Pebble Fund Manager

A New Starter's Guide





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How to access Fund Manager

Logging in

- 1. Go to www.mypebble.co.uk, click on Login > Fund Manager > Login.
- 2. Enter the email and password from your welcome email.

If you don't have a password:

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

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

Getting help on the screens

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

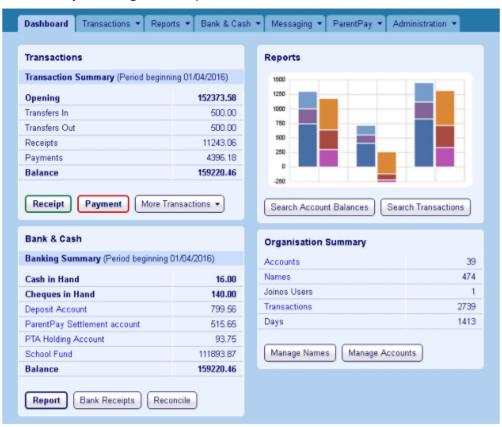
To access this, click on the Help icon at the bottom right hand of the screen and then select View Help.



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

Dashboard

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



Each section has a specific purpose.

- The Transactions area identifies your Opening Balance as well as Transfers in and out, Receipts, Payments and the Balance of your Accounts.
- The Bank and Cash area identifies your Cash and Cheques in Hand, your Bank Accounts and their Balances.
- The Reports area will show a graphical display of your income and expenditure once activated.
- 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.

Configuring your browser for Fund Manager

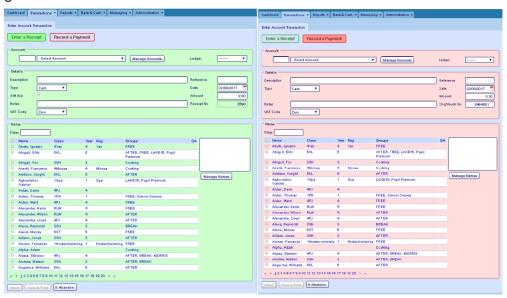
We recommend you use Google Chrome whilst using Fund Manager as this is the highest supported browser. You can, however, use latest versions of Internet Explorer or Mozilla Firefox.

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

First Steps

Step 1: Enter Receipts and Payments

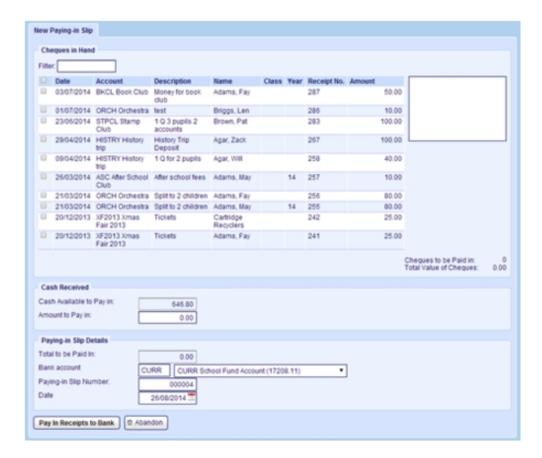
This section would be used on a daily basis to input Receipts & Payments. By default receipts are displayed on a green background and payments on a red background.



For more information, see Step 1: Enter receipts and payments on page 11.

Step 2: Pay Receipts to Bank

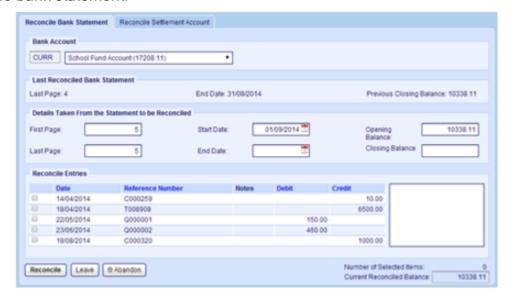
Use this screen to record when cash & cheque payments held are being paid into the bank. Select all items are being paid in; you're paying in slip details should match those shown on the entry screen.



For more information, see Step 2: Pay Receipts to Bank on page 19.

