

**School Fund Manager**

**Classic 2006**

**Exercises**

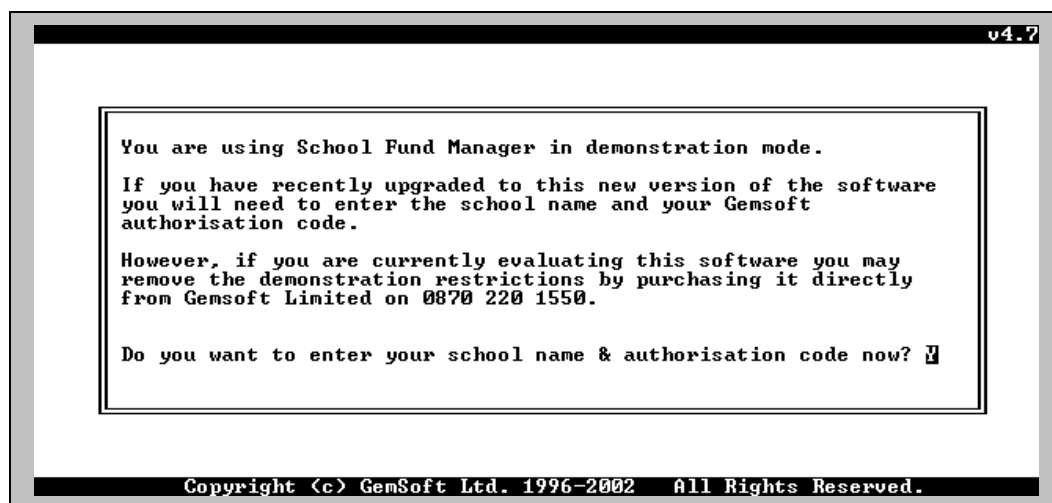
## TO ACCESS THE SCHOOL FUND MANAGER TRAINING DATA

Once installation is complete you will need to access the School Fund Manager training data.

If you do not already have an icon set up on your desk top to access the training data, refer to the installation guide we sent you. There are detailed instructions to help you set up icons for School Fund Manager. 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.

For the purposes of the training course exercises we have selected to INCLUDE TRANSFERS in the data. This means that internal transfers between User Accounts are included in the balance of the User Account. If you select to exclude transfers some reports will appear with different totals but the exercise processes remain the same. It is simple to switch between including and excluding transfer values in your accounts. Use Main Menu option 6 then System Menu option 6 and finally Maintenance Menu option 3 to do this.

If you see the screen below **please press <N>** in answer to the on-screen question about the school name and authorisation code. We have already set up a name and code for this training data.



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. It will be refreshed each time you receive an upgrade. This will enable you to return to this data and practice the new routines available in the upgrades.

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

There is no password for the Training Data, however your own 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.

## Password

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

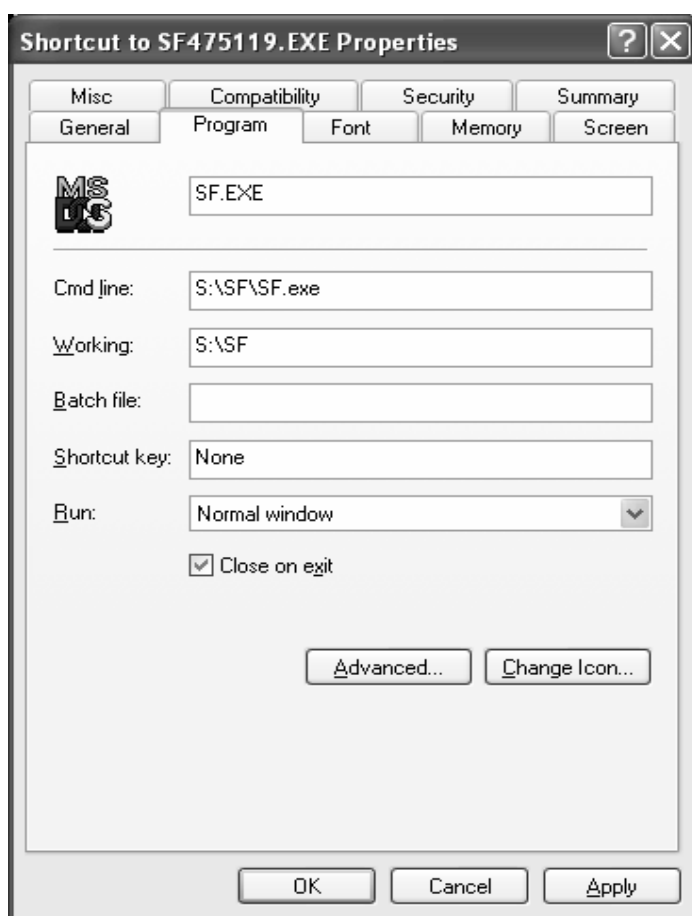
The Password will have been set as part of a new installation process. If however you not a new user and wish to change the password already set for School Fund Manager please follow these instructions.

Edit the School Fund Manager icon as follows:-

Right click on your SFM icon

left click on the word properties at the bottom of the list which appears

left click on the word program at the top of the screen which appears you will see the screen below



Place your cursor at the end of the field beside the Cmd line: which will end with SF.EXE and add a space then a forward slash and finally the letter P = /P

Click on Apply and then OK. Double click on your School Fund Manager icon. You will be asked to enter your new password – twice before accessing the Main Menu.

When you finish your session in School Fund Manager repeat these steps and REMOVE the space/P. Remember to click on Apply and OK to return your icon back to normal.

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## SCHOOL FUND MENUS

### SCHOOL FUND MAIN MENU

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

### C Consistent Financial Reporting

#### 3 LISTS AND QUERIES MENU

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

#### 4 BANK AND CASH MENU

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

**5 AMENDMENTS MENU**

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

**6 SYSTEM MENU**

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

**6 Maintenance Menu**

- 1 Printing Preferences
  - 2 Backup School Fund Data
  - 3 System Preferences
  - 4 School Details
  - 5 School Licence Details
  - 6 Support Details
  - 7 Upgrade School Fund Manager
  - 8 About School Fund Manager
  - 9 Import Names Data
- 7 Transfer Between User Accounts**  
4 options
- 8 Set Account Groups**
- 9 Names Listings**
- 1 List a Class
  - 2 List a Year Group
  - 3 List All Names
  - 4 Create User Defined List
  - 5 View User Defined List
  - 6 Delete User Defined List
  - 7 Edit User Defined List

**7 ARCHIVE MENU**

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

The **SCHOOL FUND MAIN MENU** is the first screen you see after entering '

**OVERVIEW**

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

**KEYS**

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

e.g. <Enter>

**MOUSE**

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

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

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

**<ESC>**

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

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

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

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

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

**Arrow Keys**

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

**Function Keys**

A number of Function keys, <F1> <F2> <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.

**Date Range**

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



**School Details**

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

When you are at the MAIN MENU please press the following keys or left click once:-



**the number 3 key 'Lists and Queries Menu'**

You should now see the screen below



**and then the number 1 key 'Summary Balance'**

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

Summary Balance for Period beginning 01/09/05			4.77.006W
Your figures INCLUDE Transfers			
	Receipts	Payments	
To be Allocated	350.00		
BKSH BOOK SHOP	140.40	40.00	
CHTY CHARITY COLLECTIONS	608.15		
DUDM DURHAM DAY VISIT	45.00		
DUHI HOLY ISLAND DAY VISIT		50.00	
MISC MISCELLANEOUS		32.70	
SGDN SENSORY GARDEN	224.00	49.80	
SWIM SWIMMING	324.00	130.00	
TLD LAKE DISTRICT TRIP	40.00	35.00	
TWLS WALES TRIP	525.00		
Cash in Hand		57.35	
Cheques in Hand		9.50	
Current Account		942.20	
Deposit Account		910.00	
Control Totals	2256.55	2256.55	
<ESC> to finish    <P> to print    <D> to send to disk			

Please make sure your screen and this report are identical, if not try pressing <ESC> to return to the MAIN MENU and start again. We shall return to this screen throughout the training session to enable you to confirm you have updated the correct accounts with the correct amounts.

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

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

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

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

<ESC> will escape from the screen and return you to the menu from which the item was selected  
 <P> will send this report to your printer  
 <D> will send this report as a file to your disk (see notes on Reports and Lists at the end of the exercises section for more details of this procedure).

Press <P> to print this report. When you have finished with this screen press the <ESC> key. You will be returned to the Lists and Queries Menu screen.

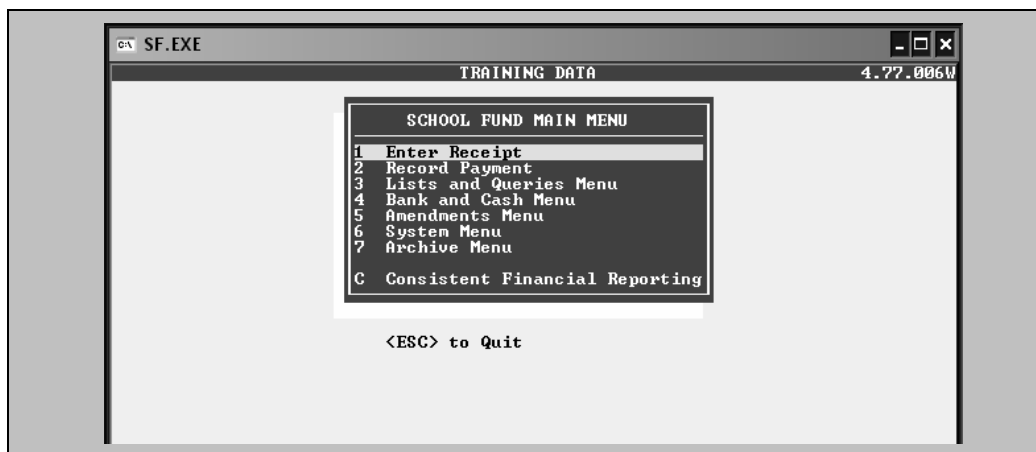
#### Notes

If you do not have a registered charity number the line immediately below the school name on printed reports will be entirely blank. In the report above we have entered a charity number of 303606909 as an example.

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

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



There are two methods of moving through the menu options.

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

or

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

or

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

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



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

**TRAINING EXERCISES**

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

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

**Receipt Transactions require 3 stages to be completed**

**they are;**

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

**Payment Transactions require 2 stages to be completed**

**they are:**

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

## ENTERING RECEIPT AND PAYMENT TRANSACTIONS

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

1. Individual Receipts
2. Split Receipts
3. 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.

From the MAIN MENU

Select **Option 1** . You will see the following screen

CODE	Account Description	Balance
BKSH	BOOK SHOP	100.40
CHTY	CHARITY COLLECTIONS	608.15
DUDM	DURHAM DAY VISIT	45.00
DURI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	0.00
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00

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

If this is a receipt for a single user account and a single name then it is NOT a split receipt.

**Note the <F4> Split key at the bottom of the screen – we will use this later.**

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

To find the User Account you want to use you may use the scroll keys i.e. arrow keys, or <PgUp> and <PgDn>, or type the characters in the code then press <Enter>. If you can see the User Account you need then you can select it using the mouse. Press the letter D to move quickly to a code beginning with D

Select the User Account DVDM DURHAM DAY VISIT

CODE	Account Description	Balance
BKSH	BOOK SHOP	100.40
CHTY	CHARITY COLLECTIONS	608.15
DUDM	DURHAM DAY VISIT	45.00
DUHI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NONU	NOM UNIFORM	0.00
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00

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

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

U/Ac: DUDM DURHAM DAY VISIT   Bal: 45.00   Receipts   Payments

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

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

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

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

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

Your names can be entered on an ad hoc basis at this stage using the <F2> key. BEFORE entering any names manually, you may link to your student database and import the whole school roll. This is a one time only process and MUST be done before any names are added by any other method. Contact us for more details if you require this facility. You may manually enter names in advance using **Option 6 4** (see page 59 for more details).

You are now looking at the entry screen for receipts.

Entering Receipt to a User Account 4.77.006W				
U/Ac: DUDM DURHAM DAY VISIT			Bal: 45.00	Receipts Payments
06/09/05	Long D	3WL	DEPOSIT	Chq 5.00
06/09/05	Whitle B	3WL	DEPOSIT	Chq 5.00
07/09/05	Brock F		DEPOSIT	Chq 15.00
07/09/05	Steen J	4RT	DEPOSIT	Chq 5.00
08/09/05	Pitt B	4RT	DEPOSIT	Cash 5.00
08/09/05	Granger S		DEPOSIT	Cash 5.00

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

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

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

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

- For** this is the description of the transaction e.g. Deposit, Travel Expenses, Tickets, etc.
- Amount** Enter the amount using the full stop < . > to separate pounds and pence
- C/Q/D** You should record whether the transaction is a cash or cheque receipt or a Direct Credit. By differentiating between cash and cheque transactions, we can produce your cash book and the details of cheques for paying-in slips. Direct Credits are transactions such as bank interest. *(If the details of whether the receipt was cash or a cheque are unknown, we suggest you identify it as cash).*
- Receipt No:** This is a unique reference number for each receipt. If you have a receipt book you have been using, and you wish to continue that number sequence, then type the next number from your book into this field and let the program take over the issuing of numbers. Otherwise the system will generate this number sequentially from the first number you type in. It will be yet another way of identifying transactions.

Receipts can be printed as they are entered, or batch printed (six to a page of A4) using **Option 3 8.**

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

Press <ESC> to return to the MAIN MENU

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

Use the following information to record receipts:-

**User Account**      DVDM DURHAM DAY VISIT  
**Name**                James C 2LK

SF.EXE

Entering Receipt to a User Account 4.77.006W

U/Ac: DVDM DURHAM DAY VISIT Bal: 45.00 Receipts Payments

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

Select Name

Name	Class
James C	2LK
LD Tourism	
Long D	3WL
Packer T	3WL
Parents	
Paxton B	2LK

[J]

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

**For**                                Type DEPOSIT and press <Enter>  
**Amount**                        5.00 press <Enter>  
**Cash/Chq**                      C  
**\*Receipt No.**                32 will appear Press <Enter> to accept. (You may set your own receipt number range by entering the first number you want to be issued. The system will then supply the next number in the sequence).  
**Date**                                Press <Enter> to accept today's date

\* You can list all receipt transactions by receipt number using **Option 3 5 1.** It is possible to list cash only or cheque only receipts as well as both together. Please check the screen below to confirm your transaction details.

SF.EXE

Entering Receipt to a User Account 4.77.006W

U/Ac: DVDM DURHAM DAY VISIT Bal: 45.00 Receipts Payments

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

Received from: James C 2LK

For: DEPOSIT

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

Receipt No: 32 Date: 01/03/06

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

You will see the screen message - Save this transaction <Y/N> or save and Print receipt <P>.  
Press <Y> to save.



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

**User Account** DVDM DURHAM DAY VISIT  
**Name** Fox M J 4RT  
**For** accept DEPOSIT and press <Enter>  
**Amount** 5.00 press <Enter>  
**Cash/Chq** Q  
**Receipt No.** 33 will appear, press <Enter> to accept  
**Date** Press <Enter> to accept today's date

To Save your transaction press <Y>.

**User Account** DVDM DURHAM DAY VISIT  
**Name** We will use your name for this transaction. As it is not in the names list press the <F2> key (the key at the top of the keyboard with F and 2 written on it).

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

Entering Receipt to a User Account 4.77.0061				
U/Ac: DVDM DURHAM DAY VISIT			Bal: 50.00	Receipts Payments
06/09/05	Whitle B	3WL	DEPOSIT	Chq 5.00
07/09/05	Brock F		DEPOSIT	Chq 15.00
07/09/05	Steen J	4RT	DEPOSIT	Chq 5.00
08/09/05	Pitt B	4RT	DEPOSIT	Cash 5.00
08/09/05	Granger S		DEPOSIT	Cash 5.00
01/03/06	James C	2LK	DEPOSIT	Cash 5.00

Enter Name: YOUR NAME  
 Class:

Save this name (Y/N)? Y

**For** accept DEPOSIT and press <Enter>  
**Amount** 5.00 press <Enter>  
**Cash/Chq** Q  
**Receipt No.** 34 will appear, simply press <Enter> to accept  
**Date** Press <Enter> to accept today's date

If the details entered match the screen below, to Save your Transaction press <Y>.

SF.EXE

Entering Receipt to a User Account 4.77.006W

U/Ac: DUDM DURHAM DAY VISIT Bal: 55.00

		Receipts	Payments
07/09/05	Brock F	DEPOSIT	Chq 15.00
07/09/05	Steen J	DEPOSIT	Chq 5.00
08/09/05	Pitt B	DEPOSIT	Cash 5.00
08/09/05	Granger S	DEPOSIT	Cash 5.00
01/03/06	James C	DEPOSIT	Cash 5.00
01/03/06	Fox M J	DEPOSIT	Chq 5.00

Received from: YOUR NAME

For: DEPOSIT

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

Receipt No: 34 Date: 01/03/06

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

To enter and print a receipt in one process.

**User Account** NONU NON UNIFORM  
**Name** Students – PRESS S then T and U the cursor will go to STUDENTS  
**For** Type FIRST FRIDAY TAKINGS and press <Enter>  
**Amount** 75.45  
**Cash/Chq** C  
**Receipt No.** 35 will appear, simply press <Enter> to accept  
**Date** Press <Enter> to accept today's date

Make sure your printer is switched on and on-line for the next part of the exercise. If you do not have access to a printer just press <Y> to save the transaction.

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

TRAINING DATA  
Fund Name : School Fund  
Registered Charity No: 303606909

Received from: Students  
The sum of: 75.45 (Cash)  
For: NON UNIFORM FIRST FRIDAY TAKINGS

Receipt No: 35  
Date: 01/03/06

Signed: \_\_\_\_\_

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

Press <ESC> once to return to the MAIN MENU

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

Compare your screen with the report over.

TRAINING DATA		
Fund Name : School Fund		
Registered Charity No: 303606909		
Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	350.00	
BKSH BOOK SHOP	140.40	40.00
CHTY CHARITY COLLECTIONS	608.15	
DVDM DURHAM DAY VISIT	60.00	
DVHI HOLY ISLAND DAY VISIT		50.00
MISC MISCELLANEOUS		32.70
NONU NON UNIFORM	75.45	
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
TWLS WALES TRIP	525.00	
Cash in Hand		137.80
Cheques in Hand		19.50
Current Account		942.20
Deposit Account		910.00
	-----	-----
Control Totals	2347.00	2347.00
	-----	-----

Return to page 9 of these notes and you can compare the starting values of the accounts with this screen.

The transactions have increased the values of some of the User Accounts as a result of your entries.

**ONLY** if your figures do not match this report, you may cancel the incorrect transaction and then re-enter it correctly. Turn to the section headed CANCELLATIONS AND AMENDMENTS for details on page 30.

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

### To Enter a Split Receipt Transaction

From the MAIN MENU select **Option 1**. Press <F4> as this is a split receipt.

Remember, 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.

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.

**Name** Beach P 3WL  
**For** Type ONE CHEQUE and press <Enter>  
**Amount** 94.50  
**Chq/DCred** Type <Q> this denotes a cheque receipt

*Note you may only 'split' cheque or direct credit receipts using this routine. Cash transactions can be entered as separate individual receipts.*

**Receipt No.** 36 will appear, simply press <Enter> to accept  
**Date** Press <Enter> to accept today's date.

You will see the following screen.

