

School Fund Manager

v7

User Guide



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This User Guide is divided into three sections.

This document is in 3 sections. The Contents at the beginning covers all sections. There is a section Index at the beginning of each section.

**Section 1****User Guide - Manual pages 5 - 25**

This first section is the Manual. Details of the various functions of the School Fund Manager application are explained.

**Section 2****User Guide - Training Course pages 26 - 74**

Exercises to show you how to record transactions, pay money into the bank, reconcile your bank statement, prepare for a year end and produce various reports and lists.

**Section 3****User Guide – Prepare for additional modules pages 75 - 82**

Exercises to show you how make the most of the information you enter into School Fund Manager using the additional modules:

- Name Manager
- Merge Manager
- Claim Manager
- System Manager
- ePayments & Parent Portal
- CFR

If you require any of the additional modules please contact us on  
 0845 310 1788.

More details can be found on our website [www.schoolfund.co.uk](http://www.schoolfund.co.uk)

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This area is for hints, comments and notes.

## Welcome

Congratulations on choosing the School Fund Manager software application to assist with the management of your school funds. School Fund Manager has been designed with the help of many schools for use by all schools. The aim of School Fund Manager is to administer all the school/voluntary/private funds of a school with simplicity, efficiency and elegance.

Amongst the principal features of the software are: -

- Automatic importing of student details, if required
- An unlimited number of accounts
- Bank account and cash book lists
- Full amendment and cancellation facilities
- Full audit trail
- User definable financial period
- Draft period end reports available instantly
- Year end reports ready for audit in minutes
- National Audit Commission & DCSF compliance & CFR support
- Help towards achieving FMSiS

Make full use of information you enter using our modules to mail merge letters and complete Gift Aid claim forms.

Welcome to the School Fund Manager User Guide.

## System Requirements

Operating System	All windows operating systems to windows 7
Printer	Any Windows printer*
Hard Disk	45Mb
RAM	20Mb
CPU	Intel Pentium 300 or higher
Permissions	Full Access Permissions

\*local or networked printer

Program Location – Recommended location is <drive>:\<folder> where <drive> is local or networked and <folder> is SF. E.g. n:\SF  
 Access Permissions - Users must have Full Access Permissions to the Program and Data folders  
 NT Group Policy Options – Users should have default NT policies i.e. allowed to use RUN, REGEDIT & create FOLDERS.  
 Anti Virus must be set to EXCLUDE \SF folders from 'on access' and 'on demand' scanning.

Further details are available on our website. [www.schoolfund.co.uk](http://www.schoolfund.co.uk). See the Support & FAQs pages and search the Knowledge Base for Anti Virus.

## **Introduction**

School Fund Manager is a scalable application. It will fit the requirements of the smallest school fund to the largest. Indeed schools ranging in size from 17 pupils on roll to 2000+ are using School Fund Manager. You set up the application to reflect the needs of **your** school.

Recording income and expenditure, banking transactions, period end and preparing reports, balances and lists are the main tasks of the application. You may set up any number of accounts, record any number of transactions and run the period for any number of months. The School Fund Manager application is totally flexible, user definable and designed to assist in the management of your school voluntary funds.

**Instructions:**

↙ this means left click  
<> this means type the letter or key enclosed.  
> this means select the next menu

School Fund Manager can be operated with a windows interface

OR

the classic interface

Select the interface most suited to your way of working.

This User Guide.

Manual - Here we will describe the main functions of the application. The column on the left is used for additional details and hints.

The Training Course - A step by step guide on all the processes and procedures within School Fund Manager. This section is focused specifically on the windows view, with comments on the Classic view process. Training data is supplied and refreshed with each new upgrade. Additional Training Course exercises will be provided to cover new functions.

There are separate User Guides for the Name Manager, Merge Manager, Claim Manager, System Manager and CFR modules, if you require further details please contact us.

Additional Modules – a description of the modules which can make further use of the transaction details you enter into School Fund Manager.

## **Section 1**

### **User Guide - Manual Navigation**

This version of the School Fund Manager application is unique in that it can be operated in:-  
windows view – using the mouse to point and click or  
classic view – using the keyboard for both data entry and navigation.

To switch between the two views:-

In windows view ↙ on View then on Classic View  
In classic view press <W> **do not CLICK on W – Press the key**

Windows view – how to navigate.

First select from the Drop Down menus and ↗ then select from the subsequent menu and ↗. When entering data you may use the mouse to click on the next field, or the TAB or Enter keys to move to the next field.

#### **Classic view – how to navigate**

Use the number keys to move directly to the menu with that number, repeat on the subsequent menus, or use the arrow keys to move through each menu option until the one you want is highlighted and press <Enter>. When entering data move the cursor to the next field by pressing <Enter>. The up and down arrow keys will also move from one field to the next. Some fields cannot be left empty. You will not be able to move away from them until you have entered appropriate data.

#### **Windows Interface – mouse**

Use your mouse pointer to highlight whatever option or field you require and then left click.

When selecting from a list you may have to Double click or click in the select box beside an item to indicate your selection. Click on the available buttons when you have finished entering a transaction, or viewing a list or printing a report.

The <TAB> key will move you between fields when entering details.

The Classic interface is quicker for data entry, the windows interface uses the familiar point and click with drop down menus.

### Classic Interface - keyboard access

#### MOUSE

Items on the menus and some lists can be selected by using your mouse, (not all windows versions can make use of this feature).

To make your selection from a menu you may either:-

- Place the mouse pointer over the menu item and left click once OR
- use the arrow keys to move through the list until the option you want is highlighted then press the <Enter> key OR
- type the number beside the menu option you want. (In this case do not press the <Enter> key).

#### KEYS

Anything written enclosed by <> throughout the exercises indicates a key which is to be pressed. e.g. <Enter>

#### <ESC>

The <ESC> key will abandon any input screen if you do not want to save your entry

The <ESC> will return you from a Menu or Menu Option to the previous screen

The <ESC> key will 'Quit' the program at the end of a session

**<P> To print** while displaying a list or report on screen, press the letter <P> and the report will be printed. If you press <P> to print and then change your mind press <ESC>. The report you were going to print will be saved as a text file in the School Fund data directory. The name of the file will be on display.

**<D> Diskfile** while displaying a list or report on screen, press the letter <D> and the report will be saved to diskfile. If you do not enter a path, the file will be saved in the SF folder. (you must name the file and add .txt to the end of the file name). You may then access this file through your word processing program.

**<W> Windows View** pressing <W> will return you to windows view when you are in Classic view.

#### Arrow Keys

Arrow keys, <↑> <↓> <PgUp> and <PgDn> <Home> and <End> - these keys will enable you to move through a list or report which is too long to display on one screen.

#### Function Keys

A number of Function keys, <F1> <F2> <F4> <F5> <F8> <F9><F10>- are in use throughout the program. Their function is clearly written at the bottom of any screens where they are in use.

#### Classic & Windows

#### Date Range

On some reports it is possible to define a date range. You will need to specify the start and end date. By default the start date will be the financial period beginning date and the end date will be today's date. You can amend either or both of these dates by typing over the entries, provided you remain within the specified range.

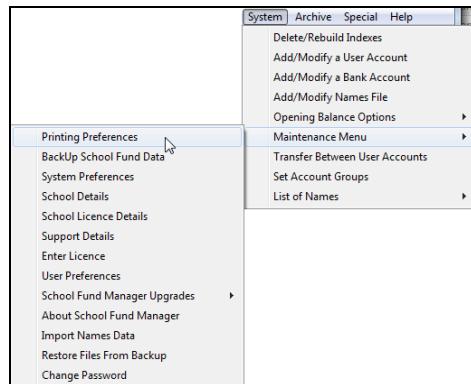
The next 4 pages refer to this menu option

You can return to these options at any time to make changes as necessary.

### Setting up your details and preferences.

You may define certain functions and add your own school details within the School Fund Manager application. All the options to do this are on the System then Maintenance Menu.

#### **☛ System >Maintenance Menu.**



#### Printing Preferences

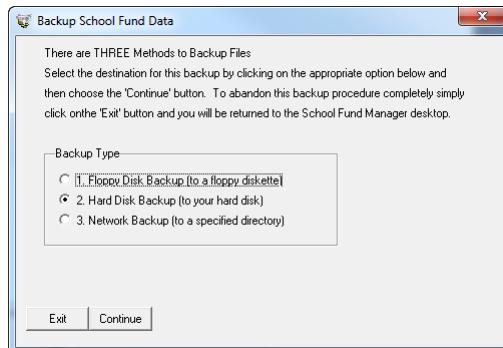
Here you will identify the printer port and paper size and type used for printing the reports from School Fund Manager.

#### Backup School Fund Data

Here you will identify the destination to which the School Fund Manager data backup will be saved. There are three options:-

1. A Floppy Disk – usually the A: drive on your computer
2. Your Hard Disk – usually the C: drive on your computer
3. A Network Drive – any drive that can be accessed by your computer including USB and CD devices.

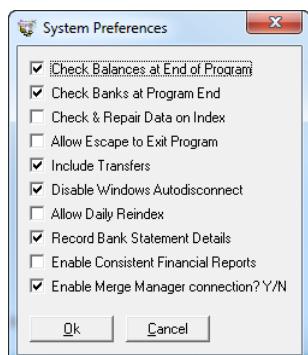
In addition if you use option 3 you can elect to have the network backup run automatically as you exit the School Fund Manager program.



Backing up MUST be done every time you use School Fund Manager. If you back up using these internal routines it is easy for the program to restore files when required.  
Use option 3 if you want to backup to a Network location or USB device.

#### System Preferences

**Hint**  
Leaving Enable CFR unchecked will prevent you having to enter details of CFR codes when entering new Bank and User Accounts. ☺



Use these options to customise your school fund application. The checking routines will extend slightly the time it takes the application to close.

Include Transfers is the option to have the value of internal transfers reflected in the user account balances. It is the most usual way of reporting internal transfers.

We strongly recommend you disable the windows autodisconnect. This prevents School Fund from being left without a network connection.

If you opt to Record Bank statement details, during reconciliation you will be required to enter page numbers, statement dates and opening and closing balances. This information is then used to print out a completed reconciliation report.

We suggest you make sure Enable Consistent Financial Reports is unchecked unless you KNOW you will be using this facility.

### School Details

These details are not mandatory but can be used if entered. We have used the default name of SCHOOL FUND, however you may prefer yours to be known as VOLUNTARY or NON PUBLIC FUND. The Registered Charity Number will be printed on your reports if you enter the details here.

### School Licence Details

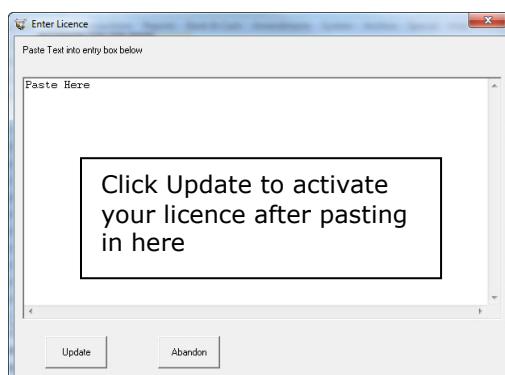
Your school name and the authorisation code are provided to you when you first install the application. If your school name should change contact us to request a new code and then enter the revised details here.

### Support Details

Here are the details of your support provider, the support telephone number and the date on which your current subscription licence is due for renewal.

### Enter Licence

When your licence is due to be renewed we will email it to you. You then simply copy and paste the licence into this screen. Depending on your requirements the licence will activate those functions within School Fund Manager that you have requested.

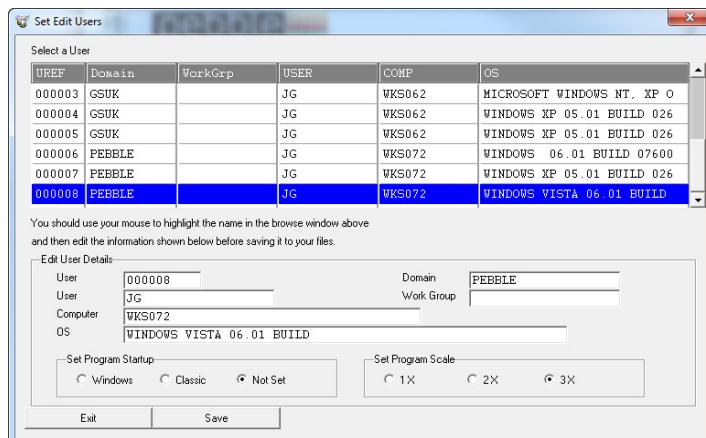


### **Hint**

NEVER use Excel to open the licence file that we send you.

When you paste the licence into this screen MAKE SURE you paste over the words 'Paste Here'.

### User Preferences



This screen details the Users, Computers, Operating Systems and Domains being used. This information is used in the Network Identity Report.

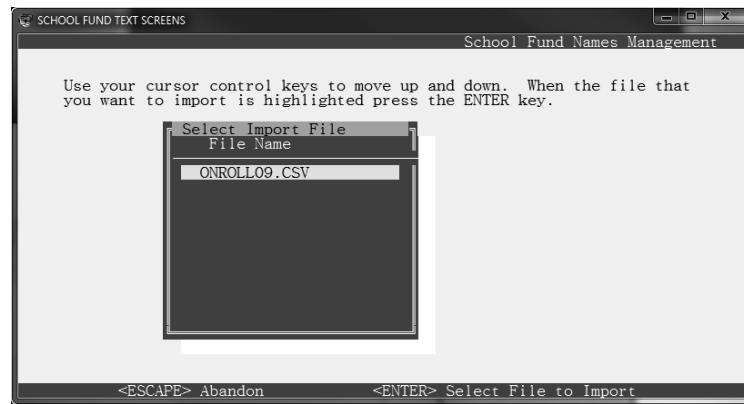
Instructions on how to create a file of your student names can be found on our website.  
[www.schoolfund.co.uk](http://www.schoolfund.co.uk)

Create the file of pupil names in your admin database. Save the file to the \SF \Import folder and then it can be seen by the School Fund Manager program.

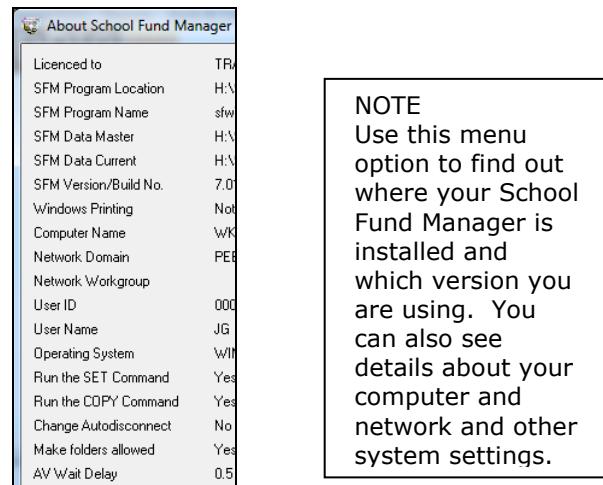
#### **Hint**

You can see the same details on the Help>About menu option on the Main School Fund Manager screen.

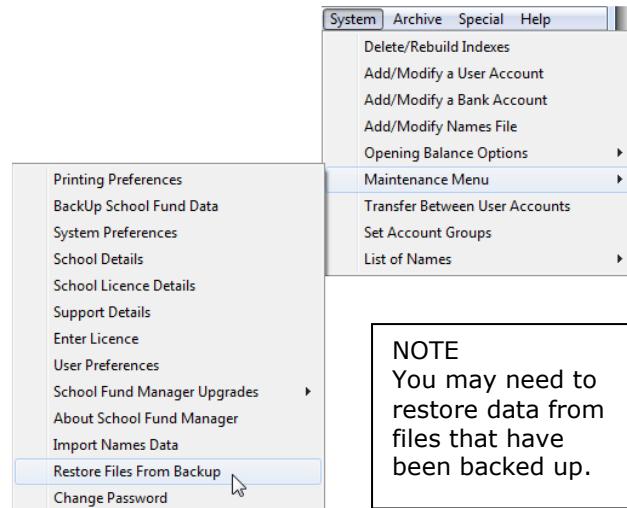
### Import Names Data



### About School Fund Manager

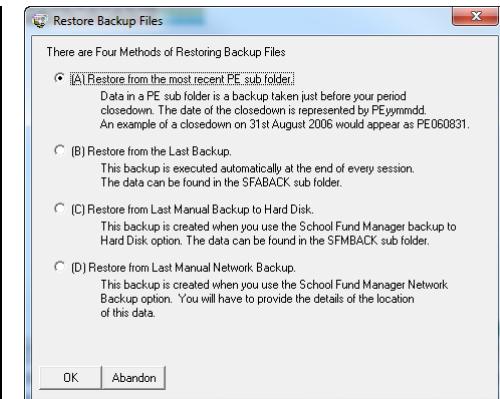


### Restore Files from Backup



There are 4 possible folders from which to restore your data, two of these folders are created automatically by School Fund Manager, the other two are created if/when you use the backup functions within School Fund Manager. Backups done by any method other than via School Fund Manager can only be used for restoring if the required files are:-

1. In a location that can be identified
2. Contain a complete set of data files

**NOTE**

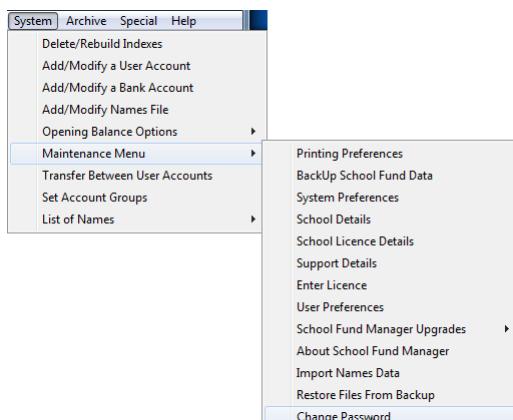
A folder with the letters PE preceding 6 digits is a folder created at a period end. It contains a copy of your data at the moment at which you performed a period end. The digits are the period end date in reverse. If you restore from a PE folder your data will be as it was immediately prior to the period end closedown.

Once you select the location of the files to be used for the restore you will be required to confirm the details. A copy of the files to be replaced will be copied into a folder prefixed with the letter R and the date of the restore – in reverse with a final letter to indicate how many folders have been created in this way on that date. E.g. R100418A is the first set of files that were overwritten by a restore on April 18th 2010.

**Change Password****Password**

There is only one password for the SFM program unless you are using the System Manager module see **page 78** for more details on the System Manager module.

The Password will have been set as part of a new installation process. If however you are not a new user and wish to change the password already set for School Fund Manager please follow these instructions.

**☛ System and follow this path****Hint**

To adhere to Best Practice for passwords we recommend that you use a mixture of upper and lower case letters and add non alpha-numeric characters.



Enter the new password minimum of 4 characters and OK  
Repeat this process once more, if both words match you will see this screen.



Professional Best Practice recommendations should be considered including use of non alpha-numeric characters with letters and numbers in your password. You should consider changing your password periodically.

OK to save and finish.

**Hint** ⚡ System  
See Getting Started section for details on how to add Bank and User Accounts.

**Hint**  
Leave CURR as the code for your most frequently used bank account. This will ensure this account stays at the top of the alphabetical list.

See the CFR User Guide for more details.

**Hint**  
User T as the first character of all the codes used for Trip accounts.  
Use V for visits and C for charities.

### Setting up Accounts

All the setting up functions are on the System Menu. Some account details may have been added during your Start Up. Other accounts may be added on an as required basis.

### Account Codes

Both Bank and User Accounts require a code. This is a unique combination of between 1 and 4 letters and numbers. A code may NEVER be deleted. An account name can be edited. Bank and User Accounts can be taken 'Out of Use' when you have no further need of them. This will prevent them from appearing on the transaction screens. They may continue to appear on the report and lists screens if they have a balance which is relevant to the open financial period.

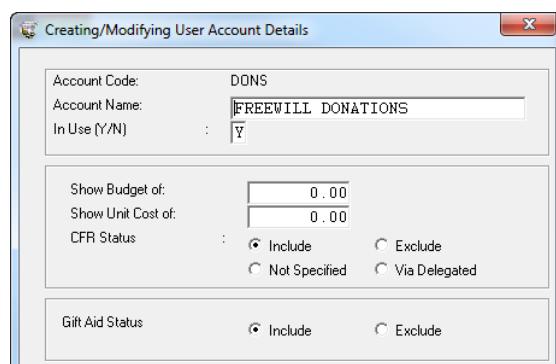
### Bank Accounts

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 change this bank name if you wish. If so, use System then Add/Modify a Bank Account and select the current account from the list by clicking OK when it is highlighted. Overtype the name 'Current Account' with whatever you want your bank account to be called. If you have more than one bank account you may create additional accounts by clicking on New Account. You will need to add a unique code (which remains fixed) and an account name. The account name normally includes the name of the bank itself and the type of account. This information can be changed later if necessary.

*IF CFR is enabled when adding new Bank Accounts you will be offered the opportunity to associate the account with a CFR code. If in doubt as to which code to use, you may postpone attaching a CFR code until later. Or you may disable CFR in the System Preferences menu if not required.*

### User Accounts

A User Account is equivalent to an individual column in a manual ledger. User Accounts may be created at any time, as and when needed. There is no effective limit to the number of user accounts you may have but each one must have a unique code of up to four characters. Codes can be helpful in arranging similar types of User Accounts together in the list.



Alongside is the user account screen with CFR enabled and the Gift Aid status option.

Other than the code and name you may add details of the Budget value and/or a Unit Cost value. A Budget Value is used to produce a report of Actual against Budget values and the difference between these values at the time the report is run.

A negative Budget value indicates an expected level of expenditure or loss. A positive Budget value indicates an expected level of income or profit. A Unit Cost is appropriate for a trip or activity User Account. You can enter the cost per head of this trip or activity. This information will be included in the Who's Not Paid report.

If you intend to track eligible income and expenditure for the purposes of

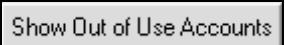
See the CFR User Guide for more details.

reclaiming tax paid, then set the Gift Aid Status field to 'Include'. This will enable you to report on the income and expenditure on this account and complete a Gift Aid reclaim document if the donors are eligible.

*IF CFR is enabled when adding new User Accounts you will be offered the opportunity to associate the account with a CFR code. If you are in doubt as to which code to use, you may postpone attaching a CFR code until later. Or you may disable CFR in the System Preferences menu if this option is not required.*

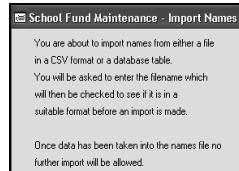
### Out of Use Accounts

You may not delete any account. However once you have finished with an account, bank or user, you can take it out of use. This means they are 'hidden' from the usual view of accounts. This has the advantage of keeping only the 'active accounts' on view. Out of Use accounts can be brought back into use if required.

In windows view the  button will return the out of user accounts to the list. To hide them again use the  button.

### **For New Users only**

Details on importing the whole school roll are available on **page 21**.



For current users the Name Manager module will enable you to import your newest intake year, promote classes and remove leavers. See the web site [www.schoolfund.co.uk](http://www.schoolfund.co.uk) for more details.

### **NOTE**

School Fund Manager is a cash accounting application. Cash receipts will increase both the receipts and the cash in hand value and cheque receipts the cheques in hand value.

### **NOTE**

Direct Credits are funds that appear

### Setting up Names

A Name can be an individual or group, company or other 'body'.

Names may be entered into School Fund Manager in one of three ways

1. Typed in as required, either through the System Menu & Add/Modify Names option or
2. While entering a transaction using the <Add New> option or
3. Linking to your student database and automatically importing the student names.

Once a name is entered it can be used for both receipt and payment transactions. You may take a name 'Out of Use' when it is no longer required.

### Receipts

You may find it helpful to record the receipts of some user accounts against named individual students, e.g. an overseas trip for which regular instalments are received. Other user accounts may not need such level of detail e.g. charity collections. In these cases you can record the receipts against a more generic name such as year 4 or class 8FG. A third option is to create a name specific to an activity e.g. Stamp Club or Music Group.

### Payments

All Payments are made to a specific name, this may be an individual, year or registration group, supplier or organisation.

### Entering Transactions

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

Transactions are either :-

- receipts, money is received or
- payments, money is spent

Receipt Transactions require 3 stages to be completed they are:

1. Received
2. Paid-In i.e. banked - and then
3. Reconciled

Payment Transactions require 2 stages to be completed they are:

1. Paid-Out - and then
2. Reconciled

in your bank account without you having to deposit them e.g. bank interest or standing orders.

To select from a list



Code	User Account
AFF	Affiliation Fees
BBG5	Book Bags
BCB	Book Club
BIC	Bank Interest & Charges

#### NOTE

The Class field can be used to identify similar types of names e.g. students can have their year and reg group here. You can use SUPP to identify suppliers, PARENT or STAFF are also useful classifications.

#### Hint

date field use – to go back a day, + to go forward a day.  
Press T for today's date.

#### NOTE

Direct Debits are funds that leave your bank account without you having to withdraw cash or write a cheque e.g. bank charges or standing orders. Cheque numbers may only be issued once against each bank account.

A transaction comprises a user account, a name, a description, an amount and a date. In addition you can specify the type of money – cash, cheque or direct credit or debit. As you enter transactions School Fund Manager maintains the balance of your accounts by posting the values you enter on both sides of the balance sheet.

#### Entering Receipts

Printing a Receipt can be done at entry or any time thereafter.

Details required when entering a Receipt.

First select the User Account then select a Name.

If the name has already been entered you may select it from the list. If not you can add a new name.

To select from the list type the first letter to reveal names beginning with that letter then subsequent letters to reveal the name you require. Or click



on the  and use the slider bar to find the name you want.

Name	Class
< Add New >	
ABC Supplies	
Adams Jessica	2SE
Addison W	3RT

To Add a new name while entering a transaction  
 on <Add New> and enter a Surname and Initial or company name in the first field. Use the class field for students to enter a year and registration group.

Date: You may accept the default entry of today's date. If you wish to

change the date  the  to reveal a calendar. You may type in the new date using dd/mm/yy format e.g. 18/04/10 is 18th April 2010.

For: the a reason for the transaction.

Receipt No: The program will generate a sequence beginning at whatever number you start at and always offer the next number available. Press <Enter> to accept the entry. You may alter the number on offer if required. A receipt number can be issued only once.

Cash/Cheque/Direct Credit (C/Q/D)  on the appropriate type.

If a receipt transaction enters your bank account directly it is a Direct Credit. You will have to identify the bank account receiving the funds. You may save or save and print your transaction. Using <ESC> or Abandon will prevent any of the details entered from being saved.

#### Recording Payments

There are two stages to be completed for Payments: -

1. Paying out
2. Reconciliation with your bank statement

Printing a Payment Advice slip can be done at entry or any time thereafter.