Step 3: Reconciling a Bank Statement

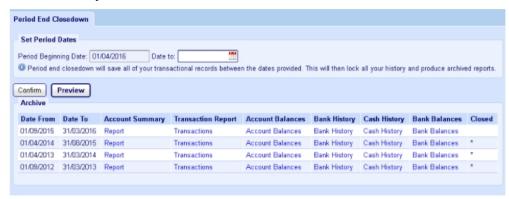
Use this screen to reconcile your bank statement. Simply matching the information (items on the statement, opening & closing balances) on the screen to the bank statement.



For more information, see Step 3: Reconcile a Bank Statement on page 23.

Step 4: Period End Close-down

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



For more information, see Step 4: Period End Closedown on page 25.

Tip:

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

- 1. Click Support at the top right-hand side of Fund Manager.
- 2. The Fund Manager Support Library appears.
- 3. Click on the <u>Fund Manager Year End User Guide</u> (3rd item listed in the Support Library).

Step 1: Enter receipts and payments

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

Receipts



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

Receipt Field	Description
Account	The account the cash/cheque or credit is being paid into. Click the arrow on the Select Account box * to select the account from the drop-down list or enter the Account Code to the left of this.
Ledger	The Ledger code (if required) you want to assign the transaction to. You can select the code from the drop-down list of available codes. Ledger codes are set up within Administration. These codes allow you to continue providing unified reports (e.g. VAT reporting) when you integrate with external financial systems. Setting up and assigning the ledger code which matches the ledger code in your external system ensures that your transactions will fall in the correct ledger for reporting.
Manage Accounts	A short-cut to the Administration > Manage Accounts screen.
Description	A description (up to 81 characters) for the receipt. This should be something which makes it easy to identify, for example <i>Trip to Isle of Man</i> , <i>Donation from Alumni Joe Bloggs</i> , <i>Unreconciled transaction receipt from previous system</i> , etc. Tip: If required, enter more information about the receipt in the Notes box.

Type The type of receipt you are entering. This can be Cash,

Cheque, Direct Credit or ePayment (receipt).

Bank and If Type is Direct Credit or ePayment, select the Bank to which
Balance the receipt has been given from the Bank drop-down list. The
balance of the bank account is displayed automatically in the

Balance field once you select the bank account.

Receipt Field	Description
Gift Aid	Indicates whether the receipt is eligible for gift aid. Selected means that it is eligible. Clear indicates it is not. Note: To be eligible, your organisation must be a charity, or have charitable status and the person making the payment must be a UK taxpayer. For more information, see HMRC . requirements for claiming gift aid.
Notes	Notes (up to 81 characters)about the receipt. This is an optional field and can be used in addition to the Description if more information needs to be recorded.
VAT Code	The VAT rate for the transaction. You can select from a number of pre-defined VAT rates as follows: Zero(0%), Standard (20%), Reduced (5%), Exempt (0%), Outside scope (0%), or Custom (which you define yourself). For guidance on VAT rates, see the HMRC guidance - VAT rates on different goods and services.
VAT Rate	Only applicable if you select Custom for the VAT Code. Enter the % VAT rate to apply.
Reference	A reference you enter which helps you to identify or trace the receipt. The reference is optional as you will always be given an automatically generated Receipt No when you save the transaction. Tip: This is a useful place to record an invoice number.
Date	The date the transaction takes place for VAT purposes. The transaction date defaults to today's date but you can amend this, if required. For example, you can enter the date of receipt as the date on a cheque, or the date of the direct credit.
Amount	The gross amount of the transaction or the individual Amount

to bulk input.

Receipt Field Description

Receipt No The number which is automatically generated within Fund

Manager for the receipt you are entering. You can't change this number when you create the receipt, although you can

change it later if you amend the receipt.

Names Pupil and other names i.e. suppliers and/or staff, are displayed

for you to record your receipt against.

Name Filter Enter a character or characters in the name/class/year/group

you want to find and the list of displayed names adjusts accordingly to show a shorter list to choose the name from.

Note: The filter works by displaying all names which contain

the character or characters you have entered.

Manage A short-cut to the Administration > Manage Names screen.

