



FMv8 Quick Start Guide

Cloud based accountancy

FMv8 Introduction

Welcome to FMv8

There are many advantages to Fund Manager v8 and all of them designed to save you time. Your dashboard provides a quick overview of all transactions.

Multiple users can operate the system simultaneously. Reports of monies paid for dinners, school trips, uniform and other items are easily produced. Save time importing transactions directly from your online payments provider. A dynamic link from your schools' MIS ensures all relevant pupil information can be swiftly imported.

Fund Manager v8 is cloud hosted and removes any issues of permissions and policies. Our excellent security standards ensure you are in control of your data at all times.

FMv8 Quick Start Guide

The following pages will give you a brief overview on the features of FMv8.

Receipts & Payments: (*Page 3*)

Bank & Cash Menu: (*Pages 4 & 6*)

Reports: Additional/information on the reporting screens. (*Pages 7-18*)

The Dashboard: This will be your home screen when you first log into FMv8.

This screen displays an overview of your Accounts at the current date.



The screenshot shows the FMv8 Dashboard with the following sections:

- Transactions:** Transaction Summary (Period beginning 15/05/2012)

	Amount
Opening	5759.09
Transfers In	35.00
Transfers Out	35.00
Receipts	1489812.32
Payments	71634.12
Balance	1423937.29
- Bank & Cash:** Banking Summary (Period beginning 15/05/2012)

	Amount
Cash in Hand	858.00
Cheques in Hand	152.00
Current Account	1421152.01
Deposit Account	205.00
HSBC Fund Account	1570.28
Balance	1423937.29
- Reports:** Includes a bar chart showing account balances and transaction volumes.
- Common Questions:** A list of frequently asked questions.
 - Adding new names while entering receipt/payment
 - What happens when a bug gets fixed
 - Payment and cheque Transaction numbering[See all Frequently Asked Questions](#)
- Fund Manager News:** A list of news stories.
 - Kick start your fund raising success...a case study
 - School Financial Value Standards – A spotlight on software
 - School Fund Finder Success[See all News Stories](#)
- Feedback:** A section for users to share suggestions, queries, and ideas.

Common Questions:
This allows you, the User, to see FAQ's on FMv8.

MORE NEWS ABOUT FUND FINDER and updates about Pebble, our software and recent news/press.

Feedback
The Feedback tab allows the user to share with us their suggestions, queries and ideas. Click here and follow the onscreen instructions.

Transactions

Receipts & Payments

This section will be used on a daily basis to input Receipts & Payments whether Cash, Cheque, Direct Credits & Debits for the various accounts set up.

Enter Account Transaction

Enter a Receipt **Record a Payment**

Account - Select Account - Manage Accounts Balance:

Details

Description:	Reference:
Type: Cash	Date: 27/01/2012
Gift Aid:	Amount: 0.00
Notes:	Receipt No: 000018

Name

Name	Class	Year	Reg	Groups	S	GA
Adams, Louise	7PT	11	KMR	7PT, KMR, 11, North Tyneside	N	
Ahern, Katherine	7PT	5		7PT, 5, North Tyneside	N	
Anderson, Leigh	7PT	7	MKA	MKA, 7PT, 7, North Tyneside	N	
Andrews, Alexander	7PT	10	NSR	7PT, NSR, 10, North Tyneside	N	
Annels, Krista	7PT	11	BC	BC, 7PT, 11, North Tyneside	N	
Baker, Ellis	7PT	10	MTR	7PT, MTR, 10, North Tyneside	N	
Bamber, Chloe	7PT	9	SVN	SVN, 7PT, 9, North Tyneside	N	
Berwick, George	7PT	7	MHN	7PT, 7, MHN, North Tyneside	N	
Blake, Josh	7PT	10	PLW	7PT, PLW, 10, North Tyneside	N	
Blakey, Kyle		10	MOR	10, MOR	N	

Showing 1 to 10 of 98 entries
« < 1 2 3 4 5 > »

Save Save + Print Abandon

Enter Receipt – Used for money coming in to FMv7

Record a Payment – Used for money going out of FMv7

Transactions ▾

- Enter a Receipt**
- Record a Payment**
- TRANSFERS**
- Transfer Between Accounts**
- CANCELLATIONS & AMENDMENTS**
- Cancel Receipt or Payment Transaction**
- EPAYMENTS**
- Import ePayments**

Enter Account Transaction

Enter a Receipt **Record a Payment**

Account - Select Account - Manage Accounts Balance:

Details

Description:	Reference:
Type: Cash	Date: 27/01/2012
Notes:	Amount: 0.00
Cheque/Voucher No: 000002	

Name

Name	Class	Year	Reg	Groups	S	GA
Adams, Louise	7PT	11	KMR	7PT, KMR, 11, North Tyneside	N	
Ahern, Katherine	7PT	5		7PT, 5, North Tyneside	N	
Anderson, Leigh	7PT	7	MKA	MKA, 7PT, 7, North Tyneside	N	
Andrews, Alexander	7PT	10	NSR	7PT, NSR, 10, North Tyneside	N	
Annels, Krista	7PT	11	BC	BC, 7PT, 11, North Tyneside	N	
Baker, Ellis	7PT	10	MTR	7PT, MTR, 10, North Tyneside	N	
Bamber, Chloe	7PT	9	SVN	SVN, 7PT, 9, North Tyneside	N	
Berwick, George	7PT	7	MHN	7PT, 7, MHN, North Tyneside	N	
Blake, Josh	7PT	10	PLW	7PT, PLW, 10, North Tyneside	N	
Blakey, Kyle		10	MOR	10, MOR	N	

Showing 1 to 10 of 98 entries
« < 1 2 3 4 5 > »

Save Save + Print Abandon

Bank & Cash Menu

Pay Receipts to Bank

Use this screen to record cash & cheque in hand receipts that are being paid into the bank.
 Select all items that are being paid in. Your paying in slip details should match those shown on the entry screen, if not overtype the details.

Bank & Cash ▾

[Bank History](#)

[Cash History](#)

BANKING ACTIONS

[Pay Receipts To Bank](#)

[Draw Cheque for Cash](#)

[Reconcile a Bank Statement](#)

TRANSFERS

[Transfer between Bank Accounts](#)

CANCELLATIONS & AMENDMENTS

[Cancel/Amend Bank Paying-in Slip](#)

[Unreconcile a Bank Statement](#)

[Dashboard](#) | [Transactions](#) | [Reports](#) | **Bank & Cash ▾** | [Register](#) | [sQuid](#) | [Administration](#)

New Paying-in Slip

Date	Account	Description	Name	Class	Year	Receipt No.	Amount
30/03/2012	CHAR Charities	Sports relief	Pupils			121	152.00
25/05/2012	ART Art	Sales	Akinleye, Quddus	1	2	129	15.00
25/05/2012	LUNCH School Lunches	Lunch Money	Akbar, Fahima	6J	6	130	20.00
25/05/2012	LUNCH School Lunches	Lunch Money	Analogbei, David	4	2	131	20.00
25/05/2012	LUNCH School Lunches	Lunch Money	Annan, Jonathan	5F	5	132	20.00
25/05/2012	LUNCH School Lunches	Lunch Money	Ashworth, Hayleigh	7	1	133	20.00
25/05/2012	LUNCH School Lunches	Lunch Money	Austin, Ryan	4ST	4	134	20.00

Filter:

Cheques to be Paid in: 0
Total Value of Cheques: 0.00

Cash Received

Cash Available to Pay in:
 Amount to Pay in:

Paying-in Slip Details

Total to be Paid In: ←
 Bank account: CURR Current Account (1421152.01) ←
 Paying-in Slip Number: 000030 ←
 Date: 25/05/2012 ←
 Balance: 1421152.01

|

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Cash in Hand
(Prepopulated Figure) Cash available to be paid into the bank.

Amount to pay in: User defined value of cash which is being paid to bank.

Total to be paid in: A total value of all cash & cheques selected

Bank Account: The bank account into which the payment will be made.

Paying in slip number: Option to manually type the paying in slip number into this field.

Date: Select the date for the paying in slip to be banked.

