

School Fund Manager

v6.30

User Guide



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This User Guide is divided into three sections.

Section 1
User Guide - Manual pages 4 - 23

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

Section 2
User Guide - Training Course pages 24 - 75

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

Section 3
User Guide – Prepare for additional modules pages 76 - 78

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

Name Manager

Claim Manager

CFR

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Section 1

User Guide - Manual

This area is for hints, comments and notes.

As School Fund Manager can operate with 2 interfaces – Classic and Windows, we will use this area to explain the alternative view screen and procedures.

This document is in 3 sections. The Contents at the beginning covers all sections.

There is a section Index at the beginning of each section.

Welcome

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

Amongst the principal features of the software are: -

- An unlimited number of accounts
- Recent entries on display
- Bank account and cash book lists
- Full amendment and cancellation facilities
- Full audit trail
- User definable financial period
- Draft period end reports available instantly
- Year end reports ready for audit in minutes
- National Audit Commission & DfES compliance & CFR support
- Help towards achieving FMSiS
- Make full use of information you have entered using our modules to mail merge letters and complete Gift Aid claim forms.

Welcome to the School Fund Manager User Guide.

System Requirements

Operating System	MS-DOS to WinXP	Win98SE, NT4, 2000, XP, XP Pro
Printer	MS-Dos capable*	Any Windows printer*
Hard Disk	30Mb	45Mb
RAM	5Mb	20Mb
CPU	Intel 386 or higher	Intel Pentium 300 or higher
Other	Full Access Permissions	Full Access Permissions

*local or networked printer

Program Location – Recommended location is <drive>:\<folder> where <drive> is local or networked and <folder> is SF. E.g. n:\SF

Access Permissions - Users must have Full Access Permissions to the Program and Data folders

NT Group Policy Options – Users should have default NT policies i.e. allowed to use RUN, REGEDIT & create FOLDERS.

Anti Virus must be set to EXCLUDE \SF folders from on access and intercheck scanning.

Further details are available on our website. www.schoolfund.co.uk

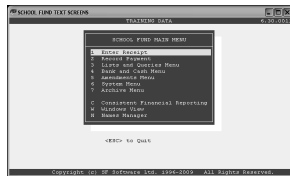
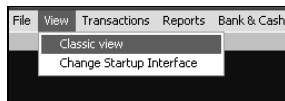
Introduction

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

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

Instructions:

☞ this means left click
<> this means type the letter or key enclosed.



If we make reference to or give an instruction for one of the views specifically we use the following abbreviations:-
WV = Windows View
CV = Classic View

CV <6> then <6>

This User Guide.

Manual - In this section we refer to both Classic and Windows view. Here we shall describe the main functions of the application. The column on the left is used for additional details and hints.

The Training Course - A step by step guide on all the processes and procedures within School Fund Manager. This section is focused specifically on the windows view, with comments on the Classic view process. Training data is supplied and refreshed with each new upgrade. Additional Training Course exercises will be provided to cover new functions. There are separate User Guides for the Name Manager, Claim Manager and CFR modules, if you require further details please contact us.

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

Navigation

This version of the School Fund Manager application is unique in that it can be operated in:-

windows view – using the mouse to point and click or
classic view – using the keyboard for both data entry and navigation.

To switch between the two views:-

In windows view ☞ on View then on Classic View

In classic view press <W> **do not CLICK on W – Press the key**

Windows view – how to navigate.

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

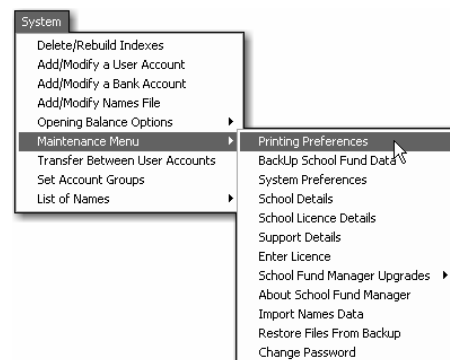
Classic view – how to navigate.

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

Setting up your details and preferences.

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

☞ System then Maintenance Menu.



Printing Preferences

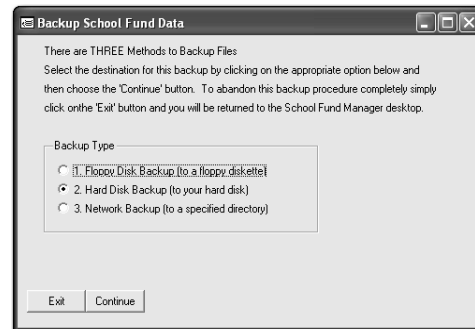
Here you will identify the printer port and paper size and type used for printing the reports from School Fund Manager.

Backup School Fund Data

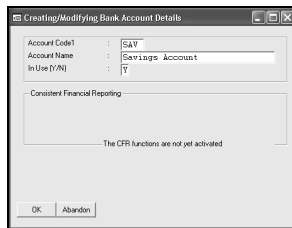
Here you will identify the destination to which the School Fund Manager data backup will be saved. There are three options:-

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

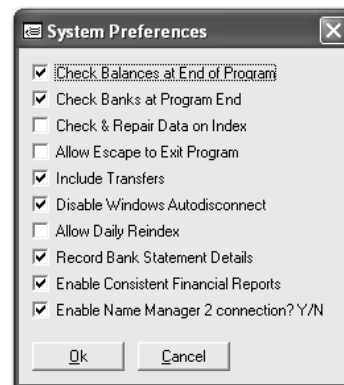
In addition if you use option 3 you can elect to have the network backup run automatically as you exit the School Fund Manager program.



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

System Preferences

If you leave Enable CFR unchecked it will prevent you having to enter details of CFR codes when entering new Bank and User Accounts.



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

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

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

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

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

School Details

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

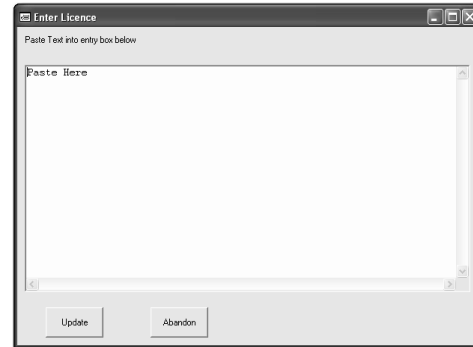
Licence and Support Details

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

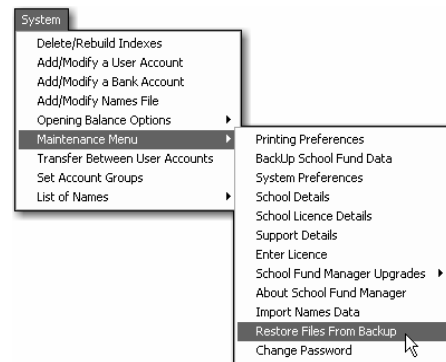
The support details provide your support telephone number and the date on which your current subscription licence is due for renewal.

Enter Licence

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



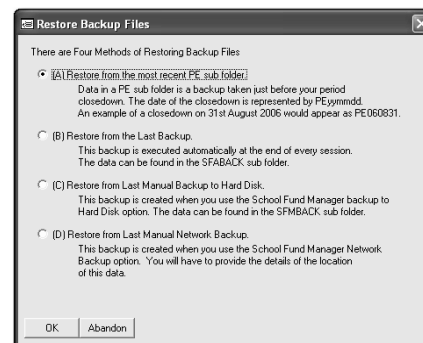
Restore Files from Backup



You may need to restore data from files that have been backed up

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

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



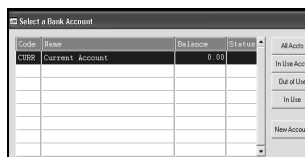
A folder with the letters PE preceding 6 digits is a folder created at a period end. It contains a copy of your data at the moment at which you performed a period end. The digits are the period end date in reverse. If you restore from a PE folder your data will be as it was immediately prior to the period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

Once you select the location of the files to be used for the restore you will be required to confirm the details. A copy of the files to be replaced will be copied into a folder prefixed with the letter R and the date of the restore – in reverse with a final letter to indicate how many folders have been created in this way on that date. E.g. R080401A is the first set of files that were overwritten by a restore on April 1st 2008.

WV  System

CV <6>

See Getting Started section for details on how to add Bank and User Accounts.
CV Press <F2> the function key - when you want to add new items to a list.



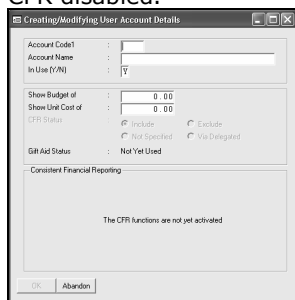
Leave CURR as the code for your most frequently used bank account. This will ensure this account stays at the top of the alphabetical list.

See the CFR training course for more details.

Hint

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

Below is the Add a new user account screen with CFR disabled.



WV 

Reports then List of Budget Accounts.

CV <3> then <A>

Setting up Accounts

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

Account Codes

Both Bank and User Accounts require a code. This is a unique combination of between 1 and 4 letters and numbers. A code may NEVER be deleted. An account name can be edited. Bank and User Accounts can be taken 'Out of Use' when you have no further need of them.

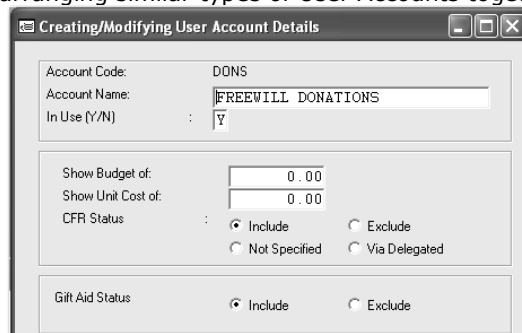
Bank Accounts

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

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

User Accounts

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



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

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


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

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

If you intend to track eligible income and expenditure for the purposes of reclaiming tax paid, then set the Gift Aid Status field to 'Include'. This will then enable you to report on the income and expenditure on this account and complete a Gift Aid reclaim document.

Out of Use Accounts

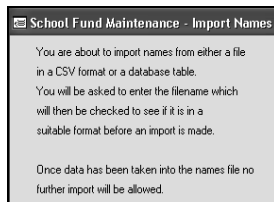
You may not delete an account. However once you have finished with an account, bank or user, you can take it out of use. This means they are 'hidden' from the usual view of accounts. This has the advantage of keeping only the 'active accounts' on view. Out of Use accounts can be brought back into use if required. Only available when appropriate, the <F9> key in classic view will return out of use accounts to the list; the <F9> key acts as a toggle, press it a second time to hide out of use accounts.

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

 button.

For New Users only

Details on importing the whole school roll are available on page 19.



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

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

Direct Credits are funds that appear in your bank account without you having to deposit them e.g. bank interest or standing orders.

Setting up Names

As a definition a Name is a body but a body is not necessarily that of an individual.

Names may be entered in one of three ways

1. Typed in as required, either through the System Menu & Add/Modify Names option or
 2. while entering a transaction using the <Add New> option or
 3. Linking to your student database and importing the student names.
- Once a name is entered it can be used for both receipt and payment transactions. You may take a name 'Out of Use' when it is no longer required.

Receipts

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

Payments

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

Entering Transactions

Transactions are either :-

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

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

Entering Receipts

There are three stages to be completed for Receipts: -

1. Entering the Receipt
2. Paying-In to the Bank – creating a deposit
3. Reconciliation with your bank statement

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

WV Transactions
 Receipt
 CV <1> Enter Receipts

WV to select from a list



Code	User Account	Balance
AFF	Affiliation Fees	-495.00
BBGS	Book Bags	20.00
BCB	Book Club	-124.85
BISC	Bank Interest & Charges	268.96

CV to select from a list:-
 1. type the initial letter
 2. use the arrows to find and highlight the item
 3. Press <Enter>

CV Press <Enter> to accept any entry already in a field on the screen.

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

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

CV
 enter the letter
 C if cash
 Q if cheque or
 D if a Direct Credit.

Date	Name	Description	Type	Receipts	Payments
01/09/08		Opening Balance	D Cr	349.00	
15/09/08	Connery S	Freemill Gift	Chq	650.00	
25/09/08	James D	Freemill Gift	Chq	825.00	

Details required when entering a Receipt.

Transactions then Receipt


First select the user account for which the funds are being received. You may type the first character of the user account code which will reveal the codes beginning with that character. Subsequent characters will reveal the code you require.

Or whenever you see a  it means a list is available.

on the button and the list will be revealed. Use the slider bar on the side to scroll down to the required user account.

CV the list is always on view. Either type the first character of the code or press the down arrow to get to the item you require.

Having identified the user account for which this money has been received you must then select a name. If the name has already been entered you may select it from the list. If not you can add a new name.


To select from the list type the first letter to reveal names beginning with that letter then subsequent letters to reveal the name you require. Or click on the  and use the slider bar to find the name you want.

Name	Class
< Add New >	
Allen W	6TY
Fox M	7DF
Green J	

To Add a new name while entering a transaction

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

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

change the date the  to reveal a calendar. You may type in the new date using dd/mm/yy format e.g. 18/04/08 is 18th April 2008.

For: is the field in which you can enter a reason for the transaction.

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

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

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

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

Split transactions can ONLY be entered in classic view. A split transaction is NOT required for cash entries.

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

Recording Payments

There are two stages to be completed for Payments: -

1. Paying out
2. Reconciliation with your bank statement

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

Details required when recording a Payment.

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

School Fund will offer the next available cheque number based on the last cheque payment transaction entered. If the number is not correct you may overtype it. Previously entered transactions can be seen at the bottom of the screen in windows view and the top of the screen in classic view.

Split Transactions for Receipts and Payments

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

Select Name	
Name	Class
Allen W	6TY
Fox M	7DF
Green J	

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

Classic view only.

Details required when entering a split transaction.

To enter details of a split transaction select either the receipt or payment option and then press <F4> when you see the list of User Accounts.

The first detail to be recorded is the name. If this is a receipt it will be the name of the person who has sent you the cheque, if a payment it will be the person/company you are sending the cheque to.

Date: will have today's date. This may be overtyped with an earlier date if necessary.

Complete the rest of the fields as follows:

For: you may enter a reason here, if this is a payment you could record invoice numbers, for receipts this could say 'one cheque received'.

Amount: enter pounds and/or pence.

Chq/DDeb (Q/D) enter letter Q if cheque or D if Direct Debit. (cash transactions that are split can be entered in the usual manner without using the split function).

Receipt No: or Bank Account and Chq No: Entries in these fields are automatically inserted as the next one available after the last entry.

Date: you may accept the default entry of today's date by pressing <Enter>. If you wish to change the date use dd/mm/yy format e.g. 18/04/08 is 18th April 2008.

You will notice that you may also apply this split transaction routine to direct

Split transactions appear on reports with the reference SQ.

Gold T	5BN	Fees	SQ	20	12.00
Gold T	5BN	Deposit	SQ	20	20.00
ABC Bus Company	Inv 32		SQ077025		
ABC Bus Company	Inv 43		SQ077025		

Example of a header record.

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

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

If your Paying in Slip

credits and debits. Enter <Q> for your cheques or <D> for direct transactions. Receipts require a receipt number and then a date. Payments require a date and then a <Q> or <D> followed by the selection of an appropriate bank account. If this is a cheque payment you must then enter the cheque number. The details you have entered up to this point will be known as the 'header' record. Header records are common to all parts of the split transaction.

Next the 'split' details are recorded. A number of 'split' details are attached to one 'header' record. You will see the 'split' details on some reports with a designation SQ or splt. Header records are identified with HQ on reports.

You can split a transaction between any number of User Accounts and/or any number of names. Highlight and select the required user account for a portion of the cheque/direct transaction. You will be offered the opportunity to select a second name before selecting a second user account. The name from the header record will be presented, if it remains unchanged press <Enter> to confirm. Then select the second user account to assign funds from this cheque. Each time enter the proportion of the cheque assigned to the user account selected. Continue in this way until the total of the cheque/direct transaction has been assigned. You may also add a description to each split part of the transaction.

Cancellations and Amendments

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

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

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

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

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

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

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

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

Audit Trail

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

Banking and Cash

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

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

Warning

You cannot cancel a cheque for cash.

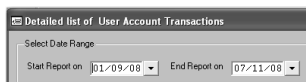
The reconciled balance on the List Unreconciled Bank Entries report must always match the figure on the last bank statement you reconciled.

Amendments Menu is where you will find the option to 'undo' reconciliation.

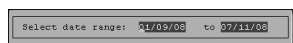
A reconciled report is available at the point when you save a reconciliation. If you require a copy of a bank reconciliation report see page 50.

To change dates.

WV  



CV overtyping the dates



Pay In Receipts to Bank

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

Draw a Cheque for Cash

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

Transfer between Bank Accounts

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

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

List Unreconciled Bank Entries

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

Reconcile Bank Statements

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

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

Reports

There are a number of reports which are presented as either lists or balances available to be printed out at the click of a button. The default setting for reports is to provide all the details for the current financial period. With most reports it is possible and usually desirable to restrict in some way the range of data to be displayed. The date range fields require a start and an end date (both inclusive). These default to the start of the current financial period and today's date respectively. Both of these dates may be overtyped as necessary. Please make sure your end date is not BEFORE your start date.

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

Add a Unit Cost amount to a User Account to make full use of the Who's Not Paid reports
WV System>Add/Modify a User Account.
CV Main Menu
< 6> then < 2>.

Special Reports

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

They are:-

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

Lists

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

Name	Receipts	Payments	Balance
Addison W	3RT 7.50		7.50
Brown L	3RT 15.00		15.00
Caine M	3RT 7.50		7.50
Davis W	3RT 15.00		15.00
Garner H	3RT 15.00		15.00
Grey T	3RT 15.00		15.00
Long T	3RT Nil		
Moore R	3RT Nil		
Scott A	3RT Nil		
Spalding F	3RT 15.00		15.00
Staples G	3RT 15.00		15.00
Vale T	3RT 15.00		15.00
White P	3RT 15.00		15.00
Totals	135.00	0.00	135.00

For more details on User Defined Lists please refer to page 56.