#### Details required when recording a Payment.

You must identify the user account and name relating to this payment. In addition the date, reason and amount details must be entered. Cheque and Direct Debit payments require additional details of the bank account and cheque number.

School Fund will offer the next available cheque number based on the last cheque payment transaction entered. If the number is not correct you may

**NOTE**

A split transaction is NOT required for cash entries.

**NOTE**

You may enter a split transaction in classic view and then return to windows view and see the details.

Split transactions appear on reports with the reference SQ.

Gold T	SEB	Fees	50	20	12.00
Gold T	SEB	Deposit	50	20	20.00
ABC Bus Company		Inv 32			SQ077025
ABC Bus Company		Inv 43			SQ077025

**Example of a header record.**

Split Transactions	HQ Q077025
04/04 Split Inv 32 & 43	

**NOTE**

Split transactions may be cancelled in both windows and classic view.

**NOTE**

The lines of a split transaction may not be amended. If an error is made on one line of the split then the whole of the transaction must be cancelled.

**Hint**

Also known as the Audit Trail

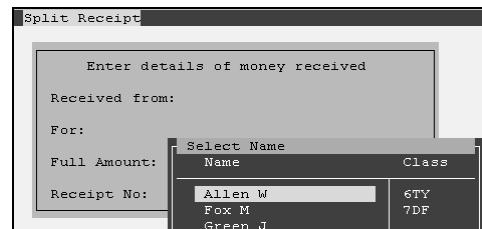
**Hint**

If your Paying in Slip books have numbered pages, use the number as a reference. If the pages are not numbered, allow the application to generate numbers and write these into your paying in slip book.

overtype it. Previously entered transactions can be seen at the bottom of the screen.

**Split Transactions for Receipts and Payments**

A split transaction means the cheque you are processing contains money for more than one user account and/or more than one name. An example of this could be a cheque received from one individual for both a deposit for a visit and a contribution to a charity collection, or, a cheque payment to a travel company which requires funds from more than one trip account.



**IMPORTANT**  
Split Transactions may only be processed in Classic view at this time.

**Cancellations and Amendments**

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

Most processes have specific routines to undo the effects of incorrect transaction entries.

- Cancel a Receipt or Payment Transaction
- Amend a Receipt or Payment Transaction
- Unreconcile Bank Statement Entries
- Cancel a Bank Paying-In-Slip
- Cancel a Direct Debit or Credit Transaction
- Cancel a User Account Transfer

Other routines require an equal and opposite transaction to reverse the incorrect entry.

- Reverse a Bank Account Transfer
- Reverse a Cheque drawn for Cash

To reverse a bank transfer, record the same transaction but select the bank accounts in the opposite order.

To reverse a cheque drawn for cash, pay the cash back into the bank. This will remove the value from the cash in hand and return it to the bank account.

**List of Cancellations and Amendments**

An audit trail is a record of any receipt or payment transactions that have been cancelled or amended. The original details plus your reason for the cancellation or amendment are recorded. Details of cancelled transactions can be reused, e.g. receipt and cheque numbers.

**Banking and Cash**

The bank accounts and cash book are maintained and updated by the entry of receipt and payment transactions. In addition Paying-in Receipts, Cashed Cheques and Bank Account Transfers will affect the bank and cash balances.

**Pay In Receipts to Bank**

Cash and/or cheques will accumulate 'in hand' as receipt transactions are entered. You may then select some or all the cheques and cash to be paid into a bank account. Create paying in slips for separate bank accounts if required. Number your paying in slips to create a reference between the paper paying in slip and the transaction you record on School Fund.

**Important**  
**You cannot cancel a cheque for cash.**

#### Draw a Cheque for Cash

A cheque drawn for cash will increase your cash in hand and enable you to make cash payments. To reverse a cheque drawn for cash pay the cash back into the bank.

#### Transfer between Bank Accounts

If you operate more than one bank account at the same bank, you can transfer funds between them. The transfer may be instigated by you or by the bank. You may record the transfer at the time it happens, or when you receive the bank statement and during reconciliation. You may not transfer a negative amount. Transfers like all other bank transactions will require reconciling.

**NOTE** If you have accounts at different banks you will NOT use the transfer between banks option to move funds from one to the other. In this case you will record a cheque payment to clear the old bank account and then a cheque receipt which will need to be paid into the new bank account.

**Hint**

See Cancellations and Amendments for how to unreconcile.

**Hint**

A reconciled report is available at the point when you save a reconciliation. If you need a copy of a bank reconciliation see **page 50**.

#### List Unreconciled Bank Entries

You may view or take a print out of all unreconciled bank entries. This may be useful to compare with your bank statement prior to reconciling. The actual and reconciled bank balances are on this screen in addition to the total value of items that remain unreconciled.

#### Reconcile Bank Statements

Reconciliation is the process whereby you and the bank agree the transactions that have been entered and cleared on each bank account. As soon as the bank statement/s arrives you should check the items that match those on the computer. Transactions may remain unreconciled for some time, especially if cheques you have sent to someone fail to be presented for cashing. If an item is reconciled incorrectly it can be unreconciled.

When reconciliation is complete and you have checked 'Record Bank Statement Details' on your System Preferences screen, you may take a print out of the items that have been reconciled. Page numbers, dates and opening and closing values can be added to the reconciliation routine. These details are then used in the print out.

The report is also saved as a .txt file and can be found in the \SF\BRECREPS folder. You can use these files to get reprints of these reports when needed.

The reconciled balance on the List Unreconciled Bank Entries report must always match the figure on the last bank statement you reconciled.

#### Reports

There are a number of reports which are presented as either lists or balances available to be printed out at the click of a button. The default setting for reports is to provide all the details for the current financial period. With most reports it is possible and usually desirable to restrict in some way the range of data to be displayed.

The date range fields require a start and an end date (both inclusive). These default to the start of the current financial period and today's date respectively. Both of these dates may be overtyped as necessary. Please make sure your end date is not BEFORE your start date.

To restrict the number of items on display in the lists of Paying-in-Slips and Receipts, you may specify the first and last numbers. The same number in both fields will result in that one item only presented on display.

#### Special Reports

There are three 'Special Report' options in School Fund Manager.

**Hint**

Add a Unit Cost amount to a User Account to make full use of the Who's Not Paid reports.

Use  
System>Add/Modify a User Account.

They are:-

- 1/ **CFR** Consistent Financial Reports
- 2/ **Who's Not Paid** reports for Mail Merging using the Name & Merge Manager module. See page 55
- 3/ **Gift Aid Reports** - to help reclaim tax paid on Freewill donations made by UK tax payers using the Claim Manager module. See page 76

**Lists**

Lists of transactions by user account, bank account and cash are available. Also lists by receipt number, cheque number and name. The Who's Not Paid list reports the transactions of a specified group or class against a specific user account. It can also display a unit cost, helpful to determine whether the total cost of the trip/activity has been received from each participant.

Balance Including Transfers on 15/02/10 £857.00 (Excluding Transfers £857.00)			
Name	Receipts	Payments	Balance
Bowan R	5TY	125.00	125.00
Carter H	5TY	180.00	180.00
Cruise T	5TY	125.00	125.00
Gibson M	5TY	125.00	125.00
Harrison F	5TY	Nil	
Leland K	5TY	125.00	125.00
Pitt B	5TY	180.00	180.00
Taylor R	5TY	180.00	180.00
<b>Totals</b>	<b>1040.00</b>	<b>0.00</b>	<b>1040.00</b>

Here you can see that in the Lake District account one student has not paid any fees and four students have not yet fully paid.  
The Unit cost of £ 180.00 is on view.

**List Names**

There are many ways to list names. All these functions are on the System>List of Names option.

- 1 List a Class
- 2 List a Year Group
- 3 List All Names
- 4 Create User Defined List
- 5 View User Defined List
- 6 Delete User Defined List
- 7 Edit User Defined List

**NOTE**

For more details on User Defined Lists please refer to page 57

**User Defined Lists**

It may be useful to create a list of students not otherwise readily identified by a class or year group. These are the lists used in conjunction with 'Who Has Not Paid'.

Once saved these lists can be viewed, edited and when no longer required, deleted.

**Balances**

A Balance report may not have the date range restricted. By definition a balance has the details of all the transactions that have been entered within the current financial period.

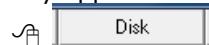
**Exporting FROM SFM TO word processing or spreadsheet applications.**

All lists and balances can be saved to a file and then imported into various applications.

**Word Processing**

You can create a file that may be opened using your word processing

Export a report to any application by



**Hint**

Use Excel to open files saved using the To Excel button. They are in the Export folder which is a sub folder in the SF folder.  
i.e. \SF\EXPORT

Standard Backup folders created by SFM are:  
SFBACK  
SFMBACK  
SFUBACK  
PEBACK  
PEyymmdd

The PE090831 is the data which was automatically backed up just prior to a period end closedown with the date 31<sup>st</sup> August 2009.

**Hint**

To delete indexes  
⌘  
System>Delete Indexes

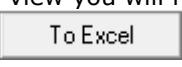
Period end can be for any period of time, traditionally however it tends to be at the end of 12 months.

**NOTE**

Select a financial period that meets the needs of your school/college/nursery.

application. When the list or balance you want to export is on screen ⌘ the Disk button and note location and file name given to the saved report. Using your word processing application look for this file in the SF\Export sub folder and open it. You can edit the document in the usual way.

**Spreadsheets**

In windows view you will notice a button on the screen of many lists and balances.  ⌘ on this button and you will save the report you can see on screen to a file, note location and file name given to the saved report

**Backing Up**

**You must back up regularly.** School Fund Manager can be backed up from within the program. Only your data is backed up using this method. You can Backup to a local drive or network drive. Backing up to floppy disks may require more than one disk, you may also backup to a USB device. The advantage of backing up to a portable device (USB or floppy disk) is that you can take the disk with the data off the premises. Backing up to the hard disk will make a copy of your data but it remains on your computer. At period end it is particularly important to take a back up.

During upgrades and at period end the application will create an automatic back up. Back ups done by the user will be in a subfolder named SFMBACK which is created in the SF folder. Back ups done during upgrades are in the SFUBACK sub folder and period end back ups are in a PEyymmdd folder where yymmdd is the year month and day of the closedown date.

**Restoring**

To restore from a back up is very easy, simply copy all the backed up files from a single backup session into the SF folder. NEVER restore files taken from different backup sessions. Always restore ALL the backed up files. If you do restore you MUST delete the indexes from within the program BEFORE you enter any new transactions.

The ONE file that may be backed up and then removed from the school fund folder is SFATARK.DBF. This is the list of historical transactions. This file is created at a period end. It is the file that is accessed when you go to list Archived Transactions. If you want to look up Archived Transactions and the file has been removed, you will be required to provide this file, either on a floppy disk or by returning it to the \SF folder.

**Period End**

Manually preparing the books for audit at the end of the accounting period can often be a very time consuming exercise.

With School Fund Manager however, the necessary reports are available instantly. As an additional benefit you may go through the period end process and produce draft copies of the reports without actually proceeding to close down. This may be done at any time. Any audit adjustments may be entered as required.

The closedown process is very simple. Identify those User Accounts, if any, which are to retain their balance, the remaining user accounts will have their balance, if they have one, transferred to the To Be Allocated figure.

Incomplete accounts have been designed to enable you to record the transactions of an account over a number of months greater than a financial period.

Imagine the case of a Ski Trip. The start of the trip is March 2010, however students have been bringing their money for the trip for the previous 15 months. If this account is closed in March or August 2009, depending on the school fund accounting period, there will be a healthy balance in credit. It would be inaccurate to consider this credit as 'profit' as these funds will be paid out on behalf of the trip organizers during the few weeks before the students depart.

Similarly, in the next accounting period you would not wish to imply that the Ski Trip had made a huge loss by virtue of the fact that since the closedown date the funds have been spent. In addition the facility to run a report for ALL the transactions that have occurred within this account even over two financial periods, would be an advantage.

To achieve this we have introduced the concept of 'incomplete' accounts. The balances of these accounts are excluded from the year end final figures. All the receipts and payments are treated as advance income and/or expenditure to be included in the next year's figures. Individual transactions in these accounts are carried forward to the next period.

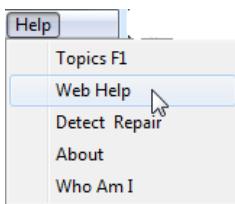
### Main Steps to a Closedown

#### **TAKE THE PRINTOUTS LISTED AT POINT 5 BELOW BEFORE DOING YOUR OWN PERIOD END CLOSEDOWN**

1. Enter an appropriate period end date
2. Identify any User Accounts to be handled as 'Incomplete'. This is only appropriate at an actual closedown. If you are producing these reports termly or quarterly no accounts should be handled as incomplete.
3. View draft reports.
4. If there are any adjustments to be made this is the time to make them. Once you have closed a period you are unable to return to the accounts and make changes.
5. **Take printouts of the following reports**
  - User Account Transactions use the Multiple Lists option
  - Bank Account Transactions
  - Cash Transactions
  - List Payments by Cheque/Voucher number
  - List Entries on Paying in Slips
  - List Unreconciled Bank Entries (only if closing near to the actual closedown date)
  - List of Cancellations & Amendments also known as Audit Trail
6. Make a backup of your data just before you do a closedown.
7. Confirm the closedown
8. Reconfirm the closedown
9. Select those User Accounts which are to retain their balance in the new period.
10. Print out the final reports

Example of an Income & Expenditure report produced at period end.

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/09 To 23/02/10						
		OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND
AFF	AFFILIATI	-436.00	200.00		75.00	-311.00
BBGS	BOOK BAGS	0.70		13.00	25.00	-11.30
BCB	BOOK CLUB	58.25		92.70		150.95
B1&C	BANK INTE	230.71		200.00	6.59	37.30
DONS	FREEWILL	180.00			250.00	200.00
GDD	GARDENING	350.00			109.60	240.40
GEN	GENERAL	-176.00			12.75	-188.75
MGT	GUITAR	602.00		180.00		782.00
MTP	TRUMPET	291.00				291.00
SSB	BASKETBAL	412.00		608.00	350.00	670.00
SCKT	CRICKET	15.00				15.00
SWM	SWIMMING	148.00				148.00
TLD	LAKE DIST	77.00		1040.00	260.00	857.00
VOH	OVERTON H	117.00		90.00	325.00	-118.00
VSCB	SCARBOROU	213.00		360.00		573.00
XF10	XMAS FAIR	-28.14				-28.14
		3698.52	200.00	200.00	2640.29	1157.35
						\$181.46
				Total Transfers between these accounts	200.00	200.00
				EXCESS OF INCOME OVER EXPENDITURE	1482.94	
					2840.29	2840.29



### Frequently asked Questions – FAQs

You will find a comprehensive set of Support Documents and answers to frequently asked questions on our website  
[www.schoolfund.co.uk/](http://www.schoolfund.co.uk/)



### How do I handle cheques returned by the bank?

Cheques paid in to your bank can be returned to you for one of two reasons.

1. The cheque being paid in is not signed
2. The cheque paid in is returned as 'bounced'.

If a cheque is unsigned this will often be spotted at the time it is being banked. The bank staff will make an alteration to your paying in slip and return the cheque to you. In this instance only you will need to cancel the paying in slip recorded on the application and then remake it using the original details, i.e. number and date but excluding the cheque not signed.

When the bank returns a cheque that you have already recorded as being paid in for reasons of 'insufficient funds' they will make a direct debit transaction against your account for the value of the 'bounced' cheque. The original paying in slip remains as recorded. You should then record the direct debit transaction on School Fund to match the bank. Direct Debits are Payment transactions. Use the original receiving User Account and name to record a payment of type Direct Debit.

### How do I handle unpresented cheques?

Unpresented cheques are cheques that you write but remain on the list of items waiting to be reconciled for a period of time greater than twelve months. They usually occur because the cheque you wrote has been lost by the person/company to whom it was sent. Twelve months is the usual period a dated cheque remains valid.

Cancelling these cheques will depend on whether the period they were recorded in is still open.

To Cancel a cheque written in an open period.

Use Amendments then Cancel Receipt or Payment Transaction

Find the User Account against which the cheque was written

Select the cheque payment

In the Reason for Cancellation field type Unpresented cheque timed out.

Cancelling the payment transaction will remove the item from the reconciliation list. You can see the details of this cancelled cheque payment on the Audit Trail.

#### **Hint**

Entering a Direct transaction creates a record for the bank. These transactions are then reconciled in the same manner as any other bank transaction.

To remove an item from the list of unreconciled bank entries you must either reconcile it or cancel the original transaction.

To Cancel a cheque written in a closed period.

You are unable to cancel transactions in a closed period. You must therefore put in a direct credit (receipt) entry which will reverse the effect of cheque payment.

Use Transactions then Enter Receipt

Select the User Account against which the cheque was written. (If this U/A is not available in the current year select an appropriate alternative)

Select the name of the payee

Enter an appropriate date

In the 'For' field type Unpresented Cheque timed out

Enter the amount of the cheque

Enter a 'D' as the transaction type - this is a direct credit

Then select the bank account the cheque was drawn against

Finally you will have to reconcile both this direct credit and the original cheque payment. The net effect on your bank account will be zero. This is the only way in which you can 'remove' the old Unpresented cheque from the list of items waiting to be reconciled.

#### How do I transfer a negative balance between user accounts?

To transfer -£10 from one account to the other. Select the account that will effectively 'give' £10 to the account which is overdrawn.

You cannot transfer a negative figure. You can reverse a negative value by transferring into the account with the negative balance.

Use the Transfer between User Accounts option. To transfer a negative amount you must reverse the usual transfer routine. Select the account you want to receive the negative balance as the FROM account and the account which has the negative balance as the TO account.

#### What should I do when I move from one bank to another?

Set-up the new bank account. Note: the bank account code must be something not already used. If the banks are transferring your funds internally you can record a transfer of money from the old bank account to the new.

Select the 'old' bank account to transfer the money from and the 'new' account to transfer the money to. Enter the amount.

Note the revised bank balances on screen – if they are correct save the transaction.

In due course when your bank statement arrives you should reconcile both halves of this transfer using the bank reconciliation routine. If the banks require a cheque to be drawn to clear the old account and a deposit made to the new account proceed as follows.

Select a user account, any one will do as the balance will not be affected by the next two transactions. Use your General or Miscellaneous account if you have one. Record a payment to draw a cheque in the name of the school for the amount to clear the old bank account. Enter a receipt to receive a cheque in the name of the school, which you will then pay in to the new bank account. In due course reconcile both these transactions.

#### How do I cancel a Cheque drawn for cash?

This cannot be done as a cancellation. Rather you must return the cash to the bank by paying in the cash as a bank deposit.

#### How do I set up a second data set (e.g. for the Trip accounts)?

##### **Step 1 – Create a data folder**

Create a new folder under the directory in which your School Fund data is currently located.

E.g. under C:\SF create a new folder called TRIPS >result> C:\SF\TRIPS

Or under S:\SF create a new folder called TRIPS >result> S:\SF\TRIPS

**Step 2 – Copy a set of empty data files**

email us and ask for a clean set of data files.

(email to :- info@schoolfund.co.uk)

We will send a set of data files and the necessary additional files to enable a subsequent set of data to be created.

**Step 3 – Set up a shortcut to this data – optional**

Copy the existing icon you use to access your School Fund data.

Paste a copy to the desktop. Rename the new icon to be a meaningful name then edit the properties of the new icon (Program tab) to add \TRIPS to the working directory.

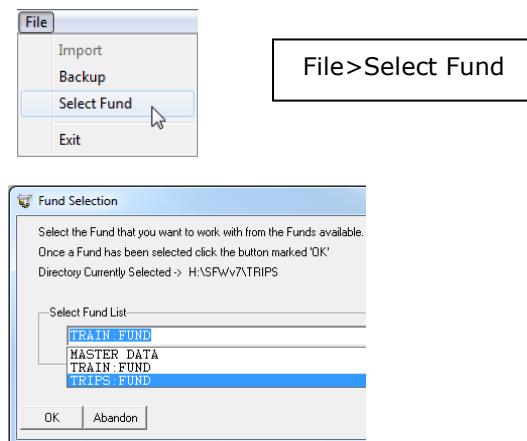
Example:

Working = C:\SF > becomes> C:\SF\TRIPS (or whatever name you have given to the new data folder).

**OR**

**Access your new data via Select Fund**

You can access the new data set from within School Fund Manager using

**Step 4 – Set up the new data set name**

Start the new set of data by clicking on your new icon or accessing via File>Select Fund.

When prompted enter the 'new data set name' in the School name field and then enter the authorisation code (you will need to call and ask for a new code to match this new data set name).

You may repeat these steps for any further sets of data required.

How do I import student names into School Fund Manager?

For new users we will perform this process as part of the Set up service offered.

Importing your student names into School Fund Manager

Once your School Fund Manager is running you can import the student names from your administrative database.

**IF USING THE ONE TIME IMPORT YOU MUST USE THIS PROCESS BEFORE YOU START ENTERING INDIVIDUAL NAMES.**

This limitation has been imposed to avoid the possibility of creating duplicate pupil name entries, which might otherwise occur. Using the one time import process has the advantages of:

- accurately importing the full pupil roll with year and reg. details
- establishing a Unique Identifier for each name imported

The Unique Identifier offers a means to reduce administrative effort in future by positively identifying pupil records in both the SFM and the pupil administration systems. The process is the same in both views of School Fund, Windows and Classic.

The one time import procedure will import pupil names from the following pupil administration systems:

- SIMS.net from an exported list in .CSV format
- SIMS Star from a copy of the STUDENTS.DBF file
- CMIS from an exported list
- Other from a pupil list in .CSV or .DBF format

**Preparation -** When SFM first runs it creates an ..\IMPORT sub-folder within the folder it was installed into (..\SF by default). Before running the one-time import a list of pupils needs to be saved into the ..SF\IMPORT sub-folder.

#### Using SIMS.net to create a CSV file of the whole school roll

⇨ Reports ⇨ Design ⇨ Create a New Report ⇨ Student ⇨ Next ⇨ On Roll  
⇨ Next

At this point you will identify the 6 fields required for the .csv file

From the list on your right select the first 3 fields - highlight and Double Click on

Legal Surname  
Legal Forename  
Date of Birth

Double click on Registration and select the next 4 fields from the expanded list

Admission number  
Year Group  
Registration Group  
UPN

⇨ Next

- ⇨ Next – if no filter is to be applied
- ⇨ Next – if no sort order is required
- ⇨ Next – if no effective date is required

To create this as a .csv file you must select TEXT from the types of file offered You will then see a box with comma separated highlighted and an empty field box in which you will enter the file name.

To browse to the \SF folder

⇨ Browse then ⇨ to select the drive letter where School Fund is installed  
⇨ SF folder  
⇨ IMPORT folder

Then enter the file name e.g. students.csv

⇨ Save  
⇨ Finish

⇨ RUN – this will create the file. You will see a screen message stating that the file has been saved in the n:\SF\IMPORT folder (n is your drive letter).

Latest changes to your .net software require the editing of the Students.csv file you have just created. Go to the \SF \IMPORT folder

Right⇨ on the Students.csv file

Left ⇨ Open with and select ONLY Notepad or WordPad

The top line will look like this

"Legal Surname","Legal Forename","Dob","Adno","Year","Reg","UPN"

Please edit it to look like this

"Surname","Forename","Dob","Adno","Year","Reg. Group","UPN"

⇨ Save  
⇨ Exit

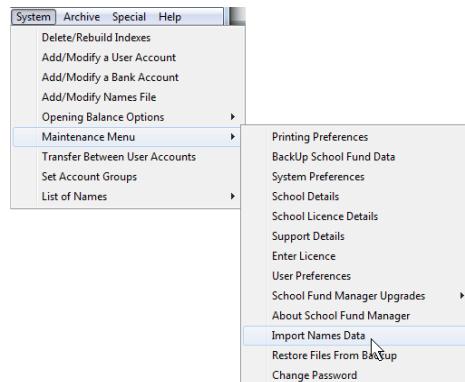
CMIS - Prepare and export a file called STUDENTS.CSV including the following data fields:

Surname (per default)  
 Forename (per default)  
 Year  
 Class  
 ID  
 Date of birth  
 UPN

Other pupil administration systems:

Using an export or other facility prepare a list of pupils including the following data fields. If you use Excel to prepare/groom the list save it in comma separated (.CSV) format, into the ..\SF\IMPORT folder and call the file STUDENTS.CSV

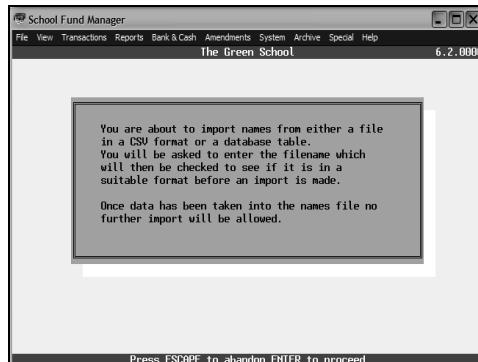
Screen captures below will guide you to the appropriate place in the application to complete this import.



In Windows view

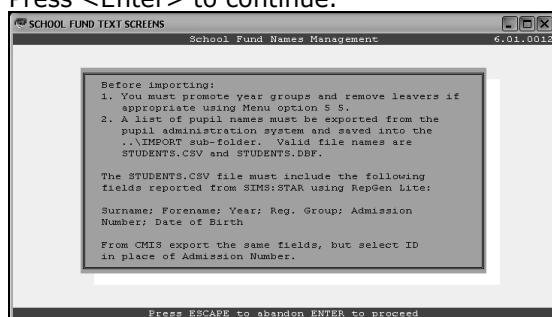
- ✓ System
- ✓ Maintenance Menu
- ✓ Import Names Data

Follow the on screen instructions.

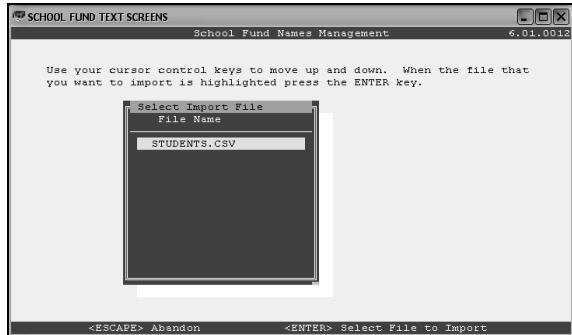


This option will find the CSV file and import the data into your School Fund Application. You can see the result of the import through Option 6 4 in Classic view and System, Add/Modify Names File in Windows view.

Press <Enter> to continue.



Select the file you want to import the pupil names from.



All .CSV & .DBF files will be listed.



The Import process takes seconds.

Following the import you will see the following.

Use System>Add/Modify Names File to see the result of your import.

