

FUND MANAGER V8 MANUAL

Contents

Dashboard	3
Manage Names	4
Manage Accounts	4
Create New Account	4
Manage Bank Accounts	5
View Opening Balances	5
Entering Transactions	6
Transactions - Enter a Receipt	6
Transactions - Recording Payments	7
View Transactions	7
Search Transactions	7
Transfers between Accounts	7
Cancellations	8
Transaction menu	8
Bank & Cash menu	8
Reports menu	8
Bank and Cash	9
Pay In Receipts to Bank	9
Draw a Cheque for Cash	9
Transfer between Bank Accounts	9
List Unreconciled Bank Entries	9
Reconcile Bank Statements	9
Reports	10
Special Reports	10
Lists	10
Ralances	10

These are the main stages of a new installation of Fund Manager.

We have designed the process to be simple and straightforward.

Once we have received your order for Fund Manager v8, we will create your organisation/school and send you a welcome email. The email will have your login details and a default password.

If we at Pebble are handling your Set Up, we will also send documents to help you get the correct financial information, pupil names and other details to us.

We will then arrange a time with you to complete installing your financial data and will give you a short training course on the main functions of Fund Manager.

Dashboard

Fund Manager v8 has a Dashboard. After you login and enter your password you will be looking at your Dashboard.

This has been designed with both a report function, showing a quick overview of your accounts and as a short cut to the most frequently used menu options. Navigate through the application by using the tabs at the top of the screen.



Hint ⁴∄ Administration



Some receipts will be recorded against named individual students, e.g. an overseas trip for which regular instalments are received. Other accounts may not need such level of detail e.g. charity collections. In these cases

Names for Receipts

record the receipts

class 8FG.

against a more generic

name such as year 4 or

Names for Payments
All Payments are made to
a specific name, this may
be an individual, supplier
or organisation.



Hint

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

Manage Names

Pupil names will most probably be imported from your administration database. This will be done as part of the setup process by one of the Pebble support team. Other names such as organisations, parents and staff will be added as required using the Manage Names option.

Use the Create New Name button to add these additional types of names.

Batch Actions and Group Actions

The options in these sections can be applied to more than one name at a time.

In Use

Once a name is no longer required you can mark it out of use.

Gift Aid Donor

If a parent or other adult is a tax payer, you can add that detail by highlighting the name and clicking the Gift Aid Donor box. This will allow you to search on all donations made by GA donors. The details can be used to complete the tax refund form for Registered Charities.

Group

You can create a Group, either by year, class, registration or user defined. Groups are then used with the Filter options throughout the application to quickly select a number of names to add transactions or create reports.

Create your Group first and then click the names you want to be added to that Group. Names can be quickly added or removed from Groups. Once a name has been added to a Group you will see the details in the Groups column beside the names.

Manage Accounts

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

Create New Account

Click Create New Account

An Account is equivalent to an individual column in a manual ledger. Accounts may be created at any time, as and when needed. There is no effective limit to the number of accounts you may have but each one must have a unique code of up to six characters.

All Accounts require a code. This is a unique combination of between 1 and 6 letters and numbers. Once saved a code may NEVER be deleted. An account name can be edited. Accounts can be taken 'Out of Use' when you have no further need of them. This will prevent them from appearing on the transaction screens. They may continue to appear on the report and lists screens if they have a balance which is relevant to the open financial period.

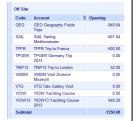
The Account name can be edited.

You can set up an Opening Balance for an Account. This is the amount of money that account owned or owed at the date on which you are creating the accounts.

You may add details of the Budget value and/or a Unit Cost value.

A negative Budget value indicates an expected level of expenditure or loss. A positive Budget value indicates an expected level of income or profit.

Below is the list of Accounts that are in the Group 'Off Site'.



A Unit Cost is appropriate for a trip or activity 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 and used to calculate an outstanding balance.

