconciling.

**Note:** The Opening Balance should always match the figure on the last bank statement you reconciled.

**Reconcile Entries**

	Date	Reference Number	Notes	Debit	Credit
<input type="checkbox"/>	12/01/2017	P000488			742.25
<input type="checkbox"/>	06/02/2017	P000489			316.00
<input type="checkbox"/>	09/02/2017	Q4512595		200.00	
<input type="checkbox"/>	01/03/2017	Q4512596	invoice	500.00	
<input type="checkbox"/>	22/03/2017	Q5545457	Lakes trip	200.00	
<input type="checkbox"/>	23/03/2017	P000490			200.00
<input type="checkbox"/>	30/03/2017	Q4512597		500.00	

4. Select the transactions in Fund Manager that match those on your bank statement.

**Tip:** Remember that you can only reconcile transactions that lie inside your start and end date.

5. Click Reconcile.

You will now see a list of all your reconciled bank statements.

**Note:** You can leave a reconciliation part-way through by clicking Leave. However, if you do, you won't be able to reconcile another bank account until you either reconcile it (by clicking Reconcile) or abandon it (by clicking Abandon). This is because whenever you go back to the option Reconcile a Bank Statement, it will display the part-completed reconciliation for you to continue.

3. For each bank account you have reconciled, you can print the reconciled statement details in the following way:

1. Open Bank & Cash > List Reconciled Bank Accounts.
2. Click on the Start Date OR End Date of the reconciliation you want to print. This displays the statement for your reconciliation.
3. Click Print.

### Troubleshooting

I'm trying to reconcile another bank account, but I am stuck in my Current Account. Why?	This is because you are part-way through reconciling the Current Account. You must either complete reconciling the Current Account, or click Abandon to come out of it. You will then be able to select the bank account you need to from the Account drop-down menu.
I'm trying to reconcile but I'm getting an error. Why?	If all the transactions are not within the period specified the statement won't reconcile. You can: change the statement dates or amend the transaction date. If you choose to amend the transaction date, you will need to clear the selection on the Bank Reconciliation screen first. Then you will be able to select the transaction to amend it.
I recorded a cheque receipt but it's not showing on my bank reconciliation screen. Why?	Cheque receipts don't show on the bank screen like cheque payments. They need to be recorded on a paying-in slip which requires them to be paid to the bank. Then they will appear on the bank reconciliation screen.
How do I find a list of unreconciled bank entries?	<ol style="list-style-type: none"><li>1. Open Bank &amp; Cash &gt; Bank History.</li><li>2. Select Unreconciled from the Status drop-down menu.</li><li>3. Click Search.</li></ol>

How do I perform a blank reconciliation for Period End?	<ol style="list-style-type: none"> <li>1. Open Bank &amp; Cash &gt; Reconcile Bank Statement.</li> <li>2. Select the Bank Account.</li> <li>3. Set the end date on your system to match the year end date.</li> <li>4. Set the opening balance on the system from the bank reconciliation as your closing balance.</li> <li>5. Click Reconcile.</li> </ol> <p>This will force a blank statement through Fund Manager so you will now have reconciled statements up to the year end.</p>
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## 6. Have I printed a list of cancelled transactions?

You need to print the report of transactions that have been cancelled throughout the year before you proceed to prepare a draft period close-down.

**Warning!** If you don't print these now, you won't be able to once you move to the next stage.

1. Open Reports > List of Cancellations.
2. Click Print.

### Troubleshooting

I've spotted a transaction I cancelled in error. What do I do?	<p>If this is a single item transaction, re-enter the transaction.</p> <p>If it already paid into the bank, when you re-enter the transaction, enter it back-dated.</p>
----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 7. Am I ready to do a draft close-down?

If you have had no problems in completing any of the preparation tasks, you are ready to do a draft-closedown.

If you have encountered any problems, you will need to resolve these before proceeding. Use the **Troubleshooting** sections in this chapter to help you and if you are stuck, open a conversation with us, using the Fund Manager Conversations Feature described in *What if I don't understand something or I need more help?* [on page 2](#)





# Chapter 3

## Draft close-down

This chapter describes the reports which must print **after** you have done year end preparation actions, described in the previous chapter [Preparing for year end on page 7.](#) and **before** you do a final close-down.

The point of a draft close-down is to allow you to do a dummy run at the final close-down and prepare the accounts for auditing.

