

# School Fund EasyBooks

BY



# Exercises

## TO ACCESS THE SCHOOL FUND EASYBOOKS TRAINING DATA

To access the School Fund EasyBooks training data click on the icon marked SF EasyBooks Training.



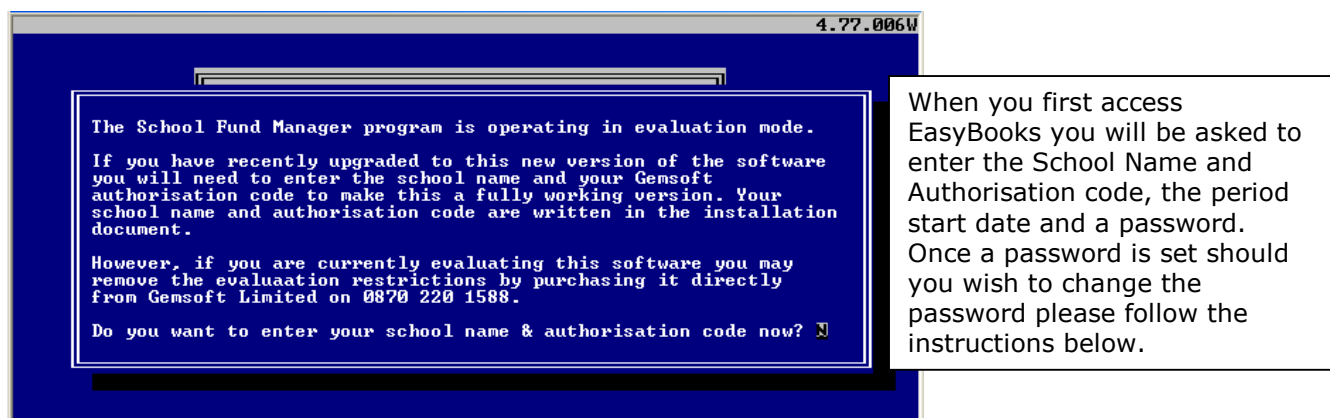
For the purposes of the training course exercises we have selected to INCLUDE TRANSFERS in the data. This means that internal transfers between User Accounts are included in the balance of the User Account. If you select to exclude transfers some reports will appear with different totals but the exercise processes remain the same.

It is simple to switch between including and excluding transfer values in your accounts. Use Main Menu option 6 then System Menu option 6 and finally Maintenance Menu option 3 to do this.

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. This will enable you to return to this data and practice the new routines available in future upgrades.

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.

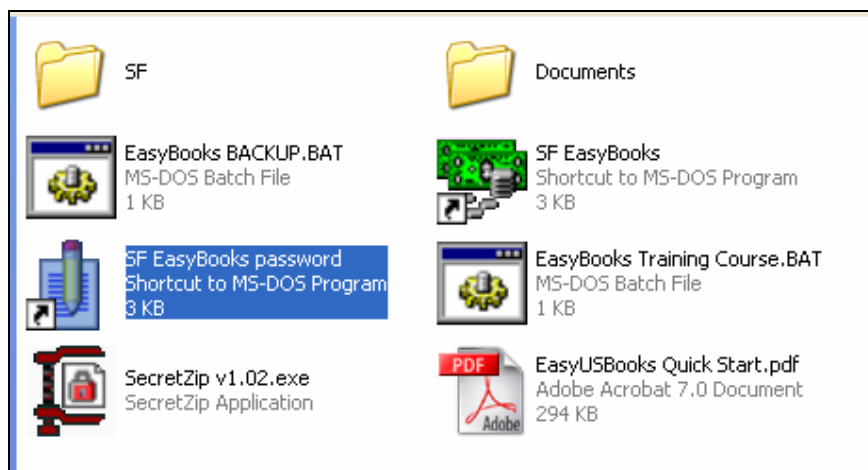
There is no password for the Training Data however your own school data will require a password.



## Password

A password must be a minimum of 4 characters and is case sensitive. There is only one password for the program.

You will have set a Password as part of a new installation process. If you wish to change the password already set for School Fund EasyBooks please click on the icon for SF EasyBooks password and follow the instructions on screen.



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## SCHOOL FUND MENUS

### SCHOOL FUND MAIN MENU

- 1 Enter Receipt
- 2 Record Payment
- 3 Lists and Queries Menu**
- 4 Bank and Cash Menu**
- 5 Amendments Menu**
- 6 System Menu**
- 7 Archive Menu**

### 3 LISTS AND QUERIES MENU

- 1 Summary Balance
- 2 User Account Balances
- 3 User Account Transactions
  - 1 Receipts / Payments
  - 2 Transfers
  - 3 All Transactions
- 4 Print Multiple User Account Lists
- 5 Receipts / Payments List Menu**
  - 1 List Receipts by Receipt Number
  - 2 List Payments by Cheque/Voucher Number
  - 3 List Direct Credits/Debits
- 6 Search Receipts/Payments by Name
- 7 Who's NOT Paid
- 8 Print Receipts/Payment Advice Slips
- 9 List All Receipts / Payments / Transfers
  - 1 Receipts / Payments
  - 2 Transfers
  - 3 All Transactions

### 4 BANK AND CASH MENU

- 1 Show Bank and Cash Balances
- 2 Pay In Receipts to Bank
- 3 Draw Cheque for Cash
- 4 Transfer Between Bank Accounts
- 5 Reconcile Bank Statement
- 6 List Bank Account Transactions
- 7 List Cash Transactions
- 8 List Entries on Paying-In Slips
- 9 List Unreconciled Bank Entries

**5 AMENDMENTS MENU**

- 1 List of Cancellations and Amendments
- 2 Cancel Receipt or Payment Transaction
- 3 Unreconcile Bank Statement Entries
- 4 Cancel Bank Paying-In Slip
- 5 Amend Classes in Names File
- 6 Amend Receipt or Payment Transaction
- 7 Cancel Direct Credit/Debit Transaction
- 8 Cancel User Account Transfer

**6 SYSTEM MENU**

- 1 Delete/Rebuild Indexes
- 2 Add/Modify a User Account
- 3 Add/Modify a Bank Account
- 4 Add/Modify Names File
- 5 Opening Balance Options
  - 1 To be Allocated Balance
  - 2 Adjust User Account Opening Balances
  - 3 Transfer To be Allocated/User Account Balance

**6 Maintenance Menu**

- 1 Printing Preferences
- 2 Backup School Fund Data
- 3 System Preferences
- 4 School Details
- 5 School Licence Details
- 6 Support Details
- 7 Upgrade School Fund EasyBooks
- 8 About School Fund EasyBooks
- 9 Import Names Data
- 7 Transfer Between User Accounts 4 options
- 8 Set Account Groups
- 9 Names Listings
  - 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

**7 ARCHIVE MENU**

- 1 Bank, Cash and Transaction Balances
- 2 List Archived Transactions by User Acct
- 3 List Archived Transactions by Date
- 4 List Archived Transactions by Name
- 5 End of Period Closedown

The **SCHOOL FUND MAIN MENU** is the first screen you see after entering your Password.



## OVERVIEW

School Fund EasyBooks is 'Menu' driven, that means you will be making a selection from a MAIN MENU, which may then require you to make a second selection from a sub-menu.

## KEYS

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

## 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).

## <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.

## 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**> <**F5**> <**F8**> <**F9**> <**F10**>- are used throughout the program. Their function is clearly written at the bottom of any screens where they are in use.

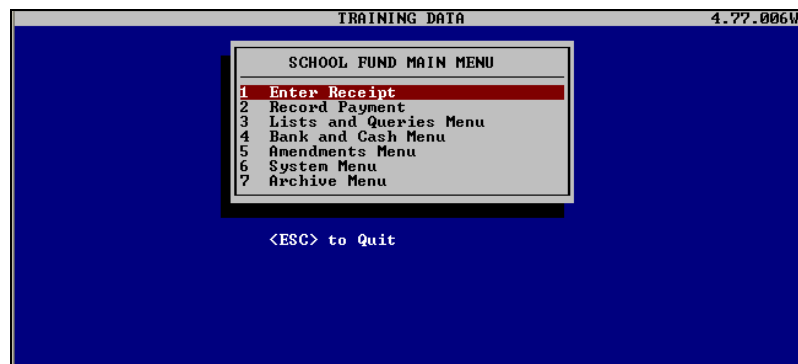
## Date Range

On some reports it is possible 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 provided you remain within the specified range.

## School Details

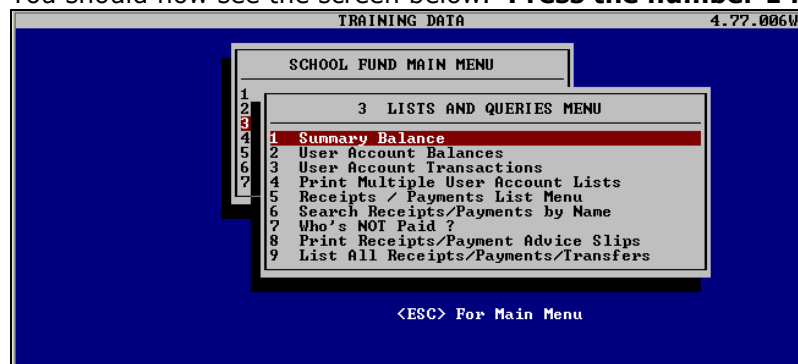
Details about your printer, system preferences and school need to be entered. You will use the SYSTEM MENU then MAINTENANCE MENU to do this. However first we will learn how to move through the menus and enter details into the program.

When you are at the MAIN MENU please press the following keys or left click once:-  
**the number 3 key 'Lists and Queries Menu'**



Use the numbers beside the menu items or the arrow keys to move through the options.

You should now see the screen below. **Press the number 1 key 'Summary Balance'**



From the MAIN MENU pressing number 3 then 1 would get you directly to this position.

You are now looking at a **Summary Balance Report**

Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	350.00	
BKSH BOOK SHOP	117.70	40.00
CHTY CHARITY COLLECTIONS	608.15	
DVDM DURHAM DAY VISIT	45.00	
DVHI HOLY ISLAND DAY VISIT		50.00
MISC MISCELLANEOUS		32.70
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
Cash in Hand		19.15
Cheques in Hand		29.70
Current Account		412.50
Deposit Account		910.00
	-----	-----
Control Totals	1708.85	1708.85
	-----	-----

Please make sure your screen and this report are identical, if not try pressing <ESC> to return to the MAIN MENU and start again.

We shall return to this screen throughout the training session to enable you to confirm you have updated the correct accounts with the correct amounts.

Whenever you have a report or list displayed on screen, you can see the 'active' keys on the bottom line.

On your screen there are three 'active' keys:-

<ESC> to finish    <P> to print    <D> to send to disk

Only these three keys will perform a function while on this screen.

<ESC> will escape from the screen and return you to the menu from which the item was selected

<P> will send this report to your printer

<D> will send this report as a file to your disk (see notes on Reports and Lists at the end of the exercises section for more details of this procedure).

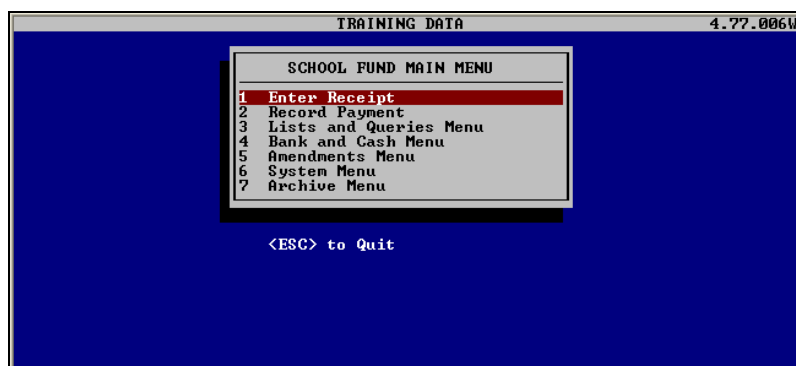
When you have finished viewing the report on screen, press the <ESC> key. You will be returned to the Lists and Queries Menu screen.

#### Notes

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 we note 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. All of these details can be entered and altered using the Main Menu Option 6 then System Menu 6 then Maintenance Menu options 3 and 4.

Press <ESC> again to return to the MAIN MENU screen shown below.



There are two methods of moving through the menu options.

1. Mouse - Place your mouse pointer over the menu option and left click once (not all windows versions will support this function).

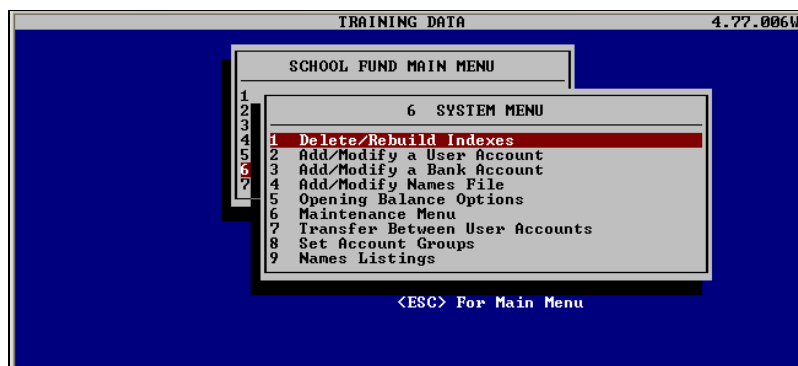
or

2. Keyboard - Use the arrow keys to move from one item to another. Once the line of the menu you want is highlighted, you must then press the <Enter> key to select it.

or

You may press the number beside the menu option you wish to select. There is no need to press the enter key when using this method.

Use each of the methods above to access the System Menu in turn. You will see the following screen.



Number keys,  
arrow keys or  
the mouse can  
get you to the  
Menu Options.

Press <ESC> to return to the MAIN MENU each time. Decide which method of moving through the menus and lists that you prefer.

## TRAINING EXERCISES

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 suits your information needs.

The first exercises 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.

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

## ENTERING RECEIPT AND PAYMENT TRANSACTIONS

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

1. Individual Receipts
2. Summary Receipts

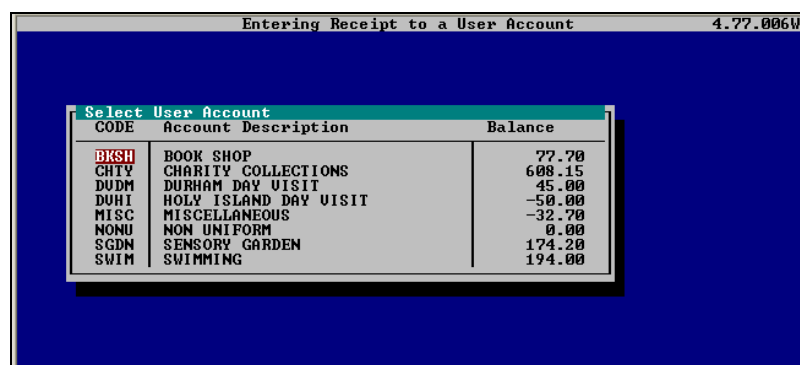
You may select whichever method meets your needs. Usually a combination of both methods is used.

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.

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.

From the MAIN MENU    Select **Option 1** . You will see the following screen



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 first four characters on this list are the codes.

To find the User Account you want to use you may use the scroll keys i.e. arrow keys, or <PgUp> and <PgDn>, or type the characters in the code then press <Enter>.

Select the User Account DVDM DURHAM DAY VISIT

Press the letter D to move quickly to a code beginning with D

Once you have selected your User Account, the screen below will appear. The window at the top of the screen displays the six most recent entries made for this account.

U/Ac: DUDM DURHAM DAY VISIT Bal: 45.00

Date	Name	Class	Transaction	Amount
06/09/05	Long D	3WL	DEPOSIT	5.00
06/09/05	Whitle B	3WL	DEPOSIT	5.00
07/09/05	Brock F		DEPOSIT	15.00
07/09/05	Steen J	4RT	DEPOSIT	5.00
08/09/05	Pitt B	4RT	DEPOSIT	5.00
08/09/05	Granger S		DEPOSIT	5.00

Select Name

Name	Class
ABC Bus Company	
B&F Builders	
Beach P	3WL
Black P	4RT
Brock F	
Brown H	4RT

<F2> Add a New Name <F9> Show Out of Use <ESC> Exit

You must then identify the name against which this receipt is to be recorded.

*Note the <F9> key on both these screens – any User Accounts, Bank Accounts or Names that have been taken 'out of use' can be revealed and used if required.*

Your names can be entered on an ad hoc basis at this stage using the <F2> key. BEFORE entering any names manually, you may link to your student database and 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. Use Option 6 6 9 to do this (.see - page 45 for more details). You may manually enter names in advance using **Option 6 4** (see page 55 for more details). A name is not necessarily that of an individual. You may have a Class, Registration Group, a special interest Club, or a company as a name. You may find it helpful to have a name 'Miscellaneous'. From the names list,

**Select** Beach P 3WL

You are now looking at the entry screen for receipts

U/Ac: DUDM DURHAM DAY VISIT Bal: 45.00

Date	Name	Class	Transaction	Amount
06/09/05	Long D	3WL	DEPOSIT	5.00
06/09/05	Whitle B	3WL	DEPOSIT	5.00
07/09/05	Brock F		DEPOSIT	15.00
07/09/05	Steen J	4RT	DEPOSIT	5.00
08/09/05	Pitt B	4RT	DEPOSIT	5.00
08/09/05	Granger S		DEPOSIT	5.00

Select Name

Name	Class
ABC Bus Company	
B&F Builders	
Beach P	3WL
Black P	4RT
Brock F	
Brown H	4RT

<F2> Add a New Name <F9> Show Out of Use <ESC> Exit

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** a description of the transaction e.g. Deposit, Travel Expenses, Tickets, etc.  
**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 as they are entered, or batch printed (6 to a page -of A4) using **Option 3 8**.

**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.

Press <ESC> to return to the MAIN MENU

## TO ENTER A RECEIPT

From the MAIN MENU select **Option 1**.

Use the following information to record receipts:-

**User Account** DVDM DURHAM DAY VISIT

**Name** James C 2LK

**For** Type DEPOSIT and press <Enter>

**Amount** 5.00 press <Enter>

**Cash/Chq** C

**\*Receipt No.** 23 will appear Press <Enter> to accept. (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).

**Date** Press <Enter> to accept today's date

\* You can list all receipt transactions by receipt number using **Option 3 5 1**. It is possible to list cash only or cheque only receipts as well as both together.

Please check the screen over to confirm your transaction details.

SF EasyBooks Training

Entering Receipt to a User Account 4.77.006W

U/Ac: DVDM DURHAM DAY VISIT Bal: 45.00

			Receipts	Payments
06/09/05	Long D	3WL DEPOSIT	Chq	5.00
06/09/05	Whitle B	3WL DEPOSIT	Chq	5.00
07/09/05	Brock F	DEPOSIT	Chq	15.00
07/09/05	Steen J	4RT DEPOSIT	Chq	5.00
08/09/05	Pitt B	4RT DEPOSIT	Cash	5.00
08/09/05	Granger S	DEPOSIT	Cash	5.00

Received from: James C 2LK

For: DEPOSIT

Amount: 5.00 Cash/Chq <C/Q/D> C

Receipt No: 23 Date: 01/05/06

Save this transaction <Y/N> or save and Print receipt <P> ? Y

You will see the screen message :-

Save this transaction <Y/N> or save and Print receipt <P>.

Press <Y> to save.

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

**User Account** DVDM DURHAM DAY VISIT  
**Name** Fox M J 4RT  
**For** accept DEPOSIT and press <Enter>  
**Amount** 5.00 press <Enter>  
**Cash/Chq** Q  
**Receipt No.** 24 will appear, press <Enter> to accept  
**Date** Press <Enter> to accept today's date

To Save your transaction press <Y>.

**User Account** DVDM DURHAM DAY VISIT  
**Name** We will use your name for this transaction.

As it is not in the names list press the <F2> key (the key at the top of the keyboard with F and 2 written on it).

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 have classifications for Staff, Parents and Companies etc. or it may be left blank.

**For** accept DEPOSIT and press <Enter>  
**Amount** 5.00 press <Enter>  
**Cash/Chq** Q  
**Receipt No.** 25 will appear, simply press <Enter> to accept  
**Date** Press <Enter> to accept today's date

To Save your Transaction press <Y>.

**User Account** NONU NON UNIFORM  
**Name** Students – PRESS S then T and U the cursor will go to STUDENTS  
**For** Type FIRST FRIDAY TAKINGS and press <Enter>  
**Amount** 26.45  
**Cash/Chq** C  
**Receipt No.** 26 will appear, simply press <Enter> to accept  
**Date** Press <Enter> to accept today's date

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 press <Y> to save the transaction.

To Save and Print this Receipt press <P>. Check the printed receipt details with the example below.



TRAINING DATA	
Fund Name : School Fund	
Received from: Students	Receipt No: 26
The sum of: 26.45 (Cash)	Date: 01/05/06
For: NON UNIFORM	FIRST FRIDAY TAKINGS
Signed: _____	

Now we shall use the Summary Balance screen to confirm the entries you have just made.

Press <ESC> once to return to the MAIN MENU

Select **Option 3** - Lists and Queries Menu. Then Select **Option 1** - Summary Balance

Compare your screen with the report over.

Summary Balance for Period beginning 01/09/05			4.77.006W
Your figures INCLUDE Transfers			
	Receipts	Payments	
To be Allocated	350.00		
BKSH BOOK SHOP	117.70	40.00	
CHTY CHARITY COLLECTIONS	608.15		
DUDM DURHAM DAY VISIT	60.00		
DUHI HOLY ISLAND DAY VISIT		50.00	
MISC MISCELLANEOUS		32.70	
NONU NON UNIFORM	26.45		
SGDM SENSORY GARDEN	224.00	49.80	
SWIM SWIMMING	324.00	130.00	
TLD LAKE DISTRICT TRIP	40.00	35.00	
Cash in Hand		50.60	
Cheques in Hand		39.70	
Current Account		412.50	
Deposit Account		910.00	
Control Totals	1750.30	1750.30	
<ESC> to finish   <P> to print   <D> to send to disk			

Return to page 10 of these notes and you can compare the starting values of the accounts with this screen. 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 23.

Press <ESC> twice to return to the MAIN MENU.

## RECORDING 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.

### To Record a Payment

From the MAIN MENU select **Option 2** Record Payment.

