

Finance

Release: 31/10/2009

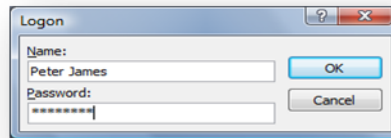
Table of Contents

Finance Main Screen	4
Financial Acronyms	5
Shortcut Buttons	5
Delete a Transaction	6
Bank Accounts	7
Budgets Overview	8
Add Funding Details	9
A Balanced Budget.....	10
Setting Single Income/Expense Budgets.....	11
Setting Batch Income/Expense Budgets	12
Setting Single Analysis Budgets.....	13
Setting Batch Analysis Budgets	14
Performing a Budget Virement.....	15
Employees.....	16
Loading Payroll Costs	17
Loading Employee Payroll Costs by Individual Basis.....	17
Loading Employee Payroll Costs by Group.....	17
Delete Costs.....	17
Payroll Control Account.....	17
Forward Planning	18
Housekeeping	18
Petty Cash	19
Add Petty Cash Batch.....	19
Add Money to Petty Cash	20
Reports	21
Search for Transaction	23
Suppliers	24
Adding New Suppliers	24
Delete Supplier	24
Orders (Purchase Orders).....	25

Adding Orders	25
Bulk Orders	25
Update Orders	26
Delete Orders	26
Print Orders.....	26
Add Invoice (from purchase order)	27
Add Invoice (where no order exists).....	27
Update Invoice	28
Delete Invoice	28
VAT.....	29
To make a monthly Return (VAT Claim)	29
To record Receipt of Reimbursement	29
About.....	30

Finance Login Screen

Due to the nature of the information held in the finance module, you will need to enter a valid username and password to gain access.



Once you have entered a valid username and password then you will be presented with the main finance screen.

Finance Main Screen

The Finance Module has a main menu screen and is the first screen you will see once logged in.



Each button on the main menu is activated by a single click and to return to the main menu click the **EXIT** button (located at the bottom right of every screen). On the main screen the Finance Module also confirms what current period you are working in and the current data and time.

Financial Acronyms

When working with Finance there are a number of words that are referred to as their Acronym (Shortened word) to make reference easier. Here is a list of the common ones used in the financial module and school environment

Acronym	Full word(s)
ISB	Individual School Budget
SBS	School Budget share
SF	Standards Funds
BBF / BF	Balance Brought Forward / Brought Forward
BCF / CF	Balance Carried Forward / Carry Forward
CFR	Consistent Financial Reporting
EXP	Expenditure
INC	Income
I/E	Income/Expenditure
CAP	Capital
VAT	Value Added Tax
LA	Local Authority
DCSF	Department for Children Schools and Families

Shortcut Buttons

Keyboard Button	Description
Esc	Cancel (used to cancel a selection).
Esc x 2	Cancel Entire Entry (Cancels a whole input screen)
Shift-F2	Zoom box (used to zoom into a field to see all the text within a field).
Ctrl-F11	Re-attach tables to database (used to reattached the program to the Database tables).
Ctrl-F12	Refresh Database Connection (used to confirm the connection to the database).

Delete a Transaction

Delete Transaction used to delete previously entered transactions in the current period those items that have not been reconciled with any of the bank accounts. The following are all the available transactions that are available to be deleted from the system:

- Allocations to Petty Cash
- Analysis Adjustment
- Bank Charges
- Budget Virements
- Employee Costs - Salary Control to Bank
- Interest Paid and Received
- Internal Recharge
- Other Expenditure
- Other income
- School Meals Income Paid into Bank
- Services Provided by the LEA

Bank Accounts

The **BANK ACCOUNTS** menu allows you to maintain all of the information associated with the school accounts in which you keep money. This includes accounts which are actually held at commercial banks as well as other accounts such as Petty Cash and the account which is used to record the monies which the LA hold on the schools behalf (Central Fund).

Button	Description
Bank Accounts	This function allows you to record the name, account number and other details associated with each account.
Charges	This function is used to record charges which are made by your bank and are then debited from your account.
Interest	This function is used to record the interest paid (or charged) by your bank.
Prior Years Unreconciled Items	In your first year of using the finance module any prior year un-reconciled bank Payments or Credits are recorded here so they appear on your bank reconciliation screen. Following years the un-reconciled items are automatically carry forward to the next financial year
Reconciliations	This function is used to reconcile the entries which appear on your bank statement to those which you have input to the system.
Reopen A Reconciliation	This function can be used to reopen a reconciliation from the current accounting period. You would normally do this to correct an error. You can only reopen a bank reconciliation from the current accounting period.
Statement Detail	You can use this function to produce a report which will show all of the entries which have been posted over a particular account in any period you select. The balances brought forward and carried forward will also be shown.
Statement Enquiry	This function can be used to enquire on the movements over a selected account during any period which you select.
Statement Summary	You can use this function to produce a summary of the entries which have been posted over an account.
Unreconciled Payments	This function will produce a report which shows all of the payments (cheques, direct debits, etc) that have not been reconciled for the selected bank account statement.
Unreconciled Receipts	This function will produce a report which shows all of the receipts (cheques, giro credits, etc) that have been reconciled for the selected bank account statement.