When you prepare a draft close-down, this locks transactions within the time period you are closing to give the view of the time period in entirety. This lets you see what the final close-down will look like but allows you to cancel and unlock the transactions during that time period if you made a mistake or need to include more recent transactions within the final close-down.

**Tip:** You can cancel a draft close-down but you cannot cancel a final close-down.

Draft Close-down Actions	Check
1. Have I created the Draft Close-down?	<input type="checkbox"/>
2. Have I checked the Account Summary report?	<input type="checkbox"/>
3. Have I checked the Transactions report?	<input type="checkbox"/>
4. Have I checked the Account Balances report?	<input type="checkbox"/>
5. Have I checked the Bank History report?	<input type="checkbox"/>
6. Have I checked the Cash History report?	<input type="checkbox"/>

Draft Close-down Actions	Check
7. Have I checked the Bank Balances report?	<input type="checkbox"/>
8. Am I ready to present the accounts to the auditor?	<input type="checkbox"/>

The following pages in the chapter will take you through these actions step-by-step.

**Tip:** For your own records, we recommend keeping a track of what you do at year end. This will help you when you or someone else comes to do the year end close-down the following year. We have included checklists and space for notes in the Appendix [Your Checklists and Notes on page 39.](#)

## 1. Create the draft close-down

1. Open Administration > Period End Closedown.

2. Enter the period end date in the Date To field.
3. Click Preview to view a preview of the Account Summary for the Period.

Dashboard Transactions Reports Bank & Cash Messaging Administration

Account Summary for the Period: 01/09/2014 to 24/08/2015 (Preview)

This report is for preview purposes only, and is not necessarily a final representation of the state of this fund's accounts.

**Section 1**

Income		Expenditure	
FREEWILL DONATIONS	50.00	FREEWILL DONATIONS	0.00
<b>Total Income</b>	<b>50.00</b>	<b>Total Expenditure</b>	<b>0.00</b>
<b>Excess of Expenditure over Income</b>	<b>0.00</b>	<b>Excess of Income over Expenditure</b>	<b>50.00</b>

**Section 2**

Balance b/f 01/09/2014		Balance c/f 24/08/2015	
Cash	84.06	Cash	134.06
Cheques in Hand	0.00	Cheques in Hand	0.00
Unsettled ePayments	0.00	Unsettled ePayments	0.00
Current Account	4598.90	Current Account	4598.90
Deposit Account	3000.00	Deposit Account	3000.00
Unbanked Cheques	122.50	Unbanked Cheques	122.50
<b>Total</b>	<b>7805.46</b>	<b>Total</b>	<b>7855.46</b>

Income		Expenditure	
<b>Movement in Period</b>	<b>50.00</b>	<b>Movement in Period</b>	<b>0.00</b>

**Section 3**

Amount owing to the Fund at Period End		Amount owed by the Fund at Period End	
Amount received in advance for a committed expense		Valuation at cost price of Stock in Hand at period end	
<b>Total</b>	<b>0</b>	<b>Total</b>	<b>0</b>

This report is for preview purposes only, and is not necessarily a final representation of the state of this fund's accounts.

Print Proceed to Close Down Abandon

There are three sections in the Preview:

- Section 1 This lists all the accounts that have been in use during the period.
- Section 2 This lists your bank and cash accounts with their brought forward (b/f) balance and carried forward (c/f) balances.
- Section 3 This lists unreconciled bank items in the period about to be closed.

4. Complete the draft close-down by clicking Proceed to Closedown.

**Note:** This only creates the draft close-down. It does **not** perform a final close-down.

This produces all the reports you need for financial period you are closing.

**Tip:** The Closed column is empty. It will display an asterisk when you do the final close-down.

**Warning!** When you click Report under Account Summary you will see there are now three new buttons at the foot of the report.

**DO NOT** click Close Down here until you are ready to close the accounts for the year in the final close-down.

## Troubleshooting

How will I know if I am satisfied with the information presented in the Account Summary report preview?	<p>Once you have clicked Proceed to Closedown in step 4 above, you will be able to examine all the reports generated in detail.</p> <p>If you are unsatisfied or need to make an amendment to anything you can click Cancel Draft Period.</p>
I'm trying to amend a cheque payment but it's not showing on the list so I can't select it. Why?	<p>This is usually because you have it selected on the Bank Reconciliation screen. You must clear the selection on the Bank Reconciliation screen first. Then you will be able to select the cheque payment to amend it.</p>