Names

Payments



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

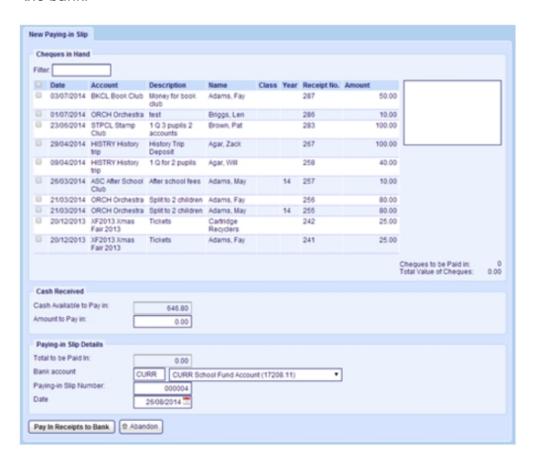
Payment Field	Description
Account	The account the cash/cheque or debit is being paid out of. Click the arrow on the Select Account box ▼ to select the account from the drop-down list or enter the Account Code to the left of this.
Ledger	The Ledger code (if required) you want to assign the transaction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

Payment Field	Description
Notes	Notes (up to 81 characters)about the payment. This is an optional field and can be used in addition to the Description if more information needs to be recorded.
VAT Code	The VAT rate for the transaction. You can select from a number of pre-defined VAT rates as follows: Zero(0%), Standard (20%), Reduced (5%), Exempt (0%), Outside scope (0%), or Custom (which you define yourself). For guidance on VAT rates, see the HMRC guidance - VAT rates on different goods and services.
VAT Rate	Only applicable if you select Custom for the VAT Code. Enter the % VAT rate to apply.
Reference	A reference you enter which helps you to identify or trace the payment. The reference is optional as you will always be given an automatically generated Chq/Vouch No when you save the transaction. Tip: This is a useful place to record an invoice number.
Date	The date the transaction takes place for VAT purposes. The transaction date defaults to today's date but you can amend this, if required. For example, you can enter the date of payment as the date on a cheque, or the date of the direct debit.
Amount	The gross amount of the transaction or the individual Amount to bulk input.
Chq/Vouch No	The number which is automatically generated within Fund Manager for the payment you are entering against a particular Bank Account or Cash Transaction. You can change this number when you create the payment and you can change it later if you amend the payment.

Payment Field	Description
Names	Pupil and other names i.e. suppliers and/or staff, are displayed for you to record your payment against.
Name Filter	Enter a character or characters in the name/class/year/group you want to find and the list of displayed names adjusts accordingly to show a shorter list to choose the name from. Note: The filter works by displaying all names which contain the character or characters you have entered.
Manage Names	A short-cut to the Administration > Manage Names screen.

Step 2: Pay Receipts to Bank

Open Bank & Cash > Pay Receipts to Bank.
 This is where you record money (cash and cheques) you are paying into the bank.



Fill in a paying-in slip

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

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

Note:

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

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

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

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

Cancel a paying-in slip

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

Reprint a paying-in slip

Use Bank & Cash > Bank History.

Deal with a bounced cheque

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

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

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

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

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

Cancel a payment

Use Transactions > Cancel a Receipt of Payment Transaction.

Step 3: Reconcile a Bank Statement

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

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

Open Bank & Cash > Reconcile a Bank Statement.



Reconcile transactions

 Enter the First Page, Last Page, End Date and Closing Balance on the statement you are reconciling.

- 2. Select the transactions from the list of entries to reconcile that match the transactions on your bank statement.
 - Note: You can only reconcile transactions that lie between your start and end dates.
- 3. Click Reconcile.

Part-reconcile a bank statement

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

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

Print out a list of reconciled transactions

• Use Bank & Cash > List Reconciled Bank Accounts.

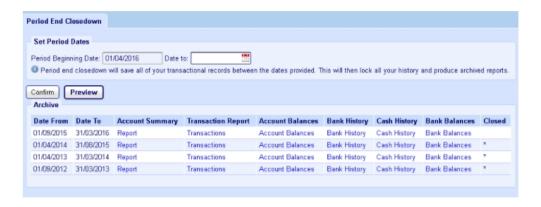
Unreconcile a bank statement

• Use Bank & Cash >Unreconcile a bank statement.

Step 4: Period End Closedown

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

Open Administration > Period End Closedown.



Produce a draft period end

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

What you must do before you can close a period

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

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

Close a period

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

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

Tip:

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

- 1. Click Support at the top right-hand side of Fund Manager.
- 2. The Fund Manager Support Library appears.
- Click on the <u>Fund Manager Year End User Guide</u> (3rd item listed in the Support Library).