**User Account**                      DVDMM   DAY VISIT DURHAM

SF EasyBooks Training

Recording Payment from a User Account4.77.006W

U/Ac: DUDM DURHAM DAY VISITBal: 60.00ReceiptsPayments

07/09/05	Steen J	4RT	DEPOSIT	Chq	5.00
08/09/05	Pitt B	4RT	DEPOSIT	Cash	5.00
08/09/05	Granger S		DEPOSIT	Cash	5.00
01/05/06	James C	2LK	DEPOSIT	Cash	5.00
01/05/06	Fox M J	4RT	DEPOSIT	Chq	5.00
01/05/06	YOUR NAME		DEPOSIT	Chq	5.00

Payment to: ABC Bus Company  
For: INV 213 COACH HIRE  
Amount: 45.00Date: 01/05/06  
Cash/Chq <C/Q/D> ☐

<ESC>-abandon<C>-Cash<Q>-Cheque<D>-Direct Debit

**Name** ABC Bus Company  
**For** INV 213 COACH HIRE and press <Enter>  
**Amount** 45.00 press <Enter>  
**Date** Press <Enter> to accept today's date  
**Cash/Chq** Type <Q> this denotes a Cheque payment.

Next you must identify the Bank Account from which the money will be paid.

SF EasyBooks Training

Recording Payment from a User Account4.77.006W

U/Ac: DUDM DURHAM DAY VISITBal: 60.00ReceiptsPayments

07/09/05	Steen J	4RT	DEPOSIT	Chq	5.00
08/09/05	Pitt B	4RT	DEPOSIT	Cash	5.00
08/09/05	Granger S		DEPOSIT	Cash	5.00
01/05/06	James C	2LK	DEPOSIT	Cash	5.00
01/05/06	Fox M J				
01/05/06	YOUR NAME				

Select Bank Account  
CODE Account Description Balance  
CURR Current Account 412.50  
DEP Deposit Account 910.00

For: INV 213 COACH HIRE  
Amount: 45.00Date: 01/05/06  
Cash/Chq <C/Q/D> ☐

<F9> Show Out of Use Accounts<ESC> Exit

**Bank Account** CURR Current Account  
**Chq No.** 000105 will be offered press <Enter> to accept

When entering details of your cheques, overtype this number to match your cheque book.  
Check your entry with the screen below. If they match then Save this Transaction type <Y>.

SF EasyBooks Training

Recording Payment from a User Account4.77.006W

U/Ac: DUDM DURHAM DAY VISITBal: 60.00ReceiptsPayments

07/09/05	Steen J	4RT	DEPOSIT	Chq	5.00
08/09/05	Pitt B	4RT	DEPOSIT	Cash	5.00
08/09/05	Granger S		DEPOSIT	Cash	5.00
01/05/06	James C	2LK	DEPOSIT	Cash	5.00
01/05/06	Fox M J	4RT	DEPOSIT	Chq	5.00
01/05/06	YOUR NAME		DEPOSIT	Chq	5.00

Payment to: ABC Bus Company  
For: INV 213 COACH HIRE  
Amount: 45.00Date: 01/05/06  
Cash/Chq <C/Q/D> ☐ Bank Acct: CURR  
Chq No: 000105

Save this transaction (Y/N) or save and Print advice slip (P) ? Y

It is possible to list all cheque payments by cheque number using **Option 3 5 2**. You can also list all cash payments by cash voucher number.

Record another payment.

**User Account** CHTY CHARITY COLLECTIONS

**Name** Use the <F2> key and add NSPCC as a new name to the list.

Leave the short field empty.

**For** Type DONATION FROM SCHOOL and press <Enter>

**Amount** 250.00

**Date** Press <Enter> to accept today's date

**Cash/Chq** Type <D> this denotes a DIRECT DEBIT payment.

Next identify the Bank Account from which the money will be debited.

**Bank Account** CURR Current Account

To Save this Transaction press <Y> Return to the MAIN MENU

Select **Option 3** - Lists and Queries Menu then select **Option 1** - Summary Balance Compare your screen with the report below.

	Receipts	Payments
To be allocated	350.00	
BKSH BOOK SHOP	117.70	40.00
CHTY CHARITY COLLECTIONS	608.15	250.00
DUDM DURHAM DAY VISIT	60.00	45.00
DUHI HOLY ISLAND DAY VISIT		50.00
MISC MISCELLANEOUS		32.70
NONU NON UNIFORM	26.45	
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
Cash in Hand		50.60
Cheques in Hand		39.70
Current Account		117.50
Deposit Account		910.00
Control Totals	1750.30	1750.30

Note the Payments column and Current Account.

If any of your figures do not match this report, it is possible to cancel the incorrect transaction and then re-enter it correctly. See the section headed CANCELLATIONS AND AMENDMENTS for details on page 23.

Press <ESC> twice to return to the MAIN MENU.

## To Print Receipts and Payment Advice Slips

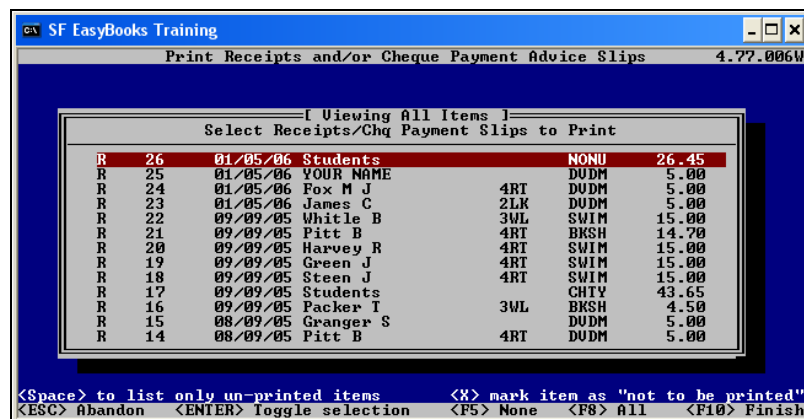
You may print receipts and payment advice slips during entry, or on a one-off basis, or in a 'batch'.

Select **Option 3** then **8** Print Receipts/Payment Advice Slips.

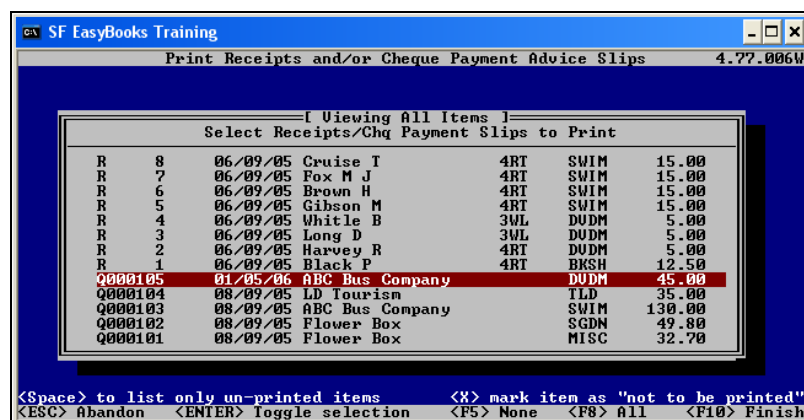
A standard pick list displays Receipts in reverse order number, (so that the highest number is presented first) followed by Payments with cheques in reverse order number then cash voucher numbers in the same manner.

You can select both receipts and payments to be printed in the same batch. They are printed six to a page. If you select to print an item which has already been printed, it will have the word DUPLICATE printed on it.

Once an item has been printed the letter P can be seen. If you printed the receipt in the earlier exercise your list will look like this one.



Press the <PAGE DOWN> key until you see the display below. Position the highlight bar on Q000105 (the cheque written to ABC Bus Company) and press <Enter>. Note the asterisk '\*'. This indicates we have selected this item to have a payment advice slip printed.



Select five more items in the same way. Now press <F10> and follow the on screen instructions to print.

After you have printed your 6 slips, come back to this screen. Note the letter 'P' against those items just printed. Use the <Space Bar> to 'hide' all the items which have been printed. This will help you to view only those items that have yet to be printed.

You can also mark items as 'not to be printed' using the letter 'X'. Items marked in this way will not be visible when viewing unprinted items. Note the use of function keys on this screen.

*Note*

*you can not print receipts or advice slips for Direct Credits, Direct Debits, User Account transfers or Bank Account transfers.*

## CANCELLATIONS AND AMENDMENTS

Use these options to cancel or amend Receipts and Payments, Direct Transactions and User Account Transfers.

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 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

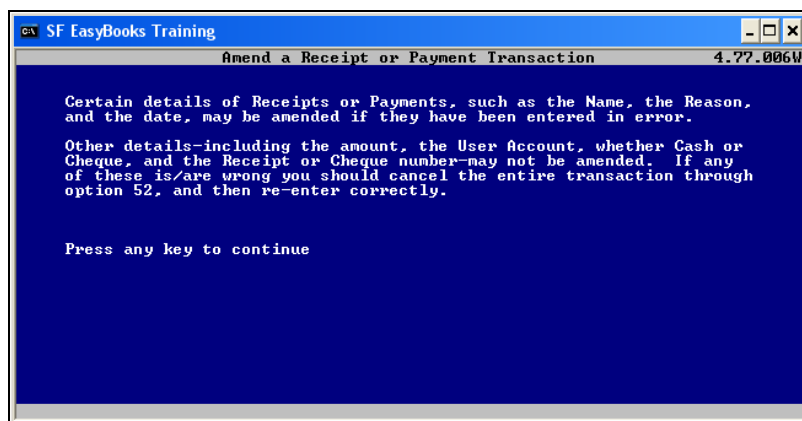
*Note Do not use the cancellation option to cancel a cheque receipt if the bank returns the cheque to you as Referred to Drawer. Use Option 2 Record a Payment and enter the transaction as a Direct Debit. Select the User Account and Name of the original receipt and enter the reason as 'Cheque returned 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

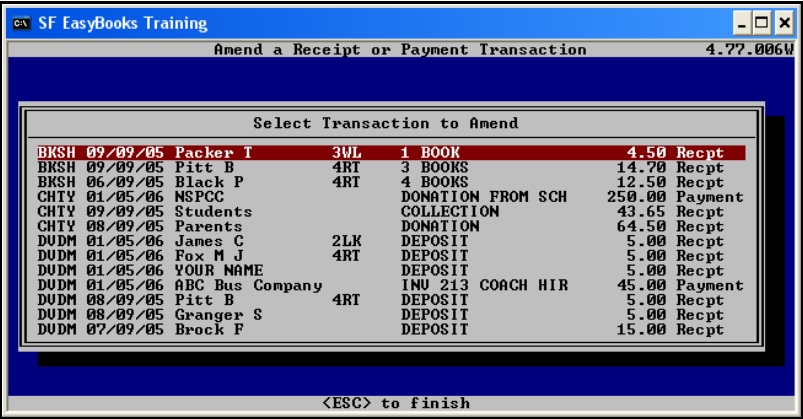
From the MAIN MENU

Select **Option 5** - Amendments Menu then **Option 6** - Amend Receipt or Payment Transaction

*Note the information on screen and then press any key to continue.*



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

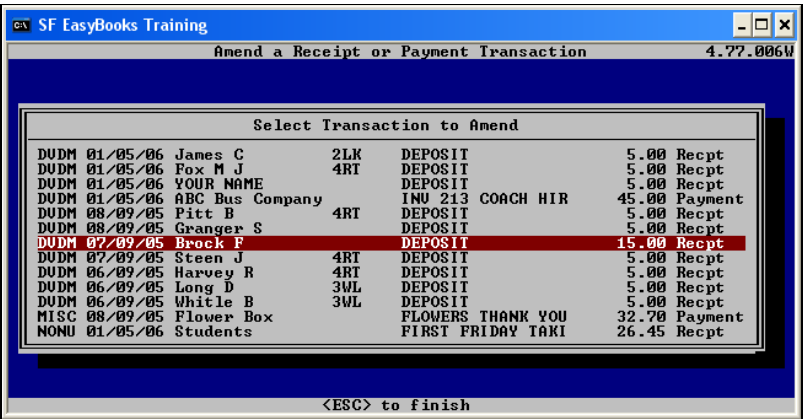


This list is displayed in User Accounts grouped together sorted by code with their transactions listed in reverse date order.

*Note this list will be presented with the dates you have entered for these exercise.*

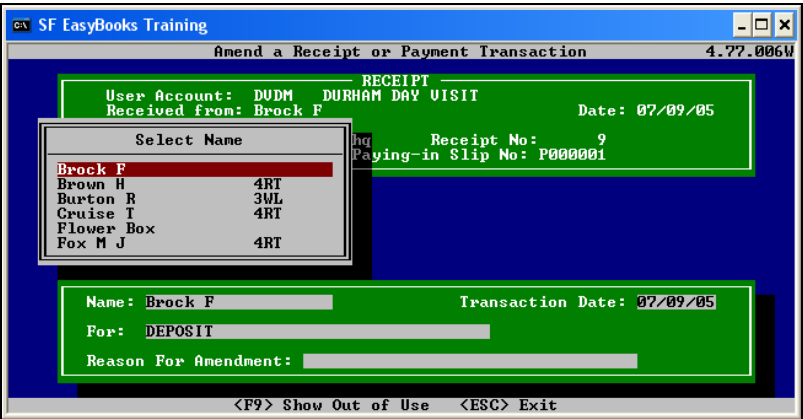
Use the arrow keys or type the letters D and V to highlight the following entry:-

DUDM 07/09/05 Brock F Deposit 15.00 Recpt



Press the <Enter> key to select this transaction.

The only details of this transaction we are going to amend will be the 'For' or 'Reason' details. You will now see the details of the original transaction



If you wished to change the name on a transaction this would be your opportunity to do so.

Press the <Enter> key to accept the name - Brock F.

Press <Enter> to accept the date.

Amend the reason by typing FULL AMOUNT and press <Enter>.

In the Reason for Amendment field Type PAID IN FULL .

Compare your entry with the screen below

If you are satisfied with the amendment then Save your Transaction by pressing <Y>.

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

1. Name
2. Date
3. 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

From the MAIN MENU

Select **Option 5** - Amendments Menu then **Option 2** - Cancel Receipt or Payment Transaction

The complete list of receipts and payments will be displayed. The User Accounts are listed in alphabetical order of code and reverse date order.

Press the letter <D> then <V> this will take you to the account with a code beginning with 'DV'. Use the arrow keys to highlight the following entry:-

DVDM 10/09/05 Fox M J 4RT Deposit 5.00 Recpt

User Account	Date	Name	Transaction Type	Amount	Description
BKSH	09/09/05	Packer I	3WL	1 BOOK	4.50 Recpt
BKSH	09/09/05	Pitt B	4RT	3 BOOKS	14.70 Recpt
BKSH	06/09/05	Black P	4RT	4 BOOKS	12.50 Recpt
CHTY	09/09/05	Students		COLLECTION	43.65 Recpt
CHTY	08/09/05	Parents		DONATION	64.50 Recpt
DUDM	01/05/06	James C	2LK	DEPOSIT	5.00 Recpt
DVDM	01/05/06	Fox M J	4RT	DEPOSIT	5.00 Recpt
DUDM	01/05/06	YOUR NAME		DEPOSIT	5.00 Recpt
DUDM	01/05/06	ABC Bus Company	INU 213	COACH HIR	45.00 Payment
DUDM	08/09/05	Pitt B	4RT	DEPOSIT	5.00 Recpt
DUDM	08/09/05	Granger S		DEPOSIT	5.00 Recpt
DUDM	07/09/05	Brock F		FULL AMOUNT	15.00 Recpt
DUDM	07/09/05	Steen J	4RT	DEPOSIT	5.00 Recpt

Press <Enter> to select it. You will see the details of the original transaction displayed.

SF EasyBooks Training

Cancel a Receipt or Payment Transaction 4.77.006U

RECEIPT

User Account: DUDM DURHAM DAY VISIT  
Received from: Fox M J 4RT Date: 01/05/06  
For: DEPOSIT  
Amount: 5.00 Chq Receipt No: 24  
Not paid in to Bank

Reason For Cancellation:

<ESC>-abandon cancellation

Type "INCORRECT STUDENT NAME" as the reason for cancellation.

SF EasyBooks Training

Cancel a Receipt or Payment Transaction 4.77.006U

RECEIPT

User Account: DUDM DURHAM DAY VISIT  
Received from: Fox M J 4RT Date: 01/05/06  
For: DEPOSIT  
Amount: 5.00 Chq Receipt No: 24  
Not paid in to Bank

Reason For Cancellation: INCORRECT STUDENT NAME

Are you sure that this transaction is to be cancelled <Y/N> ? Y

Remember you can see the original transaction and your reason for cancelling it on the audit trail **Option 5 1**.

To Save your cancellation press <Y>.

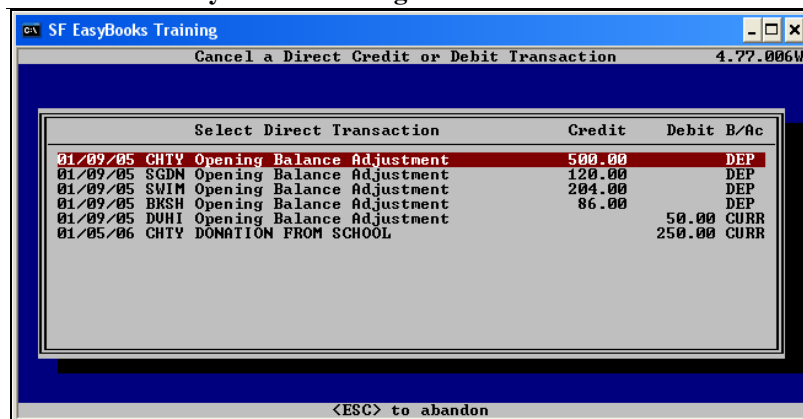
In reality you would then have to return to **Option 1** and re-enter the receipt for the correct student.

### To Cancel a Direct Credit or Debit Transaction

Direct Debits or Credits entered incorrectly can be cancelled using **Option 5 7** from the MAIN MENU. Select the credit or debit transaction you wish to cancel by highlighting and pressing <Enter>. The full details of the transaction are displayed. You must enter a reason for this cancellation.

In addition to direct credit and debit transactions listed you will also see any opening balance adjustments - PLEASE DO NOT CANCEL THESE TRANSACTIONS. IF YOU NEED TO ADJUST AN OPENING BALANCE USE **OPTION 6 5**.

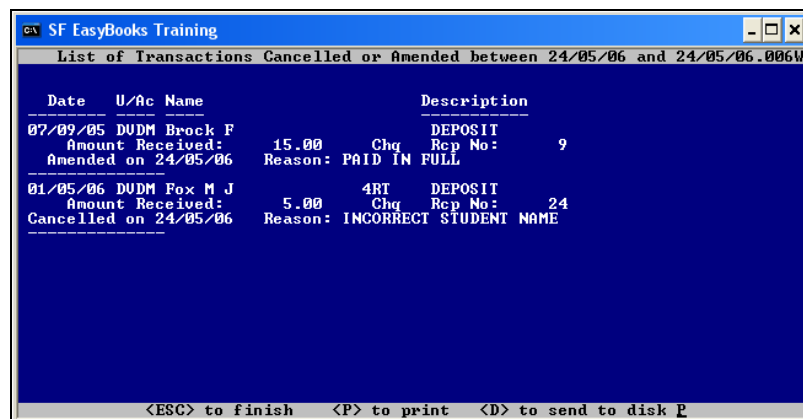




## AUDIT TRAIL

Both amended transactions and cancelled transactions are recorded on the Audit Trail. From the MAIN MENU Select **Option 5** then **Option 1** - List of Cancellations and Amendments

When the screen with two dates is displayed, press <Enter> twice to accept them. Press the <End> key to go directly to the end of this list. You should see the same details on screen as in the report below.



Return to the MAIN MENU.

## 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.

From the MAIN MENU Select **Option 4** - Bank and Cash Menu then **Option 2** - Pay In Receipts to Bank

Only CHEQUES which have not yet been paid into the bank are listed on this first screen.

Date	Paid in by	Class	Recept U/Ac	Value
09/09/05	Pitt B	4RT	21 BKSH	14.70
09/09/05	Whittle B	3WL	22 SWIM	15.00
01/05/06	YOUR NAME		25 DUDM	5.00

\* denotes selected cheques

<ESC> Abandon   <ENTER> Toggle selection   <F5> None   <F8> All   <F10> Finish

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

1. Highlighting and then using the <Enter> key to select each individual cheque or
2. Pressing the <F8> key to select all cheques in the list.

An \* on the left hand side denotes the cheque/s that have been selected.

Date	Paid in by	Class	Recept U/Ac	Value
* 09/09/05	* Pitt B	* 4RT	* 21 BKSH	* 14.70
* 09/09/05	* Whittle B	* 3WL	* 22 SWIM	* 15.00
* 01/05/06	* YOUR NAME		* 25 DUDM	* 5.00

\* denotes selected cheques      No of Chqs: 3      Value: 34.70

<ESC> Abandon   <ENTER> Toggle selection   <F5> None   <F8> All   <F10> Finish

Select all the cheques on this screen. There will be 3 cheques to a value of £ 34.70.

Notice the counter at the bottom right of the screen which records the number of cheques selected and their total value. Press <F10> when you have finished selecting the cheques. This will take you to the next screen which has details of any cash available to be paid-in.

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

Type 50.60

This will pay-in all the cash in hand. You can choose to pay-in some, all, or none of your cash. Select the Bank account to receive this deposit CURR Current Account

3 cheque(s) to be paid in      Value: 34.70  
Cash to be paid in:              Total: 85.30

Select Bank Account

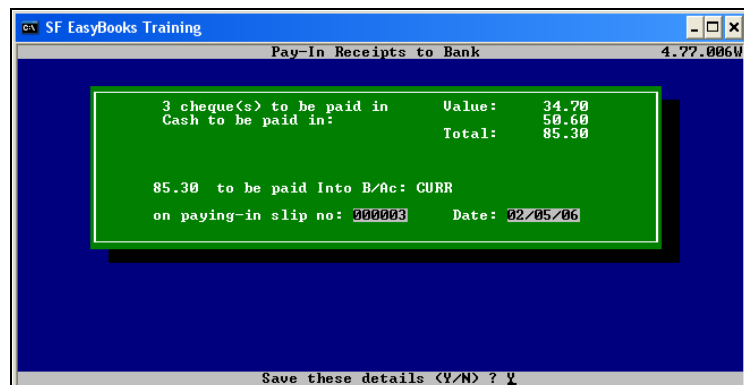
CURR Current Account	117.50
DEF Deposit Account	910.00

<ESC> to abandon

Note the Paying-In slip totals:

Cheques	34.70
Cash	50.60
Total	85.30

Make a note of the Paying-In slip number now on screen - **000003** (we will refer to it later).