#### To UNDO a one-time IMPORT

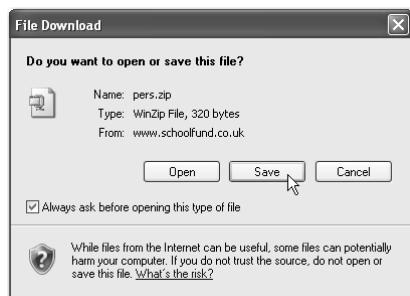
Should the names that have been imported not be satisfactory, you can restore the original empty names database file which is called PERS.DBF. You will find this on our website at

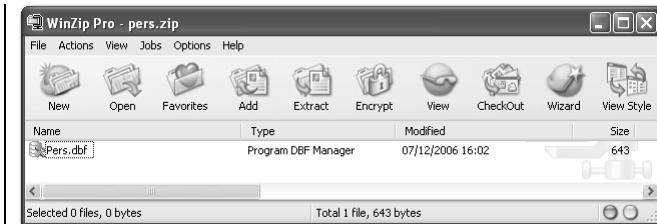
[www.schoolfund.co.uk/newsite/downloads/pers.zip](http://www.schoolfund.co.uk/newsite/downloads/pers.zip)

Copy or Save the file which is available on this page into your \SF folder.



It will be in a zip format so you will have to extract the content – a file named PERS.DBF. Agree to let the file of the same name be overwritten – this will restore a blank file to your system.





Please call us if you would like assistance while restoring a blank names file so you can redo your names import.

You can ONLY undo the import in this manner IMMEDIATELY after the one-time import. Should you decide the imported pupil data is unsatisfactory after you have entered additional names or transactions you are unable to remove the names that were imported other than by taking them 'out of use',

### Names

To take individual names out of use :

- ☛ System
- ☛ Add/Modify Names File
- ☛ the name no longer required
- ☛ Out of Use
- ☛ Save

Using the Name Manager module will save you having to do this manually each year. The new intake, promotions and leavers are automatically updated by Name Manager.

### **End of Section 1**

## Section 2

### User Guide – Training Course

#### Training Course

This is a step by step guide to the functions of the School Fund Manager application.

1. Entering Receipts
2. Recording Payments
3. Paying in to the Bank
4. Bank Reconciliation
5. Cancellations and Amendments
6. Printing Reports and Lists
7. Period End Closedown

These are the main areas covered in this section.

The Training Data which accompanies the Training Course is installed at the same time as your school database files. The training data will be refreshed each time we send you a School Fund Manager upgrade which includes additional functionality. We will also provide new training exercises for you to complete to enable you to become familiar with any new routines. Exercises for you to complete begin on page 31.

For the purposes of this Training Course we have installed a preloaded set of data with your new or upgraded installation.

Completing the course in one session should take approximately 40 minutes. However we have devised this system of training so you can access the specific routines as and when you require them.

As new functions are added to the program we will refresh the training data when you upgrade and make available new documentation with exercises for you to follow.

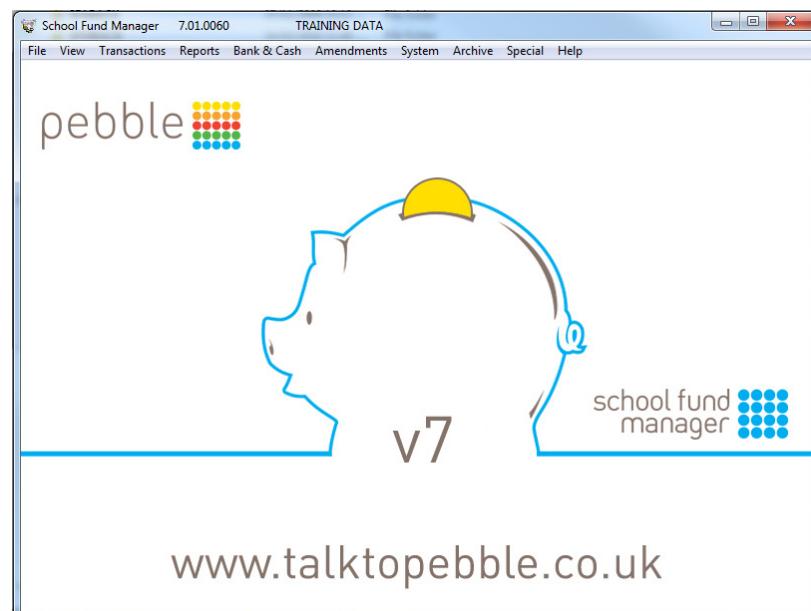
## Welcome to the School Fund Manager Training Course.

This document is a Training Course designed to be used with the Training Data that was installed at the same time as your own data.

Use this data to 'try out' unfamiliar processes or things which you do so infrequently that you don't recall how to do them from one time to the next. You may make all your mistakes here safely as there is no link to your own school data.

Once installation is complete please access School Fund Manager and then select the Training data.

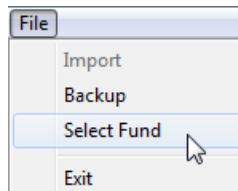
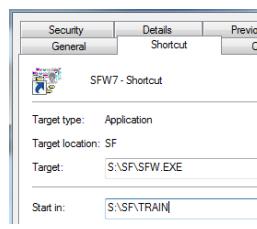
Start School Fund Manager and enter your password.



### NOTE

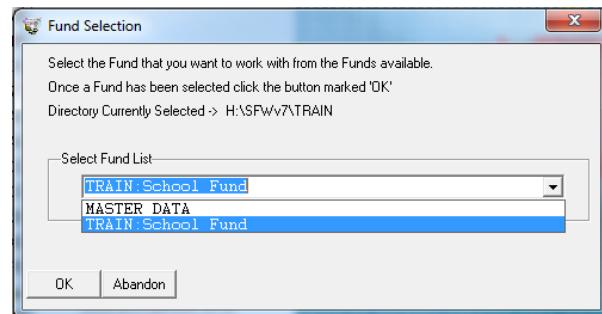
You can run the Training Data from a separate shortcut on your desk top.

Make sure the properties of the shortcut identify the TRAIN folder as the Start in area.



Next Click on File, Select Fund

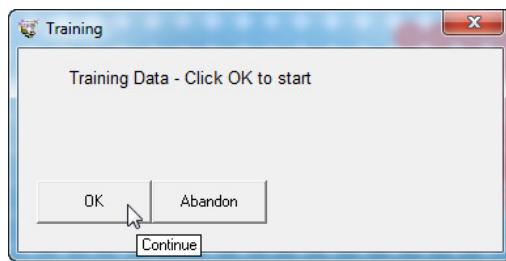
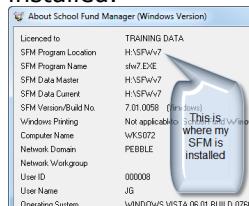
Then click on the down arrow to reveal the TRAIN School Fund data. Click to select it then click on OK



Once you can access the training data please complete the exercises which follow. These have been designed to help you become familiar with the functionality of the program.

**NOTE**

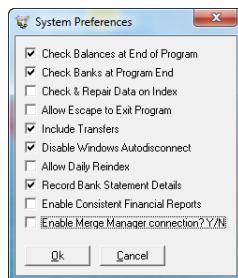
You can click on the Help then About option to find out where you are working and where the program is installed.



There is no password for the Training Data, however your own data will require a password. During a new installation you will be asked for a password for your data. If you wish to change the password please see page 10.

**Exiting the program**

When in windows view you can use the red cross in the top right corner of your window to closedown. However in Classic view you MUST NOT use the red cross. Instead use the <ESC> key until you are asked if you want to Quit the program. Then press <Y> to finally closedown



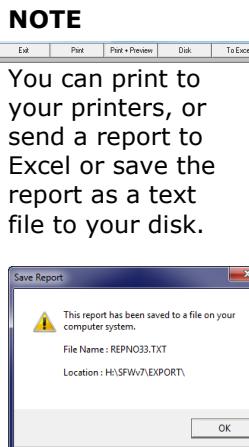
Using the System Menu>System Preferences option you can select some options, (see alongside).

For the purposes of the training course exercises we have selected to INCLUDE TRANSFERS in the data. This means that internal transfers between User Accounts are included in the balance of the User Account.

If you select to exclude transfers some reports will appear with different totals but the exercise processes remain the same. It is simple to switch between including and excluding transfer values in your accounts.

This is the starting point for the Training Course in School Fund Manager windows.

To Start ↗ on Reports and ↗ Summary Balance.



Summary Balance for Period beginning 01/09/09			
To be Allocated	2600.00		
AFF AFFILIATION FEES	200.00	511.00	
BBGS BOOK BAGS	13.70	25.00	
BCB BOOK CLUB	150.95		
BI&C BANK INTEREST & CHARGES	237.30	200.00	
DONS FREEWILL DONATIONS	2074.00		
GDN GARDENING PROJECT	350.00	109.60	
GEN GENERAL		188.75	
MGT GUITAR	737.00		
MTP TRUMPET	291.00		
SBB BASKETBALL	944.00	350.00	
SCOT CLACKEN	15.00		
SWM SWIMMING	148.00		
TLD LAKE DISTRICT TRIP	1117.00	260.00	
VOH OVERTON HALL VISIT	207.00		
VSBC SCARBOROUGH VISIT	393.00		
XF10 XMAS FAIR 2010		28.14	
Cash in Hand		84.06	
Cheques in Hand		122.50	
Current Account		4598.90	
Deposit Account		3000.00	
Control Totals	9477.95	9477.95	

This is the starting point for the Training Exercises. We will return to this screen to confirm the exercises are updating the correct accounts by the correct amounts.

All reports and lists saved as files can be found in the \EXPORT subfolder of the \SF folder (or your installed location). e.g.  
n:\SF\EXPORT\file

Please make sure your screen and this report are identical, if not ↗ Exit and re-do the steps to access your Training Data.

↗ Exit to return to the main screen.

**Hint**

To Exclude  
Transfers use the  
System>Maintenance Menu>System  
Preferences

Fund Name : School Fund		
Summary Balance for Period beginning 01/09/09		
Your figures INCLUDE Transfers		
	Receipts	Payments
To be Allocated	2600.00	
AFF AFFILIATION FEES	200.00	511.00
BGGS BOOK BAGS	13.70	25.00
BCB BOOK CLUB	150.95	
B&C BANK INTEREST & CHARGES	237.30	200.00
DONS FRIENDLY DONATIONS	2074.00	
GDN GARDENING PROJECT	350.00	109.60
GEN GENERAL		188.75
MGT GUITAR	737.00	
MTP TRUMPET	291.00	
SSB BASKETBALL	944.00	350.00
SKCT CRICKET	15.00	
BUK BUCKING	140.00	
TLD LAKE DISTRICT TRIP	1117.00	260.00
VOH OVERTON HALL VISIT	207.00	
VSCB SCARBOROUGH VISIT	393.00	
XFL0 XMAS FAIR 2010		28.14
Cash in Hand		84.06
Chqueas in Hand		122.50
Current Account		4598.90
Deposit Account		3000.00
Control Totals	9477.95	9477.95

This is an example of the same Summary Balance report above but this time sent to Disk. It is a text file and can therefore be edited before being printed out.  
You can preview it before printing like any other document.

TRAINING DATA		
Fund Name: SCHOOL FUND		
Registered Charity No: 123456789876		
Summary Balance for Period beginning 01/09/09		
	Receipts	Payments
Your figures INCLUDE Transfers		
To be Allocated	2600.00	
AFF AFFILIATION FEES	200.00	511.00
BGGS BOOK BAGS	13.70	25.00
BCB BOOK CLUB	150.95	

If you have a registered charity number the line immediately below the School Name on printed reports will show the number.

A Fund Name enables you to identify separate sets of accounts e.g. Sixth Form Fund, Nursery Fund or PTA Fund. The usual entry here would be School or Voluntary Fund.

At the top of this report you can see that the value of internal transfers have been included in these figures. This means that receipts and payments are increased when money is transferred between one User Account and another. You can reverse this option and prevent the User Account figures from being updated by the value of internal transfers. See System Preferences page 7.

The first exercises (page 31) will be entering Receipts, which is recording money received into the School Funds. We shall then go on to Payments. As the program has been designed to reflect the actual procedures involved in handling school funds we shall then record paying-in to the bank and reconciliation.

The following exercises have been designed to give you as much practice as possible in the different ways in which transactions can be recorded. You may then choose the method which best suits your information needs.

## OVERVIEW - ENTERING RECEIPT AND PAYMENT TRANSACTIONS

There are three ways in which you may record your receipt information:-

### Individual Receipts

Split Receipts - only accessible through Classic view

### Summary Receipts

You may select whichever method meets your needs. A combination of all methods is used by most schools.

Individual receipts are used to record transactions against a named individual and a single User Account. This may be appropriate for visits or trips where instalments are received over a period of time. Statements can be printed for each named individual, therefore you can confirm which instalments have been received.

Split receipts are used to record a single cheque received which is for more than one individual and/or more than one User Account. This may be appropriate when receiving a single cheque from a parent to cover more than one activity, or a single cheque received on behalf of siblings.

Summary receipts are a means of recording a single transaction for a number of individuals. When a class or registration group pay their 50 pence contribution to the Christmas party or local charity event, you may record as one receipt the total amount.

Remember, you select the method most appropriate for your information requirements. Most schools use a combination of all three.

See page 11 for details on how to set up User Accounts.



☛ Transactions then ☛ Receipts

When recording receipts the User Account must be identified first. You will create User Accounts as and when required. There is no effective limit to the number of User Accounts you may have. Once created, the User Accounts will appear in this list. The Select User Account field lists the user Account codes.

☛ on the down arrow at the end of the Select User Account field to bring up a list of all codes.

AFF		
Code	User Account	Balance
AFF	AFFILIATION FEES	-311.00
BBGS	BOOK BAGS	-11.30
BCB	BOOK CLUB	150.95
Bi&C	BANK INTEREST & CHARGES	37.30

OR type the first letter of the code you require at the beginning of this field; this will refine the list.

MGT		
Code	User Account	Balance
MGT	GUITAR	737.00
MTP	TRUMPET	291.00
SBB	BASKETBALL	594.00
SCKT	CRICKET	15.00

OR type the complete code to bring up the User Account you want to use.

Move to the Name field - you can click or use the Tab key and select the name from whom the money has been received.

Again you select from a list, click on the down arrow or type the letters of the name.

Although not necessary to record transactions against individual names, it can be

very useful.

Names may also be a group, company, or non specific e.g. student or parent.

**Merge Manager** expands on the function of importing student names and adds the import of parent/guardian details. Using this information you can create templates and standard letter text which can then be merged with reports from School Fund Manager to create personalised statements.

**Use today's date during the exercises.**

Your names can be entered on an ad hoc basis at this stage. **BEFORE entering any names manually, you may link to your student database and automatically import the whole school roll.** This is a one time only process and MUST be done before any names are added by any other method. As part of your Set Up we will have imported all the names on your school roll.

**Name Manager** module is an additional module which can import a file created in your administration database. It will import new pupils, promote students and take off leavers. There is no limit to the number of times this module can be used.

Contact us if you require more information. Tel: 0845 310 1788

You may manually enter names straight into School Fund Manager in advance of entering any transactions. See page 12.

#### To complete the details of a receipt transaction you will need to provide the following information:-

Do not enter the following details, this is for information only. Exercises for you to do will follow.

**For** This is the description of the transaction e.g. Deposit, Travel Expenses, Tickets, etc.

**Date** The date you see for the first transaction will be today's. If you make no changes, the date will remain today's. However, it is possible to pre-date any transactions, back to the first day of the current financial period. In this way you may enter historical information when you can find the time. By entering the actual date on which they occurred, transactions will be reported in their correct chronological order.

**Amount** Enter the amount using the full stop < . > to separate pounds and pence

**C/Q/D** You should record whether the transaction is a cash or cheque receipt or a Direct Credit. By differentiating between cash and cheque transactions, we can produce your cash book and the details of cheques for paying-in slips. Direct Credits are transactions such as bank interest. (*If the details of whether the receipt was cash or a cheque are unknown, we suggest you identify it as cash.*)

**Receipt No:** This is a unique reference number for each receipt. If you have a receipt book you have been using, and you wish to continue that number sequence, then type the next number from your book into this field and let the program take over the issuing of numbers.

Otherwise the system will generate this number sequentially from the first number you type in.

It will be yet another way of identifying transactions. Receipts can be printed singly as they are entered, or batch printed (6 on a page of A4).

#### **Exercises**

Use the following information to record receipts, you may <TAB> between fields or use your mouse:-

User Account VOH Overton Hall Visit – type V at the start of the field 'Select User Account' to go directly to codes that begin with the letter V

You may set your own receipt number range by entering the first number you want to be issued. The system will then supply the next number in the sequence.

**Hint**

You can list all receipt transactions by receipt number using *Reports then Receipts/Payments Lists Menu*.

It is possible to list cash only or cheque only receipts and both together.

**NOTE**

The User Account and reason remain from the previous transaction to save you time.

Notice the transactions are added to the window at the bottom of the screen. You can use the slider bar to check all the transactions in the current financial period.

Date	Name	Description	Type
18/09/05	William V	4PG TICKET	Cash
25/09/05	Staples G	3RT TICKET	Cash
27/09/05	James D	4PG TICKET	Cash
28/09/05	Grey T	3RT TICKET	Cash
02/10/05	Caine M	3RT TICKET	Cash
01/03/06	Adison W	4PG TICKET	Cash
01/03/06	YOUR NAME	TICKET	Cash

Name Vale T 3RT - type V at the start of the Name field to go directly to names beginning with V  
 Date To change you may overtype or the arrow and use the calendar. Leave as today for the exercises  
 For Type In Full  
 Amount 15.00  
 Cash/Cheq Cash is the default setting – you must however click on the button to confirm it is cash  
 Receipt No. 92 will appear.

Please check the screen below to confirm your transaction details.

The screenshot shows the 'Entering a Receipt to a User Account' window. The 'Receipt' section has 'Name' set to 'Vale T', 'Class' to '3RT', and 'Date' to '16/02/10'. 'For' is set to 'In Full' and 'Amount' to '15.00'. Under 'Bank', 'Cash' is selected. The 'Balance' is shown as '4598.90' and 'Account Name' as 'Current Account'. Below this is a table of previous receipts:

Date	Name	Description	Type	Receipts	Payments
01/09/09		Retained Opening	D Cr	117.00	
03/11/09	James D	In Full	Cash	15.00	
03/11/09	Staples G	3RT	Cheq	15.00	
04/11/09	Addison W	3RT	Deposit	Cash	7.50
05/11/09	Caine M	3RT	Deposit	Cheq	7.50

At the bottom are buttons for 'Abandon', 'Save', 'Save & Print', 'Save + Options', 'Single Print', and 'Show Out of Use Names'.

## Save

Should you wish to abandon the details you have entered Abandon and you may then try again. We will print a receipt in a later exercise. Now enter the following receipts.

User Account VOH Overton Hall Visit will appear  
 Name Garner H 3RT  
 Date leave unchanged  
 For accept In Full  
 Amount 15.00  
 Cash/Cheq Cheque  
 Receipt No. 93 will appear

## Save

User Account VOH Overton Hall Visit will appear  
 Name We will use your name for this transaction. As it is not in the names list on the down arrow at the end of the name field. Take the slider up to the top until <Add New> is highlighted and .

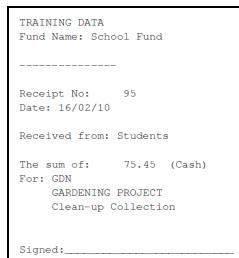
The screenshot shows the 'Entering a Receipt to a User Account' window. The 'Receipt' section has 'Name' set to 'ABC Supplies', 'For' dropdown showing 'ABC Supplies' and 'Adison Jessica', 'Class' to '3RT', and 'Type' to 'Cheq'. The 'Balance' is shown as '4598.90' and 'Account Name' as 'Current Account'.

Add your name as Surname and Initial in upper case in the long field on the screen. The shorter field at the bottom is for a classification. For students this will be their year and registration group or class. You may also classify Staff, Parents and Companies etc. or leave blank.

## OK

If you have purchased a Receipt Printer you can print a single receipt as it is entered. The benefits of the Receipt Printer are that it saves using the main printer and it saves paper.

Below is a Single printed Receipt they are printed on a paper roll not A4 sheets.



Call us for details of the Receipt Printers  
0845 310 1799

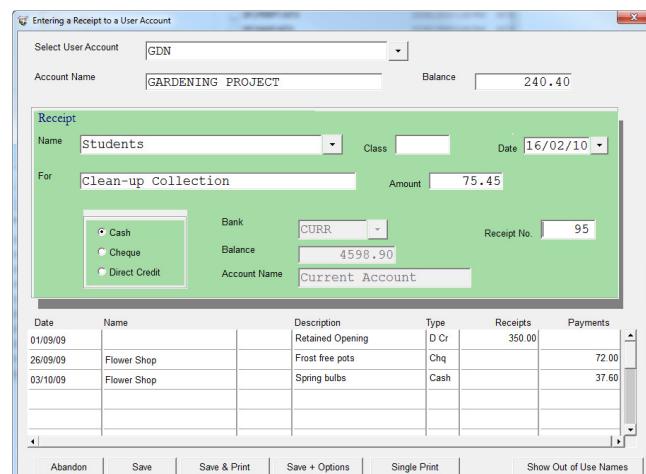
Date leave unchanged  
For accept In Full  
Amount 15.00  
Cash/Cheq  Cheque Q  
Receipt No. 94 will appear

#### Save

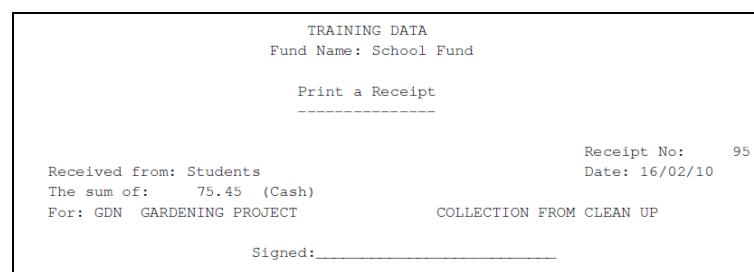
To enter and print a receipt in one process.

User Account GDN Gardening Project – type the letter G  
Name Students – type S then T and U the cursor will go to Students  
Date  down arrow to change date to 7 days ago  
For Type Clean-up Collection  
Amount 75.45  
Cash/Cheq leave Cash selected  
Receipt No. 95 will appear

Make sure your printer is switched on and on-line for the next part of the exercise. If you do not have access to a printer just  Save. Otherwise  Save & Print.



Your receipt should look like this if printed from a standard printer.



Abandon to return to the Main screen

To check your entries go to  Reports and  on Summary Balance.

Your report should look like the one below.

Summary Balance for Period beginning 01/09/09			
To be Allocated	2600.00		
AFF AFFILIATION FEES	200.00	511.00	
BBGS BOOK BAGS	13.70	25.00	
BCB BOOK CLUB	150.95		
BI&C BANK INTEREST & CHARGES	237.30	200.00	
DONS FREEWILL DONATIONS	2074.00		
GDN GARDENING PROJECT	425.45	109.60	
GEN GENERAL		188.75	
MGT GUITAR	737.00		
MTP TRUMPET	291.00		
SBB BASKETBALL	944.00	350.00	
SCKT CRICKET	15.00		
SWM SWIMMING	148.00		
TLD LAKE DISTRICT TRIP	1117.00	260.00	
VOH OVERTON HALL VISIT	252.00		
VSCB SCARBOROUGH VISIT	393.00		
XF10 XMAS FAIR 2010		28.14	
Cash in Hand		174.51	
Cheques in Hand		152.50	
Current Account		4598.90	
Deposit Account		3000.00	
Control Totals	9598.40	9598.40	

Return to page 28 and compare these values with the starting values.

The transactions have increased the values of some of the User Accounts as a result of your entries. **ONLY** if your figures do not match this report, you may cancel the incorrect transaction and then re-enter it correctly. Turn to the section headed CANCELLATIONS AND AMENDMENTS for details on page 43.

⇨ Exit to return to the Main screen

Split Payments are also available.

### Split Transactions – Receipts – Classic view only

Split transactions enable you to assign portions of a cheque or direct transaction to more than one User Account and/or more than one name. Examples of this may be a single cheque received for more than one student to pay for more than one activity. If you receive a single donation via a direct credit this same function will enable you to assign parts of the total credit to different User Accounts.

⇨ on View then ⇨ Classic View

⇨ on Enter Receipt or press <Enter> then Press <F4>

Use the arrow keys to move the cursor bar until **Allan V** is highlighted.

The first details to be entered will be known as the 'Header' details. These are:-

- ◆ the name from whom the cheque or credit was received,
- ◆ a general reason for the transaction,
- ◆ the full amount of the cheque or credit and
- ◆ a receipt number and date.

**Hint**

Press <Enter> or <Tab> to move between the fields

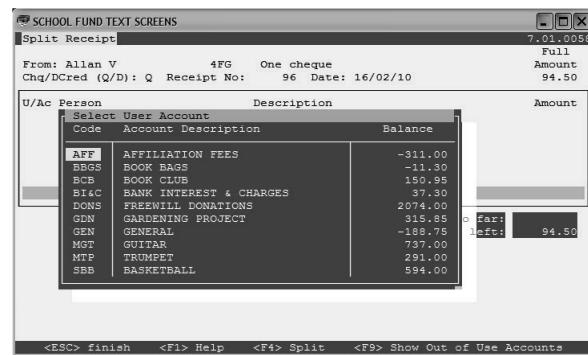
**NOTE** you may only 'split' cheque or direct credit receipts using this routine. Cash transactions can be separated and entered.

Typing a letter will move you to the first code that begins with that letter.

**NOTE** the Header details at the top of the screen.

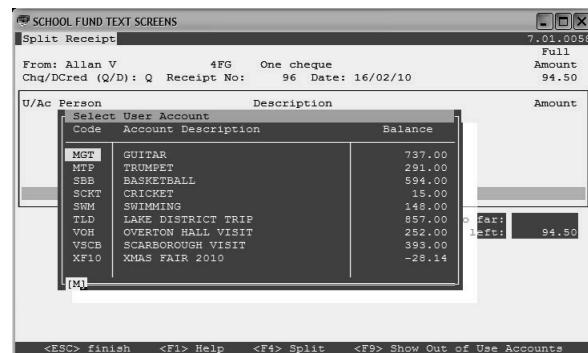
**NOTE**  
You will have noticed that the 'name' in the Header record - that is the first name entered, does not have to be the same name to which the parts of the receipt are assigned. You may require this facility when entering details of a cheque received from a parent, who does not have the same name as the student/s.