Budgets Overview

The **BUDGETS** menu allows you to categorise the schools budgets into two completely separate ways: by **Income/Expense Accounts (I/E)** and **Analysis Codes**. The way in which the I/E Accounts and Analysis Codes are set up will vary from local authority to local authority and to a certain extent from school to school, but the principles of their use are consistent. This approach has been adopted to meet your school's needs and to enable you to meet the requirements of your local authority and those of the DCSF.

Button	Description
Income/Expense Budget Allocations (Single/ Batch)	Referred to as Budget Accounts are concerned with the nature of main budget accounts on which money is spent or the type of income which is received. Some examples of Budget Accounts would be Teachers, Electricity, School Books and Interest Received.
Analysis Codes Budgets (Single/ Batch)	Analysis Codes Budgets are generally concerned with 'ring fenced money and special departmental budgets but in some local authorities are treated the same as Income Expense accounts. Some examples of analysis codes would be: Standards Funds and Maths departmental budgets.
Funding Details (Add, Update & Delete)	Use this function to add details of the funding which you receive at the start of the year or adjustments which are made subsequently throughout the year. These include the BF balances from last financial year, Standards Funds, Additional Grants and SBS/ISB (School Budgets).
Budget Virements (Single/ Batch)	Use this function to move a budget amount from one Income/ Expense Heading to another Income/Expense Account.

Add Funding Details

Before loading any budgets it is essential that all funding has been correctly loaded for the current financial year into the system. This function is intended to allow you as a school to track the funding details received at the start of the year and adjustments which are made subsequently throughout the year. These include the BF balances from last financial year, Standards Funds, Additional Grants and SBS/ISB (School Budgets).

- 1) From the **Main** menu, Select **Budgets** screen.
- 2) Select **Add Funding Details**.
- 3) Enter a **Date** on which the funding details apply.
- 4) When prompted:
 - a) Specify **S – Start from Scratch**
 - b) (To start and enter all the funding from scratch)
 - c) Specify **B – Base on an existing set of funding *Preferred**
 - d) (To use the existing funding heading or amounts and add a new line for a change of funding or clear all amounts to reuse the headings for a new financial years funding).
- 5) Main Description (located at the top of the screen). Enter some text to identify the set of funding. For example:
- 6) **“Initial Funding and BF Balances April 2009”**
- 7) **“Additional SEN Allocation Sept 09 – Doc no: 104232358”**
- 8) **Description:** Enter some text which will help you to identify the item. For example, AWPU (age weighted pupil unit) allocation, Balance B/F Local Bank Account, Standards Fund, etc.
- 9) **Income A/C:** Select an income account from the list.
- 10) **Bank Account:** For amounts which are brought forward balances you must select an account from the list (If the amount on the detail line is not a brought forward balance then this field must be left blank).
- 11) **Analysis Code:** Mandatory. Select a value from the list.
- 12) Once you have finished loading the funding details and entering

Note: By recording these Details into the Funding details screen you are automatically creating/changing the Income budgets specified against the Funding Account

A Balanced Budget

It is prudent to set a balanced budget, i.e. your total planned expenditure equals total planned income. Should your expenditure exceed your income then at some point during the year you will have insufficient funds for purchases, salaries or services.

The **Budget Summary** report (**Bottom Section**) will indicate if your budget is balanced.

10. Funding	£2,571,063.57
11. Net Budgets (1-5)	£2,571,063.57
12. Funding - Net Budgets (10-11)	£0.00
13. Current Contingency	£14,463.23
14. Value Required to Balance Budget (12+13)	£14,463.23

Line 10 The total from your funding details.

Line 11 The total from your income and expense budgets.

Line 12 This line represents the difference between your funding and budgets. A negative figure indicates budgets exceed funding (i.e. you plan to spend more money than you will receive). A positive figure indicates funding exceeds budgets (i.e. you plan to spend less than all your available funds).

Line 13 The current amount allocated in Contingency.