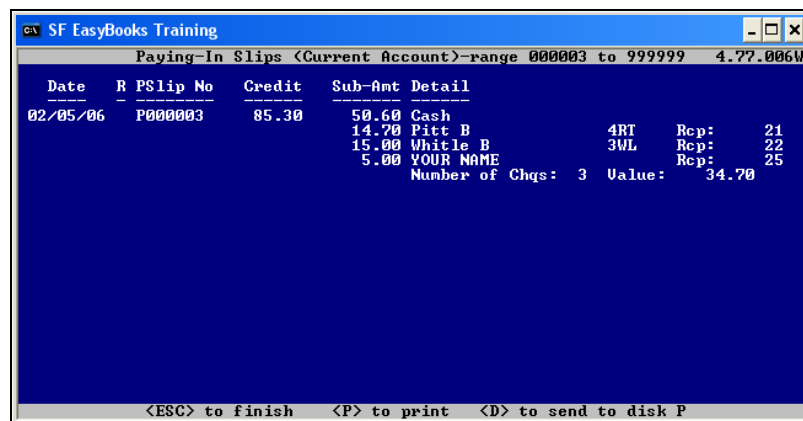
Press <Enter> twice to accept the number and the date. To Save your Transaction press <Y>.

To complete the next exercise it will be helpful to use a printer, however it is not essential. If you can not print at this stage, follow the instructions below until you are told to press <P> to print – which, if you have no printer, you will ignore. If possible connect to a Printer, make sure it is switched on and has some paper.

## LIST/PRINT ENTRIES ON PAYING-IN SLIPS

From the MAIN MENU

Select **Option 4** then **Option 8** - List Entries on Paying-In slips. Select the CURR Current Account



Enter the Paying-In slip number you have just recorded '000003' in the first field. Press enter to accept the 999999 in the second field.

Compare your screen with the printed report below, they should contain the same information.

Note the details at the top of the screen. The text enclosed by the brackets ( ) can be customised through **Option 6 3**. 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 when next making a deposit at the bank. If you have a Printer press <P> and then any other key to print this paying-in slip. If you then change your mind about printing you may press ESC to skip it.

The program will save a text copy of the printout on to your computer in the SF directory; the file name will be displayed. You may then recover this file later, using your word processing software and print it out.

When doing this with your own receipts, we suggest you write the paying-in slip number generated by the computer (e.g. 000105 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 000105 in this exercise.

To cancel a bank paying-in slip use **Option 5 then Option 4**. Please take a printout first, this will help you identify the items on the paying-in slip when you recreate it.

## 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.

From the MAIN MENU

Select **Option 4** then **Option 5** - Reconcile Bank Statement. Select the Current Account

Completing this Statement Details screen before reconciliation will enable you to produce a printout to match the bank statement you are reconciling.

If you do not want to make use of this feature you can turn off this screen. Use Menu Option 6 6 3 - Record Bank Statement Details and set it to N. This Statement Details screen will no longer appear.

As this is the first bank statement to be reconciled there are some details we need to add. Subsequent reconciliations will have the details in the top part of the screen already entered.

For this exercise we will use the details on the bank statement over – when you do this for your own accounts the information will come from the statement sent to you by your bank. These details will be used to complete a print out from the program to match the bank statement. Although you must enter something in these fields they are only used for the new statement print out. If you do not intend to make use of this new feature then enter the page numbers as 1 the dates as 01/01/05 and the balances as 1.00.

The top part of the screen will retain the page and dates you enter but the reconciled balance is calculated and entered after you have reconciled each statement. IT IS NOT altered by anything you type in the lower half of this screen.

If you want to create a print out from the program to match your bank statement you will need to enter the following details:-

- Statement page numbers
- Statement dates
- Reconciled or brought forward balance
- Closing or ending balance

Statement Period 01/09/05	- 15/09/2005			
Page 14				
DETAILS	PAYMENTS	RECEIPTS	DATE	BALANCE
BALANCE FORWARD			SEPT 1	300.00
REF P000001		185.00	7 Sept	485.00
REF Q000101	32.70		8 Sept	452.30
REF Q000102	49.80		8 Sept	402.50
REF D000002	250.00		8 Sept	152.50
REF Q000104	35.00		8 Sept	117.50
REF Q000105	45.00		8 Sept	72.50
REF P000002		175.00	9 Sept	247.50
CLOSING BALANCE				247.50

Your screen should look like the one below when you have entered the details from the bank statement.

SF EasyBooks Training

Bank Account Reconciliation 4.77.006W

LAST RECONCILED BANK STATEMENT

Last Page 14 End Date 15/09/05 Reconciled Balance 300.00

First Page 14 Start Date 01/09/05 Opening balance 300.00

Last Page 14 End Date 15/09/05 Closing balance 247.50

Press ESCAPE to return to the menu

*Note the Opening balance you are asked to enter should be the same as the Reconciled balance from the previous reconciliation as shown in the top section of the screen.*

SF EasyBooks Training

Bank Account Reconciliation 4.77.006W

BANK RECONCILIATION

Before you proceed into the reconciliation do you want to print the list of unreconciled items (Y/N)? N

<Press the Escape key to return to the statement details entry screen>

Press ESCAPE to return to the menu

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

Press <Y> if you are connected to a printer. You can press <P> to print and the report will be displayed on screen. If you wish to cancel the print press <ESC>.  
The report is below.

Unreconciled Entries in B/Ac CURR on 24/05/06 4.77.006W			
		Last Reconciled Balance	
		300.00	
Date	Detail	Credit	Debit
07/09/05	P000001	185.00	
08/09/05	Q000101		32.70
08/09/05	Q000102		49.80
08/09/05	Q000103		130.00
08/09/05	Q000104		35.00
09/09/05	P000002	175.00	
01/05/06	Q000105		45.00
01/05/06	D000002		250.00
02/05/06	P000003	85.30	
Totals		445.30	542.50
		Net Debit	(97.20)
		Actual Balance	202.80

<ESC> to finish <P> to print <D> to send to disk P

You can also take this print out from the List of Unreconciled Bank Entries – Option 4 9

From the MAIN MENU Select **Option 4** then **Option 9** - List Unreconciled Bank Entries. This is the same report you see when agreeing to print out the list of unreconciled transactions from **Option 4 5**.

Bank Account Reconciliation 4.77.006W			
Date	Entry	Credit	Debit
+ 07/09/05	P000001	185.00	
+ 08/09/05	Q000101		32.70
+ 08/09/05	Q000102		49.80
+ 08/09/05	Q000103		130.00
+ 08/09/05	Q000104		35.00
+ 09/09/05	P000002	175.00	
+ 01/05/06	Q000105		45.00
+ 01/05/06	D000002		250.00
+ 02/05/06	P000003	85.30	
		Last Reconciled Balance:	300.00
		Current Reconciled Balance:	247.50

'+' denotes selected entries

<ENTER> Select <ESC> Leave <F4> Abandon <F5> None <F8> All <F10> End

When you have matched all of the items on this statement, the balance displayed at the bottom right of your screen is **247.50**. This is the reconciled balance and will match the last line of your bank statement.

Should there be an item on your bank statement which does not appear on screen e.g. bank interest or charges, you will 'create' the necessary transaction on the system as follows:-

Interest to be entered as a Receipt as a Direct Credit - **Option 1** then reconciled  
Charges to be entered as a Payment as a Direct Debit - **Option 2** then reconciled

Press <F10> to finish selecting and press <Y> to complete the reconciliation. You may take a printout of the reconciliation you have just completed. This will match the details on the statement received from the bank.

Reconciliation Report for Current Account on 24/05/06 4.77.006W				
First Page	14	Start Date	01/09/05	
Last Page	14	Close Date	15/09/05	
Opening Reconciled Balance				300.00
Date	Detail	Credit	Debit	
07/09/05	P000001	185.00		
08/09/05	Q000101		32.70	
08/09/05	Q000102		49.80	
08/09/05	Q000104		35.00	
09/09/05	P000002	175.00		
01/05/06	Q000105		45.00	
01/05/06	D000002		250.00	
Totals		360.00	412.50	
			Net Debit	<52.50>
Closing Reconciled Balance				247.50
<ESC> to finish <P> to print <D> to send to disk				

The bank balance on all screens throughout the program is always the 'actual' balance. The exceptions are the reports produced from within Bank Reconciliation and **Option 4 9**. These reports will show both reconciled and actual balances. You may take a print out of all unreconciled entries in each bank account, this will be useful prior to reconciling.

*Note See the section at the end of these notes on 'Set Up Your Own Accounts' for more details on entering direct credits and debits and a User Account to record all bank charges and interest (page 49).*

The function keys available on the reconciliation screen include <F4>. This will enable you to abandon the reconciliation and return everything to the way it was before you started.

The <ESC> key will 'hold' the reconciliation at whatever stage you are at. In this way a statement can be part reconciled, interrupted and held and then returned to without losing what you have already reconciled.

Items on hold during a reconciliation appear on the bank transaction reports on **Option 4 6** with a '+'. Items completely reconciled appear with an '\*' and those not reconciled have no marker in the 'R' column. See below Q 000103 has a + meaning this item has been marked for reconciling but not yet confirmed.

Bank a/c: CURR Current Account (from 01/09/05 to 24/05/06) 4.77.006W					
Date	Detail	R Ref	Receipts	Payments	
01/09/05	Opening Balance Adjustment	*	350.00		
01/09/05	Opening Balance Adjustment	* D000001		50.00	
07/09/05	Sundry Credit	* P000001	185.00		
08/09/05	Flower Box	<U/Ac MISC> * Q000101		32.70	
08/09/05	Flower Box	<U/Ac SGDN> * Q000102		49.80	
08/09/05	ABC Bus Company	<U/Ac SWIM> + Q000103		130.00	
08/09/05	LD Tourism	<U/Ac TLD > * Q000104		35.00	
09/09/05	Sundry Credit	* P000002	175.00		
01/05/06	ABC Bus Company	<U/Ac DUDM> * Q000105		45.00	
01/05/06	NSPCC	<U/Ac CHTY> * D000002		250.00	
02/05/06	Sundry Credit	P000003	85.30		
Totals			795.30	592.50	
<ESC> to finish <P> to print <D> to send to disk P					

**TRANSFERS****TRANSFERS BETWEEN BANK ACCOUNTS**

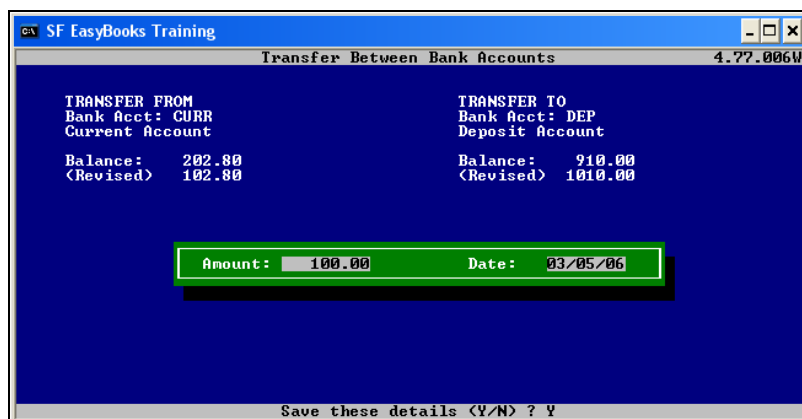
You may need to record a transfer of money from one account to another at your bank. This is how to do it.

*Note Should you transfer funds between two different banks using a cheque, then we suggest you record the transfer as a Payment from the 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 number used.*

From the MAIN MENU

Select **Option 4** then **Option 4** - Transfer between Bank Accounts at the same bank.

Transfer FROM	Select the Current Account
Transfer TO	Select the Deposit Account
The amount to be transferred is	£100
Press <Enter>	to accept the date
Note the Revised Balances on screen see over.	



Press <Y> to save the details.

**DRAW CHEQUE FOR CASH**

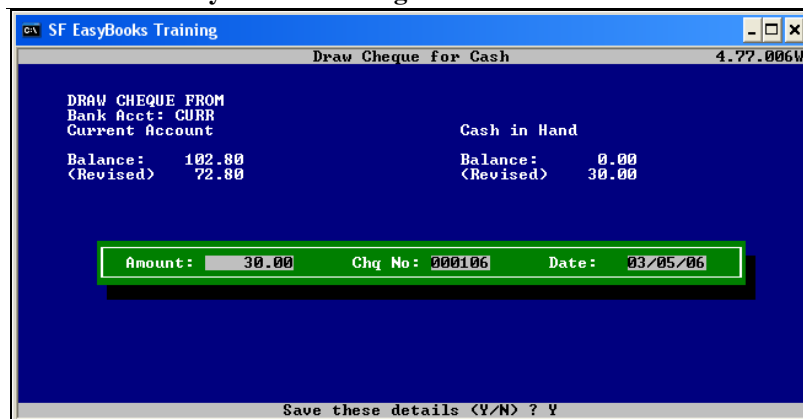
Sometimes you may need to provide cash, for a float or a refund etc.. If you do not have cash available you will need to draw a cheque for cash, use the following procedure.

From the MAIN MENU

Select **Option 4** then **Option 3** - Draw Cheque for Cash

Select	the Current Account to draw the cheque from.
Enter the amount as	£30.00
Cheque number	000106 will be offered, press <Enter>
Press	<Enter> to accept today's date.





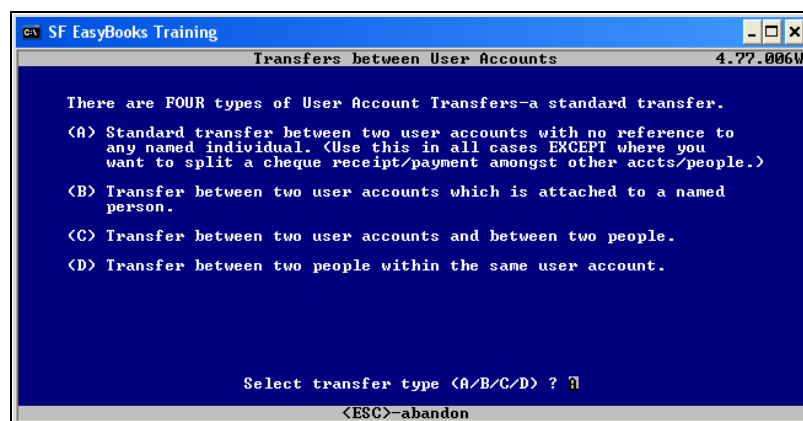
You can see the Revised Balances on screen. Press <Y> to save the details. Return to the Main Menu.

*Note a draw cheque for cash transaction may NOT be cancelled. If you make an error, pay the cash back into the bank through Option 4 2 and try again.*

### 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. 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!

From the MAIN MENU. Select **Option 6** then **Option 7** Then **Option A-** Standard Transfer



Select the CHTY CHARITY COLLECTIONS Account to transfer FROM  
 Select the TWLS WALES TRIP Account to transfer TO  
 The amount is £ 40.00  
 Press <Enter> to accept today's date  
 The Reason is SUBSIDY

Transfers between User Accounts 4.77.006W

TRANSFER FROM  
User Acct: CHTY  
CHARITY COLLECTIONS

Balance: 358.15  
<Revised> 318.15

TRANSFER TO  
User Acct: TWLS  
WALES TRIP

Balance: 0.00  
<Revised> 40.00

Amount: 40.00 Date: 03/05/06  
Reason: SUBSIDY

Save these details <Y/N> ? Y

Note the revised balances. To Save your Transaction press <Y>.

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

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

You can view User Account transfers on:-

**Option 3 2, 3 3 2 and 3 3 3 and 3 9 2 and 3 9 3 and 7 5.**

This is the report from **Option 3 2.**

The value in the Balance column **INCLUDES** the value of the transfers between User Accounts if this is what you selected when setting up the program using **Option 6 6 3.**

User Account Balances for Period beginning 01/09/05 4.77.006W

Code	User Account	Opening	Your figures Trfs In	Trfs Out	INCLUDE Transfers Receipts	Payments	Balance
BKSH	BOOK SHOP	86.00		40.00	31.70		77.70
CHTY	CHARITY C	500.00		40.00	108.15	250.00	318.15
DUDM	DURHAM DA				55.00	45.00	10.00
DUHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
NONU	NON UNIFO				26.45		26.45
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			35.00	5.00
TWLS	WALES TRI		40.00				40.00
Totals		860.00	80.00	80.00	445.30	542.50	762.80
Movement in period to date:					-97.20		

<ESC> to finish <P> to print <D> to send to disk P

If you selected the option to **EXCLUDE** transfer values, the balance of User Accounts BKSH and CHTY and TWLS are NOT updated by the transfer you have just recorded. See below.

User Account Balances for Period beginning 01/09/05 4.77.006W							
Code	User Account	Opening	Your figures Trfs In	EXCLUDE Transfers Trfs Out	Receipts	Payments	Balance
BKSH	BOOK SHOP	86.00		40.00	31.70		117.70
CHTY	CHARITY C	500.00		40.00	108.15	250.00	358.15
DUDM	DURHAM DA				55.00	45.00	10.00
DUHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
NONU	NOM UNIFO				26.45		26.45
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			35.00	-35.00
TWLS	WALES TRI		40.00				0.00
Totals		860.00	80.00	80.00	445.30	542.50	762.80
Movement in period to date:					-97.20		

Note the difference in the figures typed in bold 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 using **Option 6 6 3**. See below.

System Preferences		4.77.006W	
Check Balances at Program End	<input checked="" type="checkbox"/>	Disable Windows Autodisconnect	<input type="checkbox"/>
Check Banks at Program End	<input type="checkbox"/>	Allow Daily Reindex	<input type="checkbox"/>
Check & Repair Data on index	<input type="checkbox"/>	Record Bank Statement Details	<input checked="" type="checkbox"/>
Allow Escape to Exit Program	<input type="checkbox"/>	Enable CFR	<input checked="" type="checkbox"/>
Include Transfers	<input checked="" type="checkbox"/>	Use MS-DOS default cycles	<input checked="" type="checkbox"/>

Use this option to Include or Exclude Transfers in all your User Account Balances. Transfers are normally included, but may be best excluded on reports for auditors.

<ESC> to abandon

You can customise the way in which SFM presents information and which functions are accessible using these options.

Most schools run the program with transfers INCLUDED for daily use, then if required by Audit you can run the year end reports with the transfers excluded.

Some reports will display balances both including and excluding transfers – see **Option 3 3 3 and 3 4**.

Use **Option 3 3** select CHTY User Account and press <D> for a detailed list. Select **Option 3** and accept the date range.

TRAINING DATA					
Fund Name : School Fund					
Acct: CHTY CHARITY COLLECTIONS (from 01/09/05 to 24/05/06)					
-----					
Account Balance on 24/05/06 £ 318.15 Excluding Transfers £ 358.15					
Date	Name	Description	P	Receipts	Payments
----	----	-----	-	-----	-----
01/09/05		Opening Balance Adjustm	D	500.00	
08/09/05	Parents	DONATION	C	64.50	
09/09/05	Students	COLLECTION	C	43.65	
01/05/06	NSPCC	DONATION FROM SCHOOL	D		250.00
03/05/06	*Trf to U/Ac TWLS	SUBSIDY	T		40.00
				-----	-----
		Totals		608.15	290.00
				-----	-----

On this report the **account balance** including transfers is £ 318.15. However if the transfer transactions were excluded the balance would be £ 358.15. You can see the £ 40.00 transfer which is responsible for this difference on the last line of the report.

### WHO'S NOT PAID

The idea of recording what hasn't happened has long been on our list of 'things to try and do'. Recording transactions that have taken place is time consuming enough without also having to record transactions that haven't taken place. Finally we have managed to create a report which will list not only what has been received but also what hasn't!

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 that User Account the report will display 'NIL'. In other words 'no transactions have been recorded'.

From the MAIN MENU

Select **Option 3** then **Option 7** Select the class 4RT.

When you see the User Account list highlight and select the DVDM account. Press <Enter> twice to accept the default dates.

SF EasyBooks Training				
Acct: DVDM DURHAM DAY VISIT <from 01/09/05 to 24/05/06> 4.77.006W				
Name		Receipts	Payments	Balance
----		-----	-----	-----
Black P	4RT	Nil		
Brown H	4RT	Nil		
Cruise I	4RT	Nil		
Fox M J	4RT	Nil		
Gibson M	4RT	Nil		
Green J	4RT	Nil		
Harvey R	4RT	5.00		5.00
Pitt B	4RT	5.00		5.00
Steen J	4RT	5.00		5.00
		-----	-----	-----
	Totals	15.00	0.00	15.00
		-----	-----	-----

<ESC> to finish <P> to print <D> to send to disk P

If you want to create a group of students who are not all in one class or year, you can define your own list.

From the MAIN MENU

Select **Option 6** then **Option 9** Names Listing and select **Option 4** to Create a User Defined List.

Press <N> as we do not wish to include records marked 'Not In Use' – these are the names of students who have left or companies/people no longer required.

You will see all the names in a window. Using the first letter of each name and the arrow and enter keys highlight and select (this will put an '\*' beside it) the following names:-

Beach P	3WL	Black P	4RT
Brown H	4RT	Burton R	3WL
Cruise T	4RT	Fox M J	4RT
Gibson M	4RT	Green J	4RT
Harvey R	4RT	Hudson K	3WL
Long D	3WL	Pride L	3WL
Steen J	4RT	Whitle B	3WL

Press <F10> to finish selecting and enter as the title SWIMMING LESSONS and press <Enter>.



You will see the user defined list you have just created. If it agrees with the list of names above press <S> to save the list, then press <Enter> and <ESC> to finish.

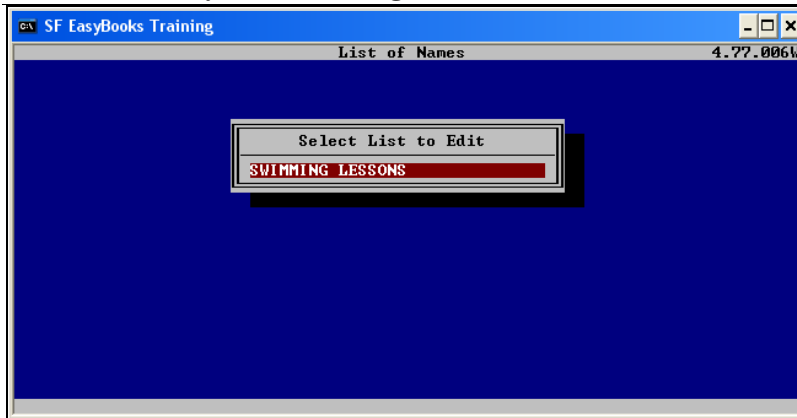
If you want to view your list again use **Option 5**, or to delete the list use **Option 6**. If you need to add or remove any names from a saved user defined list, use **Option 7**. You may add names to a list by toggling them, to remove a name press <Enter> to remove the toggle.