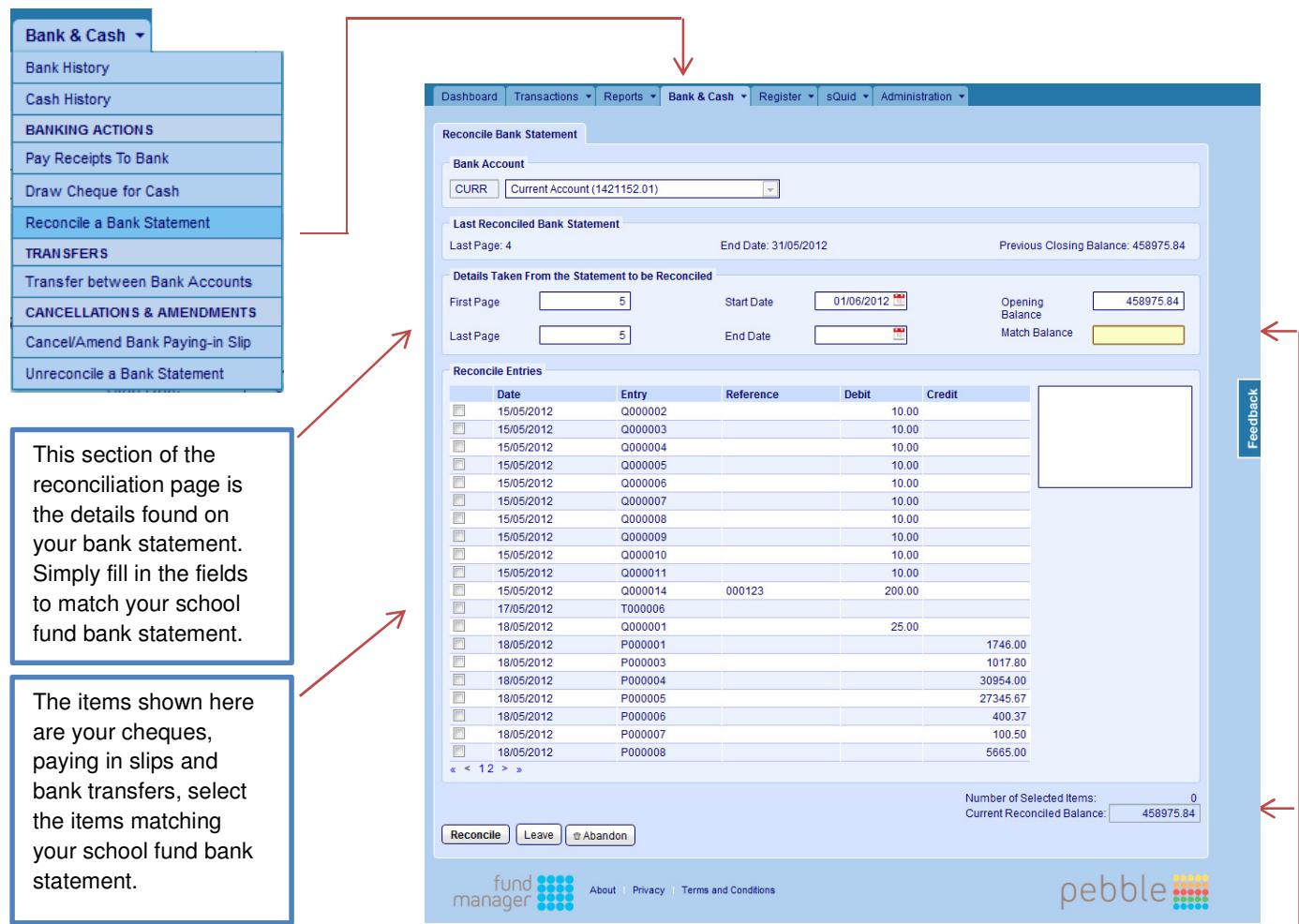
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Bank & Cash Menu

Reconciling Bank Statement

To reconcile your school fund bank statement, simply match the information (items on the statement, opening & closing balances) on the screen to the bank statement.



Bank & Cash

- Bank History
- Cash History
- BANKING ACTIONS**
- Pay Receipts To Bank
- Draw Cheque for Cash
- Reconcile a Bank Statement**
- TRANSFERS**
- Transfer between Bank Accounts
- CANCELLATIONS & AMENDMENTS**
- Cancel/Amend Bank Paying-in Slip
- Unreconcile a Bank Statement

Reconcile Bank Statement

Bank Account
CURR Current Account (1421152.01)

Last Reconciled Bank Statement
Last Page: 4 End Date: 31/05/2012 Previous Closing Balance: 458975.84

Details Taken From the Statement to be Reconciled

First Page	5	Start Date	01/06/2012	Opening Balance	458975.84
Last Page	5	End Date		Match Balance	

Reconcile Entries

Date	Entry	Reference	Debit	Credit
15/05/2012	Q000002		10.00	
15/05/2012	Q000003		10.00	
15/05/2012	Q000004		10.00	
15/05/2012	Q000005		10.00	
15/05/2012	Q000006		10.00	
15/05/2012	Q000007		10.00	
15/05/2012	Q000008		10.00	
15/05/2012	Q000009		10.00	
15/05/2012	Q000010		10.00	
15/05/2012	Q000011		10.00	
15/05/2012	Q000014	000123	200.00	
17/05/2012	T00006			
18/05/2012	Q000001		25.00	
18/05/2012	P000001			1746.00
18/05/2012	P000003			1017.80
18/05/2012	P000004			30954.00
18/05/2012	P000005			27345.67
18/05/2012	P000006			400.37
18/05/2012	P000007			100.50
18/05/2012	P000008			5665.00

Number of Selected Items: 0
Current Reconciled Balance: 458975.84

Actions: Reconcile | Leave | Abandon



Feedback

This section of the reconciliation page is the details found on your bank statement. Simply fill in the fields to match your school fund bank statement.

The items shown here are your cheques, paying in slips and bank transfers, select the items matching your school fund bank statement.

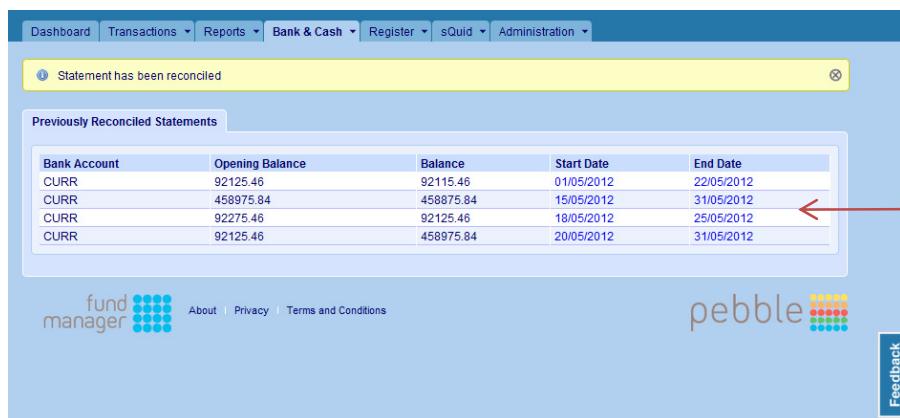
Check that the "Match" balance and the "Current Reconciled Balance" are equal before you finalise the reconciliation.

Once you have matched the paying in slips and transactions and your balances are correct, you can then continue to reconcile your bank statement by clicking "Reconcile". The following screen you see will enable you to print out a copy of the completed reconciliation for your records.

Bank & Cash Menu

Note. You are able to access your completed reconciliations at any time by using menu option:-

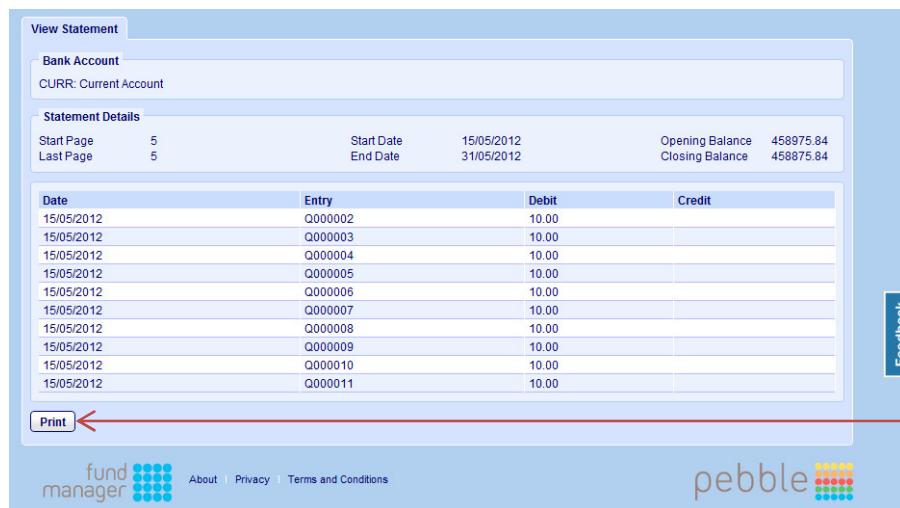
Bank and Cash > List Reconciled Statements.



The screenshot shows a software interface with a top navigation bar containing links: Dashboard, Transactions, Reports, Bank & Cash (selected), Register, sQuid, and Administration. A yellow message box at the top states "Statement has been reconciled". Below it is a table titled "Previously Reconciled Statements" with columns: Bank Account, Opening Balance, Balance, Start Date, and End Date. The table contains four rows of data. At the bottom left is the "fund manager" logo, and at the bottom right is the "pebble" logo.

Bank Account	Opening Balance	Balance	Start Date	End Date
CURR	92125.46	92115.46	01/05/2012	22/05/2012
CURR	458975.84	458875.84	15/05/2012	31/05/2012
CURR	92275.46	92125.46	18/05/2012	25/05/2012
CURR	92125.46	458975.84	20/05/2012	31/05/2012

Previously Reconciled Statements list will appear after finalising your reconciliation. These will appear in date order.



The screenshot shows a "View Statement" page. It includes a "Bank Account" section with "CURR: Current Account" selected. Below it is a "Statement Details" section with fields for "Start Page" (5), "Last Page" (5), "Start Date" (15/05/2012), "End Date" (31/05/2012), "Opening Balance" (458975.84), and "Closing Balance" (458875.84). The main area displays a table of transactions with columns: Date, Entry, Debit, and Credit. The table lists 11 entries from 15/05/2012 to 15/05/2012, all with a debit of 10.00. At the bottom left is a "Print" button, and at the bottom right is the "pebble" logo.

Date	Entry	Debit	Credit
15/05/2012	Q000002	10.00	
15/05/2012	Q000003	10.00	
15/05/2012	Q000004	10.00	
15/05/2012	Q000005	10.00	
15/05/2012	Q000006	10.00	
15/05/2012	Q000007	10.00	
15/05/2012	Q000008	10.00	
15/05/2012	Q000009	10.00	
15/05/2012	Q000010	10.00	
15/05/2012	Q000011	10.00	

By left clicking on the required Reconciliation you will see the page information and items selected.

Left clicking on the print button will allow you to print for your records

FMv8 Reports

FMv8 Reports:

Account Summary.....	Page 8
Search Transactions.....	Page 9
Search Account Balances.....	Page 9
List Receipts by Receipt Number.....	Page 10
List Payments by Cheque/Voucher Number....	Page 11
List All Transfers	Page 12
List of Cancellations & Amendments.....	Page 13
Who's Not Paid?	Page 14

Account Summary

Account Summary

This report is used for a quick overview of the balances within FMv8 relating to all the Accounts.