Line 14 This line indicates the amount required to balance your budget. A negative figure will indicate that more funding or income is required. A positive figure requires an increase in your planned expenditure.

In a perfectly balanced budget, the Contingency Fund would equal line 14, i.e. the Contingency Fund is used to balance the budget.

Setting Single Income/Expense Budgets

Given that employee salaries can take up to 80%, or more, of your total annual expenditure it would be beneficial to check that details regarding working hours, pay rates etc have also been correctly entered into the system.

1. Click **Budgets**
2. Click either **Income Budget Allocations** or **Expense Budget Allocations**.
3. Choose the appropriate financial year and income account from the drop-down lists. Both are controlled within Housekeeping.

Maintain Budget Allocations : Form

Buildings R&M - 1009
Budget For 2008/2009

Income Or Expense Code: 1009

Original Allocation: £500.00

Subsequent Adjustments: £0.00

Current Budget: £500.00

Date: Amount:

Notes:

Original Allocation Adjustment

Increase Decrease

IMPLEMENT SELECTION CANCEL

4. The I/E Code, Original Allocation and Subsequent Adjustments text boxes can be not be updated manually. The system will automatically enter values into these boxes as shown on the next page.
5. Enter the **Date** – This is the date that the budget or change comes into effect.
6. Enter the **Amount** – If you are entering the initial budget, then this amount will be the same as the actual budget. Subsequent entries will represent the amount by which the budget has changed. There is no need to calculate the new budget total.
7. Enter the **Notes** – A description of the adjustment will help identify the budget and why any changes were made. This will help when investigating later budget inquiries. For instance, why a budget was later reduced in the year.
8. Choose either **Original Allocation** or **Adjustment** – We suggest you use 'Original Allocation' when entering your budget for the first time at the beginning of the year or the budget to be reviewed and agreed by governors. Adjustment should be used when you have had cause to re-visit the budget allocation and the budget amount needs to be changed. This is not for correcting clerical errors.
9. Choose either **Increase** or **Decrease** – This option indicates whether you are increasing or decreasing the current amount for the budget by the figure in the **Amount** box. This negates the need to calculate the new total figure or any ambiguity that might arrive from +/- sign convention.
10. The system will ask for positive confirmation to the budget change / allocation.
11. Repeat Steps 2-10 until all income budgets have been loaded.

Setting Batch Income/Expense Budgets

The above section details the steps required to load your budgets. However, you can only ever load amounts for one account at a time. Although this is fine for budget updates and any other changes throughout the year, it could be quite cumbersome for loading the initial budget as you would need to complete and exit the entry for each account before moving onto the next. That would be 10 steps per account. The following method allows you to enter all of the income or expense accounts on the same screen.

- 1) Click **Budget Allocations (Batch)**
- 2) Select either **I** for income accounts or **E** for expense accounts
- 3) Select the appropriate financial year from the drop down list
- 4) Select either **O** for loading Original budgets or **A** for making Adjustments to an existing budget.
- 5) The Following Screen will be shown:

16-Mar-09		Budget allocations for 2009/2010				11:08
Date of Change:	01/04/2009	Current Allocation	Amount of Change	Incr Decr	New Allocation	Notes
Budget Account						
E08 - Staff-Car Allowance - E0809	£0.00	£0.00			£0.00	
E08 - Subsistence - E0804	£0.00	£0.00			£0.00	
E09 - Course Fees - E0901	£0.00	£2,500.00	Incr		£2,500.00	Original Allocation
E10 - Supply Teachers Insurance - E1001	£0.00	£0.00			£0.00	
E11 - Cover Non Teaching Staff - E1101	£0.00	£0.00			£0.00	
E12 - Buildings R&M - E1202	£0.00	£16,000.00	Incr		£16,000.00	Original Allocation
E12 - Fix and Fittings R&M - E1201	£0.00	£0.00			£0.00	
E12 - Reception Refurbishment - E1203	£0.00	£0.00			£0.00	
E13 - Ground Maintenance - E1301	£0.00	£0.00			£0.00	

- 6) Enter **Date of Change**
- 7) Once all relevant budgets have been entered, click **Post** to confirm and exit.

Key to Entering information into the Budget Allocations Screen:

Heading	Description
Current Allocation	The amount by which you want to increase or decrease the current budget.
Amount of Change	The amount by which you want to increase or decrease the current budget.
Inc / Decr	Indicates if you are increasing or decreasing the current budget.
New Allocation'	The budget amount after your changes have taken effect. This figure cannot be entered manually but is updated when you enter the previous data.
Notes	A short description of the budget or why the adjustment is being made.