### Edit a User Defined List

From the MAIN MENU

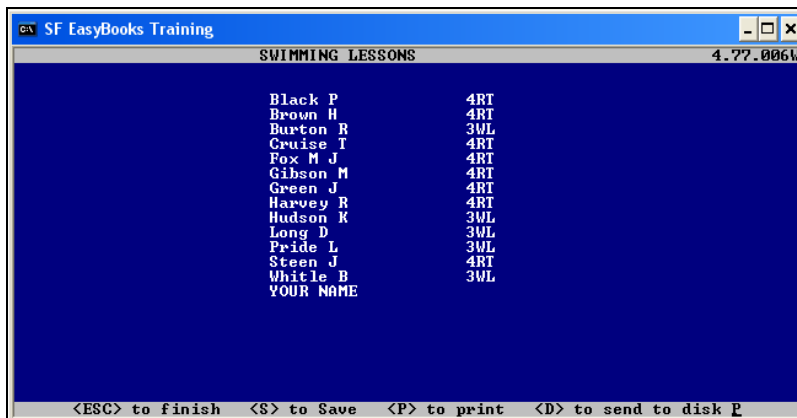
Select **Option 6** then **Option 9** Names Listing and select **Option 7** to Edit User Defined List. Press <N> as we do not want to include records marked 'Not In Use'.

First select the saved list from those on view in this case the SWIMMING LESSONS . Then use the first letter of each name and the arrow and enter keys to highlight and select names you want to remove.



Type <B> to highlight Beach P and press <Enter>. This will remove the asterisk and Beach from the saved list. Now type <Your Name> and highlight and press <Enter> to add yourself to this list.

Press <F10> to finish editing and then <S> to save your edited list. Press <Enter> and then <ESC> to finish.



From the MAIN MENU

Select **Option 3** then **Option 7** and press <U> as we are going to use our defined list. Select the SWIMMING LESSONS list. Next select the SWIM SWIMMING User Account.

Press <Enter> twice to accept the default dates. Your report should look like the one over.

SF EasyBooks Training				
Acct: SWIM SWIMMING <from 01/09/05 to 24/05/06> 4.77.006W				
Name		Receipts	Payments	Balance
Beach P	3WL	Nil		
Black P	4RT	Nil		
Brown H	4RT	15.00		15.00
Burton R	3WL	Nil		
Cruise T	4RT	15.00		15.00
Fox M J	4RT	15.00		15.00
Gibson M	4RT	15.00		15.00
Green J	4RT	15.00		15.00
Harvey R	4RT	15.00		15.00
Hudson K	3WL	Nil		
Long D	3WL	Nil		
Pride L	3WL	Nil		
Steen J	4RT	15.00		15.00
Whitle B	3WL	15.00		15.00
	Totals	120.00	0.00	120.00

<ESC> to finish    <P> to print    <D> to send to disk P

You have now completed the exercises part of this training course. The next section has been designed to give you experience of the processes needed to set up your own details and accounts.

We have included a Getting Started worksheet in your installation pack. Please use this to gather your own financial details in preparation for entering your accounts and balances.

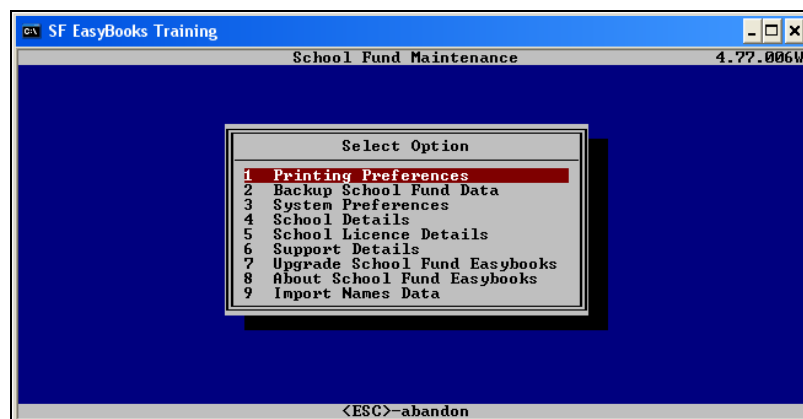
When setting up your own accounts the most important item to enter is the RECONCILED BALANCE from the bank statement at the start of the financial period.

## TO SET UP YOUR OWN DETAILS

There are a number of details specific to your system and school which, once entered, will enable you to customize the School Fund EasyBooks program.

The Menu used to enter all your details is:-

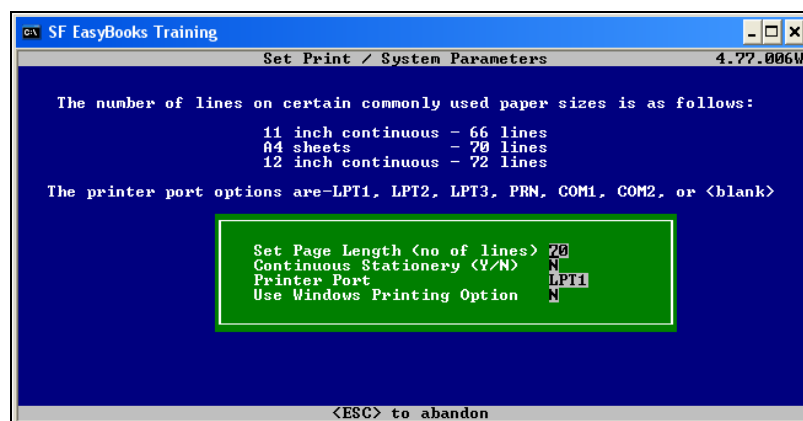
From the MAIN MENU Select **Option 6** - System Menu then **Option 6** – Maintenance Menu



These menu items are self explanatory. The details that you may add/edit are in Options 1, 4, 5 and 6. Option 3 requires you to make a choice regarding the systems own set of checks and whether you want to Include or Exclude internal transfers.

The remaining options are for backing up, upgrading and identifying the version of School Fund EasyBooks you are using. Option 9 on this menu will enable you to import the student names from your administration database. This is a one time only option and CAN NOT be used if you have already entered any names into your own School Fund files.

Option 1 Printing Preferences – identify the printer port to send any print jobs. If you have a local printer the usual Port is LPT1, networked printers are often on LPT2.



Option 4 - enter details to customize the program to your school. You must press <Enter> through all the fields until you are asked if you want to save the details.



SF EasyBooks Training

School Details 4.77.006W

Enter the name of this fund SCHOOL FUND  
 Registered Charity Number Not available in Easybooks  
 LEA Number  
 DfES Establishment Number  
 Contact Name  
 Contact Email Address  
 Contact Phone Number  
 De Minimis Level 1.00

Please Note  
 A fund name identifies a specific School Fund data set. Examples are School Fund, PTA, Sixth Form or Nursery. The funds are managed discreetly and separate year end accounts are prepared for them.

<ESC> to abandon

All except the School Name and your Authorisation Code which is entered on option 5 – see below.

SF EasyBooks Training

School Fund Maintenance 4.77.006W

School Name and Authorisation Code

You may only enter/amend the School Name if you also enter a matching code. You must contact GemSoft for a new code if you wish to change the School Name field <0870 220 1599>

Enter your school name, exactly as you want it to appear on reports  
 GREEN SCHOOL

Enter the Gemsoft Authorisation code

<ESC>-abandon

Below is option 3 System Preferences. Here you determine which self checking routines you require the software to perform. You also determine whether to Include or Exclude the value of internal transfers from the User Account balances.

SF EasyBooks Training

System Preferences 4.77.006W

Check Balances at Program End	<input checked="" type="checkbox"/>	Disable Windows Autodisconnect	<input type="checkbox"/>
Check Banks at Program End	<input type="checkbox"/>	Allow Daily Reindex	<input type="checkbox"/>
Check & Repair Data on index	<input type="checkbox"/>	Record Bank Statement Details	<input checked="" type="checkbox"/>
Allow Escape to Exit Program	<input type="checkbox"/>	Enable CFR	<input checked="" type="checkbox"/>
Include Transfers	<input checked="" type="checkbox"/>	Use MS-DOS default cycles	<input checked="" type="checkbox"/>

Use this option to Include or Exclude Transfers in all your User Account Balances. Transfers are normally included, but may be best excluded on reports for auditors.

<ESC> to abandon

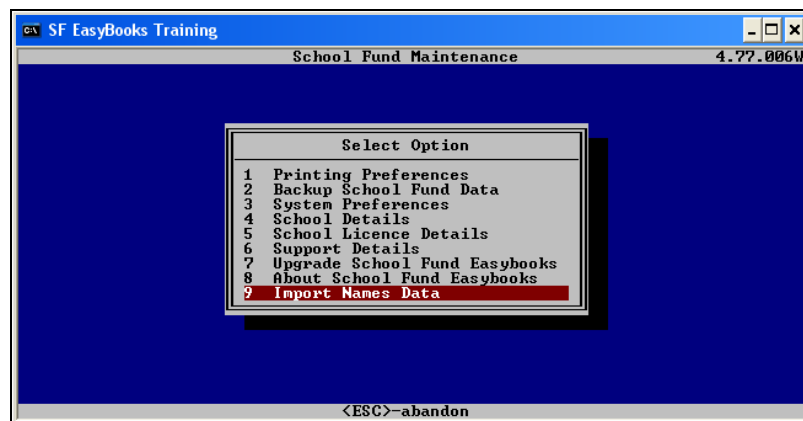
## To Import your Student Names

Menu Option 6 6 9 Remember this is a one time only function..

YOU MUST USE THIS PROCESS BEFORE YOU START ENTERING NAMES by hand. 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 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 one time import procedure will import pupil names from a number of pupil administration systems.

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 ..\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

Now double click on Registration and select the next 3 fields from the expanded list

Admission number  
Year Group  
Registration Group  
UPN

<<< optional but recommended if available

🔗 Next

🔗 Next – if no filter is to be applied

🔗 Next – if no sort order 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

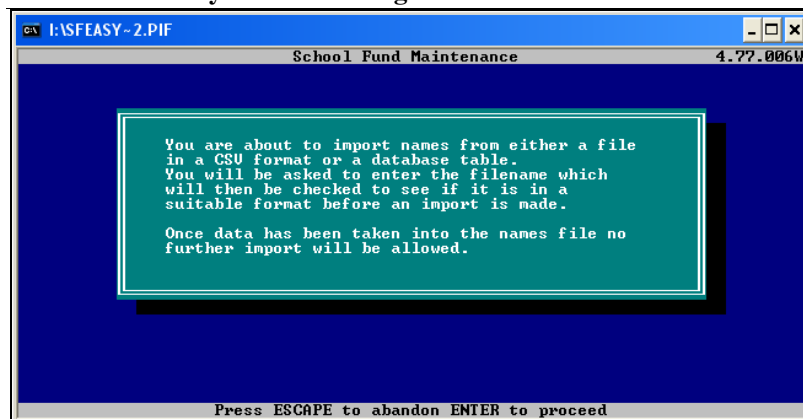
\*\*\*\*\*  
CMIS - Prepare and export a file called STUDENTS.CSV including the following data fields:

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

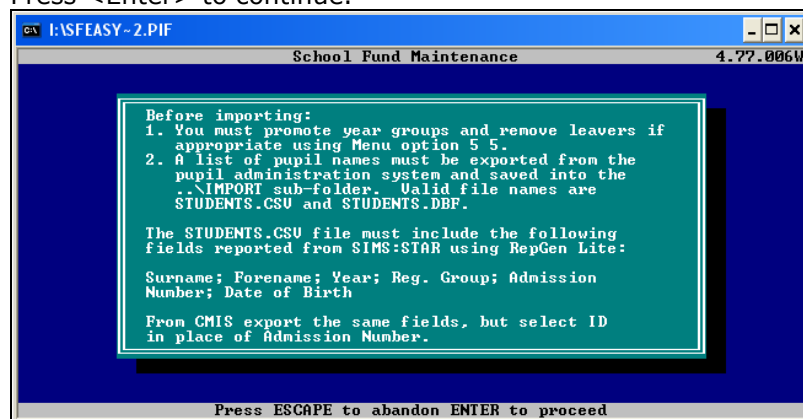
Other pupil administration systems:

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

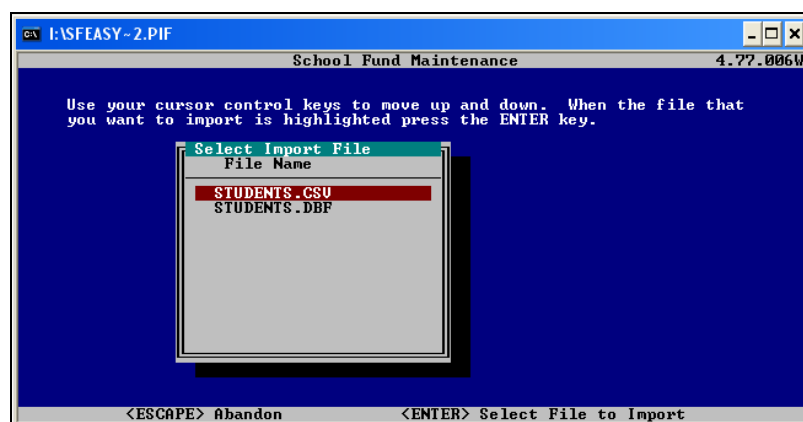
Contact us for instructions on how to create files from other administration database files.



This option will find the CSV file and import the data into your School Fund EasyBooks. You can see the result of the import through Option 6 4. Press <Enter> to continue.



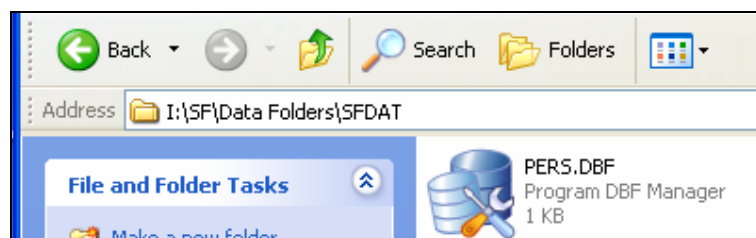
Select the file you want to import pupil names from. All .CSV & .DBF files will be listed.



The Import will process in seconds. Following the import you will see a screen message to state the Import Completed. Use Menu Option 6 4 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 simply replace the PERS.DBF file in the ..\SF folder with a blank PERS.DBF file from the SFDAT sub- folder on the USB device.



The I: drive is where this USB is plugged in. In the \SF folder is a sub folder named Data Folders and in there is the SFDAT folder. ONLY if your import fails and you have entered NO OTHER NAMES can you retrieve the PERS.DBF file from here.

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 of transaction data, please call your support team for advice.

## TO SET UP YOUR OWN ACCOUNTS

There are four stages to setting up your accounts:-

1. Adding details of Bank Accounts
2. Adding details of User Accounts
3. Adding Names
4. Entering Opening Balances

Bank Accounts and User Accounts require a code to be entered as well as the name. Once entered a code can **NEVER be deleted or edited**.

**Codes** must be a minimum of 1 and a maximum of 4 characters. You may use letters and/or numbers. The code of an account will determine its position in the list of accounts. The list of User Accounts is sorted by numbers first then letters; codes therefore beginning with 0 will always be at the top of a list and those beginning with Z will be bottom.

### ADDING DETAILS OF BANK ACCOUNTS

School Fund has one bank account already entered in the system. It is the Current Account and has a code of CURR. If you have more than one bank account you will need to add the details.

From the MAIN MENU Select **Option 6** - System Menu then **Option 3** - Add/Modify a Bank Account

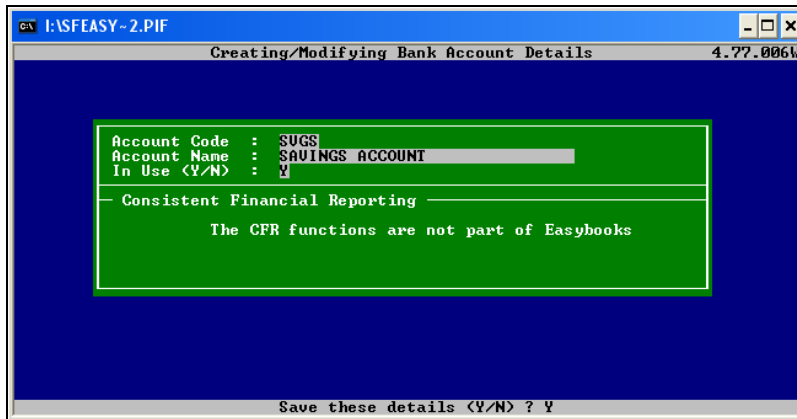
If you would like to customise the name of the current account we have already entered, highlight and select it by pressing <Enter>. You can add your bank name, sort code and account number if you wish.

To add a new bank account press <F2>. We would suggest you consider the code carefully. If the bank account with the code CURR is to remain at the top of your list, then enter a code which will force any new accounts to be presented below it.

Press	<F2>
Account Code	SVGS
Account Name	SAVINGS ACCOUNT
In Use Y/N	Leave as <Y>

The screen message below is to remind you that CFR functions are not included in this version of School Fund.

Then type <Y> to save this new bank account.

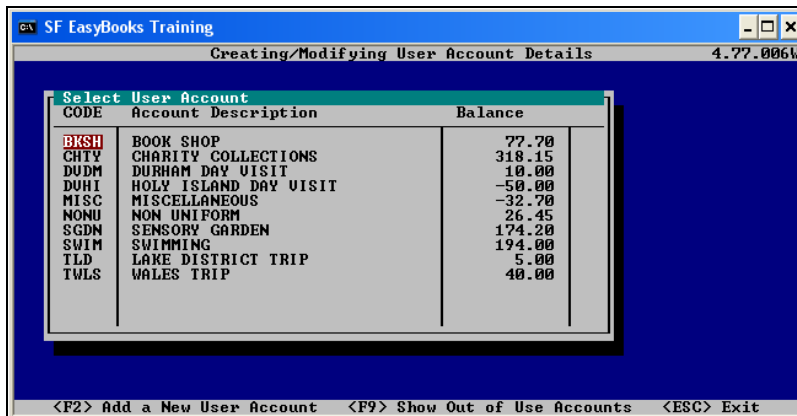


Use this method to add as many bank accounts, building society accounts etc. as you require. This can be done on an as needed basis. If and when you close a Bank Account you may take the account out of use.

To take a Bank Account out of use, use **Option 6 3**, highlight and select the appropriate account. Change the 'In-Use' field from <Y> to <N> then save the details. You can display all 'Out of Use' bank accounts when entering new transactions by using the <F9> key. You may not use them until you have returned the bank account to 'In Use'. Use **Option 6 3** to do this.

## ADDING DETAILS OF USER ACCOUNTS

You will need to add details of your User Accounts.  
From the MAIN MENU Select **Option 6** then **Option 2** Add/Modify a User Account.



Press <F2> to Add a New User Account  
Account Code DVM  
Account Name MUSEUM DAY VISIT

SF EasyBooks Training

Creating/Modifying User Account Details 4.77.006U

Account Code : DUM  
 Account Name : MUSEUM DAY VISIT  
 In Use (Y/N) : Y

Show Budget of : These items are only available  
 Show Unit Cost of : in other School Fund Manager  
 CFR Status : licence levels.  
 Gift Aid Status :

Consistent Financial Reporting

Save these details (Y/N) ? Y

In Use (Y/N)                      Leave as Y.

To Save your Transaction press <Y>.

To add another User Account

Press <F2>

Account Code                      DVAG  
 Account Name                      ART GALLERY DAY VISIT  
 In Use (Y/N)                      Y

To Save your Transaction press <Y>.

SF EasyBooks Training

Creating/Modifying User Account Details 4.77.006U

Select	User Account	Balance
CODE	Account Description	
BRSH	BOOK SHOP	77.70
CHTY	CHARITY COLLECTIONS	318.15
DVAG	ART GALLERY DAY VISIT	0.00
DUDM	DURHAM DAY VISIT	10.00
DUHT	HOLY ISLAND DAY VISIT	-50.00
DUM	MUSEUM DAY VISIT	0.00
MISC	MISCELLANEOUS	-32.70
NONU	NOM UNIFORM	26.45
SGDM	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	5.00
TWLS	WALES TRIP	40.00

<F2> Add a New User Account    <F9> Show Out of Use Accounts    <ESC> Exit

Notice how using the same initial character can group similar types of accounts together. In this case all the day visits are given the letters DV at the beginning of their User Account code. It is advisable to use the important details of the trip at the beginning of the name as some reports truncate the name field.

Account names, whether Bank or User can be edited. When you have finished with a User Account, it is possible to take it "Out of Use". This means the User Account will not appear for new transactions to be recorded unless you press <F9>. If you record a transaction against an 'Out of use' User Account it will be returned to 'In use'.

### 'Out of Use' User Accounts

To take a User Account 'Out of use' use **Option 6 2**, highlight and select the User Account you no longer want to use and change the 'In-Use' field to <N>. Do this for the DVM MUSEUM DAY VISIT.

SF EasyBooks Training

Creating/Modifying User Account Details 4.77.006W

Account Code : DUM  
 Account Name : MUSEUM DAY VISIT  
 In Use <Y/N> : N

Show Budget of : These items are only available  
 Show Unit Cost of : in other School Fund Manager  
 CFR Status : licence levels.  
 Gift Aid Status :

Consistent Financial Reporting

Save these details <Y/N> ? Y

You can return any User Account to active use by using it for a transaction in **Options 1 and 2** or changing the 'In-Use' field to <Y>.