You have the option of searching the information for all the Accounts or one in particular.

Dashboard
Transactions ▾
Reports ▾
Bank & Cash ▾
Register ▾
sQuid ▾
Administration ▾

Include Transfers Search

Code	Account	Receipts	Payments	Balance
ART	ART Art	22.00	0.00	22.00
BOOKS	BOOKS Library Book Sales	0.00	0.00	0.00
CHAR	CHAR Charities	308.32	389.72	-81.40
DRAMA	DRAMA Drama Fund	80.00	0.00	80.00
DUKE	DUKE Duke of Edinburgh Award	0.00	0.00	0.00
FRATRI	FRATRI France Trip	530.00	0.00	530.00
GAME	GAME Games	0.00	150.00	-150.00
GEOG	GEOG Geography	0.00	0.00	0.00
LNC2	LNC2 Lunch	0.00	0.00	0.00
LUNCH	LUNCH School Lunches	1488373.00	65392.65	1422980.35
MINIBU	MINIBU Minibus Fee	230.00	0.00	230.00
MISC	MISC Miscellaneous	0.00	0.00	0.00
MUSIC	MUSIC Music Dept	0.00	0.00	0.00
PE	PE PE Kit	0.00	18.00	-18.00
PROM	PROM Prom - Leavers	84.00	0.00	84.00
RESOUR	RESOUR Resources	0.00	5.75	-5.75
SCHPHT	SCHPHT School Photographs	0.00	1320.00	-1320.00
SIXTHF	SIXTHF Sixth Form	0.00	0.00	0.00
SWIM	SWIM Swimming Lessons	0.00	4158.00	-4158.00
TRIP	TRIP Alton Towers	300.00	200.00	100.00
TRIPIN	TRIPIN Trip Insurance	0.00	0.00	0.00
UNIF	UNIF Uniform	0.00	0.00	0.00
Totals		1489927.32	71634.12	1418293.20

Print
Search Account Balances



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You may print this report if needed by selecting the print button.

Search Transactions

Search Transactions:

Populate the relevant search fields to generate the desired report choosing from a number of search fields. Account name, Group, Name, Class, Date From/To, Amount, Keyword and Report Type.

Note: if no search criteria have been entered, you will see a list of all Receipts and Payments entered in to FMv8 as shown below.

Dashboard
Transactions ▾
Reports ▾
Bank & Cash ▾
Register ▾
sQuid ▾
Administration ▾

Search Transactions
Graphical Report

Account:	<input type="text" value="- Select Account -"/>	Date From/To:	<input type="text"/> <input type="text"/>
Group:	<input type="text"/>	Type:	<input type="text"/>
Name:	<input type="text"/>	Amount:	<input type="text"/>
Class:	<input type="text"/>	Keyword:	<input type="text"/>
	<input type="text"/>	Year:	<input type="text"/>
			<input type="button" value="Search"/>

Transactions	Accounts	Names	Transfers In	Transfers Out	Receipts	Payments
256	15	176	35.00	35.00	1489927.32	71634.12

Date	Account	Name	Class	Description + Notes	Type	Receipt	Payment	Reference	GA
15/05/2012	DRAMA Drama Fund	Elsey, Jack	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Evenden, Kyah	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Jack, Marshall	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Heapy, Harmony	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Moore, Jack	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Williams, Tryphena	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Wood, Davie	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	DRAMA Drama Fund	Woodman, Taya	9	Of Mice & Men Trip	Cash	10.00			N
15/05/2012	PROM Prom - Leavers	Drake, Harrison	1	Prom Ticket	Cheque	21.00			N
15/05/2012	PROM Prom - Leavers	Edwards, Holly	3C	Prom Ticket	Cheque	21.00			N
15/05/2012	PROM Prom - Leavers	Jater, Donny	3	Prom Ticket	Cash	21.00			N
15/05/2012	PROM Prom - Leavers	McNeil, Harrison	6	Prom Ticket	Cheque	21.00			N
15/05/2012	SWIM Swimming Lessons	Drake, Harrison	1	Swimming Lessons Deposit	Cheque		10.00		
15/05/2012	SWIM Swimming Lessons	Edwards, Holly	3C	Swimming Lessons Deposit	Cheque		10.00		
15/05/2012	SWIM Swimming Lessons	Elvidge, Jamie	4ST	Swimming Lessons Deposit	Cheque		10.00		
15/05/2012	SWIM Swimming Lessons	Evenden, Kyah	9	Swimming Lessons Deposit	Cheque		10.00		
15/05/2012	SWIM Swimming Lessons	Falana, Ismail	3S	Swimming Lessons Deposit	Cheque		10.00		
15/05/2012	BOOKS Library Book Sales			Library Book Sales, MISC			15.00		
15/05/2012	MISC Miscellaneous			Library Book Sales, MISC					
15/05/2012	MINIBU Minibus Fee	Williams, Tryphena	9	School Minibus Weekly Ticket	Cash	11.50			N
Totals						1489927.32	71634.12		

Print

Feedback


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You may print this report if needed by selecting the print button.

List Receipts by Receipt Number

List Receipts by Receipt Number:

This report menu allows you to search/list all or individual receipt transactions by their receipt number. The report has a “From” & “To” field, allowing you to enter a number range.

You may also include Cash, Cheques, Direct Credits and ePayments.

Dashboard
Transactions ▾
Reports ▾
Bank & Cash ▾
Register ▾
sQuid ▾
Administration ▾

List Receipts by Receipt Number

Select Receipt Number Range

From:

To:

Include:

 Cash
 Direct Credit

 Cheques
 ePayments

Receipt

Number	Date	Amount	Type	Name	Class	Description	Notes
000130	25/05/2012	20.00	Cheque	Aktar, Fahima		Lunch Money	
000133	25/05/2012	20.00	Cheque	Ashworth, Hayleigh		Lunch Money	
000131	25/05/2012	20.00	Cheque	Analogbei, David		Lunch Money	
000132	25/05/2012	20.00	Cheque	Annan, Jonathan		Lunch Money	
000134	25/05/2012	20.00	Cheque	Austin, Ryan		Lunch Money	
000129	25/05/2012	15.00	Cheque	Akinleye, Quddus		Sales	
000126	18/05/2012	100.00	Cash	Drake, Delci		Trip Money	
000125	18/05/2012	10.00	Cash	Huff, Anna		Trip Money	
000127	18/05/2012	100.00	Cash	Butler, Maize		Trip Money	
000123	18/05/2012	10.00	Cash	Deller, Briony		Trip Money	
000122	18/05/2012	7.00	Cash	The Daniel School		Paint	
000124	18/05/2012	10.00	Cash	Elvidge, Harry		Trip Money	
000063	17/05/2012	24800.00	Cash	Cavanagh, Christian		Yearly Lunch Sum	
000062	17/05/2012	24800.00	Cash	Cassidy, Kloie		Yearly Lunch Sum	
000064	17/05/2012	24800.00	Cash	Cavanagh, Jacob		Yearly Lunch Sum	
000060	17/05/2012	24800.00	Cash	Davis, Ellie-May		Yearly Lunch Sum	
000059	17/05/2012	22.75	Cash	Morrill, Bethany		5C Lunches	
000061	17/05/2012	24800.00	Cash	Carline, Holly-Louise		Yearly Lunch Sum	
000065	17/05/2012	24800.00	Cash	Chaitoo, Adam		Yearly Lunch Sum	
000056	17/05/2012	22.75	Cash	Huff, Anna		5C Lunches	
Subtotal		1489927.32					

« < 1 2 3 4 5 6 7 > »

Feedback

You may print this report if needed by selecting the print button.

List Payments by Cheque/Voucher Number

List Payments by Cheque/Voucher Number:

This report is very similar to the previous reporting screen, the difference being this would be used to search for payment transactions under specific Cheque/Voucher number. The menu includes: a “From” & To” field, an option to have either Cheque transactions listed or Cash or both.

Dashboard Transactions Reports Bank & Cash Register sQuid Administration

List Payments by Cheque/Voucher Number

<input checked="" type="checkbox"/> Include Cheque Transactions:	From:	<input type="text" value="000001"/>	To:	<input type="text" value="000165"/>
<input checked="" type="checkbox"/> Include Cash Transactions:	From:	<input type="text" value="000012"/>	To:	<input type="text" value="000169"/>
<input type="button" value="List Payments"/>				

Payment

Filter:

Bank Acc	Number	Date	Amount	Type	Name	Description	Notes
CURR	000168	25/05/2012	5758.95	Cash	The Daniel School	Lunch deposit Monthly	
	000169	25/05/2012	4000.00	Cash	The Daniel School	Swimming Lessons Yearly	
	000167	25/05/2012	4575.50	Cash	The Daniel School	Lunch Money Totals	
	000166	22/05/2012	10.00	Cash	Akinleye, Quddus	refund	
	000165	18/05/2012	150.00	Cheque	The Daniel School	Sports Hall Rentel	
	000076	17/05/2012	250.97	Cash	Woodman, Taya	Lunch deposit	
	000077	17/05/2012	250.97	Cash	Woodward, Nikita-Louise	Lunch deposit	
	000080	17/05/2012	250.97	Cash	Wyatt, Albie	Lunch deposit	
	000072	17/05/2012	250.97	Cash	Wood, Davie	Lunch deposit	
	000073	17/05/2012	250.97	Cash	Wood, Maddisen	Lunch deposit	
	000071	17/05/2012	250.97	Cash	Wood, Bobby	Lunch deposit	
	000070	17/05/2012	250.97	Cash	Wood, Alfie	Lunch deposit	
	000069	17/05/2012	250.97	Cash	Witt, Rebekah	Lunch deposit	
	000068	17/05/2012	250.97	Cash	Witt, Nathan	Lunch deposit	
	000078	17/05/2012	250.97	Cash	Wright, Bobby	Lunch deposit	
	000065	17/05/2012	250.97	Cash	Willmitt, Ruby	Lunch deposit	
	000074	17/05/2012	250.97	Cash	Wood, River	Lunch deposit	
	000079	17/05/2012	250.97	Cash	Wronska, Maja	Lunch deposit	
	000066	17/05/2012	250.97	Cash	Wilson, Charlie	Lunch deposit	
	000067	17/05/2012	250.97	Cash	Witt, Elliott	Lunch deposit	
	Subtotal		71634.12				

« < 1 2 3 4 5 6 > »

Feedback

fund
manager
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pebble

You may print this report if needed by selecting the print button.