Setting Single Analysis Budgets

Analysis codes are employed whenever there is a need to monitor budgets for a specific budget or area of responsibility. For example, money that has been 'ring fenced' for a specific purpose and needs to be monitored separately from the overall expense budget.

There are 2 analysis codes that are used when no specific monitoring is required: **ISB Expenditure** and **ISB Income**.

1. Click **Budget**
2. Click **Analysis Budget Allocation**
3. Select the **Financial Year** from the top drop down box and the relevant **Analysis Code** from the bottom drop down box. The content of the lower drop down box is maintained in housekeeping.

Maintain Analysis Budget Entries : Form

SF - Harnessing Tech
Budget For 2009/2010

Original Allocation: £0.00

Subsequent Adjustments: £0.00

Current Budget: £0.00

Of which entered as B/F: £0.00

Date: 01/04/2009 Amount: £1,315.50

IE Code: E-Learning Credits

IE Current Budget: £0.00

IE New Budget: £0.00

Notes: Harnessing Technology Proposed Funding by LA

Original Allocation Adjustment

Increase Decrease

Brought Forward

Do not change I/E Actual Budget

Update I/E Actual Budget

IMPLEMENT SELECTION CANCEL

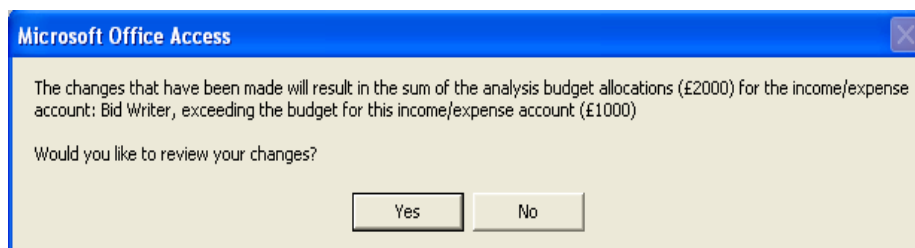
4. The first 4 amounts are maintained by the software and are not updated manually.
5. Enter the **Date** that this analysis budget is effective from or the changes come into effect.
6. Enter the **Amount** of the budget or the amount you want to increase or decrease.
7. Select **I/E Code** – This is the expense account from which the budget currently exists.
8. Enter any descriptive **Notes** that may explain the budget or any changes that have been made.
9. Select either **Original** or **Adjustment** – If you choose **Original** then the amount will be recorded as the original budget set at the beginning of the year. If this is not the case, then **Adjustment** should be used.
10. Select either **Increase** or **Decrease** – This will either increase or decrease the current budget by the **Amount**.
11. Only select **Brought Forward** if the **Amount** is funding carried over from the previous year's funding.
12. Ensure **Do not Change I/E Actual Budget** is selected unless you have not already made an Increase/Decrease to the proposed expense budget, in that choose **Update I/E Actual Budget**.
13. Click **Implement Selection** when all details have been entered.
14. You will be asked to confirm your choices.

Setting Batch Analysis Budgets

As with the regular budgets, the above method may be rather cumbersome if you are loading analysis budgets that are comprised of more than one I/E account. To provide a more efficient method of loading multiple budgets we can use **Analysis Batch (Batch)**.

1. Click **Analysis Budget (Batch)**.
2. Select the **Financial Year** and **Analysis Code** from the drop down boxes.
3. The batch allocation screen allows you to adjust the budget for a single analysis code with all its component I/E accounts on the same screen.

4. The totals at the top of the screen are automatically generated once the budgets have been loaded and cannot be updated manually.
5. The other difference on this screen is that there is a **Current Allocation** column for each component I/E account. This displays the current budget amount (Which had been prior loaded)
6. The **Current Allocation** column refers to the Current I/E Budget that exists for the selected account.
7. The **New Allocation** column indicates the new contribution after any changes that have been made.
8. In the event that any component I/E Account makes a contribution that exceeds its own budget then you will receive the following warning message:



9. Click **Yes** if you need to make corrections to your analysis budget or click **No** if you want to continue with the analysis budget allocation.

Performing a Budget Virement

Use this function when you want to make a virement (Move a budget amount from one Income or Expense Account to another). NB virement is not concerned with the actual spend or receipt of money. You should use the internal recharge or analysis adjustment functions which can be accessed from the transactions menu in order to move actual spend or income from one budget account to another or from one analysis code to another.