*Note the F9 key has been added to those screens where you may want to see a User Account, Bank Account or name that has been taken out of use. Should you wish to view the 'Out of use' items pressing F9 will reveal them on screen. If you wish to remove these 'Out of use' items from the screen press F9 again. User Accounts can be brought back into use if they are revealed and then used. Names can be used if they are revealed but are not brought back into use. Bank Accounts can not be used even if they are revealed until brought back into use.*

SF EasyBooks Training

Creating/Modifying User Account Details 4.77.006W

CODE	Account Description	Balance
BRSH	BOOK SHOP	77.70
CHTY	CHARITY COLLECTIONS	318.15
DUAG	ART GALLERY DAY VISIT	0.00
DUDM	DURHAM DAY VISIT	10.00
DUHI	HOLY ISLAND DAY VISIT	50.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	26.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	5.00
TWLS	WALES TRIP	40.00

<F2> Add a New User Account <F9> Show Out of Use Accounts <ESC> Exit

Press <F9> and note the reappearance of the DVM User Account. When the <F9> key is active it will be on the bottom line of your screen. Return to the MAIN MENU

SF EasyBooks Training

Creating/Modifying User Account Details 4.77.006W

CODE	Account Description	Balance
BRSH	BOOK SHOP	77.70
CHTY	CHARITY COLLECTIONS	318.15
DUAG	ART GALLERY DAY VISIT	0.00
DUDM	DURHAM DAY VISIT	10.00
DUHI	HOLY ISLAND DAY VISIT	-50.00
DUM	MUSEUM DAY VISIT	0.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	26.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	5.00
TWLS	WALES TRIP	40.00

<F2> Add a New User Account <F9> Hide Out of Use Accounts <ESC> Exit

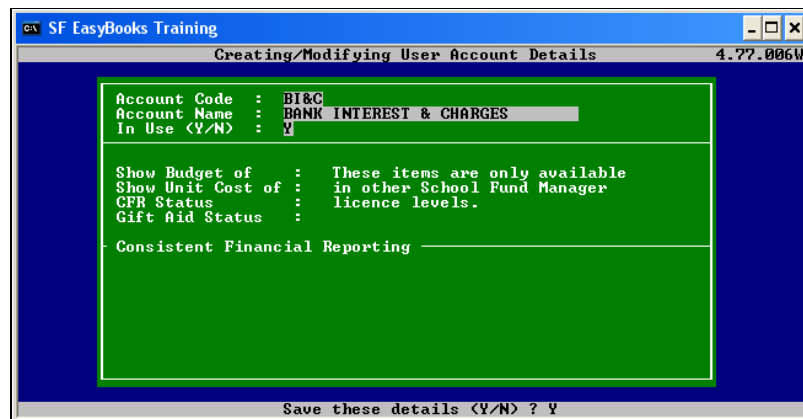


## To Set up a User Account for your Bank Interest and/or Charges and enter a transaction.

A User Account you may find useful is one for Bank Interest and/or Charges. You will then use this account to record all bank interest and charges transactions. Remember to use a Direct Debit or Direct Credit for these transactions.

From the MAIN MENU Select **Option 6** then **Option 2** and Press <F2>

Account Code	BI&C
Account Name	Bank Interest & Charges
In Use (Y/N)	Y
CFR Status	Not Specified

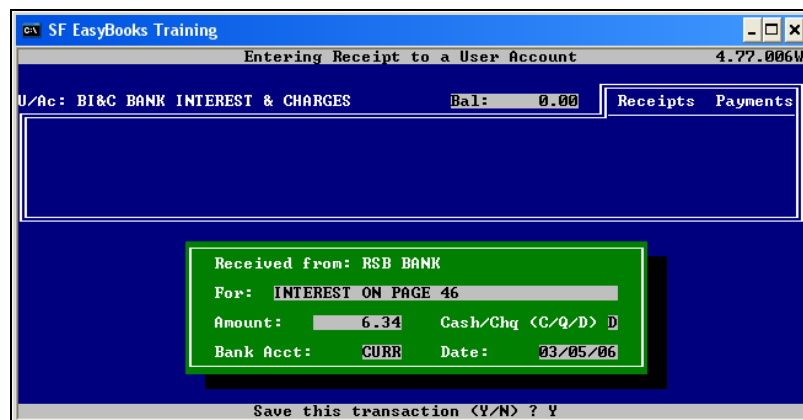


To Save your Transaction press <Y>.

From the MAIN MENU Select **Option 1**

User Account	BI&C BANK INTEREST AND CHARGES
Name	Press <F2> to add RSB BANK ignore the class field and press <Y>
For	INTEREST ON PAGE 46
Amount	£6.34
Cash/Chq	D
Bank Account	CURR Current Account
Date	Press <Enter> to accept the date

If you are satisfied your entry matches the one below, press <Y> to save the transaction.



## To Set your User Accounts into Groups.

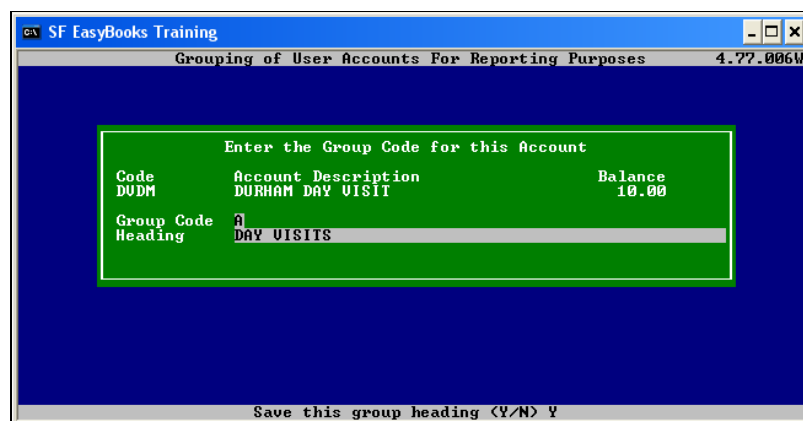
This feature enables you to present similar User Accounts together in a group, with a heading and sub-total which can be seen on report **3 2** User Account Balances.

From the MAIN MENU select **Option 6** and then **Option 8** Set Account Groups.

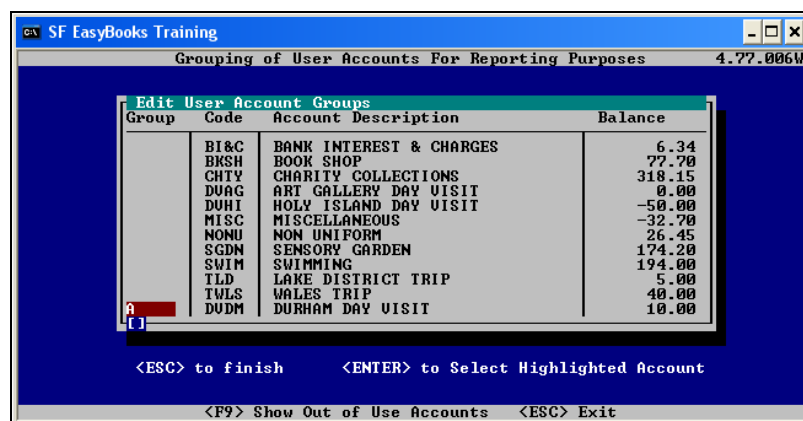
You will see all your User Accounts displayed. There is a single character column on the extreme left of this list. Until you make a change the column has a space in it. (Valid characters are letters and numbers).

Highlight and select the User Account DVDM. Enter <A> as the Group Code.

Next enter a group heading – DAY VISITS Press <Y> to save these details.



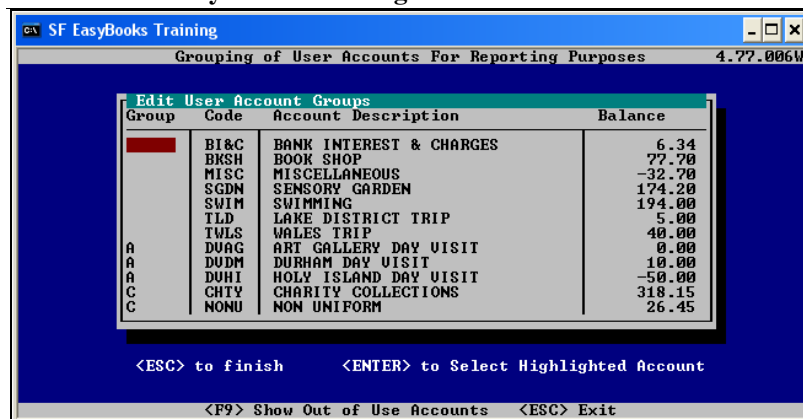
The result is to place a letter A in the group column.



Now add the DVHI, and DVAG User Accounts to this group.

Use the <UpArrow> and <DownArrow> keys to move between the User Accounts. The three visit accounts now appear together at the end of the list of User Accounts.

In the same way identify the Charity and Non-Uniform Day accounts with the letter <C> and heading CHARITY ACCOUNTS. Press <ESC> to finish. You have now created two new groups, one for trips and the other for charity accounts. All other accounts will remain together until you specify their grouping.



To see the groups you have just created displayed, return to **Option 3 2** User Account Balances. Your report will look like the one below. Your groupings can be changed as required. All new User Account will be placed in the group defined by a space which always appears at the top of this report until such time as you change their group code.

User Account Balances for Period beginning 01/09/05							
-----							
Your figures INCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
----	-----	-----	-----	-----	-----	-----	-----
BI&C	BANK INTE				6.34		6.34
BKSH	BOOK SHOP	86.00		40.00	31.70		77.70
MISC	MISCELLAN					32.70	-32.70
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			35.00	5.00
TWLS	WALES TRI		40.00				40.00
	SubTot	410.00	80.00	41.00	262.04	247.50	464.54
		-----	-----	-----	-----	-----	-----
DAY VISITS							
DVAG	ART GALLE						0.00
DVDM	DURHAM DA				55.00	45.00	10.00
DVHI	HOLY ISLA	-50.00					-50.00
	SubTot	-50.00	0.00	0.00	55.00	45.00	-40.00
		-----	-----	-----	-----	-----	-----
CHARITY ACCOUNTS							
CHTY	CHARITY C	500.00		40.00	108.15	250.00	318.15
NONU	NON UNIFO				26.45		26.45
	SubTot	500.00	1.00	40.00	134.60	250.00	344.60
		-----	-----	-----	-----	-----	-----
Totals		860.00	81.00	81.00	451.64	542.50	769.14
		=====	=====	=====	=====	=====	=====
Movement in period to date:					-90.86		

## THE NAMES FILE

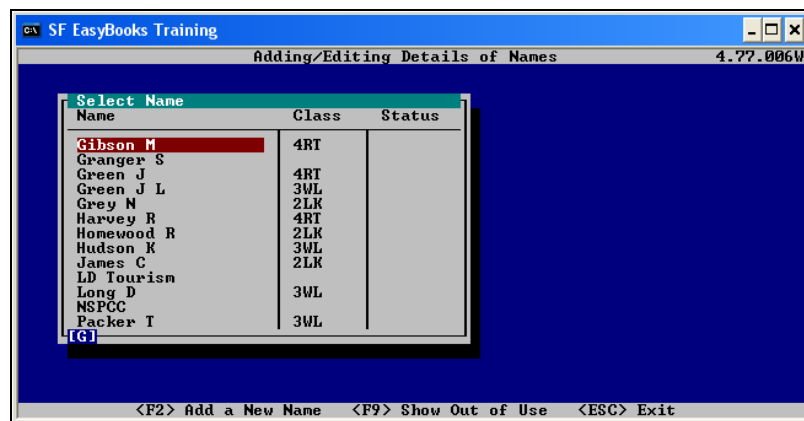
In the exercises on receipts and payments, you will have noticed it is possible to add to your names file on an 'as-needed' basis. However, if you wish to add a few names at once, or edit those you have already entered, or take a name off your list, this is the menu option to use.

### ADD/MODIFY NAMES

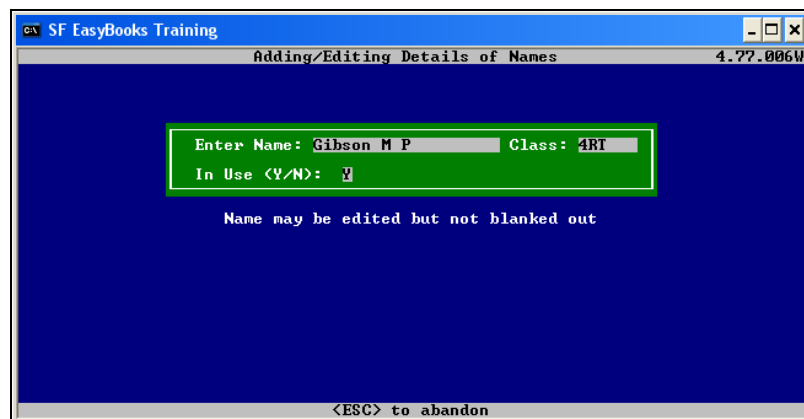
From the MAIN MENU

Select **Option 6** then **Option 4** - Add/Modify Names File

Type the letter <G> Select Gibson M 4RT

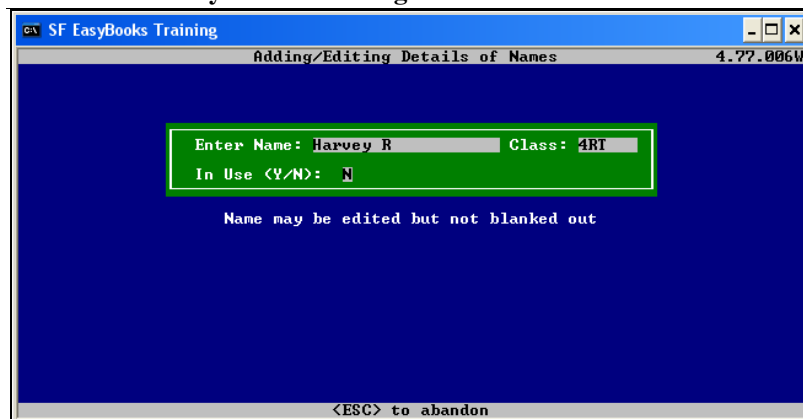


Edit the name by adding the letter P as a second initial  
Class leave as 4RT In Use (Y/N) leave as Y

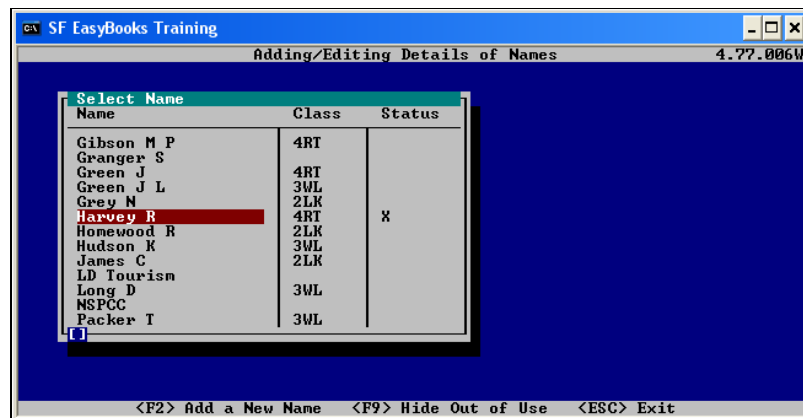


If a student leaves or a supplier is no longer used you may take their name out of use.

Type the letter <H> Select HARVEY R Change In Use (Y/N) to <N>.



HARVEY R will not be visible on the list of names unless you press <F9> to show names that have been marked as 'Out of Use'. An 'X' in the status column identifies the names that have been taken 'Out of use'.



If you wish to use HARVEY R for a transaction on **Options 1 and 2** you will have to press <F9> to show 'Out of Use' names.

To re-admit HARVEY R set the 'In-Use' field (Y/N) back to <Y> on **Option 6 4**.

## LIST NAMES

You may list names in a number of ways. From the MAIN MENU Select **Option 6** then **Option 9**

### 1. List a Class

Type 4RT and press <Enter>  
Press <N> this will exclude records marked 'Not In Use'.  
Press <ESC> when finished viewing this list.

### 2. List a Year Group

Type 2 and press <Enter>  
Type <N> to exclude records marked Not In Use  
Press <ESC> when finished viewing this list.

### 3. List All Names

The highlight bar should be on ABC BUS COMPANY press <Enter> to accept. Press <End> this will take the highlight bar to the last name in the list, press <Enter> to accept. Press <Y> to accept all records marked 'Not In Use'

Note HARVEY R is listed with an 'X'. The result is an alphabetical list of all the names that are in your file.

#### 4. Create List

see exercise on page 39 'Who's Not Paid' report.

#### 5. View User Defined List

Follow on screen instructions to view any previously saved lists.

#### 6. Delete User Defined List

Follow on screen instructions to delete any previously saved lists.

#### 7. Edit User Defined List

See the exercise on page 40

### Print a Statement for a named individual

You may produce statements for any 'name' in your list. If you have a trip or visit which requires a number of receipts from students i.e. instalments, you can print their statement at the end of each month or term.

From the MAIN MENU

Select **Option 3** then **Option 6** - Search Receipts/Payments by Name

Press the letter <P> to move directly to the first name that begins with 'P' in the list.

Use the arrow keys to Highlight and select Pitt B

Press <Enter> twice to accept the date range

You will see the list of User Accounts displayed. You may select to view the transactions recorded for this individual in any number of User Accounts. For this exercise we want to see them all so use the <F8> key to select the complete list and then press <F10>.

To select one or more accounts, first highlight each one and then press <Enter> to toggle the account.

You can move directly to a User Account with the letter 'D' as the first letter of the code, by pressing <D>. These reports can be printed and used as statements if required.

Date	Acct	Description	P	Number	Receipts	Payments
08/09/05	DUDM	DEPOSIT	C R	14	5.00	
09/09/05	BKSH 3	BOOKS	Q	P000003	14.70	
Totals					19.70	0.00

<ESC> to finish   <P> to print   <D> to send to disk P

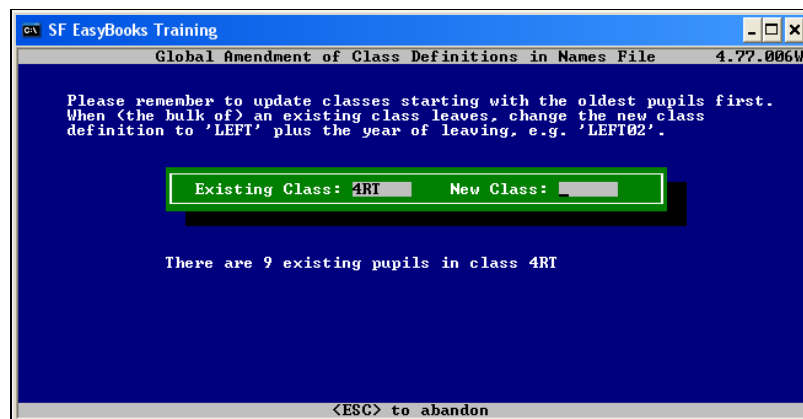
### AMEND CLASSES

Once you have student names in the names file this facility will enable you to promote classes as needed.

*Note if you are promoting the whole school, you must promote the oldest pupils out of the school first.*

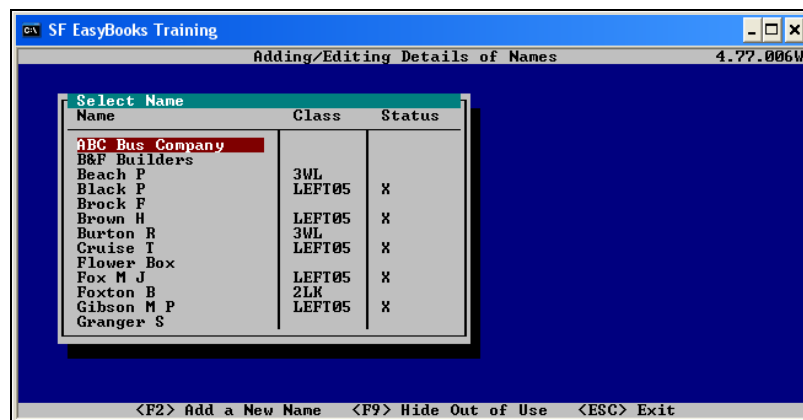
From the MAIN MENU Select **Option 5** then **Option 5** - Amend Classes in Names File

Existing Class Type 4RT and press <Enter>. There are 9 existing pupils in this class  
New Class Type LEFT05



Press <Y> to confirm the update. Press <ESC> and then <N> to exit from this routine.

Return to the MAIN MENU Select Option 6 then 4 You will not see any students with the class 4RT until you Press <F9>



Select Cruise T and note the 'class' now reads 'LEFT05'.

When entering new transactions it is possible to view 'out of use' names by pressing <F9>. If necessary you can then use them for a transaction. As a result of being used a name will be returned to 'in use'.

## ADJUSTING YOUR OPENING BALANCES

It is not necessary to enter details of your opening balances before you begin using School Fund EasyBooks. This can be done at any appropriate time.

When ready to enter details of opening balances, there are three possible methods:-

1. Enter a total amount held as 'cash in-hand' and/or bank account balances which is unallocated and leave all User Accounts with a zero balance

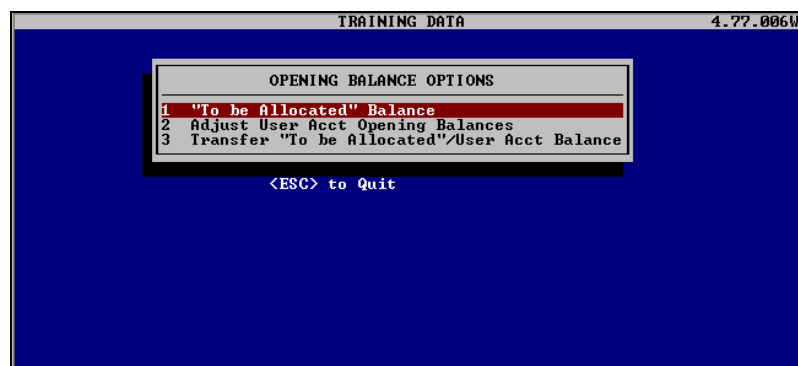
2. Enter details of individual User Account balances which will aggregate to your cash and bank account/s balances
3. Enter a single User Account e.g. General with the total of all balances held as cash and banked and then transfer to the appropriate User Accounts as and when required.

It is possible to use a combination of these methods. Care must be taken however, not to record money twice i.e. in the total balance and an individual User Account balance.

**To proceed with method 1** - (you may have User Account/s opening positions in addition).

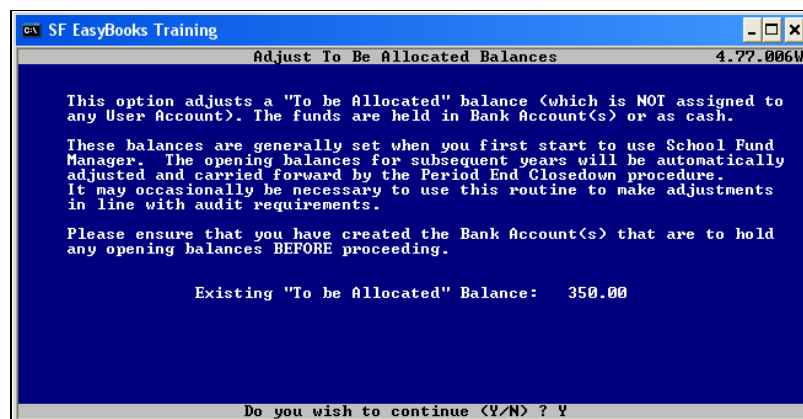
### **A total balance which is not yet allocated**

Use **Option 6 5**



You must have created the bank accounts holding any part of your opening balance first.

