

# Fund Manager

## User Guide

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# Contents

<b>How to access Fund Manager</b> .....	<b>1</b>
Logging in .....	1
Getting help on the screens .....	1
<b>Configuring your browser for Fund Manager</b> .....	<b>3</b>
<b>Dashboard</b> .....	<b>5</b>
<b>Administration</b> .....	<b>7</b>
Manage Names .....	8
Batch Actions .....	8
Group Actions .....	9
Create New Names/Organisations .....	9
Consolidating pupil names .....	10
Manage Accounts .....	12
To view and edit accounts .....	12
To edit account details .....	13
Batch Actions .....	15
Group Actions .....	15
To create a new account .....	16
Manage Bank Accounts .....	17
Period End options .....	19
View Opening Balances .....	19
Period End Closedown .....	20
Joinos options .....	21

## Fund Manager User Guide

Create Joinos Codes .....	21
<b>Transactions .....</b>	<b>23</b>
Recording transactions .....	24
Receipts .....	25
Payments .....	29
Splitting receipts and payments .....	32
Making transfers .....	33
Between accounts .....	33
Between names .....	33
Cancelling and amending transactions .....	35
Importing transactions .....	35
<b>Reports .....</b>	<b>37</b>
Accounts Summary .....	37
Search Transactions .....	38
Search Account Balances .....	38
Lists .....	39
List Receipts by Receipt Number .....	39
List Payments By Cheque/Voucher Number .....	39
List All Transfers .....	39
Cancellations .....	40
List of Cancellations .....	40
Special Reports .....	40
Who's Not Paid .....	40
Journal Reports .....	40
Gift Aid .....	40
New Claim for Donations .....	41
Claim History .....	41
<b>Bank &amp; Cash .....</b>	<b>43</b>
Reports .....	43
Bank & Cash Summary .....	43
Bank History .....	43

Cash History .....	44
List Reconciled Bank Accounts .....	44
Banking Actions .....	44
Pay Receipts to Bank .....	44
Draw Cheque for Cash .....	45
Reconcile a Bank Statement .....	45
Transfers .....	46
Transfer between Bank Accounts .....	46
Cancellations .....	46
Cancel/Amend Bank Transaction .....	46
Unreconcile a Bank Statement .....	47
List Cancelled Bank Transactions .....	47
VAT .....	47
Generate VAT 100 .....	47
Previous VAT 100 Submissions .....	48
<b>Register .....</b>	<b>49</b>
Prerequisites .....	49
Record Taken Items .....	50
Reports .....	51
Taken Items .....	51
Name Summary .....	52
Statement .....	52
Special .....	53
Universal Free School Meals .....	53
Account Summary .....	55
Upload Register File .....	55
<b>Messaging .....</b>	<b>57</b>
Joinos - New Message .....	57
Joinos - History .....	58
SMS - Send Text Message .....	58
SMS - History & Billing .....	58

<b>Integrated SIMs</b>	<b>59</b>
Joinos Offers	59
Create Offer v2	59
Create Offer	60
Active Offers	62
Pending Offers	62
Expired Offers	62
Documents	63
ParentPay	63
Map Names	63
Accounts	63
Reports	65
Other	65
How to transfer money so you can reconcile your bank statements	65
sQuid	66
View Offers	66
Post New Offer	66
Where's the money	67
Configuration	68
How to transfer sQuid payments money so you can reconcile your bank statements	69
When to contact us	70
<b>Fund Manager Action Buttons</b>	<b>73</b>
<b>Glossary</b>	<b>75</b>
<b>Index</b>	<b>83</b>

# Chapter 1

## How to access Fund Manager

### Logging in

1. Go to [www.mypebble.co.uk](http://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.



# Chapter 2

## Configuring your browser for Fund Manager

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

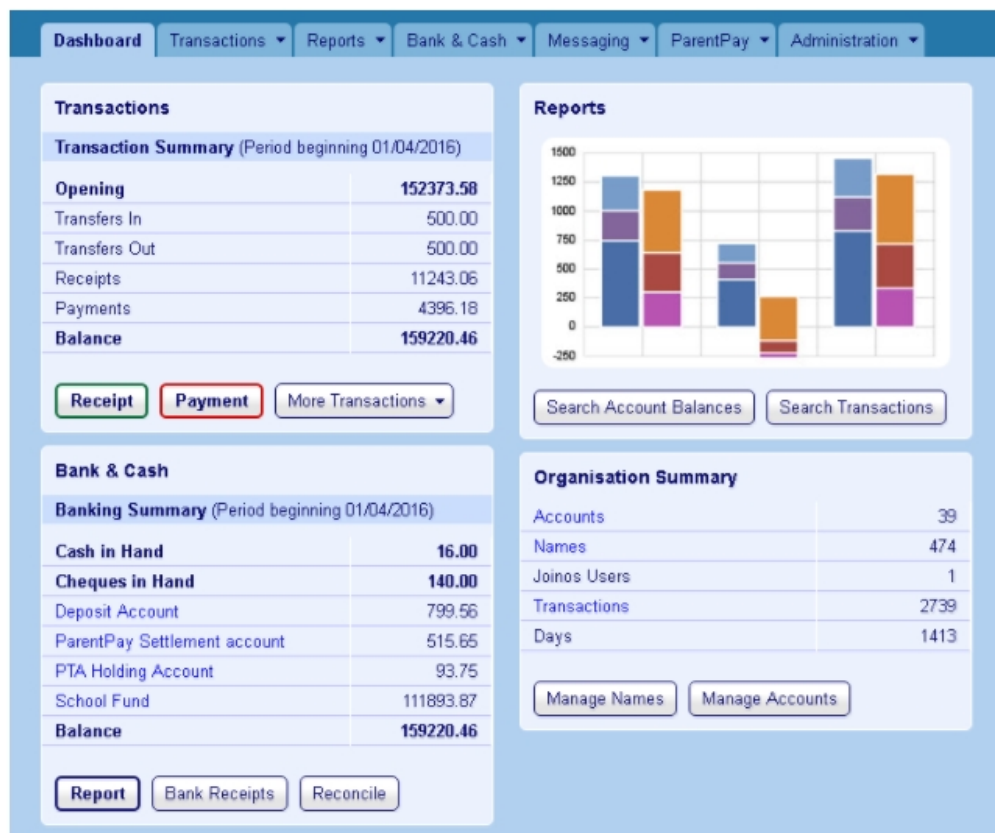
For configuration, please follow the steps below for the browser you are using. See [Configuring Browsers](#) - found on the Support site



# Chapter 3

## 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. It also identifies the Financial Period start date.
- 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.

# Chapter 4

## Administration

The Administration menu is where you complete setup, started before or during training. So although it is the last menu on Fund Manager, we will consider what is on it first.

There are a number of records set up here:

- Names
- Accounts
- Bank Accounts
- Ledger Codes

In addition this is where you have period end options:

- View Opening Balances
- Perform year end close-down

If you use Joinos, you will also see the following options on the Administration menu:

- Create Joinos Codes
- Manage Connections

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Manage Names

You can import pupil Names from your school administration database. The \*MISAPP feature is the automatic way to add an up to date file of pupil names with their year and registration group details and import them quickly into Fund Manager more help and information on this can be found by contacting the Support Team.

**Note:** Pebble Support generally does this for you as part of your initial setup.

Each Pupil has their own entry within Fund Manager so you can register individual transactions against them. More options are available such as Staff, Contact details and Groups. Other names, including organisations etc., can be added as required using the Manage Names/Organisation option.

You will need to refresh your pupil and staff information e.g. at the start of a new year or term or when pupils move from class to class or year to year. Pupils will automatically move from class to class, year to year once you refresh the data. New pupils or staff will appear ready for you to import into Fund Manager - don't forget to archive old pupils and staff when they leave school via Administration > Manage Names > Batch Actions.

In Administration > Manage Names, use the Filter box at the top of the Manage Names screen to find quickly the Name/Group/Year/Class etc. you are looking for.

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

## 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. Select the box next to the name and then select Out of Use.

You can return a name to 'in use' by clicking Show out of use. You will now see 'out of use' names; they will appear in grey. Select the name(s) and then select In Use in Batch Actions. Refresh the page by clicking Administration > Manage Names for the Name(s) to be returned to 'In Use'.

## Group Actions

Pupils are already usually imported by Class, Year or Registration group or create your own pupil group (User Defined) for your Fund Manager names, e.g. trips, off site, overseas, sixth form, etc. You can also set up groups for different groups of pupils e.g. universal infant free school meals, pupil premium, etc. Together with the filter options throughout Fund Manager, groups assist you in selecting names quickly when you want to assign transactions to the names in the group or include the names in the group within reports, such as the Who's Not Paid report.

**Note:** Names can be assigned to more than one group, so you can design the groups to make your workday easier.

Once you have created the groups you want to use, you assign names to the groups. This includes the names in the group and you can then apply various actions to the groups.

- Open Administration > Manage Names.



## Create New Names/Organisations

We would always suggest that you Import your pupil names from your administration database; this should avoid duplication. The \*MISAPP feature is the automatic way to add an up to date file of pupil names with their year and registration group details and import them quickly into Fund Manager more help and information on this can be found by contacting the Support Team.

Names can be added on an ad-hoc basis for pupils, staff and parents. Choose the entry (Create New Pupil) and enter the correct Title/Name and complete the fields below with any additional information you require.

- In Use means that the record is on roll and actively in use.
- Gift Aid means that the parent or other adult is a tax payer. If you select this check box you can search on all donations made by Gift Aid donors and the details can be used to complete the tax refund form for Registered Charities.

**Note:** If you update Gift Aid Donor details for a transaction that falls in a closed period it is automatically included in the next submission.

**Note:** Don't forget to archive old pupils and staff when they leave school via Administration > Manage Names > Batch Actions.

New organisations can be created and only need creating once, using Create New Organisation. Input the organisation's name, you do not have to enter any other details unless you want to. Once you have filled in all the information you require click Save.

### Consolidating pupil names

If you have duplicate pupil names you can consolidate these into one and merge the associated contact details, transactions and taken items.

1. On the Manage Names screen, click the pupil Name you want to use as the Primary Record. This opens the pupil Details screen.
2. On the Details screen, select the Consolidate Pupil tab.
3. Select the pupil in the list of names as the Secondary Record which you want to merge in with the Primary Record.
4. Click Preview Consolidation.
  - Check the details of the consolidation.  
These include Receipts, Payments, Transfers, Taken Items, Phone Numbers, Addresses, Email Addresses, Joinos Codes and sQuid Cards depending on what information is associated to each contact.
5. If you are sure you are merging the correct records, click Confirm.
6. Because you can't retrieve the two separate records once you complete this process, you must click Consolidate Names at the prompt to confirm that this is really what you want to do.



After clicking Consolidate Names, receipts, payments, transfers and taken items transferred from the Secondary Records will now be reported as belonging to the consolidated Primary Record and the Secondary Record will be marked Out of Use.

## Manage Accounts

An **Account** (sometimes known as a cost centre) is equivalent to an individual column header in a manual ledger. Accounts can be created at any time. There is no effective limit to the number of Accounts you may have, but each one must have its own unique Code.