Group

You can create a Group of Accounts, e.g. off site, overseas, 6th form etc.. Groups are then used with the Filter options throughout the application to quickly create reports. The Accounts in the group will be reported individually and with a subtotal.

Create your Group first and then click the accounts you want to be added to that Group. Accounts can be quickly added or removed from Groups. Once an account has been added to a Group you will see the details in the Groups column beside the account names.

When you see the Accounts list throughout the application, it will be presented in Account Code order. Numbers then letters, alphabetically.

Manage 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 edit this bank name if you wish. Click on Current Account and overtype the name 'Current Account' with whatever you want your bank account to be called.

If you have more than one bank account you may create additional accounts by clicking on Create Bank 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 edited when necessary.

You can set an Opening Balance for a Bank Account. This is the value of the reconciled bank balance at the date on which you are creating the accounts.

Bank Accounts can be taken 'Out of Use' when you have no further need of them.

Settlement Account, this is a very particular type of bank account that is used for electronic transactions. If your parents are paying for items by logging into a portal and using debit and credit cards, these electronic transactions are handled using a settlement bank account.

Hint

If CURR is the code for your most frequently used bank account, it will ensure this account stays at the top of the alphabetical list. Use codes for other bank accounts starting with letters after D to ensure this

HINT

Clicking on an account in the View Opening Balances option takes you to the Manage Accounts screen.

View Opening Balances

The Opening Balances of your Accounts will usually be entered by one of the Pebble support team when you first begin using Fund Manager. If you add more accounts you can set up their opening balance at that time.

Here you can see ALL your accounts and the balance that has been set as their opening balance. The totals of the two columns should always match.

You can add or edit an account opening balance by clicking on the accounts here and entering/editing the opening balance field on the next screen.

NOTE

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

NOTE

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

NOTE

Direct Debits are funds that leave your bank account without you having to withdraw cash or write a cheque e.g. bank charges or standing orders.

Cheque numbers may only be issued once against each bank account.

NOTE

If you want a record of the cheque number received from a parent, enter the details in the Reference field.

NOTE

This filter is on year 7. When only year 7 pupils are in the list, click on the button beside Name and all names are selected



NOTE

The Names list includes staff, parents and organisations. These are listed after the pupil names.

Entering Transactions

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

Transactions are either :-

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

Receipt Transactions require 3 stages to be completed they are:

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

Payment Transactions require 2 stages to be completed they are:

- 1. Paid-Out and then
- 2. Reconciled

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

Transactions - Enter a Receipt

Printing a single Receipt can be done when all details have been entered.

Account section

First select the Account, using the drop down option, or by typing the account code into the shorter of the two fields in the Account section.

Once an Account has been selected a second tab will appear on the top of the screen. View Transactions is a list of all transactions that have been for that account to date. This report can be printed.

Details section

Next add a Description, this will appear on most reports.

You may add a Reference, which if entered will also appear on some reports and on the bank reconciliation process.

Enter the Type of receipt (cash, cheque etc.) by selecting from the drop down options. If a receipt transaction enters your bank account directly it is a Direct Credit. You will have to identify the bank account receiving the funds.

If the default date needs to be changed, use the calendar to select the appropriate date. Receipt No: The program will generate a sequence beginning at whatever number you start at and always offer the next number available.

Name section

Then select one or more Names.

If the name already exists you may select it from the list. If not you can add a new name. Click Manage Names to return to the Manage Names screen.

If you want to select more than one name you can either click beside the names or set a filter to quickly restrict the names list to only those in a particular year, class or group.

Once you have a list of all names for this transaction, you can click the button beside the word Name and all the names on view will be selected. If there are more names on subsequent pages you will have to go to each page and repeat this action.

You may Save or Save + Print your transaction. Using Abandon will prevent any of the details entered from being saved.

When transactions are saved a summary of each one is displayed at the top of the screen. You can close this display by clicking on the X in the top right corner. If you enter another Receipt the display will close automatically.