List All Transfers

List All Transfers

This report is used for looking at transfers from one account to another.

It includes: Start Date – End Date search, Account, Notes, Transfers in & out.

[Dashboard](#) | [Transactions](#) | [Reports](#) | [Bank & Cash](#) | [Register](#) | [sQuid](#) | [Administration](#)

List All Transfers

Start Report On:	<input type="text" value="25/04/2012"/> 	End Report On:	<input type="text" value="25/05/2012"/> 																																								
<input type="button" value="List Transfers"/>																																											
<p>Filter: <input type="text"/></p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Date</th> <th>Account</th> <th>Notes</th> <th>Transfer In</th> <th>Transfer Out</th> </tr> </thead> <tbody> <tr> <td>21/05/2012</td> <td>ART Art</td> <td>Supplies</td> <td></td> <td>10.00</td> </tr> <tr> <td>21/05/2012</td> <td>MISC Miscellaneous</td> <td>Supplies</td> <td>10.00</td> <td></td> </tr> <tr> <td>18/05/2012</td> <td>ART Art</td> <td>.</td> <td></td> <td>10.00</td> </tr> <tr> <td>18/05/2012</td> <td>GAME Games</td> <td>.</td> <td>10.00</td> <td></td> </tr> <tr> <td>15/05/2012</td> <td>BOOKS Library Book Sales</td> <td>Library Book Sales, MISC</td> <td></td> <td>15.00</td> </tr> <tr> <td>15/05/2012</td> <td>MISC Miscellaneous</td> <td>Library Book Sales, MISC</td> <td>15.00</td> <td></td> </tr> <tr> <td align="right" colspan="3">Totals</td> <td>35.00</td> <td>35.00</td> </tr> </tbody> </table>				Date	Account	Notes	Transfer In	Transfer Out	21/05/2012	ART Art	Supplies		10.00	21/05/2012	MISC Miscellaneous	Supplies	10.00		18/05/2012	ART Art	.		10.00	18/05/2012	GAME Games	.	10.00		15/05/2012	BOOKS Library Book Sales	Library Book Sales, MISC		15.00	15/05/2012	MISC Miscellaneous	Library Book Sales, MISC	15.00		Totals			35.00	35.00
Date	Account	Notes	Transfer In	Transfer Out																																							
21/05/2012	ART Art	Supplies		10.00																																							
21/05/2012	MISC Miscellaneous	Supplies	10.00																																								
18/05/2012	ART Art	.		10.00																																							
18/05/2012	GAME Games	.	10.00																																								
15/05/2012	BOOKS Library Book Sales	Library Book Sales, MISC		15.00																																							
15/05/2012	MISC Miscellaneous	Library Book Sales, MISC	15.00																																								
Totals			35.00	35.00																																							



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Feedback

You may print this report if needed by selecting the print button.

List of Cancellations

List of Cancellations

This report allows you to view any transaction that has been cancelled. It gives a detailed overview of the transaction, showing you the date, amount, type, name, description, reason and the date on which it was cancelled.

Feedback

Start Report On: End Report On:

[List Transactions](#)

Date	Amount	Type	Number	Account	Name	Class	Description	Cancelled On	Reason
17/05/2012	110.00	Cheque	95	SCHPHT School Photographs	Thomson-McClay, Billy-Joe	4	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	96	SCHPHT School Photographs	Tompkins, Tia	N1	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	97	SCHPHT School Photographs	Tosin-Lateef, Mathias	7	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	98	SCHPHT School Photographs	Tosin-Lateef, Michael	3N	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	99	SCHPHT School Photographs	Trimmer, Aiden	3S	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	100	SCHPHT School Photographs	Trimmer, Byron	4SH	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	101	SCHPHT School Photographs	Trimmer, Finley	8	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	102	SCHPHT School Photographs	Tumelis, Daniel	6B	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	103	SCHPHT School Photographs	Baker, Byron-Dean	6B	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	104	SCHPHT School Photographs	Bridgeman, Kiera-Jade	6B	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	105	SCHPHT School Photographs	Bridgeman, Mya	4ST	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	106	SCHPHT School Photographs	Brook, Aiden	3S	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	107	SCHPHT School Photographs	Brooks-Scrivens, Leisha	3	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	108	SCHPHT School Photographs	Brooks, Lucy	6B	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	109	SCHPHT School Photographs	Brooks-Earland, Ruby	6	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	110	SCHPHT School Photographs	Brooks-Stowers, Tamiya	6B	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	111	SCHPHT School Photographs	Brown, Marley	6B	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	112	SCHPHT School Photographs	Bundock, Chevy	4SH	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	113	SCHPHT School Photographs	Bundock, Henry	5	Photograph Comm.	17/05/2012	Incorrect Type
17/05/2012	110.00	Cheque	114	SCHPHT School Photographs	Bundock, Levi	6B	Photograph Comm.	17/05/2012	Incorrect Type
18/05/2012	100.00	Cash	128	FRATRI France Trip	Huff, Anna	5C	Trip Money	21/05/2012	Dropped Out.

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Who's Not Paid?

Who's Not Paid?

This report will enable you to instantly find out who has an outstanding balance on a trip or event where an expected unit cost per attendee is expected.

Manage Accounts

Filter:							
	Code	Account	Groups	Budget	Unit Cost	Balance	S
<input type="checkbox"/>	ART	Art		0.00	0.00	50.71	
<input type="checkbox"/>	BOOKS	Library Book Sales		0.00	0.00	127.72	
<input type="checkbox"/>	CHAR	Charities		0.00	0.00	71.40	
<input type="checkbox"/>	DRAMA	Drama Fund		0.00	0.00	527.51	
<input checked="" type="checkbox"/>	DUKE	Duke of Edinburgh Award		0.00	0.00	36.00	
<input type="checkbox"/>	FRATRI	France Trip		0.00	250.00	918.25	
<input type="checkbox"/>	GAME	Games		0.00	0.00	273.50	
<input type="checkbox"/>	GEOG	Geography		0.00	0.00	40.00	
<input type="checkbox"/>	HSBC	HSBC Fund Account		0.00	0.00	0.00 *	
<input type="checkbox"/>	LNCH2	Lunch		0.00	0.00	0.00	

« < 1 2 3 > »

Batch Actions

① These changes affect all the accounts you have selected above

In Use Out of Use

Group Actions

① These changes affect all the accounts you have selected above

Group:

Create New Account

Feedback

Administration>Manage Accounts

pebble 

fund manager 

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To run the Who's Not Paid Report, the trip/event must be populated with a Unit Cost. You are able to add this at any time by simply left clicking on an existing user account and entering the unit cost or by creating a new Account (see following page)

Who's Not Paid?

Who's Not Paid?

Screenshot of the fund manager software interface showing the 'Create New Account' screen.

The top navigation bar includes: Dashboard, Transactions, Reports, Bank & Cash, Register, sQuid, Administration, and a Feedback button.

The main form fields are:

- Create New Account:**
 - Account Code: FRATRI
 - Account Name: France Trip
 - In Use
 - Register Account
- Opening Balance:** 918.25
- Budget:** 0.00
- Unit Cost:** 250.00
- Groups:**
 - Belongs To: (Two empty boxes with an arrow between them)
 - New Group: (Empty box)

At the bottom are two buttons: Save and Abandon.

The footer includes the fund manager logo, About, Privacy, Terms and Conditions, and a pebble logo.

A red box highlights the 'Create New Account' section, and a red arrow points from the 'Groups' section towards the bottom text box.

Administration>Manage Accounts

Adding a new account – enter in your desired Account Code and account name along with the unit cost for the event. Left click on Save

If you are editing an existing account simply enter a Unit Cost and left click Save

Who's Not Paid?