Here you can see that in the Overton Hall Visit account three students have not paid their fees and two students have not yet fully paid. The Unit cost of £ 15.00 is on view.

List Names

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

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

User Defined Lists

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

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

Balances

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

Importing into word processing or spreadsheet applications.

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

CV
 Export a report to any application by using the <D> option and saving the on screen report.

Type in a name for the file. Use Excel to open the file. All files saved in this manner are in the Export folder which is a sub folder in the SF folder.

i.e. \SF\EXPORT

This is held in a sub folder of the SF folder called SFUBACK.

The PE070831 is the data which was automatically backed up just prior to a period end closedown with the date 31st August 2007.

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

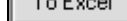
Many schools run their school fund accounting year in line with the academic year, beginning September 1st and ending August 31st. Other schools run on a financial year – from April 1st to March 31st and yet others use a calendar year. Select a financial period that meets the needs of your school/college/nursery.

Word Processing

You can create a file that may be opened by your word processing application. When the list or balance you want to export is on screen use the Disk option and save the file with an 8 character name. Using your word processing application look for this file in the SF folder Export sub folder and open it. You can edit the document in the usual way.

Spreadsheets

In windows view you will notice a button on the print preview screen of

many lists and balances.  on this button and you will save the details you can see on screen to a file, which you must name. You can then open this file in a spreadsheet application such as Excel.

Backing Up

You must back up regularly. School Fund Manager can be backed up from within the program. Only your data is backed up using this method. You can Backup to a local drive or network drive. Backing up to floppy disks may require more than one disk, you may also backup to a USB device. The advantage of backing up to a portable device (USB or floppy disk) is that you can take the disk with the data off the premises. Backing up to the hard disk will make a copy of your data but it remains on your computer. At period end it is particularly important to take a back up. During upgrades and at period end the application will create an automatic back up. Back ups done by the user will be in a subfolder named SFMBACK which is created in the SF folder. Back ups done during upgrades are in the SFUBACK sub folder and period end back ups are in a PEymmdd folder where yymmdd is the year month and day of the closedown date.

Restoring

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

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

Period End

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

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

The closedown process is very simple. Identify those User Accounts, if any, which are to retain their balance, the remaining user accounts will have their balance, if they have one, transferred to the To Be Allocated figure. Incomplete accounts have been designed to enable you to record the transactions of an account over a number of months greater than a financial period.

Imagine the case of a Ski Trip. The start of the trip is March 2008, however students have been bringing their money for the trip for the previous 15 months. If this account is closed in March or August 2007, depending on the school fund accounting period, there will be a healthy balance in credit. It would be inaccurate to consider this credit as 'profit' as these funds will be paid out on behalf of the trip organizers during the few weeks before the students depart.

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

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

Main Steps to a Closedown

DO NOT CLOSEDOWN WHEN DOING YOUR OWN PERIOD END UNTIL AFTER YOU HAVE TAKEN THE PRINTOUTS LISTED AT POINT 5 BELOW.

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

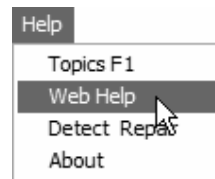
CFR

Consistent Financial Reporting. School Fund is able to report in the prescribed CFR format. Separate details and a Training Course are available specifically for this function to guide you through creating a CFR report in the required format. Contact us for details. 0845 310 1788

See training Course CFR section for full details.

Frequently asked Questions – FAQs

You will find a comprehensive set of Support Documents on our website www.schoolfund.co.uk/Support OR



Click Web Help to go to the website Support page.

Answers to the most common queries we receive are in this section.

How do I handle cheques returned by the bank?

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

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

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

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

How do I handle unrepresented cheques?

Unrepresented cheques are cheques that you write but remain on the list of items waiting to be reconciled for a period of time greater than twelve months. They usually occur because the cheque you wrote has been lost by the person/company to whom it was sent. Twelve months is the usual period a dated cheque remains valid. Cancelling these cheques will depend on whether the period they were recorded in is still open.

To Cancel a cheque written in an open period.
Use Amendments then Cancel Receipt or Payment Transaction
Find the User Account against which the cheque was written
Select the cheque payment
In the Reason for Cancellation field type Unrepresented cheque timed out.

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

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

Use Transactions then Enter Receipt
Select the User Account against which the cheque was written. (If this U/A is not available in the current year select an appropriate alternative)
Select the name of the payee
Enter an appropriate date
In the 'For' field type Unrepresented Cheque timed out
Enter the amount of the cheque

CV Main Menu
<5> then <2>


CV Main Menu
<1>

Entering a Direct transaction creates a record for the bank.

These transactions are then reconciled in the same manner as any other bank transaction.

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

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

WV  System &
Add/Modify Bank
Account

CV Main Menu
<6> then <3>

Enter a 'D' as the transaction type - this is a direct credit
Then select the bank account the cheque was drawn against

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

How do I transfer a negative balance between user accounts?

You cannot transfer a negative figure. You can reverse a negative value by transferring into the account with the negative balance.
Use the Transfer between User Accounts option. To transfer a negative amount you must reverse the usual transfer routine. Select the account you want to receive the negative balance as the FROM account and the account which has the negative balance as the TO account.

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

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

Select the 'old' bank account to transfer the money from and the 'new' account to transfer the money to. Enter the amount.
Note the revised bank balances on screen – if they are correct save the transaction.

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

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

How do I cancel a Cheque drawn for cash?

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

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

Step 1 – Create a data folder

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

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

Step 2 – Copy a set of empty data files

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

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

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

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

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

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

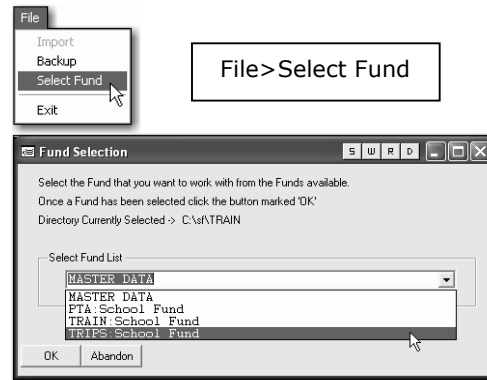
Example:

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

OR

Access your new data via Select Fund

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



Step 4 – Set up the new data set name

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

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

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

How do I import student names into School Fund Manager?

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

Importing your student names into School Fund Manager.

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

YOU MUST USE THIS PROCESS BEFORE YOU START ENTERING INDIVIDUAL NAMES.

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

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

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

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

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

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

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

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

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

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

Legal Surname
Legal Forename
Date of Birth

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

Admission number
Year Group
Registration Group
UPN

<<< optional and 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

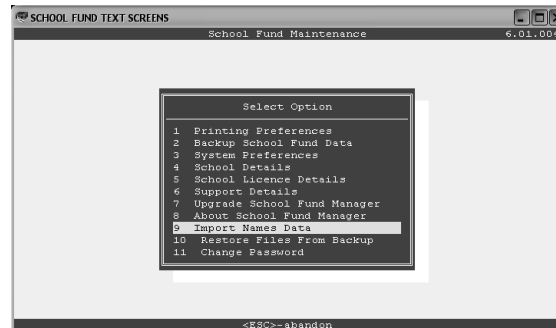
CMIS - Prepare and export a file called STUDENTS.CSV including the following data fields:

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

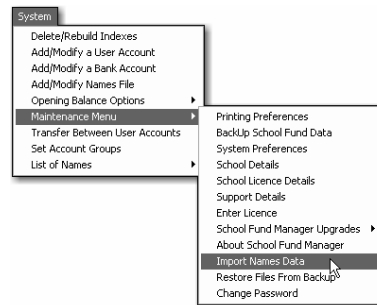
Other pupil administration systems:

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

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

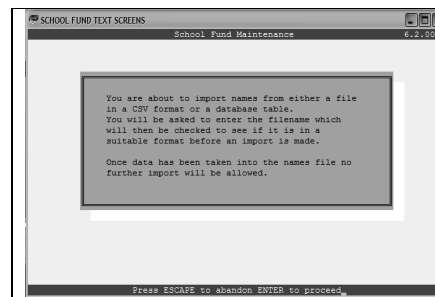
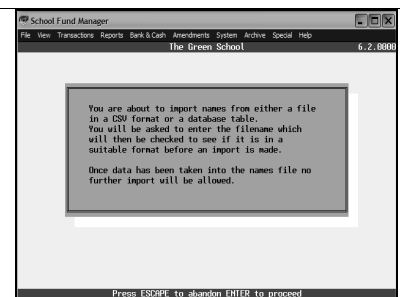


In Classic view from the Main Menu Press 6 then 6 again for Maintenance Menu. You will see the Classic screen alongside.

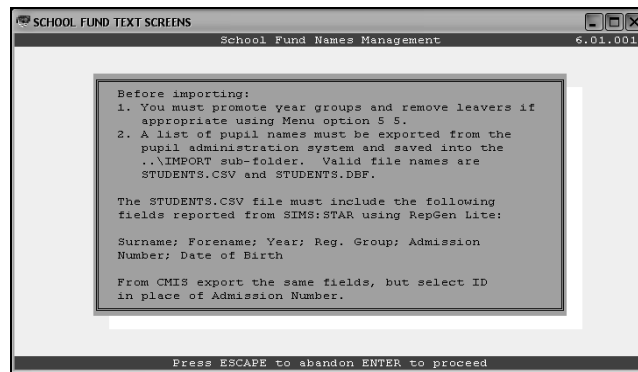
In Windows view

- System
- Maintenance Menu
- Import Names Data

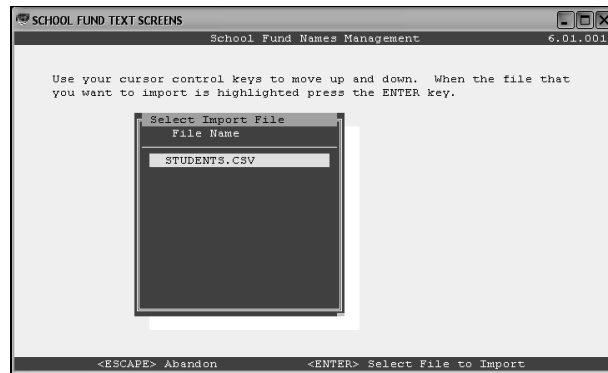
Follow the on screen instructions.

Classic ViewWindows View

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



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



All .CSV & .DBF files will be listed.



The Import will process in seconds.

Following the import you will see the following.

Use Menu Option 6 4 to see the result of your import.

To UNDO a one-time IMPORT

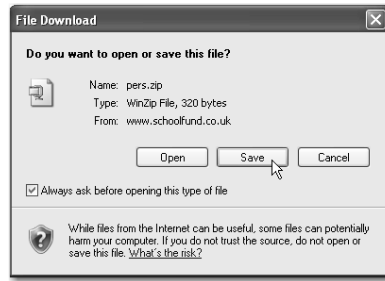
Should the names that have been imported not be satisfactory, you can restore the original empty names database file which is called PERS.DBF. You will find this on our website at

www.schoolfund.co.uk/newsite/downloads/pers.zip

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



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



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

You can **ONLY** undo the import in this manner **IMMEDIATELY** after the one-time import. Should you decide the imported pupil data is unsatisfactory after you have entered additional names or transactions you are unable to remove the names that were imported other than by taking them 'out of use', see page 9 for more details.

End of Section 1

Section 2**User Guide – Training Course**

Training Course

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

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

These are the main areas covered in this section.

The Training Data which accompanies the Training Course is installed at the same time as your school database files. The training data will be refreshed each time we send you a School Fund Manager upgrade which includes additional functionality. We will also provide new training exercises for you to complete to enable you to become familiar with any new routines. Exercises for you to complete begin on page 32.

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

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

In CV you need to run the Training Data from a separate shortcut on your desk top.

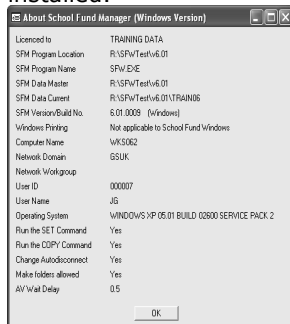
Make sure the properties of the shortcut identify the TRAIN folder as the working area.



The Training Data does not require a Password.

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

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

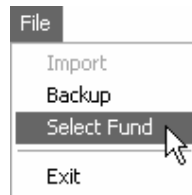


Welcome to the School Fund Manager Training Course.

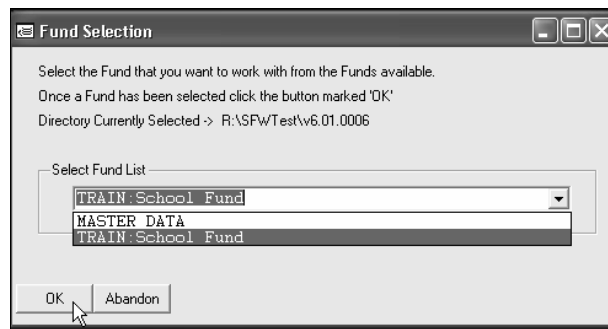
Once installation is complete access School Fund Manager and then select the Training data.

Start School Fund Manager and enter your password.

Click on File, Select Fund



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



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

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

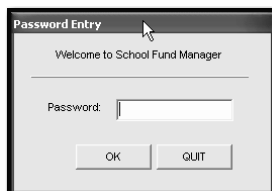
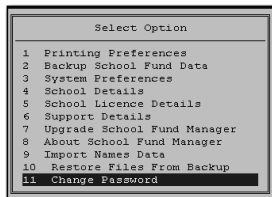
Use this data to 'try out' unfamiliar processes or things which you do so infrequently that you don't recall how to do them from one time to the next. You may make all your mistakes here safely as there is no link to your own school data.

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

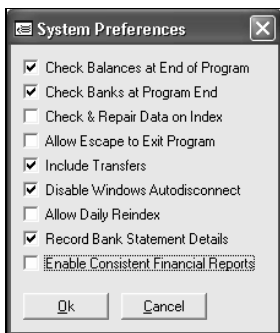
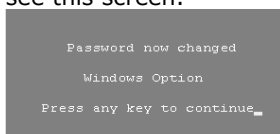
CV

Select System Menu 6
Maintenance Menu 6

You will see this menu,
select option 11
Change Password



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



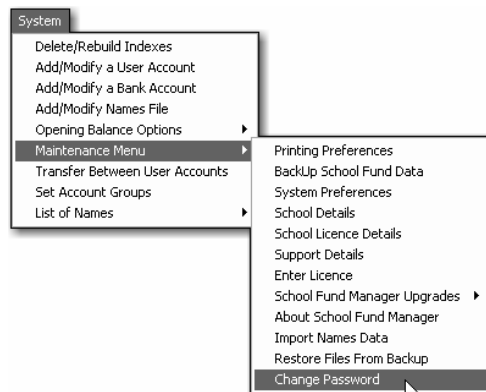
WV System Preferences
Click on System
Maintenance Menu
System Preferences

Password

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

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

☞ System and follow this path



A password must be a
minimum of 4
characters and is case
sensitive.

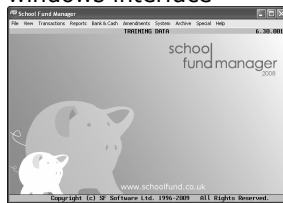
☞ OK to save and finish.

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

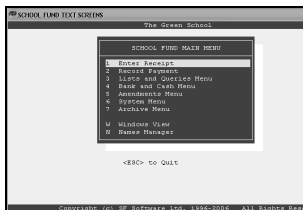
For the purposes of the training course exercises we have selected to INCLUDE TRANSFERS in the data. This means that internal transfers between User Accounts are included in the balance of the User Account.

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

School Fund Manager can be operated with a windows interface



OR a Classic interface



Select the interface most suited to your way of working.

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

Windows Interface – mouse

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

When selecting from a list you will have to Double click to indicate your selection. Click on the available buttons when you have finished entering a transaction, or viewing a list or printing a report.

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

Classic Interface - keyboard access

MOUSE

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

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

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

KEYS

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

<ESC>

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

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

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

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

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

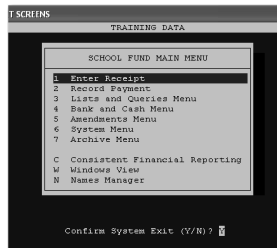
<W> Windows View pressing <W> will return you to windows view when you are in Classic view.

Arrow Keys

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

Function Keys

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



Classic & Windows

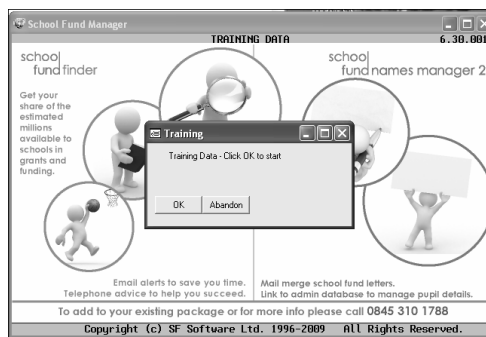
Date Range

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

Exiting the program

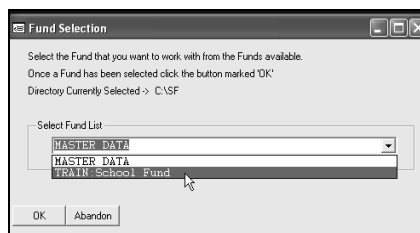
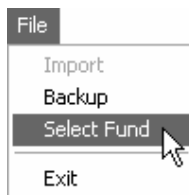
When in windows view you can use the red cross in the top right corner of your window to closedown. However in Classic view you MUST NOT use the red cross. Instead use the <ESC> key until you are asked if you want to Quit the program. Then press <Y> to finally closedown.