1. From the **Main** menu, Select **Budgets** screen.
2. Select **Budget Virement Single** or **Batch**.
3. For **Batch** enter a **Date** of change and **E**=Expense or **I**=Income.
4. Select the **source I/E Account** where the budget currently placed.
5. Enter the **destination I/E Account** where you wish the budget to go.
6. Enter a **virement amount** you want to move.
7. For **Virement Single** enter **Date** and **Notes**.
8. Select **Implement Selection** or **Post Virement** to commit changes.

Producing a Budget Virement Single will produce a paper record of the virement that can be signed by a member of the School Budget Committee.

Employees

The **EMPLOYEES** menu is used to maintain the employee related information which the system needs. If you also use PASAPP or School Workforce then any updates you make to the employee information in PASAPP/School Workforce will be reflected in your finance database and vice versa.

Button	Description
Add Employees	Used to add details of a new employee
Update Employees	Used to update details of existing employees
Employees Duties	Used to record details of the duties which each employee carries out at the school
Duties	Used to maintain the details of the duties which can be allocated to employees.
Employee Salary Scales	Used to maintain the amounts employees are paid according to each salary scale. For example, Qualified Teachers, Management, Support Staff.
Employee Pay Elements	Used to maintain the different elements which are used to calculate employees' salaries which are in addition to the remuneration which they receive from their salary scale. For example, recruitment and retention, first aid allowance, TLR's.
Holidays And Percentages	Used to record the percentage of a full time salary which each category of employee receives if they employed on a term-time only basis.
Holiday Categories	Used to maintain the list of categories for which holidays and percentages can be recorded for employees employed on a term-time only basis.
Salary Elements	Used to maintain the different elements which appear as costs when employees' salaries are reported. For example, basic salary and on-costs.
Salary Scale Types	Used to maintain a list of the salary scales on which employees can be paid.
Spine Points	Used to maintain a list of the spine points associated with each salary scale.
Employee Pay And Conditions	Used to maintain the pay and conditions under which each employee works.
Calculate Projected Costs	Uses terms and conditions recorded for each employee in order to calculate their expected costs for each period in the year.
Generate Budget Entries	Uses the expected costs which are calculated above to generate a set of budget entries for each duty which employees perform within the school.
Delete Costs	Used to delete a set of employee costs. Would be used if you had entered a set of costs for the wrong date.
Groups	Used to enter the actual payroll costs for a group of employees. For example, teachers' salaries in any given month.
Individuals	Used to enter the costs for individual employees for each duty which they perform in any given month.

Loading Payroll Costs

There is two ways of recording payroll by **Groups** (of employees) and by **Individual (duties)**, although it does require more time to enter the information there is a great advantage to entering actual payroll costs for employees on an individual basis rather than group basis. The main advantage of this approach is that it allows a comparison of employee costs to their expected budgeted costs on an employee basis.

Loading Employee Payroll Costs by Individual Basis

1. From the **Employees** menu.
2. Select **Individuals - All Duties / One Duty** from the **Cost** Section.
3. If you Choose **Individuals – One Duty** and select the required Duty.
4. Confirm the **Date** the payroll costs relate to.
5. Load the Payroll under the appropriate **Payroll Elements**.

Loading Employee Payroll Costs by Group

1. From the **Employees** menu.
2. Select **Groups** and then select the required Duty.
3. Confirm the **Date** the payroll costs relate to.
4. Load the Payroll under the appropriate **Payroll Elements**.

Delete Costs

Delete Costs is used to delete employee costs that have been loaded on a particular date. This utility is only normally needed if the employee costs for an incorrect date by mistake. When you click on this button you will be asked to input the date for which you want to delete costs. The costs will not be eligible for deletion if you have reconciled the entries which were generated to a bank statement.

Payroll Control Account

For the Schools who use a Payroll Control Account

Forward Planning

The Forward Planning module contains all the necessary tools for planning future financial years budgets. These include generating increments on Pay Scales and Budgets for the next financial year(s).

Instructions available on request...

Housekeeping

The **Housekeeping** module contains system functions and those functions which record standing data within Finance i.e. data which is used within many of Finance's functions. Standing data is information that is normally set up when Finance is first installed in your school and is rarely changed within the lifetime of the system. For example, in the Housekeeping module you would set up the standing data for **VAT Rates** and **Payment Methods**. Both sets of information, once set up are unlikely to change but occasionally you may need to add a new instance. The Follow list describes the buttons and their uses:

Keyboard Button	Description
Standing Data	
Budget Profiles	Use this function to maintain the details of budget profiles which can be allocated to income/expense accounts.
Organisation Types	Use this function to maintain the list of organisation types which is used to classify suppliers.
Payment Methods	Use this function maintain the list of payment methods. For example : cheque, direct debit, etc.
VAT Categories	Use this function to maintain the list of VAT categories which is used to classify all income and expenditure. (The default VAT category
Income/Expense Codes	
Income And Expense Categories	

Petty Cash

The Petty Cash module allows the school to manage and keep their Weekly/ Monthly petty cash claims in batches. This allows the school to easily track and manage their Petty Cash Claims and Reimbursement.