For: field type One cheque as the reason  
 Amount 94.50  
 Type Q  
 Receipt No: 96 will appear, press <Enter> to accept  
 Date press <Enter> to leave as today

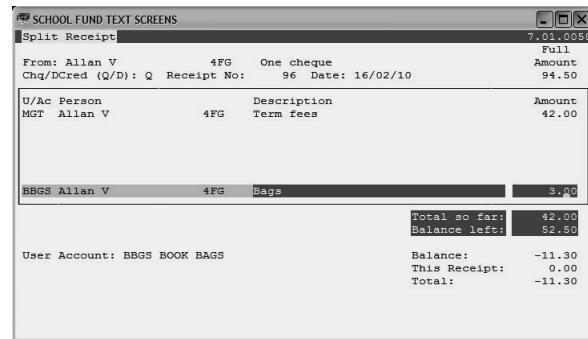


Now you will see this screen. From here you can select any number of User Accounts and any number of names associated with this cheque receipt.

Type M to highlight User Account MGT Guitar and press <Enter>.



Press <Enter> to accept Allan V as the name.



Overtake ONE CHEQUE field with Term fees as the reason then press <Enter>.

Overtake the amount with 42.00.

The 42.00 is deducted from the total value of the cheque entered on the first screen.

Now you can select a second User Account.

Select the BBGS BOOK BAGS account, keep the same name and enter Bag as the reason.

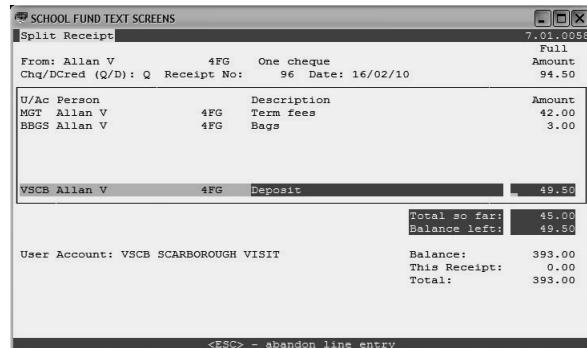
Press <Enter>

Type £ 3.00 as the amount.

Type VSCB and select the Scarborough Visit.

Enter Deposit as the description.

The remaining 49.50 will be in the amount field. As this is the last of the items you can just press <Enter> to accept the amount.

**NOTE**

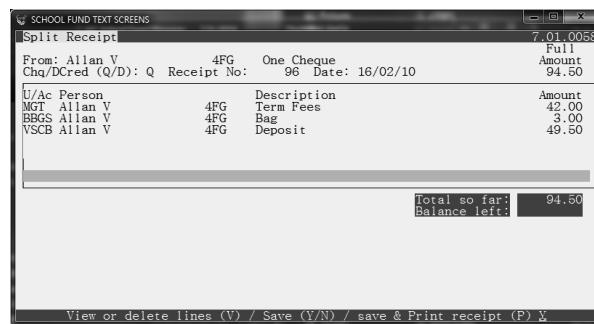
You can delete and re-enter the individual lines of a split transaction at this stage.

**HINT**

There is no limit to the number of User Accounts and/or the number of names you can use on a split receipt.

**IMPORTANT**

Split payments are only for one name – the name on the cheque, but any number of User Accounts can be selected.



This is what your completed transaction should look like. Only when the 'Balance left' field is empty can you save a Split Transaction.

Press <Y> to save.

To return to the windows view - Press <ESC> to see the Main Menu then type the letter <W>. *Clicking on W will NOT work here.*

ⓐ Reports then Search Receipts/Payments by Name.

In the Name field Type A then I and I again and Allan V will appear

ⓐ Select All and then OK

Transactions by Allan V 4FG (from 01/09/09 to 17/02/10)					
Date	Acct	Description	P	Number	Receipts
16/02/10	MGT	Term Fees	SQ R	96	42.00
16/02/10	BBGS	Bag	SQ R	96	3.00
16/02/10	VSCB	Deposit	SQ R	96	49.50
			Totals		94.50
					0.00
Split Transactions					
16/02/10	Splt	One Cheque	HQ R	96	94.50

This is what the Split Transaction looks like on the report of transactions assigned to Allan V.

Note the SQ and HQ identifiers:

- SQ means a split cheque/direct item
- HQ means a split cheque/direct header.

Return to Reports and Summary Balance, check your screen with the report over.

**NOTE**

The values of the Cash and Cheques in Hand relate to funds received but not yet banked.

Summary Balance for Period beginning 01/09/09			
		Exit	Print
		Print + Preview	Disk
		To Excel	
<b>To be Allocated</b>			
AFF AFFILIATION FEES	200.00	511.00	
BBCS BOOK BAGS	16.70	25.00	
BCB BOOK CLUB	150.95		
BI&C BANK INTEREST & CHARGES	237.30	200.00	
DONS FREEWILL DONATIONS	2074.00		
GDN GARDENING PROJECT	425.45	109.60	
GEN GENERAL		188.75	
MGT GUITAR	779.00		
MTF TRURONET	291.00		
SBB BASKETBALL	944.00	350.00	
SCKT CRICKET	15.00		
SWM SWIMMING	148.00		
TLD LAKE DISTRICT TRIP	1117.00	260.00	
VOH OVERTON HALL VISIT	252.00		
VSCB SCARBOROUGH VISIT	442.50		
XF10 XMAS FAIR 2010		28.14	
<b>Cash in Hand</b>		174.51	
Cheques in Hand		247.00	
Current Account		4598.90	
Deposit Account		3000.00	
<b>Control Totals</b>	9692.90	9692.90	

The result of all the receipts entered will have increased the values on the Summary Balance report in both the User Accounts and the 'in Hand' accounts.

**Payments**

Payments require similar information to receipts. You must identify a User Account, Name, Amount, Date and then whether it is a Cash, Cheque, or Direct Debit payment. Cash payments require a voucher number, cheques will have their cheque number and direct debits will be assigned a record number.

☛ Transactions then ☛ Payments

When recording payments the User Account must be identified first.

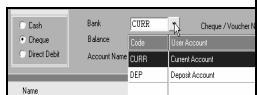
Use the Affiliation Fees User Account.

Name            Rugby Association  
 Date          leave unchanged  
 For            Fees to July 2010  
 Amount        42.00  
 Cash/Chq      ☛ Cheque  
 Bank Acct     CURR Current Account will display  
 Cheque/Voucher No. 000114 will display – leave unchanged

When selecting a User Account for a new transaction you can see the balance of the account. Once selected you will see the historical transactions in the bottom part of the screen.

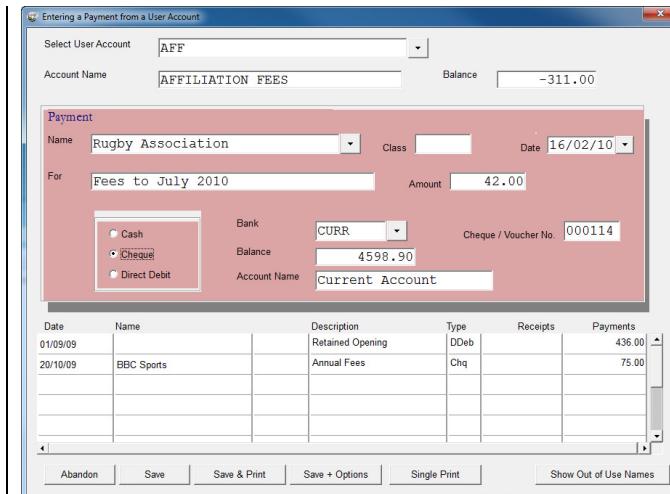
You can <TAB> between fields or use your mouse.

Enter your own cheque numbers when recording your payments. If you have more than one bank account change the bank code to one you wish to use.



Cash payments are assigned a Voucher No.

When entering details of Cheque payments, the next cheque number based on the last cheque payment entry will be offered. If it is not the correct number you can click in the Cheque/Voucher No. field and overtype the number.



Your screen should look like the one above. If so please save it.

Payment Advice Slips can be used to accompany cheques sent to suppliers etc.. A single Print Payment Advice Slip can be printed.

TRAINING DATA
Fund Name: School Fund
-----
Cheque No: 000115
Date: 16/02/10
Payment to: CC Coaches
The sum of: 45.00 (Chq)
For: VOH
OVERTON HALL VISIT
INVOICE 6721
Signed: _____

Example of a single Payment Advice slip.

Now enter a payment for the VOH Overton Hall Visit

Name CC Coaches  
 Date leave unchanged  
 For Invoice 6721  
 Amount 45.00 Cheque  
 Bank CURR Cheque No.000115

#### Save & Print

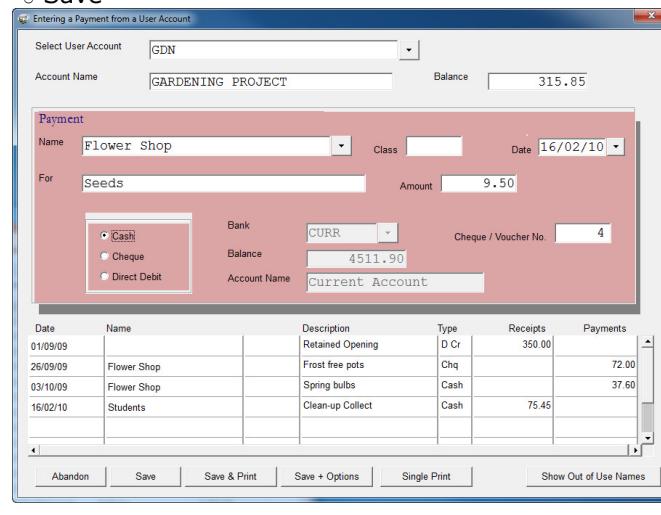
This will provide you with a Payment Advice Slip

TRAINING DATA
Fund Name: SCHOOL FUND
Registered Charity No: 123456789876
-----
Print a Payment Advice
-----
Payment to: CC Coaches
The sum of: 45.00 Chq No: 000115
For: VOH OVERTON HALL VISIT
Invoice 6721
Cheque No: 000115
Date: 16/02/10
Signed: _____

Finally enter a cash payment for the GDN Gardening Project User Account

Name Flower Shop  
 Date leave unchanged  
 For Seeds  
 Amount 9.50 Cash  
 4 will appear as the Voucher No.

#### Save



- ⌚ Abandon
- ⌚ Reports then Summary Balance

The Summary Balance report below should match your screen.

Cash Payments  
will reduce the  
value of your Cash  
in Hand

The screenshot shows a window titled 'Summary Balance for Period beginning 01/09/09'. It has tabs at the top: Exit, Print, Print + Preview, Disk, and To Excel. The main area displays a table of transactions:

	To be Allocated	2600.00	
AFF AFFILIATION FEES	200.00	553.00	
BBGS BOOK BAGS	16.70	25.00	
PCB BOOK CLUB	150.95		
BIAC BANK INTEREST & CHARGES	237.30	200.00	
DONS FREEWILL DONATIONS	2074.00		
GDN GARDENING PROJECT	425.45	119.10	
GEN GENERAL		188.75	
MGT GUITAR	779.00		
MTP TRUMPET	291.00		
SBB BASKETBALL	944.00	350.00	
SKCT CRICKET	15.00		
SVW SWIMMING	148.00		
TLD LAKE DISTRICT TRIP	1117.00	260.00	
VOH OVERTON HALL VISIT	252.00	45.00	
VSCB SCARBOROUGH VISIT	442.50		
XFO XMAS FAIR 2010		28.14	
 Cash in Hand		165.01	
Cheques in Hand		247.00	
Current Account		4511.90	
Deposit Account		3000.00	
 Control Totals	9692.90	9692.90	

- ⌚ Exit

### To Enter a Split Payment Transaction

- ⌚ on View then ⌚ on Classic View
- ⌚ on Record Payment or press <Enter> then Press <F4>

Remember, split payment transactions enable you to assign portions of a cheque or direct transaction to more than one User Account. The name must always remain the same as a cheque can be written to only one payee. You will see the following screen.



Remember you  
may only 'split'  
cheque or direct  
debit payments  
using this routine.  
Cash transactions  
can be entered as  
separate individual  
payments.

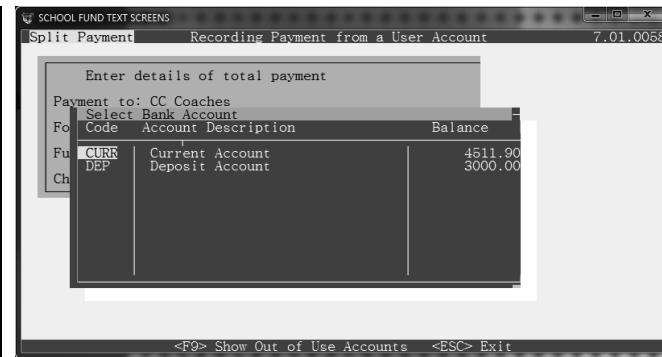
The first details to be entered will be known as the 'Header' details. These are:-

- ◆ the name to whom the cheque or debit is payable,
- ◆ a general reason for the transaction,
- ◆ the full amount of the cheque or debit and
- ◆ a cheque number and date.

Name	CC Coaches
For	type Invoices 403 & 617 and press <Enter>
Amount	120.00
Date	Press <Enter> to accept today's date.
Cash/Chq	Type <Q> this denotes a cheque payment
Select	Bank Account Curr Current Account

**NOTE**

You can see the header details at the top of this next screen.



Chq No.000116 will be offered, press <Enter> to accept it.

You now select the User Accounts contributing to this cheque payment.  
First User Account SWM Swimming

This is the first User Account from which funds will be drawn for this cheque. As a cheque payment is for a single payee name press <Enter> to select CC Coaches.

Name CC Coaches  
For Overtake Invoices 403 & 617 with Invoice 403 to pool and press <Enter>  
Amount 25.00 and press <Enter>.

Now you can select a second User Account

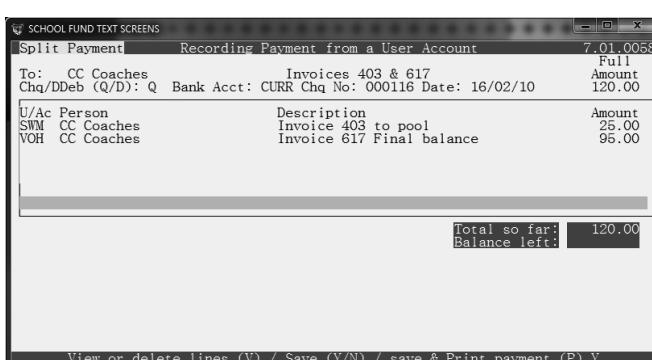
User Account Type V and press <Enter> on VOH Overton Hall Visit  
Name CC Coaches  
For Overtake Invoice 403 to pool with Invoice 617 final balance and press <Enter>

Note the balance remaining is already in the amount field in this case

£ 95.00 press <Enter> to accept it.

The full amount of the cheque has now been assigned. Only when the balance left is blank can you save this transaction. As you have completed this payment press <Enter> or <Y> to save it. A split payment transaction can be 'split' between many User Accounts but only one name.

Should a payment take your User Account overdrawn you will see a message on screen warning you of this, just press any key to continue.  
Many User Accounts will be overdrawn at some time, however you can continue to process transactions as required.



Your screen should look like this.

<ESC> to return to the MAIN MENU.

Deleting parts of a split transaction while entering them.

While entering the details of a split transaction you can press <ESC> at any time to abandon the line entry or the whole transaction. If you want to delete one of the lines of a split transaction after it has been entered but before it has been saved, press the <V> key. Using the arrow keys you can then scroll through the lines of the transaction. Highlight the line you wish to delete and press ENTER. You may then continue to enter the new details.

**NOTE** see Cancellations and Amendments on page 43 for details on how to amend or cancel saved split transactions.

Summary Balance for Period beginning 01/09/09					
		Exit	Print	Print + Preview	Disk
Send data to a file, close the report window and return to the School Fund					
To be Allocated	2600.00				
AFF AFFILIATION FEES	200.00	553.00			
BBGS BOOK BAGS	16.70	25.00			
BCB BOOK CLUB	150.95				
BIA&C BANK INTEREST & CHARGES	237.30	200.00			
DONS FREEWILL DONATIONS	2074.00				
GDN GARDENING PROJECT	425.45	119.10			
GEN GENERAL		188.75			
MGT GUITAR	779.00				
MTP TRUMPET	291.00				
SBB BASKETBALL	944.00	350.00			
SCKT CRICKET	15.00				
SWI SWIMMING	140.00	25.00			
TLD LAKE DISTRICT TRIP	1117.00	260.00			
VOH OVERTON HALL VISIT	252.00	140.00			
VSCB SCARBOROUGH VISIT	442.50				
XF10 XMAS FAIR 2010		28.14			
Cash in Hand		165.01			
Cheques in Hand		247.00			
Current Account		4391.90			
Deposit Account		3000.00			
Control Totals	-----	9692.90	9692.90		

Return to the windows view of School Fund Manager. Check your screen and this Summary Balance report.



### To Print Receipts and Payment Advice Slips

You may print receipts and payment advice slips during entry, or on a one-off basis, or in a 'batch'. You may print to a specialised Receipt Printer using the Single Print option when entering transactions. A Receipt Printer uses a roll of paper and prints a compressed form of the receipt or payment advice. See page 33



### Print Receipts/Payment Advice Slips

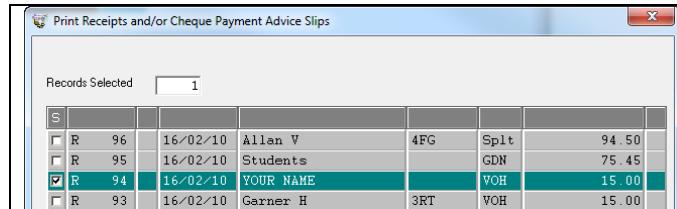
A standard list displays Receipts in reverse order number, (so that the highest number is presented first) followed by Payments with cheques in reverse order number then cash voucher numbers in the same manner. You can select both receipts and payments to be printed in the same batch. They are printed six to a page.

Print Receipts and/or Cheque Payment Advice Slips						
Records Selected 0						
S						
<input type="checkbox"/> R 96	16/02/10	Allan V	4FG	Splt	94.50	
<input type="checkbox"/> R 95	16/02/10	Students		GDN	75.45	
<input type="checkbox"/> R 94	16/02/10	YOUR NAME		VOH	15.00	
<input type="checkbox"/> R 93	16/02/10	Garner H	3RT	VOH	15.00	
<input type="checkbox"/> R 92	16/02/10	Vale T	3RT	VOH	15.00	
<input type="checkbox"/> R 91	07/11/09	Grey T	3RT	VOH	15.00	
<input type="checkbox"/> R 90	07/11/09	Brown L	3RT	VOH	15.00	
<input type="checkbox"/> R 89	05/11/09	White P	3RT	VOH	15.00	
<input type="checkbox"/> R 88	05/11/09	Caine M	3RT	VOH	7.50	
<input type="checkbox"/> R 87	04/11/09	Addison W	3RT	VOH	7.50	

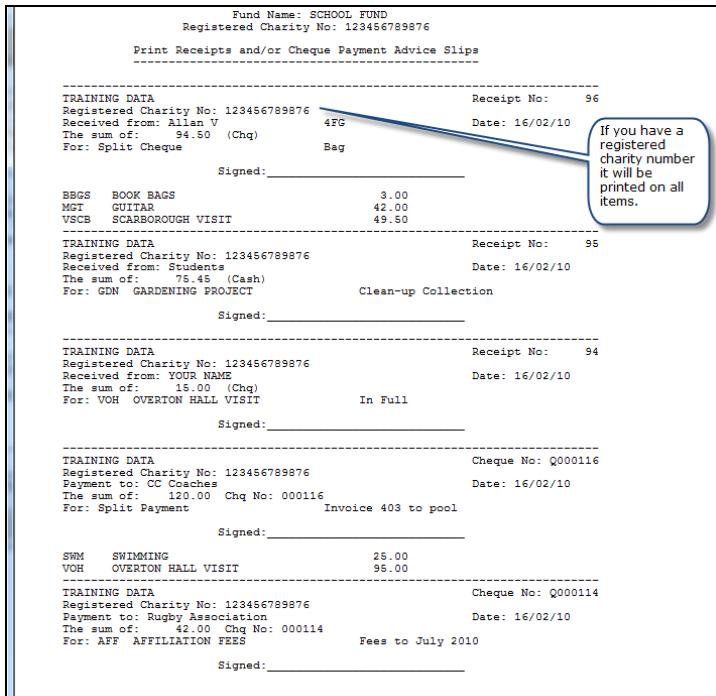
You should see this display.

To select an item to be printed you must click on the select box beside it. Once you move off the selected item you will see it has turned green and the Records Selected counter will have increased.

The transaction with your name has been selected.



✓ to select 2 more receipts and 2 payments and then ✓ OK.  
This will produce a printout of the 5 items.



If you have a registered charity number it will be printed on all items.

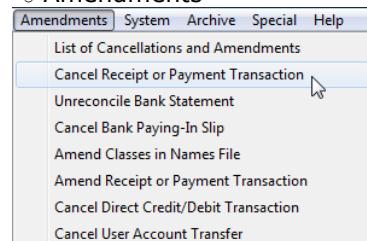
The printed receipt shows five items:

- TRAINING DATA (Receipt No: 96) - Received from: Allan V, 4FG, Split, Date: 16/02/10. Items: BBGS BOOK BAGS 3.00, MGT GUITAR 42.00, VSCB SCARBOROUGH VISIT 49.50. Signed: \_\_\_\_\_
- TRAINING DATA (Receipt No: 95) - Received from: Students, Date: 16/02/10. Items: The sum of: 94.50 (Chq) For: GDN GARDENING PROJECT Clean-up Collection. Signed: \_\_\_\_\_
- TRAINING DATA (Receipt No: 94) - Received from: YOUR NAME, Date: 16/02/10. Items: The sum of: 15.00 (Chq) For: VOH OVERTON HALL VISIT In Full. Signed: \_\_\_\_\_
- TRAINING DATA (Cheque No: Q000116) - Received from: CC Coaches, Date: 16/02/10. Items: Payment to: CC Coaches 120.00 Chq No: 000116 For: Split Payment Invoice 403 to pool. Signed: \_\_\_\_\_
- TRAINING DATA (Cheque No: Q000114) - Received from: Rugby Association, Date: 16/02/10. Items: Payment to: Rugby Association 42.00 Chq No: 000114 For: AFF AFFILIATION FEES Fees to July 2010. Signed: \_\_\_\_\_

1 2 Pages

**Hint**

Do not use the cancellation option to cancel a cheque receipt if the bank returns the cheque to you as 'Referred to Drawer'.

**CANCELLATIONS AND AMENDMENTS****Amendments**

There are options to Cancel or Amend Receipts and Payments, Direct Transactions and User Account Transfers.

In addition you can Unreconcile Bank Statements and Cancel Bank Paying-In Slips on the Amendments Menu.

The List of Cancellation and Amendments is an audit trail of the receipts and payments that have been cancelled or amended.

Receipt and Payment transactions may either be cancelled entirely, in which case all that remains of the original transaction is an entry on the audit trail, (which can be viewed on screen and printed out at any time), or you may amend the following fields only:-

*Name Reason and Date.*

Direct Transactions and User Account Transfers can be cancelled but not amended. Bank Transfers can not be cancelled or amended, should you make an error the original transfer must be reversed. A reconciled transaction can not be cancelled until it has been unreconciled.

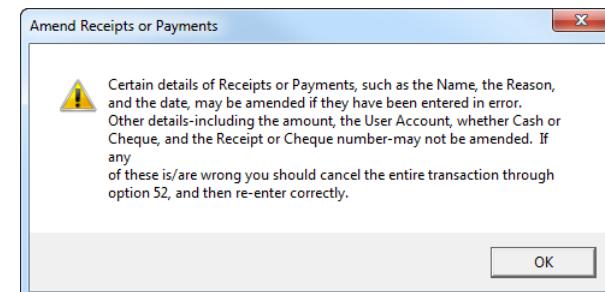
**Bounced Cheques**

*Note Do not use the cancellation option to cancel a cheque receipt if the bank returns the cheque to you as 'Referred to Drawer'. Use Transactions then Payments and enter the transaction as a Direct Debit. Select the User Account and Name of the original receipt and enter the reason as 'Cheque returned referred to drawer'. You should then reconcile the total value of the original deposit when it appears on a bank statement and the direct debit just entered.*

To Amend a Transaction :

☛ Amendments

☛ Amend Receipt or Payment Transaction

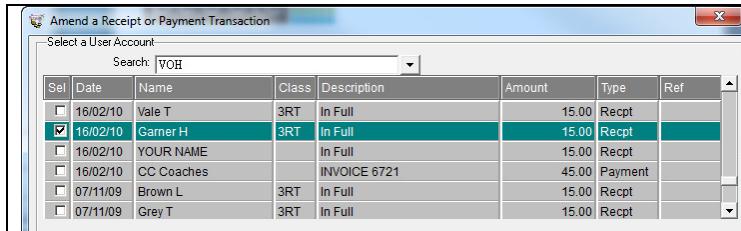


Note the information on screen and then  
☛ OK to continue

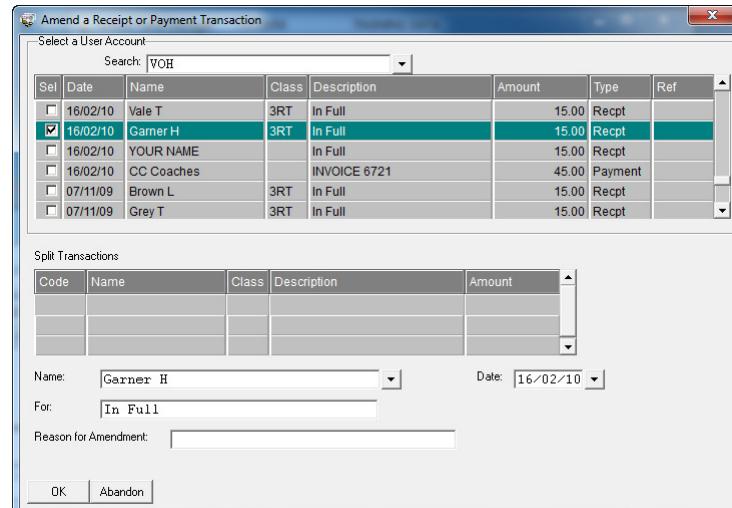
You will see the following screen displayed listing all receipts and payment transactions.

This list is displayed with split transactions first followed by User Accounts grouped together sorted by code with their transactions listed in reverse date order.

Use the slider bar on the right or type the letter V in the Search field to highlight the following entry:



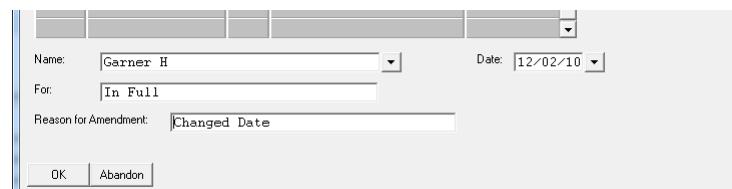
You will now see the details of the original transaction



Amend the Date by four days and press <Enter>.