Why can't I see my cheque receipts after saving them on the paying-in screen?	Usually this is because instead of going through as a cheque receipt, the transaction has gone through as cash. If this is the case, you need to cancel the transaction and record it again, making sure the Type is set to Cheque (on Receipts).
I want to pay my cash into the bank on the Bank & Cash > Pay Receipts to Bank screen but my cash is showing less than I thought I had. What's happened?	The first thing to check in this case is whether you have recorded a cash payment instead of a cheque payment because this reduces the cash in hand. The second thing to check is whether you have recently cancelled cash transactions. If you are in any doubt, the best way to identify what's happened is to look at the Bank & Cash > Cash History report as this will help you to identify your most recent transactions and possibly help you work out from there what has happened.

## 2. Have I checked the Account Summary report?

The Account Summary report shows details of the income and expenditure for each account during the year you are closing. It shows the balance of all bank accounts, including cash and cheques in hand and any unsettled ePayments.

The Account Summary report has six sections. You've met the first three of these in the Preview above. When you click Proceed to Closedown in step 1 above, three new sections are added to this report. These sections are for signatories, signing off on the final year end accounts.

Section 1 This lists all the accounts that have been in use during the period.

Section 2 This lists your bank and cash accounts with their brought forward (b/f) balance and carried forward (c/f) balances.

**Note:** The Current Account (c/f) balance is the balance at the end of the year and includes all unreconciled items, which are listed separately in Section 3.

Section 3      This lists unreconciled bank items in the period about to be closed.

The Amount owing to the fund at period end comprises:

- Cheques received by the school that have not yet been presented to the bank i.e. they are not on the paying-in slip to the bank in the period in which the cheque appears.  
You can add these cheques on the paying-in slip and then they won't appear under Amount owing to the fund at period end:
- Cheques that have been presented to the bank but have not yet appeared on the bank statement i.e. the cheques are on the deposit slip within the period but don't appear on the bank statement until the subsequent period. For example, you deposited a cheque to the bank on 31st August but the cheque doesn't appear on the bank statement until 4th September.

The Amount owed by the fund at period end comprises:

- Cheques you have written but which have not yet been presented to the bank.

Section 4      This is for the Treasurer and Headteacher to sign when the final accounts are closed for the year.

Section 5      This is for your Auditors to sign and fill in when the final accounts are closed for the year.

Section 6      This is for the Chairman of the Board of Governors to complete when the final accounts are closed for the year.

## Troubleshooting

I want to add  
cheques on a  
paying-in slip  
so they won't  
appear under  
Amount owing  
to the fund at  
period end.  
How do I do  
that?

Open Bank & Cash > Pay Receipts to Bank.

Here you have the option to pay any outstanding cheque receipts into the bank onto a paying-in slip. This will then clear these transactions from showing as owing to the fund at period end. For example, if amounts owing to the fund at period end are shown,

Section 3	
Amount owing to the fund at period end	
000050	10.00
000048	10.00
000047	10.00
000046	10.00
000042	50.00
000039	25.00
000040	172.00
000036	10.00
000035	50.00
Amount received in advance for a committed expense	
<b>Total</b>	<b>347.00</b>

creating a new paying-in slip for these amounts

New Paying-in Slip							
Cheques in Hand							
Filter: <input type="text"/>							
<input type="checkbox"/>	Date	Account	Description	Name	Class	Year	Receipt No. Amount
<input checked="" type="checkbox"/>	13/02/2015	SPORT2 Swimming	Swimming Club Payments	Bailey, Lauren			50 10.00
<input checked="" type="checkbox"/>	13/02/2015	SPORT2 Swimming	Swimming Club Payments	COOPER, Colt			48 10.00
<input checked="" type="checkbox"/>	13/02/2015	SPORT2 Swimming	Swimming Club Payments	BARDELL, Mark			47 10.00
<input checked="" type="checkbox"/>	13/02/2015	SPORT2 Swimming	Swimming Club Payments	CARRUTHERS, Thomas			46 10.00
<input checked="" type="checkbox"/>	12/12/2014	TRIP2 Metroland	Metroland Payment	BARDELL, Mark			42 50.00
<input checked="" type="checkbox"/>	04/12/2014	SPORT2 Swimming	Swimming Lessons	BROWN, Jack			36 10.00
<input checked="" type="checkbox"/>	04/12/2014	SPORT1 Five A Side League	Five-a-side Pitch Booking	Cartmel, Jack			35 50.00
<input checked="" type="checkbox"/>	01/11/2014	SPORT1 Five A Side League	Five A Side Team Sponsorship	Asson, Ashleigh			40 172.00
<input checked="" type="checkbox"/>	01/11/2014	TRIP1 Beamish	Beamish Trip Deposit	BROWN, Jack			39 25.00
							Cheques to be Paid in: 0
							Total Value of Cheques: 0.00

will result in Section 3 of the report showing

Section 3	
Amount owing to the Fund at Period End	
Amount received in advance for a committed expense	
<b>Total</b>	<b>0</b>

I want to see what cheques I've written that haven't yet been presented to the bank. How do I do that?