Press <Enter> on **Option 1** to proceed with a To be Allocated Balance adjustment.



Press <Y> to continue

Adjustment      press <+>. This indicates an addition to the current balance  
Amount          Enter £1253.00

Press <Enter> to accept the date, this will always default to the period beginning date. You must now identify the actual location/s of this amount.

Use the arrow keys to move through the list of cash and bank accounts and enter the following details.

Cash                      £ 3.00



Current Account       £ 250.00  
Deposit Account       £ 1000.00

SF EasyBooks Training

Adjust To Be Allocated Balances4.77.006U

Existing "To be Allocated" Balance: 350.00Revised Balan 1603.00

Adjustment (+/-) Amount: 1253.00Date: 01/09/05

Bank Acct(s) to bear part/all of this adjustment

Cash	3.00
Current Account	250.00
Deposit Account	1000.00

Do you wish to save these details (Y/N) ? Y

Note - these individual entries must equal the total adjustment before you can exit this routine.

Press <Y> to save the details.

You may use a similar method to record a decrease in the Opening Balance; by typing < - > a minus instead of < + > a plus and entering negative amounts against the relevant bank accounts.

The Adjust Opening Balance routine can be used at any time. The adjustments will appear on the Bank Transaction and/or Cash Transaction reports as reconciled entries.

**To proceed with method 2** – (if this does not account for all the money in your bank accounts you may also have a To be Allocated position).

**One or more User Account opening position/s**

*Note - this process enables you to credit a User Account with funds that have already been received and banked.*

In the following example we want to establish that the Non Uniform User Account has a credit opening balance of £ 50.00 which has already been banked in the current bank account.

Use **Option 6 5** highlight **Option 2** press <Enter> to proceed with a User Account Opening Balance adjustment.

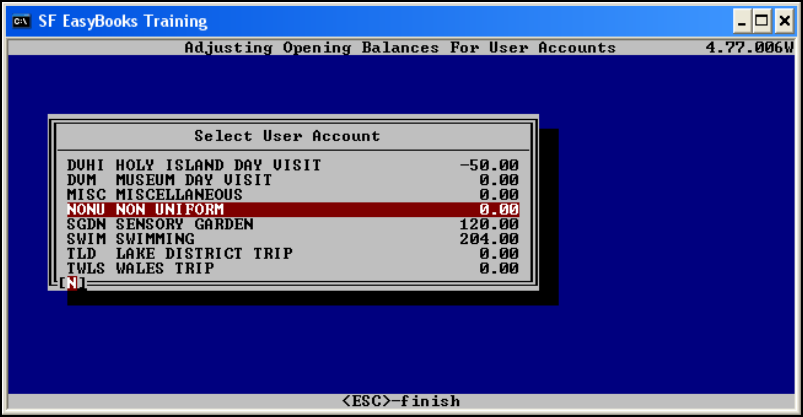
TRAINING DATA4.77.006U

OPENING BALANCE OPTIONS

1	"To be Allocated" Balance
2	Adjust User Acct Opening Balances
3	Transfer "To be Allocated"/User Acct Balance

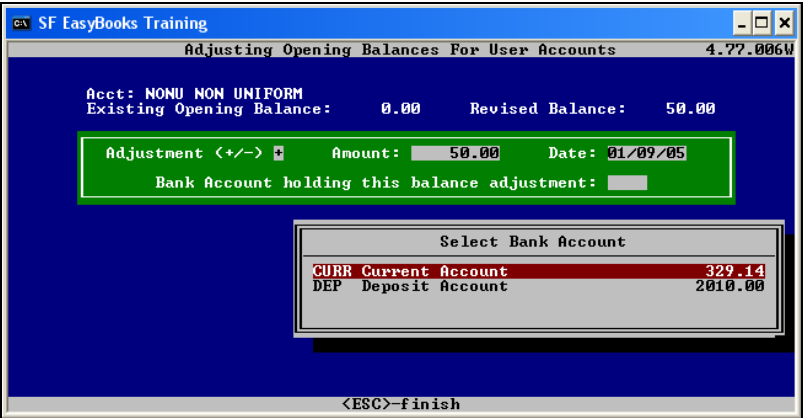
<ESC> to Quit

Press <Y> to continue.



Select NONU NON UNIFORM account

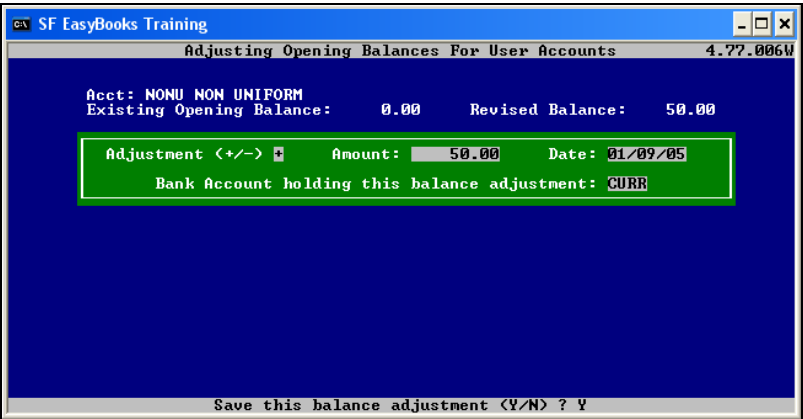
Adjustment                      press <+> this indicates an addition to the existing balance  
Amount                            Enter £50.00  
Press                                <Enter> to accept the date, note it is the period beginning date.



You must now identify the bank account holding this amount. All the bank accounts that have been entered onto the software will be presented for selection at this stage.

Select CURR Current Account. Save your transaction.

If, when setting up your User Account opening balances you cannot identify which funds are being held in which of your bank accounts, (assuming you have more than one); credit everything to one bank account and then do a bank transfer through **Option 4 4** to restore the correct bank balances when finished.



Note the effect on the opening balance figure of the NONU User Account.

This will also be displayed on **Option 3 2** in the Opening Balance column. Use the same method to enter details of all other User Accounts requiring an Opening Balance.

**To proceed with method 3.** (this will be for the total amount in your bank account/s)

**A single User Account opening position and then transfers to other User Accounts as appropriate.**

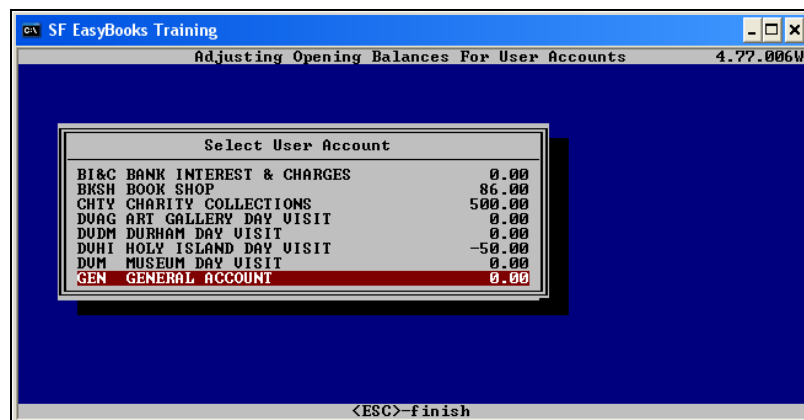
**Use Option 6 2**

Set up a User Account GEN GENERAL ACCOUNT

**Use Option 6 5 2**

Adjust User Acct Opening Balances.

Press <Y> to proceed with the User Accounts routine.



Select the GEN General User Account you have just created.

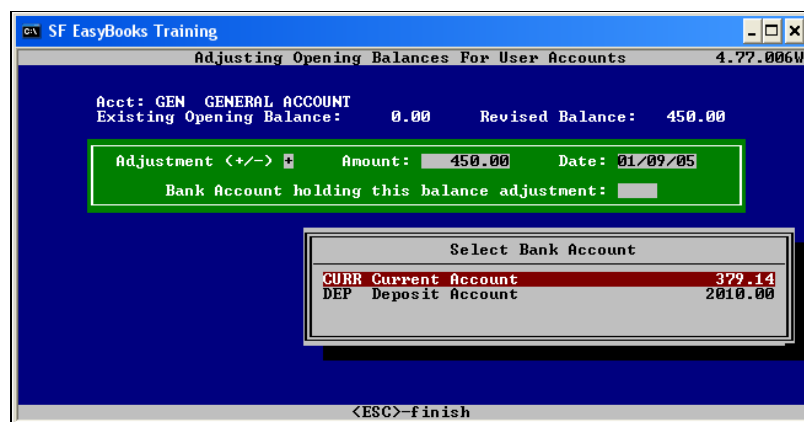
Press <+> to indicate an addition to the account.

Enter £ 450.00

Press <Enter> to accept today's date.

(Use your financial period beginning date when entering your own data).

Next select the Current Account as being the holder of this amount.



Save your  
balance  
adjustment by  
pressing <Y>.

To assign part of this amount to another User Account use **Option 6 7 A** Transfer between User Accounts.

Select User Account GEN General Account to transfer the money from

Select User Account DVAG ART GALLERY DAY VISIT to transfer the money to

Amount £85.00

Date 01/09/05

Reason BALANCE BROUGHT FORWARD

Transfers between User Accounts 4.77.006W

TRANSFER FROM  
User Acct: GEN  
GENERAL ACCOUNT

Balance: 450.00  
<Revised> 365.00

TRANSFER TO  
User Acct: DVAG  
ART GALLERY DAY VISIT

Balance: 21.00  
<Revised> 106.00

Amount: 85.00 Date: 01/09/05  
Reason: BALANCE BROUGHT FORWARD

Save these details <Y/N> ? Y

Note the revised balances. Save these details.

You may now view the results on **Options 3 1, 3 2 and 3 3.**

This is the Summary Balance report from **Option 3 1**

Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	1603.00	
BI&C BANK INTEREST & CHARGES	6.34	
BKSH BOOK SHOP	117.70	40.00
GEN GENERAL ACCOUNT	450.00	85.00
MISC MISCELLANEOUS		32.70
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
TWLS WALES TRIP	40.00	
DVAG ART GALLERY DAY VISIT	85.00	
DVDM DURHAM DAY VISIT	55.00	45.00
DVHI HOLY ISLAND DAY VISIT		50.00
CHTY CHARITY COLLECTIONS	608.15	290.00
NONU NON UNIFORM	76.45	
Cash in Hand		33.00
Cheques in Hand		0.00
Current Account		829.14
Deposit Account		2010.00
	-----	-----
Control Totals	3629.64	3629.64
	-----	-----

### Bank Cash and Transaction balances summary.

Over is the report from **Option 7 1** which summarises your bank, cash and transaction. While your accounts are in balance this screen is a soothing blue/green colour. If however, the software detects a problem with the balances this screen will turn red. Should you ever encounter a red screen it is important that you investigate the cause. To recover from a red screen usually requires a restore of backup data. See page 63 for details on how to restore from a backup.

Bank, Cash & Transaction Balances for period beginning 01/09/05			
Bank & Cash Balances		Receipts	
Current Account	829.14	Opening Balances	1410.00
Cash in Hand	33.00	Transactions	616.64
Cheques in Hand	0.00	Total Receipts	2026.64
Deposit Account	2010.00	Payments	
		Opening Balances	50.00
		Transactions	707.50
		Total Payments	757.50
		To Be Allocated	1603.00
Total Bank & Cash	2872.14	Receipts & Payments	2872.14

<ESC> to finish    <P> to print    <D> to send to disk\_

If you have completed all the exercises to this point your report should be identical to this. If there are any differences it may not necessarily be due to an error; as long as you understand the reasons and are satisfied that your Summary Balance report reflects the transactions you have recorded – well done, you have completed the routine exercises.

The next section of the training course deals with Period End Closedown.

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 in order to close down.

Firstly we suggest you take 'Draft' Income and Expenditure and Balance reports, use **Option 7 5** for this. Use these reports 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). Once you are ready to closedown take the printouts listed below, make a backup and close the period.

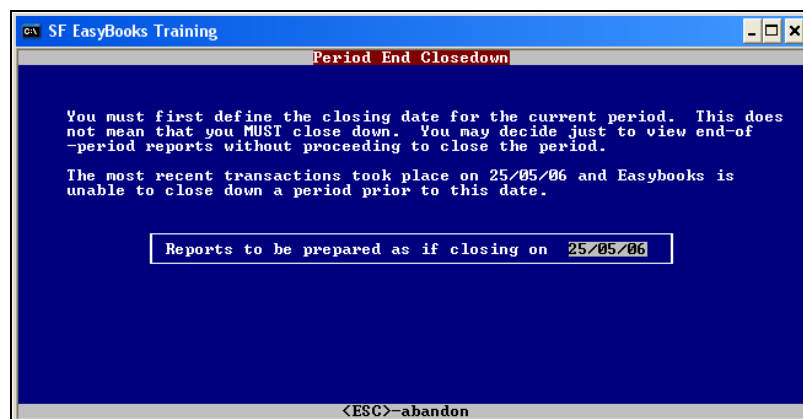
### REPORTS CREATED AT PERIOD END AND AS REQUIRED

The reports we recommend that you take to support your period end are as follows:-

- Menu Options
- 34 - Print Multiple User Account Transactions
  - 352 - List Payments by Cheque/Voucher Number
  - 353 - List Direct Credit/Debits
  - 46 - List Bank Account Transactions
  - 47 - List Cash Transactions
  - 48 - List Entries on Paying In Slips
  - 49 - List Unreconciled Bank Entries
  - 51 - List of Cancellations & Amendments
  - 71 - Bank, Cash & Transaction Balances
  - 75 - Income & Expenditure Report\* Draft and Final
  - 75 - 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 of lists to match the period as required.

\*You may take 'Draft' copies of your period end reports on Option 75 at any time. You may find these reports useful when preparing for Governors meetings or financial reporting.

**END OF PERIOD CLOSEDOWN****Option 7 5**

Close down date.  
You must select any  
date between the  
date of the last  
transaction and  
today on which to  
close the accounts.

Note the information screen then Press <Enter> to continue.

**Income and Expenditure Report**

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/05 To 03/05/06						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BI&C BANK INTERE	0.00			6.34		6.34
BKSH BOOK SHOP	86.00		40.00	31.70		77.70
CHTY CHARITY COL	500.00		40.00	108.15	250.00	318.15
DVAG ART GALLERY	0.00	85.00				85.00
DVDM DURHAM DAY	0.00			55.00	45.00	10.00
DVHI HOLY ISLAND	-50.00					-50.00
GEN GENERAL	450.00		85.00			365.00
MISC MISCELLANEO	0.00				32.70	-32.70
NONU NON UNIFORM	50.00			26.45		76.45
SGDN SENSORY GAR	120.00			104.00	49.80	174.20
SWIM SWIMMING	204.00			120.00	130.00	194.00
TLD LAKE DISTRI	0.00	40.00			35.00	5.00
TWLS WALES TRIP	0.00	40.00				40.00
	-----	-----	-----	-----	-----	-----
	1360.00	165.00	165.00	451.64	542.50	1269.14
Total Transfers between these accounts				165.00	165.00	
<b>EXCESS OF EXPENDITURE OVER INCOME</b>				<b>90.86</b>		
				-----	-----	
				707.50	707.50	
				=====	=====	

Above is an Income and Expenditure report. The line printed in bold above is the same as the Movement in Period figure on the Balance Report below. In this case the school has made a loss on the year. In other words they spent £ 90.86 more than they received.

The values in the Closing Balance column on the right can be retained as Opening Balances for the next period if required. Any balance not retained will be posted to the To Be Allocated figure. From here it can be transferred to any other User Accounts if required.

**Draft Balance Report**

Press <Esc> to continue to the Draft Balance Report. This is a balance of the money you own – in the bank or as cash; the User Account opening balances and the movement in period. The Opening Balances value £ 2963.00 is the sum of the To Be Allocated value £ 1603.00 and the User Accounts Opening Balances total £ 1360.00. These figures can be seen on Menu Options 31 and 32 respectively.

DRAFT BALANCE FOR PERIOD ENDING 03/05/06			
-----			
OPENING BALANCES	2963.00		
<b>MOVEMENT IN PERIOD</b>	<b>( 90.86)</b>		
	-----		
CLOSING BALANCE	2872.14		
	-----		
REPRESENTED BY			
Cash in Hand		33.00	
Cheques in Hand		0.00	
Current Account		829.14	
Deposit Account		2010.00	
	-----	-----	
	2872.14	2872.14	
	=====	=====	

**BEFORE closing your own financial period please follow the instructions to back up.**

To back up your School Fund data you may use the icon on the Main USB Screen. This will create a folder called SFHBACK on your computer's local hard drive. BACKUP BEFORE you go through the closedown procedure. A complete set of data files from the SF folder will be copied onto the local C: drive of the computer you are working on. You can then copy the contents of the SFMBACK folder onto another drive or USB device.

If you use Menu Option 6 6 2 H this will create a subfolder on the flash drive in \SF called SFMBACK. Using Menu Option 6 6 2 F will create the same folder on a floppy disk in the A: drive. In either case the files in the backup folder are a copy of your data files

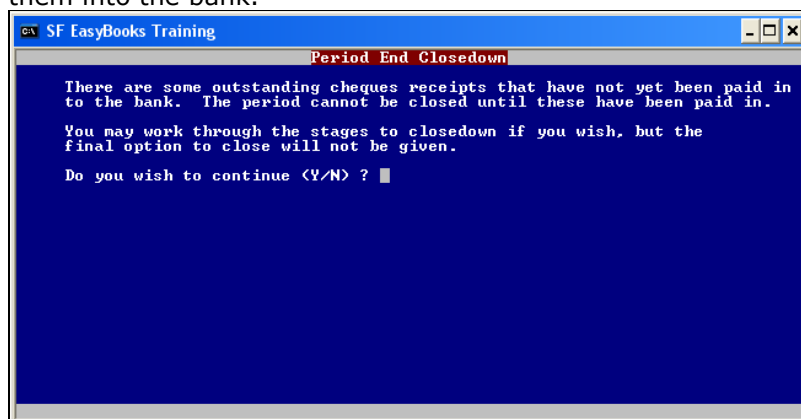
To restore backed up data simply copy the ALL contents of the SFHBACK folder into the SF folder. Please make sure you copy ALL the files from the folder – partial restores are NOT advised.

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.

At this point we have disabled the Training Data to prevent it from being 'Closed down'. This will prevent you 'losing' your training data.

The following pages have instructions and screen captures to show you how a closedown will proceed.

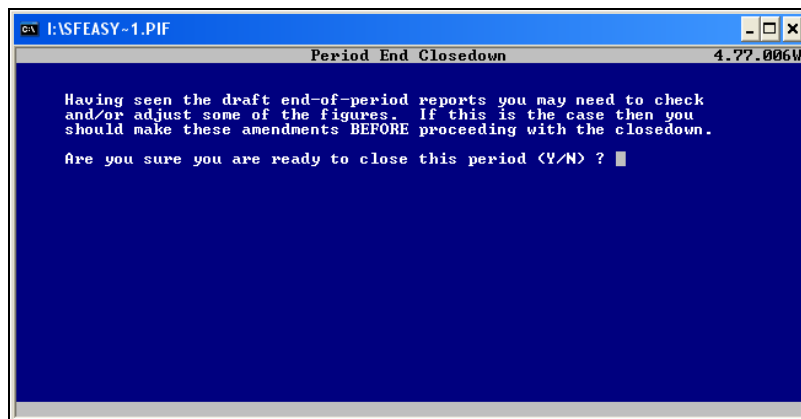
If you see this screen there are Cheques in Hand waiting to be banked. Use Option 4 2 to pay them into the bank.



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.

You may print these reports as required. Or you may save them as disk files by pressing <D>. You may then use a word processing program to edit and format the reports as required.

Press <ESC> when you have finished viewing the draft balance report.



If asked if you wish to close the period **Press <N> as we DO NOT WANT** to close the period.

This completes the training session. However, you may return to this set of data to 'practise' at any time.

\*\*\*\*\*

**Please read the remainder of these notes when you want to close your school fund accounts as they explain the complete closedown procedure.**

At a year end closedown you must select one of two options for the processing of each User Account.

**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.

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.

**CLOSING A FINANCIAL PERIOD**

Return to **Option 7 5**. Accept the date offered as the closing date. The report below is presented.

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/05 To 10/09/05						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BI&C BANK INTERE	0.00			6.34		6.34
BKSH BOOK SHOP	86.00		40.00	31.70		77.70
CHTY CHARITY COL	500.00		40.00	108.15	250.00	318.15
DVAG ART GALLERY	0.00	85.00				85.00
DVDM DURHAM DAY	0.00			55.00	45.00	10.00
DVHI HOLY ISLAND	-50.00					-50.00
GEN GENERAL	450.00		85.00			365.00
MISC MISCELLANEO	0.00				32.70	-32.70
NONU NON UNIFORM	50.00			26.45		76.45
SGDN SENSORY GAR	120.00			104.00	49.80	174.20
SWIM SWIMMING	204.00			120.00	130.00	194.00
TLD LAKE DISTRI	0.00	40.00			35.00	5.00
TWLS WALES TRIP	0.00	40.00				40.00
	-----	-----	-----	-----	-----	-----
	1360.00	165.00	165.00	451.64	542.50	1269.14
Total Transfers between these accounts				165.00	165.00	
EXCESS OF EXPENDITURE OVER INCOME				90.86		
				-----	-----	
				707.50	707.50	
				=====	=====	
Transfers between User accounts in period				165.00	165.00	

Press <ESC> to proceed to the next report.

This is the Draft Balance.

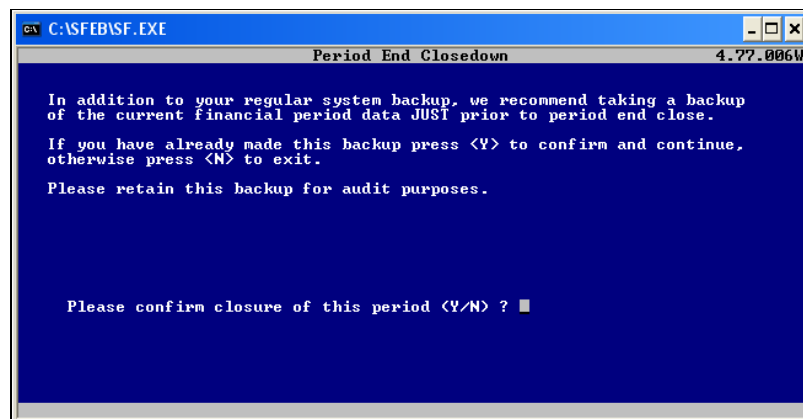
Note the Movement in Period figure **90.86**. This is the money you have 'made' (or lost if the figure is in brackets) in the year - your income minus expenditure value.