Type Changed Date in the Reason for Amendment field.

Compare your entry with the screen below ignoring the dates on display as they will not match your own.



If you are satisfied with the amendment then OK to save your Transaction.

Abandon to finish this routine. You will have noticed the only three items of the transaction that can be amended were:-

#### Name Date and Reason

If you wish to alter any other details of a transaction you must use the cancellation routine. Once a transaction has been cancelled it is necessary to re-enter it correctly if required.

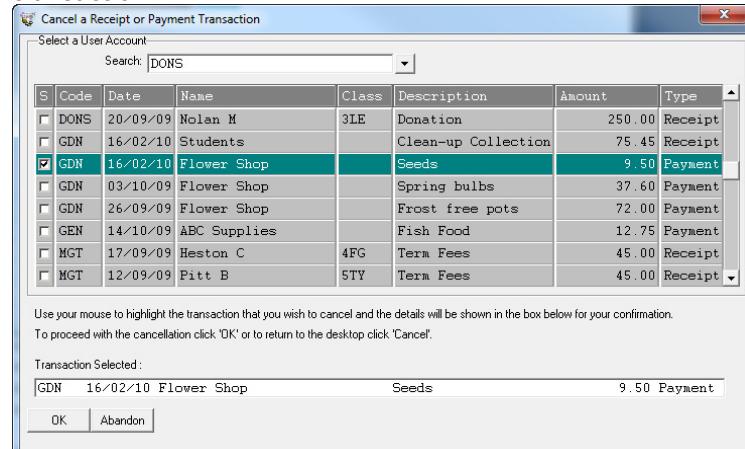
#### To Cancel a Receipt or Payment Transaction

- Amendments
- Cancel Receipt or Payment Transaction

The complete list of receipts and payments will be displayed. Any split transactions will be at the top of this list. The User Accounts are listed in alphabetical order of code and reverse date order. You must cancel an entire split transaction, you may not cancel individual lines.

Press the letter <G> this will take you to the account with a code beginning with 'G'. to highlight the following entry:-  
GDN Flower Shop Seeds 9.50 Payment

This will place the details of the Transaction Selected field with this transaction.

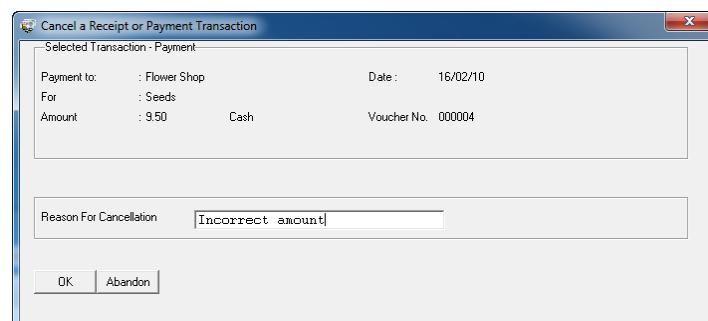


### **Hint**

Cancelling a Cash Payment transaction will return the cash to the Cash in Hand figure.



OK  
Type Incorrect amount as the reason for cancellation.



OK then Continue

You are returned to the list of Receipts and Payments. The transaction you have just cancelled will no longer be in this list.

In addition to direct credit and debit transactions listed you will also see the Opening Balance Adjustments.

Opening Balance Transactions must NOT be cancelled. Use System and Opening Balance options for any adjustments. Use the slider bar to move past these transactions. Select the credit or debit transaction you wish to cancel by .

The full details of the transaction are displayed. You must enter a reason for this cancellation.

**IMPORTANT**  
PLEASE DO NOT  
CANCEL Opening  
Balance  
Adjustment  
transactions.

Opening Balance  
adjustments WILL  
affect a reconciled  
bank balance  
value.

## LIST OF CANCELLATIONS AND AMENDMENTS also known as **AUDIT TRAIL**

Both amended and cancelled transactions are recorded on the Audit Trail.

↪ Amendments

↪ List of Cancellations and Amendments

When the screen with two dates is displayed ↪ OK to accept them. You should see the same details on screen as in the report below.

List of Transactions Cancelled or Amended between 27/10/08 and 22/02/10				
Date	U/Ac Name	Description		
06/09/08	XF08 ABC Supplies	Ribbon & Material		
		Amount Paid Out: 23.89	Cash Vchr No 000001	
		Amended on 27/10/08	Reason: spelling error	
06/09/09	BBCS Taylor R	STY Bag		
		Amount Paid Out: 1.30	Cash Vchr No 000002	
		Cancelled on 13/02/10	Reason: Receipt not payment	
22/10/09	BCB Taylor R	STY Books		
		Amount Received: 15.30	Cash Rcp No: 77	
		Cancelled on 13/02/10	Reason: Incorrect name	
22/02/10	V0H Garner H	3RT full		
		Amount Received: 15.00	Chq Rcp No: 93	
		Amended on 22/02/10	Reason: date	
22/02/10	GDN Flower Shop	seeds		
		Amount Paid Out: 9.50	Cash Vchr No 000004	
		Cancelled on 22/02/10	Reason: incorrect amount	

Return to the Main screen.

## **PAYING-IN TO THE BANK**

In due course you will 'bank' all money received. If you chose to enter details of individual cheques received, you can print the list below to accompany your paying-in slip, rather than writing it by hand.

↪ Bank & Cash

↪ Pay Receipts to Bank

You will see a detailed list of cheques that have been received and the total amount of cash that has been received since the last banking. Each time you make a Paying-in-Slip you clear this screen and empty the Cash and Cheque in Hand values.

You select those cheques to be added to this Paying-In Slip by either:-

↪ Select All button

Or ↪ the individual items

Pay-In Receipts to Bank																																																																							
Cheques to be Paid In	0																																																																						
Total Value of Cheques	0.00																																																																						
Cash Available to pay in	174.51																																																																						
Amount of cash on this slip	0.00																																																																						
<input type="button" value="Select All"/> <input type="button" value="UnSelect All"/>																																																																							
<table border="1"> <thead> <tr> <th>Sel</th> <th>Date</th> <th>Paid in by</th> <th>Class</th> <th>Rept</th> <th>U/Ac</th> <th>Value</th> </tr> </thead> <tbody> <tr><td><input type="checkbox"/></td><td>30/10/09</td><td>Carter H</td><td>5TY</td><td>84</td><td>TLD</td><td>55.00</td></tr> <tr><td><input type="checkbox"/></td><td>03/11/09</td><td>Staples G</td><td>3RT</td><td>86</td><td>V0H</td><td>15.00</td></tr> <tr><td><input type="checkbox"/></td><td>05/11/09</td><td>Caine M</td><td>3RT</td><td>88</td><td>V0H</td><td>7.50</td></tr> <tr><td><input type="checkbox"/></td><td>05/11/09</td><td>White P</td><td>3RT</td><td>89</td><td>V0H</td><td>15.00</td></tr> <tr><td><input type="checkbox"/></td><td>07/11/09</td><td>Brown L</td><td>3RT</td><td>90</td><td>V0H</td><td>15.00</td></tr> <tr><td><input type="checkbox"/></td><td>07/11/09</td><td>Grey T</td><td>3RT</td><td>91</td><td>V0H</td><td>15.00</td></tr> <tr><td><input type="checkbox"/></td><td>12/02/10</td><td>Garner H</td><td>3RT</td><td>93</td><td>V0H</td><td>15.00</td></tr> <tr><td><input type="checkbox"/></td><td>16/02/10</td><td>YOUR NAME</td><td></td><td>94</td><td>V0H</td><td>15.00</td></tr> <tr><td><input type="checkbox"/></td><td>16/02/10</td><td>Allan V</td><td>4FG</td><td>96</td><td></td><td>94.50</td></tr> </tbody> </table>		Sel	Date	Paid in by	Class	Rept	U/Ac	Value	<input type="checkbox"/>	30/10/09	Carter H	5TY	84	TLD	55.00	<input type="checkbox"/>	03/11/09	Staples G	3RT	86	V0H	15.00	<input type="checkbox"/>	05/11/09	Caine M	3RT	88	V0H	7.50	<input type="checkbox"/>	05/11/09	White P	3RT	89	V0H	15.00	<input type="checkbox"/>	07/11/09	Brown L	3RT	90	V0H	15.00	<input type="checkbox"/>	07/11/09	Grey T	3RT	91	V0H	15.00	<input type="checkbox"/>	12/02/10	Garner H	3RT	93	V0H	15.00	<input type="checkbox"/>	16/02/10	YOUR NAME		94	V0H	15.00	<input type="checkbox"/>	16/02/10	Allan V	4FG	96		94.50
Sel	Date	Paid in by	Class	Rept	U/Ac	Value																																																																	
<input type="checkbox"/>	30/10/09	Carter H	5TY	84	TLD	55.00																																																																	
<input type="checkbox"/>	03/11/09	Staples G	3RT	86	V0H	15.00																																																																	
<input type="checkbox"/>	05/11/09	Caine M	3RT	88	V0H	7.50																																																																	
<input type="checkbox"/>	05/11/09	White P	3RT	89	V0H	15.00																																																																	
<input type="checkbox"/>	07/11/09	Brown L	3RT	90	V0H	15.00																																																																	
<input type="checkbox"/>	07/11/09	Grey T	3RT	91	V0H	15.00																																																																	
<input type="checkbox"/>	12/02/10	Garner H	3RT	93	V0H	15.00																																																																	
<input type="checkbox"/>	16/02/10	YOUR NAME		94	V0H	15.00																																																																	
<input type="checkbox"/>	16/02/10	Allan V	4FG	96		94.50																																																																	
<input type="button" value="OK"/> <input type="button" value="Abandon"/>																																																																							

Select all the cheques on this screen. There will be 9 cheques to a value of £ 247.00

The screenshot shows the 'Pay-In Receipts to Bank' dialog box. At the top, there are four input fields: 'Cheques to be Paid In' (set to 9), 'Total Value of Cheques' (247.00), 'Cash Available to pay in' (174.51), and 'Amount of cash on this slip' (0.00). Below these are two buttons: 'Select All' and 'UnSelect All'. The main area is a grid table with columns: Sel, Date, Paid in by, Class, Recpt, U/Ac, and Value. The grid contains 11 rows of data, each representing a cheque entry.

Sel	Date	Paid in by	Class	Recpt	U/Ac	Value
<input checked="" type="checkbox"/>	30/10/09	Carter H	5TY	84	TLD	55.00
<input checked="" type="checkbox"/>	03/11/09	Staples G	3RT	86	V0H	15.00
<input checked="" type="checkbox"/>	05/11/09	Caine M	3RT	88	V0H	7.50
<input checked="" type="checkbox"/>	05/11/09	White P	3RT	89	V0H	15.00
<input checked="" type="checkbox"/>	07/11/09	Brown L	3RT	90	V0H	15.00
<input checked="" type="checkbox"/>	07/11/09	Grey T	3RT	91	V0H	15.00
<input checked="" type="checkbox"/>	12/02/10	Garner H	3RT	93	V0H	15.00
<input checked="" type="checkbox"/>	16/02/10	YOUR NAME		94	V0H	15.00
<input checked="" type="checkbox"/>	16/02/10	Allan V	4FG	96		94.50

You must now enter the cash element of this Paying-In slip. Note the cash available is 174.51

Type 174.51 into the field for Amount of cash on this slip.

This will pay-in all the cash in hand. You can elect to pay-in some, all, or none of your cash.

OK

The screenshot shows the 'Pay-In Receipts to Bank' dialog box. It displays the total value of cheques (247.00), amount of cash on this slip (174.51), and total to be paid in (421.51). Below these are fields for 'Paying-in slip Number' (000031) and 'Date' (17/02/10). The main table lists bank accounts with their codes and names: CURR (Current Account) and DEP (Deposit Account).

S	Code	Name	Amount
<input checked="" type="checkbox"/>	CURR	Current Account	4391.90
<input type="checkbox"/>	DEP	Deposit Account	3000.00

Select the Bank account to receive this deposit  
CURR Current Account

Note the Paying-In slip totals:

Cheques 247.00

Cash 174.51

Total 421.51

Make a note of the Paying-In slip number now on screen 000031 (we will refer to it later).

You may change the date to match the date you actually went to the bank. You may not enter a future date. Once you have completed the details of a Paying in Slip, the screen changes to offer the option to print it before exiting the Pay in Receipts to Bank option.

The screenshot shows the 'Paying-In Slips (Current Account) Slip No: 000031' dialog box. It has tabs at the top: Exit, Print, Print + Preview, Disk, and To Excel. The main table lists transactions with columns: Date, R PSlip No, Credit, Sub-Amt, and Detail. The table shows 11 entries corresponding to the cheques listed in the previous screens. At the bottom, it displays the number of cheques (9) and the total value (247.00).

Date	R PSlip No	Credit	Sub-Amt	Detail
17/02/10	P000031	421.51	174.51	Cash
			55.00	Carter H
			15.00	Staples G
			7.50	Caine M
			15.00	White P
			15.00	Brown L
			15.00	Grey T
			15.00	Garner H
			15.00	YOUR NAME
			94.50	Allan V
				Number of Chqs: 9 Value: 247.00

You can take a printout at this stage or click Exit to avoid printing. If you have a Printer Print to print this paying-in slip.

Exit

**LIST/PRINT ENTRIES ON PAYING-IN SLIPS**

- ↪ Bank & Cash
- ↪ List Entries on Paying-In Slips

If you did not take a printout at the point of creating the Paying in Slip you can do so using this option.

As Current Account is already selected you can edit the number range you want to view.

Enter the Paying-In slip number you have just recorded '000031' in the first field. Press enter to accept the 999999 in the second field.

- ↪ Continue

Compare your screen with the report over, they should be identical!

Note the details at the top of the screen. The text enclosed by the brackets ( ) can be customised through System, Add/Modify a Bank Account.

You may enter details of your bank and sort code and it will be displayed here. The paying-in slip can be printed and enclosed with your cheques & cash when next making a deposit at the bank.

You may Print or Exit from this screen.

When doing this with your own receipts, we suggest you write the paying-in slip number generated by the computer (e.g. 00002431 in this exercise), on your bank paying-in book. This will maintain a reference between the bank and the computer. If your paying-in slip pages are automatically numbered (like cheques), then type that number into the field in which you recorded 000031 in this exercise.

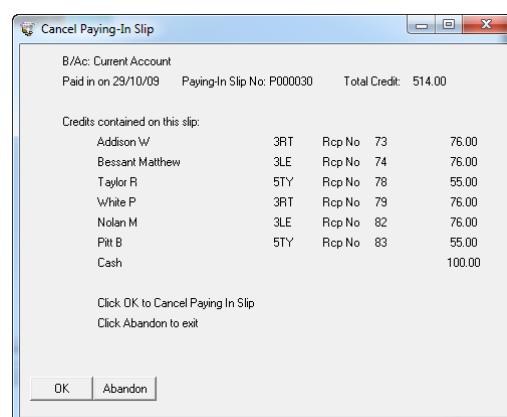
You can cancel a Bank Paying-in Slip. First take a printout using the process above, so you can readily identify the items that were on it.

- ↪ Amendments
- ↪ Cancel Bank Paying-In Slip

Leave the selected bank as Current Account.

Select number P000030 ↪ OK

See below the details of Paying in Slip 000030.



- ↪ OK

Once a bank Paying in slip is cancelled the items on it will remain 'in Hand' until added to another Paying in slip.

When you first reconcile a bank statement there are some details

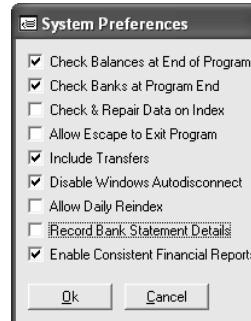
**RECONCILIATION**

The final stage in the movement of money through the system will be to reconcile the computer records with the bank statement you receive from your bank.

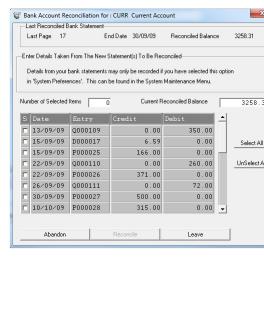
that will need to be added.  
Page numbers,  
dates and Opening  
Balance.

Subsequent  
reconciliations will  
have the details in  
the top part of the  
screen already  
entered.

You can overtype  
any of the entries  
in the white fields  
as required. These  
are used to  
produce a print  
out of your  
reconciliation and  
help to match with  
your actual bank  
statement by  
having the correct  
page numbers and  
dates.  
You can turn off  
the need to enter  
pages and dates in  
the System  
Preferences  
option. See page  
7.



If you turn this off  
your reconciliation  
screen will look  
like this.



You may at this stage take a printout of all items that remain unreconciled in the bank account you are reconciling.

- ☛ Bank & Cash
- ☛ List Unreconciled Bank Entries
- ☛ the Current Account and ☛ Continue

This can be used to do a 'trial run' of the reconciliation. ☛ Print to get a print out.

If you are ready to do a reconciliation

- ☛ Bank & Cash
- ☛ Reconcile Bank Statement
- ☛ the Current Account and ☛ OK

S	Date	Entry	Credit	Debit
<input type="checkbox"/>	13/09/09	Q000109	0.00	350.00
<input type="checkbox"/>	15/09/09	D000017	6.59	0.00
<input type="checkbox"/>	15/09/09	P000025	166.00	0.00
<input type="checkbox"/>	22/09/09	Q000110	0.00	260.00
<input type="checkbox"/>	22/09/09	P000026	371.00	0.00
<input type="checkbox"/>	26/09/09	Q000111	0.00	72.00
<input type="checkbox"/>	30/09/09	P000027	500.00	0.00
<input type="checkbox"/>	10/10/09	P000028	315.00	0.00

This is the  
reconciled balance  
that was saved  
after the previous  
reconciliation. It  
should match the  
opening balance of  
the next bank  
statement.

Either select items  
individually by  
clicking in the box  
beside them or  
use this button to  
Select All

Bank reconciliation requires a bank statement but for this exercise we will use the details on the table statement below. After reconciliation you will get a print out from the program to match the bank statement. Although you must enter something in the page and date fields on screen they are only used for the new statement print out.

Use the details below to reconcile with the screen. Ignore any dates that do not match.

CURR Current Account  
Statement period

Page 18  
15/09/09 – 15/10/09

Date	Details	Credit	Debit	Balance
01/10/2009	Opening Balance			3258.31
13/09/2009	Q000109		350.00	2908.31
15/09/2009	D000017	6.59	0.00	2914.90
15/09/2009	P000025	166.00		3080.90
22/09/2009	Q000110		260.00	2820.90
22/09/2009	P000026	371.00		3191.90
26/09/2009	Q000111		72.00	3119.90
30/09/2009	P000027	500.00		3619.90
10/10/2009	P000028	315.00		3934.90
30/09/2008	Closing Balance			3934.90

Notice the Number of Selected Items field is keeping count.

As you reconcile the Current Reconciled Balance will be updated after each selection.

If you enter the Closing Balance from your bank statement, and it matches the Current Reconciled Balance when you are finished  
**Congratulations**  
 your bank is reconciled.

#### NOTE

Opening Balance transactions will affect the reconciled balance.

S	Date	Entry	Credit	Debit
<input checked="" type="checkbox"/>	13/09/09	Q000109	0.00	350.00
<input checked="" type="checkbox"/>	15/09/09	D000017	6.59	0.00
<input checked="" type="checkbox"/>	15/09/09	P000025	166.00	0.00
<input checked="" type="checkbox"/>	22/09/09	Q000110	0.00	260.00
<input checked="" type="checkbox"/>	22/09/09	P000026	371.00	0.00
<input checked="" type="checkbox"/>	26/09/09	Q000111	0.00	72.00
<input checked="" type="checkbox"/>	30/09/09	P000027	500.00	0.00
<input checked="" type="checkbox"/>	10/10/09	P000028	315.00	0.00

Number of Selected Items: 8      Current Reconciled Balance: 3934.90

Last Reconciled Bank Statement:  
 Last Page: 17    End Date: 30/09/09    Reconciled Balance: 3258.31

Enter Details Taken From The New Statement(s) To Be Reconciled:  
 First Page: 18    Start Date: 15/09/09    Opening Balance: 3258.31  
 Last Page: 18    End Date: 15/10/09    Closing Balance: 3934.90

Buttons: Abandon, Reconcile, Leave

You can **Leave** a bank reconciliation part way through and return to it at a later time, **Abandon** it entirely or if completed satisfactorily **Reconcile**.

Date	Detail	Credit	Debit
13/09/09	Q000109	350.00	
15/09/09	D000017	6.59	
15/09/09	P000025	166.00	
22/09/09	Q000110		260.00
22/09/09	P000026	371.00	
26/09/09	Q000111		72.00
30/09/09	P000027	500.00	
10/10/09	P000028	315.00	

Opening Reconciled Balance: 3258.31

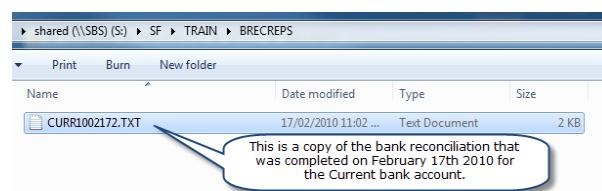
Totals: 1358.59    Net Credit: 676.59

Closing Reconciled Balance: 3934.90

Bank Reconciliation Report first printed on: 17/02/10

This print out is forced when you Continue. If for some reason you fail to get the print out or require a duplicate you may get another by going to the BRECREPS\* sub folder which is in your main School Fund folder.

Below is the BRECREPS\* folder and an example of the saved bank reconciliation report that has just been produced. The file name indicates the bank account and the date the reconciliation was done. You can take reprints of your bank reconciliation reports by opening these files using Word.



\*BRECREPS folder is in the \SF\TRAIN folder for this set of training data.

Unreconcile a Bank Statement.

It is possible to unreconcile items.

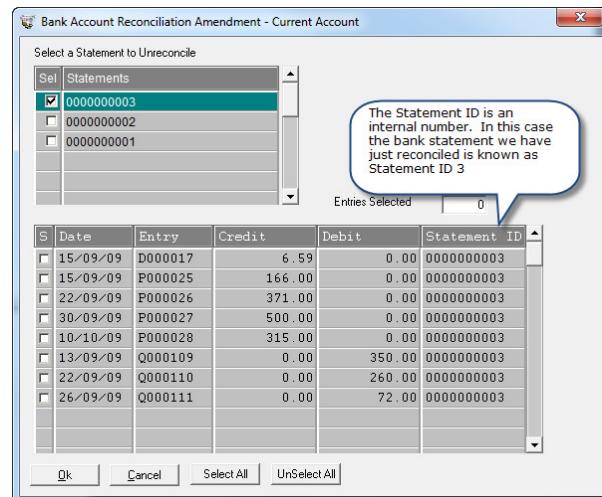
Amendments

Unreconcile Bank Statement

Select the bank account to which the transactions relate and OK. When you need to unreconcile a bank statement it is now possible to identify a statement ID and see all the transactions associated with it. You then quickly unreconcile the complete statement in one process.

On the next screen you will see a list of Statements that have already been reconciled. These are identified with an ID number – not the same as your bank statement page number. It is a unique reference beginning with 1 for the first statement reconciled and incrementing each time a reconciliation is performed.

By clicking on a statement ID you will see below all those transactions that were reconciled at the same time, usually from one bank statement.



If you need to unreconcile  the ID 0000000003 and  Select All. DO NOT unreconcile this statement.

Unreconciling items will return them to the list of bank entries waiting to be reconciled. You can then reconcile the statement again and this will create another printout of the statement. (page 49 if you want to redo the exercise).

Bank & Cash then  List Bank Account Transactions

Below is a Bank Transaction report showing reconciled items with an asterisk beside the Reference column.

Date	Detail	R Ref	Receipts	Payments
13/09/09	School Athletics	(U/Ac SBB ) * Q000109		350.00
15/09/09	RSB Bank	(U/Ac BI&C) * D000017	6.59	
15/09/09	Sundry Credit	* P000025	166.00	
22/09/09	Travel 4 Schools	(U/Ac TLD ) * Q000110		260.00
22/09/09	Sundry Credit	* P000026	371.00	
26/09/09	Flower Shop	(U/Ac GDN ) * Q000111		72.00
30/09/09	Sundry Credit	* P000027	500.00	
10/10/09	Sundry Credit	* P000028	315.00	
15/10/09	Sundry Credit	P000029	250.00	
18/10/09	ABC Supplies	(U/Ac BBGS) Q000112	25.00	
20/10/09	BBC Sports	(U/Ac AFT) Q000113	75.00	
16/02/10	Rugby Association	(U/Ac AFF) Q000114	442.00	
16/02/10	CC Coaches	(U/Ac VOH) Q000115	45.00	
16/02/10	CC Coaches	Q000116	120.00	
17/02/10	Sundry Credit	P000031	421.51	
		Totals	2030.10	989.00

Items with the asterisk are reconciled.

**NOTE** Should you transfer funds between two different banks using a cheque, we suggest you record the transfer as a Payment from the

## TRANSFERS

You may transfer funds between bank accounts, between user accounts and/or between names.

### Transfers between Bank Accounts

You may need to record a transfer of money from one account to another

originating bank and a Receipt to the receiving bank. This will enable you to make a record of the cheque number and paying-in slip numbers used.

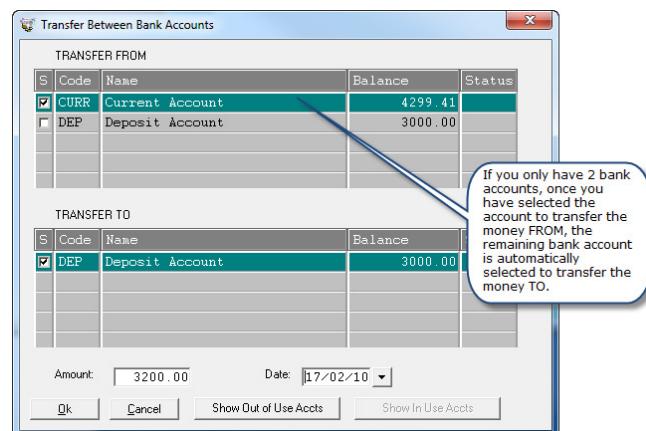
**Hint**

You will see this button on many screens.

Show Out of Use Accts

at your bank. This is how to do it.