Access the Training Data. If you run a separate shortcut on your desktop use it to access the Training Data. You will see the screen below.



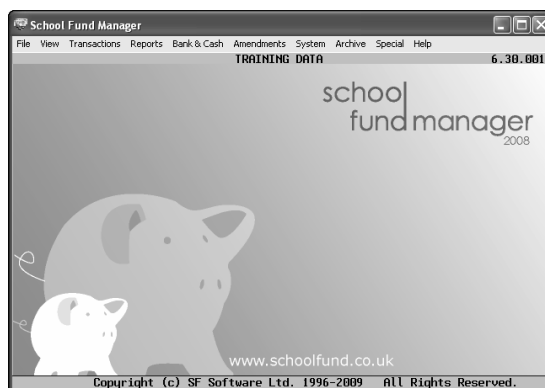
Otherwise you will access it through your normal School Fund Manager icon and use the File and Select Fund option.

*When WV is running
Click on File then Select Fund*

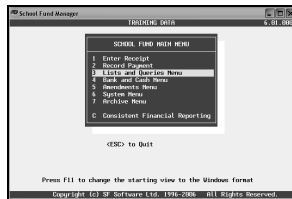


☞ TRAIN and then ☞ OK

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



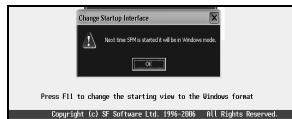
CV



To see this report in Classic view:-

CV 3 then 1 from the MAIN MENU

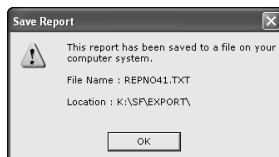
If you want to always use Classic view you can set the Start up interface.



To switch between interfaces at Start up use the F11 key.

Printed reports are identical in SFM Windows and Classic.

You can print to your printer, or send a report to Excel or save the report as a text file to your disk.



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

To Start on Reports and Summary Balance.

Summary Balance for Period beginning 01/09/08		
To be Allocated	2600.00	
AFF AFFILIATION FEES		436.00
BEGS BOOK BAGS	60.00	59.30
BCB BOOK CLUB	133.25	75.00
BIC BANK INTEREST & CHARGES	230.71	
DONS FREEWILL DONATIONS	1824.00	
GDN GARDENING PROJECT	350.00	
GEN GENERAL		176.00
MGT GUITAR	602.00	
MTP TRUMPET	291.00	
SBB BASKETBALL	592.00	180.00
SCT CRICKET	15.00	
SWM SWIMMING	148.00	
TLD LAKE DISTRICT TRIP	133.00	56.00
VCH OVERTON HALL VISIT	225.00	108.00
VSCB SCARBOROUGH VISIT	213.00	
XF08 XMAS FAIR 2008	31.00	59.14
Cash in Hand		40.21
Cheques in Hand		902.00
Current Account		2356.31
Deposit Account		3000.00
Control Totals	7447.96	7447.96

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

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.

Exit to return to the main screen.

TRAINING DATA Fund Name : School Fund		
Summary Balance for Period beginning 01/09/08		
Your figures INCLUDE Transfers		
	Receipts	Payments
To be Allocated	2600.00	
AFF AFFILIATION FEES		436.00
BEGS BOOK BAGS	60.00	59.30
BCB BOOK CLUB	133.25	75.00
BIC BANK INTEREST & CHARGES	230.71	
DONS FREEWILL DONATIONS	1824.00	
GDN GARDENING PROJECT	350.00	
GEN GENERAL		176.00
MGT GUITAR	602.00	
MTP TRUMPET	291.00	
SBB BASKETBALL	592.00	180.00
SCT CRICKET	15.00	
SWM SWIMMING	148.00	
TLD LAKE DISTRICT TRIP	133.00	56.00
VCH OVERTON HALL VISIT	225.00	108.00
VSCB SCARBOROUGH VISIT	213.00	
XF08 XMAS FAIR 2008	31.00	59.14
Cash in Hand		40.21
Cheques in Hand		902.00
Current Account		2356.31
Deposit Account		3000.00
Control Totals	7447.96	7447.96

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

NOTES

TRAINING DATA Fund Name: SCHOOL FUND Registered Charity No: 123456789		
Summary Balance for Period beginning 01/09/08		
Your figures INCLUDE Transfers		
	Receipts	Payments
To be Allocated	2600.00	
AFF AFFILIATION FEES		436.00
BEGS BOOK BAGS	60.00	59.30

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

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

At the top of this report you can see that the value of internal transfers have been included in these figures. This means that receipts and payments are increased when money is transferred between one User Account and another. You can reverse this option and prevent the User Account figures from being updated by the value of internal transfers. See System Preferences page 6.

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

The first exercises (page 33) 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.

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

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

OVERVIEW - ENTERING RECEIPT AND PAYMENT TRANSACTIONS

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

Individual Receipts

Split Receipts - only accessible through Classic view

Summary Receipts

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

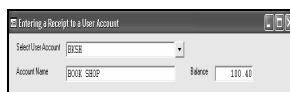
Individual receipts are used to record transactions against a named individual and a single User Account. This may be appropriate for visits or trips where instalments are received over a period of time. Statements can be printed for each named individual, therefore you can confirm which instalments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

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

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

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

See page 8 for details on how to set up User Accounts.



☞ Transactions then ☞ Receipts

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

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

Account Name	Code	User Account	Balance
AFF	AFF	AFFILIATION FEES	436.00
BBS	BBS	BOOK BAGS	0.70
BCB	BCB	BOOK CLUB	58.25
BIC	BIC	BANK INTEREST & CHARGES	230.71

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

Account Name	Code	User Account	Balance
MGT	MGT	GUITAR	602.00
MTP	MTP	TRUMPET	231.00
SBB	SBB	BASKETBALL	412.00
SCK	SCK	CRICKET	15.00

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

Although it is not necessary to record transactions against individual names, it can be very useful.

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

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

Name Manager 2 expands on the function of importing student names and adds the import of parent/guardian details. Using this information you can create templates and standard letter text which can then be merged with reports from School Fund Manager to create personalised statements.

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

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

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

The **Name Manager** module will enable you to periodically update the names in School Fund Manager using a file created from your administrative database.

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

You may manually enter names straight into School Fund Manager in advance of entering any transactions. See page 31.

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

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

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

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

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

C/Q/D You should record whether the transaction is a cash or cheque receipt or a Direct Credit. By differentiating between cash and cheque transactions, we can produce your cash book and the details of cheques for

Use today's date during the exercises.

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.

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

It is possible to list cash only or cheque only receipts as well as both together

CV Menu Option 3 5 1.

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

CV

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 a page of A4)

Exercises

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

User Account VOH Overton Hall Visit – type V at the start of the field 'Select User Account' to go directly to codes that begin with the letter V
 Name Vale T 3RT - type V at the start of the Name field to go directly to names beginning with V
 Date To change you may overtype or ↵ the arrow and use the calendar. Leave as today for the exercises
 For Type In Full
 Amount 15.00
 Cash/Chq Cash is the default setting – you must however click on the button to confirm
 Receipt No. 45 will appear.

Please check the screen over to confirm your transaction details.

Date	Name	Description	Type	Receipts	Payments
01/09/08		Opening Balance	D Cr	90.00	
06/09/08	James D	In Full	Chq	15.00	
06/09/08	Staples G	In Full	Chq	15.00	
06/09/08	Addison W	Deposit	Cash	7.50	
06/09/08	Caine M	Deposit	Chq	7.50	
06/09/08	White P	In Full	Chq	15.00	
07/09/08	Brown L	In Full	Chq	15.00	
10/09/08	Cash T	In Full	Cash	15.00	

↵ Save

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

User Account VOH Overton Hall Visit will appear
 Name Garner H 3RT
 Date leave unchanged
 For accept In Full
 Amount 15.00
 Cash/Chq ↵ Cheque
 Receipt No. 46 will appear

↵ Save

To add a name while entering a transaction press the <F2> key .

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

Date	Name	Description	Type	Receipts
18/09/05	Allen V	4PG Ticket	Cash	15.00
19/09/05	Staples G	3BT Ticket	Chq	15.00
27/09/05	Allen G	4PG Ticket	Chq	15.00
28/09/05	Gopp T	3BT Ticket	Chq	15.00
01/10/05	Cassid W	3BT Ticket	Cash	15.00
01/10/05	Farmer F	4PG TICKET	Chq	15.00
01/10/05	VOOR NAME	TICKET	Chq	15.00

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

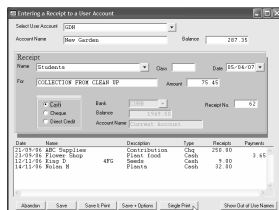
Add your name as Surname and Initial in upper case in the long field on the screen. The shorter field at the bottom is for a classification. For students this will be their year and registration group or class. You may also have classifications for Staff, Parents and Companies etc. or leave blank.

OK

Date leave unchanged
 For accept In Full
 Amount 15.00
 Cash/Chq Cheque Q
 Receipt No. 47 will appear

Save

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



*call us for details of the Receipt Printers
0845 310 1799

Single print receipts look like this – they are printed on a paper roll not A4 sheets.

TRAINING DATA
Fund Name: School Fund

Receipt No: 62
Date: 05/04/07

Received from: Students

The sum of: 75.45 (Cash)
For: New Garden
COLLECTION FROM CLEAN UP

Signed: _____

CV
Main Menu
press 3 then 1

The reports are identical in Classic and windows.

To enter and print a receipt in one process.

User Account GDN Gardening Project – type the letter G
Name Students – type S then T and U the cursor will go to Students
Date ⏴ down arrow to change date to 7 days ago
For Type COLLECTION FROM CLEAN UP
Amount 75.45
Cash/Chq leave Cash selected
Receipt No. 48 will appear

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

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

TRAINING DATA
Fund Name: School Fund

Receipt No: 48
Date: 20/10/08

Received from: Students
The sum of: 75.45 (Cash)
For: GDN GARDENING PROJECT
COLLECTION FROM CLEAN UP

Signed: _____

⏴ Abandon to return to the Main screen

To check your entries go to ⏴ Reports and ⏴ on Summary Balance. Your report should look like the one below.

To be Allocated	2600.00	
AFF AFFILIATION FEES		436.00
BBGS BOOK BAGS	60.00	59.30
BCB BOOK CLUB	133.25	75.00
BI&C BANK INTEREST & CHARGES	230.71	
DONS FREEWILL DONATIONS	1824.00	
GDN GARDENING PROJECT	425.45	
GEN GENERAL		176.00
MGT GUITAR	602.00	
MTP TRUMPET	291.00	
SBB BASKETBALL	592.00	180.00
SCKT CRICKET	15.00	
SWM SWIMMING	148.00	
TLD LAKE DISTRICT TRIP	133.00	56.00
VOH OVERTON HALL VISIT	270.00	108.00
VSCB SCARBOROUGH VISIT	213.00	
XF08 XMAS FAIR 2008	31.00	59.14
Cash in Hand		130.66
Cheques in Hand		932.00
Current Account		2356.31
Deposit Account		3000.00
Control Totals	7568.41	7568.41

Return to page 29 and compare these values with the starting values.

Split Payments are also available.

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 42.

Exit to return to the Main screen

Split Transactions – Receipts – Classic view only

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

on View then Classic View

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

Use the arrow keys to move the cursor bar until Allan V is highlighted. The first details to be entered will be known as the 'Header' details. These are:-

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

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

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

Note the Header details at the top of the screen.

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

For: field type ONE CHEQUE as the reason
 Amount 94.50
 Type Q
 Receipt No: 49 will appear, press <Enter> to accept
 Date press <Enter> to leave as today

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

SCHOOL FUND TEXT SCREENS

Split Receipt 6.30.0011

From: Allan V 4FG ONE CHEQUE Full Amount

Chq/DCred (Q/D): Q Receipt No: 49 Date: 21/10/08 94.50

U/Ac	Person	Description	Amount
Select User Account			
Code	Account	Description	Balance
AFF	AFFILIATION FEES		-436.00
BGG	BOOK BAGS		0.70
BCL	BOOK CLUB		59.25
BIC	BANK INTEREST & CHARGES		230.71
DONS	FREEMILL DONATIONS		1824.00
GDN	GARDENING PROJECT		425.45
GEN	GENERAL		-176.00
MGT	GUITAR		602.00
MTP	TRUMPET		291.00
SBB	BASKETBALL		412.00

of far: 94.50

Left: 94.50

<ESC> finish <F1> Help <F4> Split <F9> Show Out of Use Accounts

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

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

SCHOOL FUND TEXT SCREENS

Split Receipt 6.30.0011

From: Allan V 4FG ONE CHEQUE Full Amount

Chq/DCred (Q/D): Q Receipt No: 49 Date: 21/10/08 94.50

U/Ac	Person	Description	Amount
Select User Account			
Code	Account	Description	Balance
AFF	AFFILIATION FEES		-436.00
BGG	BOOK BAGS		0.70
BCL	BOOK CLUB		59.25
BIC	BANK INTEREST & CHARGES		230.71
DONS	FREEMILL DONATIONS		1824.00
GDN	GARDENING PROJECT		425.45
GEN	GENERAL		-176.00
MGT	GUITAR		602.00
MTP	TRUMPET		291.00
SBB	BASKETBALL		412.00

of far: 94.50

Left: 94.50

[M]

<ESC> finish <F1> Help <F4> Split <F9> Show Out of Use Accounts

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

SCHOOL FUND TEXT SCREENS

Split Receipt 6.30.0011

From: Allan V 4FG ONE CHEQUE Full Amount

Chq/DCred (Q/D): Q Receipt No: 49 Date: 21/10/08 94.50

U/Ac	Person	Description	Amount
MGT	Allan V	4FG TERM FEES	42.00

Total so far: 42.00

Balance left: 52.50

User Account: MGT GUITAR Balance: 602.00

This Receipt: 42.00

Total: 644.00

<ESC> - abandon line entry

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

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

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

Overtyping ONE CHEQUE field with TERM FEES as the reason then press <Enter>.

Overtyping the amount with 42.00.

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

Now you can select a second User Account.

Select the BBGS BOOK BAGS account, keep the same name and enter Bag as the reason. Press <Enter>. Enter £ 3.00 as the amount.

Type VSCB and select the Scarborough Visit. Enter Deposit as the description. The remaining 49.50 will be in the amount field. As this is the last of the items you can just press <Enter> to accept the amount.

SCHOOL FUND TEXT SCREENS

Split Receipt 6.30.0011

From: Allan V 4FG ONE CHEQUE Full Amount 94.50
Chq/DCred (Q/D): Q Receipt No: 49 Date: 27/10/08

U/Ac Person	4FG	Description	Amount
MGT Allan V	4FG	TERM FEES	42.00
BBGS Allan V	4FG	BAG	3.00
VSCB Allan V	4FG	DEPOSIT	49.50

Total so far: 94.50
Balance left:

View or delete lines (V) / Save (Y/N) / save & Print receipt (P) Y

This is what your completed transaction should look like. Only when the 'Balance left' field is empty can you save a Split Transaction. Press <Y> to save.
To return to the windows view - Press <ESC> to see the Main Menu then type the letter <W>. *Clicking on W will NOT work here.*

- 🔍 Reports then Search Receipts/Payments by Name.
- In the Name field Type A then I and I again and Allan V will appear
- 🔍 Select All and then OK

This is the Search Receipts/Payments by Name Report.

CV Menu option 3 6

WV Reports then Search Receipts/Payments by Name

Note the SQ and HQ identifiers
SQ means a split cheque item
HQ means a split cheque header.

Date	Acct Description	P Number	Receipts	Payments
08/09/08	SBB Dues	Q P000021	35.00	
27/10/08	MGT TERM FEES	SQ R 49	42.00	
27/10/08	BBGS BAG	SQ R 49	3.00	
27/10/08	VSCB DEPOSIT	SQ R 49	49.50	
	Totals		129.50	0.00
Split Transactions				
27/10/08	Split ONE CHEQUE	HQ R 49	94.50	

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

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

To be Allocated	2600.00	
AFF AFFILIATION FEES		436.00
BBGS BOOK BAGS	63.00	59.30
BGP BOOK CLUB	133.25	75.00
BI&C BANK INTEREST & CHARGES	230.71	
DONS FREEWILL DONATIONS	1824.00	
GDN GARDENING PROJECT	425.45	
GEN GENERAL		176.00
MGT GUITAR	644.00	
MTP TRUMPET	291.00	
SBB BASKETBALL	592.00	180.00
SKT CRICKET	15.00	
SWM SWIMMING	148.00	
TLD LAKE DISTRICT TRIP	133.00	56.00
VOH OVERTON HALL VISIT	270.00	108.00
VSCB SCARBOROUGH VISIT	262.50	
XF08 XMAS FAIR 2008	31.00	59.14
Cash in Hand		130.66
Cheques in Hand		1026.50
Current Account		2355.31
Deposit Account		3000.00
Control Totals	7662.91	7662.91

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

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

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

You can <TAB> between fields or use your mouse. When using the mouse make sure you click at the extreme left of the field before entering any details.

CV Menu Option 2

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

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

<input type="radio"/> Cash	Bank	CURR	Cheque / Voucher No.	000014
<input type="radio"/> Cheque	Balance	Code	Use Account	Balance
<input type="radio"/> Direct Debit	Account Name	CURR	Current Account	1907.50
	DEP	Deposited Account		3861.90
	Name			

Cash payments are assigned a Voucher No.

Payment Advice Slips can be used to accompany cheques sent to suppliers etc.. A Single Print Payment Advice Slip is possible – if you have a Single Print Printer.

Payments

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

☞ Transactions then ☞ Payments

When recording payments the User Account must be identified first.

Use the Affiliation Fees User Account.