Keyboard Button	Description
Petty Cash Input Screen	
Add Petty Cash Batch	Use this function to start a new batch for petty cash Example: "Petty Cash October 2009".
Update Petty Cash	Use this function to maintain an ongoing batch after you have created a new one.
Delete Petty Cash Batch	Use this function to delete a batch to start again or top remove a duplicate batch.
Reopen Petty Cash Batch	Use this function to reopen a petty cash batch which you have already balanced. You will not be able to reopen a batch for a date which falls outside of the current period.
Add Money to Petty Cash	Use this function to record the when a cheque is cashed to top up the petty cash tin/ account held at the school.
Petty Cash Reports	
Petty Cash Enquiry	Use this function to enquire on a petty cash batch which you have previously entered.
Print Petty Cash Batch	Once a Petty Cash batch has been completed and agreed then a printout can be produced listing item by item of the batch.

Add Petty Cash Batch

1. From the **Petty Cash** menu.
2. Select **Add Petty Cash Batch**.
3. Enter a petty cash batch name.

4. Confirm the **Date** the payroll costs relate to.
5. Load the Payroll under the appropriate **Payroll Elements**.

Add Money to Petty Cash

To repopulate the Petty Cash tin with funds a cheque is written and cashed at the bank. In order to show these movements on the finance module you will need to do the following:

1. From the **Petty Cash** menu.
2. Select **Add Money to Petty Cash**.
3. The following screen will appear:

Allocations to Petty Cash 2007/2008	
Use this form to record payments into petty cash	
Current Balance in Petty Cash:	£0.00
Current Balance in Local Account:	£144,332.69
Cheque Number:	005150
Amount:	£200.00
Date:	01/10/2009
Payee	Cash
Notes:	Top up petty cash tin as at 01/10/2009

4. Enter the Cheque details and then select **Confirm**.

Reports

Many of the reports on this menu use predefined groups for both Income/Expense accounts and the Analysis Codes (these groups can be maintained from the Housekeeping menu). Refer to the topics entitled Income and Expense Group Headings and Income, Expense Group Membership and Analysis Code Group Headings and Analysis Code Group Membership for more information on how these groups are established.

Button	Description
I/E Accounts	
Budget Summary	This report is a one page summary for the whole of the current financial year of the expense budgets, actual expenditure, expenditure commitments, unspent expense budget, income budgets, actual income, unrealised income budget, balance at bank and petty cash and the undrawn amount which remains in the central fund.
Budget Vs Actual (I/E Accounts)	This report shows one line for each income and expense account which is selected for inclusion in the report. For each its shows the budget, expenditure or income, any commitments, the unspent budget and the balance remaining as well as the percentage of the budget which has been used.
Entry Level	This report shows one line for each payment or receipt which has been made over a selected income or expense account in a user specified period. Figures are also included to show the total budget allocations to the account as well as its balance.
Local/Central Spend	This report shows accruals, local spend, central spend, total spend and budget for each selected income and expense account in a user defined period.
Monthly Expenditure	This report shows the income or expenditure for each month for each selected income and expense account.
User Specified	This function allows you to create a range of reports which compare cumulative expenditure against profiled budgets and highlights any variances between the two.
Core IE Accounts	This report analyses actual income and expenditure by the core (CFR) category to which the income and expenditure has been posted.
Analysis Headings Summary	This report includes a single line for each analysis heading and shows the total income and expenditure for each.
Budget vs Actual (Analysis Codes)	This report shows one line for each analysis code which is selected for inclusion in the report. For each its shows the budget, expenditure or income, any commitments, the unspent budget and the balance remaining as well as the percentage of the budget which has been used. The report is sorted by analysis heading and sub totals are provided for each heading as well as overall totals for the report.