*Note the 'Header' details are at the top of the screen.*

[illegible]

You may now select the User Accounts for which this cheque has been received. The first User Account which is receiving funds from this cheque is:-

DVDM DURHAM DAY VISIT

You may then select an additional name if appropriate, for whom a part of this cheque has been received.

<b>Split Receipt</b>		<b>4.77.006W</b>														
From: Beach P	<b>3WL ONE CHEQUE</b>	<b>Full</b>														
Chq/DCred (Q/D): Q	<b>Select Name</b>	<b>Amount</b>														
U/Ac Person	<table border="1"> <tr> <th>Name</th> <th>Class</th> </tr> <tr> <td>Beach P</td> <td>3WL</td> </tr> <tr> <td>Black P</td> <td>4RT</td> </tr> <tr> <td>Brock F</td> <td></td> </tr> <tr> <td>Brown H</td> <td>4RT</td> </tr> <tr> <td>Burton R</td> <td>3WL</td> </tr> <tr> <td>Cruise T</td> <td>4RT</td> </tr> </table>	Name	Class	Beach P	3WL	Black P	4RT	Brock F		Brown H	4RT	Burton R	3WL	Cruise T	4RT	<b>Amount</b>
Name	Class															
Beach P	3WL															
Black P	4RT															
Brock F																
Brown H	4RT															
Burton R	3WL															
Cruise T	4RT															
DUDM																
		<b>Total so far:</b> <b>Balance left: 94.50</b>														
User Account: DUDM DURHAM DAY VISIT		<b>Balance: 60.00</b> <b>This Receipt: 0.00</b> <b>Total: 60.00</b>														
<b>&lt;F2&gt; Add a New Name   &lt;F9&gt; Show Out of Use   &lt;ESC&gt; Exit</b>																

If the full value of the cheque is all for the same name, highlight it and press <Enter>.

Split Receipt		4.77.006W
From: Beach P	3WL	ONE CHEQUE
Chq/DCred <Q/D>: Q	Receipt No: 36	Date: 02/03/06
		Full Amount
		94.50
U/Ac Person	Description	Amount
DUDM Beach P	3WL IN FULL	15 .
Total so far:		94.50
Balance left:		94.50
User Account: DUDM DURHAM DAY VISIT	Balance:	60.00
	This Receipt:	0.00
	Total:	60.00
<ESC> - abandon line entry		

**Name** Beach P 3WL  
**For** Overtyping ONE CHEQUE with IN FULL and press <Enter>  
**Amount** 15.00 and press <Enter>.  
 This is the portion of the cheque received for the Durham visit

The £ 15.00 is deducted from the total value of the cheque entered on the first screen.  
 Now you can select a second User Account

**Split Receipt** 4.77.006W

From: Beach P 3WL ONE CHEQUE Full Amount 94.50  
 Chq/DCred (Q/D): Q Receipt No: 36 Date: 02/03/06

U/Ac Person	Description	Amount
DUDM Beach P 3WL	IN FULL	15.00

CODE	Account Description	Balance
SWIM	SWIMMING	194.00
ILD	LAKE DISTRICT TRIP	5.00
<u>TWLS</u>	WALES TRIP	525.00

so far: 15.00  
 left: 79.50

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

**User Account** TWLS WALES TRIP  
**Name** Beach P 3WL  
**For** Overtyping IN FULL with DEPOSIT and press <Enter>  
**Amount** 75.00 and press <Enter>.

**Split Receipt** 4.77.006W

From: Beach P 3WL ONE CHEQUE Full Amount 94.50  
 Chq/DCred (Q/D): Q Receipt No: 36 Date: 02/03/06

U/Ac Person	Description	Amount
DUDM Beach P 3WL	IN FULL	15.00
TWLS Beach P 3WL	DEPOSIT	75.00

CODE	Account Description	Balance
BKSH	BOOK SHOP	100.40
CHTY	CHARITY COLLECTIONS	608.15
DUDM	DURHAM DAY VISIT	60.00
DUHI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70

so far: 90.00  
 left: 4.50

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

Finally assign the remaining balance £4.50 to the BKSH BOOK SHOP user account for the purchase of 1 BOOK for Beach P.

Note the remaining balance of the cheque is already in the amount field

Split Receipt				4.77.006W
From: Beach P		3WL	ONE CHEQUE	Full Amount
Chq/DCred (Q/D): Q		Receipt No: 36	Date: 02/03/06	94.50
U/Ac Person			Description	Amount
DUDM Beach P	3WL		IN FULL	15.00
TWLS Beach P	3WL		DEPOSIT	75.00
BKSH Beach P 3WL 1 BOOK				4.50
Total so far:				90.00
Balance left:				4.50
User Account: BKSH BOOK SHOP				Balance: 100.40
				This Receipt: 0.00
				Total: 100.40
<ESC> - abandon line entry				

The full amount of the cheque received has now been assigned. Only when the balance left = 0 can you save this transaction. As you have completed this receipt press <Enter> to save it. Split receipts can be assigned to any number of accounts and any number of names. The User Accounts to be used must exist BEFORE you begin to enter a split receipt, however names can be entered as you go.

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.

*You may Press <ESC> to abandon the line of the receipt you are working on - or press <ESC> a second time to abandon the whole receipt.*

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

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

Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	350.00	
BKSH BOOK SHOP	144.90	40.00
CHTY CHARITY COLLECTIONS	608.15	
DVDM DURHAM DAY VISIT	75.00	
DVHI HOLY ISLAND DAY VISIT		50.00
MISC MISCELLANEOUS		32.70
NONU NON UNIFORM	75.45	
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
TWLS WALES TRIP	600.00	
Cash in Hand		137.80
Cheques in Hand		114.00
Current Account		942.20
Deposit Account		910.00
	-----	-----
Control Totals	2441.50	2441.50
	-----	-----

The receipts of the Durham visit, Swimming and Wales trip accounts have been increased, also the cheques in hand.

**RECORDING PAYMENTS**

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

**To Record a Payment**

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

**User Account** DVDM DAY VISIT DURHAM

CODE	Account Description	Balance
BKSH	BOOK SHOP	104.90
CHTY	CHARITY COLLECTIONS	608.15
DUVM	DURHAM DAY VISIT	75.00
DUHI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NOMU	NOM UNIFORM	75.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00

**Name** Select the ABC Bus Company  
**For** Type INV 213 COACH HIRE and press <Enter>  
**Amount** 45.00 press <Enter>

U/Ac: DUVM DURHAM DAY VISIT				Bal: 75.00	Receipts	Payments
08/09/05	Pitt B	4RT	DEPOSIT	Cash	5.00	
08/09/05	Granger S		DEPOSIT	Cash	5.00	
01/03/06	James C	2LK	DEPOSIT	Cash	5.00	
01/03/06	Fox M J	4RT	DEPOSIT	Chq	5.00	
01/03/06	YOUR NAME		DEPOSIT	Chq	5.00	
02/03/06	Beach P	3WL	IN FULL	Chq	15.00	

Payment to: ABC Bus Company  
 For: INV 213 COACH HIRE  
 Amount: 45.00 Date: 03/03/06  
 Cash/Chq <C/Q/D> █

**Date** Press <Enter> to accept today's date  
**Cash/Chq** Type <Q> this denotes a Cheque payment.

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



Recording Payment from a User Account4.77.006W

U/Ac: DUDM DURHAM DAY VISITBal: 75.00

ReceiptsPayments

08/09/05Pitt B4RTDEPOSITCash5.00

08/09/05Granger SDEPOSITCash5.00

01/03/06James C2LKDEPOSITCash5.00

01/03/06Fox M J4RTDEPOSITChq5.00

01/03/06YOUR NAMEDEPOSITChq5.00

02/03/06Beach P3WLIN FULLChq15.00

Select Bank Account

CODEAccountDescriptionBalance

CURRECurrent Account942.20

DEPDeposit Account910.00

For: INU 213 COACH HIRE

Amount: 45.00Date: 03/03/06

Cash/Chq <C/Q/D> Q

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

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

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

Recording Payment from a User Account4.77.006W

U/Ac: DUDM DURHAM DAY VISITBal: 75.00

ReceiptsPayments

08/09/05Pitt B4RTDEPOSITCash5.00

08/09/05Granger SDEPOSITCash5.00

01/03/06James C2LKDEPOSITCash5.00

01/03/06Fox M J4RTDEPOSITChq5.00

01/03/06YOUR NAMEDEPOSITChq5.00

02/03/06Beach P3WLIN FULLChq15.00

Payment to: ABC Bus Company

For: INU 213 COACH HIRE

Amount: 45.00Date: 03/03/06

Cash/Chq <C/Q/D> QBank Acct: CURR

Chq No: 000105

<ESC> to abandon

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

Record another payment.

**User Account Name** CHTY CHARITY COLLECTIONS  
Use the <F2> key and add NSPCC as a new name to the list. Leave the short field empty.

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

**Amount** 250.00

**Date** Overtime the date and change to the end of last month.

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

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

**Bank Account** CURR Current Account

Recording Payment from a User Account					4.77.006W
U/Ac: CHTY CHARITY COLLECTIONS		Bal: 608.15	Receipts	Payments	
01/09/05		Opening Balance	Adju D Cr	500.00	
08/09/05	Parents	DONATION	Cash	64.50	
09/09/05	Students	COLLECTION	Cash	43.65	

Payment to: NSPCC	
For: DONATION FROM SCHOOL	
Amount: 250.00	Date: 03/03/06
Cash/Chq <C/Q/D> D	Bank Acct: CURR

Save this transaction <Y/N> ? Y

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

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

TRAINING DATA		
Fund Name : School Fund		
Registered Charity No: 303606909		
Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	350.00	
BKSH BOOK SHOP	144.90	40.00
CHTY CHARITY COLLECTIONS	608.15	250.00
DVDM DURHAM DAY VISIT	75.00	45.00
DVHI HOLY ISLAND DAY VISIT		50.00
MISC MISCELLANEOUS		32.70
NONU NON UNIFORM	75.45	
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	35.00
TWLS WALES TRIP	600.00	
Cash in Hand		137.80
Cheques in Hand		114.00
Current Account		647.20
Deposit Account		910.00
	-----	-----
Control Totals	2441.50	2441.50
	-----	-----

Note the Payments column and Current Account. If any of your figures do not match this report, it is possible to cancel the incorrect transaction and then re-enter it correctly. See the section headed CANCELLATIONS AND AMENDMENTS for details on page 30. Press <ESC> twice to return to the MAIN MENU.

Press <ESC> twice to return to the MAIN MENU

From the MAIN MENU select **Option 2**. Press <F4> as this is a split payment. Remember, split 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.

The screenshot shows a terminal window titled 'Split Payment' with a subtitle 'Recording Payment from a User Account' and a balance of '4.77.006W'. The main form is titled 'Enter details of total payment' and contains the following fields: 'Payment to:', 'For:', 'Full Amount:', and 'Chq/DDeb <Q/D>'. A sub-form titled 'Who is Money to be Paid to?' is open, displaying a list of names and classes:

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

At the bottom of the screen, there are navigation options: '<F2> Add a New Name', '<F9> Show Out of Use', and '<ESC> Exit'.

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** ABC Bus Company  
**For** Type INV 403 & 417 and press <Enter>  
**Amount** 120.00  
**Date** Press <Enter> to accept today's date.  
**Cash/Chq** Type <Q> this denotes a cheque payment

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

The screenshot shows the same terminal window as before, but now the 'Enter details of total payment' form is populated with the following information: 'Payment to: ABC Bus Company', 'For: INV 403 & 417', 'Full Amount: 120.00', 'Date: 03/03/06', and 'Chq/DDeb <Q/D>: Q'. A sub-form titled 'Select Bank Account' is open, displaying a table of bank accounts:

CODE	Account Description	Balance
CURE	Current Account	647.20
DEP	Deposit Account	910.00

At the bottom of the screen, there are navigation options: '<F9> Show Out of Use Accounts' and '<ESC> Exit'.

Select **Bank Account**                      CURR Current Account

Split Payment      Recording Payment from a User Account      4.77.006W

Enter details of total payment

Payment to: ABC Bus Company

For: INU 403 & 417

Full Amount: 120.00    Date: 03/03/06

Chq/DDeb <Q/D>: Q    Bank Acct: CURR    Chq No: 000106

<ESC> to abandon

**Chq No.**                      00106    will be offered, press <Enter> to accept it.

You may now select the User Accounts contributing to this cheque payment.

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

**First User Account**                      TLD LAKE DISTRICT TRIP

This is the first User Account from which funds will be drawn for this cheque. As a cheque payment is only for one payee name press <Enter> to select ABC Bus Company.

Split Payment      Recording Payment from a User Account      4.77.006W

To: ABC Bus Company                      INU 403 & 417                      Full Amount

Chq/DDeb <Q/D>: Q    Bank Acct: CURR    Chq No: 000106    Date: 03/03/06                      120.00

U/Ac Person                      Description                      Amount

Select User Account

CODE	Account Description	Balance
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	75.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	5.00

Total so far: Balance left: 120.00

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

**Name**                      ABC Bus Company  
**For**                      Overtyp e INV 403 & 417 with INVOICE 403 FINAL PAYMENT and press <Enter>  
**Amount**                      25.00 and press <Enter>.

Split Payment		Recording Payment from a User Account	4.77.006W
To: ABC Bus Company	INU 403 & 417	Full Amount	120.00
Chq/DDeb (Q/D): Q	Bank Acct: CURR Chq No: 000106	Date: 03/03/06	
U/Ac Person	Description	Amount	
TLD ABC Bus Company	INVOICE 403 FINAL PAYMENT	25.00	
Total so far:			
Balance left:			120.00
User Account: TLD LAKE DISTRICT TRIP		Balance:	5.00
		This Payment:	0.00
		Total:	5.00
WARNING! This payment will make the User Acct balance overdrawn by 20.00			
Press any key to continue_			

This payment will take your User Account overdrawn. The message on screen is a reminder 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

**Second User Account**      TWLS WALES TRIP  
**Name**                      ABC Bus Company  
**For**                          Overtyping the description with INVOICE 417 DEPOSIT  
 <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 = 0 can you save this transaction. As you have completed this payment press <Enter> to save it. A split payment transaction can be 'split' between as many User Accounts as you wish, but only one name.

Return to the MAIN MENU.

### To delete parts of a split transaction while entering

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 30 for details on how to amend or cancel saved split transactions.*

### To Print Receipts and Payment Advice Slips

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

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

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

You can select both receipts and payments to be printed in the same batch. They are printed five to a page.

If you select to print an item which has already been printed, it will have the word DUPLICATE printed on it.

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

The items marked with a letter P below have already been printed.

Print Receipts and/or Cheque Payment Advice Slips 4.77.006W

[ Viewing All Items ]

Select Receipts/Chq Payment Slips to Print

R	36	02/03/06	Beach P	3WL	splt	94.50
R	35	P 01/03/06	Students		NONU	75.45
R	34	01/03/06	YOUR NAME		DUDM	5.00
R	33	01/03/06	Fox M J	4RT	DUDM	5.00
R	32	01/03/06	James C	2LK	DUDM	5.00
R	31	03/12/05	Whitle B	3WL	BKSH	13.20
R	30	03/12/05	Gibson M	4RT	BKSH	9.50
R	29	02/12/05	Wright K	2LK	TWLS	75.00
R	28	02/12/05	Steen J	4RT	TWLS	75.00
R	27	02/12/05	Paxton B	2LK	TWLS	75.00
R	26	02/12/05	Harvey R	4RT	TWLS	75.00
R	25	01/12/05	Black P	4RT	TWLS	75.00
R	24	01/12/05	Long D	3WL	TWLS	75.00

<Space> to list only un-printed items      <X> mark item as "not to be printed"  
 <ESC> Abandon    <ENTER> Toggle selection    <F5> None    <F8> All    <F10> Finish

Press the <PAGE DOWN> key until you see the display below. Position the highlight bar on Q000104 (the cheque written to LD Tourism) and press <Enter>. Note the asterisk '\*'. This indicates we have selected this item to have a payment advice slip printed.

Print Receipts and/or Cheque Payment Advice Slips 4.77.006W

[ Viewing All Items ]

Select Receipts/Chq Payment Slips to Print

R	10	07/09/05	Steen J	4RT	DUDM	5.00
R	9	07/09/05	Brock F		DUDM	15.00
R	8	06/09/05	Cruise I	4RT	SWIM	15.00
R	7	06/09/05	Fox M J	4RT	SWIM	15.00
R	6	06/09/05	Brown H	4RT	SWIM	15.00
R	5	06/09/05	Gibson M	4RT	SWIM	15.00
R	4	06/09/05	Whitle B	3WL	DUDM	5.00
R	3	06/09/05	Long D	3WL	DUDM	5.00
R	2	06/09/05	Harvey R	4RT	DUDM	5.00
R	1	06/09/05	Black P	4RT	BKSH	12.50
	Q000106	03/03/06	ABC Bus Company		splt	120.00
	Q000105	03/03/06	ABC Bus Company		DUDM	45.00
	*Q000104	08/09/05	LD Tourism		TLD	35.00

<Space> to list only un-printed items      <X> mark item as "not to be printed"  
 <ESC> Abandon    <ENTER> Toggle selection    <F5> None    <F8> All    <F10> Finish

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

After you have printed your 5 slips, come back to this screen. And press the <END> key. Note the letter 'P' against those items just printed. Use the <Space Bar> to 'hide' all the items which have been printed. This will help you to view only those items that have yet to be printed. You can also mark items as 'not to be printed' using the letter 'X'. Items marked in this way will not be visible when viewing unprinted items.

Note the use of function keys on this screen. Remember you can not print receipts or advice slips for direct credits, direct debits, User Account transfers or Bank Account transfers.

**CANCELLATIONS AND AMENDMENTS**

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

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

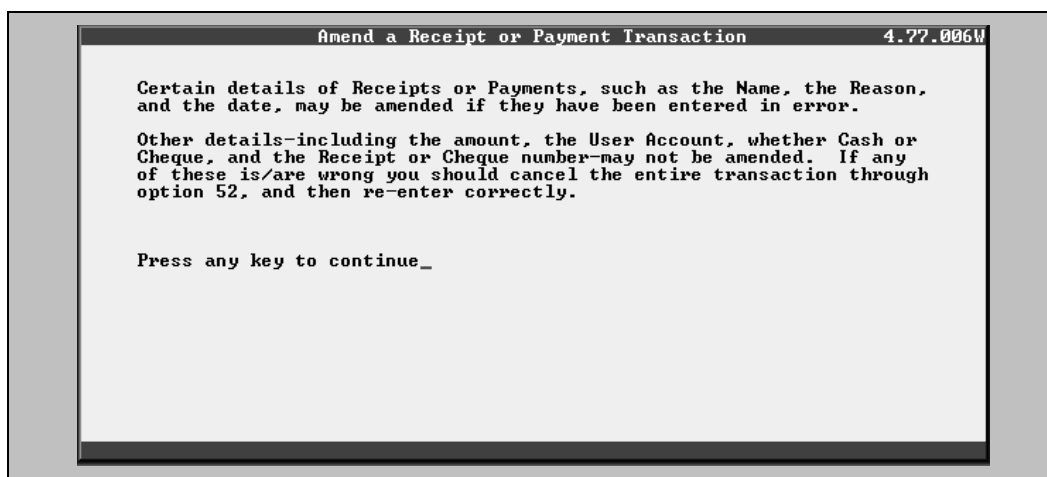
**Bounced Cheques**

**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 **Option 2** Record a Payment and enter the transaction as a **Direct Debit**. Select the User Account and Name of the original receipt and enter the reason as 'Cheque returned referred to drawer'. You should then reconcile the total value of the original deposit when it appears on a bank statement and the direct debit just entered.*

**To Amend a Transaction**

From the MAIN MENU

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



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

You will see the following screen displayed listing all receipts and payments. Please note that you may NOT amend or cancel any transactions that have been included on a FINAL CFR report.