Transactions - Recording Payments

Printing a Payment Advice slip can be done when all details have been entered.

Account section

First you must select the account using the drop down option.

Details section

Then add a Description, Reference (if applicable) the date, payment type and amount details. The Notes field is not mandatory. 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 on the tab that appears once the account has been selected.

Name section

Select one or more Names.

If the name already exists you may select it from the list. If not you can add a new name. Click Manage Names to return to the Manage Names screen.

If you want to select more than one name you can either click beside the names or set a filter to quickly restrict the names list to only those in a particular year, class or group.

Once you have a list of all names for this transaction, you can click the button beside the word Name and all the names on view will be selected. If there are more names on subsequent pages you will have to go to each page and repeat this action.

You may Save or Save + Print your transaction. Using Abandon will prevent any of the details entered from being saved.



View Transactions

You may view the transactions for a specific Account once it has been selected for use in the Receipt and Payment options. This list is not definable and can be printed.

Search Transactions



If you want to define what you are searching for you need the Search Transactions menu. Using this option you can search on a wide range of fields to find a specific transaction or group of transactions.

Simply use the fields and drop downs to specify your search criteria.

If you want to see all transactions in your system, make no changes and click on the Search button.

This is the screen on which you can see all the details you added when entering your transactions, including description, Notes and Reference.



Transfers between Accounts

This option will allow you to move money from one account to another. As this is not additional income or expenditure it is reported apart from true income and expenditure and appears in the columns Transfers In and Transfers Out on some reports.

Cancellations

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 option enables 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.

Transaction menu

Cancel a Receipt or Payment Transaction

You may cancel any transaction including,

Cash

Cheque

Direct, while it remains unreconciled and unbanked. You will be required to enter a reason for the cancellation. The original details and your reason for cancelling appear on the List of Cancellations report.

Bank & Cash menu

Cancel/Amend a Bank Transaction

You can cancel bank transactions including, Cashed cheques Paying in slips and Bank transfers, while they remain unreconciled.

Unreconcile Bank Statement Entries

If you need to cancel a bank transaction that has been reconciled, then you must unreconcile it first. There is an option on the Bank and Cash menu for this process.

Unreconciling will simply return all the items that had been reconciled back to the list of items NOT reconciled.

Cancel an Account Transfer

This routines require an equal and opposite transaction to reverse the incorrect entry. Use the Transfer between Accounts option on the Transactions menu.

Reports menu

List of Cancellations

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

Bank and Cash

Hint

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

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

Pay In Receipts to Bank

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

Draw a Cheque for Cash

A cheque drawn for cash will increase your cash in hand and enable you to make cash payments.

Transfer between Bank Accounts

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

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

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.

. . .

See Cancellations for how to unreconcile.

Hint

A reconciled report is available at the point when you save a reconciliation.

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. You can take as many printouts as required of your bank statement reconciliations.

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

Reports

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

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

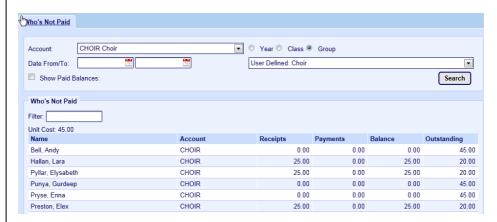
To restrict the number of items on display in the lists of Paying-in-Slips and Receipts, you may specify the first and last numbers. The same number in both fields will result in that one item only presented on display.

Hint

You **must** add a Unit Cost amount to an Account to see it on the Who's Not Paid reports.

Special Reports

The Who's Not Paid list reports the transactions of a specified group or class against a specific user account. It will also display a unit cost, helpful to determine whether the total cost of the trip/activity has been received from each participant.



Sample Who's Not Paid report.

A User defined Group named Choir was created using Manage Names The Choir Account was created with a unit cost of £ 45.00. As receipts are recorded the transactions update the Balance on this report.

Lists

Lists of transactions by bank account and cash are available. Also lists by receipt number, cheque number.

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.