☛ Bank & Cash then ☛ Transfer between Bank Accounts



Transfer FROM

☛ the Current Account

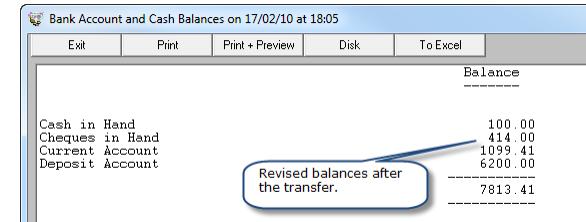
Transfer TO

☛ the Deposit Account

The amount to transfer is

£ 3200

☛ OK then ☛ Cancel and return to the Show Bank & Cash Balances report



Over time user/bank accounts will become defunct! When finished with an account you can mark it 'Out of Use'. Once there are no financial transactions for an 'Out of Use' account it will no longer appear in lists or reports.

Should you need to resurrect one of these 'Out of Use' accounts, you can do so using the button or F9 key when it is on the screen.

**NOTE**

The same process can be applied to bank accounts. This will prevent the list of accounts you are using from becoming inflated with obsolete accounts.

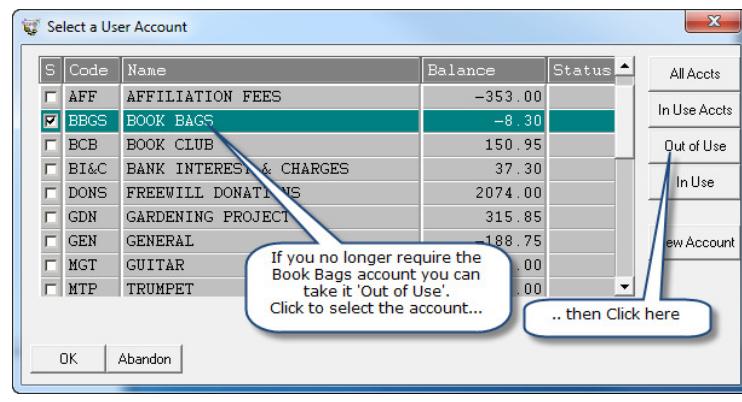
**HINT**

You can also take 'names' out of use in the same way.

**TO TAKE ACCOUNTS OUT OF USE**

Once you have finished with an account you can take it off the list of accounts by taking it 'Out of Use'.

☛ System then ☛ Add/Modify a User Account





You will see this window. OK  
The Book Bags account will disappear from the list of User Accounts.

To see the Book Bags User Account again All Accts  
Note the asterisk – a reminder that you have taken the account 'Out of Use'.

S	Code	Name	Balance	Status
<input type="checkbox"/>	AFF	AFFILIATION FEES	-353.00	
<input type="checkbox"/>	BEGS	BOOK BAGS	-8.30	*
<input type="checkbox"/>	BCB	BOOK CLUB	150.95	
<input type="checkbox"/>	BI&C	BANK INTEREST & CHARGES	37.30	
<input type="checkbox"/>	DONS	FREEWILL DONATIONS	2074.00	
<input type="checkbox"/>	GDN	GARDENING PROJECT	315.85	
<input type="checkbox"/>	GEN	GENERAL	-188.75	
<input type="checkbox"/>	MGT	GUITAR	779.00	
<input type="checkbox"/>	MTP	TRUMPET	204.00	

To return an account to in use In Use then OK

Abandon when you are finished with this routine.

**NOTE** a draw cheque for cash transaction may NOT be cancelled.  
If you make an error, pay the cash back into the bank.

### DRAW CHEQUE FOR CASH

If you need to draw a cheque for cash, use the following procedure.

Bank & Cash Draw Cheques for Cash

Current Account

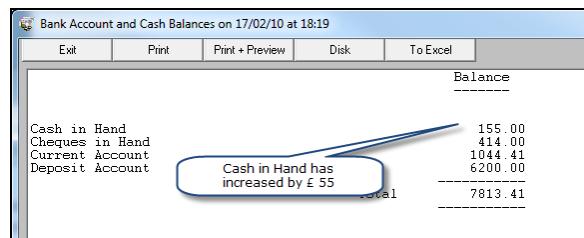
Once you have selected the bank account the next available cheque number for that account will appear in the Chq No. field.

Enter £ 55.00

OK then Abandon

This will add £ 55.00 to your Cash in Hand value.

Bank & Cash Show Bank & Cash Balances to see the revised Cash in Hand value.



### TRANSFER BETWEEN USER ACCOUNTS

It is possible to transfer money between User Accounts. These are the transfers referred to when we indicate whether to Include or Exclude transfers from User Account Balances on the reports. There are four different transfer options. The standard transfer is between two User Accounts without reference to a 'name'. E.g. if you have a General or Miscellaneous User Account you may choose to transfer any under spend from a visit or trip to this account. Alternatively any shortfalls can be met by transferring funds from User Accounts with a surplus of money!

System then Transfer between User Accounts

Typing a letter in the Search field will find the first code that begins with that letter.

Transfer type A will be selected so  OK

	DONS Account to transfer FROM
	GDN Account to transfer TO
Amount	£ 360.00
Press	accept today's date
The Reason is	Contribution

Transfer between User Accounts				
Transfer From Search: <input type="text"/>				
S	Code	Name	Balance	
<input type="checkbox"/>	AFF	AFFILIATION FEES	-353.00	
<input type="checkbox"/>	BCB	BOOK CLUB	150.95	
<input type="checkbox"/>	BIC	BANK INTEREST & CHARGES	37.30	
<input checked="" type="checkbox"/>	DON	FREEVILL DONATIONS	2074.00	

Transfer To				
Search: <input type="text"/>				
S	Code	Name	Balance	
<input type="checkbox"/>	AFF	AFFILIATION FEES	-353.00	
<input type="checkbox"/>	BCB	BOOK CLUB	150.95	
<input type="checkbox"/>	BIC	BANK INTEREST & CHARGES	37.30	
<input checked="" type="checkbox"/>	GDN	GARDENING PROJECT	315.95	

Amount:  Date:

Reason:

- OK then
- Abandon to finish with this process.
- Reports
- User Account Balances

Here is the result on the User Account Balances report. The total in the Balance column **INCLUDES** the value of the transfers as selected when setting up the program.

You can change this to Exclude in the System Preferences screen. See page 7.

## System>Maintenance Menu>System Preferences

## **NOTE**

**NOTE**  
The reason for  
Excluding transfer  
values from  
balances is to  
maintain the 'True'  
income and  
expenditure value,  
and not inflate it  
by the internal  
movement of  
funds.

However most schools include transfers as the preferred option.

The same report – showing the transfer, but excluding the transfer value from the balance total

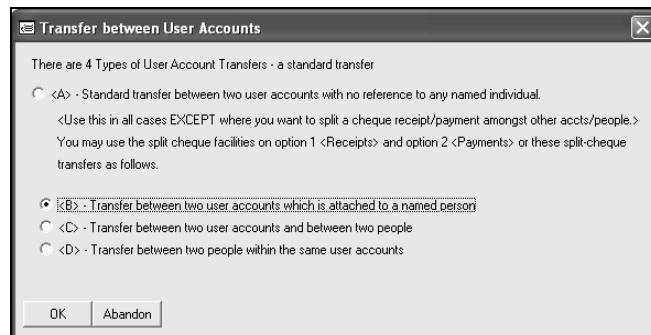
Note the difference in the Balance figure for Overton Hall on both reports.

The overall totals are the same, however the individual User Account balances DO NOT have their values updated by the value of any User Account transfers if you chose to 'exclude' transfers from your figures.

Many reports will have the line 'Your figures INCLUDE Transfers' or 'Your figures EXCLUDE Transfers' depending on which one you selected during set up. Some reports will display balances both including and excluding transfers – see Reports, User Account Transactions and Print Multiple User Account Lists.

The asterisk beside the Book Bags account indicates it has been taken 'Out of Use'. It is still on show as there are transactions on the account.

The other transfer options enable you to attach a 'name' to the transaction. See the information screen below for details of the other User Account transfer options.



The new split receipt and payment function has largely replaced the need for User Account transfers attached to a 'name'.

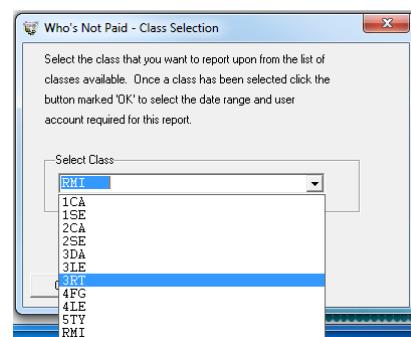
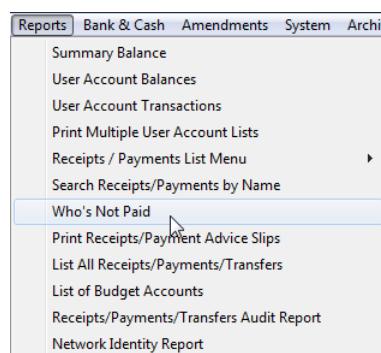
*Transfer Option B is appropriate for both receipt and payment transactions  
Transfer Options C and D are not appropriate for payment transactions.*

## WHO'S NOT PAID

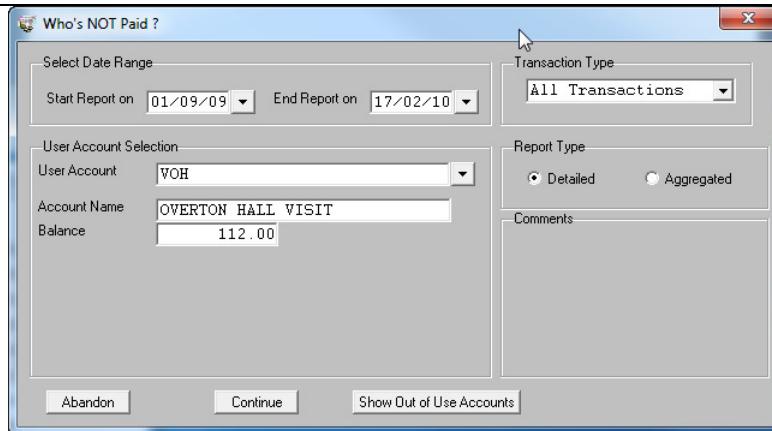
In School Fund Manager you usually record transactions that have happened. We have managed to create a report based on 'What has NOT happened'.

The 'Who's Not Paid' option enables you to report on a single list of names, be it a class, registration group, year group or user defined group, against a single User Account. If there are no transactions for a name and the selected User Account the report will display 'NIL!'. In other words 'nothing has happened'.

**HINT**  
Who's Not Paid Report options – you can select to report by Class or Year Group as well as by User Defined List.



OK if Class is selected OK when 3RT is highlighted



**NOTE** this is one of the reports to have both Include and Exclude Transfers balances.

☛ Continue when Overton Hall Visit is selected

Balance Excluding Transfers on 17/02/10 £112.00 (Including Transfers)			
Name	Unit Cost:	Receipts	Payments
Addison W	15.00	3RT	7.50
Brown L		3RT	15.00
Caine M		3RT	7.50
Davis J		3RT	Nil
Garnet H		3RT	15.00
Grey T		3RT	15.00
Lewis T		3RT	Nil
Moore R		3RT	Nil
Scott A		3RT	Nil
Spalding F		3RT	Nil
Staples G		3RT	15.00
Vale T		3RT	15.00
White P		3RT	15.00
Totals		105.00	0.00
			105.00

This is a list of students, some of whom have paid and others who have not paid for their trip to Overton Hall. The Unit Cost field will help identify who has paid the full amount for the trip and how much is outstanding for those not yet fully paid up.

If you are using **Merge Manager** you could now create named and addressed letters to send home identifying the student, trip and any outstanding balance. See page 75.

Many reports can be used by the NEW Merge Manager module. You can quickly and easily create mail merged documents to send home to :-

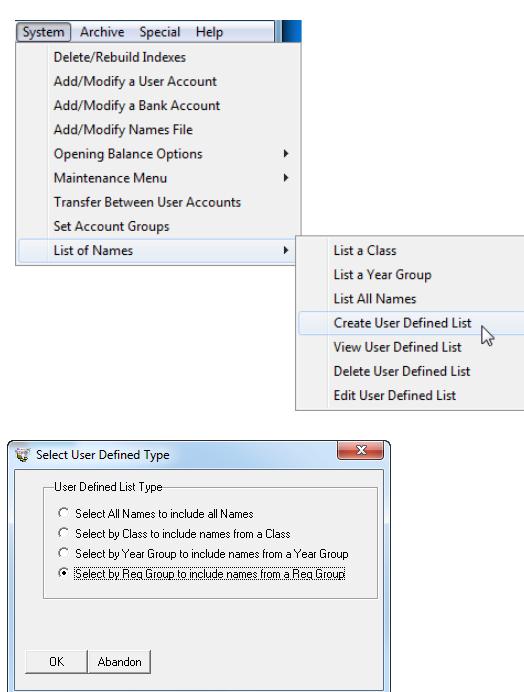
1. ask for overdue payments AND identify the balance owing
2. create permission slips
3. remind parents of upcoming donation/collections
4. ask for support for charities etc.

**User Defined Lists** – for the Who's Not Paid report.

If you want to use this 'Who's Not Paid' report facility for a group of students who are not all in one class or year, you can create your own user defined list.

When creating a User Defined list there are a number of ways to identify groups of names to be added. You can select names from a list containing all names or you can specify a Class, Year or Registration Group and select some or ALL the names in that group.

You can also append a class, year or registration group to an already defined list an unlimited number of times.



If you want to create a list of names drawn from across the school you use the Create User Defined List option.

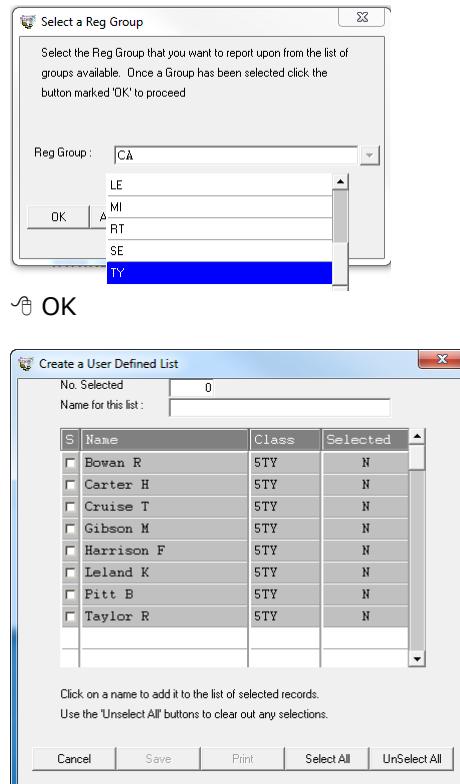
Enter a Name for the List you will be creating. In our example we need a list of all students joining the Guitar Music Lessons Group.

Most of the students are in Reg Group 5TY so we can start with them.

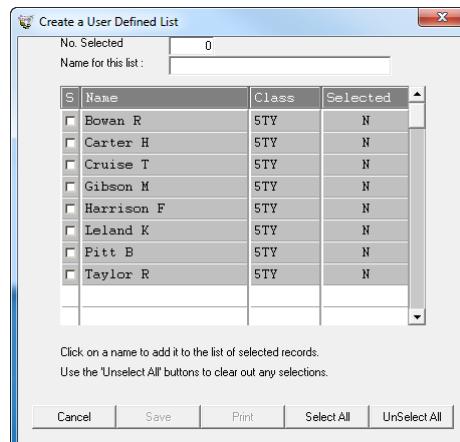
☛ Select by Reg Group to include names from a Reg Group

☛ OK

Double ☛ to Select TY from the drop down list.



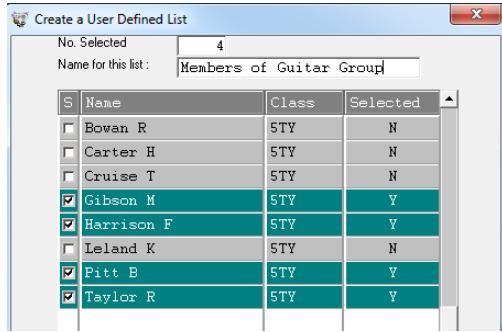
☛ OK



You can see all members of the 5TY Reg Group. Enter a name for the list 'Members of Guitar Group'.

**NOTE**  
It does not matter in which order you select the names – the list will be sorted alphabetically.

☛ Select the following names



☛ Save

You will see the list on screen.  
We need to add a few names from Reg Group 4FG.

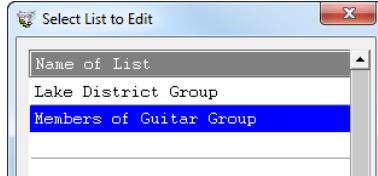
☛ Exit

Return to

☛ System

☛ List of Names

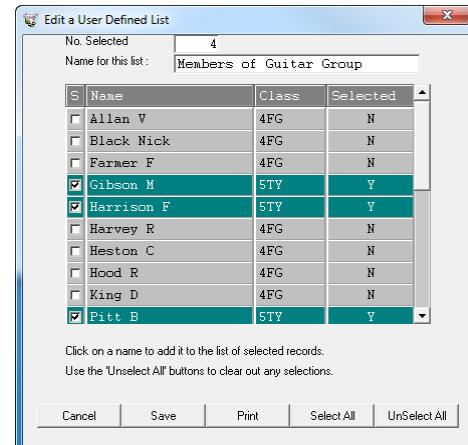
☛ Edit User Defined List and select the Members of Guitar Group list.



☛ Select by Reg Group to include names from a Reg Group

☛ OK

Double ☛ to Select FG this time from the drop down list.



All the 5TY names are on show with Y for selected.

To add to this User Defined List you ☛ in the box beside a name. The selected name will turn green and the No. Selected counter will indicate how many names you have added to this list.

Add Allan V and Harrison F and King D to the list. Note the No. Selected now shows 7.

No. Selected: 7  
Name for this list: Members of Guitar Group

S.	Name	Class	Selected
<input checked="" type="checkbox"/>	Allan V	4FG	Y
<input type="checkbox"/>	Black Nick	4FG	N
<input type="checkbox"/>	Farmer F	4FG	N
<input checked="" type="checkbox"/>	Gibson M	5TY	Y
<input checked="" type="checkbox"/>	Harrison F	5TY	Y
<input type="checkbox"/>	Harvey R	4FG	N
<input checked="" type="checkbox"/>	Heston C	4FG	Y
<input type="checkbox"/>	Hood R	4FG	N
<input checked="" type="checkbox"/>	King D	4FG	Y
<input checked="" type="checkbox"/>	Pitt B	5TY	Y

Click on a name to add it to the list of selected records.  
Use the 'Unselect All' buttons to clear out any selections.

Cancel | Save | Print | Select All | UnSelect All

Save

Exit

To use this list to find out Who Has Not Paid for their guitar lessons.

- Reports
- Who's Not Paid
- User Defined
- OK when Members of Guitar Group is on view

Select the user defined list that you want to report upon from the lists available. Once a list has been selected click the button marked 'OK' to select the date range and user account required for this report.

Select User Defined List: Members of Guitar Group

OK | Abandon

Select the User Account to use MGT

Select Date Range  
Start Report on 01/09/09 | End Report on 17/02/10 | Transaction Type: All Transactions

User Account Selection  
User Account: MGT | Report Type: Detailed

Account Name: GUITAR  
Balance: 779.00

Comments

Abandon | Continue | Show Out of Use Accounts

**NOTE**  
The Account balance of £ 779 is based on all transactions plus an Opening Balance of £ 602.00 (see below). The list alongside is only the receipts by selected names.

Continue This is the result.

Balance Excluding Transfers on 17/02/10 £779.00 (Including Transfers £779.00)

Name	Receipts	Payments	Balance
Allan V	4FG	42.00	42.00
Gibson M	5TY	Nil	45.00
Harrison F	5TY	45.00	45.00
Heston C	4FG	45.00	45.00
King D	4FG	Nil	45.00
Pitt B	5TY	45.00	45.00
Taylor R	5TY	Nil	45.00
<b>Totals</b>	<b>177.00</b>	<b>0.00</b>	<b>177.00</b>

A number of students have not yet paid for their Guitar Lessons. The remainder of the group have paid in full (apart from Allan who still owes £ 3) you can see the unit cost at the top of the report.

#### Reports>User Account Balances

Here you can see the Opening Balance for the MGT user account.

User Account Balances for Period beginning 01/09/09							
Exit	Print	Print + Preview	Disk	To Excel			
Your figures EXCLUDE Transfers	Code User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
AFF	AFFILIAT	-436.00	200.00		117.00	-553.00	
BBGS *	BOOK BAG	0.70		16.00	25.00	-8.30	
BCB	BOOK CLU	58.25		92.70		150.95	
BI&C	BANK INT	230.71		6.59		237.30	
DONS	FREEWILL	1824.00		360.00	250.00	2074.00	
GDN	GARDENIN	350.00	360.00		75.45	109.60	315.85
GEN	GENERAL	-176.00				12.75	-188.75
MGT	GUITAR	602.00			177.00		779.00
MTP	TRUMPET	291.00					291.00
SBB	BASKETBA	412.00		532.00	350.00	594.00	
SCKT	CRICKET	15.00					15.00
SWM	SWIMMING	148.00					
TLD	LAKE DIS	77.00		1040.00	260.00	123.00	
VOH	OVERTON	117.00		135.00	140.00	112.00	
VSCB	SCARBORO	213.00		229.50		442.50	
XF10	XMAS FAI	-28.14					-28.14
Totals		3698.52	560.00	560.00	2554.24	1039.35	5213.41
Movement in period to date: 1514.89							

#### EDIT USER DEFINED LISTS

You can add or remove names from a User Defined List.

First select the saved list from those on view, in this case the 'Members of the Guitar Group'.

#### Select List

Select All Names to include all Names

OK

You will see the list of all names with the names highlighted if they are a member of the group.

the box beside Allan V 4FG to remove the name from the list.

If you want to add names the box beside them.

Save

You will see the updated list missing the name of Allan V 4FG

Exit

#### SET ACCOUNT GROUPS

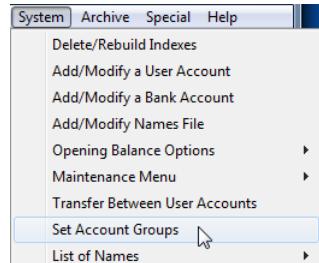
This will enable you to create groups of similar types of user Accounts and report them with sub-totals.

User Account Balances for Period beginning 01/09/09							
Exit	Print	Print + Preview	Disk	To Excel			
Your figures EXCLUDE Transfers	Code User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
AFF	AFFILIAT	-436.00	200.00		117.00	-553.00	
BBGS *	BOOK BAG	0.70		16.00	25.00	-8.30	
BCB	BOOK CLU	58.25		92.70		150.95	
BI&C	BANK INT	230.71		6.59		237.30	
DONS	FREEWILL	1824.00		360.00	250.00	2074.00	
GDN	GARDENIN	350.00	360.00		75.45	109.60	315.85
GEN	GENERAL	-176.00				12.75	-188.75
MGT	GUITAR	602.00			177.00		779.00
MTP	TRUMPET	291.00					291.00
SBB	BASKETBA	412.00		532.00	350.00	594.00	
SCKT	CRICKET	15.00					15.00
SWM	SWIMMING	148.00					
TLD	LAKE DIS	77.00		1040.00	260.00	123.00	
VOH	OVERTON	117.00		135.00	140.00	112.00	
VSCB	SCARBORO	213.00		229.50		442.50	
XF10	XMAS FAI	-28.14					-28.14
Totals		3698.52	560.00	560.00	2554.24	1039.35	5213.41
Movement in period to date: 1514.89							

This is a standard User Account Balances Report. Once you create groups

of User Accounts they will be reported as a group with a sub total.  
E.g. you want to know the sub total of Income and Expenditure of all Sports related accounts.

☛ System then ☛ Set Account Groups.



**Grouping of User Accounts for Reporting Purposes**

Select a User Account

Group	Code	Description	Balance
AFF	AFFILIATION FEES	-553.00	
BCB	BOOK CLUB	150.95	
BI&C	BANK INTEREST & CHARGES	237.30	
DONS	FREEWILL DONATIONS	2074.00	
GDN	GARDENING PROJECT	315.85	
GEN	GENERAL	-188.75	

Show Out of Use      Hide Out of Use

You should use your mouse to highlight the user account in the browse window above and then edit the group information shown below before saving it to your files.

Edit/Add Account Group

Set Group For: AFFILIATION FEES

Group Code:

Heading:

Exit      Save

The left column headed Group will display the character you have chosen to indicate which accounts are to be grouped together. You need to set up a Group Code for each group you require. At the moment all the User Accounts are in the same group – which is identified by blank in the Group column.

Find the SBB Basket Ball User Account and highlight it.

**Grouping of User Accounts for Reporting Purposes**

Select a User Account

Group	Code	Description	Balance
XTP	TRUMPET	291.00	
SBB	BASKETBALL	594.00	
SCKT	CRICKET	15.00	
SWM	SWIMMING	123.00	

Show Out of Use      Hide Out of Use

You should use your mouse to highlight the user account in the browse window above and then edit the group information shown below before saving it to your files.

Edit/Add Account Group

Set Group For: BASKETBALL

Group Code: S

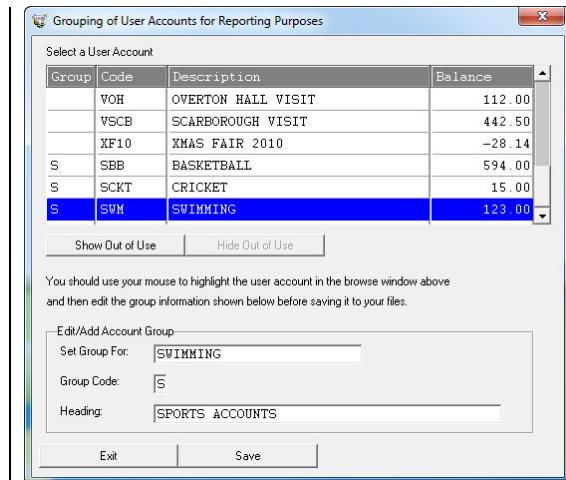
Heading: SPORTS ACCOUNTS

Exit      Save

Type 'S' in the Group Code field and then type 'SPORTS ACCOUNTS' as the Heading.

☛ Save

☛ System then ☛ Set Account Groups  
and add the Cricket and Swimming User Accounts to this group by highlighting them and typing 'S' in the Group Code field. The Heading 'Sports Accounts' will automatically appear. ☛ Save  
Once User Accounts have a Group code entry they will appear at the end of the list of accounts on this screen.



Save each time you add a User Account to the Group. You may have up to 35 groups at any time. Return the Group Code to blank to take an Account out of a Group.

The result on the User Account Balances report of these Groups can be seen below.

#### NOTE

This is the Group you have just created.