Amend a Receipt or Payment Transaction 4.77.006W

---

Select Transaction to Amend

splt	03/03/06	ABC Bus Company		INU 403 & 417	120.00	Payment
splt	02/03/06	Beach P	3WL	ONE CHEQUE	94.50	Recpt
BKSH	03/12/05	Gibson M	4RT	2 BOOKS	9.50	Recpt
BKSH	03/12/05	Whitle B	3WL	3 BOOKS	13.20	Recpt
BKSH	09/09/05	Packer T	3WL	1 BOOK	4.50	Recpt
BKSH	09/09/05	Pitt B	4RT	3 BOOKS	14.70	Recpt
BKSH	06/09/05	Black P	4RT	4 BOOKS	12.50	Recpt
CHTY	03/03/06	NSPCC		DONATION FROM SCH	250.00	Payment
CHTY	09/09/05	Students		COLLECTION	43.65	Recpt
CHTY	08/09/05	Parents		DONATION	64.50	Recpt
DUDM	03/03/06	ABC Bus Company		INU 213 COACH HIR	45.00	Payment
DUDM	01/03/06	James C	2LK	DEPOSIT	5.00	Recpt
DUDM	01/03/06	Fox M J	4RT	DEPOSIT	5.00	Recpt

<ESC> to finish

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 arrow keys or type the letter C to highlight the following entry:-  
CHTY 03/12/05 NSPCC DONATION FROM SCHOOL 250.00 Payment

Amend a Receipt or Payment Transaction 4.77.006W

---

Select Transaction to Amend

CHTY	03/03/06	NSPCC		DONATION FROM SCH	250.00	Payment
CHTY	09/09/05	Students		COLLECTION	43.65	Recpt
CHTY	08/09/05	Parents		DONATION	64.50	Recpt
DUDM	03/03/06	ABC Bus Company		INU 213 COACH HIR	45.00	Payment
DUDM	01/03/06	James C	2LK	DEPOSIT	5.00	Recpt
DUDM	01/03/06	Fox M J	4RT	DEPOSIT	5.00	Recpt
DUDM	01/03/06	YOUR NAME		DEPOSIT	5.00	Recpt
DUDM	08/09/05	Pitt B	4RT	DEPOSIT	5.00	Recpt
DUDM	08/09/05	Granger S		DEPOSIT	5.00	Recpt
DUDM	07/09/05	Brock F		DEPOSIT	15.00	Recpt
DUDM	07/09/05	Steen J	4RT	DEPOSIT	5.00	Recpt
DUDM	06/09/05	Harvey R	4RT	DEPOSIT	5.00	Recpt
DUDM	06/09/05	Long D	3WL	DEPOSIT	5.00	Recpt

[CH]

<ESC> to finish

Press the <Enter> key to select this transaction. The only details of this transaction we are going to amend will be the Transaction Date details.

You will now see the details of the original transaction

Amend a Receipt or Payment Transaction 4.77.006W

---

User Account: CHTY

Payment to: NSPCC

PAYMENT

CHARITY COLLECTIONS

FROM SCHOOL

Direct Debit

Date: 03/03/06

Bank Acct: CURR

Select Name

NSPCC	
Packer T	3WL
Parents	
Paxton B	2LK
Pitt B	4RT
Pride L	3WL

Name: NSPCC

Transaction Date: 03/03/06

For: DONATION FROM SCHOOL

Reason For Amendment:

<F9> Show Out of Use    <ESC> Exit



Press the <Enter> key to accept the name - NSPCC.  
Amend the DATE by typing today's date and press <Enter>.

Type CHANGED DATE in the Reason for Amendment field.

Compare your entry with the screen below ignoring the actual dates on display here.

Amend a Receipt or Payment Transaction 4.77.0060

PAYMENT

User Account: CHTY CHARITY COLLECTIONS  
 Payment to: NSPCC Date: 03/03/06  
 For: DONATION FROM SCHOOL  
 Amount: 250.00 Direct Debit Bank Acct: CURR

Name: NSPCC Transaction Date: 28/02/06  
 For: DONATION FROM SCHOOL  
 Reason For Amendment: CHANGED DATE

Save this amendment (Y/N) ? Y

If you are satisfied with the amendment then Save your Transaction by pressing <Y>.  
Press <ESC> to finish this routine. You will have noticed the only three items of the transaction that can be amended were:-

1. Name
2. Date
3. Reason

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

### To Cancel a Receipt or Payment Transaction

From the MAIN MENU

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

The complete list of receipts and payments will be displayed. 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 <D> this will take you to the account with a code beginning with 'D'. Use the arrow keys to highlight the following entry:-

DVDM entry date Fox M J DEPOSIT 5.00 Recpt

Cancel a Receipt or Payment Transaction 4.77.006W

Select Transaction to Cancel

DUDM	03/03/06	ABC Bus Company	INU 213	COACH HIR	45.00	Payment
DUDM	01/03/06	James C	2LK	DEPOSIT	5.00	Recpt
DUDM	01/03/06	Fox M J	4RT	DEPOSIT	5.00	Recpt
DUDM	01/03/06	YOUR NAME		DEPOSIT	5.00	Recpt
DUDM	08/09/05	Pitt B	4RT	DEPOSIT	5.00	Recpt
DUDM	08/09/05	Granger S		DEPOSIT	5.00	Recpt
DUDM	07/09/05	Brock F		DEPOSIT	15.00	Recpt
DUDM	07/09/05	Steen J	4RT	DEPOSIT	5.00	Recpt
DUDM	06/09/05	Harvey R	4RT	DEPOSIT	5.00	Recpt
DUDM	06/09/05	Long D	3WL	DEPOSIT	5.00	Recpt
DUDM	06/09/05	Whitle B	3WL	DEPOSIT	5.00	Recpt
MISC	08/09/05	Flower Box		FLOWERS THANK YOU	32.70	Payment
NONU	01/03/06	Students		FIRST FRIDAY TAXI	75.45	Recpt

<ESC> to finish

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

Cancel a Receipt or Payment Transaction 4.77.006W

RECEIPT

User Account: DUDM DURHAM DAY VISIT  
 Received from: Fox M J 4RT Date: 01/03/06  
 For: DEPOSIT  
 Amount: 5.00 Chq Receipt No: 33  
 Not paid in to Bank

Reason For Cancellation: \_\_\_\_\_

<ESC>-abandon cancellation

Type "INCORRECT USER ACCOUNT" as the reason for cancellation.

Cancel a Receipt or Payment Transaction 4.77.006W

RECEIPT

User Account: DUDM DURHAM DAY VISIT  
 Received from: Fox M J 4RT Date: 01/03/06  
 For: DEPOSIT  
 Amount: 5.00 Chq Receipt No: 33  
 Not paid in to Bank

Reason For Cancellation: INCORRECT USER ACCOUNT

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

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

To Save your cancellation press <Y>.

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

### To Cancel a Direct Credit or Debit Transaction

Direct Debits or Credits entered incorrectly can be cancelled using **Option 5 7**. Select the credit or debit transaction you wish to cancel by highlighting and pressing <Enter>. The full details of the transaction are displayed. You must enter a reason for this cancellation. In addition to direct credit and debit transactions listed you will also see any opening balance adjustments - PLEASE DO NOT CANCEL THESE TRANSACTIONS. IF YOU NEED TO ADJUST AN OPENING BALANCE USE **OPTION 6 5**.

Cancel a Direct Credit or Debit Transaction				4.77.006W
Select Direct Transaction			Credit	Debit B/Ac
01/09/05	CHTY Opening Balance Adjustment	500.00	DEP	
01/09/05	SCDM Opening Balance Adjustment	120.00	DEP	
01/09/05	SWIM Opening Balance Adjustment	204.00	DEP	
01/09/05	BKSH Opening Balance Adjustment	86.00	DEP	
01/09/05	DUHI Opening Balance Adjustment		50.00	CURR
28/02/06	CHTY DONATION FROM SCHOOL		250.00	CURR

<ESC> to abandon

### AUDIT TRAIL

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

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

List of Transactions Cancelled or Amended between 01/01/06 and 16/05/06.006W			
Date	U/Ac Name	Description	
03/03/06	CHTY NSPCC	DONATION FROM SCHOOL	
	Amount Paid Out:	250.00	Direct Debit D000002 Bank Acct: CURR
	Amended on 16/05/06	Reason: CHANGED DATE	
01/03/06	DUDM Fox M J	4RT DEPOSIT	
	Amount Received:	5.00	Chq Rcp No: 33
	Cancelled on 16/05/06	Reason: INCORRECT USER ACCOUNT	

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

Return to the MAIN MENU.

**PAYING-IN TO THE BANK**

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

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

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

Pay-In Receipts to Bank 4.77.006W

Date	Paid in by	Class	Recpt U/Ac	Value
03/12/05	Gibson M	4RT	30 BKSH	9.50
01/03/06	YOUR NAME		34 DUDM	5.00
02/03/06	Beach P	3WL	36 splt	94.50

'' denotes selected cheques

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

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

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

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

Pay-In Receipts to Bank 4.77.006W

Date	Paid in by	Class	Recpt U/Ac	Value
* 03/12/05	Gibson M	4RT	30 BKSH	9.50
* 01/03/06	YOUR NAME		34 DUDM	5.00
* 02/03/06	Beach P	3WL	36 splt	94.50

'' denotes selected cheques No of Chqs: 3 Value: 109.00

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

Select all the cheques on this screen. There will be 3 cheques to a value of £ 109.00.

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

You must now enter the cash element of this Paying-In slip. Note the cash available.  
Type 137.80

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

The screenshot shows a terminal window titled "Pay-In Receipts to Bank" with a balance of 4.77.006W. Inside, a box displays the following summary:

3 cheque(s) to be paid in	Value:	109.00
Cash to be paid in:		137.00
	Total:	246.00

Below this, a "Select Bank Account" dialog box is open, showing two options:

CURR Current Account	527.20
DEF Deposit Account	910.00

At the bottom of the main window, it says "<ESC> to abandon".

Note the Paying-In slip totals:

Cheques	109.00
Cash	137.80
Total	246.80

Make a note of the Paying-In slip number now on screen - **000004** (we will refer to it later).

The screenshot shows the same "Pay-In Receipts to Bank" window. The summary box now includes the total amount to be paid and the slip number:

3 cheque(s) to be paid in	Value:	109.00
Cash to be paid in:		137.00
	Total:	246.00
246.00 to be paid Into B/Ac: CURR		
on paying-in slip no: 000004 Date: 05/03/06		

At the bottom of the window, a prompt asks: "Save these details <Y/N> ? Y".

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

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

As you have 'paid in' all the cash and cheques in hand their values will be zero. Go to Menu Option 4 1 and confirm the 'in hand' totals of the Cash and Cheques.

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

From the MAIN MENU

Select **Option 4** then **Option 8** - List Entries on Paying-In slips

Select the CURR Current Account

Enter the Paying-In slip number you have just recorded '000004' in the first field.  
Press enter to accept the 999999 in the second field.

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

Paying-In Slips (Current Account)-range 000004 to 999999						
Date	R	PSlip No	Credit	Sub-Amt	Detail	
05/03/06		P000004	246.00	137.00	Cash	
				9.50	Gibson M	4RT Rcp: 30
				5.00	YOUR NAME	Rcp: 34
				94.50	Beach P	3WL Rcp: 36
				Number of Chgs: 3 Value: 109.00		

Note the details at the top of the screen. The text enclosed by the brackets ( ) can be customised through **Option 6 3**. You may enter details of your bank and sort code and it will be displayed here. The paying-in slip can be printed and enclosed with your cheques when next making a deposit at the bank. If you have a Printer press <P> and then any other key to print this paying-in slip. If you then change your mind about printing you may press ESC to skip it. The program will save a text copy of the printout on to your computer in the SF directory; the file name will be displayed. You may then recover this file later, using your word processing software and print it out.

When doing this with your own receipts, we suggest you write the paying-in slip number generated by the computer (e.g. 000004 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 000004 in this exercise.

To cancel a bank paying-in slip use **Option 5 4**. See below the details of Paying in Slip 000003. Please take a printout first using **Option 4 8**, this will help you identify the items on the paying-in slip when you recreate it.

Cancel Paying-In Slip				4.77.006W
B/Ac: Current Account		Paying-In Slip No: P000003		
Paid in on 03/12/05		Total Credit: 529.70		
Credits contained on this slip:				
Pitt B	4RT	Rcp No	21	14.70
Whitle B	3WL	Rcp No	22	15.00
Packer I	3WL	Rcp No	23	75.00
Long D	3WL	Rcp No	24	75.00
Black P	4RT	Rcp No	25	75.00
Steen J	4RT	Rcp No	28	75.00
Cash				200.00
Are you sure that this Paying-In Slip is to be cancelled (Y/N) ? Y				

**RECONCILIATION**

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

From the MAIN MENU

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

Bank Account Reconciliation				v4.76
CURR Current Account				
<b>LAST RECONCILED BANK STATEMENT</b>				
Last Page	0	End Date	/ /	Reconciled Balance 300.00
<b>NEXT STATEMENT DETAILS</b>				
Please enter the details from the new statement(s) to be reconciled				
First Page	1	Start Date	/ /	Opening balance 0.00
Last Page	1	End Date	/ /	Closing balance 0.00
Press ESCAPE to return to the menu				

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

For this exercise we will use the details on the bank statement over – when you do this for your own accounts the information will come from the statement sent to you by your bank. These details will be used to complete a print out from the program to match the bank statement. Although you must enter something in the page and date fields they are only used for the new statement print out. If you do not intend to make use of this new feature then enter the page numbers as 1 the dates as 01/01/06 and the balances as 1.00.

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

It is possible to unreconcile items. Use Menu option 5 3 Unreconcile Bank Statement Entries. Select the bank account to which the transactions relate. As well as the details of the transaction you will also see the statement ID. The ID identifies which statement the transactions relate to – this is NOT the page number but the statement beginning with 1 for the first statement reconciled and incrementing each time a reconciliation is performed.

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

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

Use the details below to complete the exercise on reconciliation page 40.

Statement Period 01/09/05	- 30/09/05			
Page 14				
DETAILS	PAYMENTS	RECEIPTS	DATE	BALANCE
BALANCE FORWARD			SEPT 1	300.00
REF P000001		185.00	7 SEPT	485.00
REF Q000101	32.70		8 SEPT	452.30
REF Q000102	49.80		8 SEPT	402.50
REF Q000103	130.00		8 SEPT	272.50
REF Q000104	35.00		8 SEPT	237.50
REF P000002		175.00	9 SEPT	412.50
CLOSING BALANCE				412.50

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

The screenshot shows the 'Bank Account Reconciliation' screen with the following details:

- Bank Account Reconciliation** (4.77.006W)
- CURR Current Account**
- LAST RECONCILED BANK STATEMENT**
  - Last Page: 0
  - End Date: / /
  - Reconciled Balance: 300.00
- NEXT STATEMENT DETAILS**
  - Please enter the details from the new statement(s) to be reconciled
  - First Page: 14
  - Start Date: 01/09/05
  - Opening balance: 300.00
  - Last Page: 14
  - End Date: 30/09/05
  - Closing balance: 412.50
- Press ESCAPE to return to the menu

*Note the Opening balance you are asked to enter should be the same as the Reconciled balance from the previous reconciliation.*

The screenshot shows the 'Bank Account Reconciliation' screen with the following details:

- Bank Account Reconciliation** (4.77.006W)
- BANK RECONCILIATION**
  - Before you proceed into the reconciliation do you want to print the list of unreconciled items <Y/N>? N
  - <Press the Escape key to return to the statement details entry screen>
- Press ESCAPE to return to the menu

You may at this stage take a printout of all items that remain unreconciled in the bank account you are reconciling. Press <Y> if you are connected to a printer. You can press <P> to print and the report will be displayed on screen. You can then press <ESC> to cancel the print or <P> to send the report to the printer.



The report is below. Press <ESC> when you are ready to proceed with the reconciliation.

If you fail to take the printout of unreconciled items at this stage you can retrieve the report from elsewhere in the software.

TRAINING DATA			
Fund Name : School Fund			
Registered Charity No: 303606909			
Unreconciled Entries in B/Ac CURR on 17/05/06			
-----			
Last Reconciled Balance			300.00
Date	Detail	Credit	Debit
----	-----	-----	-----
07/09/05	P000001	185.00	
08/09/05	Q000101		32.70
08/09/05	Q000102		49.80
08/09/05	Q000103		130.00
08/09/05	Q000104		35.00
09/09/05	P000002	175.00	
03/12/05	P000003	529.70	
28/02/06	D000002		250.00
03/03/06	Q000105		45.00
03/03/06	Q000106		120.00
05/03/06	P000004	246.00	
		-----	-----
Totals		1135.70	662.50
Net Credit			473.20
			-----
Actual Balance			773.20

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

Bank Account Reconciliation				4.77.006W
Date	Entry	Credit	Debit	
** 07/09/05	P000001	185.00		
** 08/09/05	Q000101		32.70	
** 08/09/05	Q000102		49.80	
** 08/09/05	Q000103		130.00	
** 08/09/05	Q000104		35.00	
** 09/09/05	P000002	175.00		
03/12/05	P000003	529.70		
28/02/06	D000002		250.00	
03/03/06	Q000105		45.00	
03/03/06	Q000106		120.00	
Last Reconciled Balance:		300.00		
'+' denotes selected entries		Current Reconciled Balance:		412.50
<ENTER> Select   <ESC> Leave   <F4> Abandon   <F5> None   <F8> All   <F10> End				

To select a transaction to be reconciled, highlight it and press the <Enter> key. Pressing <Enter> again will deselect the item. When you have matched all of the items on this statement, the balance displayed at the bottom right of your screen is **412.50**. This is the reconciled balance and will match the last line of your bank statement.

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

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

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

Reconciliation Report for Current Account on 17/05/06 4.77.006H				
First Page	14	Start Date	01/09/05	
Last Page	14	Close Date	30/09/05	
Opening Reconciled Balance			300.00	
Date	Detail	Credit	Debit	
07/09/05	P000001	185.00		
08/09/05	Q000101		32.70	
08/09/05	Q000102		49.80	
08/09/05	Q000103		130.00	
08/09/05	Q000104		35.00	
09/09/05	P000002	175.00		
Totals		360.00	247.50	
			Net Credit	112.50
Closing Reconciled Balance			412.50	
<ESC> to finish   <P> to print   <D> to send to disk P				

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

*Note See the section at the end of these notes on 'Set Up Your Own Accounts' for more details on entering direct credits and debits and a User Account to record all bank charges and interest (page 59).*

The function keys available on the reconciliation screen include <F4>. This will enable you to abandon the reconciliation and return everything to the way it was before you started. The <ESC> key will 'hold' the reconciliation at whatever stage you are at. In this way a statement can be part reconciled, interrupted and held and then returned to without losing what you have already reconciled.

Items on hold during a reconciliation appear on the bank transaction reports on **Option 4 6** with a '+'. Items completely reconciled appear with an '\*' and those not reconciled have no marker in the 'R' column. See below. The last 2 items remain unreconciled, the 3 items just prior have been reconciled but not yet confirmed.