Name Rugby Association
 Date leave unchanged
 For Fees to April 09
 Amount 42.00
 Cash/Chq ☞ Cheque
 Bank Acct CURR Current Account will display
 Cheque/Voucher No. 000109 will display – leave unchanged

Date	Name	Description	Type	Receipts	Payments
01/09/08		Opening Balance	DDeb		230.00
05/09/08	School Athletics	Annual Fees 08/0	Chq		114.00
05/09/08	BBC Sports	Licence	Chq		92.00

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

Now enter a payment for the VOH Overton Hall Visit

Name CC Coaches
 Date leave unchanged
 For INVOICE 6721
 Amount 45.00 Cheque
 Bank CURR Cheque No.000110
 ☞ Save & Print
 This will provide you with a Payment Advice Slip

TRAINING DATA
Fund Name: School Fund

Cheque No: 000016
Date: 12/04/07

Payment to: CC Coaches

The sum of: 45.00 (Chq)
For: Overton Hall Visit
INVOICE 6721

Signed: _____

Example of a single receipt.

TRAINING DATA Cheque No: Q000110

Payment to: CC Coaches Date: 21/10/08

The sum of: 45.00 Chq No: 000110 Invoice 6721

For: VOH OVERTON HALL VISIT

Signed: _____

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

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

Save

Entering a Payment from a User Account

Select User Account: GDN
Account Name: GARDENING PROJECT Balance: 425.45

Payment
Name: Flower Shop Class: Date: 21/10/08
For: SEEDS Amount: 9.50

☒ Cash ☐ Cheque ☐ Direct Debit
Bank: CURR Balance: 2269.31 Cheque / Voucher No.: 2
Account Name: Current Account

Date	Name	Description	Type	Receipts	Payments
01/10/08	Parents	Vouchers redeems	D Cr	350.00	
20/10/08	Students	COLLECTION FROM	Cash	75.45	

Abandon Save Save & Print Save + Options Single Print Show Out of Use Names

Abandon

Reports then Summary Balance

The Summary Balance report below should match your screen.

Cash Payments will reduce the value of your Cash in Hand

Summary Balance for Period beginning 01/09/08

Exit Print Print + Preview Disk To Excel

To be Allocated	2600.00	
AFF AFFILIATION FEES		478.00
BBS BOOK BAGS	63.00	59.30
BCB BOOK CLUB	133.25	75.00
BI&C BANK INTEREST & CHARGES	230.71	
DONS FREWILL DONATIONS	1824.00	
GDN GARDENING PROJECT	425.45	9.50
GEN GENERAL		176.00
MGT GUITAR	644.00	
MTP TRUMPET	291.00	
SBB BASKETBALL	592.00	180.00
SCKT CRICKET	15.00	
SWM SWIMMING	148.00	
TLD LAKE DISTRICT TRIP	133.00	56.00
VOH OVERTON HALL VISIT	270.00	153.00
VSCB SCARBOROUGH VISIT	262.50	
XF08 XMAS FAIR 2008	31.00	59.14
Cash in Hand		121.16
Cheques in Hand		1026.50
Current Account		2269.31
Deposit Account		3000.00
Control Totals	7662.91	7662.91

Exit

To Enter a Split Payment Transaction

on View then Classic View

on Record Payment or press <Enter> then Press <F4>

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

You will see the following screen.

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

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

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

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

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

Chq No.000111 will be offered, press <Enter> to accept it.

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

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

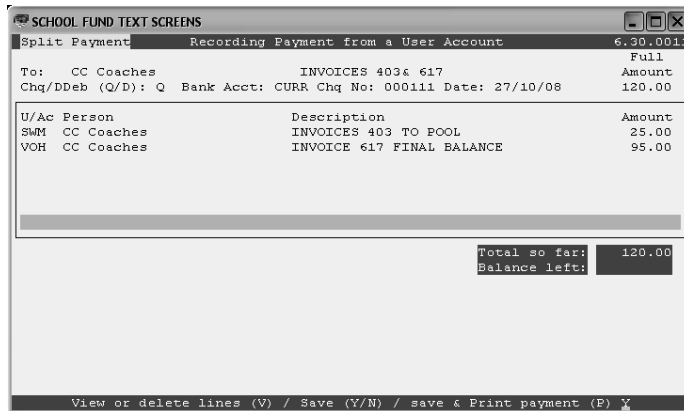
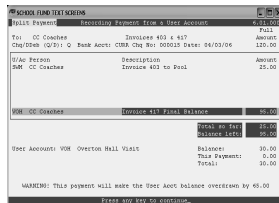
Name CC Coaches
 For Overtyping 'INVOICES 403 & 617' with 'INVOICE 403 TO POOL' and press <Enter>
 Amount 25.00 and press <Enter>.

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

Now you can select a second User Account
 User Account Type V and press <Enter> on VOH Overton Hall Visit
 Name CC Coaches
 For Overtyping 'INVOICE 403 TO POOL' with 'INVOICE 617 FINAL BALANCE' and press <Enter>

Note the balance remaining is already in the amount field in this case £ 95.00 press <Enter> to accept it.

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



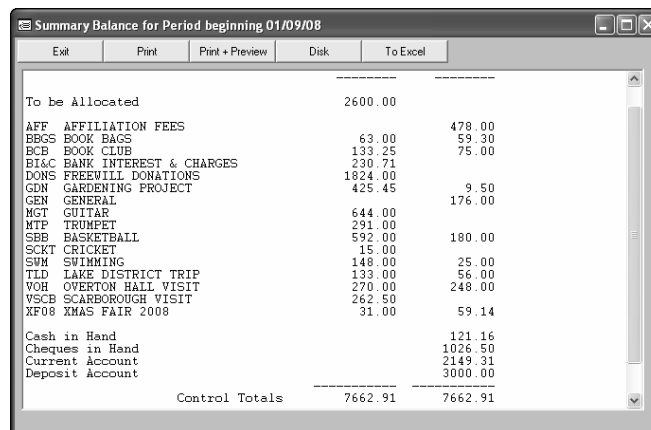
Your screen should look like this.

<ESC> to return to the MAIN MENU.

Deleting parts of a split transaction while entering them.

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

Note see Cancellations and Amendments on page 42 for details on how to amend or cancel saved split transactions.



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

Exit

Classic view Menu
Option 3 then 8.

In Classic view you are able to refine the list of Receipts and Payments advices in the following manner:-

List All items

List only unprinted items.

Mark items as 'Not to be printed'.

These options are not all available in the windows view.

To Print Receipts and Payment Advice Slips

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

Reports Print Receipts/Payment Advice Slips

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

If you select to print an item which has already been printed, identified by

When selecting from a list in Classic view you press <Enter> once to select an item a second time to deselect.

Split transactions are printed as a single receipt or payment voucher identified by Splt – with the Header details only.

In Classic an asterisk '*' indicates an item selected to have a receipt or payment advice slip printed.

The record with a letter P beside the date has been printed. If these items are printed again they will have the word duplicate in the top right corner.

R 1 is a receipt
Q 000017 is a payment

R	2	02/09/05	Kissy D	4FG	8805	3
R	1	01/09/05	Farmer F	4FG	8805	3
0000017		09/03/06	CC Cookies		Sp11	128
0000018		09/03/06	CC Cookies		VOH	48

the letter 'P' in the second column, it will have the word DUPLICATE printed on it.

Print Receipts and/or Cheque Payment Advice Slips							
Records Selected		0					
R	49	27/10/08	Allan V	4FG	Splt	94.50	
R	48	P 20/10/08	Students		GDN	75.45	
R	47	27/10/08	YOUR NAME		VOH	15.00	
R	46	27/10/08	Garner H	3RT	VOH	15.00	
R	45	27/10/08	Vale T	3RT	VOH	15.00	
R	44	25/09/08	James D		DONS	825.00	
R	43	22/09/08	Bowman Joshua	2CA	TLD	32.00	
R	42	22/09/08	Bates Sacha	2SE	TLD	45.00	
R	41	21/09/08	Aryan Baxter	2SE	TLD	32.00	
R	40	21/09/08	Adams Jessica	2SE	TLD	24.00	

You should see this display.

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

The transaction with your name has been selected.

Print Receipts and/or Cheque Payment Advice Slips							
Records Selected		0					
R	49	27/10/08	Allan V	4FG	Splt	94.50	
R	48	P 20/10/08	Students		GDN	75.45	
R	47	27/10/08	YOUR NAME		VOH	15.00	

Double-click 2 more receipts and 2 payments and then OK.

This will produce a printout of the 5 items. The 3 receipts are below.

NOTE – the Registered Charity number will display on ALL printouts.

Print Receipts and/or Cheque Payment Advice Slips	
Exit	Print Print + Preview Disk To Excel
<p>TRAINING DATA Registered Charity No: 123456789 Receipt No: 47 Received from: YOUR NAME Date: 27/10/08 The sum of: 15.00 (Chq) For: VOH OVERTON HALL VISIT In Full Signed: _____</p> <p>TRAINING DATA Registered Charity No: 123456789 Receipt No: 46 Received from: Garner H Date: 27/10/08 The sum of: 15.00 (Chq) 3RT For: VOH OVERTON HALL VISIT In Full Signed: _____</p> <p>TRAINING DATA Registered Charity No: 123456789 Receipt No: 45 Received from: Vale T Date: 27/10/08 The sum of: 15.00 (Cash) 3RT For: VOH OVERTON HALL VISIT In Full Signed: _____</p>	

Classic view

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

CANCELLATIONS AND AMENDMENTS

Amendments

Amendments
<ul style="list-style-type: none"> List of Cancellations and Amendments Cancel Receipt or Payment Transaction Unreconcile Bank Statement Cancel Bank Paying-In Slip Amend Classes in Names File Amend Receipt or Payment Transaction Cancel Direct Credit/Debit Transaction Cancel User Account Transfer

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

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

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

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.

CV

From the MAIN MENU
Select Option 5 - Amendments Menu
then Option 6 - Amend Receipt or Payment Transaction

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

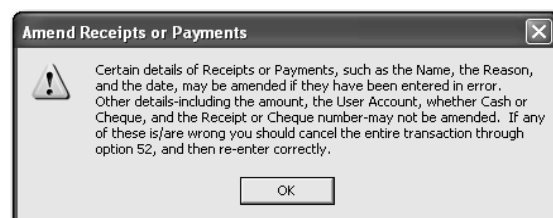
Direct Transactions and User Account Transfers can be cancelled but not amended. Bank Transfers can not be cancelled or amended, should you make an error the original transfer must be reversed. A reconciled transaction can not be cancelled until it has been unreconciled.

Bounced Cheques

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

To Amend a Transaction :

- ☞ Amendments
- ☞ Amend Receipt or Payment Transaction



Note the information on screen and then
☞ OK to continue

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

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

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

Amend a Receipt or Payment Transaction						
Select a User Account						
Search: VOH						
Code	Date	Name	Class	Description	Amount	Type
VOH	27/10/08	Vale T	3RT	In Full	15.00	Recpt
VOH	27/10/08	Garner H	3RT	In Full	15.00	Recpt
VOH	27/10/08	YOUR NAME		In Full	15.00	Recpt
VOH	21/10/08	CC Coaches		Invoice 6721	45.00	Payment
VOH	23/09/08	Bus Company		Inv 210 transport to station	108.00	Payment

You will now see the details of the original transaction

Select a User Account:
Search: VOH

Code	Date	Name	Class	Description	Amount	Type
VOH	27/10/08	Vale T	3RT	In Full	15.00	Recpt
VOH	27/10/08	Garner H	3RT	In Full	15.00	Recpt
VOH	27/10/08	YOUR NAME		In Full	15.00	Recpt
VOH	21/10/08	CC Coaches		Invoice 6721	45.00	Payment
VOH	23/09/08	Bus Company		Inv 210 transport to station	108.00	Payment

Split Transactions

Code	Name	Class	Description	Amount

Name: Garner H Date: 27/10/08
For: In Full
Reason for Amendment:
OK Abandon

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

Type CHANGED DATE in the Reason for Amendment field.

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

Name: Garner H Date: 23/10/08
For: In Full
Reason for Amendment: CHANGED DATE
OK Abandon

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

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

Name Date and Reason

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

To Cancel a Receipt or Payment Transaction

Click Amendments

Click Cancel Receipt or Payment Transaction

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

Press the letter <G> this will take you to the account with a code beginning with 'G'. Click to highlight the following entry:-

GDN Flower Shop SEEDS 9.50 Payment

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

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

Ex	Pre	Pre+Trans	Dis	Total
Balance				
Cash in Hand				49.21
Cheques in Hand				927.04
Current account				2184.11
Deposits account				3869.00
Total				6333.52

CV

Direct Debits or Credits entered incorrectly can be cancelled using *Option 5 7*.

PLEASE DO NOT CANCEL Opening Balance Adjustment TRANSACTIONS. IF YOU NEED TO ADJUST AN OPENING BALANCE USE OPTION 6 5.

Opening Balance adjustments WILL affect a reconciled bank balance figure.

Cancel a Receipt or Payment Transaction

Select a User Account

Search: GDN

Code	Date	Name	Class	Description	Amount	Type
GDN	21/10/08	Flower Shop		SEEDS	9.50	Payment
GDN	20/10/08	Students		COLLECTION FROM CLE	75.45	Receipt
MGT	19/09/08	Carter H	5TY	Term fees	42.00	Receipt
MGT	19/09/08	Taylor R	5TY	Term fees	42.00	Receipt
MGT	18/09/08	Leland K	5TY	Term fees	42.00	Receipt
SBB	20/09/08	School Athletics		Autumn Term Fees	180.00	Payment
SBB	19/09/08	Aryan Baxter	2SE	Dues	35.00	Receipt
SBB	17/09/08	Long T	3RT	Dues	35.00	Receipt

Use your mouse to highlight the transaction that you wish to cancel and the details will be shown in the box below for your confirmation.
To proceed with the cancellation click 'OK' or to return to the desktop click 'Cancel'.

Transaction Selected:

GDN 21/10/08 Flower Shop SEEDS 9.50 Payment

OK Abandon

OK

Type "INCORRECT AMOUNT" as the reason for cancellation.

Cancel a Receipt or Payment Transaction

Selected Transaction - Payment

Payment to: Flower Shop Date: 21/10/08

For: SEEDS

Amount: 9.50 Cash Voucher No. 000002

Reason For Cancellation: INCORRECT AMOUNT

OK Abandon

OK then Continue

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

Abandon to finish with the cancel routine.

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

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

To Cancel a Direct Credit or Debit Transaction

Amendments

Cancel Direct Credit/Debit Transaction

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

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

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

CV

Audit Trail Option 5 1

LIST OF CANCELLATIONS AND AMENDMENTS = AUDIT TRAIL

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

☞ Amendments

☞ List of Cancellations and Amendments

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

List of Transactions Cancelled or Amended between 27/10/08 and 28/10/08					
Date	U/Ac Name	Description			
06/09/08	XF08 ABC Supplies	Ribon & Material			
	Amount Paid Out:	23.89	Cash Vchr No	000001	
	Amended on 27/10/08	Reason: spelling error			
27/10/08	VOH Garner H	15.00	3RT In Full		
	Amount Received:		Chq Rcp No:	46	
	Amended on 28/10/08	Reason: CHANGED DATE			
27/10/08	GDN Flower Shop		SEEDS		
	Amount Paid Out:	9.50	Cash Vchr No	000002	
	Cancelled on 28/10/08	Reason: INCORRECT AMOUNT			

Return to the Main screen.

CV

Select Option 4 - Bank and Cash Menu then Option 2 - Pay In Receipts to Bank.

PAYING-IN TO THE BANK

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

☞ Bank & Cash

☞ Pay Receipts to Bank

Only CHEQUES which have not yet been paid into the bank are listed on the first screen. Cash available to be banked is on the following screen. Press <F10> to get to the next screen.

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

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

☞ Select All button

Or double ☞ the individual items

Pay-In Receipts to Bank					
Cheques to be Paid In		0	Select All		
Total Value of Cheques		0.00	UnSelect All		
Cash Available to pay in		130.66			
Amount of cash on this slip		0.00			
Date	Paid in by	Class	Recpt	U/Ac	Value
22/09/08	Bates Sacha	2SE	42	TLD	45.00
22/09/08	Bowman Joshua	2CA	43	TLD	32.00
25/09/08	James D		44	DONS	825.00
23/10/08	Garner H	3RT	46	VOH	15.00
27/10/08	YOUR NAME		47	VOH	15.00
27/10/08	Allan V	4FG	49		94.50

Select all the cheques on this screen. There will be 6 cheques to a value of £ 1026.50.

Pay-In Receipts to Bank					
Cheques to be Paid In		6	Select All		
Total Value of Cheques		1026.50	UnSelect All		
Cash Available to pay in		130.66			
Amount of cash on this slip		130.66			
Date	Paid in by	Class	Recpt	U/Ac	Value
22/09/08	Bates Sacha	2SE	42	TLD	45.00
22/09/08	Bowman Joshua	2CA	43	TLD	32.00
25/09/08	James D		44	DONS	825.00
23/10/08	Garner H	3RT	46	VOH	15.00
27/10/08	YOUR NAME		47	VOH	15.00
27/10/08	Allan V	4FG	49		94.50

You must now enter the cash element of this Paying-In slip. Note the cash available is 130.66.
Type 130.66 into the field for Amount of cash on this slip.
This will pay-in all the cash in hand. You can elect to pay-in some, all, or none of your cash.

OK

Code	Name	Amount
CURR	Current Account	2149.31
DEP	Deposit Account	3000.00

Select the Bank account to receive this deposit
CURR Current Account

Note the Paying-In slip totals:

Cheques 1026.50

Cash 130.66

Total 1157.16

Make a note of the Paying-In slip number now on screen 000024 (we will refer to it later).