DRAFT BALANCE FOR PERIOD ENDING 10/09/05		
-----		
OPENING BALANCES	2963.00	
MOVEMENT IN PERIOD	( 90.86)	
	-----	
CLOSING BALANCE	2872.14	
	-----	
REPRESENTED BY		
Cash in Hand		33.00
Cheques in Hand		0.00
Current Account		829.14
Deposit Account		2010.00
	-----	-----
	2872.14	2872.14
	=====	=====

At this stage we may return to the software to make any adjustments necessary. **Please make sure you have taken all the detailed reports required to support your school fund accounts BEFORE proceeding to the closedown stage.** See page 61. If these reports are acceptable we now proceed to closedown.

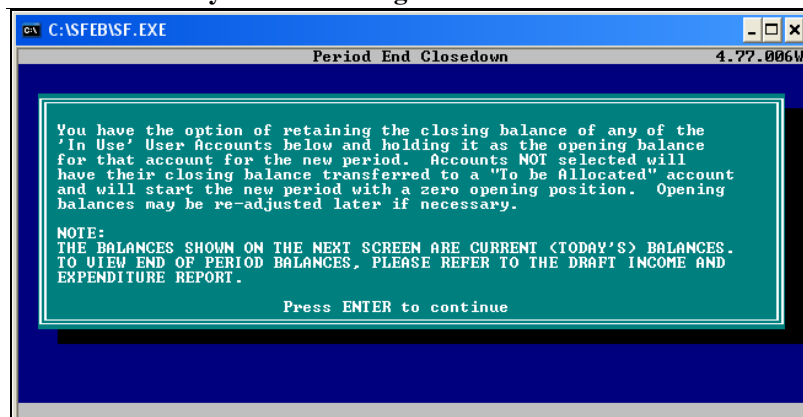
Once all cheques have been banked we can proceed to the next stage. Answer <Y> to the question 'Do you wish to close the period', and confirm this.

The software will make a copy of all your files and put them into a folder named PEymmdd in the SF directory. The yymmdd is the closedown date for this period. E.g. if closing the period ending 31<sup>st</sup> March 2006 the folder created will be PE060331. If, having closed a period you want to 'do it again'!! Copy all the files from the PEymmdd folder and place them in the \SF folder. This will return your data to the point immediately before you did the closedown.

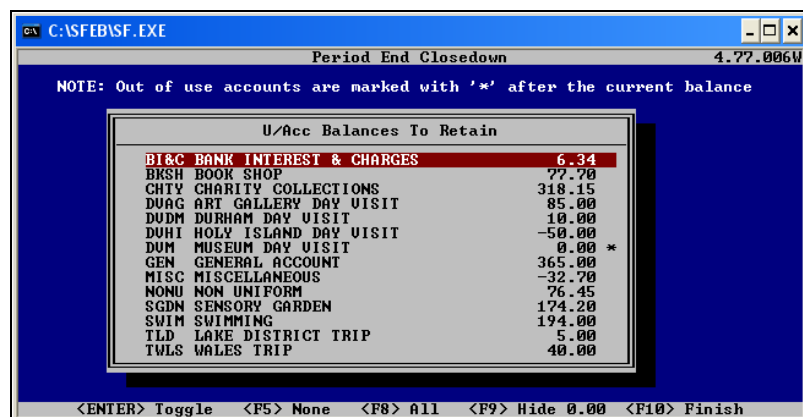


Following this screen, where you confirm for the third time that you wish to close the period, you will see an information screen.

Please read the details. If you want to see the User Account balances as at the period end close date – use the printed Draft Income and Expenditure report. This will have the calculated balances as at the date you entered for the period close.

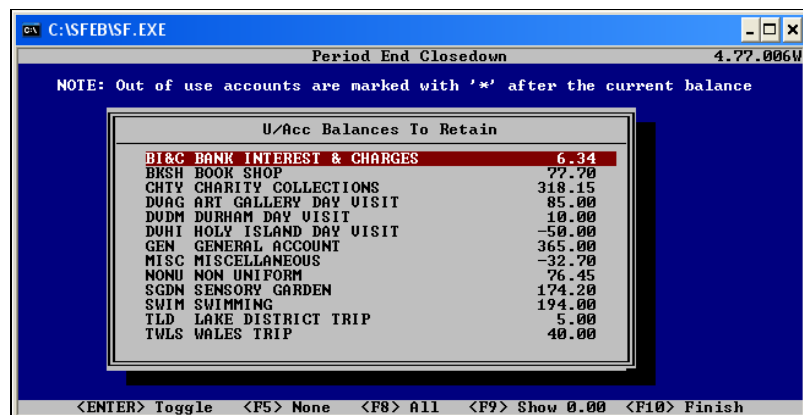


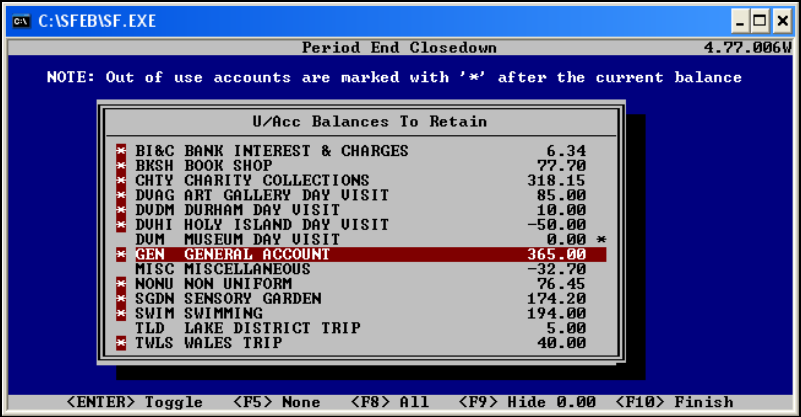
You will now see the User Accounts. The balances on view are the current balances and NOT those for the closedown date – please keep this in mind when viewing this list. Should any User Account be marked Out of Use you will see an asterisk in the extreme right column.



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

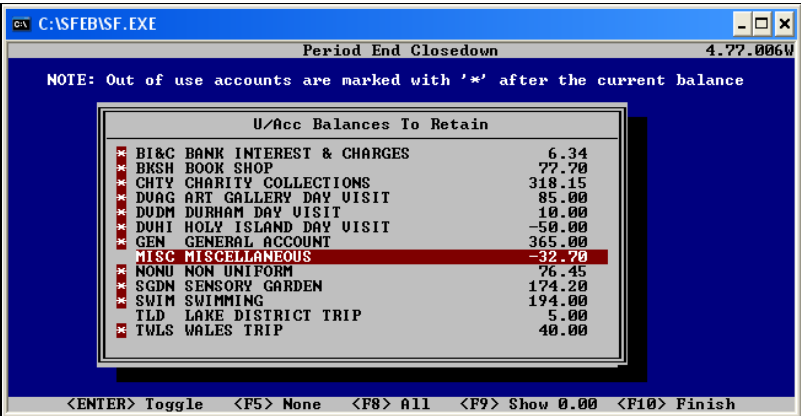
Accounts with a zero balance may be omitted from the display when you press <F9>. In this list the Museum Day Visit has disappeared from the display. You can use this function to remove from display all the old User Accounts from previous years.





Accounts with an asterisk on the left are being carried forward into the new year with their balance. Accounts with an asterisk on the right are currently marked as out of use.

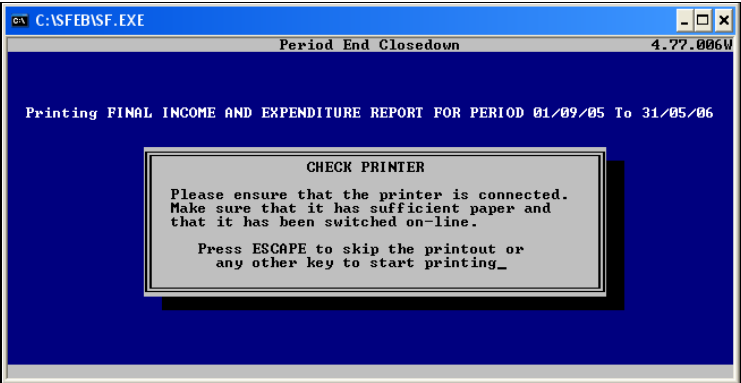
The MISC account has no asterisks!! It is not out of use and is not having the balance retained and carried into the new year. The MISC account will begin the new year with a zero opening balance. The £ -32.70 balance of the MISC account will be posted to the To Be Allocated value. The TLD account is being handled in the same way. The net effect on the To Be Allocated balance therefore will be -32.70 and + 5.00 Total -27.70.



It is not possible to ESCAPE from the closedown process at this stage.

Press <F10> when you have finished selecting. Remember transactions from the User Accounts you have toggled will be archived, but you can see them when necessary through **Options 7 2, 7 3 and 7 4.**

During the closedown process the 'FINAL' year end reports are printed. Any User Accounts in use during the period being closed that have not been selected from this list; which remain untoggled in the screen above, will have their balance posted to the To be Allocated position in the new period. E.g. MISC



Once the final reports are produced go to **Option 3 2** and view the result of the closedown options. On the top line you can see the new period start date the day after the period close date. The User Accounts which were toggled during the year end process have their balances now in the opening column.

Note the MISC and TLD accounts have NO opening balance. If you do not want to use them again go to **Option 6 2** and take them 'Out of Use'. The DVM Museum Day Visit User Account that was marked as Out of Use does not appear on this report. If a User Account has NO financial transactions in the current period and is taken out of use – it will NOT appear on reports and balances.

TRAINING DATA							
Fund Name : School Fund							
User Account Balances for Period beginning 11/09/05							
-----							
Your figures INCLUDE Transfers							
-----							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
-----	-----	-----	-----	-----	-----	-----	-----
BI&C	BANK INTE	6.34					6.34
BKSH	BOOK SHOP	77.70					77.70
GEN	GENERAL	365.00					365.00
MISC	MISCELLAN						0.00
SGDN	SENSORY G	174.20					174.20
SWIM	SWIMMING	194.00					194.00
TLD	LAKE DIST						0.00
TWLS	WALES TRI	40.00					40.00
	SubTot	857.24	0.00	0.00	0.00	0.00	857.24
		-----	-----	-----	-----	-----	-----
DAY VISITS							
DVAG	ART GALLE	85.00					85.00
DVDM	DURHAM DA	10.00					10.00
DVHI	HOLY ISLA	-50.00					-50.00
	SubTot	45.00	0.00	0.00	0.00	0.00	45.00
		-----	-----	-----	-----	-----	-----
CHARITY ACCOUNTS							
CHTY	CHARITY C	318.15					318.15
NONU	NON UNIFO	76.45					76.45
	SubTot	394.60	0.00	0.00	0.00	0.00	394.60
		-----	-----	-----	-----	-----	-----
	Totals	1296.84	0.00	0.00	0.00	0.00	1296.84
		=====	=====	=====	=====	=====	=====
Movement in period to date:					0.00		

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 can see this on **Option 3 1** see below.

The 'To be Allocated' figure is the top line on **Option 3 1** - Summary Balance after a period end closedown. Compare this with the Summary Balance report at the beginning of the training course.

TRAINING DATA		
Fund Name : School Fund		
Summary Balance for Period beginning 11/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	1570.30	
BI&C BANK INTEREST & CHARGES	6.34	
BKSH BOOK SHOP	77.70	
GEN GENERAL	365.00	
SGDN SENSORY GARDEN	174.20	
SWIM SWIMMING	194.00	
TWLS WALES TRIP	40.00	
DVAG ART GALLERY DAY VISIT	85.00	
DVDM DURHAM DAY VISIT	10.00	
DVHI HOLY ISLAND DAY VISIT		50.00
CHTY CHARITY COLLECTIONS	318.15	
NONU NON UNIFORM	76.45	
Cash in Hand		33.00
Cheques in Hand		0.00
Current Account		824.14
Deposit Account		2010.00
	-----	-----
Control Totals	2917.14	2917.14
	-----	-----

Note the Holy Island Account, the £ 50.00 in the payments column indicates this account has a negative opening balance. Refer to the previous page Income and Expenditure report to see this.

**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.**

This completes the Training Course for School Fund EasyBooks. You may now proceed to enter your own School Fund data.

**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 EasyBooks 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.

The following section on Reports and Lists provides examples of some of the reports generated by School Fund EasyBooks, along with a description of their main features.

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# **Reports and Lists**

**School Fund**

**EasyBooks**

**SCHOOL FUND EASYBOOKS****TRAINING NOTES FOR REPORTS AND LISTS**

There are many Reports and Lists within the School Fund EasyBooks program. We have selected some of the most frequently used reports and lists and provided a printout of the report along with a description of the main features.

Before printing use **Option 661** to set the printer port and paper size used by your printer. Follow the instructions to make sure the correct number of lines has been entered for your paper size.

Any report or list you can see on screen can be printed out using the letter **<P>**. In addition, you may send the output to a diskfile. To do this press **<D>** when the required screen is displayed.

If you choose to send to a diskfile, you will have to name the file to which the report will be written. \*\*There are standard naming conventions for all files on a computer; they are:-

The name can be a minimum of 1 and a maximum of 8 characters long.

There can be no spaces.

Following the name you must add the extension **<.TXT>**

**(this is only for School Fund EasyBooks disk files).**

e.g. BALANCE.TXT is a valid name for a balance report from Option 31

In addition you may 'Path' the file if you know where your word processing program expects to find your documents.

e.g. W:\WORD\DOCS\BALANCE.TXT will write the file BALANCE.TXT in the subdirectory DOCS under the WORD directory on the W: drive.

*\*\*Windows computers are able to handle extended file names, please refer to your Windows manual for more details.*

*Remember once you have used a file name, should you use the same name again, the first file will be over-written.*

Any reports or lists taken as a printout will have the menu option from which they were generated identified at the end of the printout.

e.g. \*\*\*End of Report 32\*\*\* identifies the menu option as 32 for this report.

Where appropriate there is the facility for you to enter a date range for your reports. In this instance you will be prompted to select a start date and an end date before the report is displayed.

The default dates are **Start** - 'Period Beginning' **End** - 'Today'

If no changes are required press the <Enter> key twice to accept these default dates. Otherwise, you may enter any dates within the range as displayed.

e.g. **Start** - 01/04/06 **End** - 30/04/06

will list only those transactions that took place in April 2006.

**SUMMARY BALANCE – OPTION 31**

Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
<b>a</b> To be Allocated	1603.00	
BI&C BANK INTEREST & CHARGES	6.34	
<b>b</b> BKSH BOOK SHOP	117.70	40.00
GEN GENERAL	450.00	85.00
MISC MISCELLANEOUS		32.70
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
TWLS WALES TRIP	40.00	
DVAG ART GALLERY DAY VISIT	85.00	
DVDM DURHAM DAY VISIT	55.00	45.00
DVHI HOLY ISLAND DAY VISIT		50.00
CHTY CHARITY COLLECTIONS	608.15	290.00
NONU NON UNIFORM	76.45	
<b>c</b> Cash in Hand		33.00
<b>d</b> Cheques in Hand		0.00
<b>e</b> Current Account		829.14
Deposit Account		2010.00
	-----	-----
<b>f</b> Control Totals	3629.64	3629.64
	-----	-----

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 1**

This will display the **Summary Balance**.

A Summary Balance displays the overview of your financial position.

- a.** This is the To be Allocated amount from previous Financial Years or at start up
- b.** Each User Account displays total Receipts and Payments to-date
- c.** Monies received can be held as Cash in Hand  
or
- d.** Cheques in Hand
- e.** In addition any funds held in bank accounts, building society accounts or other financial institutions is displayed.
- f.** The control totals are the value of all transactions posted to both sides of the balance sheet.

*\* Remember there is a very generous limit (approx. 1.5 million) to the number of User Accounts and Bank Accounts you can set up.*

**USER ACCOUNTS BALANCES – OPTION 32**

User Account Balances for Period beginning 01/09/05							
-----							
Your figures INCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
----	-----	-----	-----	-----	-----	-----	-----
BI&C	BANK INTE				6.34		6.34
BKSH	BOOK SHOP	86.00	<b>a</b>	40.00	31.70		77.70
GEN	GENERAL	450.00		85.00			365.00
MISC	MISCELLAN					32.70	<b>e</b> -32.70
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			35.00	5.00
TWLS	WALES TRI		40.00				40.00
		-----	-----	-----	-----	-----	-----
	SubTot	860.00	80.00	125.00	262.04	247.50	829.54
		-----	-----	-----	-----	-----	-----
DAY VISITS							
DVAG	ART GALLE		85.00				85.00
DVDM	DURHAM DA				55.00	45.00	10.00
DVHI	HOLY ISLA	-50.00					-50.00
		-----	-----	-----	-----	-----	-----
	SubTot	-50.00	85.00	0.00	55.00	45.00	45.00
		-----	-----	-----	-----	-----	-----
CHARITY ACCOUNTS <b>g</b>							
CHTY	CHARITY C	500.00		40.00	108.15	250.00	318.15
NONU	NON UNIFO	50.00			26.45		76.45
		-----	-----	-----	-----	-----	-----
	SubTot	550.00	0.00	40.00	134.60	250.00	394.60
		-----	-----	-----	-----	-----	-----
	Totals	=====	=====	=====	=====	=====	=====
		1360.00	165.00	165.00	<b>b</b> 451.64	<b>c</b> 542.50	<b>d</b> 1269.14
		=====	=====	=====	=====	=====	=====
Movement in period to date:					<b>f</b>	-90.86	

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 2**

This will display the **User Account Balances**. In this report the User Accounts have been grouped and sub-totals calculated. To change or remove groups use Option 68. (*See Exercises page 53 for more details*).

This screen displays more detail for the user accounts than the Summary Balance screen, with the addition of an opening and closing balance figure and any transfers.

- a.** Transfers between user accounts are listed separately. ONLY if you chose to include transfer values will these figures be added to the values in the balance column on the right
- b.** This is the total of funds received to-date
- c.** This is the total of the payments made to-date
- d.** The balance is the receipt total minus the payment total including any opening balance if there is one and including the value of any User Account transfers
- e.** Should you need to run some accounts in deficit, this is shown with a negative balance
- f.** The total movement in this accounting period to date is this figure, calculated by taking all payments from all receipts excluding the opening balances and transfers. In this

example the Movement in Period value is preceded by a minus therefore school has made a loss in the period

- g.** You can create a heading for groups of accounts for which you require a sub-total

## USER ACCOUNT TRANSACTIONS detailed receipts & payments – OPTION 33D1

Acct: DVDM DURHAM DAY VISIT (from 01/09/05 to 20/11/05)						
-----						
Account Balance on 20/11/05 £20.00 Excluding Transfers £ 20.00						
-----						
Date	Name		Description	P	Receipts	Payments
----	----		-----	-	-----	-----
06/09/05	Harvey R	4RT	DEPOSIT	C	5.00	
06/09/05	Long D	3WL	DEPOSIT	Q	5.00	
06/09/05	Whittle B	3WL	DEPOSIT	Q	5.00	
07/09/05	Brock F		FULL AMOUNT	Q	15.00	
07/09/05	Steen J	4RT	DEPOSIT	Q	5.00	
08/09/05	Pitt B	4RT	DEPOSIT	C	5.00	
08/09/05	Granger S		DEPOSIT	C	5.00	
09/09/05	James C	2LK	DEPOSIT	C	5.00	
09/09/05	YOUR NAME		DEPOSIT	Q	5.00	
09/09/05	ABC Bus Company		INV 213 COACH HIRE	Q		45.00
09/09/05	Beach P	3WL	DEPOSIT	C	5.00	
09/09/05	Burton R	3WL	DEPOSIT	Q	5.00	
Totals					65.00	45.00
					-----	-----

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 3**

This will display a list of the **User Accounts**.

Use the arrow keys to move the highlight bar down to the

**DVDM DURHAM DAY VISIT** account then press the <Enter> key

Press <D> to select a Detailed listing of transactions. Select <1> to display the Receipt and Payment transactions only. Press the <Enter> key twice to accept the date ranges

This will display the **User Account Transaction List** - Receipts and Payments only for a specified account.

- The Account Balance is displayed at the beginning of the report only if it is saved to a diskfile or printed. The first balance figure will be either INCLUSIVE or EXCLUSIVE or transfers depending on your choice at set-up. If there are no transfers the balance will be the same whether they are included or excluded.
- Transactions will be identified as **C** for cash amounts
- Transactions will be identified as **Q** for cheque
- Transactions prefixed with an 'S' are items from a split transaction

The same report as 33D1 is here produced with aggregated transactions.

**USER ACCOUNT TRANSACTIONS aggregated receipts & payments – OPTION 33A1**

Acct: DVDM DURHAM DAY VISIT (from 01/09/05 to 20/11/05)			
-----			
Account Balance on 20/11/05 æ10.00 Excluding Transfers æ 10.00			
-----			
Name	Receipts	Payments	Balance
----	-----	-----	-----
ABC Bus Company		45.00	-45.00
Brock F	15.00		15.00
Granger S	5.00		5.00
Harvey R LEFT03	5.00		5.00
James C 2LK	5.00		5.00
Long D 3WL	5.00		5.00
Pitt B LEFT03	5.00		5.00
Steen J LEFT03	5.00		5.00
Whittle B 3WL	5.00		5.00
YOUR NAME	5.00		5.00
	-----	-----	-----
Totals	55.00	45.00	10.00
	-----	-----	-----

From the Main Menu select **Option 3** From the Lists and Queries Menu select **Option 3**

This will display a list of the **User Accounts**.

Use the arrow keys to move the highlight bar down to the

**DVDM DURHAM DAY VISIT** account then press the <Enter> key.

Press <A> to select an Aggregated listing of transactions. Select <1> to display the Receipt and Payment transactions only. Press the <Enter> key twice to accept the date ranges

This list has the same information as the previous one, but presented in a different format.

You can also view User Account transactions that were only transfers, Option 332 and all a User Account transactions Option 333, see over.