Bank a/c: CURR Current Account <from 01/09/05 to 17/05/06> 4.77.006W					
Date	Detail	R	Ref	Receipts	Payments
01/09/05	Opening Balance Adjustment	*		350.00	
01/09/05	Opening Balance Adjustment	*	D000001		50.00
07/09/05	Sundry Credit	*	P000001	185.00	
08/09/05	Flower Box		<U/Ac MISC> * Q000101		32.70
08/09/05	Flower Box		<U/Ac SGDM> * Q000102		49.80
08/09/05	ABC Bus Company		<U/Ac SWIM> * Q000103		130.00
08/09/05	LD Tourism		<U/Ac TLD> * Q000104		35.00
09/09/05	Sundry Credit	*	P000002	175.00	
03/12/05	Sundry Credit		P000003	529.70	
28/02/06	NSPCC		<U/Ac CHTY> D000002		250.00
03/03/06	ABC Bus Company		<U/Ac DUDM> Q000105		45.00
03/03/06	ABC Bus Company		<Split> Q000106		120.00
05/03/06	Sundry Credit		P000004	246.00	
	Totals			1485.70	712.50

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

## TRANSFERS

### TRANSFERS BETWEEN BANK ACCOUNTS

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

*Note Should you transfer funds between two different banks using a cheque, then we suggest you record the transfer as a Payment from the originating bank and a Receipt to the receiving bank. This will enable you to make a record of the cheque number and paying-in slip number used.*

From the MAIN MENU Select **Option 4** then **Option 4** Transfer between Bank Accounts (at the same bank).

Transfer FROM	Select the Current Account
Transfer TO	Select the Deposit Account
The amount to be transferred is	£300
Press <Enter> to accept the date	

Note the Revised Balances on screen.

Transfer Between Bank Accounts				4.77.006W
TRANSFER FROM		TRANSFER TO		
Bank Acct: CURR		Bank Acct: DEP		
Current Account		Deposit Account		
Balance:	773.20	Balance:	910.00	
<Revised>	473.20	<Revised>	1210.00	
Amount: 300.00      Date: 05/03/06				
Save these details <Y/N> ? Y				

Press <Y> to save the details.

### DRAW CHEQUE FOR CASH

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

From the MAIN MENU

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

Select CURR the Current Account to draw the cheque from.  
 Enter the amount as £30.00  
 Cheque number 000107 will be offered, press <Enter>  
 Press <Enter> to accept today's date.

Draw Cheque for Cash 4.77.0060

DRAW CHEQUE FROM		Cash in Hand	
Bank Acct: CURR			
Current Account			
Balance: 473.20		Balance: 0.80	
<Revised> 443.20		<Revised> 30.80	

Amount: 30.00 Chq No: 000107 Date: 05/03/06

Save these details <Y/N> ? Y

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

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

## TRANSFER BETWEEN USER ACCOUNTS

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

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

Transfers between User Accounts 4.77.0060

There are FOUR 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:

<B> 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 account.

Select transfer type <A/B/C/D> ? A

<ESC>-abandon

Select the	CHTY	CHARITY COLLECTIONS	Account to transfer FROM
Select the	BKSH	BOOK SHOP	Account to transfer TO
The amount is	£ 80.00		
Press	<Enter> to accept today's date		
The Reason is	BOOKS FOR REFUGEES		

4.77.006W

<b>TRANSFER FROM</b>		<b>TRANSFER TO</b>	
User Acct: CHTY		User Acct: BKSH	
CHARITY COLLECTIONS		BOOK SHOP	
Balance:	358.15	Balance:	104.90
<Revised>	278.15	<Revised>	184.90

Amount:       Date:   
 Reason:

Save these details <Y/N> ?

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

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

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

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

You can view User Account transfers on **Option 3 2, 3 3 2 and 3 3 3 and 3 9 2 and 3 9 3 and 7 5.**

This is the report from **Option 3 2.** The value in the Balance column **INCLUDES** the value of the transfers if this is what you selected when setting up the program using **Option 6 6 3.**

User Account Balances for Period beginning 01/09/05							
-----							
Your figures INCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
-----							
<b>BKSH</b>	<b>BOOK SHOP</b>	<b>86.00</b>	<b>80.00</b>	<b>40.00</b>	<b>58.90</b>		<b>184.90</b>
<b>CHTY</b>	<b>CHARITY C</b>	<b>500.00</b>		<b>80.00</b>	<b>108.15</b>	<b>250.00</b>	<b>278.15</b>
DVDM	DURHAM DA				70.00	45.00	25.00
DVHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
NONU	NON UNIFO				75.45		75.45
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			60.00	-20.00
TWLS	WALES TRI				600.00	95.00	505.00
Totals		860.00	120.00	120.00	1136.50	662.50	1334.00
=====							
Movement in period to date:					474.00		

If you selected the option to **EXCLUDE** transfer values, the balance of User Accounts CHTY and BKSH are NOT updated by the £ 80.00 transfer you have just recorded. See below.

User Account Balances for Period beginning 01/09/05							
-----							
Your figures EXCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
-----							
<b>BKSH</b>	<b>BOOK SHOP</b>	<b>86.00</b>	<b>80.00</b>	<b>40.00</b>	<b>58.90</b>		<b>144.90</b>
<b>CHTY</b>	<b>CHARITY C</b>	<b>500.00</b>		<b>80.00</b>	<b>108.15</b>	<b>250.00</b>	<b>358.15</b>
DVDM	DURHAM DA				70.00	45.00	25.00
DVHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
NONU	NON UNIFO				75.45		75.45
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			60.00	-60.00
TWLS	WALES TRI				600.00	95.00	505.00
Totals		860.00	120.00	120.00	1136.50	662.50	1334.00
=====							
Movement in period to date:					474.00		

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

Many reports will have the line 'Your figures INCLUDE Transfers' or 'Your figures EXCLUDE Transfers' depending on which one you selected during set up using Option 6 6 3.

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

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

Acct: CHTY CHARITY COLLECTIONS (from 01/09/05 to 31/03/06)						
-----						
Account Balance on 06/03/06 £ 358.15 Including Transfers £ 278.15						
Date	Name	Description	P	Receipts	Payments	
----	----	-----	-	-----	-----	
01/09/03		Opening Balance Adjustm	D	500.00		
08/09/03	Parents	DONATION	C	64.50		
09/09/03	Students	COLLECTION	C	43.65		
05/12/03	NSPCC	DONATION FROM SCHOOL	D		250.00	
05/12/03	*Trf to U/Ac BKSH	BOOKS FOR REFUGEES	T		80.00	
				-----	-----	
Totals				608.15	330.00	
				-----	-----	

On this report the account balance including transfers is £ 278.15. However if the transfer transactions were excluded the balance would be £ 358.15. You can see the £ 80.00 transfer which is responsible for this difference on the last line of the report above.  
WHO'S NOT PAID

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

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

From the MAIN MENU

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

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

Acct: SWIM SWIMMING (from 01/09/05 to 31/03/06)				
-----				
Account Balance on 06/03/06 £ 194.00 Including Transfers £ 194.00				
Name		Receipts	Payments	Balance
----		-----	-----	-----
Black P	4RT	Nil		
Brown H	4RT	15.00		15.00
Cruise T	4RT	15.00		15.00
Fox M J	4RT	15.00		15.00
Gibson M	4RT	15.00		15.00
Green J	4RT	15.00		15.00
Harvey R	4RT	15.00		15.00
Pitt B	4RT	Nil		
Steen J	4RT	15.00		15.00
		-----	-----	-----
Totals		105.00	0.00	105.00
		-----	-----	-----

This is a list of students, some of whom have and others who have not paid for their swimming lessons.

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

From the MAIN MENU

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

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

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

Beach P	3WL	Cruise T	4RT	Foxtan B	2LK
Gibson M	4RT	Green J	4RT	Harvey R	4RT
Long D	3WL	Packer T	3WL	Pitt B	4RT
Whitle B	3WL				

Press <F10> to finish selecting and enter as the title BAND MEMBERS and press <Enter>.

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

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

### Edit a User Defined List

From the MAIN MENU

Select **Option 6** then **Option 9** Names Listing and select **Option 7** to Edit User Defined List. Press <N> as we do not want to include records marked 'Not In Use'. First select the saved list from those on view in this case the BAND MEMBERS. Then use the first letter of each name and the arrow and enter keys to highlight and select names you want to remove.

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

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



From the MAIN MENU



Select **Option 3** then **Option 7** and press <U> as we are going to use our defined list. Select the BAND MEMBERS list. Next select the TWLS WALES TRIP User Account. Press <Enter> twice to accept the default dates. Your report should look like the one over.

TRAINING DATA				
Fund Name : School Fund				
Registered Charity No: 303606909				
Acct: TWLS WALES TRIP (from 01/09/05 to 17/05/06)				
-----				
Account Balance on 17/05/06 æ505.00 Excluding Transfers æ 505.00				
Name		Receipts	Payments	Balance
----		-----	-----	-----
Beach P	3WL	75.00		75.00
Cruise T	4RT	Nil		
Foxton B	2LK	Nil		
Gibson M	4RT	Nil		
Green J	4RT	Nil		
Harvey R	4RT	75.00		75.00
Long D	3WL	75.00		75.00
Packer T	3WL	75.00		75.00
Pitt B	4RT	Nil		
YOUR NAME		Nil		
		-----	-----	-----
Totals		300.00	0.00	300.00

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

### TO SET UP YOUR OWN DETAILS

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

The Menu used to enter all your details is:-

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



These menu items are self explanatory. The details that you may add are in Options 1, 4, 5 and 6. Option 3 requires you to make a choice regarding the systems own set of checks and whether you want to Include or Exclude internal transfers. The remaining options are for backing up, upgrading and identifying the version of School Fund Manager you are using.

Option 1 Printing Preferences is how you tell the program where to send any print jobs. If you have a local printer the usual Port is LPT1, networked printers are often on LPT2. If your printing is handled exclusively by windows you can activate the option here.

```

Set Print / System Parameters 4.77.006W

The number of lines on certain commonly used paper sizes is as follows:

      11 inch continuous - 66 lines
      A4 sheets         - 70 lines
      12 inch continuous - 72 lines

The printer port options are-LPT1, LPT2, LPT3, PRN, COM1, COM2, or <blank>

Set Page Length (no of lines) 70
Continuous Stationery (Y/N)   N
Printer Port                   LPT1
Use Windows Printing Option    Y

Save these values (Y/N) ? Y
  
```

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

```

School Details 4.77.006W

Enter the name of this fund SCHOOL FUND
Registered Charity Number 303606909
LEA Number                1231
DFES Establishment Number
Contact Name
Contact Email Address
Contact Phone Number
De Minimis Level          1.00

Please Note
The default de minimis level is 1. This level may be amended as
required.

<ESC> to abandon
  
```

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

```

School Fund Maintenance 4.77.006W

School Name and Authorisation Code

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

Enter your school name, exactly as you want it to appear on reports
GREEN SCHOOL
Enter the Gensoft Authorisation code _ 0

<ESC>-abandon
  
```

Below is option 3 System Preferences. Here you determine which self checking routines you require the software to perform.

The fifth item in this list refers to User Account Transfers and whether the value of them is INCLUDED or EXCLUDED from the balances column. Further explanation of each option is on display as you move through the fields.

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

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

<ESC> to abandon

To see the effect on your reports of choosing Include or Exclude Transfers see Option 3 2 User Account Balances. Look at the TLD LAKE DISTRICT account. An inter user account transfer of £40.00 in and a payment transaction of £ 60.00 out have resulted in a balance of - £ 20.00 if Transfers are Included.

User Account Balances for Period beginning 01/09/05							
Your figures INCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
BKSH	BOOK SHOP	86.00	80.00	40.00	58.90		184.90
CHTY	CHARITY C	500.00		80.00	108.15	250.00	278.15
DUDM	DURHAM DA				70.00	45.00	25.00
DUHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
NONU	NON UNIFO				75.45		75.45
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			60.00	-20.00
TWLS	WALES TRI				600.00	95.00	505.00
Totals		860.00	120.00	120.00	1136.50	662.50	1334.00
Movement in period to date:					474.00		

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

Note at the top of this screen you are reminded that the figures INCLUDE Transfers. Now use Option 6 6 3 and set the 'Include Transfers' to <N>. Return to Option 3 2 and note the difference.

Below the Transfer values are EXCLUDED and the TLD LAKE DISTRICT account has a balance of the payment only. Although the transfer value is on show it is not accounted for in the balance.

Note the Totals all remain the same in either case.

Most schools run the program with transfers INCLUDED for daily use, then if required by Audit you can run the year end reports with the transfers excluded. Please reset the Include Transfers flag back to <Y> to match the reports on the following pages.

User Account Balances for Period beginning 01/09/05							4.77.006W
		Your figures EXCLUDE Transfers					
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
BKSH	BOOK SHOP	86.00	80.00	40.00	58.90		144.90
CHTY	CHARITY C	500.00		80.00	108.15	250.00	358.15
DUDM	DURHAM DA				70.00	45.00	25.00
DUHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
NONU	NON UNIFO				75.45		75.45
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
TLD	LAKE DIST		40.00			60.00	-60.00
TWLS	WALES TRI				600.00	95.00	505.00
Totals		860.00	120.00	120.00	1136.50	662.50	1334.00
Movement in period to date:					474.00		
<ESC> to finish    <P> to print    <D> to send to disk P							

## TO SET UP YOUR OWN ACCOUNTS

There are four stages to setting up your accounts:-

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

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

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

## ADDING DETAILS OF BANK ACCOUNTS

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

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

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

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

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

To Save your new bank account press <Y>. The screen message below is to remind you that bank accounts are not to be included in your CFR reports. Should this situation change you will be able to override this by pressing <Y>. For now leave the answer as <N>. Then type <Y> to save this new bank account.

Creating/Modifying Bank Account Details 4.77.006W

Account Code : SUGS  
Account Name : SAVINGS ACCOUNT

No Short List Codes Apply

There are no Short List Codes active for this type of Account.  
Are you sure that you want to apply a code to it? <y/n> N

<ESC> To abandon

Creating/Modifying Bank Account Details 4.77.006W

Account Code : SUGS  
Account Name : SAVINGS ACCOUNT  
In Use <Y/N> : Y

Consistent Financial Reporting

Include in CFR : N  
CFR Code : Opening Balance : 0

Save these details <Y/N> ? Y

Use this method to add as many bank accounts, building society accounts etc. as you require. This can be done on an as needed basis. You do NOT add balances to your bank accounts on this screen, this will be done later using the Adjust Opening Balances option.

If and when you close a Bank Account you may take the account out of use.

To take a Bank Account out of use, use **Option 6 3**, highlight and select the appropriate account. Change the 'In-Use' field from <Y> to <N> then save the details.

You can display all 'Out of Use' bank accounts when entering transactions by using the <F9> key. You may not use them until you have returned the bank account to 'In Use'. Use **Option 6 3** to do this.

### ADDING DETAILS OF USER ACCOUNTS

You will need to add details of your User Accounts.

From the MAIN MENU Select **Option 6** then **Option 2** Add/Modify a User Account.

Creating/Modifying User Account Details 4.77.006W

CODE	Account Description	Balance
BKSH	BOOK SHOP	144.90
CHTY	CHARITY COLLECTIONS	358.15
DUDM	DURHAM DAY VISIT	25.00
DUHI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	75.45
SGDM	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	-60.00
TWLS	WALES TRIP	505.00

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

Press <F2>

Account Code            TMUS  
 Account Name           MUSEUM TRIP  
 In Use (Y/N)            Leave as Y.

You may then enter a Budget value and /or a Unit Cost value. A Budget Value is used to produce a new report of Actual and Budget values and the difference at the time the report is run. See Option 3 A.

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 User Account. You can enter the cost per head of this trip. Eventually this information will be included in the printed receipts.

All remaining details are to do with CFR and they will be discussed in detail in the CFR training notes.

Enter a Budget of        125.00 this indicates an expected level of INCOME  
 CFR Status                Select the Not Specified Attribute

This means you are not making a decision as to whether the transactions for this User Account are to be included or not in a CFR report. Once a decision has been made the CFR code can be selected here or on the CFR Menu Option C 4.

Compare your screen with the one below.

Creating/Modifying User Account Details 4.77.006W

Account Code :		TMUS	
Account Name :		MUSEUM TRIP	
In Use (Y/N) :		Y	
Show Budget of :		125.00	
Show Unit Cost of :		0.00	
CFR Status :		Not Specified	
Gift Aid Status :		Not Yet Used	
Consistent Financial Reporting			
Income			
CFR Code :	Opening Balance :	0	
Expenditure			
CFR Code :	Opening Balance :	0	

Save these details (Y/N) ? Y

To Save your Transaction press <Y>.

To add another User Account

Press <F2>  
 Account Code DVAG  
 Account Name ART GALLERY DAY VISIT  
 In Use (Y/N) Y  
 Unit Cost 3.50  
 CFR Status Not Specified

To Save your Transaction press <Y>.

Creating/Modifying User Account Details 4.77.006W

CODE	Account Description	Balance
BKSH	BOOK SHOP	144.90
CHTY	CHARITY COLLECTIONS	358.15
DVAG	ART GALLERY DAY VISIT	0.00
DVDM	DURHAM DAY VISIT	25.00
DVHI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	75.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	-60.00
TMUS	MUSEUM TRIP	0.00
TWLS	WALES TRIP	505.00

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

To add another User Account this time with a Budget Value.

Press <F2>  
 Account Code XMAS  
 Account Name XMAS PRODUCTION  
 In Use (Y/N) Y  
 Show Budget of -250.00 this will identify an expected level of EXPENDITURE  
 CFR Status Not Specified

To Save your Transaction press <Y>.

To add a Budget value to a User Account already in existence – select it from the list of User Accounts on Option 6 2.

In this exercise choose the DVDM User Account  
 and enter 80.00 as the Budget.

DO NOT precede the value with a – as in this case the value identifies an expected level of income.

Creating/Modifying User Account Details 4.77.006W

CODE	Account Description	Balance
BKSH	BOOK SHOP	144.90
CHTY	CHARITY COLLECTIONS	358.15
DVAG	ART GALLERY DAY VISIT	0.00
DVDM	DURHAM DAY VISIT	25.00
DVHI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	75.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	-60.00
TMUS	MUSEUM TRIP	0.00
TWLS	WALES TRIP	505.00
XMAS	XMAS PRODUCTION	0.00

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

Creating/Modifying User Account Details 4.77.006W

---

Account Code :	DUDM		
Account Name :	DURHAM DAY VISIT		
In Use (Y/N) :	Y		

---

Show Budget of :	80.00		
Show Unit Cost of :	0.00		
CFR Status :	Not Specified		
Gift Aid Status :	Not Yet Used		

---

Consistent Financial Reporting

Income CFR Code :		Opening Balance :	0.00
Expenditure CFR Code :		Opening Balance :	0.00

---

<ESC> To abandon

Now we can see the result of this on the new report Menu Option 3 A – Budget Comparison Report.

From the MAIN MENU press 3 and then A. The report below has values INCLUDING transfers. If your report has BOOK SHOP with a balance of -144.90 the transfer values are Excluded.

Remember you can change this by returning to Menu Option 6 6 3.