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

Date	R	P Slip No	Credit	Sub-Amt	Detail
27/10/08		P000024	130.66	130.66	Cash

Number of Chqs: 6 Value: 1026.50

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

Exit

CV

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

LIST/PRINT ENTRIES ON PAYING-IN SLIPS

Bank & Cash

List Entries on Paying-In Slips

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

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

Enter the Paying-In slip number you have just recorded '000024' in the first field. Press enter to accept the 999999 in the second field.

Continue

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

CV

To cancel a bank paying-in slip use Option 5 4.
Please take a printout first using Option 4 8,

Cancelling a Paying-in Slip will return the cash and cheques to the Cash and Cheques in Hand values. It does NOT cancel the original receipts.

Cancelling a Paying-in Slip is only required if the bank makes a change to your figures at the time you take the money to the bank.

CV

Select Option 4 then Option 5 - Reconcile Bank Statement.

When you first reconcile a bank statement there are some details that will need to be added. Page numbers, dates and Opening Balance.

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

Paying-In Slips (Current Account) Slip No: 000024

Date	R	PSlip No	Credit	Sub-Amt	Detail
27/10/08		P000024	130.66	130.66	Cash
			45.00		Bates Sacha 2SE Rcp: 42
			32.00		Bowman Joshua 2CA Rcp: 43
			825.00		James D 3RT Rcp: 44
			15.00		Garner H Rcp: 46
			15.00		YOUR NAME Rcp: 47
			94.50		Allan V 4FG Rcp: 49
					Number of Chqs: 6 Value: 1026.50

Note the details at the top of the screen. The text enclosed by the brackets () can be customised through System, Add/Modify a Bank Account. You may enter details of your bank and sort code and it will be displayed here. The paying-in slip can be printed and enclosed with your cheques & cash when next making a deposit at the bank.

You may Print or Exit from this screen.

When doing this with your own receipts, we suggest you write the paying-in slip number generated by the computer (e.g. 000024 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 000024 in this exercise.

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

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

Leave the bank as Current Account.

Enter number 000023 in **both** number fields. ☞ Continue ☞ Print
See below the details of Paying in Slip 000023.

Paying-In Slips (Current Account)-range 000023 to 000023

Date	R	PSlip No	Credit	Sub-Amt	Detail
21/09/08		P000023	267.00	42.00	Leland K STY Rcp: 34
				42.00	Carter H STY Rcp: 35
				42.00	Taylor R STY Rcp: 36
				35.00	Aryan Baxter 2SE Rcp: 37
				35.00	Long T 3RT Rcp: 38
				15.00	Davis W 3RT Rcp: 39
				24.00	Adams Jessica 2SE Rcp: 40
				32.00	Aryan Baxter 2SE Rcp: 41
					Number of Chqs: 8 Value: 267.00

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

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.

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

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

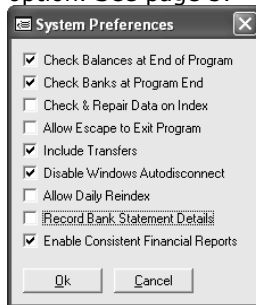
This can be used to do a 'trial run' of the reconciliation. ☞ Print to get a print out.

If you are ready to do a reconciliation

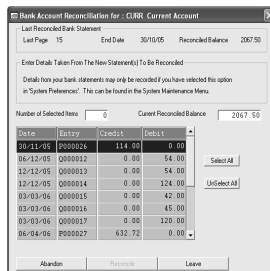
- ☞ Bank & Cash
- ☞ Reconcile Bank Statement

You can overtype any of the entries in the white fields as required. These are used to produce a print out of your reconciliation and help to match with your actual bank statement by having the correct page numbers and dates.

You can turn off the need to enter pages and dates in the System Preferences option. See page 5.



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



Notice the Number of Selected Items field is keeping count.

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

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

Opening Balance transactions will affect the reconciled balance.

the Current Account and OK

Date	Entry	Credit	Debit
15/09/08	Q000105	0.00	75.00
15/09/08	P000022	870.00	0.00
20/09/08	Q000107	0.00	180.00
21/09/08	D000015	23.71	0.00
21/09/08	P000023	267.00	0.00
22/09/08	Q000106	0.00	56.00
23/09/08	Q000108	0.00	108.00
01/10/08	D000016	350.00	0.00

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

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

CURR Current Account
Statement period

Page 16
16 Sept 08 – 30 Sept 08

Date	Details	Credit	Debit	Balance
16/09/2008	Opening Balance			1264.60
15/09/2008	P000022	870.00		2134.60
20/09/2008	Q000107		180.00	1954.60
21/09/2008	D000015	23.71		1978.31
21/09/2008	P000023	267.00		2245.31
22/09/2008	Q000106		56.00	2189.31
23/09/2008	Q000108		108.00	2081.31
15/09/2008	Q000105		75.00	2006.31
30/09/2008	Closing Balance			2006.31

Date	Entry	Credit	Debit
15/09/08	Q000105	0.00	75.00
15/09/08	P000022	870.00	0.00
20/09/08	Q000107	0.00	180.00
21/09/08	D000015	23.71	0.00
21/09/08	P000023	267.00	0.00
22/09/08	Q000106	0.00	56.00
23/09/08	Q000108	0.00	108.00
01/10/08	D000016	350.00	0.00


CV

To select items from a list in Classic view use the <Enter> key. Highlight the item to be selected and press <Enter>. To deselect an item highlight it and press <Enter> a second time. Function keys can also be used. <F8> will select all items on the list <F5> will deselect all items on the list. <F10> finishes the selection process and saves the result.

Note the path of the BRECREPS folder, it is a sub folder of your \SF folder.

CV

Use Menu option 5 3
Unreconcile Bank
Statement Entries.


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

Reconciliation Report for Current Account on 28/10/08

Continue

First Page	16	Start Date	16/09/08
Last Page	16	Close Date	30/09/08
Opening Reconciled Balance		1264.60	
Date	Detail	Credit	Debit
15/09/08	Q000105		75.00
15/09/08	F000022	870.00	
20/09/08	Q000107		180.00
21/09/08	D000015	23.71	
21/09/08	P000023	267.00	
22/09/08	Q000106		56.00
23/09/08	Q000108		108.00
Totals		1160.71	419.00
Net Credit		741.71	
Closing Reconciled Balance		2006.31	

Bank Reconciliation Report first printed on: 28/10/08



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


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

Address E:\SF\Train\BRECREPS

Name	Size	Type	Date Modified
File and Folder Tasks			
CURR0811082.TXT	2 KB	Text Document	08/11/2008 13:46

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

Unreconcile a Bank Statement.
It is possible to unreconcile items.
 Amendments
 Unreconcile Bank Statement

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

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

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

Date	Entry	Credit	Debit	Statement ID
21/09/08	D000015	23.71	0.00	0000000002
15/09/08	F000022	870.00	0.00	0000000002
21/09/08	P000023	267.00	0.00	0000000002
15/09/08	Q000105	0.00	75.00	0000000002
22/09/08	Q000106	0.00	56.00	0000000002
20/09/08	Q000107	0.00	180.00	0000000002
23/09/08	Q000108	0.00	108.00	0000000002

Note that
Statement ID
0000000002
relates to the
statement just
reconciled.

To unreconcile the ID 0000000002 and Select All.

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

Bank & Cash then List Bank Account Transactions

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

Date	Description	Reference	Amount
01/09/08	Opening Balance Adjustment	* D000013	31.00
01/09/08	Opening Balance Adjustment	* D000014	176.00
01/09/08	Opening Balance Adjustment	*	500.00
05/09/08	Sundry Credit	* F000020	238.00
05/09/08	School Athletics (U/Ac AFF)	* Q000101	114.00
05/09/08	BBC Sports (U/Ac AFF)	* Q000102	92.00
06/09/08	Transfer to B/Ac DEP	* Tr>DEP	900.00
06/09/08	ABC Supplies (U/Ac BBGS)	* Q000103	59.30
08/09/08	Sundry Credit	* F000021	152.15
08/09/08	School Supplies (U/Ac XF08)	* Q000104	35.25
15/09/08	Books Unlimited (U/Ac BCB)	* Q000105	75.00
15/09/08	Sundry Credit	* F000022	870.00
20/09/08	School Athletics (U/Ac SBB)	* Q000107	180.00
21/09/08	RSE Bank (U/Ac BI&C)	* D000015	23.71
21/09/08	Sundry Credit	* F000023	267.00
22/09/08	School Supplies (U/Ac TLD)	* Q000106	56.00
23/09/08	Bus Company (U/Ac VOH)	* Q000108	108.00
01/10/08	Parents (U/Ac GDN)	D000016	350.00
27/10/08	Rugby Association (U/Ac AFF)	Q000109	42.00
27/10/08	CC Coaches (U/Ac VOH)	Q000110	45.00
27/10/08	CC Coaches (Split)	Q000111	120.00
27/10/08	Sundry Credit	F000024	1157.16
	Totals		5539.02 2232.55

CV

Option <4> <4>

Note Should you transfer funds between two different banks using a cheque, 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 numbers used.

TRANSFERS

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

Transfers between Bank Accounts

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

Bank & Cash then Transfer between Bank Accounts

WV

You will see this button on many screens.

Show Out of Use Accts

This is the same function in CV

<F9> Show Out of Use Accounts

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

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

Note

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

CV

Option <6> <2>

If you only have 2 bank accounts, once you have selected the account to Transfer From the remaining bank account will be the only available option to Transfer To.

Transfer FROM

the Current Account

Transfer TO

the Deposit Account

The amount to transfer is

£1300

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

Here are the revised bank balances after the transfer.

TO TAKE ACCOUNTS OUT OF USE

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

System then Add/Modify a User Account

If you no longer require the Book Bags account, you can take it 'Out of Use'.
on Book Bags

Then the Out of Use button.



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

To see the Book Bags User Account again All Accts

Note the asterisk – a reminder that you have taken the account 'Out of Use'.

Code	Name	Balance	Status	
AFF	AFFILIATION FEES	-478.00		All Accts
BBS	BOOK BAGS	3.70	*	In Use Accts
BCB	BOOK CLUB	58.25		Out of Use
BI&C	BANK INTEREST & CHARGES	230.71		In Use
BONS	BREXIT DONATIONS	1824.00		

To return an account to in use In Use then OK

Abandon when you are finished with this routine.

CV

Option <4> <3>

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

DRAW CHEQUE FOR CASH

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

Bank & Cash Draw Cheques for Cash

Current Account

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

Enter £ 55.00

OK then Abandon

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

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

Exit	Print	Print + Preview	Disk	To Excel
Balance				

Cash in Hand	55.00			
Cheques in Hand	0.00			
Current Account	1951.47			
Deposit Account	4300.00			
Total		6306.47		

CV

Option <6> <7>

TRANSFER BETWEEN USER ACCOUNTS

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

System then Transfer between User Accounts

Transfer type A will be selected so OK

BI&C Account to transfer FROM

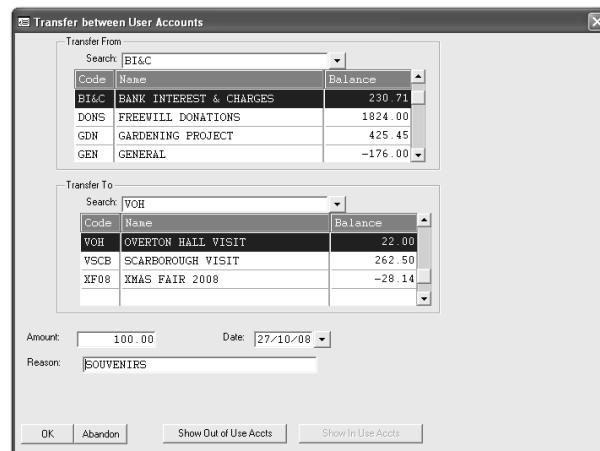
VOH Overton Hall Visit Account to transfer TO

Amount £ 100.00

Press accept today's date

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

The Reason is Souvenirs



Transfer between User Accounts

Transfer From:

Code	Name	Balance
BI&C	BANK INTEREST & CHARGES	230.71
DONS	FREEVILL DONATIONS	1824.00
GDN	GARDENING PROJECT	425.45
GEN	GENERAL	-176.00

Transfer To:

Code	Name	Balance
VOH	OVERTON HALL VISIT	22.00
VSCB	SCARBOROUGH VISIT	262.50
XF08	XMAS FAIR 2008	-28.14

Amount: 100.00 Date: 27/10/08

Reason: SOUVENIRS

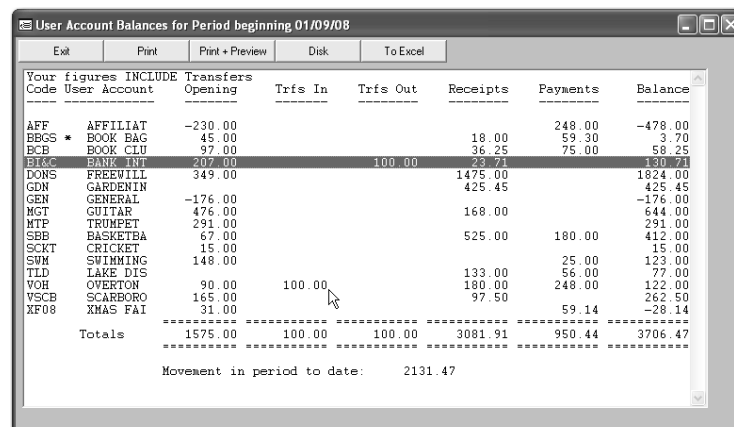
OK Abandon Show Out of Use Accts Show In Use Accts

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

Check the BI&C and VOH User Accounts Trfs In and Out columns.

The transfer to VOH is in the Trfs In column and from the BI&C account in the TRFS Out column. (Included in the 220.00 total)

Note the Balance column.



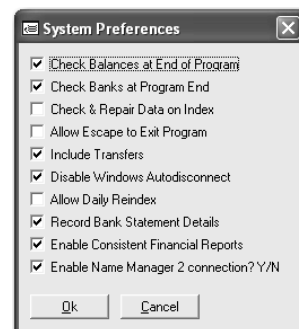
User Account Balances for Period beginning 01/09/08							
Your figures INCLUDE		Transfers	Trfs In	Trfs Out	Receipts	Payments	Balance
Code	User Account	Openings					
AFF	AFFILIAT	-230.00					-478.00
BBGS	BOOK BAG	45.00			18.00	59.30	3.70
BCB	BOOK CLU	97.00			36.25	75.00	58.25
BI&C	BANK INT	207.00		100.00	23.71		130.71
DONS	FREEVILL	349.00			1475.00		1824.00
GDN	GARDENIN						425.45
GEN	GENERAL	-176.00					-176.00
MGT	GUITAR	476.00			168.00		644.00
MTP	TRUMPET	291.00					291.00
SBP	BASKETBA	67.00			525.00	180.00	412.00
SCKT	CRICKET	15.00					15.00
SWM	SWIMMING	148.00				25.00	123.00
TLD	LAKE DIS				133.00	56.00	77.00
VOH	OVERTON	90.00	100.00		180.00	240.00	122.00
VSCB	SCARBORO	165.00			97.50		262.50
XF08	XMAS FAI	31.00				59.14	-28.14
Totals		1575.00	100.00	100.00	3081.91	950.44	3706.47
Movement in period to date:					2131.47		

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

To see the Systems Preferences screen

- ☞ System>Maintenance Menu>System Preferences

Name Manager 2 is the module which imports parent/guardian details from the admin database and merges it with student/transaction details from School Fund Manager to create mail merged documents easily and accurately.



System Preferences

- ☒ Check Balances at End of Program
- ☒ Check Banks at Program End
- ☐ Check & Repair Data on Index
- ☐ Allow Escape to Exit Program
- ☒ Include Transfers
- ☒ Disable Windows Autodisconnect
- ☐ Allow Daily Reindex
- ☒ Record Bank Statement Details
- ☒ Enable Consistent Financial Reports
- ☒ Enable Name Manager 2 connection? Y/N

OK Cancel

If you did not select the option to **Include Transfers** values, the balance of User Accounts BI&C and VOH are NOT updated by the £ 100.00 transfer you have just recorded.

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

Your figures EXCLUDE Transfers	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
AFF AFFILIAT	-230.00				248.00	-478.00
BBGS * BOOK BAG	45.00			18.00	59.30	3.70
BCB BOOK CLU	97.00			36.25	75.00	58.25
BRMS BARNHART	207.00		100.00	25.70		132.70
DONS FREEVILL	349.00			1475.00		1824.00
GDN GARDENIN					425.45	425.45
GEN GENERAL	-176.00					-176.00
MGT GUITAR	476.00			168.00		644.00
MTP TRUMPET	291.00					291.00
SBB BASKETBA	67.00			525.00	180.00	412.00
SCKT CRICKET	15.00					15.00
SWM SWIMMING	148.00				25.00	123.00
TLD LAKE DIS				133.00	56.00	77.00
VOH OVERTON	90.00	100.00		180.00	248.00	22.00
VSCB SCARBORO	165.00			97.50		262.50
XF08 XNAS FAI	31.00				59.14	-28.14
Totals	1575.00	100.00	100.00	3081.91	950.44	3706.47

Movement in period to date: 2131.47

Note the balance column here – the value of this transfer is NOT reflected in the Balance values but the transfers can still be seen.

The reason for Excluding transfer values from balances is to maintain the 'True' income and expenditure value, and not inflate it by the internal movement of funds. However most schools Include transfers as the preferred option. It is more meaningful to see the result of a 100.00 transfer between 2 accounts reflected in the account balances.

CV
Option 3 3 3 and 3 4.

Note the difference in the Balance figure for Overton Hall on both reports. The overall totals are the same, however the individual User Account balances DO NOT have their values updated by the value of any User Account transfers if you chose to 'exclude' transfers from your figures.