Who's Not Paid? – Creating a User defined Group

Dashboard | Transactions | Reports | Bank & Cash | Register | sQuid | Administration | [Feedback](#)

Manage Names

Filter:

<input type="checkbox"/> Name	Class	Year	Reg	Groups	S	GA
Akinleye, Quddus	1	2				N
Akinolushola, Praise	5C	5		France Trip		N
Akinrun-Bile, Titilore	N2	N2				N
Aktar, Fahima	6J	6				N
Allen, Patrick	N2	N2				N
Analogbei, David	4	2				N
Annan, Felix	4	2				N
Annan, Jonathan	5F	5				N
Arrindell, Jordan	6B	6				N
Ashburn, Eve	N2	N2				N
Ashworth, Hayleigh	7	1				N
Ashworth, Ryan	9	R				N
Atkins, Sydney	4R	4				N
Atkins, Tommy	1	2				N
Austin, Ellie	4	2				N
Austin, Jake	5C	5		France Trip		N
Austin, Ryan	4ST	4				N
Avery, Amelia	1	2				N
Bacon, Charlie	N1	N1				N
Baidoo, Isabella	1	2				N

« < 1 2 3 4 5 6 7 8 9 10 11 12 13 > »

Consolidate

Batch Actions

(i) These changes affect all the names you have selected above

In Use Gift Aid Donor

[Update Name\(s\)](#)

Group Actions

(i) These changes affect all the names you have selected above

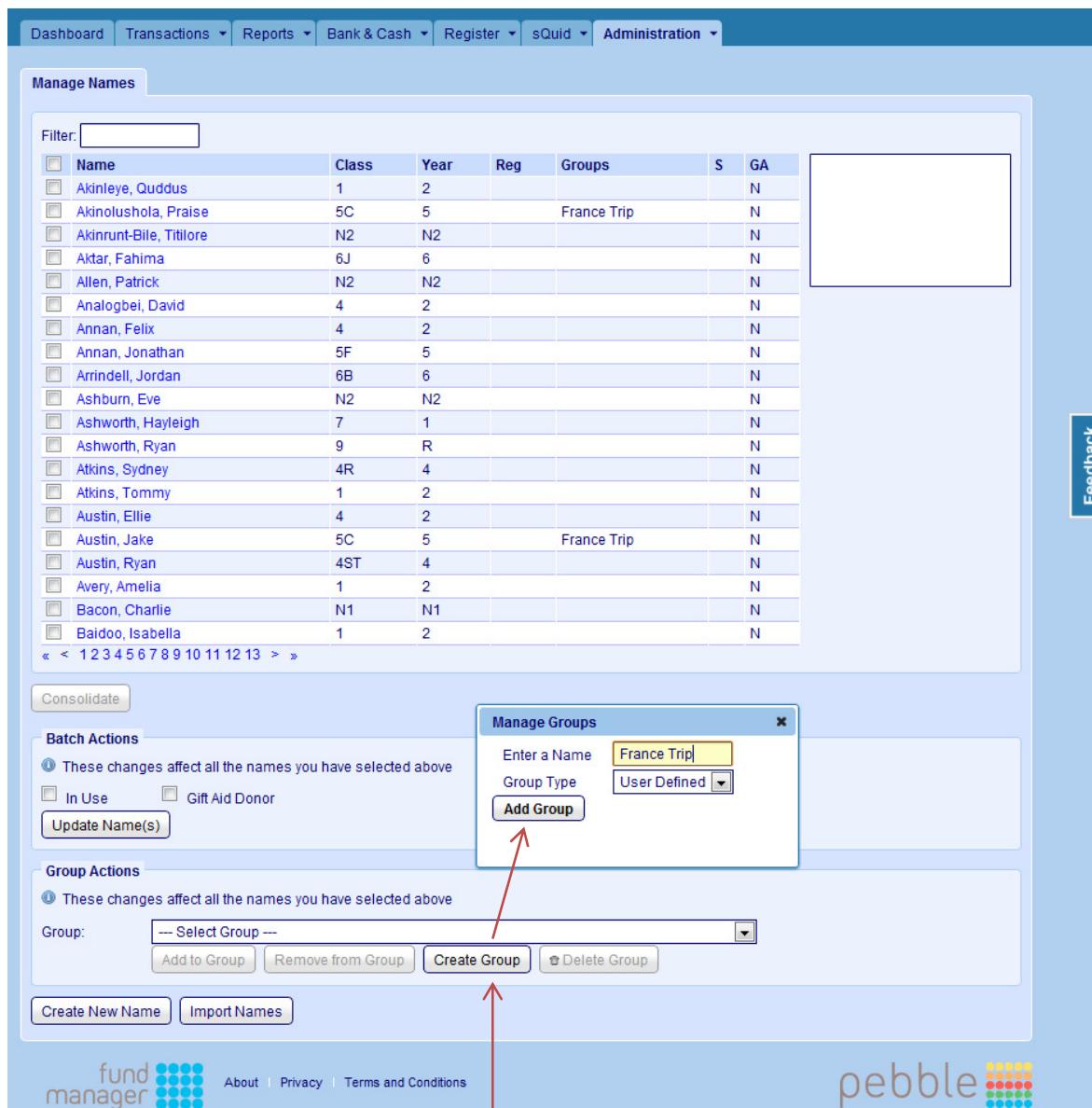
Group:

[Add to Group](#) [Remove from Group](#) [Create Group](#) [Delete Group](#)

[Create New Name](#) [Import Names](#)

Manage Groups

Enter a Name: France Trip
 Group Type: User Defined
[Add Group](#)



Selecting Administration>Manage Names

If a User defined group does not exist for the event simply create this by going to Create Group for this event and enter a name for the group to be associated with this event (this Group will be used when we run the Who's not paid report).

Who's Not Paid?

Who's Not Paid? – Adding names to a Group

Dashboard Transactions Reports Bank & Cash Register sQuid Administration

Manage Names

Filter: N2

Name	Class	Year	Reg	Groups	S	GA
Akinrunt-Bile, Titilore	N2	N2			N	
Allen, Patrick					N	
Ashburn, Eve	N2	N2			N	
Burgess, Bradley	N2	N2			N	
Cavanagh, Christian	N2	N2			N	
Chilvers, Finley	N2	N2			N	
Chilvers, Rebecca	N2	N2			N	
Day, Maddison	N2	N2			N	
Emson-Baker, Tillie-Mae	N2	N2			N	
Falana, Taofeek	N2	N2			N	
Grogan, Aybie	N2	N2			N	
Hasler, Anni	N2	N2			N	
Ibrahim-Igbo, Femi	N2	N2			N	
Iyun, Ayomiposi	N2	N2			N	
Masterson, Nadine	N2	N2			N	
Mauldin, Millie	N2	N2			N	
Mayer, Rosie-Marie	N2	N2			N	
Suffield, Harry	N2	N2			N	
Swann, Chloe	N2	N2			N	
Taiwo, Ifeoluwa	N2	N2			N	

« < 12 > »

Consolidate

Batch Actions

These changes affect all the names you have selected above

In Use Gift Aid Donor

Update Name(s)

Group Actions

These changes affect all the names you have selected above

Group: --- Select Group ---
--- Select Group ---
User Defined: France Trip
User Defined: Free Meals

Selecting Administration>Manage Names

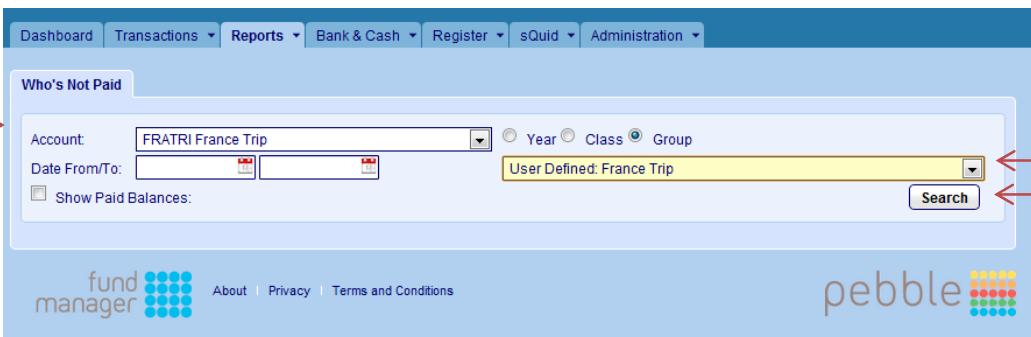
Using the filter search by Class/Year/Name to identify the name/s you wish to attach to the Group. Select the name by left clicking in the box beside the name. The selected names will appear on the right hand side of this page giving you an overview of those selected

Then left click on the Group Actions drop down arrow (above) and select the desired User Defined Group. Simply left click on Add to group to attach the names to the required User Defined Group.

Feedback

Who's Not Paid?

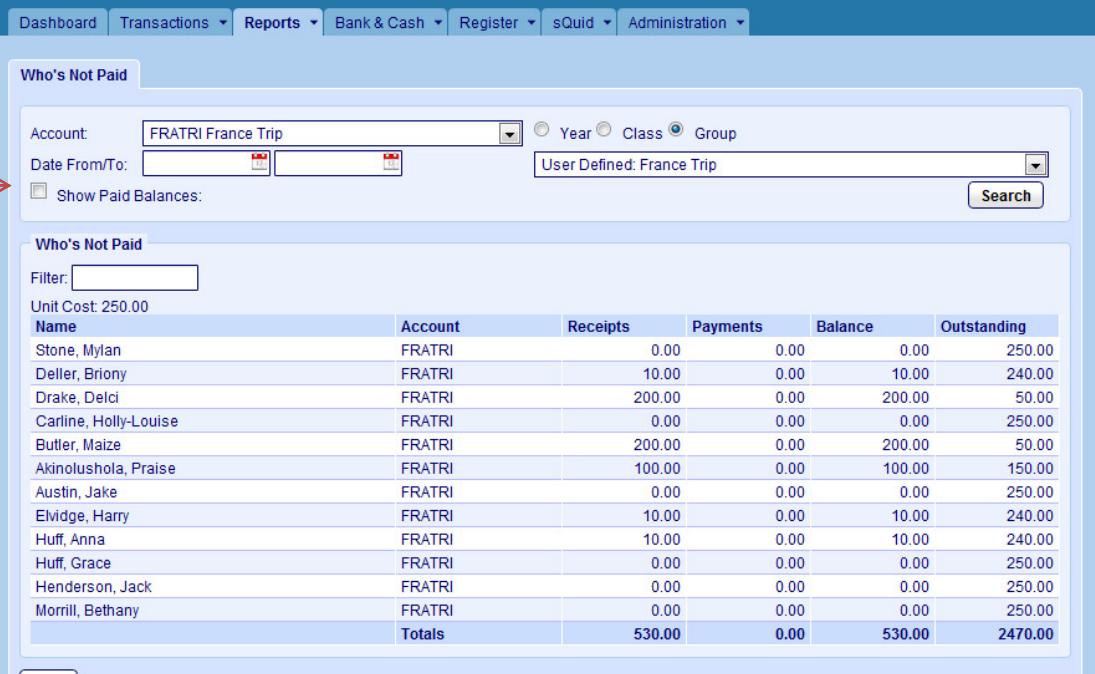
Who's Not Paid – running the report



Selecting Reports>Who's Not Paid

First you will select the Account you wish to report on (this is the account where the receipts have been recorded against). You also have the ability to enter a date range if required.