*You may specify the starting and end dates of these reports.*

**USER ACCOUNT TRANSACTIONS – OPTION 33D3**

Acct: CHTY CHARITY COLLECTIONS (from 01/09/05 to 20/11/05)					
-----					
Account Balance on 20/11/05 <b>a</b> £318.15 Excluding Transfers <b>b</b> £ 358.15					
Date	Name	Description	P	Receipts	Payments
----	----	-----	-	-----	-----
01/09/05		Opening Balance Adjustm	D	500.00	
08/09/05	Parents	DONATION	C	64.50	
09/09/05	Students	COLLECTION	C	43.65	
09/09/05	NSPCC	DONATION FROM SCHOOL	D		250.00
10/09/05	*Trf to U/Ac TWLS	SUBSIDY	T		40.00
Totals				608.15	290.00
				-----	-----

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 3**

This will display a list of the **User Accounts**.

Use the arrow keys to move the highlight bar down to the

**CHTY CHARITY COLLECTIONS** account then press the <Enter> key.

Press <D> to select a Detailed listing of transactions Select <3> to display All Transactions.

Press the <Enter> key twice to accept the date ranges.

Above is a list of User Account transactions including transfers.

Note the SUBSIDY entry.

**a.** This value includes the £ 80 transfer out of the user account.

**b.** This value excludes the £ 80 transfer out of the user account.

Remember, you decide whether to have balances updated by transfer values or not during the set-up process.

**LIST OF ALL CASH & CHEQUE RECEIPTS BY RECEIPT NUMBER – OPTION 351**

List of Transactions by Receipt Number						
Number	Date		Amount	Type	Name	Description
1	06/09/05	<b>a</b>	12.50	Cash	Black P	LEFT03 4 BOOKS
2	06/09/05		5.00	Cash	Harvey R	LEFT03 DEPOSIT
3	06/09/05	<b>b</b>	5.00	Chq	Long D	3WL DEPOSIT
<b>c</b> 4	06/09/05		5.00	Chq	Whittle B	3WL DEPOSIT
5	06/09/05		15.00	Chq	Gibson L	LEFT03 AUTUMN TERM
6	06/09/05		15.00	Cash	Brown H	LEFT03 AUTUMN TERM
7	06/09/05		15.00	Chq	Fox M J	LEFT03 AUTUMN TERM
8	06/09/05		15.00	Cash	Cruise T	LEFT03 AUTUMN TERM
9	07/09/05		15.00	Chq	Brock F	FULL AMOUNT
10	07/09/05		5.00	Chq	Steen J	LEFT03 DEPOSIT
11	07/09/05		75.00	Chq	B&F Builders	CONTRIBUTION
12	07/09/05		29.00	Cash	Parents	CONTRIBUTION
13	08/09/05		64.50	Cash	Parents	DONATION
14	08/09/05		5.00	Cash	Pitt B	LEFT03 DEPOSIT
15	08/09/05		5.00	Cash	Granger S	DEPOSIT
16	09/09/05		4.50	Cash	Packer T	3WL 1 BOOK
17	09/09/05		43.65	Cash	Students	COLLECTION
18	09/09/05		15.00	Chq	Steen J	LEFT03 AUTUMN TERM
19	09/09/05		15.00	Chq	Green J	LEFT03 AUTUMN TERM
20	09/09/05		15.00	Chq	Harvey R	LEFT03 AUTUMN TERM
21	09/09/05		14.70	Chq	Pitt B	LEFT03 3 BOOKS
22	09/09/05		15.00	Chq	Whittle B	3WL AUTUMN TERM
23	09/09/05		5.00	Cash	James C	2LK DEPOSIT
25	09/09/05		5.00	Chq	YOUR NAME	DEPOSIT
26	09/09/05		26.45	Cash	Students	FIRST FRIDAY TAKING

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 5 then Option 1**

- a.** a cash receipt
- b.** a cheque receipt
- c.** the receipt number

Receipts can be printed, as a single item or 'batch' printed, six to a page if A4 paper is used.

You can define the beginning and end numbers of the range of receipts you want to list. You can also list cash only or cheque only receipts.

**LIST OF PAYMENTS BY CHEQUE NUMBER – OPTION 352**

List of Payments by Cheque/Voucher Number						
B/Ac	Number	Date	Amount	T Name		Description
CURR	Q000101	08/09/05	32.70	Q Flower Box		FLOWERS THANK YOU
CURR	Q000102	08/09/05	49.80	Q Flower Box		PLANTS
CURR	Q000103	08/09/05	130.00	Q ABC Bus Company		INV 3043 POOL TRANS
CURR	Q000104	08/09/05	35.00	Q LD Tourism		MAPS & TRAIL GUIDE
CURR	Q000105	09/09/05	45.00	Q ABC Bus Company		INV 213 COACH HIRE



**LIST OF DIRECT DEBITS AND CREDITS – OPTION 353**

List of Direct Credits and Debits						
B/Ac	Number	Date	Amount	Type	Name	Description
CURR	D000001	01/09/05	50.00	P	D	Opening Balance A
CURR	D000002	09/09/05	250.00	P	D NSPCC	DONATION FROM SCH
CURR	D000003	10/09/05	6.34	R	D RSB BANK	INTERST ON PAGE 4
CURR	D000004	01/09/05	50.00	R	D	Opening Balance A
CURR	D000005	01/09/05	450.00	R	D	Opening Balance A

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 5 then Option 3**

These transactions have all been entered as 'direct'. The 'type' of transaction is 'P' for debits i.e. payments and 'R' for credit i.e. receipts.

- a.** an opening balance adjustment. This adjustment has been made by using option 65
- b.** a direct debit 'P'
- c.** a direct credit 'R'

**STATEMENTS BY NAME – OPTION 36**

Transactions by ABC Bus Company (from 01/09/05 to 20/11/05)						
Date	Acct	Description	P	Number	Receipts	Payments
08/09/05	SWIM	INV 3043 POOL TRANSPORT	<b>a</b>	Q Q000103		130.00
09/09/05	DVDM	INV 213 COACH HIRE		Q Q000105		45.00
		Totals			0.00	175.00

From the Main Menu select **Option 3** From the Lists and Queries Menu select **Option 6**

You will see the name ABC Bus Company highlight and press the <Enter> key.  
Press the <Enter> key twice to accept the date ranges.

Press the <F8> key and then the <F10> key to select all the user accounts. You can now see a list of all transactions in the system that has been assigned to the AC Bus Company.

- a.** a cheque payment

**WHO'S NOT PAID – OPTION 37**

Acct: DVDM DURHAM DAY VISIT (from 01/09/05 to 20/11/05)				
-----				
Account Balance on 20/11/05 @20.00 Excluding Transfers @ 20.00				
Name		Receipts	Payments	Balance
----		-----	-----	-----
Beach P	3WL	5.00		5.00
Burton R	3WL	5.00		5.00
Green J L	3WL Nil			
Hudson K	3WL Nil			
Long D	3WL	5.00		5.00
Packer T	3WL Nil			
Pride L	3WL Nil			
Whitle B	3WL	5.00		5.00
		-----	-----	-----
	Totals	20.00	0.00	20.00
		-----	-----	-----

Using a list of names, either user defined or a class you can produce this report, which will return a NIL value for any name in the list with NO transaction entered for the selected user account.

- a. a 'NIL' result, this name has not had a transaction entered for this user account
- b. an aggregated value of funds received from an individual for this user account.

**LIST ALL TRANSFERS IN ALL USER ACCOUNTS – OPTION 392**

List Receipts/Payments/Transfers from 01/09/05 to 20/11/05				
-----				
Date	Acct Name	Desc	Receipts	Payments
----	----	----	-----	-----
01/09/05	GEN	BALANCE BROUGHT F Trf		85.00
01/09/05	DVAG	BALANCE BROUGHT F Trf	85.00	
10/09/05	CHTY	SUBSIDY Trf		40.00
10/09/05	TWLS	SUBSIDY Trf	40.00	
			-----	-----
		Totals	125.00	125.00
			-----	-----

You can produce reports that list the User Account Transfers separately. The report above lists only User Account Transfers.

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 9**

From the sub menu select **Option 2**

There is a separate line which displays the transfer total on the user Account Balances report - **Option 32** and the Year End reports **Option 75**. In addition you can report the value of the transfers on each individual User Account on **Option 332**.

**LIST ALL TRANSACTIONS IN ALL USER ACCOUNTS – OPTION 393**

List Receipts/Payments/Transfers from 06/09/05 to 20/11/05									
Date	Acct	Name		Desc			Receipts		Payments
----	----	-----		----			-----		-----
06/09/05	BKSH	Black P	4RT	4 BOOKS	C	1	12.50		
06/09/05	DVDM	Harvey R	4RT	DEPOSIT	C	2	5.00		
06/09/05	DVDM	Long D	3WL	DEPOSIT	Q	3	5.00		
06/09/05	DVDM	Whitle B	3WL	DEPOSIT	Q	4	5.00		
06/09/05	SWIM	Gibson L	4RT	AUTUMN TERM	Q	5	15.00		
06/09/05	SWIM	Brown H	4RT	AUTUMN TERM	C	6	15.00		
06/09/05	SWIM	Fox M J	4RT	AUTUMN TERM	Q	7	15.00		
06/09/05	SWIM	Cruise T	4RT	AUTUMN TERM	C	8	15.00		
07/09/05	DVDM	Brock F		FULL AMOUNT	Q	9	15.00		
07/09/05	DVDM	Steen J	4RT	DEPOSIT	Q	10	5.00		
07/09/05	SGDN	B&F Builders		CONTRIBUTION	Q	11	75.00		
07/09/05	SGDN	Parents		CONTRIBUTION	C	12	29.00		
08/09/05	CHTY	Parents		DONATION	C	13	64.50		
08/09/05	DVDM	Pitt B	4RT	DEPOSIT	C	14	5.00		
08/09/05	DVDM	Granger S		DEPOSIT	C	15	5.00		
08/09/05	MISC	Flower Box		FLOWERS THANK YOU	Q000101				32.70
08/09/05	SGDN	Flower Box		PLANTS	Q000102				49.80
08/09/05	SWIM	ABC Bus Company		INV 3043 POOL TRA	Q000103				130.00
08/09/05	TLD	LD Tourism		MAPS & TRAIL GUID	Q000104				35.00
09/09/05	BKSH	Packer T	3WL	1 BOOK	C	16	4.50		
09/09/05	CHTY	Students		COLLECTION	C	17	43.65		
09/09/05	SWIM	Steen J	4RT	AUTUMN TERM	Q	18	15.00		
09/09/05	SWIM	Green J	4RT	AUTUMN TERM	Q	19	15.00		
09/09/05	SWIM	Harvey R	4RT	AUTUMN TERM	Q	20	15.00		
09/09/05	BKSH	Pitt B	4RT	3 BOOKS	Q	21	14.70		
09/09/05	SWIM	Whitle B	3WL	AUTUMN TERM	Q	22	15.00		
09/09/05	DVDM	James C	2LK	DEPOSIT	C	23	5.00		
09/09/05	DVDM	YOUR NAME		DEPOSIT	Q	25	5.00		
09/09/05	NONU	Students		FIRST FRIDAY TAKI	C	26	26.45		
09/09/05	DVDM	ABC Bus Company		INV 213 COACH HIR	Q000105				45.00
09/09/05	CHTY	NSPCC		DONATION FROM SCH	D000002				250.00
09/09/05	DVDM	Beach P	3WL	DEPOSIT	C	27	5.00		
09/09/05	DVDM	Burton R	3WL	DEPOSIT	Q	28	5.00		
10/09/05	CHTY			SUBSIDY	Trf				40.00
10/09/05	TWLS			SUBSIDY	Trf		40.00		
10/09/05	BI&C	RSB BANK		INTERST ON PAGE 4	D000003		6.34		
				Totals			501.64		582.50

From the Main Menu select **Option 3**

From the Lists and Queries Menu select **Option 9**

From the sub menu select **Option 3**

This report is most useful for tracking down transactions which are NOT where you expected them to be!

It is a list of all transactions entered in chronological order with the exception of the header records from split transactions. The split transaction line details are on this report.

**LIST OF UNRECONCILED BANK TRANSACTIONS – OPTION 45 and 49**

Unreconciled Entries in B/Ac CURR on 20/11/05				
-----				
Last Reconciled Balance				<b>d</b> 997.50
Date	Detail	Credit	Debit	
----	-----	-----	-----	
08/09/05	Q000103	<b>a</b>	130.00	
09/09/05	P000003	<b>b</b> 85.30		
10/09/05	Tr`DEP	<b>c</b>	100.00	
10/09/05	Q000106		30.00	
10/09/05	D000003	6.34		
		-----	-----	
Totals		91.64	260.00	
			Net Debit	(168.36)
				-----
Actual Balance				<b>e</b> 829.14

These are the items that have yet to be reconciled with a bank statement.

This report can be produced from within the reconciliation routine or by using **Option 49**.

- a.** A cheque payment
- b.** A Paying-In -Slip
- c.** A transfer between accounts at your bank
- d.** The bank balance from the last bank reconciliation
- e.** The bank balance assuming all transactions above are reconciled.

**LIST OF RECONCILED BANK TRANSACTIONS – OPTION 45**

Reconciliation Report for Current Account on 14/11/05				
-----				
Opening Reconciled Balance				300.00
Date	Detail	Credit	Debit	
----	-----	-----	-----	
07/09/05	P000001	185.00		
08/09/05	Q000101		32.70	
08/09/05	Q000102		49.80	
08/09/05	Q000104		35.00	
08/09/05	Q000105		45.00	
08/09/05	D000002		250.00	
09/09/05	P000002	175.00		
		-----	-----	
Totals		360.00	412.50	
			Net Debit	(52.50)
				-----
Closing Reconciled Balance				247.50
-----				
First Page	<b>a</b> 14	<b>b</b>	Start Date	01/09/05
Last Page	14		Close Date	15/09/05
-----				

Once you have completed bank reconciliation you can take a printout of the reconciled items. This should match your bank statement. The report includes details from the bank statement:-

- a.** The bank statement page number
- b.** The bank statement date range

**LIST OF BANK ACCOUNT TRANSACTIONS – OPTION 46**

Bank a/c: CURR Current Account (from 01/09/05 to 20/11/05)				
Date	Detail	R Ref	Receipts	Payments
----	-----	- - - -	-----	-----
01/09/05	Opening Balance Adjustment	*	350.00	
01/09/05	Opening Balance Adjustment	* D000001		50.00
01/09/05	Opening Balance Adjustment	*	250.00	
01/09/05	Opening Balance Adjustment	* D000004	50.00	
01/09/05	Opening Balance Adjustment d	* D000005	450.00	
07/09/05	Sundry Credit	* P000001	185.00	
08/09/05	Flower Box a (U/Ac MISC)	* Q000101		32.70
08/09/05	Flower Box b (U/Ac SGDN)	* Q000102		49.80
08/09/05	ABC Bus Company h (U/Ac SWIM)	+ Q000103		130.00
08/09/05	LD Tourism (U/Ac TLD )	* Q000104		35.00
09/09/05	Sundry Credit e	* P000002	175.00	
09/09/05	ABC Bus Company c (U/Ac DVDM)	* Q000105		45.00
09/09/05	NSPCC (U/Ac CHTY)	* D000002		250.00
09/09/05	Sundry Credit	P000003	85.30	
10/09/05	Transfer to B/Ac DEP f	Tr>DEP		100.00
10/09/05	Cheque for Cash g	Q000106		30.00
10/09/05	RSB BANK (U/Ac BI&C)	D000003	6.34	
		Totals	1551.64	722.50
			-----	-----

From the Main Menu select **Option 4**

From the Bank and Cash Menu select **Option 6**

Use the arrow keys to move the highlight bar down to the  
**CURR Current Account** then press the <Enter> key.

Press the <Enter> key twice to accept the date ranges

This will display the **Bank Account Transaction List** for the specified account.

- a. This is a User Account code. This Q payment was made on behalf of the Trip to France user account.
- b. Any items reconciled with the bank statement will have the \* beside them.
- c. Cheque numbers are reported with the **Q** prefix
- d. The letter **D** signifies a direct debit or credit transaction. These transactions are reconciled at entry
- e. This is a Paying-In slip
- f. This is a bank transfer – from the Current account to the Deposit account
- g. This is a cheque drawn for cash.
- h. These items have been identified for reconciliation but held over and are not yet fully reconciled. (This is the new 'hold' facility - see page 34 in the exercises section).

**LIST OF CASH TRANSACTIONS – OPTION 47**

Cash Transactions (from 01/09/05 to 20/11/05)									
Date	Detail						Receipts		Payments
----	-----						-----		-----
01/09/05	Opening Balance Adjustment						3.00		
06/09/05	Black P	4RT	<b>a</b>	U/Ac	BKSH Rcp	1	12.50		
06/09/05	Harvey R	4RT		U/Ac	DVDM Rcp	2	5.00		
06/09/05	Brown H	4RT		U/Ac	SWIM Rcp	6	15.00		
06/09/05	Cruise T	4RT		U/Ac	SWIM Rcp	8	15.00		
07/09/05	Parents			U/Ac	SGDN Rcp	12	29.00		
07/09/05	Paid in to B/Ac CURR P000001 <b>b</b>								50.00
08/09/05	Parents			U/Ac	CHTY Rcp	13	64.50		
08/09/05	Pitt B	4RT		U/Ac	DVDM Rcp	14	5.00		
08/09/05	Granger S			U/Ac	DVDM Rcp	15	5.00		
09/09/05	Packer T	3WL		U/Ac	BKSH Rcp	16	4.50		
09/09/05	Students			U/Ac	CHTY Rcp	17	43.65		
09/09/05	James C	2LK		U/Ac	DVDM Rcp	23	5.00		
09/09/05	Students			U/Ac	NONU Rcp	26	26.45		
09/09/05	Beach P	3WL		U/Ac	DVDM Rcp	27	5.00		
09/09/05	Paid in to B/Ac CURR P000002								130.00
09/09/05	Paid in to B/Ac CURR P000003								50.60
10/09/05	Cashed cheque from B/Ac CURR Q000106						30.00		
							-----		-----
	Totals						268.60		230.60
							-----		-----

From the Main Menu select **Option 4**

From the Bank and Cash Menu select **Option 7**

Press the <Enter> key twice to accept the date ranges.

This will display a list of the **Cash Transactions**.

- a.** This is the User Account code which identifies why the cash was received or paid out
- b.** The cash element of any Paying-In Slip is identified with the appropriate Paying-in slip number.

See the report on page 87 for the total of this Paying-In Slip which includes any cheques.

**LIST ENTRIES ON PAYING-IN SLIPS – OPTION 48**

Paying-In Slips (Current Account)-range 000001 to 000003									
Date	R	PSlip No	Credit	Sub-Amt	Detail				
07/09/05	*	P000001	<b>a</b> 185.00	<b>b</b> 50.00	Cash <b>c</b>				
					5.00 Long D	3WL	Rcp:	3	
					5.00 Whittle B	3WL	Rcp:	4	
				<b>d</b> 15.00	Gibson L	4RT	Rcp:	5	
					15.00 Fox M J	4RT	Rcp:	7	
					15.00 Brock F		Rcp:	9	
					5.00 Steen J	4RT	Rcp:	10	
					75.00 B&F Builders		Rcp:	11	
					Number of Chqs: 7	Value:	135.00		
09/09/05	*	P000002	175.00	130.00	Cash				
					15.00 Steen J	4RT	Rcp:	18	
					15.00 Green J	4RT	Rcp:	19	
					15.00 Harvey R	4RT	Rcp:	20	
					Number of Chqs: 3	Value:	45.00		
09/09/05		P000003	85.30	50.60	Cash				
					14.70 Pitt B	4RT	Rcp:	21	
					15.00 Whittle B	3WL	Rcp:	22	
					5.00 YOUR NAME		Rcp:	25	
					Number of Chqs: 3	Value:	34.70		

From the Main Menu select **Option 4**

From the Bank and Cash Menu select **Option 8**

Use the arrow keys to move the highlight bar down to the :-

**CURR Current Account** then press the <Enter> key.

Press the <Enter> key once to accept the first number 000001 and type in 000003 as the second number. This will display entries on **Paying-In Slips** from number 000001 to number 000003.

- a.** The Paying-In Slip number, entered by you when making up the Paying-In Slips
- b.** The total of the Paying-In Slip
- c.** The cash element of the Paying-In Slip
- d.** The individual cheques assigned to the Paying-in Slip

**BANK, CASH AND TRANSACTION BALANCES – OPTION 71**

Bank, Cash & Transaction Balances for period beginning 01/09/05			
-----			
Bank & Cash Balances		Receipts	
Current Account	829.14	Opening Balances	1410.00
Cash in Hand	38.00	Transactions	586.64
Cheques in Hand	5.00		-----
Deposit Account	2010.00	Total Receipts	1996.64
		Payments	
		Opening Balances	50.00
		Transactions	667.50
			-----
		Total Payments	717.50
		To Be Allocated	1603.00
			=====
Total Bank & Cash	=====	Receipts & Payments	2882.14
	2882.14		

From the Main Menu select **Option 7**

From the Archive Menu select **Option 1**

This is a new report to summarise the total funds on your School Fund as at the last transaction.



**PERIOD END REPORTS – OPTION 75**

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/05 To 31/03/06						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BI&C BANK INTERE	0.00			6.34		6.34
BKSH BOOK SHOP	86.00			31.70		117.70
CHTY CHARITY COL	500.00		40.00	108.15	250.00	318.15
DVAG ART GALLERY	0.00	85.00				85.00
DVDM DURHAM DAY	0.00			65.00	45.00	20.00
DVHI HOLY ISLAND	-50.00					-50.00
GEN GENERAL	450.00		85.00			365.00
MISC MISCELLANEO	0.00				32.70	-32.70
NONU NON UNIFORM	50.00			26.45		76.45
SGDN SENSORY GAR	120.00			104.00	49.80	174.20
SWIM SWIMMING	204.00			120.00	130.00	194.00
TLD LAKE DISTRI	0.00				35.00	-35.00
TWLS WALES TRIP	0.00	40.00				40.00
	-----	-----	-----	-----	-----	-----
	1360.00	125.00	125.00	461.64	542.50	1279.14
Total Transfers between these accounts				125.00	125.00	
EXCESS OF EXPENDITURE OVER INCOME				80.86		
				-----	-----	
				667.50	667.50	
				=====	=====	
Transfers between User accounts in period				125.00	125.00	

You may produce draft period/year end reports whenever necessary.

DRAFT BALANCE FOR PERIOD ENDING 31/03/06		
-----		
OPENING BALANCES	2963.00	
MOVEMENT IN PERIOD	( 80.86)	
	-----	
CLOSING BALANCE	2882.14	
	-----	
REPRESENTED BY		
Cash in Hand		38.00
Cheques in Hand		5.00
Current Account		829.14
Deposit Account		2010.00
	-----	-----
	2882.14	2882.14
	=====	=====