User Account Balances for Period beginning 01/09/09						
AFF	AFFILIAT	-436.00	200.00		117.00	-553.00
BBGS *	BOOK BAG	0.70		16.00	25.00	-8.30
BCC	BOOK CLU	58.25		92.70		150.95
BI&C	BANK INT	230.71		6.59		237.30
DONS	FREEWILL	1824.00		360.00	250.00	2074.00
GDN	GARDENIN	350.00	360.00		75.45	109.60
GEN	GENERAL	-176.00				315.85
MCI	GUITAR	602.00			12.75	-188.75
MTP	TRAPET	291.00				719.50
TLD	LAKES DIS	77.00				291.00
VOH	OVERTON	117.00			1040.00	657.00
VSCB	SCARBORO	213.00			260.00	112.00
XF10	XMAS FAI	-28.14			229.50	442.50
	SubTot	3123.52	560.00	560.00	2022.24	664.35
						4481.41
<b>SPORTS ACCOUNTS</b>						
SBB	BASKETBA	412.00			532.00	350.00
SKCT	CRICKET	15.00				594.00
SWM	SWIMMING	148.00			25.00	15.00
	SubTot	575.00	0.00	0.00	532.00	375.00
						732.00
<b>Totals</b>						
		3698.52	560.00	560.00	2554.24	1039.35
						5213.41

**NOTE**  
**The section alongside is an overview of the Period End Process. You may follow the steps and complete a Period End if you wish. If you close the period you will have to restore the data (see page 17) so you can do the exercises which follow.**

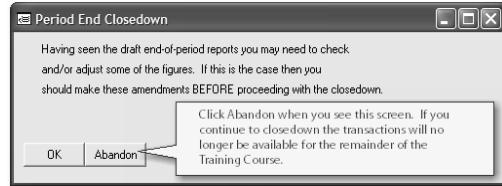
Exercises on Period End for you to do follow on page 65.

**IMPORTANT**  
Print your Draft Income & Expenditure and Draft Balance reports BEFORE taking all the other print outs. This is to save you having to reprint reports should you decide to make any adjustments having seen the Drafts of Income & Expenditure and Balance.

## PERIOD END

MAKE A BACKUP before you begin any period end exercises. See page 7.

The next section of the training course deals with **Period End Closedown**. Please DO NOT complete a period end closedown; stop when you see this screen.



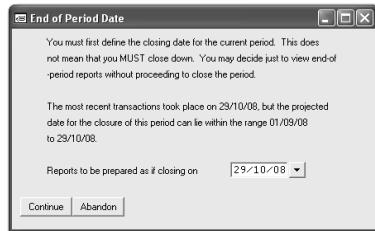
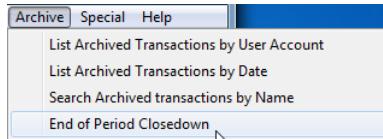
A period is traditionally but not exclusively 12 months. Some schools close a period at the end of each term or month. However long your financial period, there are a few stages that must be completed to close down.

A Closedown date can be any date between the financial period beginning date and the date on which you are working. Most schools find it convenient to close a period some time after the closedown date has passed.

E.g. While continuing to work entering transactions for September, October and November you can select the closedown date of August 31st. By doing this the transactions entered with a date AFTER August 31st will be excluded from the closedown.

Firstly we suggest you take 'Draft' Income and Expenditure and Balance reports.

↪ Archive then ↪ End of Period Closedown.



For this part of the course please do not adjust the closedown date which appears.

↪ Continue then ↪ OK on any screen which follows until you see the screen below.

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/09 To 17/02/10						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
AFF AFFILIATI	-436.00	200.00		117.00	553.00	
BBS* BOOK BAGS	0.70			25.00	8.30	
BCB BOOK CLUB	58.25			92.70	150.95	
BIA& BANK INT	230.71		200.00	6.59	237.30	
DOOR REFUND	152.00		360.00	250.00	207.00	
GDN GARDENING	350.00	360.00		75.45	109.60	315.85
GEN GENERAL	-176.00			12.75	-188.75	
MGT GUITAR	602.00			177.00	779.00	
HTP TENT	291.00				291.00	
SBB BASKETBAL	412.00			532.00	594.00	
SCKT CRICKET	15.00			350.00	15.00	
SWE SWIMMING	148.00			25.00	123.00	
TIL LAMP	77.00			1040.00	268.00	801.00
VOH OVERTON H	117.00			135.00	140.00	112.00
VSCB SCARBOROU	213.00			229.50	442.50	
XFI0 XMAS FAIR	-28.14				5213.41	
	3698.52	560.00	560.00	2554.24	1039.35	
Total Transfers between these accounts				560.00	560.00	
EXCESS OF INCOME OVER EXPENDITURE				1514.89		
	3114.24				3114.24	

This is what the Draft Income and Expenditure Report should look like.

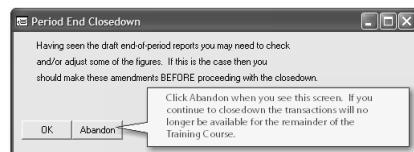
↪ Print

☛ Continue to get the Draft Balance Report and Print it out.

DRAFT BALANCE FOR PERIOD ENDING 17/02/10	
Continue	Print
Print + Preview	Disk
To Excel	
[Send the print job to a printer]	
OPENING BALANCES	6298.52
MOVEMENT IN PERIOD	1514.89
CLOSING BALANCE	7813.41
REPRESENTED BY	
Cash in Hand	155.00
Cheques in Hand	414.00
Current Account	1044.41
Deposit Account	6200.00
	7813.41
	*****

These reports are used to confirm that your accounts, both User and Bank are approximately as you would expect. If not, make any necessary changes BEFORE printing all the attending period end reports (it will save time and paper).

☛ Continue then ☛ Abandon at this stage as we do not want to close this period YET!



### To Close a Period

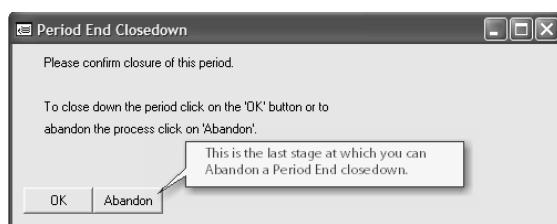
WHEN you are ready to complete your own period end closedown, you should complete these stages:-

1. Print draft year end reports & confirm the figures are as expected.
2. Pay All cheques in hand into the bank irrespective of their entry dates. (Period end will NOT be completed if cheques are in hand).
3. Take all the supporting print outs – listed below
4. Decide whether a User Account is to be closed or left with a balance for the next period. (Marking the draft Income and Expenditure report in some way to identify the user accounts that you want to retain with a balance will assist at 7. below)
5. **Make a BACKUP** using System, Maintenance, Backup to Hard Disk
6. Only AFTER you have agreed to the closedown question on the screen to confirm you have completed all the tasks above can you 'toggle' user accounts which are to have a balance retained for the next period.
7. Any user accounts not 'toggled' will have their balance – if they have one, posted to the To Be Allocated account and will appear in the next period with NO values. You can then remove these User Accounts from any lists by taking them 'Out of Use'.

#### Hint

If you cancelled a Paying in slip in an earlier exercise you will have to create a new Paying in Slip to bank all cheques that are in hand. Period End will NOT take place until the cheques in hand value is zero.

You will have clicked OK 3 times before you see this screen. Once you click OK here there is NO going back!! **If you proceed beyond this screen, do the closedown, if you need to restore your data, see page 17 and redo some or all of these exercises.**



REPORTS to be taken at PERIOD END and as required.  
Make sure you adjust the end date of the reports and lists to match your

- closing date.  
 Print out the reports on the following menus to support your period end :-
- ↪ Reports
    - ↪ Print Multiple User Account Lists
    - ↪ Receipts/Payments List Menu
      - ↪ List Payments by Cheque/Voucher Number
      - ↪ List Direct Credit/Debits
    - ↪ List of Budget Accounts
  - ↪ Bank & Cash
    - ↪ List Bank Account Transactions
    - ↪ List Cash Transactions
    - ↪ List Entries on Paying In Slips
    - ↪ List Unreconciled Bank Entries
    - ↪ Bank, Cash & Transaction Balances
  - ↪ Amendments
    - ↪ List of Cancellations & Amendments
  - ↪ Archive
    - ↪ Income & Expenditure Report\* Draft and Final
    - ↪ Balance\* Draft and Final

These reports should be taken when you are ready to finally close your accounts. Remember you can alter the date range on all the lists to match the period as required. \*You may take 'Draft' copies of your period end reports at any time. You may find these reports useful when preparing for Governors meetings or financial reporting.

The next section on period End is done in **Classic view** – this is because one of the period end processes – Incomplete Handling Accounts is ONLY available in Classic view.

#### **Period End Closedown Exercise - Switch to Classic view.**

END OF PERIOD CLOSEDOWN Menu option 7 then 5

You must select a date between the date of the last closedown and today on which to close the accounts. Leave today as the closing date.

Incomplete Handling Accounts in Classic view ONLY.

The period end process is the same in both views – with the exception of Incomplete Handling Accounts. The windows view of period end follows after this section. If you do not require Incomplete Handling accounts go to page 71.

When you come to a Year End Closedown, there may be one or more accounts which need to be left 'unclosed'. e.g. an extended visit or trip, where the money has been partially collected in one financial year and then will be completed in the next. We refer to these as incomplete handling accounts. (This option tends to be more useful to secondary schools and colleges. It is unused by many schools, which is the reason it is not readily visible).

When handled as incomplete a User Account will retain all transactions from the year being closed and move the income and/or expenditure into the new year. This is equivalent to accruals and prepayments. These User Accounts will NOT have an opening balance from the closing period carried forward, just the transactions. If these user accounts had an opening balance from a previous period, this will continue to be displayed in the 'Opening' column on User Account Balances report in the new year.

As this is a specialised year end function, you will need to follow these steps to activate it. Use Menu option 7 then 5.

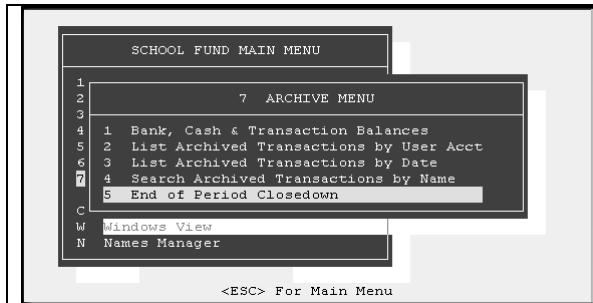
From windows view  
 ↪ View then  
 ↪ Classic View  
 then option 7 5



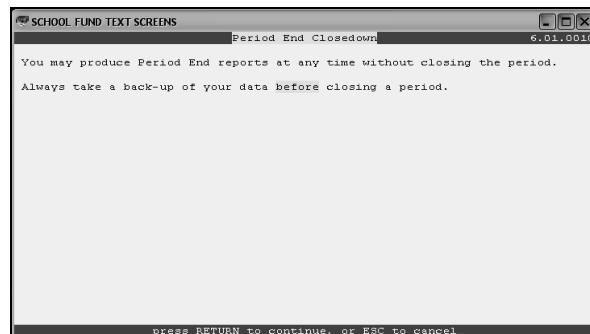
There is no restriction on how long you can keep a financial period open.

**HINT**

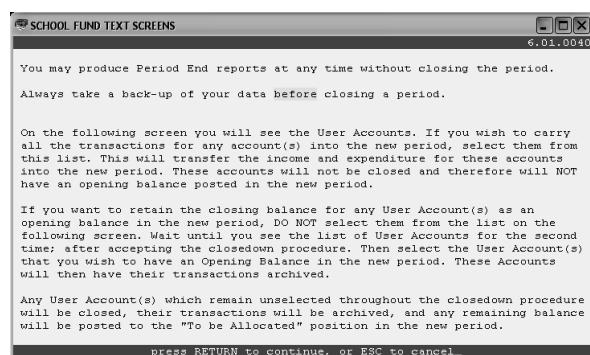
Once a period has been closed you can view the previous years transactions using the Archive menu.



When you see the screen below; it follows after you have entered your period close date press **<CTRL> and <I> together**.



The screen on the next page will then appear.



Please read the information on screen and proceed with the following exercises. Press <Enter> to continue.

Use the arrows and <Enter> key to highlight and select the SBB Basketball account and TLD Lake District Trip Visit account. This will place an asterisk (\*) beside these accounts. Press <F10> to continue to the Income and Expenditure Report.

Note the accounts you have just selected are missing from this first screen.

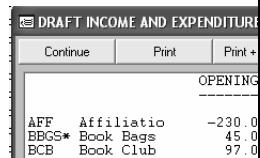
**IMPORTANT**

The values on your screen may not match these pages. It is not important, just proceed with the exercises.

	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
AFF	-230.00			248.00	-478.00	
BGOS*	BOOK BAGS	45.00		18.00	59.30	3.70
BCB	BOOK CLUB	97.00		36.25	75.00	58.25
BIAC	BANK INT'L	207.00		23.71		230.71
DONS	FREEWILL	349.00		1475.00	1824.00	
GOM	GAMBLING	0.00		425.45	415.45	
GEN	GENERAL	-176.00				-176.00
MGT	GUITAR	476.00		168.00	644.00	
PTF	TRAVEL	260.00			235.00	
SCRT	CRICKET	15.00			15.00	
SWM	SWIMMING	148.00		25.00	123.00	
VOR	OVERTON H	90.00	100.00	180.00	248.00	22.00
VSCB	SCARBOROUGH	165.00		97.50	262.50	
XFO8	XMAS FAIR	31.00			59.14	-28.14
	1508.00	100.00	100.00	2423.91	714.44	3217.47
Total Transfers between these accounts						100.00
EXCESS OF INCOME OVER EXPENDITURE						1709.47
						2523.91
						2523.91

**NOTE**

If you see an \* asterisk beside Book Bags on this screen - it means that the account has been marked as 'out of use'.



#### ☛ Continue

You will see the screen below which details the two accounts being treated as Incomplete.

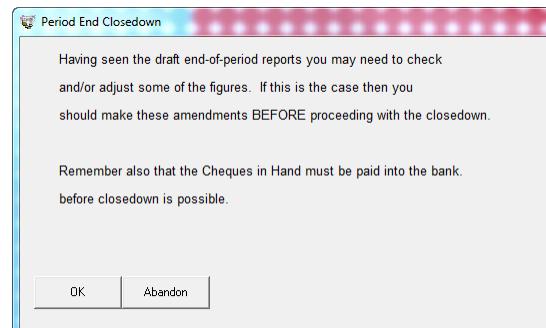
DRAFT INCOME AND EXPENDITURE TRANSFERRED To Next PERIOD						
		OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND
SBB	BASKETBAL	412.00			532.00	350.00
TLD	LAKE DIST	77.00			1040.00	260.00
			489.00	0.00	1572.00	610.00
						594.00
						857.00
						1451.00
Total Transfers between these accounts						
0.00						
LESS ADVANCE EXPENDITURE						
610.00						
NET INCOME RECEIVED IN ADVANCE						
1451.00						
Transfers between User accounts in period						
0.00						
On confirmation of period closure, individual transactions within U/Accs listed above will be available as if they had been entered in the next period.						

#### ☛ Continue

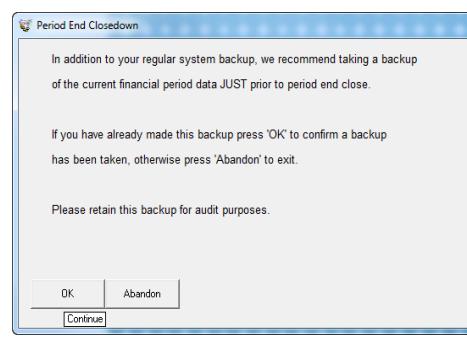
DRAFT BALANCE FOR PERIOD ENDING 07/11/00	
OPENING BALANCES	5809.52
MOVEMENT IN PERIOD	544.94
CLOSING BALANCE	6354.46
PLUS NET ADVANCE INCOME	1451.00
REPRESENTED BY	
Cash in Hand	84.06
Cheques in Hand	122.50
Current Account	4538.90
Deposit Account	3000.00
	7805.46
	=====
	7805.46
	=====

Note the final balance position is calculated including the Incomplete Handling Accounts as Advance Income

#### ☛ Continue to proceed. Then press <N>.



If you should have pressed <Y> you will see this screen.



All these period End notes refer to Classic view.

Period End in SFM windows follows on page 71.

BEFORE closing your own financial period please follow the instructions to back up. You can press <N> at the screen above, take a Back up and return to this point.

To back up your School Fund data in Classic view use Option 6 6 2 H for Hard drive or N for a Network drive this will create a folder which holds your data as it is just before the closedown. Or accept the reminder when you agree to close the period on Option 7 5.

You may also do a backup to floppy disk using Option 6 6 2 F. As there are too many files to fit on one floppy disk your current database files will be backed up first. You will then be asked if you wish to backup archive files. Archive files are only created or amended at a period end. If you have one copy of your archive files you do not need to back them up until it is a new financial period.

To restore backed up data you may use Option 6 6 10 to identify the location of your files. Please make sure you restore ALL the files from the folder – partial restores are NOT advised.

The program will confirm there are no cheques in hand before it can offer you the facility of closing down. This ensures all cheques in hand have been paid into the bank. You must pay-in any cheques in hand if you wish to proceed with a Closedown irrespective of the date they were received.

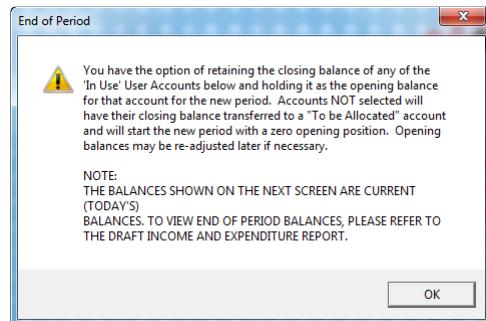
You DO NOT have to reconcile all bank transactions before closing. If there are unreconciled items at year end, take a print from Option 4 9 to itemise them. If you are simply producing period end reports and NOT closing down you do not have to bank all cheques in hand before proceeding.

#### Exercises to complete a Closedown.

From this point you will be closing down. If you have left the Period End Closedown screens, return to the exercise starting on page 63 and complete it to the point at which you are asked the question 'Do you wish to close the period?' answer yes and confirm this. The software will automatically make a copy of all your files and put them into a folder named PEyyymmdd in the SF directory. The yymmdd is the closedown date for this period. E.g. if you are closing for a period ending 31st August 2008 the backup folder will be called PE080831.

Once you have entered <Y> to close the period, you will be asked a further 3 times, at this stage you are committed to closing the period.

Enter <Y> to each question until you see the following screen.



At a year end closedown you must select one of two options for the processing of any User Account not already handled as 'Incomplete'.

Option 1 - retain the closing balance as the opening balance in the new year. For these accounts the software will archive all transactions (which will be viewable through Option 7 2, 7 3 and 7 4) and move the closing

balance figure into the opening balance column for that User Account in the new period.

Option 2 - close the account, archive the transactions and post any closing balance if there is one to the To be Allocated position in the new period.

Remember each User Account requires you to select one of the 2 options above. Most schools will use a combination of options as each one was designed to be most appropriate in different situations.

Period End Retained Balances			
Records Selected		0	
Ref.	Name	Balance	Stat
AFF	AFFILIATION FEES	-553.00	
BBGS	BOOK BAGS	-8.30	*
BCB	BOOK CLUB	150.95	
BI&C	BANK INTEREST & CHARGES	237.30	
DONS	FREEWILL DONATIONS	2074.00	
GDN	GARDENING PROJECT	315.85	
GEN	GENERAL	-188.75	
MGT	GUITAR	779.00	
MTP	TRUMPET	291.00	
SBB	BASKETBALL	594.00	
SKCT	CRICKET	15.00	
SWM	SWIMMING	123.00	

Proceed | Abandon | Select All | Select None | Hide 0.00 | Show 0.00 |

**NOTE** if you have User Account/s which are not being closed then handle them as Incomplete. Refer to page 65 for more details of Incomplete Handling Accounts.

We have already handled 2 User Accounts as incomplete Basketball and Lake District Trip.

Examples of when to use the options.

Option 1 – a User Account that has a balance at the period end closedown which you would like to make available for the next financial period.

Option 2 – a User Account that has completed all transactions within the financial period. This option is most appropriate for 'one-off' situations, e.g. a collection for someone leaving the school, or a day trip. This option is the most frequently used. Over the page are some screens to show you how the selection process takes place and what the results look like.

You will now see the User Accounts. The balances on view are the current balances i.e. the balances of the accounts TODAY and NOT those for the closedown date – please keep this in mind when viewing this list. Should any User Account be marked Out of Use you will see an asterisk in the extreme right column. Note Book Bags.

Use the <Enter> key to toggle the accounts you want to have an opening balance in the new period – Option 1 above.

Accounts with a zero balance can be hidden from the display if you press <F9>. However be aware that the zero balance relates to the account balance as at the date you are working and NOT the closedown date.

Remember that the balances on show here are NOT those of the closedown date. Use your Draft Income and Expenditure report to help identify all the User Accounts with a balance AT THE CLOSE DOWN DATE.

To retain all balances on display as opening balances in the next period please press <F8> then <F10> to finish. All selected accounts will have an '\*' in the left column.

Period End Retained Balances			
Records Selected   16			
Ref	Name	Balance	Stat
AFF	AFFILIATION FEES	-553.00	
BGS	BOOK BAGS	-8.30	*
BCB	BOOK CLUB	150.95	
BI&C	BANK INTEREST & CHARGES	237.30	
DONS	FREEWILL DONATIONS	2074.00	
GDN	GARDENING PROJECT	315.85	
GEN	GENERAL	-188.75	
MGT	GUITAR	779.00	
MTP	TRUMPET	291.00	
SBB	BASKETBALL	594.00	
SKT	CRICKET	15.00	
SWM	SWIMMING	123.00	

Proceed | Abandon | Select All | Select None | Hide 0.00 | Show 0.00 |

Any User Accounts in use during the period being closed that have not been selected from the list above; which remain unselected, will have their balance posted to the To be Allocated position in the new period.

**NOTE** if there are No Incomplete Handling accounts ENDREP2 will not be created.

Remember transactions from the User Accounts you have toggled will be archived, but you can see them when necessary the Archive menu.

During the closedown process the 'FINAL' year end reports are printed. In addition the reports are saved as .txt files in your \sf folder. They are named ENDREP1, 2 and 3 respectively.

Address E:\SF					
Folders	Name	Size	Type	Date Modified	
CleverStuff (E:)	SFGRPS.DBF	1 KB	Program DBF Manager	29/10/2008 15:10	
Trashes	SFIN.DBF	3 KB	Program DBF Manager	29/10/2008 15:55	
4deno	SFINDEX.DBF	3 KB	Program DBF Manager	07/12/2006 15:02	
45softs	SFNULL.DBF	1 KB	Program DBF Manager	07/12/2006 15:02	
4WORCS	SFPER.DBF	1 KB	Program DBF Manager	29/10/2008 15:55	
Admin	SFSTMTS.DBF	1 KB	Program DBF Manager	28/10/2008 14:18	
Business Plan	SFUSER.DBF	3 KB	Program DBF Manager	29/10/2008 15:46	
Dev	SFVER.DBF	1 KB	Program DBF Manager	30/08/2007 00:00	
Documents	ENDREP1.TXT	3 KB	Text Document	29/10/2008 15:55	
Finance	ENDREP2.TXT	2 KB	Text Document	29/10/2008 15:55	
HR	ENDREP3.TXT	2 KB	Text Document	29/10/2008 15:55	

Once the final reports are produced go to Classic View Option 3 2 and windows view Reports and User Account Balances report to view the result of the closedown options.

User Account Balances for Period beginning 01/11/08						
Exit	Print	Print+Preview	Disk	To Excel		
Your figures EXCLUDE	Transfers	Opening	Trfs In	Trfs Out	Receipts	Payments
AFF	AFFILIAT	-478.00				-478.00
BGS *	BOOK BAG	8.70				8.70
BCB	BOOK CLUB	58.25				58.25
BI&C	BANK INT	230.71				230.71
DONS	FREEWILL	1824.00				1824.00
GDN	GARDENIN	425.45				425.45
GEN	GENERAL	-176.00				-176.00
MGT	GUITAR	644.00				644.00
MTP	TRUMPET	231.00				231.00
TLD	# TAMPERS	77.00				77.00
VOH	OVERTON	22.00				22.00
VSCB	SCARBORO	262.50				262.50
XF08	XMAS FAI	-28.14				-28.14
	SubTot	3079.47	0.00	0.00	133.00	56.00
						3156.47
	SPORTS ACCOUNTS					
	SBB # BASKETBA	67.00			525.00	180.00
	SKT CRICKET	15.00				15.00
	SWM SWIMMING	123.00				123.00
	SubTot	205.00	0.00	0.00	525.00	180.00
						550.00

On the top line you can see the new period start date which will be the day after the period close date.

The User Accounts with entries in the receipts and payments column are both the ones selected as incomplete Basketball and Lake District and those that have had entries made dated later than the closedown date.

If you have selected today as your closedown date, you will not be able to enter any new transactions until tomorrow. You will only be able to view reports and take print outs.

Any User Accounts that remain unselected throughout the closedown procedure will be closed, their transactions archived and any closing balance will be posted to the To be Allocated value in the new period.



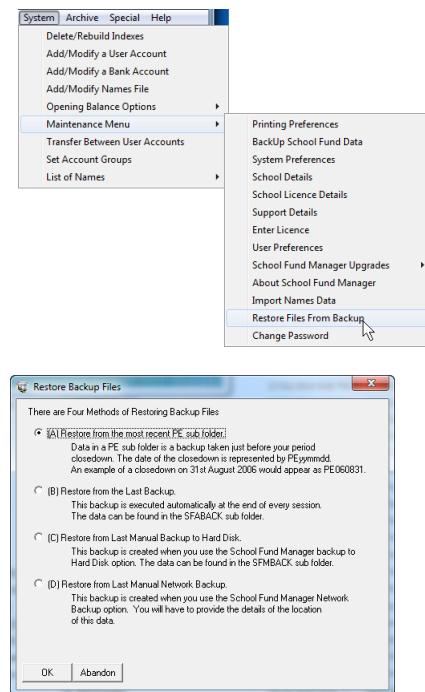
You may continue entering transactions for the new financial period. The Bank reconciliation routine will have all unreconciled items from the closed year.

### Change to Windows View.

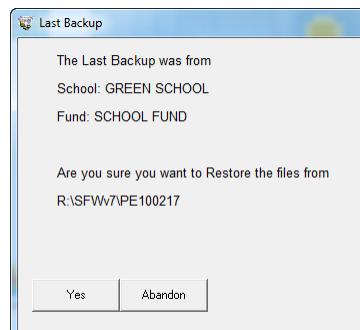
Period End Closedown using windows view – if you completed a closedown in Classic view, you must restore your data before trying a closedown in windows view.