Select the created User Defined Group using the drop down search on the right hand side of this screen and left click on Search



Name	Account	Receipts	Payments	Balance	Outstanding
Stone, Mylan	FRATRI	0.00	0.00	0.00	250.00
Deller, Briony	FRATRI	10.00	0.00	10.00	240.00
Drake, Delci	FRATRI	200.00	0.00	200.00	50.00
Carlina, Holly-Louise	FRATRI	0.00	0.00	0.00	250.00
Butler, Maize	FRATRI	200.00	0.00	200.00	50.00
Akinolushola, Praise	FRATRI	100.00	0.00	100.00	150.00
Austin, Jake	FRATRI	0.00	0.00	0.00	250.00
ElMidge, Harry	FRATRI	10.00	0.00	10.00	240.00
Huff, Anna	FRATRI	10.00	0.00	10.00	240.00
Huff, Grace	FRATRI	0.00	0.00	0.00	250.00
Henderson, Jack	FRATRI	0.00	0.00	0.00	250.00
Morrill, Bethany	FRATRI	0.00	0.00	0.00	250.00
	Totals	530.00	0.00	530.00	2470.00

Print



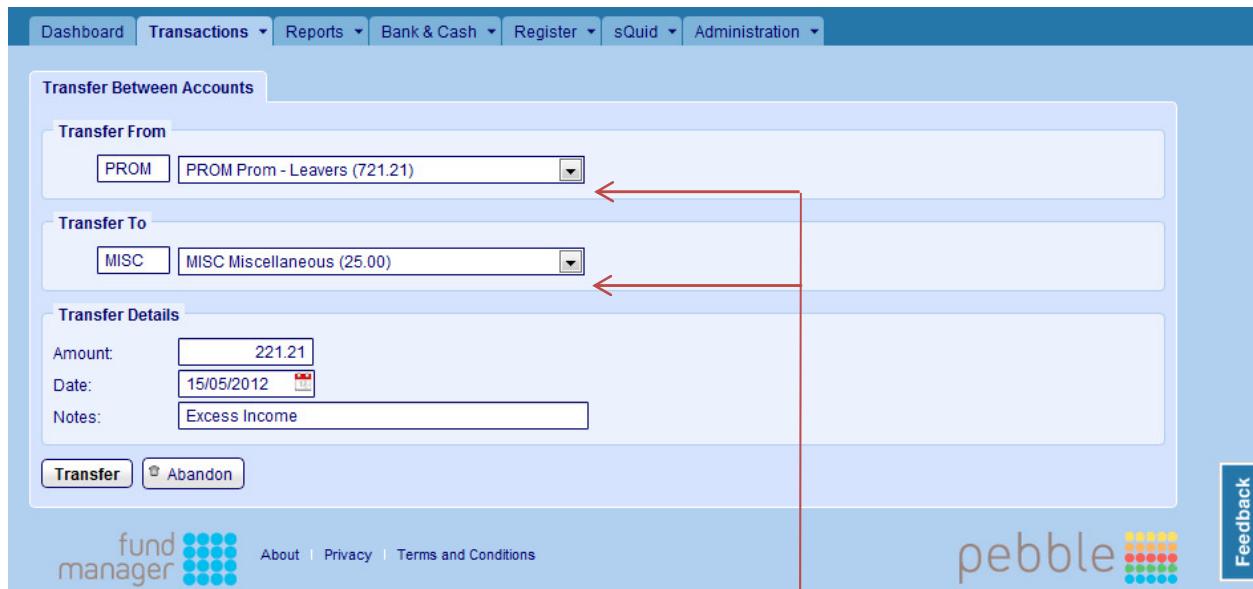

Selecting Reports>Who's Not Paid

The above report will now appear and will only show those names that have an Outstanding balance to pay. If you would like to see a list of ALL names simply left click on Show Paid Balance.

Transfer Between Accounts

Transfer Between Accounts

This function enables you to easily transfer a value between two accounts by simply selecting the Accounts you require the transfer to take place between.



The screenshot shows the 'Transfer Between Accounts' page. At the top, there are several navigation tabs: Dashboard, Transactions (selected), Reports, Bank & Cash, Register, sQuid, and Administration. Below the tabs, the main area is titled 'Transfer Between Accounts'. It has three sections: 'Transfer From' (selected account: PROM Prom - Leavers (721.21)), 'Transfer To' (target account: MISC Miscellaneous (25.00)), and 'Transfer Details' (Amount: 221.21, Date: 15/05/2012, Notes: Excess Income). At the bottom are 'Transfer' and 'Abandon' buttons. The 'fund manager' logo is at the bottom left, and the 'pebble' logo is at the bottom right. Red arrows point from the 'Transfer From' and 'Transfer To' dropdowns down to the explanatory text box.

Selecting Transactions>Transfer Between Accounts will bring up the following view.

Simply select the accounts you wish to transfer from and to, (please note the account selection will show the from first)

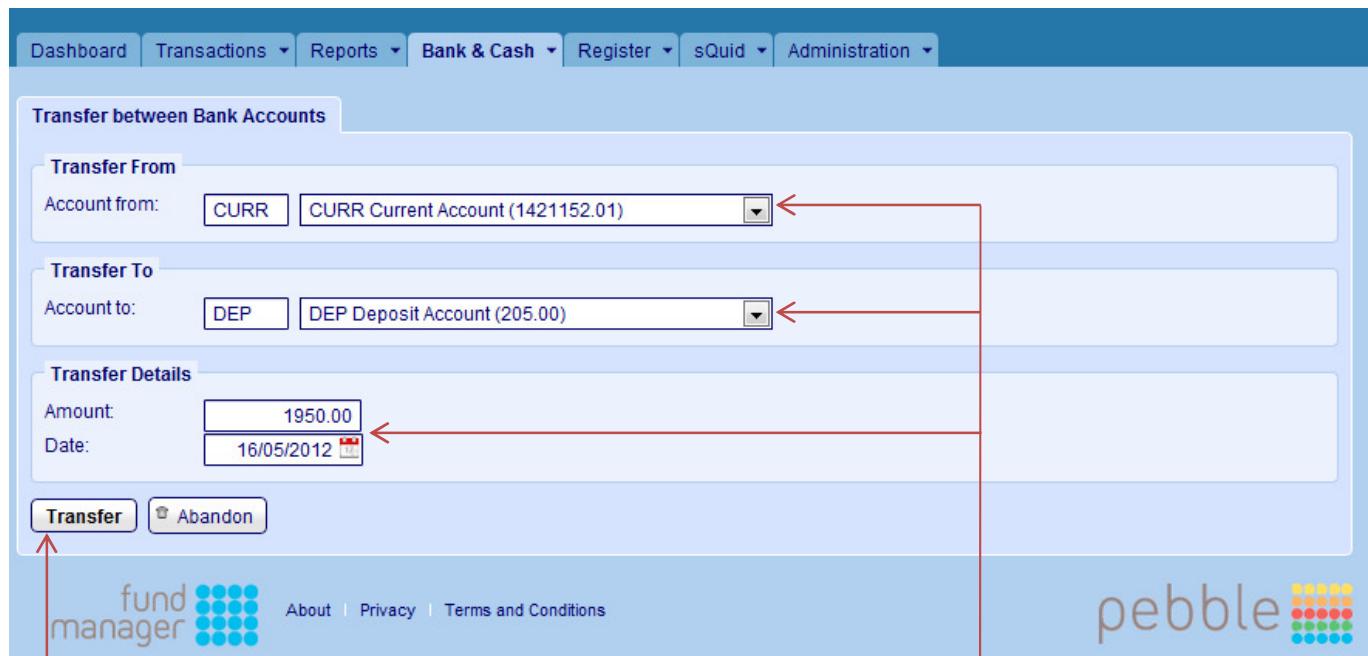
Enter in the Transfer Details i.e. Amount you wish to transfer, Date of the transaction and giving a reason for the transfer in the Notes section (the notes field is a mandatory field to support the transaction on your audit reports)

Once you are happy with the information simply left click on transfer.

Transfer Between Bank Accounts

Transfer Bank account

If you have more than one Bank Account set up within FMv8, this function enables you to easily transfer a value between two Bank Accounts by simply selecting the Accounts you require the transfer to take place between.



Selecting Bank & Cash >Transfer Between Bank Accounts will bring up the following view.

Simply select the accounts you wish to transfer from and to, (please note the account selection will show the from first)

Enter in the Transfer Details i.e. Amount you wish to transfer, Date of the transaction.