The Account Code is a combination of between 1 and 6 letters and numbers. Once saved, a code and an account name can be edited but can never be deleted; instead Accounts are taken **Out of Use** when you have no further need of them. This prevents 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. The accounts in the group will be reported individually and with a subtotal.

**Note:** When accounts are listed in Fund Manager, they are presented in Account Code order; numbers first and then alphabetically.

### To view and edit accounts

1. Open Dashboard (Organisation Summary) > Manage Accounts

OR

Open Administration > Manage Accounts.

Manage Accounts						
Filter: <input type="text"/>		<input type="button" value="Show out of use"/>				
<input type="checkbox"/>	Code	Account	Groups	Budget	Unit Cost	Balance
<input type="checkbox"/>	BA	Butterfly park 3/4	trips	0.00	15.00	500.00
<input type="checkbox"/>	BF	Schools Book Fairs		0.00	0.00	0.00
<input type="checkbox"/>	BPAR	Bletchley Park	trips	0.00	65.00	0.00
<input type="checkbox"/>	CHAR	Charities		0.00	0.00	0.00
<input type="checkbox"/>	CHARIT	Charity Account		0.00	0.00	575.00
<input type="checkbox"/>	CITYH	City Hall Performances	Music, trips	0.00	0.00	2705.00
<input type="checkbox"/>	CLUB	Clubs		0.00	0.00	2385.80

2. By clicking on any of the Account names you can then edit the account

details.

## To edit account details

1. The unique Account Code.
2. Enter the Account Name.
3. In Use is selected by default and this means that you can select the account on the system.
4. Joinos for Parents only: If you want to share the balance through Joinos so parents can see what's left to pay on an offer, select Share Balances.

**Note:** You will need to create the offer as usual within Joinos, using Offers > Create Offer, then select the Unspecified check box and enter the minimum amount you would like parents to pay, complete the offer with the relevant attachments, add names to the offer and then post to make it visible to parents. Once a parent has paid the deposit, they will be able to see what they have left to pay, via the Balances tab in Joinos.

5. Register only: If you want to register pupil attendance and take-up of meals, using the Register tab within Fund Manager, then select Register Account.

1. Select an Exclusion Group for the account.

**Note:** You must select an Exclusion Group even if you don't have any pupils assigned to it.

2. If you have an Android Tablet you have purchased direct from Pebble, and you want to view and record attendance on this, select Display on Device.

**Note:** If you have any other Tablet, you must check with Pebble Support for its compatibility.

6. If required, you can amend the account Opening Balance (the amount of money the account owned or owed on the date the account was created) although we do not recommend this.

For example, if you have discovered that your user accounts and bank accounts don't balance, and have identified the reason why you can increase or decrease the user account opening balance so that the user accounts and bank accounts balance correctly.

**Note:** Don't use this option as a short-cut to entering a transaction on the system to get your accounts to balance. Entering a transaction - either anew if you had not entered it before, or as a contra-entry to cancel a mistaken entry - is the best way to get your accounts to balance as this provides traceability when you come to audit your accounts.

**Warning!** If you amend the user account opening balance so that your user accounts and bank accounts don't balance you will not be able to complete your period end close-down.

If you need to amend the opening balance, click Amend Opening Balance.

To increase or decrease the opening balance:

1. Select Increase or Decrease.
  2. Enter the value by which you want to increase or decrease the opening balance. For example, to increase by £10, enter 10.00 in the balance by box; to decrease by £25.30, enter 25.30 in the balance by box.
  3. Click Set Opening Balance Change.
7. Enter a Budget value for the account, if required.

A negative value indicates an expected level of expenditure or loss. A positive 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.
  8. If you want to use the report, Who's not paid, enter a Unit Cost (cost per pupil head).

**Note:** If you don't use a unit cost then the Who's Not Paid report won't generate any details for you to view.

9. If required, select which Groups the account Belongs to by clicking the group name in the left-hand window. Or if you need to create a new group, enter the name in the New Group field.
10. Click Save.

## 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. Select the box next to the Account then select Out of Use. If you need to report on an archived account simply click Show Out of Use.

Show out of use

You will now see archived Accounts - they will appear in grey. To mark an account in use again, select the box next to the Account then select In Use in the Batch Actions section, Click the Update Account(s) button for the Account.

Update Account(s)

Then click the Hide out of use button again to return.

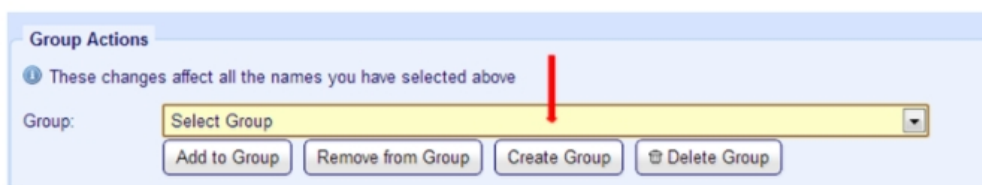
## Group Actions

You can create your own account groups for your Fund Manager accounts, e.g. trips, off site, overseas, sixth form, etc. Together with the filter options throughout Fund Manager, groups assist you in selecting accounts quickly within reports.

**Note:** Accounts can be assigned to more than one group, so you can design the groups to make your workday easier.

Once you have created the groups you want to use, you assign accounts to the groups. This includes the accounts in the group and you can then apply various actions to the groups.

- Open Administration > Manage Accounts.



## To create a new account

To create a new account to pay receipts to and make payments from:

- Click Administration > Manage Accounts > Create New Account.

The screenshot shows the 'Update Account' form. At the top is a tab labeled 'Update Account'. Below it, the 'Account Code' is set to 'CHAR' in a dropdown menu with a close button. The 'Account Name' is 'Charities'. There are two checkboxes: 'In Use' (checked) and 'Share Balances' (unchecked). Below these are three input fields: 'Opening Balance' (0.00), 'Budget' (0.00), and 'Unit Cost' (0.00). A section titled 'Groups' contains a 'Belongs To:' label and two large text input boxes. The first box contains the text 'trips'. An arrow points from the first box to the second. Below the boxes is a 'New Group:' label and a single-line text input field. At the bottom are two buttons: 'Save' and 'Abandon'.

Update Account

Account Code: CHAR x

Account Name: Charities

☒ In Use ☐ Share Balances

Opening Balance: 0.00

Budget: 0.00

Unit Cost: 0.00

Groups

Belongs To:

trips

New Group:

Save Abandon

## Manage Bank Accounts

A Bank Account can be any account held with a bank that is used for the purposes of managing your Fund, eg current account, Savings accounts etc. 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 the Current Account Name and then overtype the Name 'Current Account' with whatever you want your Bank Account to be called.

Code	Account
CASH	Cash Account
CURR	Current Account
DEP	Deposit Account
SETTLE	Joinos Settlement Account

PERIOD END: 351.17  
View Opening Balances: 17360.62  
Period End Closedown: 1018.93

Create Bank Account

If you have more than one Bank Account you may create additional accounts by clicking Create Bank Account. You will need to add a unique Code and Name. However the name of the Default Account should NOT be changed from code CURR. The 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 eg the CURR - Current Account.



## Period End options

### View Opening Balances

The Opening Balances of your accounts and bank accounts are usually entered by Pebble Support when you first begin using Fund Manager. If you create additional accounts or bank accounts, you can set up their opening balances using Administration > Manage Accounts and Administration > Manage Bank Accounts.

You can see all of your accounts and their balances using Administration > View Opening Balances. Bank Account opening balances are shown in the left column while Account opening balances are shown in the right column. The totals of the two columns should always match. The Difference should always be 0.00.

Opening Balances			Administration > View Opening Balances		
Period Beginning 01/09/2012			Hint: You must reduce a financial period. You can close a financial period. You must reduce a financial period. You must reduce a financial period.		
Difference 0.00			PERIOD END		
When there is a difference between your Bank and Cash total and your Accounts total the value of the difference will be displayed here.			View Opening Balances		
Code	Bank Account	Balance	Code	Account	Balance
	Cash in Hand	40.21	AFF	AFFILIATION FEES	-436.00
	Cheques in Hand	0.00	ASCH	AFTER SCHOOL CLUB	0.00
CURR	Current Account	2356.31	BBGS	BOOK BAGS	0.70
DEP	Deposit Account	3000.00	BCB	BOOK CLUB	58.25
UBCQ	Unbanked cheques	0.00	BI&C	BANK INTEREST & CHARGES	230.71
	Total	5396.52	DONS	FREEWILL DONATIONS	1824.00
			GDN	GARDENING PROJECT	350.00
			GEN	GENERAL	-176.00
			MGT	GUITAR	602.00
			MTP	TRUMPET	291.00

These will also be the Opening Balances for the new financial year following a Period End Close-down. Once the end date for your financial period has passed you can perform a Period End Closedown in Fund Manager that will draw a line under your transactions and allow you to produce the necessary reports to submit to your auditor. During the Period End Closedown, Fund Manager will automatically carry forward your account closing balances and present them as the opening balances in the next period.

## **Period End Closedown**

You will need to close down Fund Manager after period end. When you confirm all transactions for the period, these become locked and Fund Manager will automatically carry forward your account closing balances and present them as the opening balance in the next period.

Closedown is something that many people find difficult. Because of this we have created a guide to take you through this step-by-step. For more information, see [Fund Manager Year End Guide](#)

## Joinos options

Joinos is Pebble's platform for helping you and the parents of your pupils communicate, pay for trips, school activities and meals.

Although there are two options in the Administration menu, both of these options open the four tabs which enable you to manage the creation and issue of Joinos codes and letters and the contacts for pupils. These tabs are:

- Create Joinos Codes.
- Joinos Codes.
- Manage Connections.
- Joinos Letters.

There are also Joinos options on the Messaging menu and a Joinos menu. For more information, see [Messaging](#) and [Joinos Offers](#).

### Create Joinos Codes

You use this screen to select students and staff who are waiting to be registered on Joinos and create Joinos codes for them.

Joinos codes are used by parents to access Joinos and pay for trips and activities for their child.

1. Open Administration > Create Joinos Codes.
2. Select the pupils to generate Joinos codes for.
3. Click Create Joinos Codes.

The codes are displayed on the Joinos Codes tab.

**Note:** Joinos codes expire if they aren't used within three months by the parents/carers to register the child on Joinos. In that case you will need to issue a new Joinos code. To do this, use the procedure above, but before selecting pupils to recreate codes for, click Show Registered.



# Chapter 5

## Transactions

Transactions represent the flow of money through Fund Manager. These are either Receipts (money is received) or Payments (money is paid out).

Transactions are processed as follows within Fund Manager.

Activity	Where in Fund Manager
Recording transactions	Transactions > Enter a Receipt Transactions > Record a Payment
Recording money received as paid into the bank	Bank & Cash > Pay Receipts to Bank
Reconciling transactions	Bank & Cash > Reconcile a Bank Statement
Closing the financial year	Administration > Period End Closedown

Some of the processing activities cross into the other menus and those will be covered in the relevant chapters. This chapter focuses on the options on the Transactions menu:

- Recording transactions (receipts and payments).
- Making transfers (between accounts or names).
- Cancelling and amending transactions.
- Importing transactions.