To restore the Training Data please follow these instructions

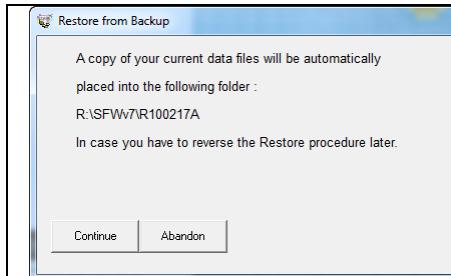
- ☛ System
- ☛ Maintenance Menu
- ☛ Restore Files From Backup



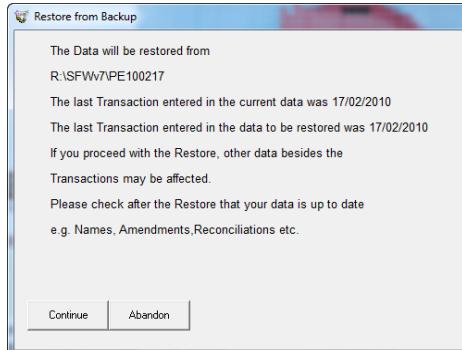
Select option (A) and follow the on screen instructions to restore the files.



You will see a screen similar to the one above. The location and PE folder from which the files will be restored are on view. The PE folder name is the closedown date in reverse – so the folder above is for the period end as at 17<sup>th</sup> February 2010.



You will also be informed of the location to which the data about to be replaced is being saved just in case you want to reverse the Restore.

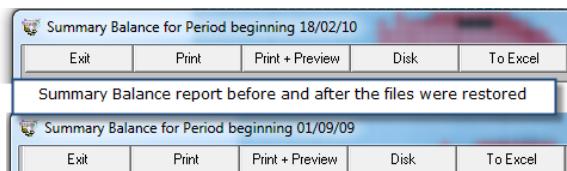


In addition details of the latest transaction dates are on view – so you can make sure you have selected the correct data to restore.

To confirm this has been done :-

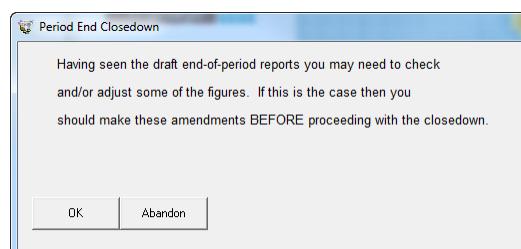
- ↪ Reports
- ↪ Summary Balance

If you have successfully restored the data you will see the Period beginning date has been returned to 01/09/09



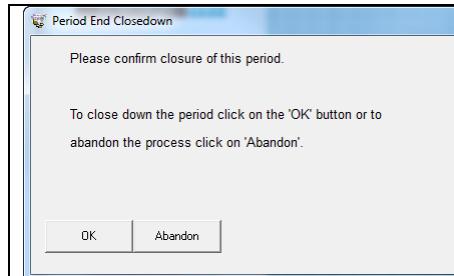
Now we can proceed with a Period End Closedown in SFM windows view.

- ↪ Archive
- ↪ End of Period Closedown
- Leave today as the closedown date.
- ↪ Continue
- ↪ OK
- ↪ Continue when you have finished viewing the Draft Income and Expenditure report
- ↪ Continue when you have finished viewing the Draft Balance report



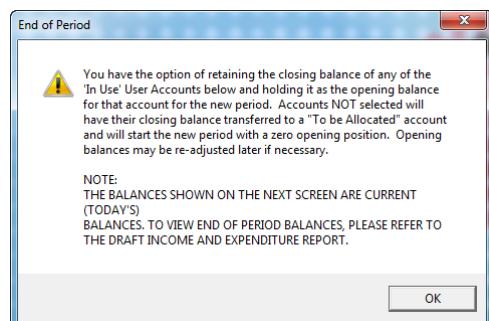
- ↪ OK when you see this screen.
- You will then be asked to ↪ OK a further 3 times before the closedown process begins.

This is the LAST point at which you can ABANDON a period end closedown.



Next is the screen at which you can select the User Accounts to have a balance retained for the next period.

Remember to use the print out of the Draft Income and Expenditure report to see the figures for the closedown date – as the screen which follows will only show the balances up to today. If today is not your closedown date the figures may be different.

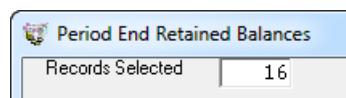


OK You will see the screen below.

Period End Retained Balances			
Records Selected   0			
Ref	Name	Balance	Stat
AFF	AFFILIATION FEES	-553.00	*
BGGS	BOOK BAGS	-8.30	
BCB	BOOK CLUB	150.95	
BI&C	BANK INTEREST & CHARGES	237.30	
DONS	FREEWILL DONATIONS	2074.00	
GDN	GARDENING PROJECT	315.85	
GEN	GENERAL	-188.75	
MGT	GUITAR	779.00	
MTP	TRUMPET	291.00	
SBB	BASKETBALL	594.00	
SCKT	CRICKET	15.00	
SWM	SWIMMING	123.00	

Buttons at the bottom: Proceed, Abandon, Select All, Select None, Hide 0.00, Show 0.00.

You MUST identify those User Accounts you want to have a balance in the next period. BBGS Book Bags has an asterisk in the 'STAT' column (abbreviation of Status) to show you have taken it 'Out of Use'. Double click on the user accounts to have their balance retained. The Records Selected field will keep count of how many you have selected.



If you want ALL the User Accounts to retain their balances

>Select All

Proceed when you have finished selecting.

Continue to print out the FINAL Income and Expenditure Report – which may look like the one that follows if you have completed all the training course exercises.

FINAL INCOME AND EXPENDITURE REPORT FOR PERIOD 01/09/09 To 17/02/10						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
AFF	AFFILIATI	-436.00	200.00		117.00	-553.00
BED	BOOKS	0.00		16.00	25.00	3.00
EBC	BOOK CLUB	58.25		32.70		150.95
BLC	BANK INT'L	230.71		200.00	6.59	237.30
DONS	FREEVILLE	1824.00		360.00	250.00	2074.00
GOD	GENERAL	37.00			75.45	10.55
GEN	GENERAL	-176.00			109.60	-188.75
MGT	GUITAR	602.00			177.00	779.00
MTP	TRUMPET	291.00				291.00
SBD	BALANCE	425.00			532.00	539.00
SCKT	CRICKET	15.00				15.00
SWI	SWIMMING	148.00			25.00	123.00
TLD	LAKE DIST	77.00			1040.00	260.00
WOTC	CLOTHING	112.00			135.00	857.00
VSCB	SCARBOROUGH	213.00			229.50	114.00
XF10	XMAS FAIR	-28.14				442.50
						-28.14
		3698.52	560.00	560.00	2554.24	1039.35
						5213.41
Total Transfers between these accounts				560.00	560.00	
EXCESS OF INCOME OVER EXPENDITURE					1514.89	
					3114.24	3114.24

#### Continue to print out the FINAL Balance Report.

FINAL BALANCE FOR PERIOD ENDING 17/02/10	
Continue	
OPENING BALANCES	6298.52
MOVEMENT IN PERIOD	1514.89
CLOSING BALANCE	7813.41
REPRESENTED BY	
Cash in Hand	155.00
Cheques in Hand	0.00
Current Account	1458.41
Deposit Account	6200.00
	7813.41
	7813.41

These reports should be added to the other reports taken before this stage of a closedown.

This completes a Period End Closedown. You may continue to enter new transactions for the next period UNLESS you chose to do the closedown today. In this case you will have to wait until tomorrow before entering any new transactions.

#### Reports

>User Account Balances and you will see the result of the accounts you selected to have a balance retained and those you did not.

This completes the exercises for School Fund Manager. The next section deals with exercises for the additional modules, Merge Manager, Claim Manager and System Manager.

#### End of Section 2



**Section 3****User Guide – Prepare for additional modules**

Below we show you how details entered into School Fund Manager can then be used with our other modules Merge Manager and Claim Manager to create personalised letters and complete the HMRC R68 Gift Aid claim form.

**Merge Manager**

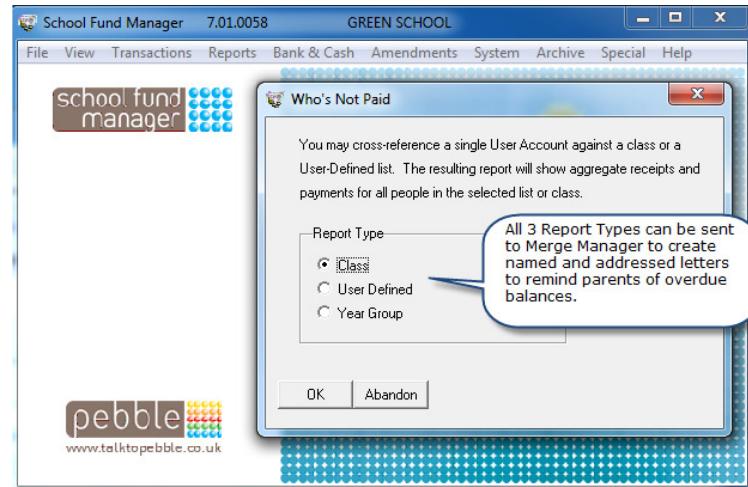
School Fund Manager Reports created in School Fund Manager that can be used in the Merge Manager module are:-

Who's Not Paid Reports by :

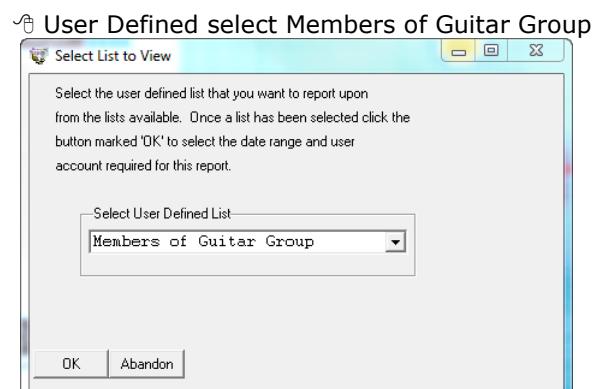
Class

User Defined

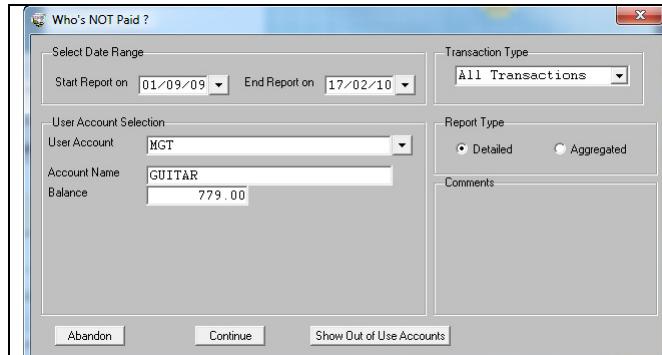
Year Group



For this exercise we will use the Guitar account.



Now select the GUITAR User Account and Continue

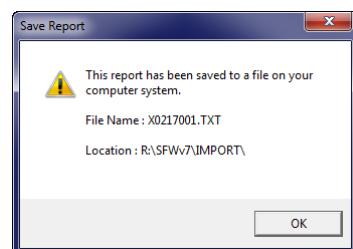


You will see the report below ( or something similar).

Acct: MGT GUITAR (from 01/09/09 to 17/02/10)			
Exit	Print	Print + Preview	Disk
To Excel	To Merge Mgr		
Balance Excluding Transfers on 17/02/10 £779.00 (Including Transfers £779.00)			
Unit Cost:	45.00		
Name	Receipts	Payments	Balance
Allan V	4FG	42.00	42.00
Gibson M	5TY	Nil	
Harrison F	5TY	45.00	45.00
Heston C	4FG	45.00	45.00
King D	4FG	Nil	
Pitt B	5TY	45.00	45.00
Taylor R	5TY	Nil	
Totals	177.00	0.00	177.00

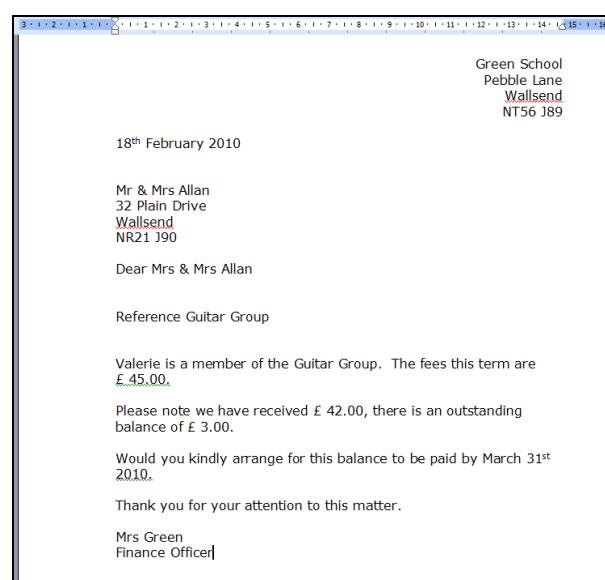
Click here to send this report to Merge Manager

✉ To Merge Manager and you will see this screen



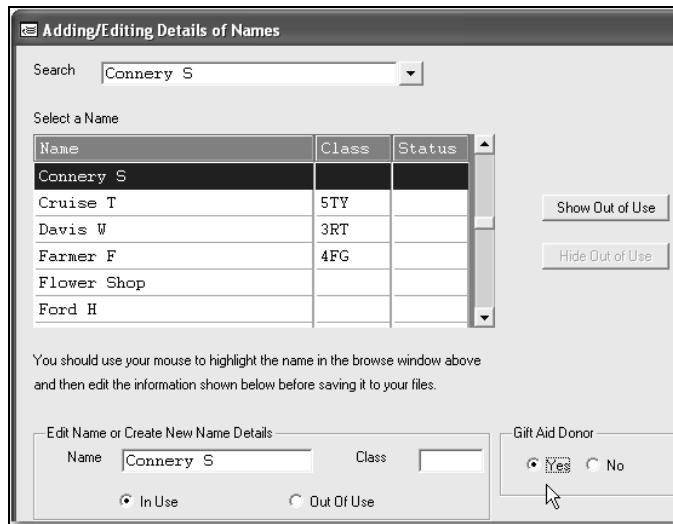
You have now created a file in the appropriate format for use by the Merge Manager module. For details of how to use this information to send personalised letters home with details of balances owing and other relevant information please contact us.

Below is an example of a mail merged letter from Merge Manager using the file created in this exercise.



## Claim Manager

In order to reclaim tax on Freewill Donations given by UK tax payers, you must:  
 Identify the 'donor name' as a Gift Aid Donor using  
 System>Add/Modify Names



Mark User Accounts as being Included in Gift Aid Status using  
 System>Add/Modify User Accounts.

Then use the NEW Special report option Special>Date to Date GAR Report. This will identify the totals received from eligible donors. These values can then be used to complete the HMRC R68 form to reclaim tax.

Draft User Acct Gift Aid Report for Period 01/09/09 to 18/02/10		
Acct Code	Acct Name	Income
DONS GDN	FREEWILL DONATIONS GARDENING PROJECT	2074.00 425.45 ===== 2499.45 =====
Total		

If you use the NEW Claim Manager module the reports will be completed for you. All you have to do is print them off and wait for the cheque! See below.

Only names that have been marked as 'Gift Aid Donors' in School Fund Manager will have their donations used in the calculation below.

Gift Aid donations	
Total donations made up to 5 April 2008 £	0.00
taxback £	0.00
Total donations made from 6 April 2008 £	880.00
taxback £	220.00
Total donations £	880.00
Total Gift Aid tax you are claiming £	220.00

## System Manager Module

This new module has been developed in response to schools asking for 'a way for individuals to be given their own log in, password and permissions'.

### Requirements

School Fund Manager v7

License with System Manager enabled

### Functions

- Default SYSMAN with System Manager permissions and Full Finance Permissions
- Default MANAGER with Full Finance Permissions
- Additional details on Audit Report

### Options to

- Add NEW users
- Edit existing users
- Delete Users
- Set Passwords

The screenshot shows a Windows application window titled "User Permissions". Inside, there's a table titled "Finance Permissions" with columns for User Name (Manager, Sysman), and rows for Full, View, None, and SysMan permissions. A callout bubble points to the Sysman row under the SysMan column, stating "System Manager default Users with permissions". Another callout bubble points to the "Help" button at the bottom right of the window, stating "Click the Help button for more details on each screen".

Click on System>System Manager>Permissions to see this screen.

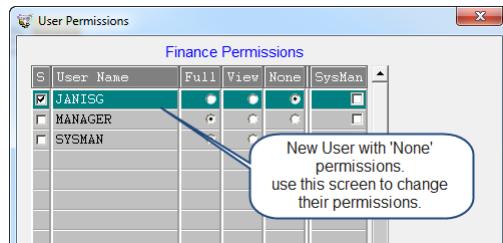
The screenshot shows a Windows application window titled "Permissions". It contains a warning message: "Permissions are granted in two ways: Access to Finance - Full, View, None System Manager - Yes/No". A callout bubble points to this message, stating "Help screen information".

### Add a New User

Click New on the Finance Permissions screen.  
Complete the fields with the User details as required.

The screenshot shows a Windows application window titled "Add New User". It has fields for User Name (JanisG), eMail Address (janis@talktopleople.co.uk), and Full Name (Janis Green). Below these, there's a "System Manager" section with radio buttons for "Yes" and "No". A callout bubble points to the "Yes" option, stating "User Name will be used to Log in. We may in the future be implementing a replacement password via email facility." At the bottom are "Save", "Abandon", and "Help" buttons.

Click Save when finished.



The new user is now on show.

Once a new User is set up you can select 1 of 3 levels of permission.

- FULL – has complete access to ALL School Fund Manager functions.
- VIEW – can only SEE details of transactions that have already been entered.
- NONE – Has NO permission to access the School Fund Manager program.

#### Contact details:

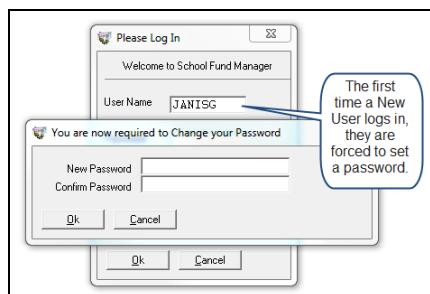
T 0845 310 1799  
 F 0845 310 1777  
[www.schoolfund.co.uk](http://www.schoolfund.co.uk)  
 email  
 support@schoolfund.co.uk

You can also give System Manager permissions to a User.

A System Manager has NO Finance Permissions until they are granted using the screen above.

A System Manager can Add, Edit and Delete Users.

A New User first time log in.

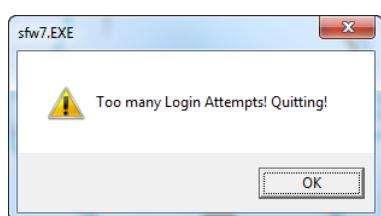


#### Best Practice for Passwords

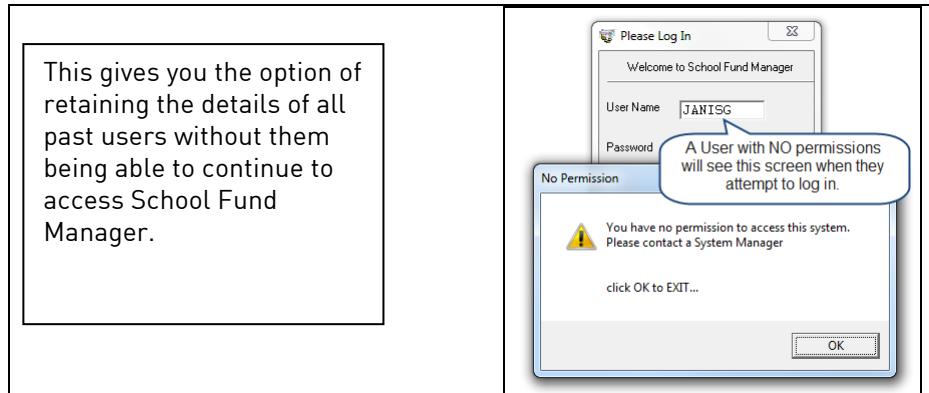
Minimum of 8 characters, mix of alpha, numeric and symbols.

Passwords should be changed regularly and you should not reuse a recently used password.

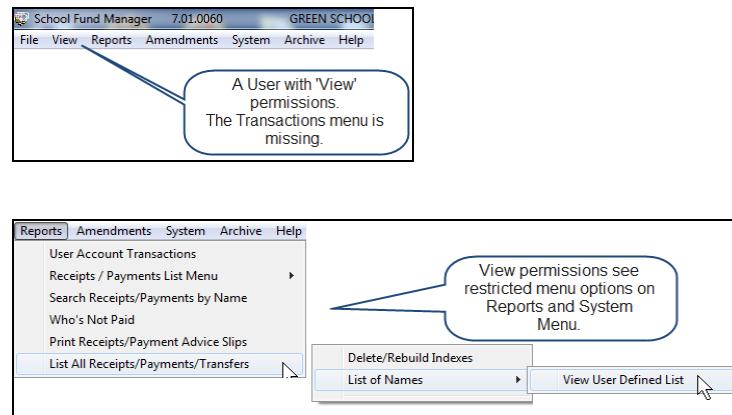
If you fail to enter the correct password, the system will quit after 4 attempts.



User with No permissions



A User with View permissions will see a decreased set of Menu options.



## New Reports

There are two new reports in School Fund Manager v7.

The Network Identity report can list the following details, gathered when a User logs in.

- NetID
- User (Network Log in)
- Computer
- Operating System
- Domain.

## The Receipts/Payments/Transfers Audit report

There are two versions of this report, :-

- with the System Manager module so the User name can be displayed.
- without the System Manager module so the User name is not displayed.

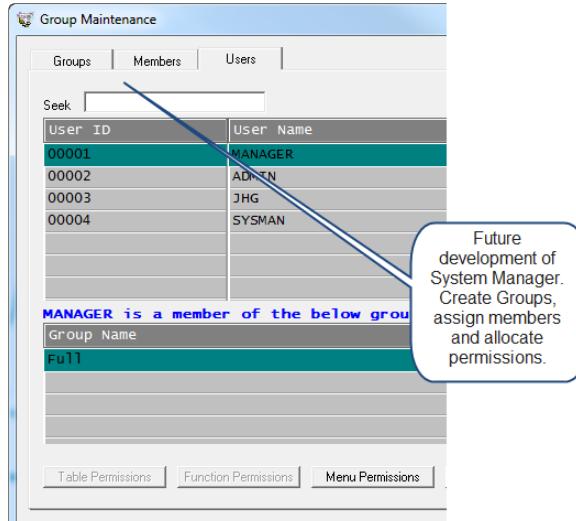
Date	Acct	Desc	Ref	Receipts	Payments	User	NetUsr	Audit	DateTime
03/11/09	VOH	In Full	C 85	15.00		N/A	JG	17/02/10	13:50
03/11/09	VOH	In Full	Q 86	15.00		N/A	JG	17/02/10	13:51
04/11/09	VOH	Deposit	C 87	7.50		N/A	JG	17/02/10	13:51
05/11/09	VOH	Deposit	Q 88	7.50		N/A	JG	17/02/10	13:51
05/11/09	VOH	In Full	Q 89	15.00		N/A	JG	17/02/10	13:51
07/11/09	VOH	In Full	Q 90	15.00		N/A	JG	17/02/10	13:52
07/11/09	VOH	In Full	Q 91	15.00		N/A	JG	17/02/10	13:53
21/02/10	GBR	Wkly Tr	Q 93	76.00		JANISG	JG	23/02/10	16:27
21/02/10	VSCB	In Full	Q 94	180.00		JANISG	JG	23/02/10	16:27
22/02/10	VOH	Invoice 45	0000114		325.00				
23/02/10	MGT	Term Fees	Q 92	45.00					
		Totals		391.00	325.00				

Audit report without System Manager is unable to display the User details - N/A.  
With System Manager module you can see the User details taken from their Log in.

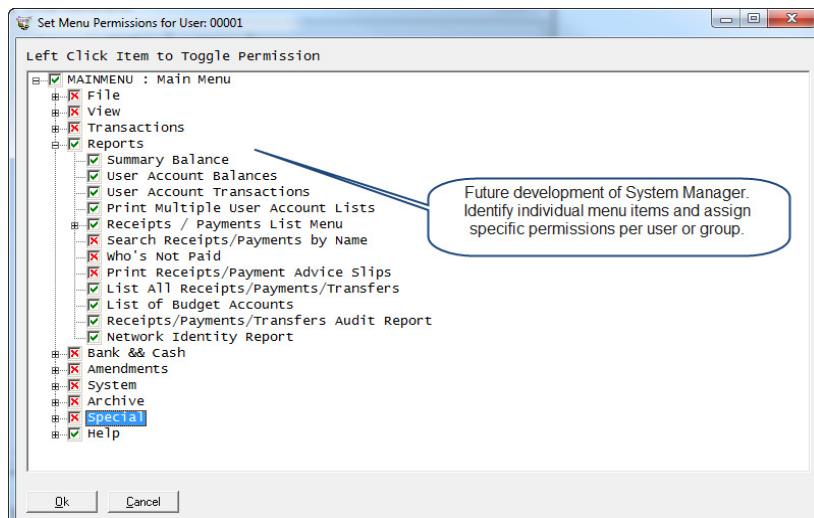
## Future development

Advanced Permissions.

Create Groups and assign permissions to members of that group, in addition to individuals.



Identify specific menu items.



Contact us for more information or to order your System Manager module.

#### **NEW SYSTEM MANAGER MODULE, NAME MANAGER, MERGE MANAGER AND CLAIM MANAGER MODULES**

**Please contact us to for more details of these additional modules.  
They will make more use of the information you have already  
entered into School Fund Manager.**

#### **CONSISTENT FINANCIAL REPORTING – CFR**

Training notes on the CFR options are available separately. Please contact us to ask for the CFR Training Course.

**May I remind you to complete the Support and Registration document** if you are a new user and return it to us as soon as possible. This will ensure we have you registered as a user and you will receive information on updates and future releases as it becomes available.

**Thank you for choosing to use our School Fund Manager program. We constantly seek to improve our software, so if you have any ideas as to how we can do so please do not hesitate to let us know them.**

Also available

#### **SCHOOL FUND FINDER**

We can show you how to find, apply for and receive additional funds, resources and services for your school.

[www.schoolfundfinder.co.uk](http://www.schoolfundfinder.co.uk)

Contact details:

Tel 0845 310 1799

Fax 0845 310 1777

[www.schoolfund.co.uk](http://www.schoolfund.co.uk)

[www.talktopebble.co.uk](http://www.talktopebble.co.uk)

email support@schoolfund.co.uk

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