1. Open Bank & Cash > Bank History.

Here you have the option to view all unreconciled items on the Amount owed by the fund at period end.

For example, if amounts owed by the fund at period end are shown,

Amount owed by the Fund	
000004	50.00
000003	50.00
000002	10.00
000036	1000.00
100001	125.00
Valuation at cost price of Stock in Hand at period end	
<b>Total</b>	<b>1235.00</b>

2. Select the bank account or All Bank Accounts.

3. Select Unreconciled for the Status.

4. Select the period end start and end dates in Date From and Date To boxes.

Account History

Bank Account:

Type:  Status:  Date From:  Date To:

Date	Bank	Description	Reference	Debit	Credit	R
27/08/2014	CURR	Paying-in Slip	P000001			160.00
04/12/2014	SQUIDS	ePayment	E000037			20.00
04/12/2014	CURR	Direct Credit	C000045			280.00
04/12/2014	CURR	Direct Debit	D100001	125.00		
04/12/2014	CURR	Direct Debit	D000036	1000.00		
16/12/2014	CURR	Cheque Payment	Q000002	10.00		

### 3. Have I checked the Transactions report?

This report shows the volume and value of the transactions that have occurred within the year.

Clicking the link for the Transactions report displays the report.

Here you can interrogate the report to find and view different types of transactions, for example, transactions which have VAT included or those which you have imported using Transactions > Import ePayments.



Dashboard Transactions Reports Bank & Cash Messaging Administration

Transaction Report: 01/09/2014 to 24/08/2015

Account:  Date From/To:

Group:  Type:  Amount:  All Transaction:

Name:  Keyword:

Class:  Year:  Aggregate:

Transactions	Accounts	Names	Transfers In	Transfers Out	Receipts	Payments	Total
1	1	1	0.00	0.00	50.00	0.00	50.00

Date	Account	Name	Class	Description + Notes	Type	Receipt	Payment	Reference	GA
30/01/2015	DONS FREEWILL DONATIONS	OMS - General		Donations Money	Cash	50.00			
Totals including Transfers						50.00	0.00		

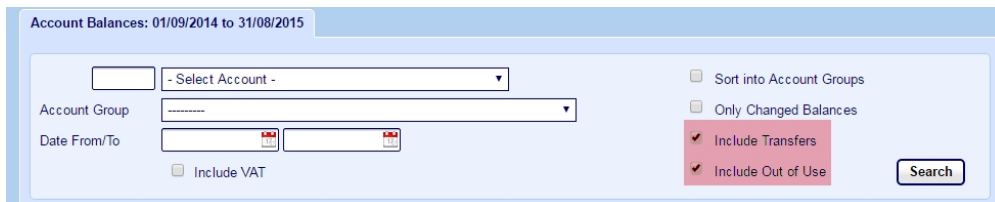
## Troubleshooting

<p>I have incorrectly recorded a paying-in slip. What can I do?</p>	<p>If the paying-in slip number is incorrect, or the amount you entered is wrong, you can amend the slip.</p> <ol style="list-style-type: none"> <li>1. Open Bank &amp; Cash &gt; Cancel/Amend Bank Transaction.</li> <li>2. Select the paying-in slip number (in blue) and it will open the slip.</li> <li>3. Make the amendment.</li> <li>4. Click Amend Paying-in Slip to save the changes.</li> </ol>
<p>I'm trying to amend a paying-in slip but it's not showing on the list so I can't select it. Why?</p>	<p>This is usually because you have it selected on the Bank Reconciliation screen. You must clear the selection on the Bank Reconciliation screen first. Then you will be able to select the paying-in slip to amend it.</p>
<p>I'm trying to amend a cheque payment but it's not showing on the list so I can't select it. Why?</p>	<p>This is usually because you have it selected on the Bank Reconciliation screen. You must clear the selection on the Bank Reconciliation screen first. Then you will be able to select the cheque payment to amend it.</p>

## 4. Have I checked the Account Balances report?

The **Account Balances** report you view from the draft period end shows the opening balances, receipts and payments, movement in period and closing balances for all accounts. Transfer values are excluded from the report by default but you should select **Include Transfers** to show the internal movement of funds.