Entry Level (Analysis Codes)	This report shows one line for each payment or receipt which has been made over a analysis code in a user specified period. Figures are also included to show the total budget allocations to the account as well as its balance.
Income And Expenditure	This report analyses actual income and expenditure by the analysis code to which the income and expenditure has been posted.
Local/Central Spend (Analysis Codes)	This report shows accruals, local spend, central spend, total spend and budget for each selected analysis code in a user defined period.
Management Summary	This report includes on line for each analysis code. There is a set of information for each month of the year. For each month actual income and expenditure is shown along with a cumulative total to date. The profiled budget amount is also shown and variances between the profiled budget amount and cumulative income/expenditure are included.
Cash Reconciliation Report	This report reconciles the cash movements for the whole financial year.
Account List	This function allows you to produce a list of income/expense accounts sorted by core (CFR) heading or local heading
Accruals	This report will list the accruals which have been brought forward into the current year or those which will be carried forward into the new year.
Budget Virement (Reports)	This report will list all virements which have taken place in a user specified period.
Cash Advances	This report will list all cash advances which have taken place in a user defined period.
Outstanding Commitments	This report will list commitments in the way of orders or outstanding invoices. You can request that commitments for a single income/expense account only are reported or that commitments for all income/expense accounts should be shown.
Transaction Log	This report lists details of all transactions which meet the criteria specified by the user at the time that the report is requested.

Search for Transaction

The **Search for a Transaction** is a useful function that can be used to search for specific transaction or a number of transactions within a set period or set supplier. The criteria can be as simple as entering an amount, date or even just the name of the supplier then clicking the **Implement Selection** to show the results of the search.

Earliest Date:	01-Jun-09	Latest Date:	30-Sep-09
Transaction Type:			
Supplier:	Articles of Faith		
Inv No Between:		And:	
Chq No Between:		And:	
Cr Slip Between:		And:	
Net Between:		And:	
VAT Between:		And:	
Gross Between:	300	And:	400
IMPLEMENT SELECTION		Cancel	

IF the search was successful a search results screen shall appear showing the details of your search – to get extra information on the transactions click the Enquiry button.

02-Sep-09		Search Results		23:26	
Enquiry	06-Jun-09	£346.15	Articles of Faith	Supplier Invoices Invoice Number: 1234-5678	
	Bibles for the RE department				
Enquiry	06-Jun-09	-£346.15	Articles of Faith	Payments Cheque Number: 100945	

If your search is unsuccessful then a message box will tell you **no transactions are found for your criteria** – check your criteria and try again.

Suppliers

The suppliers menu is the main data entry screen for the finance module it allows you to record Purchase **Orders** and **Invoices** and manage your list of suppliers who provide services and supplies to the school. From this screen you can record committed spend through orders and Invoices (unpaid) which will help the school better estimate their spending and keep track of their remaining budgets.

Adding New Suppliers

Use this function to add details of new suppliers. When you click on this button you will be presented with the screen:

The screenshot shows a software interface for adding a new supplier. The window has a title bar with 'Suppliers' in the center, '07-Sep-09' on the left, and '07:59' on the right. The main area is a form with several sections. On the left, there are labels for 'Name:', 'Type:', 'Address:', 'Post Code:', 'Tel Number:', 'Alt Tel Number:', 'Contact:', 'Position:', 'Bank Account:', and 'Sort Code:'. The 'Type:' field has a dropdown arrow. To the right of the 'Address:' field is a 'Current Supplier?' checkbox with a checkmark. Below the 'Address:' field are fields for 'Email:' and 'Fax:'. On the right side, there is a 'Notes:' label above a large text area. At the bottom right, there are fields for 'Company Registration:', 'VAT Number:', 'Reference For Payments:', and 'Our Account Number:'. The form is set against a light grey background with a dark blue border.

Although the only mandatory fields are the Supplier Name, Organisation type and Address. We advise that as much detail is entered as possible including the suppliers Company Registration, VAT Number and contact numbers.

Delete Supplier

Deleting a Supplier should only be used if you have accidently added they supplier twice (if there are records associated to that supplier deleting the supplier will be refused).

Orders (Purchase Orders)

Use this function to add details of new orders which have been placed with suppliers. The main advantage of recording orders is that their value will be booked as commitments to the expense accounts and analysis codes which you include in the order. If you have recorded an order you can automatically incorporate its details into an invoice without having to rekey all of the information manually.

The system will work perfectly well if you choose not to record orders, but record only invoices and payments. If you wait until you receive the invoice then the system will not be able to reflect these commitments.

Adding Orders

1. From Main Screen go to Suppliers, Add Order.
 2. Select the **Supplier** (from the drop down list).
 3. In the Order Number field enter or check the next assigned purchase no.
 4. Complete the FAO and Notes fields (If required)
 5. Enter the details of the Order Item in the Description field (i.e. A4 PLAIN 5 RMS)
 6. Select the appropriate Expense Category (i.e. Stationary)
 7. Select the appropriate Analysis Code (i.e. SBS/ISB Expenditure)
 8. Enter the Unit Cost (i.e. £11.45)
 9. Enter the Quantity required (i.e. 4)
 10. You will now see a Total Cost (Excluding VAT)
 11. Finally Choose what VAT Category rate the item will be (i.e. Zero)
- * Repeat Steps 5 to 11 to record all items on to the Purchase order.
12. When you Exit you will be prompted would you like to print the order.