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Recording transactions

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

**Enter Account Transaction**

Enter a Receipt | Record a Payment

Account: [Select Account] | Manage Accounts | Ledger: [Select]

**Details**

Description: [Text Field] | Reference: [Text Field]

Type: [Cash] | Date: 02/08/2017

QIR Ref: [Text Field] | Amount: 0.00

Note: [Text Field] | Receipt No: 2590

VNT Code: [Zero]

**Names**

Name	Class	Year	Reg	Groups	GA
Abate, Ignazio	4Yas	4	Yes	FREE	
Abigail, Elito	SHL	5		AFTER, FREE, LAIVE16, Pupil Premium	
Abigail, Fox	SSH	3		Cooking	
Abechi, Francisco	4Monza	4		Monza	
Addison, Knight	SHL	5		AFTER	
Agbonlahor, Gabriel	1Spa	1		LAIVE16, Pupil Premium	
Aidan, Davis	4PJ	4			
Aidan, Thomas	1PR	1		FREE, School Dinner	
Aidan, Ward	4PJ	4		FREE	
Alexander, Harro	RLW	R		FREE	
Alexander, Wilson	RLW	R		AFTER	
Alexandra, Lloyd	4PJ	4		AFTER	
Alexa, Reynolds	SSH	3		BREAK	
Alexis, Murray	6ST	6		FREE	
Allison, Jones	SSH	3		AFTER	
Alonso, Fernando	1Hodenheiming	1		Hodenheiming	
Alpha, Adam				FREE	
Alpina, Stevens	4PJ	4		Cooking	
Andrew, Watson	SSH	3		AFTER, BREAK, MORRIS	
Angelina, Williams	SHL	5		AFTER	

Save | Save & Print | Abandon

**Tip:**

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

## Receipts

Dashboard Transactions Reports Bank & Cash Messaging Administration

Enter Account Transaction

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

Account

- Select Account -  Ledger

Details

Description  Reference

Type  Date

Gift Aid ☐ Amount

Notes  Receipt No

VAT Code

Name

Filter:

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

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

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

### 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.

**Tip:** When you select an account, the View Transactions tab appears for the account and you can click that to view all the transactions that have been posted for the account to date.

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



Receipt Field	Description
Gift Aid	<p>Indicates whether the receipt is eligible for gift aid. Selected means that it is eligible. Clear indicates it is not.</p> <p>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 <a href="#">HMRC requirements for claiming gift aid</a>.</p> <p><b>Tip:</b> If you update Gift Aid Donor details for a transaction that falls in a closed period it is automatically included in the next submission.</p>
Notes	<p>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.</p>
VAT Code	<p>The VAT rate for the transaction. You can select from a number of pre-defined VAT rates as follows: Zero(0%), Standard (20%), Reduced (5%), Exempt (0%), Outside scope (0%), or Custom (which you define yourself).</p> <p>For guidance on VAT rates, see the <a href="#">HMRC guidance - VAT rates on different goods and services</a>.</p>
VAT Rate	<p>Only applicable if you select Custom for the VAT Code. Enter the % VAT rate to apply.</p>
Reference	<p>A reference you enter which helps you to identify or trace the receipt.</p> <p>The reference is optional as you will always be given an automatically generated Receipt No when you save the transaction.</p> <p><b>Tip:</b> This is a useful place to record an invoice number.</p>
Date	<p>The date the transaction takes place for VAT purposes.</p> <p>The transaction date defaults to today's date but you can amend this, if required. For example, you can enter the date of receipt as the date on a cheque, or the date of the direct credit.</p>

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

## Payments

Dashboard Transactions Reports Bank & Cash Messaging Administration

Enter Account Transaction

Enter a Receipt Record a Payment

Account

- Select Account -  Ledger

Details

Description  Reference

Type  Date

Notes  Amount

VAT Code  Chq/Vouch No

Name

Filter:

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

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

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

### Payment Field Description

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

**Tip:** When you select an account, the View Transactions tab appears for the account and you can click that to view all the transactions that have been posted for the account to date.

## Payment Field Description

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

**Payment Field Description**

VAT Code	<p>The VAT rate for the transaction. You can select from a number of pre-defined VAT rates as follows: Zero(0%), Standard (20%), Reduced (5%), Exempt (0%), Outside scope (0%), or Custom (which you define yourself).</p> <p>For guidance on VAT rates, see the <a href="#">HMRC guidance - VAT rates on different goods and services</a>.</p>
VAT Rate	<p>Only applicable if you select Custom for the VAT Code. Enter the % VAT rate to apply.</p>
Reference	<p>A reference you enter which helps you to identify or trace the payment.</p> <p>The reference is optional as you will always be given an automatically generated Chq/Vouch No when you save the transaction.</p> <p><b>Tip:</b> This is a useful place to record an invoice number.</p>
Date	<p>The date the transaction takes place for VAT purposes.</p> <p>The transaction date defaults to today's date but you can amend this, if required. For example, you can enter the date of payment as the date on a cheque, or the date of the direct debit.</p>
Amount	<p>The gross amount of the transaction or the individual Amount to bulk input.</p>
Chq/Vouch No	<p>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.</p>
Names	<p>Pupil and other names i.e. suppliers and/or staff, are displayed for you to record your payment against.</p>

## Payment Field Description

Name Filter	Enter a character or characters in the name/class/year/group you want to find and the list of displayed names adjusts accordingly to show a shorter list to choose the name from. <b>Note:</b> The filter works by displaying all names which contain the character or characters you have entered.
Manage Names	A short-cut to the Administration > Manage Names screen.

## Splitting receipts and payments

You can split a receipt or payment across any number of accounts and a receipt across any number of names. This is useful, for example, if you have received money from a parent for two children at the same school who are going on different trips.

When you click **Save** on the transaction, if the transaction Type is Cheque or Direct Credit for Receipts or Cheque or Direct Debit for Payments, then a yellow bar appears at the top of the window. For example:



1. Click split this Receipt or split this Payment.
2. Select the Account over which the Amount is being split.
3. If a Receipt, select the Name the Amount is to be recorded against.
4. Enter the Amount you want to split from the original Receipt or Payment.
5. Click Split Receipt or Split Payment - to split further if required.
6. Continue splitting until the Balance is shown as Zero.
7. Click Finished to complete the split.

## Making transfers

You can transfer amounts between accounts or between names.

### Between accounts

The most common transfer is between accounts without reference to names. For example, if you have a general or miscellaneous account, you might want to transfer underspend from a visit or trip to this account.

1. Open Transactions > Transfer Between User Accounts.
2. Select the Transfer From account.
3. Select the Transfer To account.
4. Enter the Amount that you want to transfer.
5. Enter the Date of the transfer.
6. Enter the reason for the transfer in the Notes field.
7. Click Transfer.

### Transferring a negative balance

You can only transfer positive balances, so if you want to transfer the negative amount in one account to another, do it the other way around, as follows:

1. Select the account you want to transfer the negative balance to in the Transfer From field.
2. Select the account you want to transfer the negative amount from, in the Transfer To field.
3. Enter the amount you want to transfer as a positive amount.

### Between names

Transfer between accounts and/or two different names.

1. Open Transactions > Transfer Between Names.
2. Select the Account From.
3. Select the Name From.
4. Select the Account To.
5. Select the Name To.
6. Enter the Amount that you want to transfer.
7. Enter the Date of the transfer.

8. Enter the reason for the transfer in the Notes field.
9. Click Transfer.



## Cancelling and amending transactions

You can't amend transactions using Transactions > Amend Receipt or Payment Transaction or cancel transactions using Transactions > Cancel Receipt or Payment Transaction if the transactions have been:

- Included in a VAT 100 Report.
- Left unreconciled from a previous closed period.

If you need to cancel a transaction that falls in one of these two categories, you can do this by entering a contra-entry transaction which has the effect of cancelling the original transaction.

**Note:** If you are cancelling, do not cancel the original cheque receipt or alter the original paying-in slip.

1. Select the relevant Receipts or Payments.
2. Click Continue.
3. Type in a Reason for Cancellation.
4. Click Cancel Transactions.

## Importing transactions

You can import transactions from CSV files using Transactions > Import Transactions.

This is a manual way of bringing in transactions and particularly useful if you use Fund Manager alongside SchoolComms, SchoolMoney or ParentMail. Create the CSV file from within those programs and then import it into Fund Manager, using Transactions > Import Transactions.

**Note:** If you use ParentPay, sQuid or Joinos alongside Fund Manager you can set up an automatic import of transactions, using the integrated SIMs menu options for each platform.



# Chapter 6

## Reports

Reports provide a useful way of tracking what is happening in your accounts throughout the year. They are also essential at Year End when you need to submit the accounts for the year to your auditors. All of reports you need to produce for the auditors are described in the [Fund Manager Year End Guide](#).

Below is a summary of the reports accessible from the Reports menu.

**Note:** There are also some reports available from the Bank & Cash menu.

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Accounts 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 Include Transfers and Include Out of Use accounts in the report.

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

**Note:** The account balance amount you see in Accounts Summary may be different from that in Search Transactions. In the Accounts Summary report, transfer values are excluded by default although you can choose to include these when you run the report. If you include them, the values are added to the receipts and payments totals.

## Search Transactions

This is the screen on which you can see all the details you added when entering your transactions, including Description, Notes and Reference. The total of all the displayed transactions in the summary bar is labelled Total. However this is the total of the transactions in the filtered list and is not a balance. There are no balances on the Search Transactions report because it s a list of transactions within an Account. You can find the Account details in either Account Summary or Search Account Balances.

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.

If you want to see a filtered list, use the filter fields to select a single account or a group of accounts. If you select a single account, the Search Transactions report will display the same values and balances as the Accounts Summary report, however here the transfer values are included by default. On the Search Transactions report transfer values are specifically identified as transfers and are not added to the receipts and payments totals.

The Search Transactions report is particularly useful for finding and viewing different types of transactions, for example, transactions which have VAT included or those which you have imported using Transactions > Import Transactions.

To filter by Aggregated Name, just filter for 'By Name' in the Aggregate Box. There is the option to Print or Export CSV at the bottom of the screen. If you choose Export CSV you can open the report in Excel.

**Note:** The account balance amount you see in Search Transactions may be different from the Accounts Summary report. In the Accounts Summary report , transfer values are excluded by default although you can choose to include these when you run the report. If you include them, the values are added to the receipts and payments totals. In the Search Transactions report, transfer values are included by default but are not added to the receipts and payments totals as they are specifically identified as transfers.

## Search Account Balances

This report is comprehensive and allows you the greatest flexibility in searching your accounts. It is often used to determine which accounts are to be closed and which are to be retained with their balance into the next financial period.

**Note:** When you come to do your year end, if you have outstanding balances in out-of-use accounts, we recommend that you transfer these balances 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 on the report so that your overall year end figures will show your true balance for the year. You should also select Include Transfers to show internal movement of funds.

There is the option to Print or Export CSV at the bottom of the screen. If you choose Export CSV you can open the report in Excel.

## Lists

### List Receipts by Receipt Number

Use this report to list all receipt transactions within the current financial period and to reprint receipts that have already been entered if required.

You can use the filter fields to include or exclude transaction types, or shorten the list of receipts by changing the From and To receipt number range.

There is the option to Print or Reprint Receipts at the bottom of the screen.

### List Payments By Cheque/Voucher Number

Use this report to list payment transactions within the current financial period and to reprint payments that have already been entered.