**Note:** If you have outstanding balances in out-of-use accounts, we recommend you transfer these to an account which is in use, preferably a year end closing account, so it will be easier for you to identify this pot of money. If you don't want to do this, then you must select **Include Out of Use** so that your overall year end figures will show your true balance for the year.

The screenshot shows a web-based interface for the 'Account Balances' report. At the top, a header bar indicates the period '01/09/2014 to 31/08/2015'. Below this, there are several filter options: a text input field, a '- Select Account -' dropdown menu, an 'Account Group' dropdown menu, and 'Date From/To' date pickers. There are also checkboxes for 'Include VAT' and 'Sort into Account Groups'. A red-shaded box highlights the 'Only Changed Balances' checkbox (which is unchecked) and the 'Include Transfers' and 'Include Out of Use' checkboxes (both of which are checked). A 'Search' button is located to the right of these options.

### Tip:

A balance is a calculated value. From the **Reports** menu you can see account balances using three different reports which display a different set of transactions so the calculation of the account balance may produce a different result:

- **Account Summary**

This report is most similar to the one you can view from the Draft Period End. It displays only the income and expenditure for the current period and the balance of those transactions. Transfer values can be included or excluded from this report. By default they are excluded. If you choose to **Include Transfers**, their values will be added to the receipts and payments totals. That is what we recommend for the year end account balances report because this then includes internal movement of funds.

- **Search Transactions**

If you select a single account this report will display the same values and balances as the Account Summary report, however here the transfer values are included by default. On this report, however, they are identified as transfer transactions and are NOT added to the receipts and payments totals.

- Search Account Balances

This report is the most comprehensive; for each account it includes an Opening Balance, Receipts, Payments, Transfers and a Balance.

## Troubleshooting

I don't think the balance is correct. What should I do?	The first thing you need to do is identify what the balance should be. Then you can begin to consider how it might have become out of balance. It might be as simple as not having selected Include Transfers or Include Out of Use.
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## 5. Have I checked the Bank History report?

This report shows the debits and credits associated to each bank account within the period.

Date	Description	Reference	Debit	Credit	R
	Opening Balance			15446.00	*
18/12/2012	Direct Debit	D000001	158.00		*
01/02/2013	Paying-in Slip	P000124		20.00	*
07/02/2013	Paying-in Slip	P000001		350.00	*
05/03/2013	Direct Credit	C000089		20.00	*
05/03/2013	Cheque Payment	Q100236	10.00		*
05/03/2013	Cheque Payment	Q100237	20.00		*
05/03/2013	Direct Debit	D100238	100.00		*
05/03/2013	Direct Debit	D100239	20.00		*
05/03/2013	Paying-in Slip	P000002		590.00	*
20/03/2013	Paying-in Slip	P000123		575.00	*
08/05/2013	Paying-in Slip	P000125		20.00	*
28/05/2013	Cheque Payment	Q100238	500.00		*
28/05/2013	Transfer	T001736		999.00	*
06/06/2013	Cheque Payment	Q100239	700.00		*
21/06/2013	Cheque Payment	Q100240	300.00		*
24/06/2013	Transfer	T002095		122.00	*
02/08/2013	Cheque Payment	Q100249	3000.00		*
05/08/2013	Cheque Payment	Q100250	3000.00		*
13/08/2013	Cheque Payment	Q100248	13.00		*
Total Debit/Credit			7960.50	6792.90	

It can also show you your unreconciled items for the period if you select Unreconciled from the Status drop-down and click Search.

## Troubleshooting

I need to see unreconciled items for the period. How do I do that?	<ol style="list-style-type: none"> <li>1. Open Bank &amp; Cash &gt; Bank History.</li> <li>2. Select the bank account or All Bank Accounts.</li> <li>3. Select Unreconciled from the Status drop-down menu.</li> <li>4. Click Search.</li> </ol>
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## 6. Have I checked the Cash History report?

This report shows the debits and credits associated with your Cash in Hand account within the period.