Bulk Orders

The Bulk Orders button allows you similarly Add Orders like above, but gets you to specify the expenditure and analysis account prior to inputting any order items. Although this sets the expenditure and analysis to a default account you are able to change them to a more appropriate account when loading the order items.

Update Orders


This button allows you to re-enter into an order and change details as long as you have not already turned the order into invoice.

Delete Orders

Orders that are no longer required on the system or the supplier fail to deliver can be completely removed from the system.

Print Orders

This Option allows you to Print / Re-Print an order.

<p>NOTE:</p> 	<p>Orders remain on the system until they are converted into Invoices or deleted. It is a good housekeeping task to check for outstanding orders (commitments) over a set time frame as you can chase suppliers for outstanding orders or remove them from the system.</p> <p>To check for outstanding orders (Including Invoices) you can run a report called Outstanding Commitments</p> <p>Main Menu, Reports, Outstanding Commitments.</p>
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Add Invoice (from purchase order)

After an Order has been raised you will eventually receive an invoice for the goods or services. To load the invoice onto the system it is good practice to transfer the Order details to the Invoice.

To do this you will need to Add Invoice:

1. From Main Screen go to Suppliers, Add Invoice
2. Select the **Supplier** (from the drop down list).
3. In the Invoice Number field enter the Suppliers Invoice number.
4. Complete the Notes fields (If required)
5. At the bottom of the screen locate and select the Button that says Orders.
6. Select the Order(s) items relating to this invoice.
7. Check Costs and VAT Amounts match the invoice.
8. Check the Expenditure Accounts are still correct.
9. Select Pay invoice or Exit to pay later.

Add Invoice (where no order exists)

1. From Main Screen go to Suppliers, Add Invoice.
2. Select the **Supplier** (from the drop down list).
3. In the Invoice Number field enter the Suppliers Invoice number.
4. Complete the Notes fields (If required)
5. Enter the details of the Invoice Item in the Description field (i.e. A4 PLAIN 5 RMS)
6. Select the appropriate Expense Category (i.e. Stationary)
7. Select the appropriate Analysis Code (i.e. SBS/ISB Expenditure)
8. Enter the Unit Cost (i.e. £11.45)
9. Enter the Quantity required (i.e. 4)
10. You will now see a Total Cost (Excluding VAT)
11. Finally Choose what VAT Category rate the item will be (i.e. Zero)
- * Repeat Steps 5 to 11 to record all items on to the Invoice.
12. At this point you can either Pay Invoice or Exit and pay the invoice later.

Update Invoice

Updating an invoice can be quite a useful tool when you need to change the invoice for some reason.

Delete Invoice

An invoice can only be deleted if it meets the following conditions:

1. No VAT has been claimed against the Invoice.
2. No Payment has been made against the Invoice.

VAT

The **VAT** menu allows you to maintain all of the information associated with claims and reimbursements of VAT as well as the associated reports.

Button	Description
Monthly Return	Use this function to make a claim for the current period or quarter depending on the LA requirements.
Receipts from LA	Use this function to record the reimbursement of VAT from the LA whether paid into the school local or central bank account.
Analysis	This report gives a detailed breakdown of the items of expense/income which make up the VAT claims/liabilities total for a user specified period.
Reconciliation	This report gives a breakdown of the VAT by rate within a selected period for VAT that has been claimed.
VAT Claimed/ Reimbursed	This report gives details of VAT which has been claimed and VAT which has been reimbursed for the current financial year.

To make a monthly Return (VAT Claim)

Confirm VAT Claim : Form

VAT Claim

Value Date: 30/04/2009

Amounts Paid by the School

Net: £0.00 VAT: £0.00 Gross: £0.00

Amounts Received by the School

Net: £0.00 VAT: £0.00 Gross: £0.00

VAT to be Reclaimed

VAT: £0.00

Income/Expense Account: VAT Reimbursement

Analysis Code: VAT Reimbursement - VAT

Notes: VAT reclaimed for April 2009

CONFIRM CLAIM CANCEL

To record Receipt of Reimbursement

From the <Main Menu> select the <VAT> menu.
Select the <Receipts From LA> button.

About

The **About** button located on the main menu and is used to indicate the current finance program version number and release date (Version 7.0.0 release WS080709.2).