You can use the filter fields to include or exclude cheque or cash transactions or shorten the list of payments by changing the From and To cheque or cash number range.

There is the option to Print at the bottom of the screen.

**Note:** If more than one payment is shown then this option will print the results as a table which does not have individual signature boxes. If you want signature boxes for payments then you will need to print each payment individually.

### List All Transfers

Use this report to view transfer transactions that have been made either between accounts (List Account Transfers) or between names (List Transfers Between Names).

You can define the start and end dates for the report in order to shorten the list of transactions.

There is the option to **Print** or **Export CSV** at the bottom of the screen. If you choose **Export CSV** you can open the report in Excel.

## Cancellations

### List of Cancellations

Use this to see a list of cancelled transactions between two dates. You can filter the list for names or groups.

There is the option to **Print** or **Export CSV** at the bottom of the screen. If you choose **Export CSV** you can open the report in Excel.

## Special Reports

### Who's Not Paid

Use this report to see a list of who's not paid in a year, class or group between two dates.

If you want to show who has paid along with who has not then select **Show Paid Balances**.

There is the option to **Print** or **Export CSV** at the bottom of the screen. If you choose **Export CSV** you can open the report in Excel.

If you subscribe to SMS you can also send reminders/balances from this page.

**Tip:** The report will not generate any results unless you have defined a **Unit Cost** for the account so if the account you require is not in the list, go to **Administration > Manage Accounts** to enter a **Unit Cost** for the account.

### Journal Reports

Use this report to produce a list of journals between the start and end date for the report, in the ledger and bank or cash account.

**Note:** You must have defined ledger and bank ledger codes in order to run this report.

## Gift Aid

You can create reports for Gift Aid transactions that meet the specifications for HMRC's online submissions.

In order for a transaction to be included in your Gift Aid claim, the following fields must be selected:

Gift Aid flag	Transactions > Enter a Receipt.
Gift Aid Donor flag	Administration > Manage Names > Update Pupil.
Gift Aid donor Name	Administration > Manage Names > Manage Gift Aid Donors.

## New Claim for Donations

Use this to generate a new Gift Aid claim report.

Enter the date you want to claim Gift Aid donations up to and click [Preview Donations](#). This lets you view all transactions from eligible Gift Aid donors within the donation period.

Only transactions from pupils with a designated Gift Aid donor will appear in this report.

To manage Gift Aid status and donors, click the [Manage Donors](#) link. Click the pupil's name to bring up the [Update Pupil](#) screen and then select [Gift Aid Donor](#) for the pupil.

**Note:** If a pupil has a name assigned they must still be flagged as a Gift Aid donor in order to appear in your Gift Aid submission.

There is the option to [Print](#), [Export CSV](#) or [Close Donation Period](#) at the bottom of the screen. If you choose [Export CSV](#) you can open the report in Excel. If you [Close Donation Period](#), this finalises your submission and archives it to your Claim History.

## Claim History

Use this to view previously submitted Gift Aid claims.

Click on the [End Date](#) link to view an archived report for the claim period in question.

There is the option to [Print](#) or [Export CSV](#) at the bottom of the screen. If you choose [Export CSV](#) you can open the report in Excel.

## Backdated Gift Aid Claims

You can backdate eligible transactions that haven't been included within a donation period that is now closed.

If you update the Gift Aid Donor details for a transaction that falls within a closed period it will be automatically included within your next submission.

## Fund Manager User Guide

**Claim GiftAid Donations**

This report shows only transactions made by **designated GiftAid donors** in the specified time period, or backdated from earlier periods. **Manage Donors** allows you to assign GiftAid donors to Names. Applicable donations will then be included in this report.

**Donations from 20 May 2014 to 20 May 2014**

Ref	Donor Name	Address	Post Code	Date	Amount
000022	Peter Brown	Saville Row	SA1 9XX	09/05/2014	10.00
000020	Montgomery Clift	Los Angeles	LA1 1X	20/05/2014	30.00
Total to Claim					40.00

**Print**

Export to CSV

Close Donation Period

 Abandon



# Chapter 7

## Bank & Cash

The Bank & Cash menu contains options that are specific to your bank accounts and cash handling.

The first options on this menu are reports, including the Bank & Cash Summary report that opens and displays when you click the Bank & Cash tab.

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Reports

### Bank & Cash Summary

This shows your balance position for all your bank accounts, cash and cheques in hand.

You have the option to Print or Export CSV at the bottom of the screen. If you choose Export CSV you can open the report in Excel.

### Bank History

Use this report to see the debits and credits associated with the bank account displayed. This report is used during preparation for period end close-down in viewing unreconciled transactions. It's also useful if you need to reprint paying-in slips.

You can choose to filter the list by date, transaction type or reconciled/unreconciled.

You have the option to **Print** or **Export CSV** at the bottom of the screen. If you choose **Export CSV** you can open the report in Excel.

### Cash History

This report shows the debits and credits associated with the cash in hand account.

Leave the dates blank to look at the current financial year, or narrow your selection by entering the dates to view.

You have the option to **Print** or **Export CSV** at the bottom of the screen. If you choose **Export CSV** you can open the report in Excel.

### List Reconciled Bank Accounts

Use this to view bank statements that have been reconciled.

Find the statement you want to view and click on the **End Date** to open the statement and reveal the details.

## Banking Actions

### Pay Receipts to Bank

When you enter receipt transactions on Fund Manager you also need to record the money (cash and cheques) which you are paying in to the bank. This will allow you to reconcile your bank statement correctly when it arrives from the bank.

You can pay in all the cheques by selecting the box next to the **Date** column or to pay in specific cheques, select the check box for those cheques.

When you select a cheque, its details are 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.

**Note:** If you are drawing a cheque for cash, this isn't included in the list of cheques in hand. Use **Draw Cheque for Cash** for this.

Enter the **Amount to Pay in** and select the **Bank Account** to pay the money into. The **Paying-in Slip Number** and **Date** are displayed automatically but you can amend this if required.

**Note:** If Fund Manager won't accept your paying-in slip number, it might be because you are using a duplicate. For information on resolving this, see the support article [How do I deal with a duplicated cheque?](#)

Click **Pay In Receipts to Bank** to complete the process.

## Draw Cheque for Cash

Use this when you want to record cheques that you want to cash. This enables you to retain cash as petty cash.

Enter all the relevant details:

1. Bank account the cheque is to be raised from.
2. The full value of the cheque.
3. The **Cheque Number** (this should match the actual cheque number you are taking to be cashed).
4. The relevant date.
5. Click **Draw Cheque**.

**Note:** You can't cancel drawing a cheque for cash. If you make an error, pay the cash into the bank, using **Pay Receipts to Bank**. Enter the amount of cash and the relevant paying-in slip details and click **Pay Receipts to Bank**.

## Reconcile a Bank Statement

This option opens the **Reconcile Bank Account** screen but you can also select the **Reconcile Settlement Account** tab if you want to reconcile the settlement bank account.

Reconciliation is the means by which you and the bank agree that the transactions recorded on each bank account are matched in Fund Manager. You can't reconcile transactions until you receive the bank statement.

**Note:** Some Fund Manager transactions may not appear on your bank statement for some time.

1. To reconcile a bank statement, on the **Reconcile Bank Account** screen, choose the bank account you want to reconcile.
2. Enter the first and last page, the end date and closing balance on the statement you are reconciling.

**Note:** The Opening Balance on the **List Unreconciled Bank Entries Report** should always match the figure on the last bank statement you reconciled.

3. Select the transactions from the list of entries to reconcile that match the entries on your bank statement.

**Note:** You can only reconcile transactions that lie inside your start and end

dates.

4. Click Reconcile.

When reconciliation is complete, you can print the report from the bottom of the screen.

**Tip:** You can leave a reconciliation part-way through but until you complete it you won't be able to reconcile another account.

## Transfers

### Transfer between Bank Accounts

Use this option to let Fund Manager know that you have transferred money from one to another bank account without issuing a cheque or using cash, and so on.

## Cancellations

### Cancel/Amend Bank Transaction

Use this option to cancel or amend bank transactions (cashed cheques, paying-in slips and bank transfers) that have not been reconciled.

Taking the paying-in slip as an example:

- To amend a paying-in slip:
  1. Look for the relevant slip number in the Reference fields.
  2. Click the slip number to open the slip
  3. Make the necessary amendments .
  4. Click Amend Paying in Slip.
- To cancel a paying-in slip:
  1. Look for the relevant slip number in the Reference fields.
  2. Click the radio button in the first column for the relevant Slip Number.
  3. Click the Cancel button at the bottom.
  4. Confirm that this is the correct slip and click Cancel Transaction.

**Note:** Reconciled items and items that are part of an incomplete bank reconciliation and have been selected in that are not included in the list for you to cancel or amend.

## Unreconcile a Bank Statement

If you need to cancel a bank transaction that was included in statement that has been reconciled, then you must unreconcile the bank statement first

Unreconcile a Bank Statement returns all the items that have been previously reconciled back to the list of items to be reconciled.

1. Select the statement you would like to unreconcile.
2. Click **Unreconcile**.

**Note:** Unreconciling a statement will cause all subsequent reconciliations to be automatically unreconciled. So if in June you unreconcile a statement from April, then statements from May and June will also be unreconciled.

## List Cancelled Bank Transactions

Use this screen to view bank transactions that have been cancelled.

You can change the display sequence of the transactions, by clicking the hyperlinked column name to re-order the display of the entries. For example, clicking on **Date** will order the display in ascending or descending order. Clicking on **Amount** will order by the amount.

## VAT

There are two reports to help you with the reports you submit to HMRC for VAT.

**Tip:** Set up a separate VAT user account to keep track of any VAT refunded to you by HMRC and directly credit any VAT refunds to this account. Don't transfer refunded VAT amounts into individual accounts because this will affect the figures provided by the Include VAT check box on the Search Account Balances report.

## Generate VAT 100

This report displays all the relevant fields for your HMRC return.

Set an end date for the report; this is likely to be the end of your VAT reporting period. Fund Manager will total up all VAT transactions since the last report, including any that weren't included on a previous VAT 100 report.

The VAT 100 report displays the nine boxes that you are required to fill when completing the HMRC VAT Return. The boxes that appear in blue can be clicked to get a breakdown of evidence for that box, should the Inland Revenue ask for it.

VAT 100		
Box	Detail	Feb 14 – Feb 14
Box 1	VAT due on sales and other outputs	0.00
Box 2	VAT due on acquisitions from other EC Member States	0.00
Box 3	Total output VAT due	0.00
Box 4	VAT reclaimed on purchases	6.00
Box 5	Net VAT to pay (or reclaim)	-6.00
Box 6	Total net value of sales	0.00
Box 7	Total net value of purchases	36.00
Box 8	Total net value of supplied to other EC Member States	0.00
Box 9	Total net value of acquisitions from other EC Member States	0.00

## Previous VAT 100 Submissions

You can view previous VAT 100 reports, by selecting them from a list. The display is the same as before.

Previous VAT submissions	VAT 100 History	
	End Date	Balance
	31/01/2014	-28.33
	06/02/2014	-28.33
	28/02/2014	-22.33

# Chapter 8

## Register

**Note:** This menu only appears if you have requested it and Pebble has activated it for you. If you would like to make use of this please contact us and let us know. This menu allows you to record attendance for various items taken at school e.g. meals, clubs, events.