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

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

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

Transfer between User Accounts

There are 4 Types of User Account Transfers - a standard transfer

☐ <A> - Standard transfer between two user accounts with no reference to any named individual.
<Use this in all cases EXCEPT where you want to split a cheque receipt/payment amongst other accts/people.>
You may use the split cheque facilities on option 1 <Receipts> and option 2 <Payments> or these split-cheque transfers as follows.

☒ - Transfer between two user accounts which is attached to a named person

☐ <C> - Transfer between two user accounts and between two people

☐ <D> - Transfer between two people within the same user accounts

OK Abandon

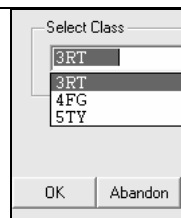
The new split receipt and payment function has largely replaced the need for User Account transfers attached to a 'name'.
Transfer Option B is appropriate for both receipt and payment transactions
Transfer Options C and D are not appropriate for payment transactions.

CV
Select Option 3 then
Option 7

WHO'S NOT PAID

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

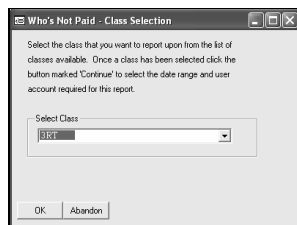
The 'Who's Not Paid' option enables you to report on a single list of names, be it a class, registration group, year group or user defined group, against a single User Account. If there are no transactions for a name and the selected User Account the report will display 'NIL'. In other words 'nothing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



Select Class

3RT
3RT
4FG
5TY

OK Abandon

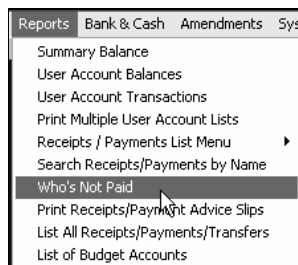


Who's Not Paid - Class Selection

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

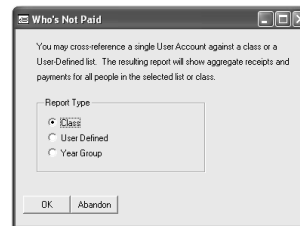
Select Class
3RT

OK Abandon



Reports Bank & Cash Amendments Sys

Summary Balance
User Account Balances
User Account Transactions
Print Multiple User Account Lists
Receipts / Payments List Menu
Search Receipts/Payments by Name
Who's Not Paid
Print Receipts/Payment Advice Slips
List All Receipts/Payments/Transfers
List of Budget Accounts



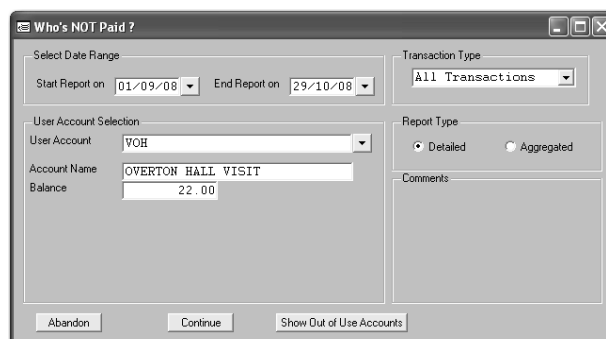
Who's Not Paid

You may cross-reference a single User Account against a class or a User Defined list. The resulting report will show aggregate receipts and payments for all people in the selected list or class.

Report Type
☒ Class
☐ User Defined
☐ Year Group

OK Abandon

OK if Class is selected OK when 3RT is highlighted



Who's NOT Paid ?

Select Date Range
Start Report on 01/09/08 End Report on 29/10/08

Transaction Type
All Transactions

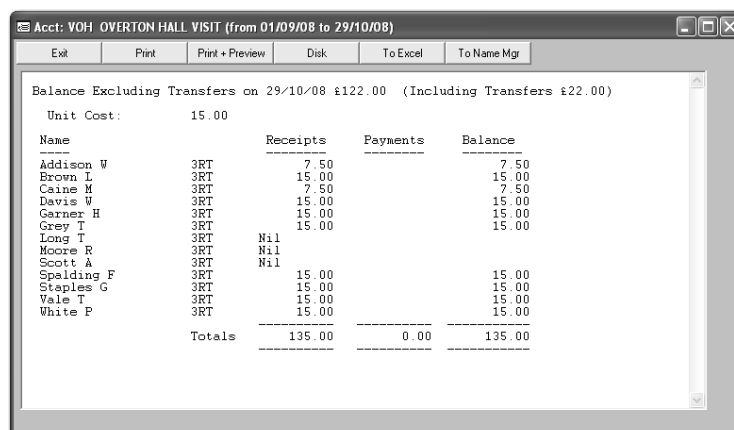
User Account Selection
User Account VOH
Account Name OVERTON HALL VISIT
Balance 22.00

Report Type
☒ Detailed
☐ Aggregated

Comments

Abandon Continue Show Out of Use Accounts

Continue when Overton Hall Visit is selected



Acct: VOH OVERTON HALL VISIT (from 01/09/08 to 29/10/08)

Exit Print Print + Preview Disk To Excel To Name Mgr

Balance Excluding Transfers on 29/10/08 £122.00 (Including Transfers £22.00)

Unit Cost: 15.00

Name		Receipts	Payments	Balance
Addison W	3RT	7.50		7.50
Brown L	3RT	15.00		15.00
Caine M	3RT	7.50		7.50
Davis W	3RT	15.00		15.00
Garner H	3RT	15.00		15.00
Gray T	3RT	15.00		15.00
Long T	3RT	Nil		
Moore R	3RT	Nil		
Scott A	3RT	Nil		
Spalding F	3RT	15.00		15.00
Staples G	3RT	15.00		15.00
Vale T	3RT	15.00		15.00
White P	3RT	15.00		15.00
Totals		135.00	0.00	135.00

Note this is one of the reports which has both Include and Exclude Transfers balances.

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

If you are using Name Manager 2 you could now create named and addressed letters to send home identifying the student, trip and any outstanding balance.

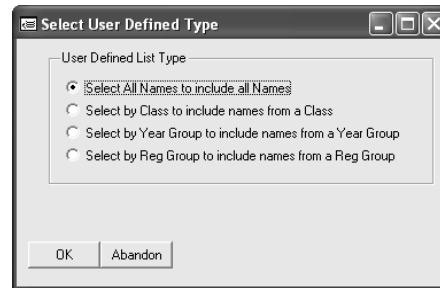
User Defined Lists – for the Who's Not Paid report.

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

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

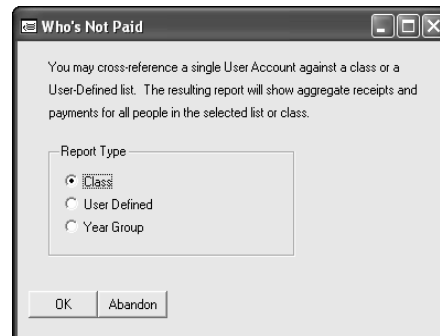
CV Option 6 then
Option 9 then 4

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



To get here :
 System
 List of Names
 Create User Defined List

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

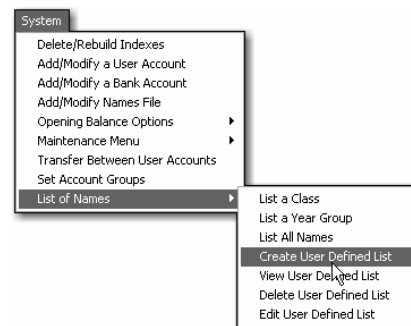


To get here :
 Reports
 Who's Not Paid

Both these enhanced options create reports to be used by the NEW Names Manager 2 module. You can quickly and easily create mail merged documents to send home to :-

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

System
 List of Names
 Create User Defined List




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

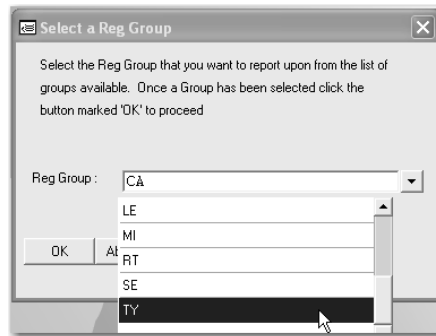
It does not matter in which order you select the names – the list will be sorted alphabetically.

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

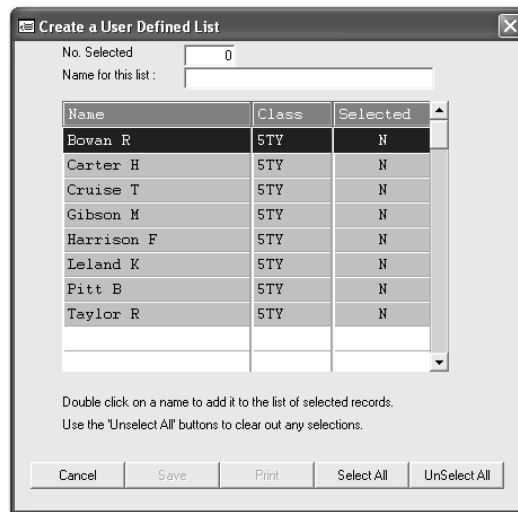
Most of the students are in Reg Group 5TY so we can start with them.

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

Double  to Select TY from the drop down list.



 OK



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

 Select All


 Save

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

 Exit

Return to –

 System


 List of Names

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



 Select by Reg Group to include names from a Reg Group

 OK

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

Name	Class	Selected
Allan V	4FG	N
Black Nick	4FG	N
Bowan R	5TY	Y
Carter H	5TY	Y
Cruise T	5TY	Y
Farmer F	4FG	N
Gibson M	5TY	Y
Harrison F	5TY	Y
Harvey R	4FG	N
Heston C	4FG	N

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

Buttons: Cancel, Save, Print, Select All, UnSelect All

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

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

Add Allan V and Harvey R to the list. Note the No. Selected now shows 10.

Save

Exit

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

Reports

Who's Not Paid

User Defined

OK when Members of Guitar Group is on view

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

Select User Defined List: Members of Guitar Group

Buttons: OK, Abandon

Select the User Account to use MGT

Select Date Range: Start Report on 01/09/08, End Report on 29/10/08

Transaction Type: All Transactions

User Account Selection: User Account MGT, Account Name GUITAR, Balance 644.00

Report Type: Detailed (selected), Aggregated

Comments:

Buttons: Abandon, Continue, Show Out of Use Accounts

Continue This is the result.

Acct: MGT GUITAR (from 01/09/08 to 29/10/08)

Exit Print Print + Preview Disk To Excel To Name Mgr

Balance Excluding Transfers on 29/10/08 £644.00 (Including Transfers £644.00)

Unit Cost: 42.00

Name		Receipts	Payments	Balance
Allen V	4FG	42.00		42.00
Bowan R	5TY	Nil		
Carter H	5TY	42.00		42.00
Cruise T	5TY	Nil		
Gibson N	5TY	Nil		
Harrison F	5TY	Nil		
Harvey B	4FG	Nil		
Leland K	5TY	42.00		42.00
Pitt B	5TY	Nil		
Taylor R	5TY	42.00		42.00
Totals		168.00	0.00	168.00

The Account balance of £ 644 is based on all transactions plus an Opening Balance of £ 476.00 (see below). The list alongside is only the receipts by selected names.

A number of students have not yet paid for their Guitar Lessons. The remainder of the group have paid in full – you can see the unit cost at the top of the report.

☞ Reports>User Account Balances

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

User Account Balances for Period beginning 01/09/08

Exit Print Print + Preview Disk To Excel

Your Code	figures EXCLUDE User Account	Transfers Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
AFF	AFFILIAT	-230.00				248.00	-478.00
BBGS	BOOK BAG	45.00			18.00	59.30	3.70
BCB	BOOK CLU	97.00			36.25	75.00	58.25
BI&C	BANK INT	207.00		100.00	23.71		230.71
DONS	FREEMILL	349.00			1475.00		1824.00
GDN	GARDENIN				425.45		425.45
GEN	GENERAL	-176.00					-176.00
MGT	GUITAR	476.00			168.00		644.00
MTP	TRUMPET	291.00					291.00
SBB	BASKETBA	67.00			525.00	180.00	412.00
SCKT	CRICKET	15.00					15.00
SWM	SWIMMING	148.00				25.00	123.00
TLD	LAKE DTS				133.00	56.00	77.00
VOH	OVERTON	90.00	100.00		180.00	248.00	22.00
VSCB	SCARBORO	165.00			97.50		262.50
XF08	XMAS FAI	31.00				59.14	-28.14
Totals		1575.00	100.00	100.00	3081.91	950.44	3706.47

Movement in period to date: 2131.47

EDIT USER DEFINED LISTS

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

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

☞ Select List

☞ Select All Names to include all Names

☞ OK

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

Double ☞ Bowan R 15TY to remove the name from the list.

If you want to add names Double ☞ them.

☞ Save

You will see the updated list missing the name of Bowan R 5TY

☞ Exit

SET ACCOUNT GROUPS

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

CV
Option 6 9 7

CV Option 6 8

User Account Balances for Period beginning 01/09/08

Your figures EXCLUDE		Transfers	Trfs In	Trfs Out	Receipts	Payments	Balance
Code	User Account	Opening					
AFF	AFFILIAT	-230.00				248.00	-478.00
BBGS	BOOK BAG	45.00			18.00	59.30	3.70
BCB	BOOK CLU	97.00			36.25	75.00	58.25
BI&C	BANK INT	207.00		100.00	23.71		230.71
DONS	FREEWILL	349.00			1475.00		1824.00
GDN	GARDENIN				425.45		425.45
GEN	GENERAL	-176.00					-176.00
MGT	GUITAR	476.00			168.00		644.00
MTF	TRUMPET	291.00					291.00
SBB	BASKETBA	67.00			525.00	180.00	412.00
SCKT	CRICKET	15.00					15.00
SVM	SWIMMING	148.00				25.00	123.00
TLD	LAKE DIS				133.00	56.00	77.00
VOH	OVERTON	90.00	100.00		180.00	248.00	22.00
VSCB	SCARBORO	165.00			97.50		262.50
XF08	XMAS FAI	31.00				59.14	-28.14
Totals		1575.00	100.00	100.00	3081.91	950.44	3706.47
		Movement in period to date: 2131.47					

This is a standard User Account Balances Report. Once you create groups of User Accounts they will be reported as a group with a sub total. E.g. you want to know the sub total of Income and Expenditure of all Sports related accounts.

System then Set Account Groups.

System

- Delete/Rebuild Indexes
- Add/Modify a User Account
- Add/Modify a Bank Account
- Add/Modify Names File
- Opening Balance Options
- Maintenance Menu
- Transfer Between User Accounts
- Set Account Groups**
- List of Names

Grouping of User Accounts for Reporting Purposes

Select a User Account

Group	Code	Description	Balance
	AFF	AFFILIATION FEES	-478.00
	BCB	BOOK CLUB	58.25
	BI&C	BANK INTEREST & CHARGES	230.71
	DONS	FREEWILL DONATIONS	1824.00
	GDN	GARDENING PROJECT	425.45
	GEN	GENERAL	-176.00

Show Out of Use Hide Out of Use

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

Edit/Add Account Group

Set Group For: AFFILIATION FEES

Group Code:

Heading:

Exit Save

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

Find the SBB Basket Ball User Account and highlight it.

Edit/Add Account Group

Set Group For: Basket Ball

Group Code: S

Heading: Sports Accounts


Exit Save

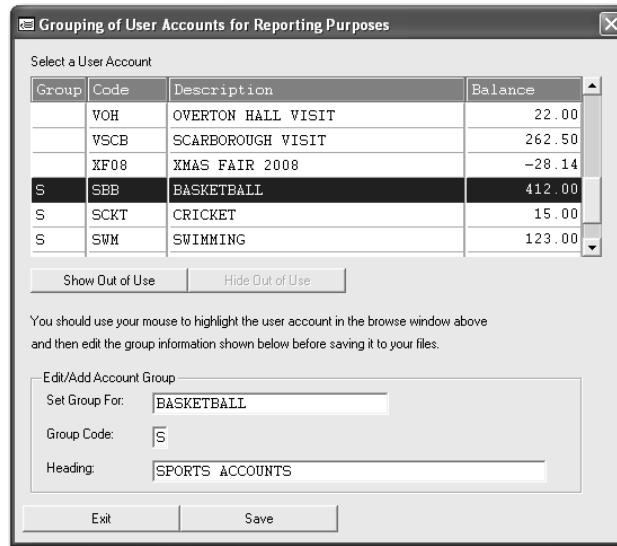
Type 'S' in the Group Code field and then type 'SPORTS ACCOUNTS' as the Heading.

Save

System then Set Account Groups

and add the Cricket and Swimming User Accounts to this group by

highlighting them and typing 'S' in the Group Code field. The Heading 'Sports Accounts' will automatically appear.  Save
Once User Accounts have a Group code entry they will appear at the end of the list of accounts on this screen.