Date	Type	Details	Reference	Debit	Credit
31/10/2012	Cash	Opening Balance			783.35
09/11/2012	Cash	Dinner Money	000001	10.00	
09/11/2012	Cash	Art Club Fees	000003		2.00
09/11/2012	Cash	Art Club Fees	000004		2.00
09/11/2012	Cash	Art Club Fees	000005		2.00
09/11/2012	Cash	Art Club Fees	000006		2.00
09/11/2012	Cash	Art Club Fees	000007		2.00
09/11/2012	Cash	Art Club Fees	000008		2.00
09/11/2012	Cash	Art Club Fees	000009		2.00
09/11/2012	Cash	Art Club Fees	000010		2.00
09/11/2012	Cash	Art Club Fees	000011		2.00
09/11/2012	Cash	Art Club Fees	000012		2.00
09/11/2012	Cash	Art Club Fees	000013		2.00
09/11/2012	Cash	Art Club Fees	000014		2.00
09/11/2012	Cash	Art Club Fees	000015		2.00
09/11/2012	Cash	Art Club Fees	000016		2.00
09/11/2012	Cash	Art Club Fees	000017		2.00
09/11/2012	Cash	Art Club Fees	000018		2.00
09/11/2012	Cash	Art Club Fees	000019		2.00
09/11/2012	Cash	Art Club Fees	000020		2.00
		<b>Balance</b>			<b>1462.70</b>

## Troubleshooting

I want to pay my cash into the bank on the Bank & Cash > Pay Receipts to Bank screen but my cash is showing less than I thought I had. What's happened?

The first thing to check in this case is whether you have recorded a cash payment instead of a cheque payment because this reduces the cash in hand. The second thing to check is whether you have recently cancelled cash transactions. If you are in any doubt, the best way to identify what's happened is to look at the Bank & Cash > Cash History report as this will help you to identify your most recent transactions and possibly help you work out from there what has happened.

## 7. Have I checked the Bank Balances report?

This report shows the opening and closing balances for the period for each of your bank accounts.

Bank Balances: 01/09/2012 to 31/08/2013

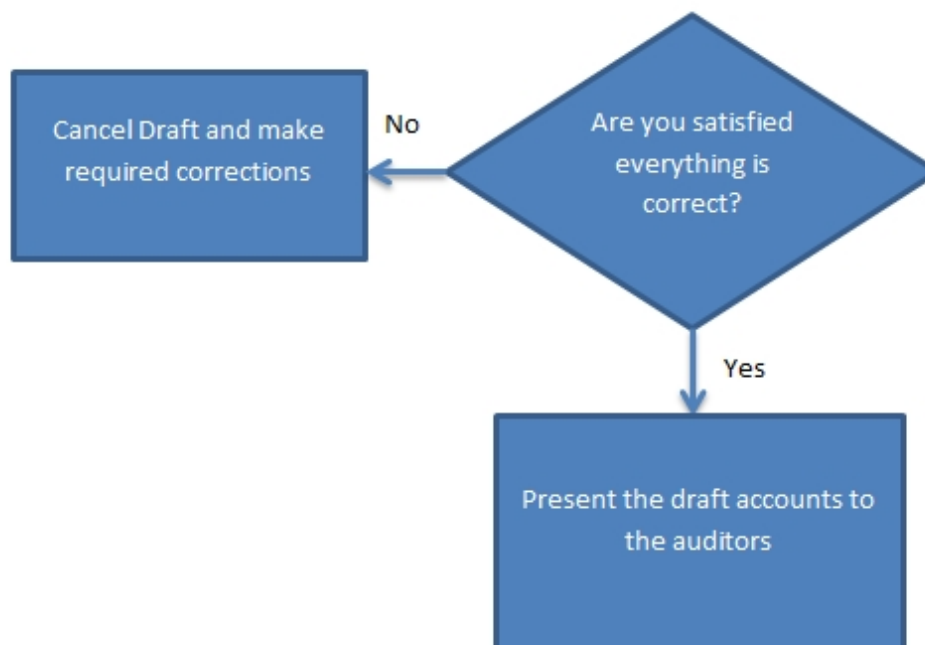
Account			
Code	Account	Opening Balance	Balance
	Cash in Hand	104.00	783.35
	Cheques in Hand	0.00	0.00
DEPO	Budget	32001.00	32001.00
CURR	Current Account	15446.00	14278.40
SETT	Settlement Account	2289.00	1414.80
WELL	WELLBEING NAT WEST 40374742	0.00	0.00
<b>Totals</b>		<b>49840.00</b>	<b>48477.55</b>

## Troubleshooting

I don't think the balance is correct. What should I do?	The first thing you need to do is identify what the balance should be. Then you can begin to consider how it might have become out of balance. It might be as simple as not having selected Include Transfers or Include Out of Use.
---------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## 8. Am I ready to present the accounts to the auditor?