You can record attendance using a Tablet device you have purchased from Pebble, via the Register App. If you haven't purchased your Tablet from Pebble, contact us to see if your device is compatible with the Register App.

Money received for a Register account is entered as a receipt and then attendance or take-up recorded on the Register tab. You can then run various reports from the Register tab on taken items. This also debits pupils' money previously credited to the Register Account.

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Prerequisites

To use the Register menu, you must ensure that the account you want to record attendance against has been set up in the following way:

- The Register Account check box must be selected for the account through Administration > Manage Accounts.

- You must have defined an Exclusion Group even if it has no pupils in it. This is a group that would not be expected to pay for the item you are recording as taken in the Register menu. Pupils can be added to this group through Administration > Manage Names.
- Display on Device should be selected if you record attendance on a Tablet. You may need to speak to us if you haven't purchased your Tablet direct from us so see if it is compatible with the Register App.
- Attendance Group and UIFSM Group boxes are for recording pupil meals and Universal Free School Meals.

## Record Taken Items

Use this option to mark attendance or items taken for a pupil.

1. Select the Account.
2. Select the Group and or Class if applicable..
3. Choose the W/C (week commencing) date.

**Note:** Don't select either of these if you want to produce a report for the whole school.



4. Click Search to display a report for you to select taken items.

Filter: <input type="text"/>						
Name	Class	<input type="checkbox"/> Mon 26 Jan	<input type="checkbox"/> Tue 27 Jan	<input type="checkbox"/> Wed 28 Jan	<input type="checkbox"/> Thu 29 Jan	<input type="checkbox"/> Fri 30 Jan
Brooke, Wilkinson	1PR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Daniel, Thompson	1PR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Destiny, Robertson	1PR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emma, Robertson	1PR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 3.00

5. Select the boxes of the pupils you want to record attendance against.
6. If any amount differs from the Unit Cost for the item, click and enter the different amount in the Amount box. The pupil will then be charged the altered amount.

Entries are automatically saved as you enter them. If you need to make further changes, just overwrite.

## Reports

A number of reports help you to see what items have been taken, what each pupil has taken and a statement of receipts and balances for pupils.

### Taken Items

This report shows you which item (Account) has been recorded as taken weekly. If applicable you can filter the report by Group and Class.

**Taken Items**

**Register Account:**  
Account:   
Group:   
Class:   
W/C:

Paid	Free	Total	Balance	Final Balance
10	0	10	35.00	5.00

Unit Cost: 3.00  
Filter:

Name	Class	Free	Mon 26 Jan	Tue 27 Jan	Wed 28 Jan	Thu 29 Jan	Fri 30 Jan	Sat 31 Jan	Sun 1 Feb	Total	Balance	Final Balance
Brooke, Wilkinson	1PR	N	P	P	P	P				4	20.00	8.00
Daniel, Thompson	1PR	N		P		P	P			3	15.00	6.00
Destiny, Robertson	1PR	N	P		P					2	0.00	-6.00
Emma, Robertson	1PR	N					P			1	0.00	-3.00
<b>Totals</b>			2	2	2	2	2	0	0			

P - The pupil has Paid for that Item F - The pupil is receiving that Item for Free

You can see the **Balance** of each Pupil's Receipts to that Account, the Record of Recorded Items for the Week and the **Final Balance** each Pupil has remaining from Receipts entered through Fund Manager for that Account.

**Note:** Pupils assigned to a Universal Infant Free School Meals group will show taken items as "U" (UIFSM). Pupils assigned to a Free School Meals group will show taken items as "F" (Free). Pupils assigned to neither group will show taken items as "P" (Paid).

### Name Summary

Use this report to see individual pupil balances.

1. Select the Account, Group and Dates to display the pupils you are interested in.
2. Click Search.

The Name Summary report is produced.

**Note:** The Receipts, Payments, Balance and Final Balance columns are the sum the amount (£) for each pupil; the Paid, Free and UIFSM columns are a count of the number of meals taken.

#### To identify who's not paid and send them a message asking for payment

1. Filter the list to display the pupils you are interested in e.g. by Account, Group and Dates.
2. Clear Show Paid Balances.
3. Click Names.
4. Click Create Message.
5. Enter the message details.
6. Click Send SMS.

There is the option to Print or Export CSV at the bottom of the screen. If you choose Export CSV you can open the report in Excel.

### Statement

To see a pupil's statement, use this report.

Select the Contact, the Account, the Date From the Date To then click Search.

Brooke, Wilkinson

**Contact**

Filter:

Name	Class	Year	Reg	Groups
Brooke, Wilkinson	1PR	1		AFTER, BREAK, School Dinners

Account:

Date From:  Date To:

Receipts	Payments	Paid	Free	Balance
25.00		0.00	4	0
				13.00

Week Commencing	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total
26/01/2015	P	P	P	P				12.00
19/01/2015								0.00
12/01/2015								0.00

You can see the pupil's Receipts, Payments, Paid taken items, Free taken items and Balance (the difference remaining between Receipts and Payments and the Paid taken Items).

## Special

### Universal Free School Meals

From September 2014, all pupils in reception, year 1 and year 2 in state-funded schools in England became eligible for free school meals (UFSMs).

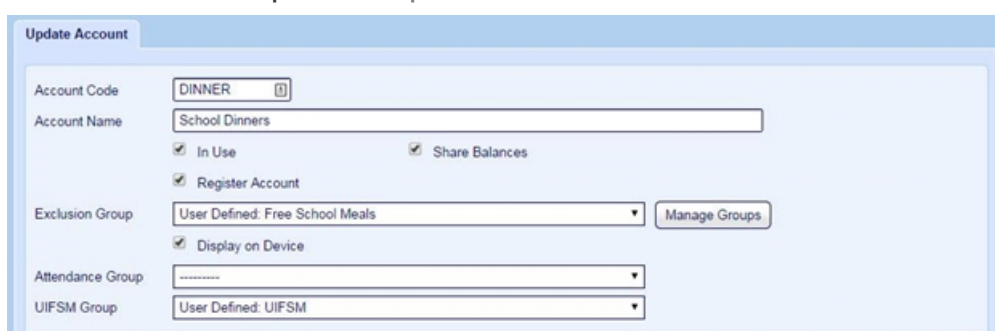
Use this report to see the total meals taken, the total number of free meals and the total number of Universal Free School Meals. In order to see anything on this report you need to set up and record items taken in the following way.

#### How to set up and record universal free school meals

There are a number of steps to this:

1. Create a UFSM group and add eligible pupils.
  1. Open Administration > Manage Names and click Create Group in the Group Actions section.
  2. Enter a name for the group e.g. UFSM.
  3. Select User Defined as the Group Type.
  4. Click Add Group.
2. Add pupils to this group.

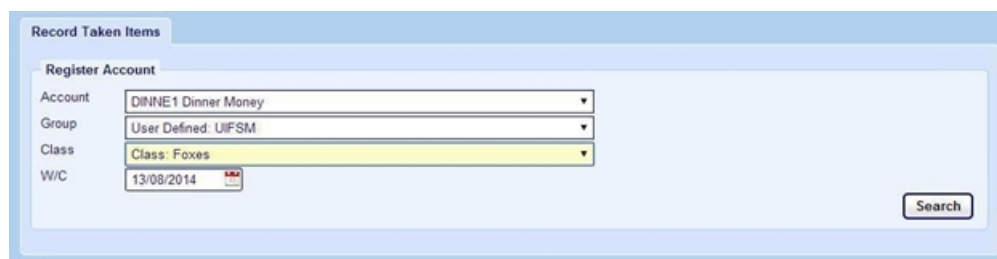
1. Open Administration > Manage Names and select the group you created in step 1 from the Group drop-down in the Group Actions section.
2. Select the pupil names you want to add to the group by selecting the checkbox next to the pupil's name.
3. In the Group Actions section, click Add to Group.
3. Assign the UIFSM group to your Register Account.
  1. Open Administration > Manage Accounts.
  2. Locate the Register Account in the list of accounts and click the Account name to open the Update Account screen.



3. Select the UIFSM Group that you have created in step 1 from the UIFSM Group drop-down.

**Note:** Free School Meals take precedence over Universal Infant Free School Meals. If you have pupils who are eligible for Free School Meals, you need to ensure those pupils are added to the Free School Meals group and that the Free School Meals group is selected from the Exclusion Group drop-down.

4. Record UIFSM taken items.
  1. Open Register > Record Taken Items
  2. Select the Account, Group, Class and Week Commencing Date that you want to record the items for and click Search.



3. In the list of pupils that is displayed, select the checkbox next to each pupil for the days you want to record taken items for.

Filter: <input type="text"/>		<input type="checkbox"/>	Mon 4 Aug	<input type="checkbox"/>	Tue 5 Aug	<input type="checkbox"/>	Wed 6 Aug	<input type="checkbox"/>	Thu 7 Aug	<input type="checkbox"/>	Fri 8 Aug	<input type="checkbox"/>	Sat 9 Aug	<input type="checkbox"/>	Sun 10 Aug
Name	Class														
Asson, Ashleigh		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Ayling, Katie		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
BARDELL, Mark		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
BAYLISS, Amy		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

## Account Summary

Use this report to see statements for the user accounts.

Select the Account and the Date From/To and click Search.

A summary is given of the number of Groups assigned to the account, the amount in Receipts and in Payments as well as the Balance for the account, the number of items which were Paid, Free, UIFSM and in Total.

There is the option to Print or Export CSV at the bottom of the screen. If you choose Export CSV you can open the report in Excel.

## Upload Register File

Use this option to upload a CSV file of taken items for a school, where the automatic process hasn't worked.



# Chapter 9

## Messaging

If you are using Joinos with Fund Manager you can also use this menu to access and send messages to parents who are registered on Joinos.

If you use Joinos there are also [Joinos options](#) available on the Administration menu and the [Joinos Offers](#) menu.

You can also use the messaging menu to enter and send SMS text messages. There is a small charge for doing this - £0.05 per message - and this is charged quarterly or termly if the unpaid balance is greater than £4.00.

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Joinos - New Message

Use this screen to compose and send email messages and SMS text messages to pupils' parents and carers. You can only send messages to people who have provided an email address or a contact phone number, preferably a mobile number. These can all be added to a student's name, using Administration > Manage Names.

1. Open Messaging > New Message.
2. Enter the Title and Body of the message.
3. Select any attachments that you want to include with the message.

**Note:** Before you can select attachments to include with the message, you must upload these using the Joinos Offers menu, through Offers > Upload Document.

4. Select the names in the **Contacts** list to send the message to.
5. To send the message as an SMS Notification, select **Send selected contacts a message alert via SMS**.
6. Click **Send**.

## Joinos - History

Use this screen to review the messages that have been sent.

Clicking the title of the message displays the message detail. This is the **Title** and **Body** of the message along with the contacts who the message was sent to. You can also see whether the message has been read or not here.

## SMS - Send Text Message

You can send text messages of up to 160 characters. You can only send SMS messages to people who have provided a contact phone number, preferably a mobile number. These numbers can be added to a student's name, using **Administration > Manage Names**.

1. Open **Messaging > Send Text Message**.
2. Enter the **Text** you want to include in the message.
3. Select the **Contacts** you want to send the message to.
4. click **Send**.