Budget Comparison for Period beginning 01/09/05 4.77.006W

---

		Actual	Budget	Difference
BKSH	BOOK SHOP	184.90		-184.90
CHTY	CHARITY COLLECTIONS	278.15		-278.15
DVAG	ART GALLERY DAY VISIT			
DUDM	DURHAM DAY VISIT	25.00	80.00	55.00
DUHI	HOLY ISLAND DAY VISIT	-50.00		50.00
MISC	MISCELLANEOUS	-32.70		32.70
MONU	NON UNIFORM	75.45		-75.45
SGDN	SENSORY GARDEN	174.20		-174.20
SWIM	SWIMMING	194.00		-194.00
TLD	LAKE DISTRICT TRIP	-20.00		20.00
TMUS	MUSEUM TRIP		125.00	125.00
TWLS	WALES TRIP	505.00		-505.00
XMAS	XMAS PRODUCTION		-250.00	-250.00
		=====	=====	=====
Totals		1334.00	-45.00	-1379.00
		=====	=====	=====

---

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

Notice how using the same initial character can group similar types of accounts together. In this case all the school trips are given the initial character 'T' in their code. It is advisable to use the important details of the trip at the beginning of the name as some reports truncate the name field.

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

### 'Out of Use' User Accounts

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



Creating/Modifying User Account Details 4.77.006W

Account Code :	TMUS
Account Name :	MUSEUM TRIP
In Use (Y/N) :	N

Show Budget of :	125.00
Show Unit Cost of :	0.00
CFR Status :	Not Specified
Gift Aid Status :	Not Yet Used

Consistent Financial Reporting

Income		Opening Balance :	0.00
CFR Code :			
Expenditure		Opening Balance :	0.00
CFR Code :			

Save these details (Y/N) ? Y

You can return any User Account to active use by using it for a transaction in **Options 1 and 2** or changing the 'In-Use' field here on **Option 6 2** to <Y>.

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

Creating/Modifying User Account Details 4.77.006W

CODE	Account Description	Balance
BKSH	BOOK SHOP	184.90
CHTY	CHARITY COLLECTIONS	278.15
DUAG	ART GALLERY DAY VISIT	0.00
DUDM	DURHAM DAY VISIT	25.00
DUDI	HOLY ISLAND DAY VISIT	-50.00
MISC	MISCELLANEOUS	-32.70
NONU	NON UNIFORM	75.45
SGDN	SENSORY GARDEN	174.20
SWIM	SWIMMING	194.00
TLD	LAKE DISTRICT TRIP	-20.00
TWLS	WALES TRIP	505.00
XMAS	XMAS PRODUCTION	0.00

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

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

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

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

From the MAIN MENU	Select <b>Option 6</b> then <b>Option 2</b> and Press <F2>
Account Code	BI&C
Account Name	BANK INTEREST & CHARGES
In Use (Y/N)	Y
CFR Status	Not Specified

Creating/Modifying User Account Details 4.77.006W

Account Code : BI&C  
 Account Name : BANK INTEREST & CHARGES  
 In Use (Y/N) : Y

Show Budget of : 0.00  
 Show Unit Cost of : 0.00  
 CFR Status : Not Specified  
 Gift Aid Status : Not Yet Used

Consistent Financial Reporting

Income  
 CFR Code : Opening Balance : 0

Expenditure  
 CFR Code : Opening Balance : 0

Save these details (Y/N) ? Y

To Save your Transaction press <Y>.

From the MAIN MENU Select **Option 1**

User Account BI&C BANK INTEREST AND CHARGES  
 Name Press <F2> to add RSB BANK ignore the class field and press <Y>  
 For Statement 46 Interest  
 Amount £16.34  
 Cash/Chq D  
 Bank Account CURR Current Account  
 Date Press <Enter> to accept the date

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

Entering Receipt to a User Account 4.77.006W

U/Ac: BI&C BANK INTEREST & CHARGES Bal: 0.00 Receipts Payments

Received from: RSB BANK  
 For: STATEMENT 46 INTEREST  
 Amount: 16.34 Cash/Chq (C/Q/D) D  
 Bank Acct: CURR Date: 06/03/06

Save this transaction (Y/N) ? Y

### To Set your User Accounts into Groups.

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

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

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

Highlight and select the User Account TLD LAKE DISTRICT TRIP. Enter <A> as the Group Code.

Next enter a group heading – School Trips. Press <Y> to save these details.

Grouping of User Accounts For Reporting Purposes 4.77.006W

Enter the Group Code for this Account

Code	Account Description	Balance
TLD	LAKE DISTRICT TRIP	-20.00

Group Code A  
Group Heading SCHOOL TRIPS

Save this group heading (Y/N) Y

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

Grouping of User Accounts For Reporting Purposes 4.77.006W

Edit User Account Groups

Group	Code	Account Description	Balance
	BKSH	BOOK SHOP	184.90
	CHTY	CHARITY COLLECTIONS	278.15
	DUAG	ART GALLERY DAY VISIT	0.00
	DUDM	DURHAM DAY VISIT	25.00
	DUHI	HOLY ISLAND DAY VISIT	-50.00
	MISC	MISCELLANEOUS	-32.70
	NONU	NON UNIFORM	75.45
	SGDN	SENSORY GARDEN	174.20
	SWIM	SWIMMING	194.00
	TWLS	WALES TRIP	505.00
	XMAS	XMAS PRODUCTION	0.00
A	TLD	LAKE DISTRICT TRIP	-20.00

<ESC> to finish      <ENTER> to Select Highlighted Account

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

Now add the WALES TRIP User Account to this group. Use the <UpArrow> and <DownArrow> keys to move between the User Accounts. The two trip accounts now appear together at the end of the list of User Accounts.

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

4.77.006W

Grouping of User Accounts For Reporting Purposes

Edit User Account Groups			
Group	Code	Account Description	Balance
	BKSH	BOOK SHOP	184.90
	DVAG	ART GALLERY DAY VISIT	0.00
	DUDM	DURHAM DAY VISIT	25.00
	DVHI	HOLY ISLAND DAY VISIT	-50.00
	MISC	MISCELLANEOUS	-32.70
	SGDN	SENSORY GARDEN	174.20
	SWIM	SWIMMING	194.00
	XMAS	XMAS PRODUCTION	0.00
A	TLD	LAKE DISTRICT TRIP	-20.00
A	TWLS	WALES TRIP	505.00
C	CHTY	CHARITY COLLECTIONS	278.15
C	NONU	NON UNIFORM	75.45

<ESC> to finish      <ENTER> to Select Highlighted Account  
 <F9> Show Out of Use Accounts      <ESC> Exit

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

User Account Balances for Period beginning 01/09/05							
-----							
Your figures INCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
----	-----	-----	-----	-----	-----	-----	-----
BI&C	BANK INTE				16.34		16.34
BKSH	BOOK SHOP	86.00	80.00	40.00	58.90		184.90
DVAG	ART GALLE						0.00
DUDM	DURHAM DA				70.00	45.00	25.00
DVHI	HOLY ISLA	-50.00					-50.00
MISC	MISCELLAN					32.70	-32.70
SGDN	SENSORY G	120.00			104.00	49.80	174.20
SWIM	SWIMMING	204.00			120.00	130.00	194.00
XMAS	XMAS PROD						0.00
	SubTot	360.00	80.00	40.00	369.24	257.50	511.74
		-----	-----	-----	-----	-----	-----
SCHOOL	TRIPS						
TLD	LAKE DIST		40.00			60.00	-20.00
TWLS	WALES TRI				600.00	95.00	505.00
	SubTot	0.00	40.00	0.00	600.00	155.00	485.00
		-----	-----	-----	-----	-----	-----
CHARITY	ACCOUNTS						
CHTY	CHARITY C	500.00		80.00	108.15	250.00	278.15
NONU	NON UNIFO				75.45		75.45
	SubTot	500.00	0.00	80.00	183.60	250.00	353.60
		-----	-----	-----	-----	-----	-----
Totals		860.00	120.00	120.00	1152.84	662.50	1350.34
		=====	=====	=====	=====	=====	=====
Movement in period to date:					490.34		

THE NAMES FILE

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

For NEW users only it is possible to 'import' all the student names in your administration database ( subject to confirmation by our technical team). Once ANY name has been entered into the School Fund Manager program this one time import will no longer be an option. See notes in your installation pack for details.

ADD/MODIFY NAMES

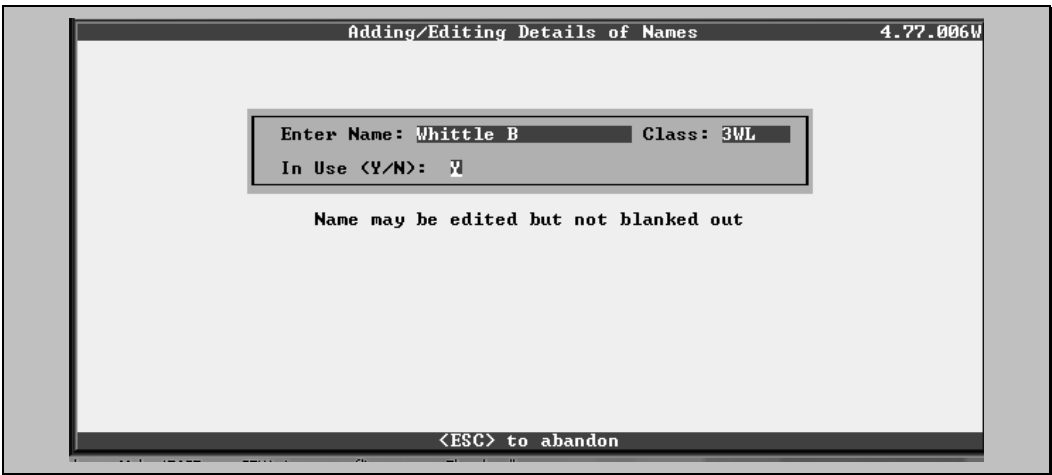
From the MAIN MENU

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

Type the letter <W> Select Whittle B 3WL



Edit the surname to Whittle Class leave as 3WL In Use (Y/N) leave as Y



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

Type the letters <B> then <R> Select Brock F Change In Use (Y/N) to < N>.

Adding/Editing Details of Names 4.77.006W

Enter Name: Brock F Class:

In Use <Y/N>: N

Name may be edited but not blanked out

<ESC> to abandon

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

Adding/Editing Details of Names 4.77.006W

Select Name	Name	Class	Status
	ABC Bus Company		
	B&F Builders		
	Beach P	3WL	
	Black P	4RT	
	<b>Brock F</b>		X
	Brown H	4RT	
	Burton R	3WL	
	Cruise T	4RT	
	Flower Box		
	Fox M J	4RT	
	Foxton B	2LK	
	Gibson M	4RT	
	Granger S		

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

If you wish to use Brock F for a transaction on **Options 1 and 2** you will have to press <F9> to show 'Out of Use' names. To re-admit Brock F you will need to set the 'In-Use' field (Y/N) back to <Y> on **Option 6 4**.

## LIST NAMES

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

### 1. List a Class

Type 3WL and press <Enter>  
 Press <N> this will exclude records marked 'Not In Use'.  
 Press <ESC> when finished viewing this list.

### 2. List a Year Group

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

### 3. List All Names

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

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

#### 4. Create List

see exercise on page 46 'Who's Not Paid' report.

#### 5. View User Defined List

Follow on screen instructions to view any previously saved lists.

#### 6. Delete User Defined List

Follow on screen instructions to delete any previously saved lists.

#### 7. Edit User Defined List

See the exercise on page 61

### Print a Statement

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

From the MAIN MENU Select **Option 3** then **Option 6** - Search Receipts/Payments by Name Highlight and select ABC Bus Company

Press <Enter> twice to accept the date range

You will see the list of User Accounts displayed. You may select to view the transactions recorded for this name in any number of User Accounts. If you want to see them all then use the <F8> key to select the complete list. To select one or more accounts, first highlight each one and then press <Enter> to toggle the account. For this exercise select all the accounts by pressing <F8> then press <F10>.

You can move directly to a User Account with the letter 'T' as the first letter of the code, by pressing <T>. These reports can be printed and used as statements if required.

On the following report you will notice there are two sections. The first is a list of the transactions assigned to the name you have selected. The second is a record of any 'split' transactions which have used this name in the header record. In this case the header record of £120.00 includes the individual transaction above it of £ 25.00 and £ 95.00. The totals on this report are ONLY for transactions assigned to this individual name and NOT for any header records.

TRAINING DATA					
Fund Name : School Fund					
Registered Charity No: 303606909					
Transactions by ABC Bus Company (from 01/09/05 to 17/05/06)					
Date	Acct	Description	P Number	Receipts	Payments
08/09/05	SWIM	INV 3043 POOL TRANSPORT	Q Q000103		130.00
03/03/06	DVDM	INV 213 COACH HIRE	Q Q000105		45.00
03/03/06	TLD	INVOICE 403 FINAL PAYMENT	SQ Q000106		25.00
03/03/06	TWLS	INVOICE 417 DEPOSIT	SQ Q000106		95.00
		Totals		0.00	295.00
Split Transactions					
03/03/06	Splt	INV 403 & 417	HQ Q000106		120.00

**AMEND CLASSES**

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

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

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

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

Global Amendment of Class Definitions in Names File 4.77.006W

Please remember to update classes starting with the oldest pupils first.  
When (the bulk of) an existing class leaves, change the new class  
definition to 'LEFT' plus the year of leaving, e.g. 'LEFT02'.

Existing Class: 4RT    New Class: LEFT05

There are 9 existing pupils in class 4RT

Confirm that you wish to update this class (Y/N) ? Y

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

Return to the MAIN MENU Select **Option 6** then **4**

Press <F9> Note the 'class' now reads 'LEFT05' for a number of names.

Select Gibson M and re-admit by typing 4RT in the class field then change the 'In-Use' field to <Y>.

Gibson M now appears in the list of 'active' names.

**ADJUSTING YOUR OPENING BALANCES**

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

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

1. Enter a total amount held as 'cash in-hand' and/or bank account balances which is unallocated and leave all User Accounts with a zero balance
2. Enter details of individual User Account balances which will aggregate to your cash and bank account/s balances
3. Enter a single User Account e.g. General with the total of all balances held as cash and banked and then transfer to the appropriate User Accounts as and when required.

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



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

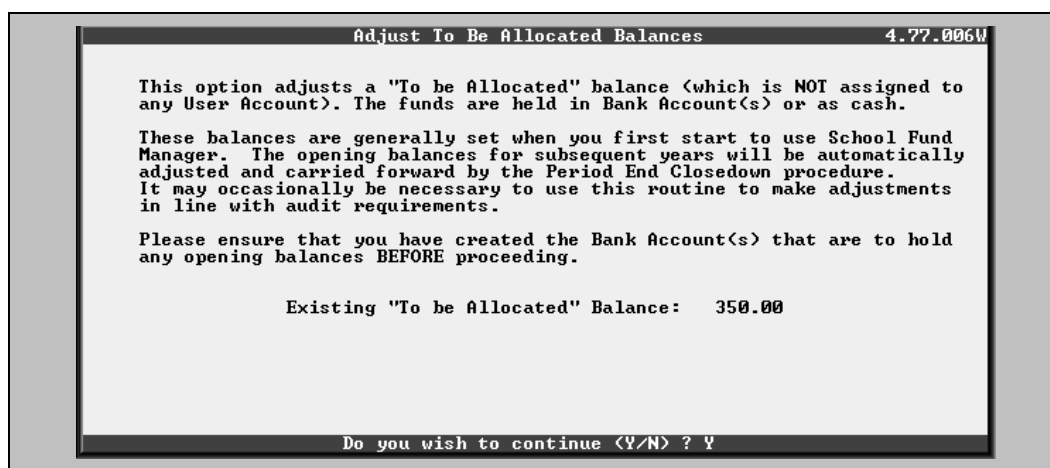
**A total balance which is not yet allocated**

Use **Option 6 5**



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

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



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

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

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

Cash	£	3.00
Current Account	£	250.00
Deposit Account	£	1000.00

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Adjust To Be Allocated Balances

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

Adjustment <+/-> +      Amount: 1253.00      Date: 01/09/05

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

Cash	3.00
Current Account	250.00
Deposit Account	1000.00
SAVINGS ACCOUNT	0.00

Do you wish to save these details <Y/N> ? Y

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

Press <Y> to save the details.

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

The Adjust Opening Balance routine can be used at any time. The adjustments will appear on the Bank Transaction and/or Cash Transaction reports as reconciled entries. To move money between the To Be Allocated account and one or more User Accounts Use **Option 6 5 3**.

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

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

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

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

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

4.77.006W

Adjusting Opening Balances For User Accounts

Select User Account

BI&C BANK INTEREST & CHARGES	0.00
BKSH BOOK SHOP	86.00
CHTY CHARITY COLLECTIONS	500.00
DVAG ART GALLERY DAY VISIT	0.00
DUDM DURHAM DAY VISIT	0.00
DVHI HOLY ISLAND DAY VISIT	-50.00
MISC MISCELLANEOUS	0.00
NONU NON UNIFORM	0.00

<ESC>-finish

Select NONU NON UNIFORM account

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

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

Select CURR Current Account

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

Save your transaction.

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

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

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

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

**Use Option 6 2**

Set up a User Account GEN General Account

**Use Option 6 5 2**

Adjust User Acct Opening Balances.

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

Select User Account	
GEN GENERAL ACCOUNT	0.00
MISC MISCELLANEOUS	0.00
MONU NON UNIFORM	50.00
SGDM SENSORY GARDEN	120.00
SWIM SWIMMING	204.00
TLD LAKE DISTRICT TRIP	0.00
TMUS MUSEUM TRIP	0.00
TWLS WALES TRIP	0.00

Select the GEN General User Account you have just created.

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

Enter £ 450.00

Press <Enter> to accept today's date.

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

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

Adjustment (+/-) +	
Amount:	450.00
Date:	01/09/05

Select Bank Account	
CURR Current Account	759.54
DEP Deposit Account	2210.00
SUGS SAVINGS ACCOUNT	0.00

Save your balance adjustment by pressing <Y>.

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

Select User Account GEN General Account to transfer the money from  
 Select User Account DVAG ART GALLERY DAY VISIT to transfer the money to  
 Amount £85.00  
 Date 01/09/05  
 Reason Balance Brought Forward

Note the revised balances. Save these details.

4.77.006W

**Transfers between User Accounts**

<b>TRANSFER FROM</b>	<b>TRANSFER TO</b>
User Acct: GEN	User Acct: DVAG
GENERAL ACCOUNT	ART GALLERY DAY VISIT
Balance: 450.00	Balance: 0.00
<Revised> 365.00	<Revised> 85.00

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

Save these details (Y/N) ? Y

You may view the results on **Options 3 1, 3 2 and 3 3**. Below is the Summary Balance report from **Option 31**

TRAINING DATA		
Fund Name : School Fund		
Registered Charity No: 303606909		
Summary Balance for Period beginning 01/09/05		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	1603.00	
BI&C BANK INTEREST & CHARGES	16.34	
BKSH BOOK SHOP	224.90	40.00
DVAG ART GALLERY DAY VISIT	85.00	
DVDM DURHAM DAY VISIT	70.00	45.00
DVHI HOLY ISLAND DAY VISIT		50.00
GEN GENERAL ACCOUNT	450.00	85.00
MISC MISCELLANEOUS		32.70
SGDN SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	40.00	60.00
TWLS WALES TRIP	600.00	95.00
CHTY CHARITY COLLECTIONS	608.15	330.00
NONU NON UNIFORM	125.45	
Cash in Hand		33.80
Cheques in Hand		0.00
Current Account		1209.54
Deposit Account		2210.00
SAVINGS ACCOUNT		0.00
	-----	-----
Control Totals	4370.84	4370.84

**Bank Cash and Transaction balances summary.**

This is the new report from **Option 7 1** which summarises your bank, cash and transaction balances.