Grouping of User Accounts for Reporting Purposes

Select a User Account

Group	Code	Description	Balance
	VOH	OVERTON HALL VISIT	22.00
	VSCB	SCARBOROUGH VISIT	262.50
	XF08	XMAS FAIR 2008	-28.14
S	SBB	BASKETBALL	412.00
S	SCKT	CRICKET	15.00
S	SWM	SWIMMING	123.00

Show Out of Use Hide Out of Use

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


Edit/Add Account Group

Set Group For: BASKETBALL

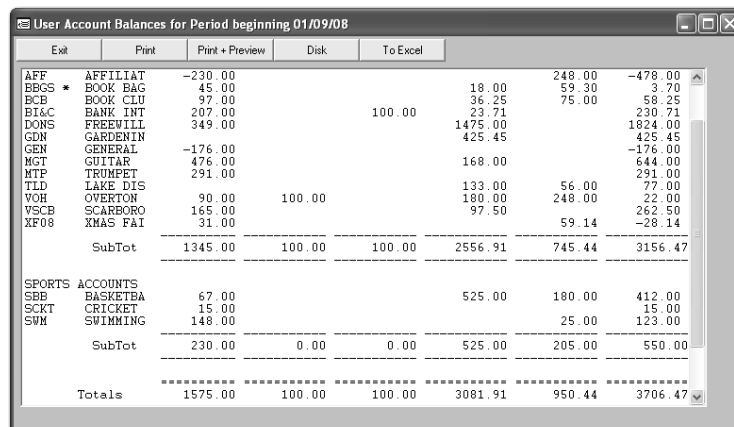
Group Code: S

Heading: SPORTS ACCOUNTS

Exit Save

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

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



User Account Balances for Period beginning 01/09/08

Exit	Print	Print + Preview	Disk	To Excel			
AFF	AFFILIAT	-230.00			248.00	-478.00	
BBGS	BOOK BAG	45.00			18.00	59.30	3.70
BCB	BOOK CLU	97.00			36.25	75.00	58.25
BI&C	BANK TMT	207.00		100.00	23.71		230.71
DONS	FREEVILL	349.00			1475.00		1824.00
GDN	GARDENIN				425.45		425.45
GEN	GENERAL	-176.00					-176.00
MGT	GUITAR	476.00			168.00		644.00
MTP	TRUMPET	291.00					291.00
TLD	LAKE DIS				133.00	56.00	77.00
VOH	OVERTON	90.00	100.00		180.00	248.00	22.00
VSCB	SCARBORO	165.00			97.50		262.50
XF08	XMAS FAI	31.00				59.14	-28.14
	SubTot	1345.00	100.00	100.00	2556.91	745.44	3156.47
	SPORTS ACCOUNTS						
SBB	BASKETBA	67.00			525.00	180.00	412.00
SCKT	CRICKET	15.00					15.00
SWM	SWIMMING	148.00				25.00	123.00
	SubTot	230.00	0.00	0.00	525.00	205.00	550.00
	Totals	1575.00	100.00	100.00	3081.91	950.44	3706.47

NOTE

The section alongside is an overview of the Period End Process. You may follow the steps and complete a Period End if you wish. If you close the period you will have to restore the data (see page 72) so you can do the exercises which follow.

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

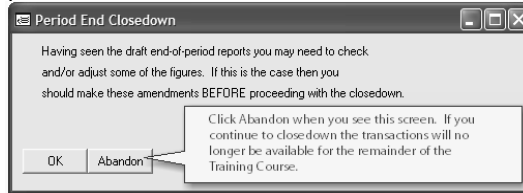
Print your Draft Income & Expenditure and Draft Balance reports BEFORE taking all the other print outs. This is to save you having to reprint reports should you decide to make any adjustments having seen the Drafts of Income & Expenditure and Balance.

CV Option 7 5

PERIOD END

MAKE A BACKUP before you begin any period end exercises. See page 15.

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



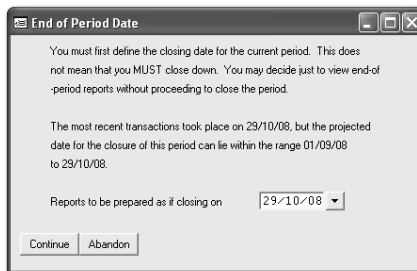
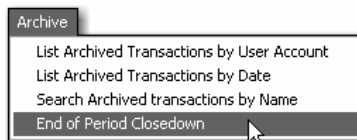
A period is traditionally but not exclusively 12 months. Some schools close a period at the end of each term or month. However long your financial period, there are a few stages that must be completed in order to close down.

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

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

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

📁 Archive then 📁 End of Period Closedown.



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

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

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/08 To 29/10/08

Continue Print Print + Preview Disk To Excel

	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
AFF AFFILIATI	-230.00				248.00	-478.00
BBCS* BOOK BAGS	45.00			18.00	59.30	3.70
BCB BOOK CLUB	97.00			36.25	75.00	58.25
BI&C BANK INTE	207.00		100.00	23.71		230.71
DONS FREEWILL	349.00			1475.00		1824.00
GDN GARDENING	0.00			425.45		425.45
GEN GENERAL	-176.00					-176.00
MGT GUITAR	476.00			168.00		644.00
MTP TRUMPET	291.00					291.00
SEB BASKETBALL	67.00			525.00	180.00	412.00
SCKT CRICKET	15.00					15.00
SWM SWIMMING	148.00				25.00	123.00
TLD LAKE DIST	0.00			133.00	56.00	77.00
VOH OVERTON H	90.00	100.00		180.00	248.00	22.00
VSCB SCARFORD	165.00			97.50		262.50
XF08 XMAS FAIR	31.00				59.14	-28.14
	1575.00	100.00	100.00	3081.91	950.44	3706.47
Total Transfers between these accounts				100.00	100.00	
EXCESS OF INCOME OVER EXPENDITURE				3181.91	2131.47	
				3181.91	3181.91	

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

Print

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

DRAFT BALANCE FOR PERIOD ENDING 29/10/08

Continue Print Print + Preview Disk To Excel

OPENING BALANCES	4175.00
MOVEMENT IN PERIOD	2131.47
CLOSING BALANCE	6306.47
REPRESENTED BY	
Cash in Hand	55.00
Cheques in Hand	0.00
Current Account	1951.47
Deposit Account	4300.00
	6306.47
	6306.47

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

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

Period End Closedown

Having seen the draft end-of-period reports you may need to check and/or adjust some of the figures. If this is the case then you should make these amendments BEFORE proceeding with the closedown.

OK Abandon

Click Abandon when you see this screen. If you continue to close-down the transactions will no longer be available for the remainder of the Training Course.

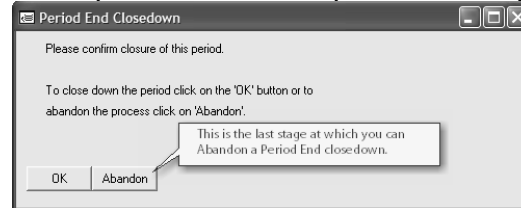
WHEN you are ready to complete your own period end closedown, you should complete these stages:-

1. Print draft year end reports & confirm the figures are as expected.
2. Pay All cheques in hand into the bank irrespective of their entry dates. (Period end will be completed if cheques are in hand).
3. Take all the supporting print outs – listed below
4. Decide whether a User Account is to be closed or left with a balance for the next period. (Marking the draft Income and Expenditure report in some way to identify the user accounts that you want to retain with a balance will assist at 7. below)
5. **Make a BACKUP** using System, Maintenance, Backup to Hard Disk
6. Only AFTER you have agreed to the closedown question on the

screen to confirm you have completed all the tasks above can you 'toggle' user accounts which are to have a balance retained for the next period.

7. Any user accounts not 'toggled' will have their balance – if they have one, posted to the To Be Allocated account and will appear in the next period with NO values. You can then remove these User Accounts from any lists by taking them 'Out of Use'.

You will have clicked OK 3 times before you see this screen. Once you click OK here there is NO going back!! **If you should proceed beyond this screen, do the closedown, then restore your data, see page 62.**



CV

Print the reports and lists below

Options 34 Print Multiple User Account Transactions
 352 List Payments by Cheque/Voucher Number
 353 List Direct Credit/Debits
 3A List of Budget Accounts
 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

From windows view

☞ View then

☞ Classic View

then option 7 and 5



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

REPORTS to be taken at PERIOD END and as required.

Make sure you adjust the end date of the reports and lists to match your closing date.

Print out the reports on the following menus to support your period end :-

☞ Reports

☞ Print Multiple User Account Lists

☞ Receipts/Payments List Menu

☞ List Payments by Cheque/Voucher Number

☞ List Direct Credit/Debits

☞ List of Budget Accounts

☞ Bank & Cash

☞ List Bank Account Transactions

☞ List Cash Transactions

☞ List Entries on Paying In Slips

☞ List Unreconciled Bank Entries

☞ Bank, Cash & Transaction Balances

☞ Amendments

☞ List of Cancellations & Amendments

☞ Archive

☞ Income & Expenditure Report* Draft and Final

☞ Balance* Draft and Final

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

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

Period End Closedown Exercise - Switch to Classic view.

END OF PERIOD CLOSEDOWN Menu option 7 then 5

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

Incomplete Handling Accounts in Classic view ONLY.

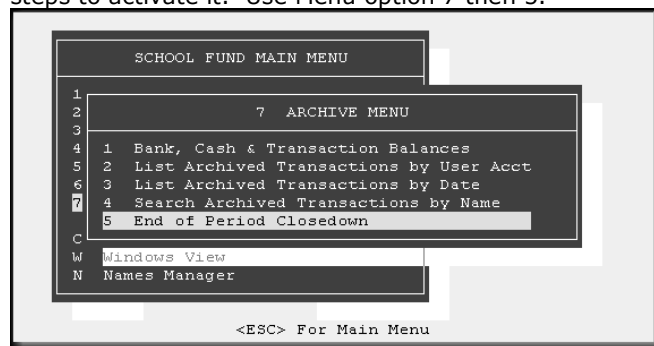
The period end process is the same in both views – with the exception of Incomplete Handling Accounts. The windows view of period end follows after this section. If you do not require Incomplete Handling accounts go to page 69.

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

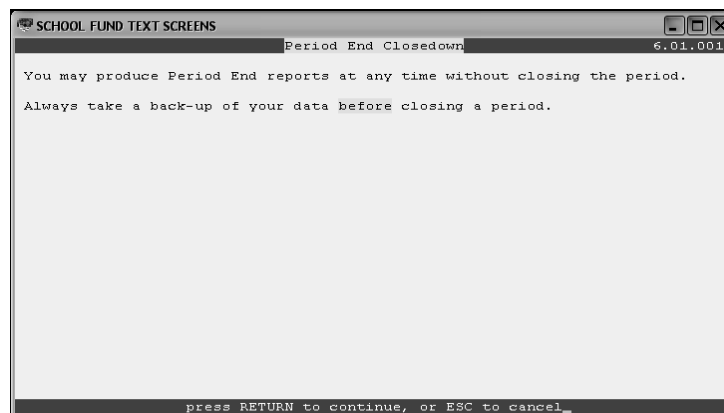
When you come to a Year End Closedown, there may be one or more accounts which need to be left 'unclosed'. e.g. an extended visit or trip, where the money has been partially collected in one financial year and then will be completed in the next. We refer to these as incomplete handling accounts. (This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

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

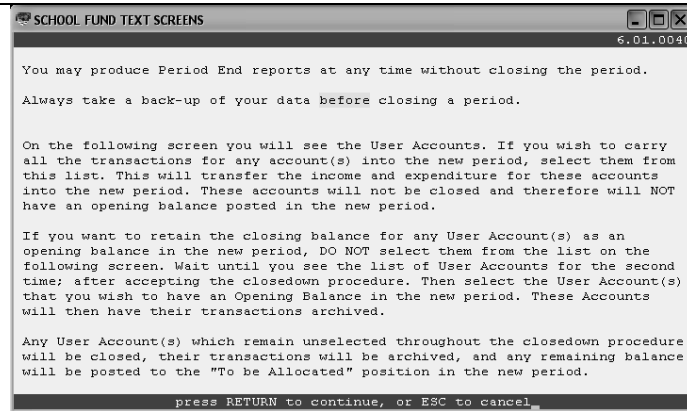
As this is a specialised year end function, you will need to follow these steps to activate it. Use Menu option 7 then 5.



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



The screen on the next page will then appear.



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

DRAFT INCOME AND EXPENDITURE REPORT		
Continue Print Print + Preview		
OPENING		
AFF	Affiliatio	-230.00
BBGS*	Book Bags	45.00
BCB	Book Club	97.00

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

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

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

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/08 To 29/10/08						
Continue Print Print + Preview Disk To Excel						
		OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND
AFF	AFFILIATI	-230.00				248.00
BBGS*	BOOK BAGS	45.00			18.00	59.30
BCB	BOOK CLUB	97.00			36.25	58.25
BT&C	BANK INTE	207.00		100.00	23.71	75.00
DONS	FREEWILL	349.00			1475.00	
GDN	GARDENING	0.00			425.45	
GEN	GENERAL	-176.00				-176.00
MCT	GUITAR	476.00			168.00	
MTP	TRUMPET	291.00				291.00
SCKT	CRICKET	15.00				15.00
SWH	SWIMMING	148.00				25.00
VOH	OVERTON H	90.00	100.00		180.00	248.00
VSCB	SCARBOROU	165.00			97.50	
XF08	XMAS FAIR	31.00				59.14
		1508.00	100.00	100.00	2423.91	714.44
Total Transfers between these accounts					100.00	100.00
EXCESS OF INCOME OVER EXPENDITURE						1709.47
					2523.91	2523.91

Continue

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

DRAFT INCOME AND EXPENDITURE TRANSFERRED To Next PERIOD						
Continue Print Print + Preview Disk To Excel						
		OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND
SBB	BASKETBAL	67.00			525.00	180.00
TLD	LAKE DIST	0.00			133.00	56.00
		67.00	0.00	0.00	658.00	236.00
Total Transfers between these accounts					0.00	0.00
LESS ADVANCE EXPENDITURE					236.00	
NET INCOME RECEIVED IN ADVANCE					489.00	
Transfers between User accounts in period					0.00	0.00

On confirmation of period closure, individual transactions within U/Accs listed above will be available as if they had been entered in the next period.

Continue

DRAFT BALANCE FOR PERIOD ENDING 29/10/08	
OPENING BALANCES	4108.00
MOVEMENT IN PERIOD	1709.47
CLOSING BALANCE	5817.47
PLUS NET ADVANCE INCOME	489.00
REPRESENTED BY	
Cash in Hand	55.00
Cheques in Hand	0.00
Current Account	1951.47
Deposit Account	4300.00
	6306.47
	6306.47

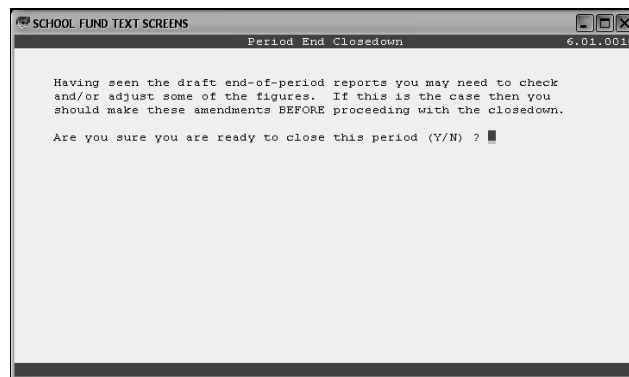
Incomplete Handling Accounts – this option is ONLY available in Classic View.

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

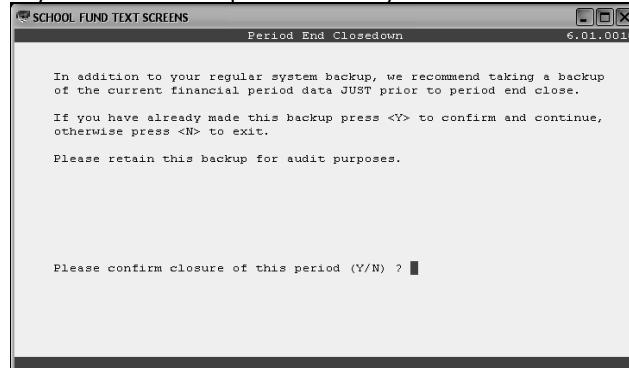
Continue to proceed. Then press <N>.

All these period End notes refer to Classic view.

Period End in SFM windows follows on page 72.



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



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

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

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

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

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

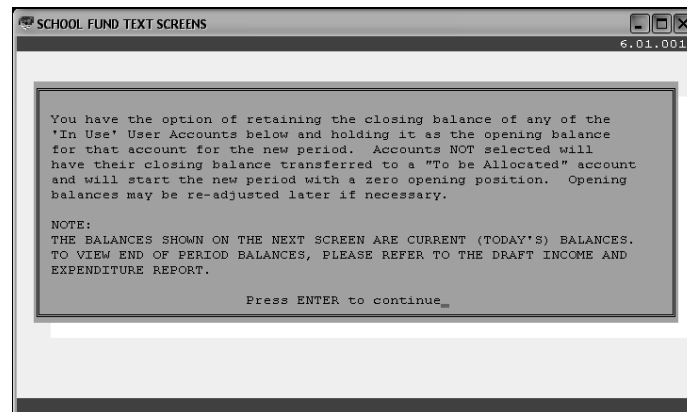
You DO NOT have to reconcile all bank transactions before closing. If there are unreconciled items at year end, take a print from Option 4 9 to itemise them. If you are simply producing period end reports and NOT closing down you do not have to bank all cheques in hand before proceeding.

Exercises to complete a Closedown.

From this point you will be closing down. If you have left the Period End Closedown screens, return to the exercise starting on page 62 and complete it to the point at which you are asked the question 'Do you wish to close the period?' answer yes and confirm this. The software will automatically make a copy of all your files and put them into a folder named PEymmdd in the SF directory. The yymmdd is the closedown date for this period. E.g. if you are closing for a period ending 31st August 2008 the backup folder will be called PE080831.

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

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



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

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

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

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

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

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

NOTE: Out of use accounts are marked with '*' after the current balance

U/Acc Balances To Retain	
AFF AFFILIATION FEES	-478.00
BEGS BOOK BAGS	3.70 *
BCB BOOK CLUB	58.25
BI&C BANK INTEREST & CHARGES	230.71
DONS FREEMILL DONATIONS	1824.00
GDN GARDENING PROJECT	425.45
GEN GENERAL	-176.00
MGT GUITAR	644.00
MTP TRUMPET	291.00
SCKT CRICKET	15.00
SWM SWIMMING	123.00
TWLS WALES TRIP	0.00 *
VOH OVERTON HALL VISIT	22.00
VSCB SCARBOROUGH VISIT	262.50

<ENTER> Toggle <F5> None <F8> All <F9> Hide 0.00 <F10> Finish

Examples of when to use the options.