Are you satisfied everything is correct?



## Do you know how the auditors like to receive the accounts?

All six reports - Account Summary, Transaction Report, Account Balances report, Bank History report, Cash History report and Bank Balances report - must be made available to the auditors.

The most usual process is to print the reports and submit the printed copies through the post. But some auditors may prefer to receive PDFs of the reports. There is also an option to export each report to a CSV file for auditing.

## Signing off the final close-down

You may remember from earlier that section 4 on the Account Summary Report is to be signed by the Treasurer and Headteacher, section 5 is to be filled in and signed by your Auditors and section 6 is to be completed by the Chairman of the Board of Governors to complete.

Whether you get all of these sections completed and the order in which you get them completed depends on your school's usual process for completing year end close-down. If you are unsure, check with the Head Teacher or School Business Manager. The usual process followed by most schools is:

1. Present the accounts to the auditors first as they will take most time to go through the accounts and return them.
2. Present them to the Headteacher after the auditors approve the accounts, when the Headteacher will sign.
3. Present the accounts to the Chairman of the Board of Governors.

**Note:** You must get audit sign off before you do the final close-down.





# Chapter 4

## Final close-down

This chapter describes how to do a final close-down.

**Warning!** Do not do a final close-down until you have ticked off all the final close-down actions.

Final Close-down Actions	Check
1. Have I got sign-off from the auditors?	<input type="checkbox"/>
2. Have I got sign-off from the Head Teacher?	<input type="checkbox"/>
3. Have I got sign-off from the Governors?	<input type="checkbox"/>

**Tip:** For your own records, we recommend keeping a track of what you do at year end. This will help you when you or someone else comes to do the year end close-down the following year. We have included checklists and space for notes in the Appendix [Your Checklists and Notes on page 39.](#)

## To do the final close-down

1. Open Administration > Period End Closedown.

Date From	Date To	Account Summary	Transaction Report	Account Balances	Bank History	Cash History	Bank Balances	Closed
01/09/2014	31/08/2015	Report	Transactions	Account Balances	Bank History	Cash History	Bank Balances	

2. Click on Report under Account Summary for the year you are closing.
3. Click Close Down at the foot of the report.

You will now see a prompt notifying you that once you close down a period you can no longer record any transactions within the period date range and that a confirmed period end close-down cannot be reversed.

In the Closed column you will see an asterisk \*. This confirms you have successfully done the final close-down for this period in Fund Manager.

All the reports for the period will remain on this screen so you can print and re-print these as required.

**Note:** The Who's not Paid report is NOT affected by close-down dates and will continue to report transactions spanning a number of periods. All other reports will now have a default date range that begins on the new period start date.

**Tip:** Congratulations on closing the year. Remember to keep your notes and checklists to help you next time.

# Appendix

## Your Checklists and Notes

All the checklists shown in the guide are available here for you to print out and keep as you go through the year end process. There is a blank page on the back of each checklist upon which you can keep notes about your own process as you work through it.

**Note:** We recommend that you retain the checklists and notes from year to year to help you remember the following year what you did during the previous year end.



## Preparing for year end

Year End Preparation Actions	Check
<p>1. Do I know my year end date?</p> <p><b>Note:</b> If you're not sure when your year end is, check your start date on the Transactions section on the Fund Manager Dashboard.</p>	<input type="checkbox"/>
<p>2. Have I received all bank statements up to the year end date?</p> <p>If you have, that's great. If you haven't, you can wait until you have received them all. There is no problem continuing to enter transactions in the new year without closing the previous year first. However, if your auditors require you to close the year even although you don't yet have all the bank statements up to the year end date, you can perform a blank reconciliation for the missing period at year end and carry forward unreconciled transactions to the next financial year. It isn't something we recommend but you may be asked to do this by your auditors.</p>	<input type="checkbox"/>
<p>3. Have I identified and recorded which accounts I will use in the new year and which accounts won't be used again?</p> <p><b>Note:</b> Seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure.</p> <p><b>Tip:</b> Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p>	<input type="checkbox"/>
<p>4. Have I moved the account balances for accounts which won't be used again?</p> <p><b>Note:</b> Seek guidance from the external auditor, Head Teacher or School Business Manager if you are unsure.</p> <p><b>Tip:</b> Keep a list of those accounts in the best way for yourself. That might be in an office document or spreadsheet.</p>	<input type="checkbox"/>
<p>5. Have I reconciled all bank accounts (even those with a balance of £0.00 (zero) up to or beyond the year end date?</p>	<input type="checkbox"/>
<p>6. Have I printed a list of cancelled transactions?</p>	<input type="checkbox"/>
<p>7. Am I ready to do a draft close-down?</p>	<input type="checkbox"/>