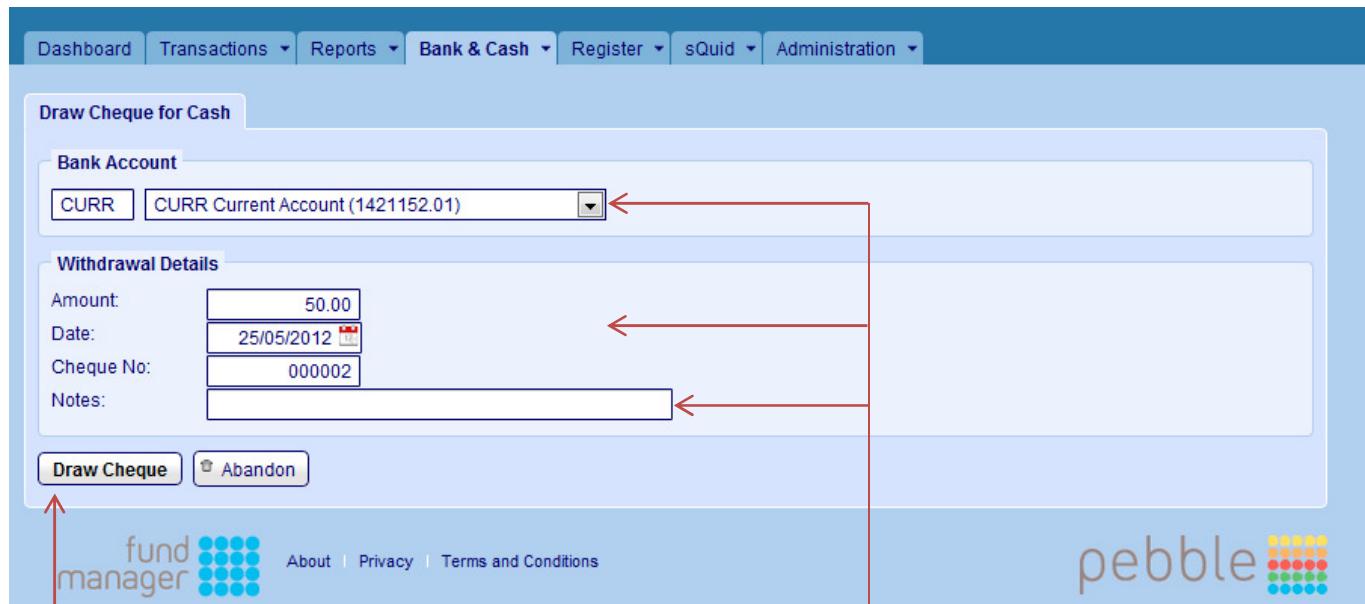
Once you are happy with the information simply left click on transfer.

Draw Cheque for Cash

Draw Cheque for Cash

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

Please note that your Cash in Hand will increase by the value of the Withdrawal when completing this action and the bank account from which the cash is withdrawn will decrease by the same value.



Selecting Bank & Cash >Draw a Cheque for cash will bring up the following view.

Simply select the Bank Account you wish to draw the cheque from by left clicking on the dropdown arrow (if you have more than one Bank Account saved in FMv8).

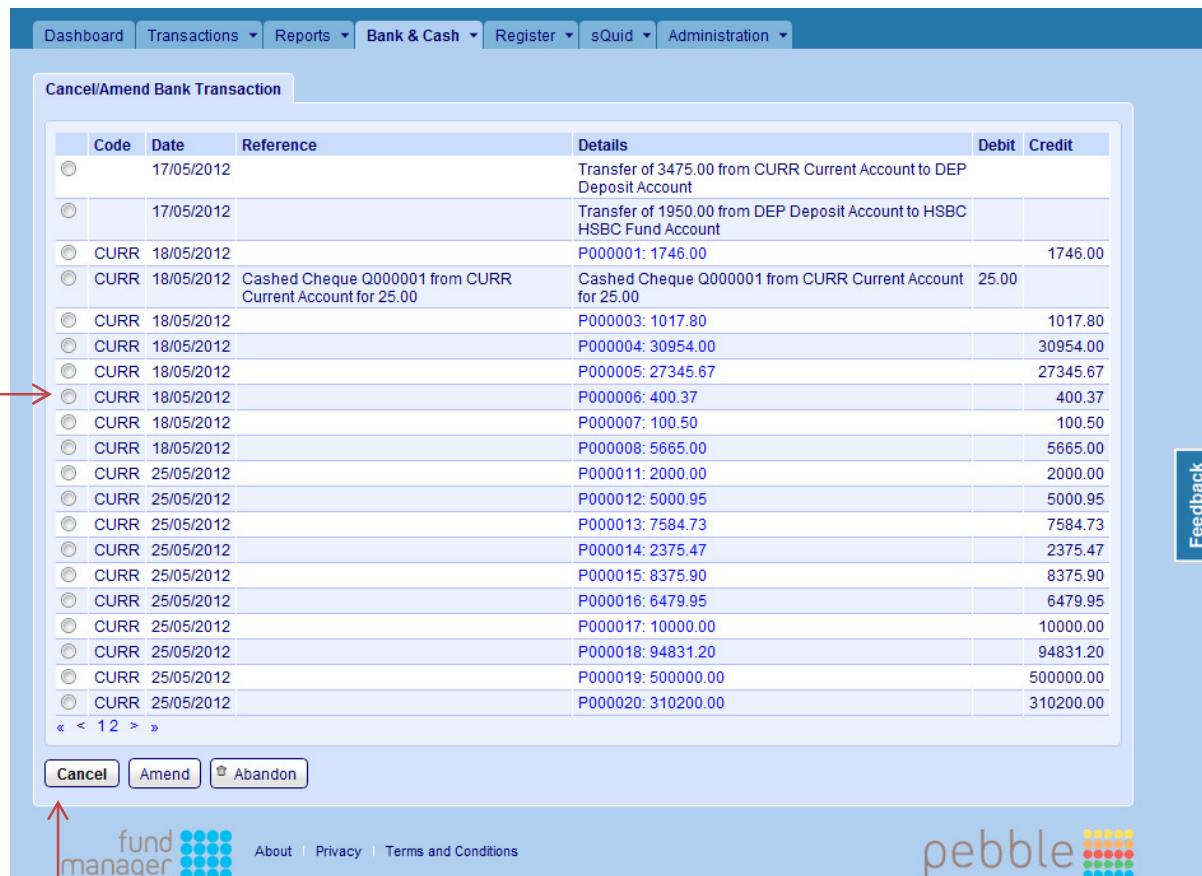
Enter in the Cheque Details i.e. Amount, Date of the transaction, Cheque number from your Cheque book. The notes field is not a mandatory field, but you are able to enter additional transaction information if you wish.

Once you are happy with the information simply left click on Draw Cheque.

Cancel/Amend Bank Transactions

Cancel/Amend Bank Transaction – Step One

In FMv8 we now offer you the ability to not only cancel bank items recorded, but to also amend some items. The items you can amend are highlighted in blue text (as shown below)



The screenshot shows a list of bank transactions with various actions available for each item:

Code	Date	Reference	Details	Debit	Credit
	17/05/2012		Transfer of 3475.00 from CURR Current Account to DEP Deposit Account		
	17/05/2012		Transfer of 1950.00 from DEP Deposit Account to HSBC HSBC Fund Account		
CURR	18/05/2012		P000001: 1746.00	1746.00	
CURR	18/05/2012	Cashed Cheque Q000001 from CURR Current Account for 25.00	Cashed Cheque Q000001 from CURR Current Account for 25.00	25.00	
CURR	18/05/2012		P000003: 1017.80	1017.80	
CURR	18/05/2012		P000004: 30954.00	30954.00	
CURR	18/05/2012		P000005: 27345.67	27345.67	
CURR	18/05/2012		P000006: 400.37	400.37	
CURR	18/05/2012		P000007: 100.50	100.50	
CURR	18/05/2012		P000008: 5665.00	5665.00	
CURR	25/05/2012		P000011: 2000.00	2000.00	
CURR	25/05/2012		P000012: 5000.95	5000.95	
CURR	25/05/2012		P000013: 7584.73	7584.73	
CURR	25/05/2012		P000014: 2375.47	2375.47	
CURR	25/05/2012		P000015: 8375.90	8375.90	
CURR	25/05/2012		P000016: 6479.95	6479.95	
CURR	25/05/2012		P000017: 10000.00	10000.00	
CURR	25/05/2012		P000018: 94831.20	94831.20	
CURR	25/05/2012		P000019: 500000.00	500000.00	
CURR	25/05/2012		P000020: 310200.00	310200.00	

Buttons at the bottom left: Cancel, Amend, Abandon.

Feedback link on the right: Feedback

Selecting Bank & Cash > Cancel/Amend Bank Transaction you will see the following page.