## SMS - History & Billing

You can view a list of your billing costs and balances here.



# Chapter 10

## Integrated SIMs

You can use Joinos - Pebble's platform for helping you and the parents of your pupils communicate, pay for trips, school activities and meals or you can use ParentPay or sQuid - third party online e-payment integrated SIMs which do the same. Each of these has a separate menu as outlined below.

You can also integrate with ParentMail, SchoolComms and SchoolMoney but these integrations do not have a separate menu in Fund Manager. If you are integrating with these platforms, you need to export a CSV file of the information from the platform and then import it into Fund Manager, using the Transactions > Import Transactions option.

**Tip:** Remember you can get more help on anything you read in this chapter by checking the help on the Fund Manager screens. For more information, see [Getting help on the screens](#).

## Joinos Offers

If you use Joinos there are also Joinos options available on the Messaging menu (see [Messaging](#)) and on the Administration menu (see [Joinos options](#)).

There are two ways of creating offers at present; one is available to all while one is being beta tested currently.

### Create Offer v2

1. Select the Account the Offer is associated with.
2. Select a VAT Code (the default is zero).

3. Choose a Ledger, if applicable.
4. Choose the Fund Manager Settlement Account which transactions will be recorded against.
5. Enter a Title and Description for the offer. You can also choose an icon to be displayed to users within their Joinos portal.
6. Select Gift Aid if you would like to claim Gift Aid on the offer.
7. Select Consent Required if you would like your parent/carers to give online consent.
8. Select Required if you require the parent or carer to make the payment.
9. Select the Start Date and End Date for the offer. Select No end date if the Offer has no end date. Select whether the Offer can only be purchased once or the Offer can be purchased multiple times or in instalments.
10. Enter the Offer Costs, including the Total number of items you have and the Cost of the item.
11. Attach any files you would like to make available for parents to view on the offer screen. You can attach new files or files you have uploaded previously.
12. Select the names of pupils who are eligible for the Offer. You can use the Add Group button to add names to an offer in bulk by the Group they're attached to.
13. When you are ready to post your offer to parents/carers, select Post this offer and click Save.

### Create Offer

1. Select the Account the offer is to be receipted against in Fund Manager.
2. Choose a VAT code if applicable.
3. Select your Settlement Account.
4. Enter the Offer Details.
  1. Give your Offer a short Title.
  2. Give your Offer a Description, i.e. Total cost of visit is £300. This can be paid altogether or by instalments of £50 - let your parents/carers know exactly what you want them to do, how you want them to pay and when.

3. Specify whether consent is required. Select the check box if you want to ensure that parents or carers cannot pay unless they agree to giving online consent.
4. Enter the **Amount** if the Offer is a set amount.
5. If the Offer is open to multiple payments or the parent/carers can decide how much to pay for each instalment, select the **Unspecified** check box.

If you want parents/carers to see what they have paid:

1. Open **Administration > Manage Accounts**.
  2. Select the account for the offer you want to share.
  3. Ensure the account is marked **In Use**.
  4. Select the **Share Balances** check box.
6. If you want to ensure parents and carers cannot pay below a certain amount, enter the amount in the **Minimum** box.
5. Enter the **Offer Dates**.
    1. Choose the **Start Date** from when you want parents/carers to see the Offer.
    2. Choose the **End Date** - this is the date the Offer will no longer be available to parents/carers.
 

**Note:** If you want to close an offer early, or cancel it, change the **End Date** to the current or previous day.
    3. Select **Recurring** if you want parents/carers to be able to pay more than once for the same offer.
  6. Enter the **Offer Quantities**.
    - **Min = 1 Max = 1** Means usually one pupil one time/trip/visit/occasion.
    - **Min = 1 Max = 2 +** Means usually one or more item/ticket/place/tie can be purchased in one transaction.
    - **Items Available** means usually how many seats/tickets/coach spaces are available. Once the number of available items is sold no one else can buy, the Offer is 'Sold Out'.
    - **Unlimited** means you will never exhaust supply.
  7. Select any **Attachments** that you want to include with the Offer.
 

**Note:** Documents are only listed here if they have been uploaded first using **Upload Documents**.
  8. Select the names of pupils who are eligible for the Offer.

9. Either Post Offer or Save without Posting (which saves a draft for you to complete later). When you post the offer, it becomes visible to parents/carers on the Offer Start Date. An email is also sent to parents/carers notifying them of the Offer being posted.

## Active Offers

You can access active, pending and expired offers from the **Active Offers** menu option. Selecting **Active Offers** displays a screen with three tabs - **Active Offers**, **Pending Offers** and **Expired Offers**.

To amend an offer:

1. Locate the offer in the list of offers and click **Amend**.
2. Amend the details required.

To close an offer or cancel it:

1. Locate the offer in the list of offers and click **Amend**.
2. Change the **End Date** to the current or previous day.

To extend an offer:

1. Locate the offer in the list of offers and click **Extend**.
2. Enter the date you want to extend the offer to.

## Pending Offers

You can access active, pending and expired offers from the **Pending Offers** menu option. Selecting **Pending Offers** displays a screen with three tabs - **Active Offers**, **Pending Offers** and **Expired Offers**.

Use the **Pending Offers** tab to view what offers are currently pending. Offers will show up in this list as long as they have been saved but not posted or if their **Start Date** is in the future.

You can amend pending offers, posting them or removing them as required.

## Expired Offers

You can access active, pending and expired offers from the **Active Offers** or **Pending Offers** menu options. Selecting either menu option displays a screen with three tabs - **Active Offers**, **Pending Offers** and **Expired Offers**.

Use the **Expired Offers** tab to view offers that have expired. Offers will show up in this tab if they have been posted and the **End Date** has passed.

## Documents

### Upload Document

Use this option to upload documents that you want to attach to offers, for example, trip itineraries or cost breakdowns or newsletters.

**Warning!** Do not upload any private or sensitive information.

### Documents

Use this option to view documents that you have uploaded to attach to offers.

If a document is attached to an offer you can view the offer by clicking [Attached Offers](#).

To detach a document from an offer, click [Attached Offers](#) and then click [Remove](#).

## ParentPay

ParentPay transactions can be imported into Fund Manager manually in the same way as ParentMail, SchoolComms and SchoolMoney transactions, but we recommend that you import them automatically.

### Map Names

Names should map automatically in Fund Manager from your MIS or MISapp using the Pupil's unique MIS number in the same way as ParentPay uses the Pupil MIS number to collect payments. Sometimes Names are not automatically Mapped, often Staff Names or Pupils that are not part of the usual Pupil cohort and not held within your MIS system with a permanent upn.

If this is the case use [ParentPay > Map Names](#) to match the Name on the right to the drop down Name on the left and, this will automatically tick the box to the left of the left hand side Name for you. If there is no Name to match it to on the right then ignore that Name for the time being and move onto the next one, repeat the process through all of the pages then click [Import Names](#).

## Accounts

### Map Accounts/Payment Items

You will need to Map your Accounts in Fund Manager with your Payment Items (Accounts) in ParentPay in order for the Transactions to Import into the correct Names and Accounts in Fund Manager

1. Open ParentPay > Map Accounts/Payment Items.
2. Match the ParentPay account on the left with the Fund Manager account on the right.
  - If you don't want to import transactions into some accounts because the money is going to a different bank account for example, click Hide alongside the account.
  - If you can't find the account in Fund Manager, you will need to create the accounts, using Administration > Manage Accounts > Create New Account. You can do this later and return to map those later. Finish the mappings as far as you can for now.
3. Click Map Payment Items.

**Note:** You will need to map each new account in Fund Manager every time you create a new one in ParentPay if these Transactions need Importing into Fund Manager, however you will only see the new Payment Item in Fund Manager after the first transaction is processed, you will then be able to map this Payment Item to an Account in Fund Manager.

### Map Settlement Accounts

**Note:** This is usually completed at Training, but if you add a further Bank Account to ParentPay and you wish to see these Transactions in Fund Manager then Pebble can map this Bank Account for you.

Fund Manager needs to place your Imported Transactions into a Virtual Holding Bank Account called a ParentPay Settlement Account until you are ready to Reconcile your Bank Statement/s. This is because Parents/Carers pay for Payment Items in Full and this needs to be reflected in both ParentPay and in Fund Manager as a complete Payment for an Item against a Pupil Name. However ParentPay Settles to your designated Bank Account/s once a week as a **NET** Transaction **NOT GROSS**. The difference between the net amount paid to your designated Bank Account and gross figure is the Transaction Invoice/s that ParentPay supplies you with online via: ParentPay site>Finance>Reports>Collection Service Invoices

**Note:** You can also check via ParentPay site>Finance>Reports>Collection Service Statements that your Settlements to your designated Bank/s balances with the Transactions taken Online and through PayPoint (if used)

## Reports

### Unmapped ParentPay Transactions

Any transactions that have not been or do not need to be mapped will be seen in the Unmapped Transactions tab. Once the initial Integration has taken place the most recent transactions will appear at the top of this list. If you identify a Payment Item that you cannot see in Fund Manager it might be because you have not mapped a name and/or account to this transaction type. If this is the case you will need to do this by using the option Map Accounts / Payment Items or contacting Pebble to ask for another settlement account to be mapped.

## Other

### Authenticate

This screen is used to enter ParentPay credentials and specify the date from which you want to import transactions from ParentPay into Fund Manager (if this is different from the default period beginning date) but this is done for you before you complete training.

## How to transfer money so you can reconcile your bank statements

Once your ParentPay Transactions have started Importing into Fund Manager you will see the ParentPay Settlement Bank Account credited with 'Virtual' money.

### Transfer the amount

Once you have received your Bank Statement you will be able to transfer the total transaction net amount credited on your Bank Statement from the ParentPay Settlement Account to your chosen Bank Account so you can reconcile the bank account in Fund Manager;

1. Open Bank & Cash > Transfer between Bank Accounts.
2. Select the Transfer From Settlement Account.
3. Select the Transfer To Bank Account.
4. Enter Amount
5. Enter Date
6. Click Transfer

### Record payment

You can then 'Record a Payment' in Fund Manager for the debited fees, the difference between the net amount paid to you and the gross amount paid by the parents on your Bank Account Statement to balance your ParentPay Settlement Account.

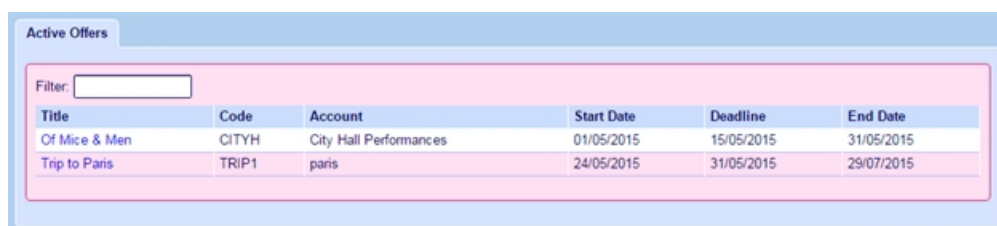
1. Open Transactions > Record a Payment
2. Select the Settlement Bank Account.
3. Enter the transaction details and select Direct Debit for the Type against the Settlement Bank Account
4. Click Save and then split the payment to the different accounts if you want.