## **Your notes on preparing for year end**

## Draft Close-down

Draft Close-down Actions	Check
1. Have I created the Draft Close-down?	<input type="checkbox"/>
2. Have I checked the Account Summary report?	<input type="checkbox"/>
3. Have I checked the Transactions report?	<input type="checkbox"/>
4. Have I checked the Account Balances report?	<input type="checkbox"/>
5. Have I checked the Bank History report?	<input type="checkbox"/>
6. Have I checked the Cash History report?	<input type="checkbox"/>
7. Have I checked the Bank Balances report?	<input type="checkbox"/>
8. Am I ready to present the accounts to the auditor?	<input type="checkbox"/>

## **Your notes on preparing the draft close-down**



## Final close-down

Final Close-down Actions	Check
1. Have I got sign-off from the auditors?	<input type="checkbox"/>
2. Have I got sign-off from the Head Teacher?	<input type="checkbox"/>
3. Have I got sign-off from the Governors?	<input type="checkbox"/>

## **Your notes on doing the final close-down**

# Glossary

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## 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.

### **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.

### **Button**

Something which you can click in the program to make

something happen e.g. clicck the Save button to save the information.

---

## C

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### **Charity**

An organisation - normally non-profit-making - which has a charitable status within the UK government's definition.

### **Cheque in hand**

A cheque or cheques which you have not yet paid into the bank.

### **Close a period**

The objectives of closing a period are to: draw a line under your transactions for the period; close any accounts that will not be used in the next period; determine which accounts will have their balances transferred to the new period; balance your

income and expenditure for the period with that of your bank

### **Comma Separated Value**

The name given to a file which stores values that can be read by computer programs. Each line in the file is a record and each record is separated by a comma.

### **CSV**

The name given to a file which stores values that can be read by computer programs. Each line in the file is a record and each record is separated by a comma.

### **CVV**

Three digit card security number, usually on the back of the card.

## **D**

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### **Dashboard**

A particular screen within a program which provides you with the ability to access and use the features within a module. For example, you can create and manage projects from the Projects dashboard within Arro.

## **Database**

A store of information for use in a computer.

### **Direct Credit**

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

### **Direct Debit**

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

### **Draft period end**

A preview of what the period end report will show. Producing a draft period end will generate all the reports required for a financial period e.g. Account Summary Income and Expenditure; Transactions; Account Balances; Bank History; Cash History; Closing Bank Balances.

## **E**

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### **ePayment**

Payment made across the Internet, for example, Paypal transactions.

### **eReceipt**

Payment received across the Internet, for example, Paypal

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transactions.

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## 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.

### Fiscal Accountability

Accountability for the way that money in your school is used and managed. This may be the domain of the school business manager but will more likely involve a number of senior management staff within the school.

### For Profit

This is used to describe an organisation whose purpose is to make a profit. Charities are not for profit.

### 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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## G

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### Gift Aid

This is a UK government scheme which lets registered charities reclaim a percentage of tax on donations from UK taxpayers.

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## H

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### HMRC

Her Majesty's Revenue and Customs department within the UK government.

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## I

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### Icon

A button in a computer program which represents an action or an object and is usually identified by a picture.

### Intercom

Pebble's online support platform. This is what you use when you communicate with our support team.

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## N

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### Negative Payments

Payments where monies are returned to the pupil for

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overpayment or refund.

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## O

### Offline

An activity which takes place on a computer while the computer is not connected to the Internet.

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## P

### ParentPay

An ePayment system which allows parents (also staff) to pay for items online.

### Pop-up

A window in the computer program which pops up on top of another window on a computer screen.

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## S

### Screen

A window of the computer program e.g. the dashboard of a module.

### Support

Material assistance for your projects. Or in the case of software queries, advice and guidance on how to provide a solution.

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## W

### Web Browser

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

### Window

A screen in the computer program e.g. the dashboard of a module.

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