Bank, Cash & Transaction Balances for period beginning 01/09/05			
-----			
Bank & Cash Balances		Receipts	
Current Account	1209.54	Opening Balances	1410.00
Cash in Hand	33.80	Transactions	1357.84
Cheques in Hand	0.00		-----
Deposit Account	2210.00	Total Receipts	2767.84
SAVINGS ACCOUNT	0.00		
		Payments	
		Opening Balances	50.00
		Transactions	867.50
			-----
		Total Payments	917.50
		To Be Allocated	1603.00
			=====
Total Bank & Cash	=====	Receipts & Payments	3453.34
	3453.34		

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

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

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

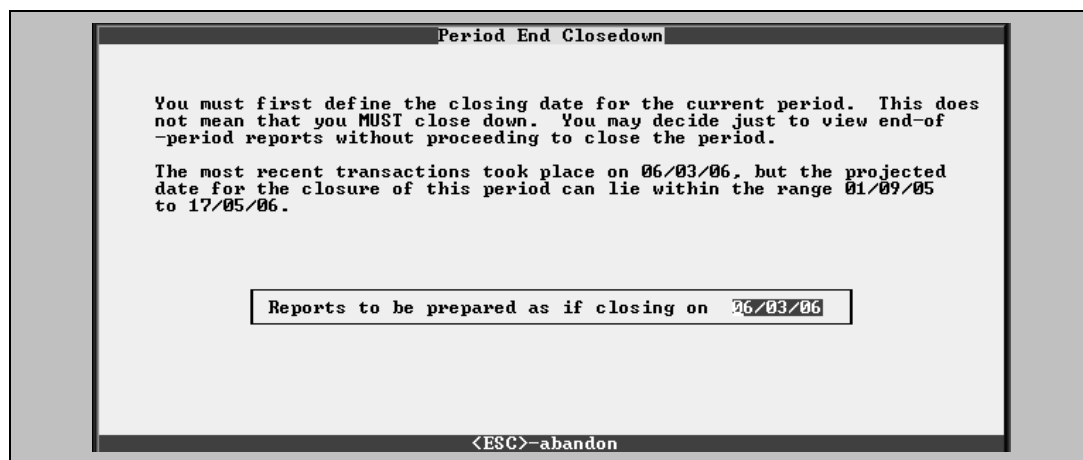
Firstly we suggest you take 'Draft' Income and Expenditure and Balance reports, use **Option 7 5** for this. Use these reports to confirm that your accounts, both User and Bank are approximately as you would expect. If not, make any necessary changes BEFORE printing all the attending period end reports (it will save time and paper). Once you are ready to closedown take the printouts listed below, make a backup and close the period.

**REPORTS CREATED AT PERIOD END AND AS REQUIRED**

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

Menu Options 34 -Print Multiple User Account Transactions  
 352 -List Payments by Cheque/Voucher Number  
 353 -List Direct Credit/Debits  
 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

These reports should be taken when you are ready to finally close your accounts. Remember you can alter the date range to match the period as required.\*You may take 'Draft' copies of our period end reports on Option 75 at any time. You may find these reports useful when preparing for Governors meetings or financial reporting.

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

You must select any date between the date of the last closedown and today on which to close the accounts. To exclude any transactions entered for the next period, select a date which lies before their date of entry. For these exercises please accept today's date.

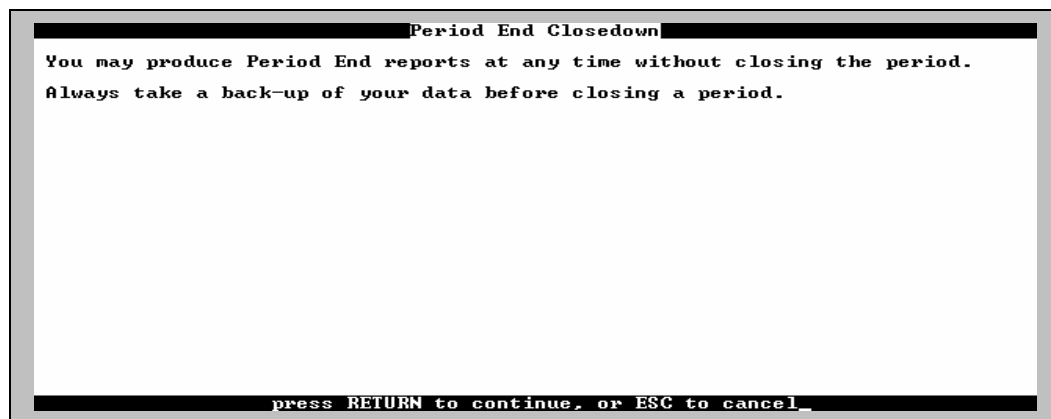
**Incomplete Handling Accounts**

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 frequently unused by many schools).

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 **Option 3 2** in the new year.

As this is a specialised year end function, you will need to follow these steps to activate it. When you see the screen below; it follows after you have entered your period close date press

**<CTRL> and <I> together.**



The following screen will then appear.

**Period End Closedown**

You may produce Period End reports at any time without closing the period.  
Always take a back-up of your data before closing a period.

On the following screen you will see the User Accounts. If you wish to carry all the transactions for any account(s) into the new period, select them from this list. This will transfer the income and expenditure for these accounts into the new period. These accounts will not be closed and therefore will NOT have an opening balance posted in the new period.

If you want to retain the closing balance for any User Account(s) as an opening balance in the new period, DO NOT select them from the list on the following screen. Wait until you see the list of User Accounts for the second time; after accepting the closedown procedure. Then select the User Account(s) that you wish to have an Opening Balance in the new period. These Accounts will then have their transactions archived.

Any User Account(s) which remain unselected throughout the closedown procedure will be closed, their transactions will be archived, and any remaining balance will be posted to the "To be Allocated" position in the new period.

press RETURN to continue, or ESC to cancel

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

Use the arrows and <Enter> key to highlight and select the TWLS WALES TRIP account. This will place an asterisk (\*) beside the account. Press <F10> to continue to the Income and Expenditure Report.

**Period End Closedown**

Transactions from 'Handling' accounts which are not yet complete may be carried over en-bloc to the next period. In these cases, the value of receipts and payments are treated as advance income/expenditure in the next period.

U/Accs to Carry Forward	Receipts	Payments
DUDM DURHAM DAY VISIT	70.00	45.00
DUHI HOLY ISLAND DAY VISIT	0.00	50.00
GEN GENERAL ACCOUNT	450.00	0.00
MISC MISCELLANEOUS	0.00	32.70
NONU NON UNIFORM	125.45	0.00
SGDM SENSORY GARDEN	224.00	49.80
SWIM SWIMMING	324.00	130.00
TLD LAKE DISTRICT TRIP	0.00	60.00
TMUS MUSEUM TRIP	0.00	0.00
* TWLS WALES TRIP	600.00	95.00

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

*Note the account you have just selected is missing from this first screen.*



TRAINING DATA						
Fund Name : School Fund						
Registered Charity No: 303606909						
DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/05 To 06/03/06						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BI&C BANK INTERE	0.00			16.34		16.34
BKSH BOOK SHOP	86.00	80.00	40.00	58.90		184.90
CHTY CHARITY COL	500.00		80.00	108.15	250.00	278.15
DVAG ART GALLERY	0.00	85.00				85.00
DVDM DURHAM DAY	0.00			70.00	45.00	25.00
DVHI HOLY ISLAND	-50.00					-50.00
GEN GENERAL ACC	450.00		85.00			365.00
MISC MISCELLANEO	0.00				32.70	-32.70
NONU NON UNIFORM	50.00			75.45		125.45
SGDN SENSORY GAR	120.00			104.00	49.80	174.20
SWIM SWIMMING	204.00			120.00	130.00	194.00
TLD LAKE DISTRI	0.00	40.00			60.00	-20.00
	-----	-----	-----	-----	-----	-----
	1360.00	205.00	205.00	552.84	567.50	1345.34
Total Transfers between these accounts				205.00	205.00	
EXCESS OF EXPENDITURE OVER INCOME				14.66		
				-----	-----	
				772.50	772.50	
				=====	=====	
Transfers between User accounts in period				205.00	205.00	

Press <Esc> to produce the report of Income and Expenditure transferred to the next period.

TRAINING DATA						
Fund Name : School Fund						
Registered Charity No: 303606909						
DRAFT INCOME AND EXPENDITURE TRANSFERRED To Next PERIOD						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
TWLS WALES TRIP	0.00			600.00	95.00	505.00
	-----	-----	-----	-----	-----	-----
	0.00	0.00	0.00	600.00	95.00	505.00
	-----	-----	-----	-----	-----	-----
Total Transfers between these accounts				0.00	0.00	
LESS ADVANCE EXPENDITURE				95.00		
				-----		
NET INCOME RECEIVED IN ADVANCE				505.00		
				=====		
Transfers between User accounts in period				0.00	0.00	

**Note** the Incomplete Handling Accounts are reported here separately.

Press <Esc> to continue to the Draft Balance Report.

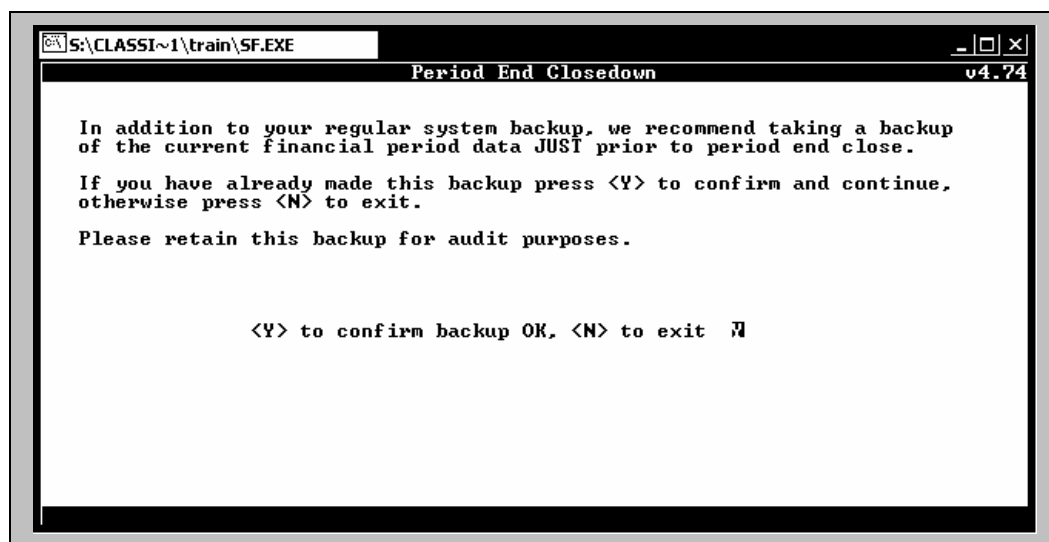
DRAFT BALANCE FOR PERIOD ENDING 06/03/06		
-----		
OPENING BALANCES	2963.00	
MOVEMENT IN PERIOD	( 14.66)	
	-----	
CLOSING BALANCE	2948.34	
	-----	
PLUS NET ADVANCE INCOME	505.00	
REPRESENTED BY		
Cash in Hand		33.80
Cheques in Hand		0.00
Current Account		1209.54
Deposit Account		2210.00
SAVINGS ACCOUNT		0.00
	-----	-----
	3453.34	3453.34
	=====	=====

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

We have disabled the Closedown routine in this Training Data – this is to make sure you do not closedown and leave yourself with no data for the exercises. However detailed screen captures and information follow – for you to refer to when doing your own closedown.

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

**To back up your School Fund data use Option 6 6 2 H for hard drive**, this will create a folder in the SF directory named SFMBACK 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. 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 simply copy the contents of the SFMBACK folder into the SF data directory. Please make sure you copy ALL the files from the folder – partial restores are NOT advised.



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

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.

## Income and Expenditure Report

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/05 To 31/12/05						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BI&C BANK INTERE	0.00			16.34		16.34
BKSH BOOK SHOP	86.00	80.00	40.00	58.90		184.90
CHTY CHARITY COL	500.00		80.00	108.15	250.00	278.15
DVAG ARY GALLERY	0.00	85.00				85.00
DVDM DURHAM DAY	0.00			70.00	45.00	25.00
DVHI HOLY ISLAND	-50.00					-50.00
GEN GENERAL ACC	450.00		85.00			365.00
MISC MISCELLANEO	0.00				32.70	-32.70
NONU NON UNIFORM	50.00			75.45		125.45
SGDN SENSORY GAR	120.00			104.00	49.80	174.20
SWIM SWIMMING	204.00			120.00	130.00	194.00
TLD LAKE DISTRI	0.00	40.00			60.00	-20.00
TWLS WALES TRIP	0.00			600.00	95.00	505.00
	-----	-----	-----	-----	-----	-----
	1360.00	205.00	205.00	1152.84	662.50	1850.34
Total Transfers between these accounts				205.00	205.00	
EXCESS OF INCOME OVER EXPENDITURE					490.34	
				-----	-----	
				1357.84	1357.84	
				=====	=====	

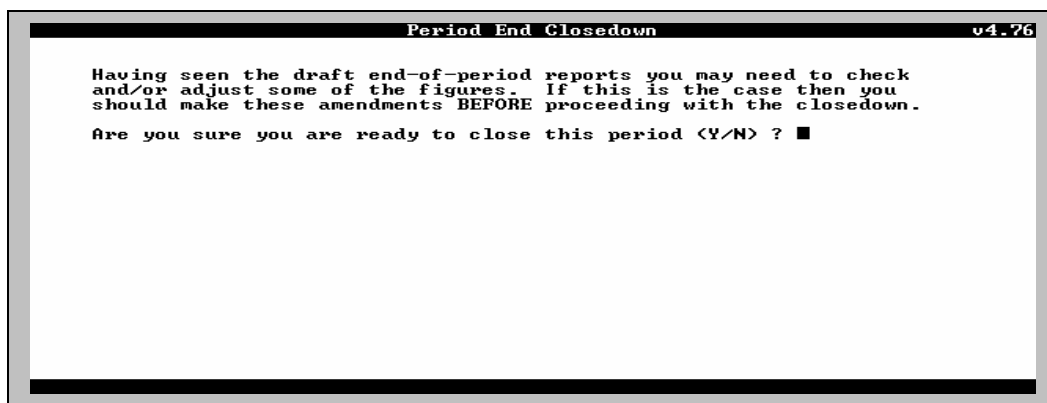
## Draft Balance Report

Press <ESC> to produce the Draft Balance Report see below.

DRAFT BALANCE FOR PERIOD ENDING 31/12/05		
-----		
OPENING BALANCES	2963.00	
MOVEMENT IN PERIOD	490.34	
	-----	
CLOSING BALANCE	3453.34	
	-----	
REPRESENTED BY		
Cash in Hand		33.00
Cheques in Hand		0.00
Current Account		1210.34
Deposit Account		2210.00
SAVINGS ACCOUNT		0.00
	-----	-----
	3453.34	3453.34
	=====	=====

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

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



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

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

\*\*\*\*\*

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

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

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

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

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

*Note – if you have User Account/s which are not being closed then handle them as Incomplete. Refer to page 70 for more details of Incomplete Handling Accounts.*

Examples of when to use the options.

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

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

**CLOSING A FINANCIAL PERIOD**

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

DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/09/05 To 31/12/05						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BI&C BANK INTERE	0.00			16.34		16.34
BKSH BOOK SHOP	86.00	80.00	40.00	58.90		184.90
CHTY CHARITY COL	500.00		80.00	108.15	250.00	278.15
DVAG ARY GALLERY	0.00	85.00				85.00
DVDM DURHAM DAY	0.00			70.00	45.00	25.00
DVHI HOLY ISLAND	-50.00					-50.00
GEN GENERAL ACC	450.00		85.00			365.00
MISC MISCELLANEO	0.00				32.70	-32.70
NONU NON UNIFORM	50.00			75.45		125.45
SGDN SENSORY GAR	120.00			104.00	49.80	174.20
SWIM SWIMMING	204.00			120.00	130.00	194.00
TLD LAKE DISTRI	0.00	40.00			60.00	-20.00
TWLS WALES TRIP	0.00			600.00	95.00	505.00
	-----	-----	-----	-----	-----	-----
	1360.00	205.00	205.00	1152.84	662.50	1850.34
Total Transfers between these accounts				205.00	205.00	
EXCESS OF INCOME OVER EXPENDITURE					490.34	
				-----	-----	
				1357.84	1357.84	
				=====	=====	
Transfers between User accounts in period				205.00	205.00	

Press <ESC> to proceed to the next report. This is the Draft Balance.

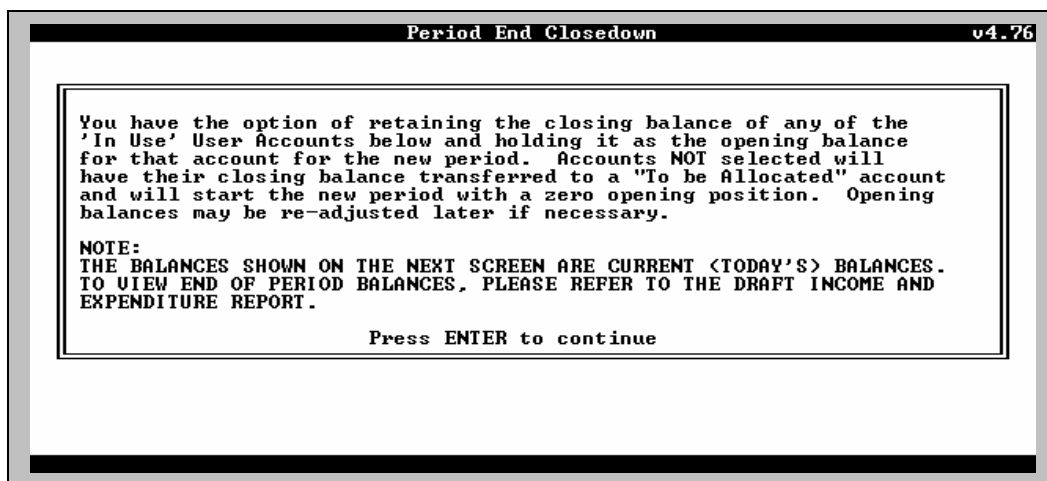
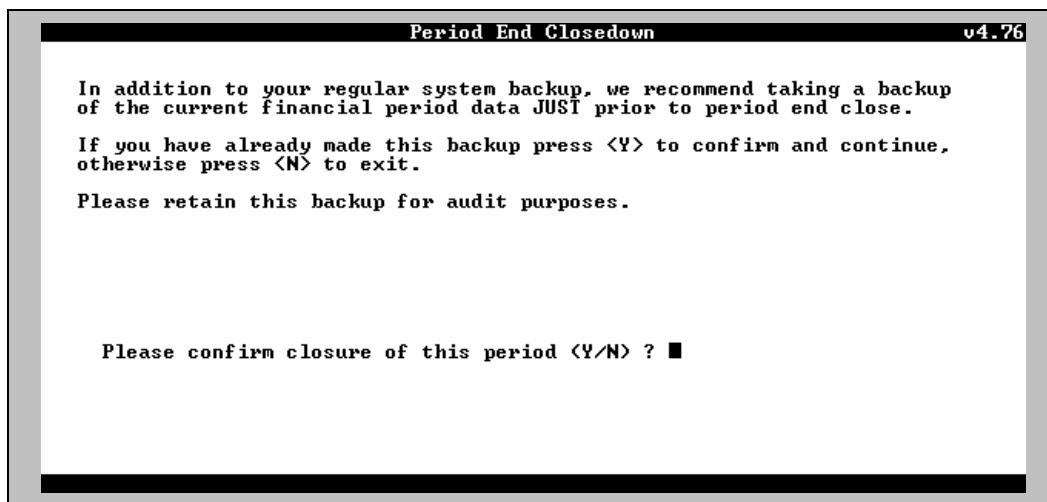
Note the Movement in Period figure **774.88**. This is the money you have 'made' (or lost if the figure is preceded by a -) in the year - your income minus expenditure value.