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

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

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

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

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

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

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

NOTE: Out of use accounts are marked with '*' after the current balance

U/Acc Balances To Retain	
* AFF AFFILIATION FEES	-478.00
* BEGS BOOK BAGS	3.70 *
* BCB BOOK CLUB	58.25
* BI&C BANK INTEREST & CHARGES	230.71
* DONS FREEMILL DONATIONS	1824.00
* GDN GARDENING PROJECT	425.45
* GEN GENERAL	-176.00
* MGT GUITAR	644.00
* MTP TRUMPET	291.00
* SCKT CRICKET	15.00
* SWM SWIMMING	123.00
* VOH OVERTON HALL VISIT	22.00
* VSCB SCARBOROUGH VISIT	262.50
* XF08 XMAS FAIR 2008	-28.14

<ENTER> Toggle <F5> None <F8> All <F9> Show 0.00 <F10> Finish

Note – if you have User Account/s which are not being closed then handle them as Incomplete. Refer to page 62 for more details of Incomplete Handling Accounts.

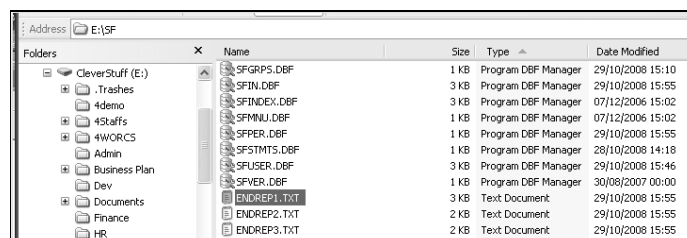
We have already handled 2 User Accounts as incomplete

Guitar and Overton Hall Visit

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

Remember transactions from the User Accounts you have toggled will be archived, but you can see them when necessary through Classic View Options 7 2, 7 3 and 7 4 and windows view the Archive menu.

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



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

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

Your figures EXCLUDE	Transfers Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
AFF AFFILIAT	-478.00					-478.00
BEGS * BOOK BAG	3.70					3.70
BCB BOOK CLU	58.25					58.25
BI&C BANK INT	230.71					230.71
DONS FREEWILL	1824.00					1824.00
GDN GARDENIN	425.45					425.45
GEN GENERAL	-176.00					-176.00
MGT GUITAR	644.00					644.00
MTF TRUMPET	291.00					291.00
TLD # LAKE DIST	77.00			133.00	56.00	77.00
VOH OVERTON	22.00					22.00
VSCB SCARBORO	262.50					262.50
XF08 XMAS FAI	-28.14					-28.14
SubTot	3079.47	0.00	0.00	133.00	56.00	3156.47
SPORTS ACCOUNTS						
SBB # BASKETBA	67.00			525.00	180.00	412.00
SCKT CRICKET	15.00					15.00
SWM SWIMMING	123.00					123.00
SubTot	205.00	0.00	0.00	525.00	180.00	550.00

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

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

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

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

Your figures EXCLUDE Transfers	Receipts	Payments
To be Allocated	2600.00	

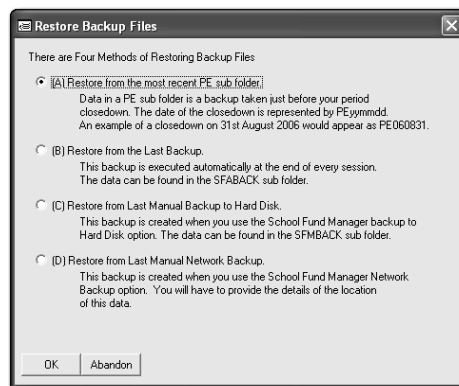
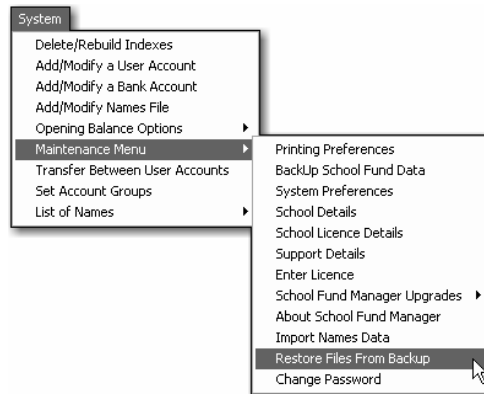
You may continue entering transactions for the new financial period. The Bank reconciliation routine will have all unreconciled items from the closed year.

Change to Windows View.

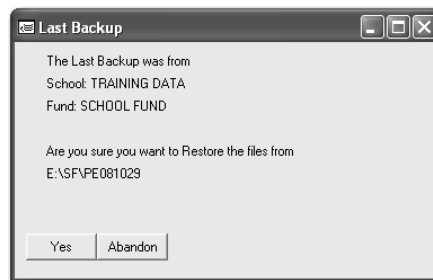
Period End Closedown using windows view – if you completed a closedown in Classic view, you must restore your data before trying a closedown in windows view.

To restore the Training Data please follow these instructions

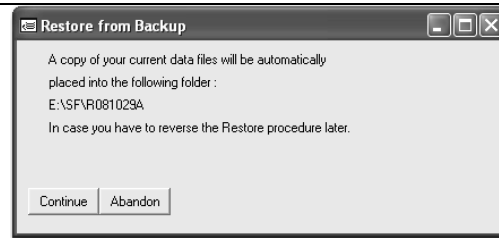
- ☞ System
- ☞ Maintenance Menu
- ☞ Restore Files From Backup



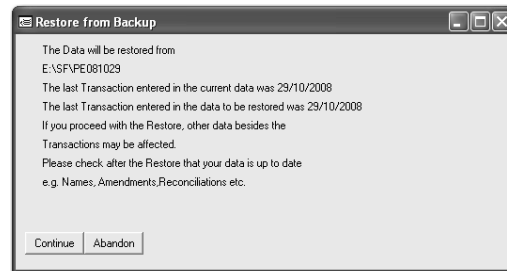
Select option (A) and follow the on screen instructions to restore the files.



You will see a screen similar to the one above. The location and PE folder from which the files will be restored are on view. The PE folder name is the closedown date in reverse – so the folder above is for the period end as at 29th October 2008.



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



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

To confirm this has been done :-

☞ Reports

☞ Summary Balance

If you have successfully restored the data you will see the Period beginning date has been returned to 01/09/08



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

☞ Archive

☞ End of Period Closedown

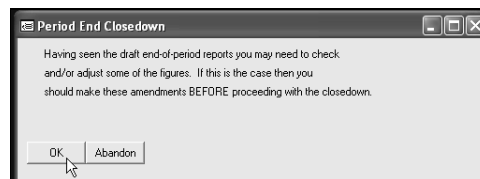
Leave today as the closedown date.

☞ Continue

☞ OK

☞ Continue when you have finished viewing the Draft Income and Expenditure report

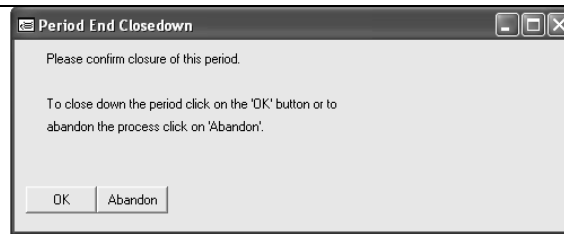
☞ Continue when you have finished viewing the Draft Balance report



☞ OK when you see this screen.

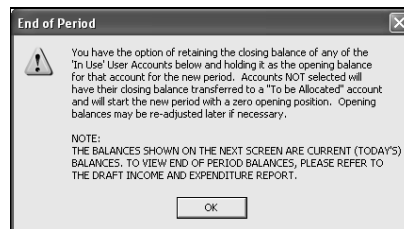
You will then be asked to ☞ OK a further 3 times before the closedown process begins.

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

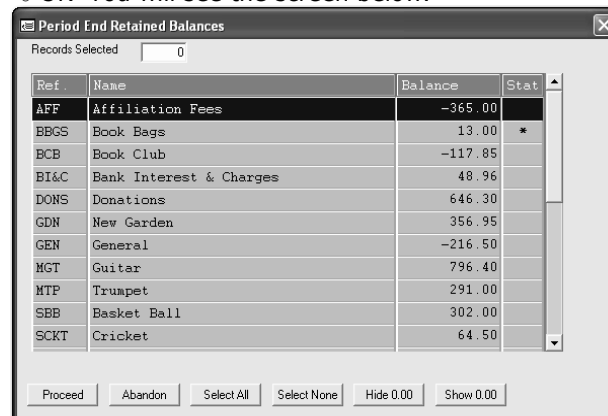


Next is the screen at which you can select the User Accounts to have a balance retained for the next period.

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

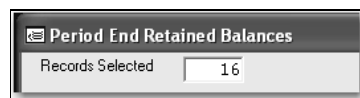


OK You will see the screen below.



Note the Basketball user account is now in with all the others – it has not been handled as Incomplete. Only period end in the Classic view has the incomplete option.

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



If you want ALL the User Accounts to retain their balances

Click Select All

Click Proceed when you have finished selecting.

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

FINAL INCOME AND EXPENDITURE REPORT FOR PERIOD 01/09/08 To 29/10/08

Continue

AFF	AFFILIATI	-230.00			248.00	-478.00
BBGS*	BOOK BAGS	45.00		18.00	59.30	3.70
BCB	BOOK CLUB	97.00		36.25	75.00	58.25
BI&C	BANK INTE	207.00	100.00	23.71		230.71
DONS	FREEWILL	349.00		1475.00		1824.00
GDN	GARDENING	0.00		425.45		425.45
GEN	GENERAL	-176.00				-176.00
MST	GUITAR	476.00		168.00		644.00
MTP	TRUMPET	291.00				291.00
SBB	BASKETBAL	67.00		525.00	180.00	412.00
SCKT	CRICKET	15.00				15.00
SWM	SWIMMING	148.00			25.00	123.00
TLD	LAKE DIST	0.00		133.00	56.00	77.00
VOH	OVERTON H	90.00	100.00	180.00	248.00	22.00
VSCB	SCARBOROU	165.00		97.50		262.50
XF08	XMAS FAIR	31.00			59.14	-28.14
		1575.00	100.00	100.00	3081.91	950.44
						3706.47
Total Transfers between these accounts						100.00
EXCESS OF INCOME OVER EXPENDITURE						2131.47
						3181.91
						3181.91

Continue to print out the FINAL Balance Report.

FINAL BALANCE FOR PERIOD ENDING 29/10/08

Continue

OPENING BALANCES	4175.00	
MOVEMENT IN PERIOD	2131.47	
CLOSING BALANCE	6306.47	
REPRESENTED BY		
Cash in Hand		55.00
Cheques in Hand		0.00
Current Account		1951.47
Deposit Account		4300.00
	6306.47	6306.47
	=====	=====

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

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

Reports

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

This completes the exercises for School Fund Manager. The next section deals with exercises for the additional modules, Name Manager v2 and Claim Manager.

End of Section 2

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Section 3

User Guide – Prepare for additional modules

Exercises to prepare your School Fund Manager transaction details for use with Name Manager v2 and Claim Manager.

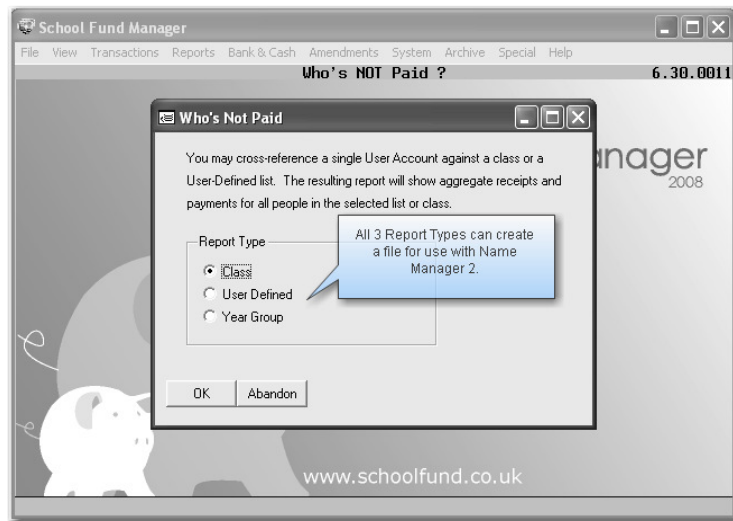
School Fund Manager Reports created in School Fund Manager that can be used in the Name Manager v2 module are:-

Who's Not Paid Reports by :

Class

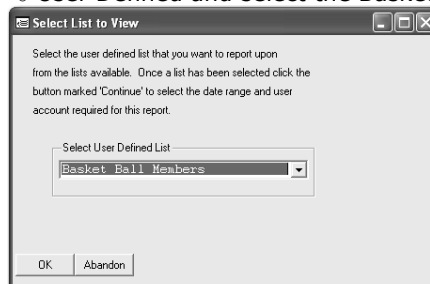
User Defined

Year Group



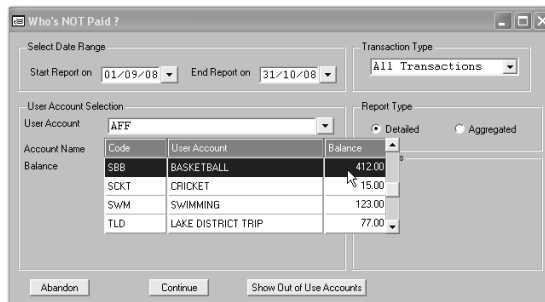
For this exercise we will use the Basket Ball account.

☞ User Defined and select the Basket Ball Members



☞ OK

Now select the BASKETBALL User Account and ☞ Continue



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

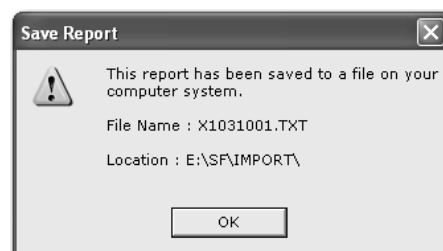
Acct: SFB BASKETBALL (from 01/09/08 to 31/10/08)

Balance Including Transfers on 31/10/08 £412.00 (Excluding Transfers £412.00)

Unit Cost: 35.00

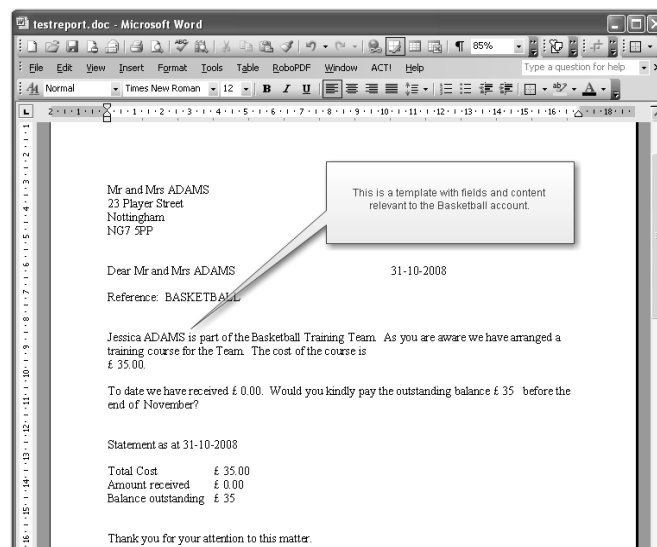
Name	Receipts	Payments	Balance
Adams Jessica	2SE	Nil	
Alcock Abigail	3DA	35.00	35.00
Allen V	4FG	35.00	35.00
Aryan Baxter	2SE	35.00	35.00
Avery Hollie	3LE	35.00	35.00
Bellantine Reese	1SE	35.00	35.00
Banks Thomas	3DA	Nil	
Caine N	3RT	35.00	35.00
Ford H		35.00	35.00
Harrison F	5TY	35.00	35.00
Heston C	4FG	Nil	
Long T	3RT	35.00	35.00
Staples G	3RT	35.00	35.00
Taylor R	5TY	35.00	35.00
Totals		385.00	385.00

☞ To Name Mgr and you will see this screen



You have now created a file in the appropriate format for use by the Name Manager 2 module. For details of how to use this information to send personalised letters home with details of balances owing and other relevant information please contact us.

Below is an example of a mail merged letter from Name Manager 2 using the file created in this exercise.



In order to reclaim tax on Freewill Donations given by UK tax payers, you must:

Identify the 'donor name' as a Gift Aid Donor using
System>Add/Modify Names

Adding/Editing Details of Names

Search: Connery S

Select a Name

Name	Class	Status
Connery S		
Cruise T	5TY	
Davis W	3RT	
Farmer F	4FG	
Flower Shop		
Ford H		

Show Out of Use
Hide Out of Use

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

Edit Name or Create New Name Details

Name: Connery S Class:

☒ In Use ☐ Out Of Use

Gift Aid Donor
☒ Yes ☐ No

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

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

Draft User Acct Gift Aid Report for Period 01/11/08 to 08/11/08

Exit Print Print + Preview Disk To Excel

Acct Code	Acct Name	Income	Expenditure
DONS	FREEWILL DONATIONS	1824.00	
GDN	GARDENING PROJECT	425.45	
Total		2249.45	0.00

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

GiftAidInformation

Gift Aid donations

Total donations made up to 5 April 2008 £ 0 taxback £ 0

Total donations made from 6 April 2008 £ 650.00 taxback £ 162.50

Total donations £ 650.00

Total Gift Aid tax you are claiming £ 162.50

OK

NAME MANAGER MODULES AND CLAIM MANAGER MODULE

Training notes on these MODULES are available separately. Please contact us to ask for more details.

CONSISTENT FINANCIAL REPORTING – CFR

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

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

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

Contact details:

Tel 0845 310 1799

Fax 0845 310 1777

www.schoolfund.co.uk

email support@schoolfund.co.uk

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