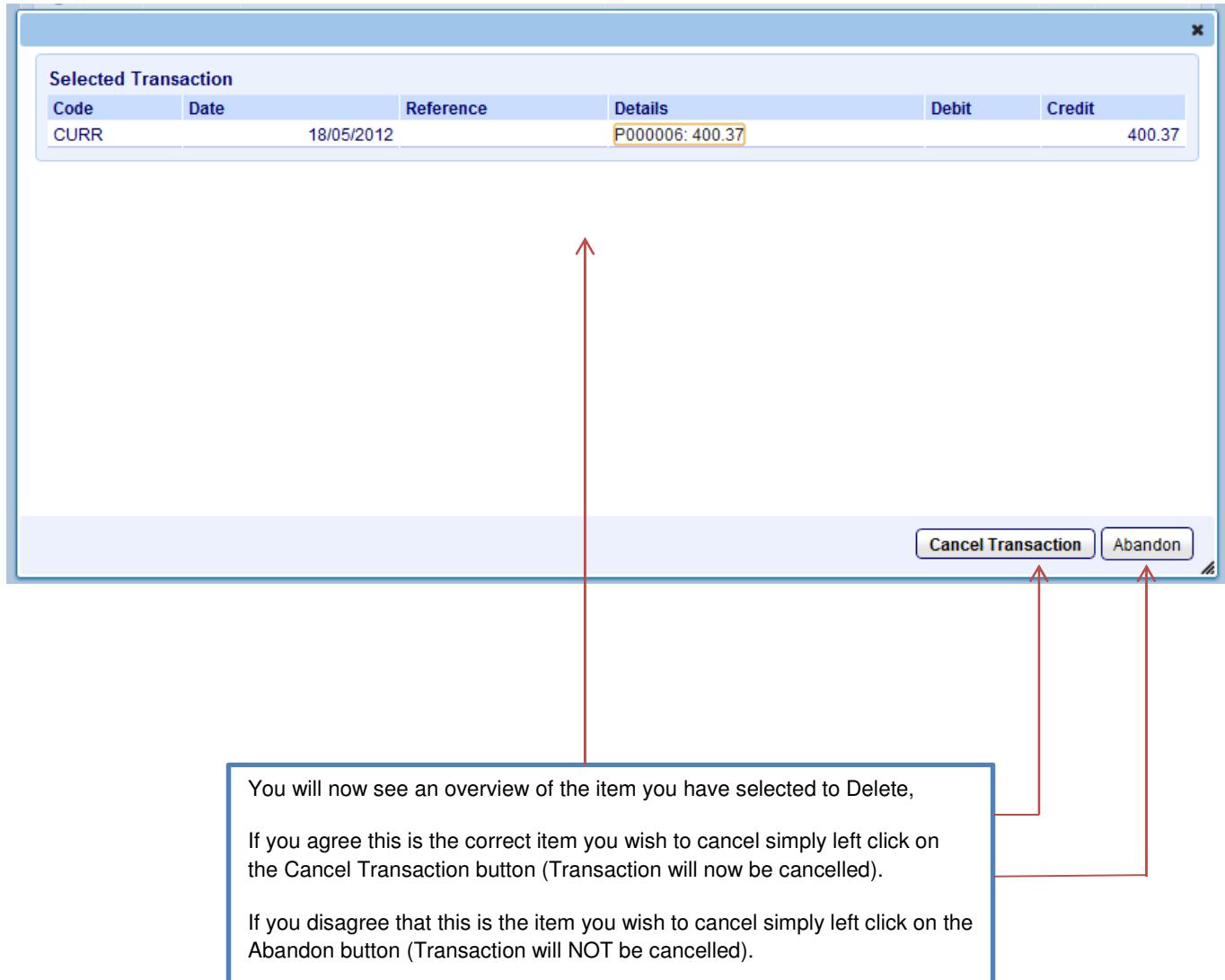
To Cancel a transaction simply left on the identified item to highlight.

Left click on Cancel to take you onto the next step

Cancel/Amend Bank Transactions

Cancel Bank Transaction – Step Two

Once Cancel is selected from step one, you will see the below window.



Cancel/Amend Bank Transactions

Amending Bank Transactions

	Code	Date	Reference	Details	Debit	Credit
●		17/05/2012		Transfer of 3475.00 from CURR Current Account to DEP Deposit Account		
●		17/05/2012		Transfer of 1950.00 from DEP Deposit Account to HSBC Fund Account		
●	CURR	18/05/2012		P000001: 1746.00	1746.00	
●	CURR	18/05/2012	Cashed Cheque Q000001 from CURR Current Account for 25.00	Cashed Cheque Q000001 from CURR Current Account for 25.00	25.00	
●	CURR	18/05/2012		P000003: 1017.80	1017.80	
●	CURR	18/05/2012		P000004: 30954.00	30954.00	
●	CURR	18/05/2012		P000005: 27345.67	27345.67	
●	CURR	18/05/2012		P000006: 400.37	400.37	
●	CURR	18/05/2012		P000007: 100.50	100.50	
●	CURR	18/05/2012		P000008: 5665.00	5665.00	
●	CURR	25/05/2012		P000011: 2000.00	2000.00	
●	CURR	25/05/2012		P000012: 5000.95	5000.95	
●	CURR	25/05/2012		P000013: 7584.73	7584.73	
●	CURR	25/05/2012		P000014: 2375.47	2375.47	
●	CURR	25/05/2012		P000015: 8375.90	8375.90	
●	CURR	25/05/2012		P000016: 6479.95	6479.95	
●	CURR	25/05/2012		P000017: 10000.00	10000.00	
●	CURR	25/05/2012		P000018: 94831.20	94831.20	
●	CURR	25/05/2012		P000019: 500000.00	500000.00	
●	CURR	25/05/2012		P000020: 310200.00	310200.00	
< < 12 > >						
<input type="button" value="Cancel"/> <input type="button" value="Amend"/> <input type="button" value="Abandon"/>						

Feedback



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Selecting Bank & Cash > Cancel/Amend Bank Transaction you will see the following page. Only Paying in slips can be amended.

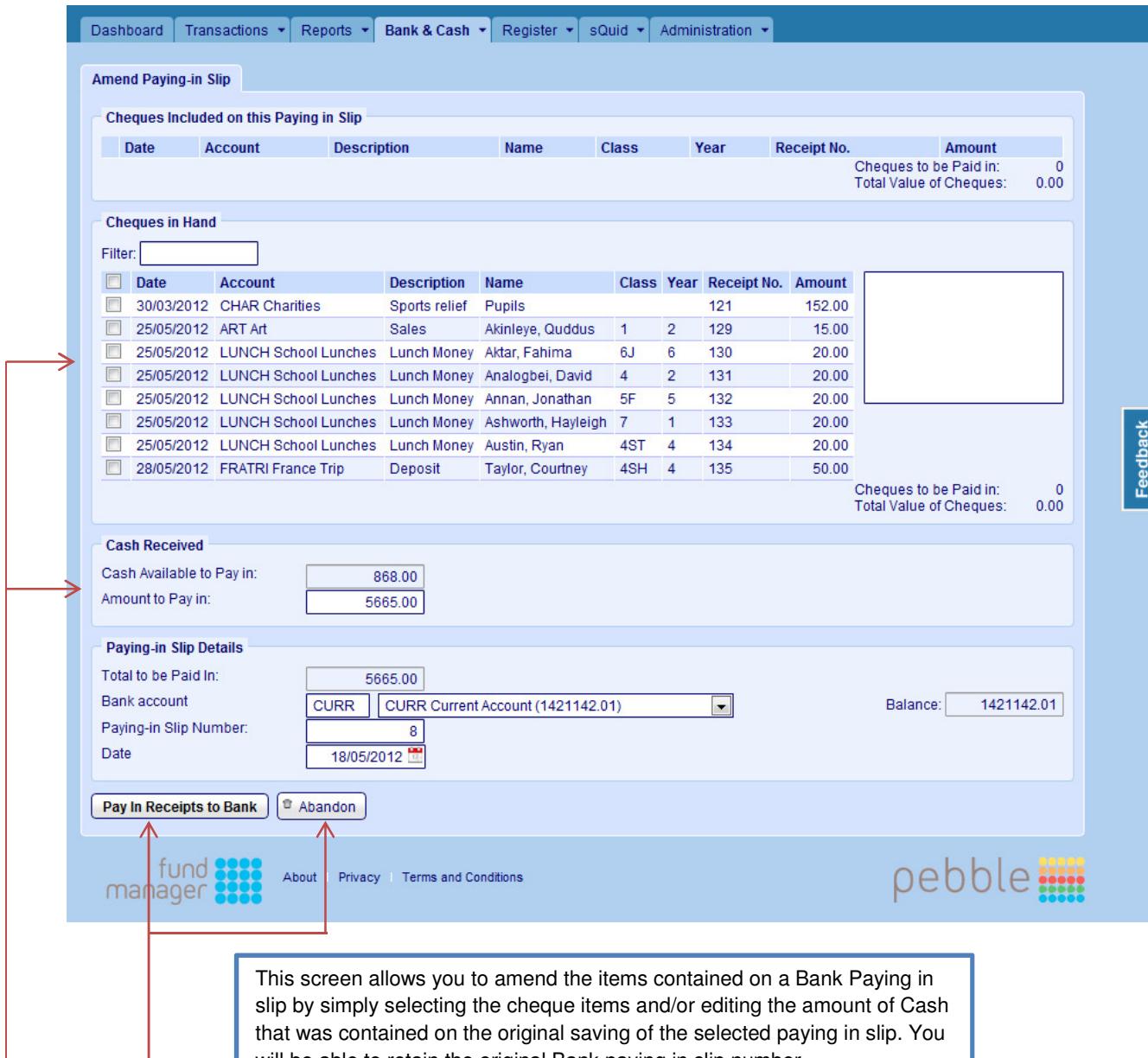
To Amend a Paying in slip simply left on the identified item to highlight.

Left click on Amend to take you onto the next step.

Cancel/Amend Bank Transactions

Amend Paying-In Slip

You will now see this screen, which will allow you to edit the Cheque items or Amount of cash on the selected Bank Paying in Slip.



The screenshot shows the 'Amend Paying-in Slip' page with the following sections:

- Cheques Included on this Paying in Slip:** A table with columns: Date, Account, Description, Name, Class, Year, Receipt No., and Amount. It shows one entry: Cheques to be Paid in: 0 and Total Value of Cheques: 0.00.
- Cheques in Hand:** A table with columns: Date, Account, Description, Name, Class, Year, Receipt No., and Amount. It lists several entries, e.g., 30/03/2012 CHAR Charities Sports relief Pupils 121 152.00. It shows Cheques to be Paid in: 0 and Total Value of Cheques: 0.00.
- Cash Received:** Shows Cash Available to Pay in: 868.00 and Amount to Pay in: 5665.00.
- Paying-in Slip Details:** Shows Total to be Paid In: 5665.00, Bank account: CURR Current Account (1421142.01), Paying-in Slip Number: 8, Date: 18/05/2012, and Balance: 1421142.01.

At the bottom left, there are links for fund manager (with a logo) and pebble (with a logo). At the bottom right, there are links for About, Privacy, and Terms and Conditions. Two red arrows point from the 'Cheques in Hand' and 'Cash Received' sections to a callout box at the bottom.

This screen allows you to amend the items contained on a Bank Paying in slip by simply selecting the cheque items and/or editing the amount of Cash that was contained on the original saving of the selected paying in slip. You will be able to retain the original Bank paying in slip number.

Once you are happy with the credit total left click on Pay in Receipts to Bank or Abandon to leave the page, retaining the original information.