DRAFT BALANCE FOR PERIOD ENDING 31/12/05		
-----		
OPENING BALANCES	2963.00	
MOVEMENT IN PERIOD	490.34	
	-----	
CLOSING BALANCE	3453.34	
	-----	
REPRESENTED BY		
Cash in Hand		33.00
Cheques in Hand		0.00
Current Account		1210.34
Deposit Account		2210.00
SAVINGS ACCOUNT		0.00
	-----	-----
	3453.34	3453.34
	=====	=====

At this stage we may return to the software to make any adjustments necessary. **Please make sure you have taken all the detailed reports required to support your school fund**

**accounts BEFORE proceeding to the closedown stage.** See page 69. If these reports are acceptable we now proceed to closedown.

Once all cheques have been banked we can proceed to the next stage. Answer <Y> to the question 'Do you wish to close the period', and confirm this. The software will make a copy of all your files and put them into a folder named PEymmdd in the SF directory. The yymmdd is the closedown date for this period.



**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.**

Period End Closedown v4.76

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

U/Acc Balances To Retain	
BI&C BANK INTEREST & CHARGES	16.34
BRSH BOOK SHOP	184.90
CHTY CHARITY COLLECTIONS	278.15
DAG ART GALLERY DAY VISIT	0.00 *
DUAG ART GALLERY DAY VISIT	85.00
DUDM DURHAM DAY VISIT	25.00
DUHI HOLY ISLAND DAY VISIT	-50.00
GEN GENERAL ACCOUNT	365.00
MISC MISCELLANEOUS	-32.70
NONU NON UNIFORM	125.45
SGDM SENSORY GARDEN	174.20
SWIM SWIMMING	194.00
TLD LAKE DISTRICT TRIP	-20.00
TMUS MUSEUM TRIP	0.00 *

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

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

Accounts with a zero balance as well as though marked 'Out of Use' may be hidden from the display when you press <F9>. In this list above the ART GALLERY and MUSEUM TRIP User Accounts would disappear from the display. You can use this function to remove from display all the old User Accounts from previous years.

**Be aware 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.**

Period End Closedown v4.76

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

U/Acc Balances To Retain	
BI&C BANK INTEREST & CHARGES	16.34
BRSH BOOK SHOP	184.90
CHTY CHARITY COLLECTIONS	278.15
DUAG ART GALLERY DAY VISIT	85.00
DUDM DURHAM DAY VISIT	25.00
DUHI HOLY ISLAND DAY VISIT	-50.00
GEN GENERAL ACCOUNT	365.00
MISC MISCELLANEOUS	-32.70
NONU NON UNIFORM	125.45
SGDM SENSORY GARDEN	174.20
SWIM SWIMMING	194.00
TLD LAKE DISTRICT TRIP	-20.00
TWLS WALES TRIP	505.00

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

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

To retain all balances on display as opening balances in the next period please press <F8> then <F10> to finish.

Period End Closedown		v4.76
NOTE: Out of use accounts are marked with '*' after the current balance		
U/Acc Balances To Retain		
* BIC BANK INTEREST & CHARGES	16.34	
* BKSH BOOK SHOP	184.90	
* CHTY CHARITY COLLECTIONS	278.15	
* DUAG ARY GALLERY DAY VISIT	85.00	
* DUDM DURHAM DAY VISIT	25.00	
* DUHI HOLY ISLAND DAY VISIT	-50.00	
* GEN GENERAL ACCOUNT	365.00	
* MISC MISCELLANEOUS	-32.70	
* NONU NON UNIFORM	125.45	
* SGDN SENSORY GARDEN	174.20	
* SWIM SWIMMING	194.00	
* TLD LAKE DISTRICT TRIP	-20.00	
* TWLS WALES TRIP	505.00	
<ENTER> Toggle   <F5> None   <F8> All   <F9> Show 0.00   <F10> Finish		

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

During the closedown process the 'FINAL' year end reports are printed.

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

Once the final reports are produced go to **Option 3 2** and view the result of the closedown options.

On the top line you can see the new period start date the day after the period close date. The User Accounts with a balance brought forward have NO entries in the receipts and payments column.

The report indicates that no transactions for the new year had been entered and then excluded from the period end date.



User Account Balances for Period beginning 01/01/06							
-----							
Your figures INCLUDE Transfers							
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
-----	-----	-----	-----	-----	-----	-----	-----
BI&C	BANK INTE	16.34					16.34
BKSH	BOOK SHOP	184.90					184.90
DVAG	ARY GALLE	85.00					85.00
DVDM	DURHAM DA	25.00					25.00
DVHI	HOLY ISLA	-50.00					-50.00
GEN	GENERAL A	365.00					365.00
MISC	MISCELLAN	-32.70					-32.70
SGDN	SENSORY G	174.20					174.20
SWIM	SWIMMING	194.00					194.00
XMAS	XMAS PROD						0.00
		-----	-----	-----	-----	-----	-----
	SubTot	961.74	0.00	0.00	0.00	0.00	961.74
		-----	-----	-----	-----	-----	-----
SCHOOL TRIPS							
TLD	LAKE DIST	-20.00					-20.00
TWLS	WALES TRI	505.00					505.00
		-----	-----	-----	-----	-----	-----
	SubTot	485.00	0.00	0.00	0.00	0.00	485.00
		-----	-----	-----	-----	-----	-----
CHARITY ACCOUNTS							
CHTY	CHARITY C	278.15					278.15
NONU	NON UNIFO	125.45					125.45
		-----	-----	-----	-----	-----	-----
	SubTot	403.60	0.00	0.00	0.00	0.00	403.60
		-----	-----	-----	-----	-----	-----
	Totals	1850.34	0.00	0.00	0.00	0.00	1850.34
		=====	=====	=====	=====	=====	=====
Movement in period to date:					0.00		

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

Any User Accounts that remain unselected throughout the closedown procedure will be closed, their transactions archived and any closing balance will be posted to the To be Allocated value in the new period. You can see this on **Option 3 1**.

This is a report from **Option 3 1**. (the To be Allocated figure is the top line on **Option 3 1** - Summary Balance) after a period end closedown. Compare this with the Summary Balance report at the beginning of the training course. Note the next period begins on the day following the date of the period end closedown.

Summary Balance for Period beginning 01/01/06		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
To be Allocated	1603.00	
BI&C BANK INTEREST & CHARGES	16.34	
BKSH BOOK SHOP	184.90	
DVAG ARY GALLERY DAY VISIT	85.00	
DVDM DURHAM DAY VISIT	25.00	
DVHI HOLY ISLAND DAY VISIT		50.00
GEN GENERAL ACCOUNT	365.00	
MISC MISCELLANEOUS		32.70
SGDN SENSORY GARDEN	174.20	
SWIM SWIMMING	194.00	
TLD LAKE DISTRICT TRIP		20.00
TWLS WALES TRIP	505.00	
CHTY CHARITY COLLECTIONS	278.15	
NONU NON UNIFORM	125.45	
Cash in Hand		33.00
Cheques in Hand		0.00
Current Account		1210.34
Deposit Account		2210.00
SAVINGS ACCOUNT		0.00
	-----	-----
Control Totals	3556.04	3556.04
	-----	-----

## CONSISTENT FINANCIAL REPORTING – CFR

**Training notes on the CFR options are available separately. Please see the CFR Training Course for exercises and details on these functions.**

This completes the Training Course for School Fund Manager Classic 2003. You may now proceed to enter your own School Fund Manager data.

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

Thank you for choosing to use our School Fund 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.

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

**INDEX**

<b>A</b>		<b>Date Range</b>	
Abandon bank reconciliation	41	on reports & lists	7, 8
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# **Reports and Lists**

**School Fund Manager  
Classic 2006**

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## TRAINING NOTES FOR REPORTS AND LISTS

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

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

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

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

- The name can be a minimum of 1 and a maximum of 8 characters long.
- There can be no spaces.

- Following the name you must add the extension **<.TXT>**  
**(this is only for school fund manager disk files).**

- e.g. BALANCE.TXT is a valid name for a balance report from Option 31
- In addition you may 'Path' the file if you know where your word processing program expects to find your documents.

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

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

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

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

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

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

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

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

e.g. **Start** - 01/04/06 **End** - 30/04/06  
will list only those transactions that took place in April 2006.

**SUMMARY BALANCE – OPTION 31**

Summary Balance for Period beginning 01/04/06		
-----		
Your figures INCLUDE Transfers		
	Receipts	Payments
	-----	-----
<b>a</b> To be Allocated	1962.00	
BI&C BANK INTEREST & CHARGES	16.34	
<b>b</b> BKCL BOOK CLUB	256.77	89.00
FAIR SUMMER FAYRE	72.50	62.90
GEN GENERAL ACCOUNT	450.00	85.00
VEND VENDING MACHINE	361.19	167.00
VFRM VISIT TO HILL END FARM	110.00	116.00
TAG TRIP TO ART GALLERY	85.00	
TFRN TRIP TO FRANCE	2055.40	605.00
CHTY COLLECTIONS FOR CHARITIES	1013.10	430.00
NONU NON UNIFORM DAY	157.02	50.00
<b>c</b> Cash in Hand		33.00
<b>d</b> Cheques in Hand		0.00
<b>e</b> CURRENT ACCOUNT – RSB		1001.42
DEPOSIT ACCOUNT – RSB		3900.00
SAVINGS ACCOUNT		0.00
	-----	-----
<b>f</b> Control Totals	6539.32	6539.32
	-----	-----

From the Main Menu select **Option 3**

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

This will display the **Summary Balance**.

A Summary Balance displays the overview of your financial position.

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

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



**USER ACCOUNTS BALANCES – OPTION 32**

User Account Balances for Period beginning 01/04/06							
		Your figures INCLUDE Transfers					
Code	User Account	Opening	Trfs In	Trfs Out	Receipts	Payments	Balance
BKCL	BOOK CLUB	39.00			123.77	89.00	73.77
CHTY	COLLECTIO	209.00			804.10		1013.10
FAIR	SUMMER FA	<b>e</b> -8.40	50.00		22.50	37.50	26.60
NONU	NON UNIFO			<b>a</b> 50.00	107.02		57.02
TFRN	TRIP TO F	1430.40			560.00	605.00	1385.40
VEND	VENDING M	27.54			248.20	109.00	166.74
	SubTot	1697.54	50.00	50.00	1865.59	840.50	2722.63
<b>School Visits g</b>							
VFRM	VISIT TO				90.00	71.00	19.00
VLCA	VISIT LOC						0.00
	SubTot	0.00	0.00	0.00	90.00	71.00	19.00
	Totals	1697.54	50.00	50.00	1955.59	<b>b</b> 911.50	<b>c</b> 2741.63 <b>d</b>
Movement in period to date:					1044.09	<b>f</b>	

From the Main Menu select **Option 3**

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

This will display the **User Account Balances**. In this report the User Accounts have been grouped and sub-totals calculated. To change or remove groups use Option 68. (See Exercises page 56 for more details).

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

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

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

Acct: TFRN TRIP TO FRANCE (from 01/04/06 to 10/05/06)						
-----						
<b>a</b> Account Balance on 10/05/06 £ 1450.40 Excluding Transfers £ 1450.40						
Date	Name		Description	P	Receipts	Payments
----	----		-----	-	-----	-----
01/04/06			Opening Balance Adjustm	D	1430.40	
04/04/06	ANDREWS J K	1DT	DEPOSIT	C	50.00	
04/04/06	JOHNSTONE D	2RF	DEPOSIT	<b>b</b> C	50.00	
05/04/06	GREEN J	LEFT02	DEPOSIT	SQ	50.00	
06/04/06	SMITH F T	1DT	DEPOSIT	C	10.00	
07/04/06	HARVEY R	LEFT02	DEPOSIT	SQ	50.00	
07/04/06	EUROTOURS LTD		INV 56221	<b>c</b> Q		400.00
08/04/06	TAYLOR D	3TL	DEPOSIT	C	50.00	
09/04/06	MADDISON A	3TL	DEPOSIT	C	50.00	
09/04/06	NEWMAN O	3TL	DEPOSIT	C	50.00	
09/04/06	STEWART V	3TL	DEPOSIT	Q	50.00	
09/04/06	BAILEY T	2RF	DEPOSIT	Q	50.00	
09/04/06	JOHNSTON J J	LEFT02	DEPOSIT	Q	50.00	
09/04/06	SMITH G	3TL	DEPOSIT	Q	50.00	
11/04/06	ABC BUS COMPANY		INV 754/12	<b>d</b> SQ		205.00
06/05/06	MADDISON A	3TL	2nd INSTALMENT	SQ	65.00	
Totals					2055.40	605.00
					-----	-----

From the Main Menu select **Option 3**

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

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

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

**TFRN TRIP TO FRANCE** account then press the <Enter> key

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

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

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

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

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

Acct: TFRN TRIP TO FRANCE (from 01/04/06 to 10/05/06)			
-----			
Account Balance on 10/05/06 £ 1450.40 Excluding Transfers £ 1450.40			
Name		Receipts	Payments
----		-----	-----
Opening Balance		1430.40	
ABC BUS COMPANY			205.00
ANDREWS J K	1DT	50.00	
BAILEY T	2RF	50.00	
EUROTOURS LTD			400.00
GREEN J	LEFT02	50.00	
HARVEY R	LEFT02	50.00	
JOHNSTON J J	LEFT02	50.00	
JOHNSTONE D	2RF	50.00	
<b>a</b> MADDISON A	3TL	115.00	
NEWMAN O	3TL	50.00	
SMITH F T	1DT	10.00	
SMITH G	3TL	50.00	
STEWART V	3TL	50.00	
TAYLOR D	3TL	50.00	
		-----	-----
	Totals	2055.40	605.00
		-----	-----

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

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

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

**TFRN TRIP TO FRANCE** account then press the <Enter> key.

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

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

- a.** Note MADDISON on this list.
- b.** The total receipt here is the aggregated value of the two transactions on the previous report.

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

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

**USER ACCOUNT TRANSACTIONS – OPTION 33D3**

Acct: CHTY COLLECTIONS FOR CHARITIES (from 01/04/06 to 11/05/06)					
-----					
<b>a</b> Account Balance on 11/05/06 £ 583.10 Excluding Transfers £ 663.10			<b>b</b>		
Date	Name	Description	P	Receipts	Payments
----	----	-----	-	-----	-----
01/04/06		Opening Balance Adjustm	D	209.00	
02/04/06	VARIOUS	COLLECTION	C	130.79	
04/04/06	VARIOUS	COLLECTION	C	97.25	
07/04/06	VARIOUS	COLLECTION	C	133.41	
10/04/06	STUDENTS	COLLECTION	C	143.98	
10/04/06	PARENTS	COLLECTION	C	298.67	
06/05/06	NSPCC	DONATION FROM SCHOOL	D		350.00
06/05/06	*Trf to U/Ac BKCL	BOOKS TO SEND TO REFUGE	T		80.00
Totals				1013.10	430.00
				-----	-----

From the Main Menu select **Option 3**

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

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

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

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

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

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

Above is a list of User Account transactions including transfers.

Note the 'BOOKS TO SEND TO REFUGE' entry.

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

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

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

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

List of Transactions by Receipt Number							
Number	Date	Amount	Type	Name			Description
<b>e</b> 11	07/04/06	4.50	Cash	HOBSON J	<b>a</b>	3TL	TICKETS
12	05/04/06	66.00	Chq H	GREEN J		LEFT02	ONE CHEQUE
		16.00	S	GREEN J		LEFT02	BOOKS
		50.00	S	GREEN J		LEFT02	DEPOSIT
13	06/04/06	10.00	Cash	DALEY A		2RF	DEPOSIT
14	09/04/06	82.12	Cash	STUDENTS			REFRESHMENTS
15	08/04/06	50.00	Cash	TAYLOR D		3TL	DEPOSIT
16	09/04/06	50.00	Cash	MADDISON A		3TL	DEPOSIT
17	09/04/06	50.00	Cash	NEWMAN O		3TL	DEPOSIT
18	07/04/06	98.00	Chq H	HARVEY R	<b>b</b>	LEFT02	ONE CHEQUE
		18.70	S	HARVEY R	<b>c</b>	LEFT02	BOOKS
		4.50	S	HARVEY R		LEFT02	TICKETS
		10.00	S	HARVEY E		4BN	DEPOSIT
		50.00	S	HARVEY R		LEFT02	DEPOSIT
		14.80	S	HARVEY E		4BN	BOOKS
19	07/04/06	14.30	Chq	ALLEN G	<b>d</b>	2RF	BOOKS
20	07/04/06	6.70	Chq	CANTRELL K		1DT	BOOKS
21	07/04/06	133.41	Cash	VARIOUS			COLLECTION
22	07/04/06	43.87	Cash	CLASS 3TL			RED NOSE DAY
23	07/04/06	39.65	Cash	CLASS 2RF			RED NOSE DAY
25	09/04/06	50.00	Chq	STEWART V		3TL	DEPOSIT
26	09/04/06	50.00	Chq	BAILEY T		2RF	DEPOSIT
27	09/04/06	50.00	Chq	JOHNSTON J J		LEFT02	DEPOSIT
28	09/04/06	50.00	Chq	SMITH G		3TL	DEPOSIT
29	10/04/06	143.98	Cash	STUDENTS			COLLECTION
30	10/04/06	298.67	Cash	PARENTS			COLLECTION
31	10/04/06	21.89	Cash	ANDREWS J K		1DT	BOOKS
32	10/04/06	9.40	Cash	SMITH F T		1DT	BOOKS
33	10/04/06	21.98	Cash	OWEN O		LEFT02	BOOKS
34	10/04/06	4.50	Cash	ALLEN G		2RF	TICKETS
<b>f</b> 35	10/04/06	3.00	Cash	DAVIDSON T		3TL	TICKETS

From the Main Menu select **Option 3**

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

- a.** a cash receipt
- b.** a header record for a split receipt
- c.** an item record for a split receipt
- d.** a cheque receipt
- e.** the receipt number

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

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

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

List of Direct Credits and Debits						
B/Ac	Number	Date	Amount	Type	Name	Description
CURR	D000001	01/04/06	39.00	R	D <b>a</b>	Opening Balance A
CURR	D000002	01/04/06	209.00	R	D	Opening Balance A
CURR	D000003	01/04/06	8.40	P	D	Opening Balance A
CURR	D000004	01/04/06	1430.40	R	D	Opening Balance A
CURR	D000005	01/04/06	27.54	R	D	Opening Balance A
CURR	D000006	06/05/06	350.00	P	D NSPCC <b>b</b>	DONATION FROM SCH
CURR	D000007	10/05/06	16.34	R	D BARCLAYS BANK <b>c</b>	INTEREST ON STATE
CURR	D000009	01/04/06	450.00	R	D	Opening Balance A

From the Main Menu select **Option 3**

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

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

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

**STATEMENTS BY NAME – OPTION 36**

Transactions by MADDISON A 3TL (from 01/04/06 to 10/05/06)						
Date	Acct	Description	P	Chq/Rcp	Receipts	Payments
09/04/06	TFRN	DEPOSIT	<b>a</b>	C	50.00	
06/05/06	TFRN	2nd INSTALLMENT	<b>b</b>	SQ	65.00	
06/05/06	BKCL	BOOKS		SQ	14.00	
Totals					129.00	0.00
Split Transactions						
06/05/06	Splt	ONE CHEQUE	<b>c</b>	HQ P000105	79.00	

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

You will see the name MADDISON A 3TL highlight and press the <Enter> key.  
Press the <Enter> key twice to accept the date ranges.