## sQuid

### View Offers

Use this to amend offers you have already posted.

You will now be able to see the offers that are live on this screen, please note you must select the offer title to view.



Title	Code	Account	Start Date	Deadline	End Date
Of Mice & Men	CITYH	City Hall Performances	01/05/2015	15/05/2015	31/05/2015
Trip to Paris	TRIP1	paris	24/05/2015	31/05/2015	29/07/2015

You will now be able to make any necessary adjustments to your offer, this can include adding/removing names or changing dates etc. Please ensure you select Post Offer before leaving to allow the updated information to reach the parents.

To remove an offer from sQuid, you must first repeat the steps of going into amend your offer. Once inside the offer, you can simply change your current end date to **BEFORE** the start date. This process will immediately remove the offer from Fund Manager AND sQuid.

**Note:** You will not be able to view expired/removed offers

### Post New Offer

Listed below are the fields that you are required to fill in when creating an offer.

To post an offer, you must go to sQuid>Post New Offer



sQuid Offer Wizard

**Account**

☐ Settle With Third Party

**Details**

Title

Optional description

- **Account** - The user account into which the money will be recorded
- **Title** - What the parents see on their sQuid portal when looking at the offers
- **Amount** - The amount you want the parent to pay. This can be set to 'Unspecified' which will allow the parent to pay any amount they like towards the offer
- **Start Date** - when the offer will appear, **End Date** - when the offer will be removed/deleted, **Deadline** - when the School would like the money to be paid -  
**Note:** The offer will not display to the parents if a future date has been set as the Start Date
- **Min** -the minimum amount of 'slots, items or places' available, **Maximum** - how many the parent can buy, **Items Available** - how many slots e.g. seats available on a coach trip etc  
**Note:** Please ensure Maximum items does not exceed 100,000
- **Recurring** - can be used on offers for school uniform eg ties etc. Something that the user would like to have available for a set period of time
- **Mandatory Checkbox Text & Optional Checkbox** - Displays a checkbox for the parent to tick, similar to a Terms and Conditions checkbox when downloading a program to your pc. Not necessary to complete these
- **Names** - At least one name **MUST** be selected to post an offer correctly

## Where's the money

### Import sQuid Sales

After the offers have been posted and parents start to pay, you will use the screen below to import the transactions for the students/user account.

Where's the Money?

Select Settlement Account

SQSA SQSA sQuid Settlement Account (-171495.03)

Import sQuid Sales

Date	sQuid Account	Amount	Title	Mapped Name	To User Account
26/05/2015	63379910	100.00	Silver DofE 2015 -2nd Instalment		Silver Duke of Edinburgh Expedition 2015
26/05/2015	63379910	45.00	Leavers Ball - 19th June 2015		Leavers Ball 2015 - 19th June 2015
26/05/2015	63379910	45.00	Leavers Ball - 19th June 2015		Leavers Ball 2015 - 19th June 2015
22/05/2015	63379910	105.00	CERN, Geneva - 2nd -4th October 2015 - balance (Payment Plan)		CERN, Geneva - 2nd -4th October 2015
23/05/2015	63379910	435.00	Greece Trip 2015 - Balance		Greece - Classic Trip - 4th July 2015 to 10th July 2015

You must:

- Select the Settlement Account for the money to be imported into
- Tick any transactions to be imported
- Select 'Import'

Once imported, your transactions will show in Fund Manager against the correct user accounts and names. The money will be added to the sQuid Settlement Account.

## Configuration

### Register Pupils

Each pupil has an SRN (sQuid Registration Number) and a CVV (Card Verification Value). This information is provided by sQuid and is needed before registering.

Register names with sQuid View Registered Names Manual Registration

Filter:

Name	Class	Year	Reg	Groups	sQuid Card Number	CVV
Arthur, Eddy					6337991012400554	754
Baker, Ellis				Residential 2014	6337991003700237	398
Wales, Jimmy				Free Meals, Residential 2014	6337991012400004	485
Welsh, Irvine				Free Meals, Residential 2014	6337991012400008	492

The students details can be viewed by going to sQuid > Register Pupils > Manual Registration.

The other tabs available within sQuid > Register Pupils are:

- Register Names With sQuid - You can register students here who are not already setup on sQuid - If you are an **IMPACT** school and receive your card numbers from a catering company, please ensure you speak to us about your file before attempting to Register these pupils. To Register a pupil, Find the name to register, click the small square to the left of the

name (you can select multiple names) then click the Register Names button. This is automatically sent to Squid to process and when they have completed this, the name(s) will appear in the View Registered Names tab.

- **View Registered Names** - You can use the tab to see who is registered with sQuid. It will also show ALL cards registered to that child (old/lost/expired etc.) Fund Manager, however, will know which card is linked to sQuid and use the correct number. These are NOT duplications in the system. Remember to ensure that the card has the correct purses added. When the new intake of pupils is registered you can then print out all their registration letters at one go. Select the year group and click Search > Print Registration Letters.
- **Manual Registration** - If you require to add/amend a pupils sQuid information manually, you can use this screen to do that. Simply Search for and select the pupils name (in blue) and it will allow you to edit the card details.

### **Configure sQuid**

Use this screen to set up the integration between the sQuid e-payment system and the school in Fund Manager. All of the information required is provided by sQuid to Pebble.

### **How to transfer sQuid payments money so you can reconcile your bank statements**

Within Fund Manager, you are required to have a sQuid Settlement Account that all of the money is imported into (via the sQuid > Import sQuid Sales).

#### **Transfer the amount**

Once you have imported your transactions, you will be able to transfer the total Transaction amount from the Settlement Account to your chosen Bank Account by doing the following:

1. Open Bank & Cash > Transfer Between Bank Accounts.
2. Transfer from Settlement Account.
3. Transfer to desired bank account to reconcile.
4. Enter Amount.
5. Enter Date.

## Record charges

After the transfer(s) are complete, you must now record any 'bank charges' back into the Settlement Account. To do this, you must have a user account set up labeled *sQuid Bank Charges*. For more information, see [Manage Accounts](#) in Administration.

The screenshot shows the 'Enter Account Transaction' form. At the top, there are tabs for 'Enter Account Transaction' and 'View Transactions'. Below these are two buttons: 'Enter a Receipt' (green) and 'Record a Payment' (red). The 'Account' section has a dropdown for 'SQUID' and another for 'SQUID Squid Bank Charges (0)', with a 'Manage Accounts' button. The 'Details' section includes a 'Description' field, a 'Type' dropdown set to 'Direct Debit', a 'Bank' dropdown set to 'Squid Settlement', a 'Date' field set to '12/07/2017', an 'Amount' field set to '2.50', and a 'Chq/Vouch No' field set to '1'. There are also fields for 'Balance' (0), 'Notes', and 'VAT Code' (Zero). The 'Name' section has a 'Filter' field set to 'squid' and a table with columns: Name, Class, Year, Reg, Groups, GA. The table lists 'sQuid Bank Charges' with a checked checkbox. To the right of the table is a search box containing 'sQuid Bank Charges' and a 'Manage Names' button. At the bottom are buttons for 'Save', 'Save & Print', and 'Abandon'.

You must record a Payment (Direct Debit) back against the sQuid Settlement Bank account for the amount needed. This will reduce the Settlement Bank account to now include your charges.

## When to contact us



Pebble	sQuid
Any issues with regard to	Any issues with regard to

Pebble	sQuid
<ul style="list-style-type: none"> <li>• Registering pupils through FM</li> <li>• Posting offers through FM</li> <li>• Importing sQuid sales into FM</li> </ul>	<ul style="list-style-type: none"> <li>• sQuid schedule and sQuid T&amp;Cs</li> <li>• The provision of the existing SRNs/C.V.V's from the school's chosen cashless catering provider to Pebble.</li> <li>• The provision of sQuid Comms options to Pebble for setup in FM</li> <li>• Queries regarding sQuid responsibility for the transfer of monies between the sQuid settlement account(s) and the school Bank account(s)</li> <li>• Queries from the school regarding parents</li> <li>• Queries from parents</li> </ul>



# Appendix

## Fund Manager Action Buttons

 Abandon	Leave a page / Abandon a task
Add to Group	Add pupils / staff / organisations to a Group
Bank Receipts	A quick link to paying in
Consolidate Names	Merge duplicate Names
Continue	Continue to the next part or process
Create Group	Create an ad-hoc Group of your choosing
Create New Account	Create a New Account heading to post Receipts to and send Payments from
Create New Name	Create a new pupil / staff / organisation Name
 Delete Group	Delete an ad-hoc Group that you no longer need
Draw Cheque	Use this button to draw a Cheque for Cash
Export CSV	Allows you to open up your report in Excel
Get in touch	Need some help - check out our Support pages and click here if you can't find a solution to your issue

<b>Import Names</b>	Import your pupils' Names from your MIS via a CSV template
<b>Leave</b>	Leave the page and return later to where you were
<b>List Receipts</b>	Create a list of who has paid money
<b>Manage Accounts</b>	Manage / Edit / Create your Accounts
<b>Manage Names</b>	Manage / Edit / Create your pupil / staff / organisation Names
<b>Pay In Receipts to Bank</b>	Complete your Paying-in Slip and then click this Button
<b>Print</b>	Print any page using this Button
<b>Receipt</b>	Record the money taken in school
<b>Reconcile</b>	A quick link to Reconciling your Statements / Reconcile your Statement
<b>Remove from Group</b>	Remove Names / Accounts from a Group
<b>Reprint Receipts</b>	Allows you to Reprint your Receipts
<b>Save</b>	Save your entries
<b>Save &amp; Print</b>	Save and Print your entries
<b>Save &amp; Send SMS</b>	Save and Send an SMS for your entries
<b>Search</b>	Search your query
<b>Search Account Balances</b>	Shows your current status of all your Accounts
<b>Search Transactions</b>	Save and Send an SMS for your entries
<b>Show out of use</b>	Reveal names or accounts that have been taken out of use
<b>Split Receipt</b>	Allows you to split your Receipts and Payments
<b>Transfer</b>	Action your Transfer
<b>Unreconcile</b>	Click to Unreconcile Bank Statements



# Glossary

## 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.

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#### **Budget**

The expected level of expenditure.

#### **Button**

Something which you can click in the program to make something happen e.g. click 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

### **Closedown**

See Close a period.

### **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.

### **Dfe Number**

A seven digit number, identifying English or Welsh schools.

### **Direct Credit**

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

### **Direct Debit**

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

### **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

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History; Cash History; Closing Bank Balances.

---

## E

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### **ePayment**

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

### **eReceipt**

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

---

## F

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### **Field**

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

### **Financial Period**

A period of time in which financial statements are prepared.

### **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.

### **Free School Meals**

Pupils can qualify for free school meals if their parent/carers claim certain benefits. For more information, see [https://www.gov-uk/apply-free-school-meals](https://www.gov.uk/apply-free-school-meals)

### **Fund Manager**

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

---

## 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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## J

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### Joinos

Pebble's platform for helping you and the parents of your pupils communicate, pay for trips, school activities and meals.

### Journal

Holds the details of accounting transactions in a given time period.

---

## L

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### Ledger Code

A code which integrates with an external financial system, allowing you to provide unified VAT reporting across both systems.