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

- a.** a cash receipt
- b.** an item from a split receipt
- c.** a header record from a split receipt – in this example the header record is the total of the two split items on screen.

**WHO'S NOT PAID – OPTION 37**

Acct: BKCL BOOK CLUB (from 01/04/06 to 10/05/06)				
-----				
Account Balance on 10/05/06 £ 167.77 Excluding Transfers £ 87.77				
Name		Receipts	Payments	Balance
----		-----	-----	-----
<b>a</b> ADAMS H	1DT	Nil		
ANDREWS J K	1DT	21.89	<b>b</b>	21.89
CANTRELL K	1DT	6.70		6.70
HARRIS A D	1DT	Nil		
HILL G	1DT	Nil		
SMITH F T	1DT	9.40		9.40
		-----	-----	-----
	Totals	37.99	0.00	37.99
		-----	-----	-----

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

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

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

List Receipts/Payments/Transfers from 01/04/06 to 12/05/06				
-----				
Date	Acct Name	Desc	Receipts	Payments
----	-----	-----	-----	-----
10/04/06	NONU	LOAN	Trf	50.00
10/04/06	FAIR	LOAN	Trf	50.00
06/05/06	CHTY	BOOKS TO SEND TO	Trf	80.00
06/05/06	BKCL	BOOKS TO SEND TO	Trf	80.00
10/05/06	GEN	BALANCE BROUGHT F	Trf	85.00
10/05/06	TAG	BALANCE BROUGHT F	Trf	85.00
			-----	-----
		Totals	215.00	215.00
			-----	-----

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

From the Main Menu select **Option 3**

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

From the sub menu select **Option 2**

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

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

List Receipts/Payments/Transfers from 07/04/06 to 10/04/06									
Date	Acct	Name		Desc			Receipts		Payments
----	----	-----		----			-----		-----
07/04/06	VEND	STUDENTS		REFRESHMENTS	C	8	78.54		
07/04/06	FAIR	GRANGE H L	3TL	TICKETS	C	9	3.00		
07/04/06	FAIR	SMITH G	3TL	TICKET	C	10	1.50		
07/04/06	FAIR	HOBSON J	3TL	TICKETS	C	11	4.50		
07/04/06	BKCL	HARVEY R	LEFT02	BOOKS	SQ	18	18.70		
07/04/06	FAIR	HARVEY R	LEFT02	TICKETS	SQ	18	4.50		
07/04/06	VFRM	HARVEY E	4BN	DEPOSIT	SQ	18	10.00		
07/04/06	TFRN	HARVEY R	LEFT02	DEPOSIT	SQ	18	50.00		
07/04/06	BKCL	HARVEY E	4BN	BOOKS	SQ	18	14.80		
07/04/06	BKCL	ALLEN G	2RF	BOOKS	Q	19	14.30		
07/04/06	BKCL	CANTRELL K	1DT	BOOKS	Q	20	6.70		
07/04/06	CHTY	VARIOUS		COLLECTION	C	21	133.41		
07/04/06	TFRN	EUROTOURS LTD		INV 56221	Q001200				400.00
07/04/06	NONU	CLASS 3TL		RED NOSE DAY	C	22	43.87		
07/04/06	NONU	CLASS 2RF		RED NOSE DAY	C	23	39.65		
08/04/06	TFRN	TAYLOR D	3TL	DEPOSIT	C	15	50.00		
08/04/06	VEND	GENERAL FOODS		INV 45-938 SPRING	Q390000				109.00
09/04/06	VEND	STUDENTS		REFRESHMENTS	C	14	82.12		
09/04/06	TFRN	MADDISON A	3TL	DEPOSIT	C	16	50.00		
09/04/06	TFRN	NEWMAN O	3TL	DEPOSIT	C	17	50.00		
09/04/06	TFRN	STEWART V	3TL	DEPOSIT	Q	25	50.00		
09/04/06	TFRN	BAILEY T	2RF	DEPOSIT	Q	26	50.00		
09/04/06	TFRN	JOHNSTON J J	LEFT02	DEPOSIT	Q	27	50.00		
09/04/06	TFRN	SMITH G	3TL	DEPOSIT	Q	28	50.00		
10/04/06	NONU			LOAN	Trf				50.00
10/04/06	FAIR			LOAN	Trf		50.00		
10/04/06	CHTY	STUDENTS		COLLECTION	C	29	143.98		
10/04/06	CHTY	PARENTS		COLLECTION	C	30	298.67		
10/04/06	BKCL	ANDREWS J K	1DT	BOOKS	C	31	21.89		
10/04/06	BKCL	SMITH F T	1DT	BOOKS	C	32	9.40		
10/04/06	BKCL	OWEN O	LEFT02	BOOKS	C	33	21.98		
10/04/06	FAIR	ALLEN G	2RF	TICKETS	C	34	4.50		
10/04/06	FAIR	DAVIDSON T	3TL	TICKETS	C	35	3.00		
Totals							1409.01		559.00
							-----		-----

From the Main Menu select **Option 3**

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

From the sub menu select **Option 3**

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

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



**BUDGET COMPARISON – OPTION 3A**

GREEN SCHOOL				
Registered Charity No: 303606909				
Budget Comparison for Period beginning 01/04/06				
-----				
Your figures EXCLUDE Transfers				
		Actual	Budget	Difference
		-----	-----	-----
BI&C	BANK INTEREST & CHARGES			
BKCL	BOOK CLUB	73.77		-73.77
CHTY	COLLECTIONS FOR CHARITIES	1013.10		-1013.10
DRPD	DRAMA PRODUCTION		-250.00	250.00
FAIR	SUMMER FAYRE	26.60	80.00	53.40
NONU	NON UNIFORM DAY	57.02		-57.02
TAG	ART GALLERY TRIP			
TFRN	TRIP TO FRANCE	1385.40		-1385.40
VEND	VENDING MACHINE	166.74		-166.74
VFRM	VISIT TO HILL END FARM	19.00		-19.00
VLCA	VISIT LOCAL CONSERVATION AREA			
		=====	=====	=====
	Totals	2741.63	330.00	-2411.63
		=====	=====	=====

The word **Budget** in this report may mean either:-

- a.** An expected target of income and/or profit if the value is positive
- OR
- b.** A budget for expenditure and/or loss if the value is negative

This new report will highlight the difference between the Budget value given to a user account against the actual value of transactions.

The Drama Production user account has a Budget of £ 250.00 in the context of a budget for expenditure but no transactions have been recorded yet.

The Summer Fayre account has a budget of £ 80.00 in the context of an expected target of income. So far £26.60 has been received.

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

Unreconciled Entries in B/Ac CURR on 18/04/06				
-----				
Last Reconciled Balance				1697.54 <b>d</b>
Date	Detail	Credit	Debit	
----	-----	-----	-----	
<b>a</b> 05/04/06	P000100	386.00		
<b>b</b> 07/04/06	Q001200		400.00	
08/04/06	P000101	419.00		
<b>c</b> 08/04/06	Tr>DEP		2000.00	
09/04/06	P000102	250.00		
09/04/06	P000103	200.00		
11/04/06	P000104	600.00		
11/04/06	Q001201		276.00	
11/04/06	Q001202		89.00	
		-----	-----	
Totals		1855.00	2765.00	
			Net Debit	(910.00)
				-----
			Actual Balance	787.54 <b>e</b>

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

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

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

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

Reconciliation Report for CURRENT ACCOUNT – RSB on 18/04/06			
Opening Reconciled Balance			1697.54
Date	Detail	Credit	Debit
05/04/06	P000100	386.00	
07/04/06	Q001200		400.00
08/04/06	P000101	419.00	
08/04/06	Tr>DEP		2000.00
09/04/06	P000102	250.00	
09/04/06	P000103	200.00	
11/04/06	P000104	600.00	
11/04/06	Q001201		276.00
11/04/06	Q001202		89.00
Totals		1855.00	2765.00
Net Debit			(910.00)
Closing Reconciled Balance			787.54
BANK STATEMENT DETAILS			
First Page	14 <b>a</b>	Start Date	01/04/06 <b>b</b>
Last Page	14	Close Date	01/05/06

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

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

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

Bank a/c: CURR CURRENT ACCOUNT – RSB (from 06/04/06 to 06/05/06)					
Date	Detail		R Ref	Receipts	Payments
07/04/06	EUROTOURS LTD	<b>a</b> (U/Ac TFRN)	* Q001200		400.00
08/04/06	Sundry Credit	<b>b</b>	* P000101	419.00	
08/04/06	Transfer to B/Ac DEP		* Tr>DEP		2000.00
09/04/06	Sundry Credit		* P000102	250.00	
09/04/06	Sundry Credit		* P000103	200.00	
11/04/06	Sundry Credit		* P000104	600.00	
11/04/06	ABC BUS COMPANY	(Split) <b>c</b>	Q001201		276.00
11/04/06	BOOK CLUB	(U/Ac BKCL) <b>i</b> +	Q001202		89.00
06/05/06	HILL MR & MRS	(U/Ac VFRM) +	Q001203		45.00
06/05/06	NSPCC	<b>d</b> (U/Ac CHTY) *	D000006		350.00
06/05/06	GENERAL FOODS	(Split) <b>e</b>	Q001204		75.00
06/05/06	Sundry Credit	<b>f</b>	P000105	247.54	
06/05/06	Transfer to B/Ac DEP	<b>g</b>	Tr>DEP		300.00
06/05/06	Cheque For cash	<b>h</b>	Q001205		30.00
			Totals	1716.54	3565.00

From the Main Menu select **Option 4**

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

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

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

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

- a.** This is a User Account code. This Q payment was made on behalf of the Trip to France user account.
- b.** Any items reconciled with the bank statement will have the \* beside them.
- c.** Cheque numbers are reported with the **Q** prefix
- d.** The letter **D** signifies a direct debit or credit transaction. These transactions are reconciled at entry
- e.** This is an item from a split payment
- f.** This is a Paying-In slip
- g.** This is a bank transfer – from the Current account to the Deposit account
- h.** This is a cheque drawn for cash.
- i.** These items have been identified for reconciliation but held over and are not yet fully reconciled. (This is the new 'hold' facility - see page 36 in the exercises section).

**LIST OF CASH TRANSACTIONS – OPTION 47**

Cash Transactions (from 07/04/06 to 10/05/06)									
Date	Detail					Receipts		Payments	
----	-----					-----		-----	
07/04/06	STUDENTS		a	U/Ac	VEND Rcp	8	78.54		
07/04/06	GRANGE H L	3TL		U/Ac	FAIR Rcp	9	3.00		
07/04/06	SMITH G	3TL		U/Ac	FAIR Rcp	10	1.50		
07/04/06	HOBSON J	3TL		U/Ac	FAIR Rcp	11	4.50		
07/04/06	VARIOUS			U/Ac	CHTY Rcp	21	133.41		
07/04/06	CLASS 3TL			U/Ac	NONU Rcp	22	43.87		
07/04/06	CLASS 2RF			U/Ac	NONU Rcp	23	39.65		
08/04/06	TAYLOR D	3TL		U/Ac	TFRN Rcp	15	50.00		
08/04/06	Paid in to B/Ac CURR P000101		b					300.00	
09/04/06	STUDENTS			U/Ac	VEND Rcp	14	82.12		
09/04/06	MADDISON A	3TL		U/Ac	TFRN Rcp	16	50.00		
09/04/06	NEWMAN O	3TL		U/Ac	TFRN Rcp	17	50.00		
09/04/06	Paid in to B/Ac CURR P000102							250.00	
10/04/06	STUDENTS			U/Ac	CHTY Rcp	29	143.98		
10/04/06	PARENTS			U/Ac	CHTY Rcp	30	298.67		
10/04/06	ANDREWS J K	1DT		U/Ac	BKCL Rcp	31	21.89		
10/04/06	SMITH F T	1DT		U/Ac	BKCL Rcp	32	9.40		
10/04/06	OWEN O	LEFT02		U/Ac	BKCL Rcp	33	21.98		
10/04/06	ALLEN G	2RF		U/Ac	FAIR Rcp	34	4.50		
10/04/06	DAVIDSON T	3TL		U/Ac	FAIR Rcp	35	3.00		
11/04/06	STUDENTS			U/Ac	VEND Rcp	36	87.54		
11/04/06	ECHO NEWS			U/Ac	FAIR Pmt 000001			25.00	
11/04/06	SHOP			U/Ac	FAIR Pmt 000002			12.50	
11/04/06	Paid in to B/Ac CURR P000104							550.00	
12/04/06	NEWMAN O	3TL		U/Ac	VFRM Rcp	42	10.00		
12/04/06	TAYLOR D	3TL		U/Ac	VFRM Rcp	43	10.00		
06/05/06	STUDENTS			U/Ac	VEND Rcp	47	85.45		
06/05/06	Paid in to B/Ac CURR P000105							148.54	
06/05/06	Cashed cheque from B/Ac CURR Q001205						30.00		
						-----		-----	
				Totals		1263.00		1286.04	
						-----		-----	

From the Main Menu select Option 4

From the Bank and Cash Menu select Option 7

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

This will display a list of the Cash Transactions.

a. This is the User Account code which identifies why the cash was received or paid out

The cash element of any Paying-In Slip is identified with the appropriate Paying-in slip number.

See the report on page 13 for the total of this Paying-In Slip which includes any cheques.

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

Paying-In Slips (CURRENT ACCOUNT - RSB)-range 000103 to 999999									
Date	R	PSlip No	Credit	Sub-Amt	Detail				
09/04/06	*	P000103	<b>a</b>	200.00	<b>b</b>	50.00	STEWART V	3TL	Rcp: 25
						50.00	BAILEY T	2RF	Rcp: 26
						50.00	JOHNSTON J J	LEFT02	Rcp: 27
						50.00	SMITH G	3TL	Rcp: 28
						Number of Chqs: 4		Value: 200.00	
11/04/06	*	P000104		600.00		550.00	Cash	<b>c</b>	
						10.00	ADAMS H	1DT	Rcp: 37
						10.00	FERRY J	2RF	Rcp: 38
						10.00	SMITH F T	1DT	Rcp: 39
						10.00	DAVIDSON T	3TL	Rcp: 40
						10.00	GRANGE H L	3TL	Rcp: 41
						Number of Chqs: 5		Value: 50.00	<b>d</b>
06/05/06		P000105		247.54		148.54	Cash		
						10.00	HOBSON J	3TL	Rcp: 45
						10.00	Your Name		Rcp: 46
						79.00	MADDISON A	3TL	Rcp: 48
						Number of Chqs: 3		Value: 99.00	

From the Main Menu select Option 4

From the Bank and Cash Menu select Option 8

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

CURR Current Account - R S B then press the <Enter> key.

Press the <Enter> key once to accept the first number 000103 and type in 000105 as the second number. This will display entries on Paying-In Slips from number 000103 to number 000105.

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

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

TRAINING DATA			
Fund Name : SCHOOL FUND			
Registered Charity No: 303606909			
Bank, Cash & Transaction Balances for period beginning 01/04/05			
-----			
Bank & Cash Balances		Receipts	
CURRENT ACCOUNT - RS	1001.42	Opening Balances	2205.94
Cash in Hand	33.00	Transactions	2371.38
Cheques in Hand	0.00		-----
DEPOSIT ACCOUNT - RS	3900.00	Total Receipts	4577.32
SAVINGS ACCOUNT	0.00		
		Payments	
		Opening Balances	8.40
		Transactions	1596.50
			-----
		Total Payments	1604.90
		To Be Allocated	1962.00
			=====
Total Bank & Cash	=====	Receipts & Payments	=====
	4934.42		4934.42

From the Main Menu select Option 7

From the Archive Menu select Option 1

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

**PERIOD END REPORTS – OPTION 75**

TRAINING DATA						
Fund Name : School Fund						
Registered Charity No: 303606909						
DRAFT INCOME AND EXPENDITURE REPORT for PERIOD 01/04/05 To 31/03/06						
-----						
Your figures INCLUDE Transfers						
	OPENING	TRFS IN	TRFS OUT	INCOME	EXPEND	CLOSING
	-----	-----	-----	-----	-----	-----
BKCL BOOK CLUB	39.00			123.77	89.00	73.77
CHTY COLLECTIONS	209.00			804.10		1013.10
FAIR SUMMER FAYR	-8.40	50.00		22.50	37.50	26.60
NONU NON UNIFORM	0.00		50.00	107.02		57.02
TFRN TRIP TO FRA	1430.40			560.00	605.00	1385.40
VEND VENDING MAC	27.54			248.20	109.00	166.74
VFRM VISIT TO HI	0.00			90.00	71.00	19.00
	-----	-----	-----	-----	-----	-----
	1697.54	50.00	50.00	1955.59	911.50	2741.63
Total Transfers between these accounts				50.00	50.00	
EXCESS OF INCOME OVER EXPENDITURE					1044.09	
				-----	-----	
				2005.59	2005.59	
				=====	=====	
Transfers between User accounts in period				50.00	50.00	

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

TRAINING DATA		
Fund Name : School Fund		
Registered Charity No: 303606909		
DRAFT BALANCE FOR PERIOD ENDING 31/03/06		
-----		
OPENING BALANCES	2406.54	
MOVEMENT IN PERIOD	1044.09	
	-----	
CLOSING BALANCE	3450.63	
	-----	
REPRESENTED BY		
Cash in Hand		63.09
Cheques in Hand		0.00
CURRENT ACCOUNT - RSB		787.54
DEPOSIT ACCOUNT - RSB		2600.00
	-----	-----
	3450.63	3450.63
	=====	=====



**CONSISTENT FINANCIAL REPORTS (DfES CFR) – OPTION C2, 3 & 4**

GREEN SCHOOL	
Fund Name : SCHOOL FUND	
Registered Charity No: 303606909	
Draft Consistent Financial Report for Period 01/04/05 to 31/03/06	
-----	
Report Dated	: 24/05/03      Time : 09:03:05
Financial Year	: 2002
LEA Number	:
Establishment No.	:
Contact Name	:
Phone Number	:
Email Address	:
	Income
Expenditure	-----
-----	
I12 Income from contributions to visits etc.	418.46
E19 Learning resources (not ICT)	
3366.77	
CI03 Private income	12960.08
	=====
=====	
Total	13378.54
3366.77	
	=====
=====	
Income & Expenditure Via Delegated Budget	0.00
0.00	
Income & Expenditure Excluded from CFR	383.28
616.66	
Income & Expenditure Not Specified/No Code for CFR	241539.15
95369.10	
Report created on 24/05/03 at 09:03	

The CFR Training Course will deal with these reports in greater detail.

Note: Coding and report layouts for Consistent Financial Reporting is subject to change in accordance with DfES policy on coding and reporting of School Voluntary Funds. We understand that the balances are now not required.

We will provide a separate User Guide to explain the CFR functions.