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## M

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### MISapp

Pebble's tool to assist you in importing pupil names from your school administration database.

---

## N

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### Negative Payments

Payments where monies are returned to the pupil for over-payment or refund.

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## O

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### Offline

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

### Opening Balance

The amount of money an account owns on the date the account is created in Fund Manager.

---

## P

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### ParentMail

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

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**ParentPay**

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

**Payment**

A transaction that pays a person or organisation.

**Pop-up**

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

---

**R**

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**Receipt**

A transaction that records money received from a person or organisation.

**Reconciliation**

The process of comparing the transactions recorded on your bank statement with the transactions listed in Fund Manager.

**Register**

A Fund Manager menu that allows you to record items taken, such as attendance, meals, etc.

---

**S**

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**School Reference Number**

A seven digit number, usually made up from three digits and four digits.

**SchoolComms**

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

**SchoolMoney**

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

**Screen**

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

**Settlement Account**

A bank account used for electronic transactions.

**SIMS**

School Information Management System.

**SMS Messaging**

Short Message System. You can send short messages from within Fund Manager using the Messaging menu.

---

## sQuid

An online payment system which can be integrated with Fund Manager.

## Support

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

---

## T

### Tab

A sub-division of a screen, offering the ability to view two separate screens in one, by clicking on the tabs to swap views.

### Taken Items

Items such as attendance, school meals etc can be recorded on the Register Menu in Fund Manager, once they have been taken.

### Transaction

An agreement over supply and demand e.g. a contract to exchange goods and services for money.

### Transfer

Move money between accounts or names in Fund Manager.

---

## U

### Universal Free School Meals

From September 2014 pupils in Reception and Years 1 and 2 at state schools in England qualify for universal free school meals. For more information, see <https://www.gov.uk/guidance/universal-infant-free-school-meals-guide-for-schools-and-local-authorities>.

### Unpresented Transactions

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

### Unreconciled Transactions

Synonymous with Unpresented transactions.

---

## V

### VAT 100

A report that displays the 9 boxes you are required to fill when completing an HMRC VAT Return.

---

**W**

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**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.





# Index

---

## A

### Accessing

- Fund Manager 1
- help 1

### Account Balances

- differences 37-38

### Account Code 12

### Account Summary Report 37

### Accounts

- archive 15
- bank accounts 17
- cost centre 12
- create 16
- edit 12-13
- in use 13
- transfers 33
- view 12

### Active Joinos Offers 62

### Adding

- accounts 16
- bank accounts 17
- cost centres 16
- names 9

- organisations 9

### Administration 7

### Aggregated Name 38

### Amend Opening Balance 14

### Amending

- Joinos for Parents offer 62
- opening balance 14
- paying-in slip 46

### Archiving

- pupils and staff 8, 10

### Assigning names to groups 9

### Attaching

- Joinos for Parents offer documents 63

### Attendance Group 50

## B

### Backdated Gift Aid Claims 41

### Balance of Accounts 6

### Bank & Cash Summary Report 43

### Bank Accounts

- add 17
- balance 6
- default 17

- opening balance 17
- reconciled bank balance 17
- transfers 46

Bank and Cash 6, 43

Bank History Report 43

Bank Statements

- reconcile 45
- unreconcile 47

Batch Actions

- accounts 15
- names 8

Browser configuration 3

Budget Value 14

## C

Cancelling

- cheque for cash 45
- Joinos for Parents offers 62
- paying-in slip 46
- payments 35
- receipts 35

Cash History Report 44

Claim History Report 41

Class Group 9

Closing

- gift aid donation period 41
- Joinos for Parents Offer 62
- period end 20

Configuring Browsers 3

Consolidating Names 10

Cost Centre 12

Cost Centres 16

Creating

- bank accounts 17
- Joinos codes 21
- Joinos for Parents offers 59-60

CSV Export

- accounts summary 37
- bank & cash summary 43
- bank history 44
- cash history 44
- gift aid claim history 41
- list all transfers 40
- list of cancellations 40
- new gift aid claim 41
- search account balances 39
- search transactions 38
- user account summary 55
- who's not paid 40

## D

Dashboard 5

Default Bank Account 17

Differences in Account Balances 37-38

Display on Device 50

Draw Cheque for Cash 44-45

## E

Entering

- payments 29
- receipts 25

Exclusion Group 50

Expired Joinos for Parents Offers 62

---

**Exporting**

- accounts summary 37
- bank & cash summary 43
- bank history 44
- cash history 44
- gift aid claim history 41
- list all transfers 40
- list of cancellations 40
- new gift aid claim 41
- search account balances 39
- search transactions 38
- user account summary 55
- who's not paid 40

**Extend Joinos for Parents Offers 62****F****Financial Period**

- number of days in 6
- start date 6

**G****Gift Aid**

- backdated claims 41
- close donation period 41
- in a closed period 27
- manage donors 41
- new claim for donations 41
- preview donations 41
- report 40

**Groups**

- account actions 15
- assigning names 9

- attendance 50
- class 9
- exclusion 50
- names actions 9
- registration 9
- UISFM 50
- user defined 9
- year 9

**H****Help 1**

- Hide out of use 15

**I****Importing**

- CSV register file 55
- ParentPay transactions 63
- transactions 35

- In Use 9-10, 13, 17

- Integrated SIMS 59

**J****Joinos for Parents**

- active offers 62
- amend offer 62
- cancel offer 62
- close offer 62
- code expiry 21
- create codes 21
- create offer 60
- create offer beta 59
- expired offers 62

- extend offer 62
- message history 58
- new message 57
- offers 59
- pending offers 62
- share balances 13, 61
- upload documents to attach to offers 63

Journal Reports 40

## L

Ledger Code 26, 30

List Cancelled Bank Transactions 47

## Lists

- cancellations 40
- payments by cheque/voucher number 39
- receipts by receipt number 39
- reconciled bank accounts 44
- transfers 39

Logging in 1

## M

Manage Gift Aid Donors 41

## Mapping

- ParentPay accounts 63
- ParentPay names 63
- ParentPay settlement accounts 64

## Menus

- administration 7
- bank and cash 6, 43
- messaging 57

- register 49
- reports 6, 37
- transactions 6, 23

Merging Names 10

## Messaging

- Joinos for Parents 57-58

MISapp 8

## N

Names 8

- adding 9
- consolidating 10
- merging 10
- summary report 52
- transfers 33

Negative Balance 33

New Claim for Donations 41

New Joinos for Parents Message 57

## O

Opening Balance 6, 14

## Organisations

- adding 9
- names 8
- summary 6

Out of Use 8-9, 12, 15, 17

## P

ParentMail 35, 59

## ParentPay

- import transactions 63
- map accounts 63

- 
- map names 63
  - map settlement accounts 64
  - payment items 63
  - unmapped transactions 65
  - Part-complete Reconciliation 46
  - Password 1
  - Password Reset 1
  - Pay Receipts to Bank 44
  - Paying-in Slips
    - amend 46
    - cancel 46
    - duplicate numbers 44
    - reprinting 43
  - Payments
    - cancel 35
    - ParentPay items 63
    - payment types 30
    - printing 39
    - reprinting 39
    - signature boxes 39
    - splitting 32
  - Pending Joinins for Parents Offers 62
  - Period End
    - bank history report 43
    - closedown 20
    - view opening balances 19
  - Petty Cash 45
  - Previous VAT 100 Submissions 48
  - Printing
    - accounts summary 37
    - bank & cash summary 43
    - bank history 44
    - cash history 44
    - gift aid claim history 41
    - list all transfers 40
    - list of cancellations 40
    - new gift aid claim 41
    - payments 39
    - receipts 39
    - search account balances 39
    - search transactions 38
    - user account summary 55
    - who's not paid 40
  - Pupil
    - archive 8, 10
    - attendance 13
    - meals 13
    - names 8
    - send SMS about balance 52
    - show balances 52
    - statement report 52
    - view balances 52
- ## R
- Receipts
    - cancel 35
    - printing 39
    - receipt type 26
    - reprinting 39
    - splitting 32
  - Reconcile Bank Statement 45
  - Reconciled Bank Balance 17

## Recording

- attendance 49
- items taken 49
- payments 29
- receipts 25
- taken items 50
- transactions 24
- universal free school meals 53

## Register Account

- attendance group 50
- display on device 50
- exclusion group 50
- setup 13, 49
- UISFM group 50

## Registration Group 9

## Reports

- accounts summary 37
- bank & cash summary 43
- bank history 43
- cash history 44
- gift aid 40
- gift aid claim history 41
- journal 40
- list all transfers 39
- list of cancellations 40
- list receipts by receipt number 39
- list reconciled bank accounts 44
- name summary 52
- payments by cheque/voucher number 39
- previous VAT 100 submissions 48

- pupil's statement 52
- search account balances 38
- search transactions 38
- special 40
- taken items 51
- universal free school meals 53
- unmapped ParentPay transactions 65
- user account summary 55
- VAT 100 47
- who's not paid 40

## Reprinting

- paying-in slips 43
- payments 39
- receipts 39

## Reset Password 1

## S

- SchoolComms 35, 59
- SchoolMoney 35, 59
- Search Account Balances Report 38
- Search Transactions Report 38
- Send Text Message 58
- Set Up Register Account 49
- Settlement Bank Account 18, 45
- Share Joinos for Parents Balances 13, 61
- Show Out of Use 9, 15
- Show Paid Balances 40
- Signature Boxes for Payments 39
- SIMS 59

---

**SMS**

- billing costs and balances 58
- charges 57
- messages 57
- pupil balances 52
- send text message 58
- who's not paid reminders 40

**Special Reports 40****Split Payment 32****Splitting Receipts and Payments 32****Staff**

- archive 8, 10
- names 8

**T****Tablet Devices 14, 49****Taken Items**

- recording 50
- report 51

**Transactions**

- cancelled bank 47
- import 35
- payments 30
- processing 23
- receipts 25
- splitting 32
- unmapped ParentPay
  - transactions 65
- VAT rate 27, 31

**Transfers**

- between accounts 33
- between bank accounts 46

- between names 33

- negative balance 33

**Type of Payment 30****Type of Receipt 26****U****UISFM Group 50****Unit Cost 14, 40****Universal Free School Meals**

- record 53

- report 53

- set up 53

**Unmapped ParentPay**

- Transactions 65

**Unreconciled Bank Statement 47****Unreconciled Transactions 43****Uploading**

- Joinos for Parents offer
  - documents 63
- register file 55

**User Account Summary Report 55****User Defined Group 9****V****VAT**

- code 27, 31

- rate 27, 31

- VAT 100 report 47

**Viewing**

- accounts 12
- archived Gift Aid claims 41
- archived VAT 100 reports 48

- cancelled bank transactions 47
- expired Joinos offers 62
- Gift Aid donations 41
- help 1
- Joinos for Parents message
  - history 58
- opening balances 19
- pending Joinos offers 62
- reconciled bank statements 44
- SMS billing costs and balances 58
- sQuid offers 66
- sQuid student details 68
- transactions 25, 29, 37-38
- transfer transactions 39
- unreconciled transactions 43
- uploaded Joinos offer documents 63
- who's registered on sQuid 69

## W

Who's Not Paid Report 40

## Y

Year End 37

- closing account 39
- outstanding balances 39

Year Group 9



