schoolfinance.ie User Guide

Welcome to the schoolfinance.ie User Guide.

This User Guide has been written with you, the user, in mind. It aims to explain clearly how to use the website, and all the features it contains.

Each of the features of schoolfinance.ie have been explained in clear English, screen shots have been included for each feature, and worked examples are provided where needed, ensuring that the User Guide is easy to follow.

schoolfinanace.ie is a powerful, yet user friendly website. Being a registered member of schoolfinance.ie means you can easily and efficiently manage your schools finances, secure in the knowledge that all your financial information is safe and backed up daily. You can do everything from recording incomes and payments, to creating Monthly reports and much, much more.

Navigating your way through the User Guide is simple. A Table of Contents and a Table of Figures are available. To view the section for a particular feature, just click on the name of the feature and you will be brought straight to the correct section.

A number of links are included in the User Guide. These links are coloured **blue.** For example, if you see a link called **Menu**, and you click it, you will be brought to the section titled **Menu.** These links are useful for relating back to other sections, without having to search through the entire User Guide, or scroll up to the Table of Contents.

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Toolbar

The toolbar at the top of the schoolfinance.ie homepage is shown below.

Figure 1 Toolbar

The top right hand corner, as highlighted in Figure 1, tells you if you are logged in or not. Only one user can be logged in to your schools account at a time.

On the right hand side of the toolbar there are four buttons, Home, Logoff, Contact and Help.

Below is a description of each button.

Home

When you click the Home button, you will be brought back to the schoolfinance.ie homepage.

Logoff

When you are finished using schoolfinance.ie, you must logout of your account. To do this, click the Logoff button.

Contact

To view the contact details of schoolfinance.ie, click the Contact button.

Help

If you need help using schoolfinance.ie, click the Help button to open the User Guide.

Register with schoolfinance.ie

To start experiencing the benefits of schoolfinance.ie you must register your school. To do this you click on the **Register** button in the green toolbar.

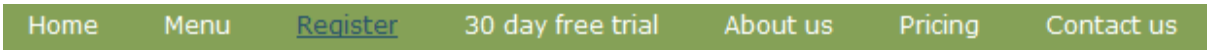


Figure 2 Register button which has been selected

Once you have clicked on **Register**, the following page will appear:

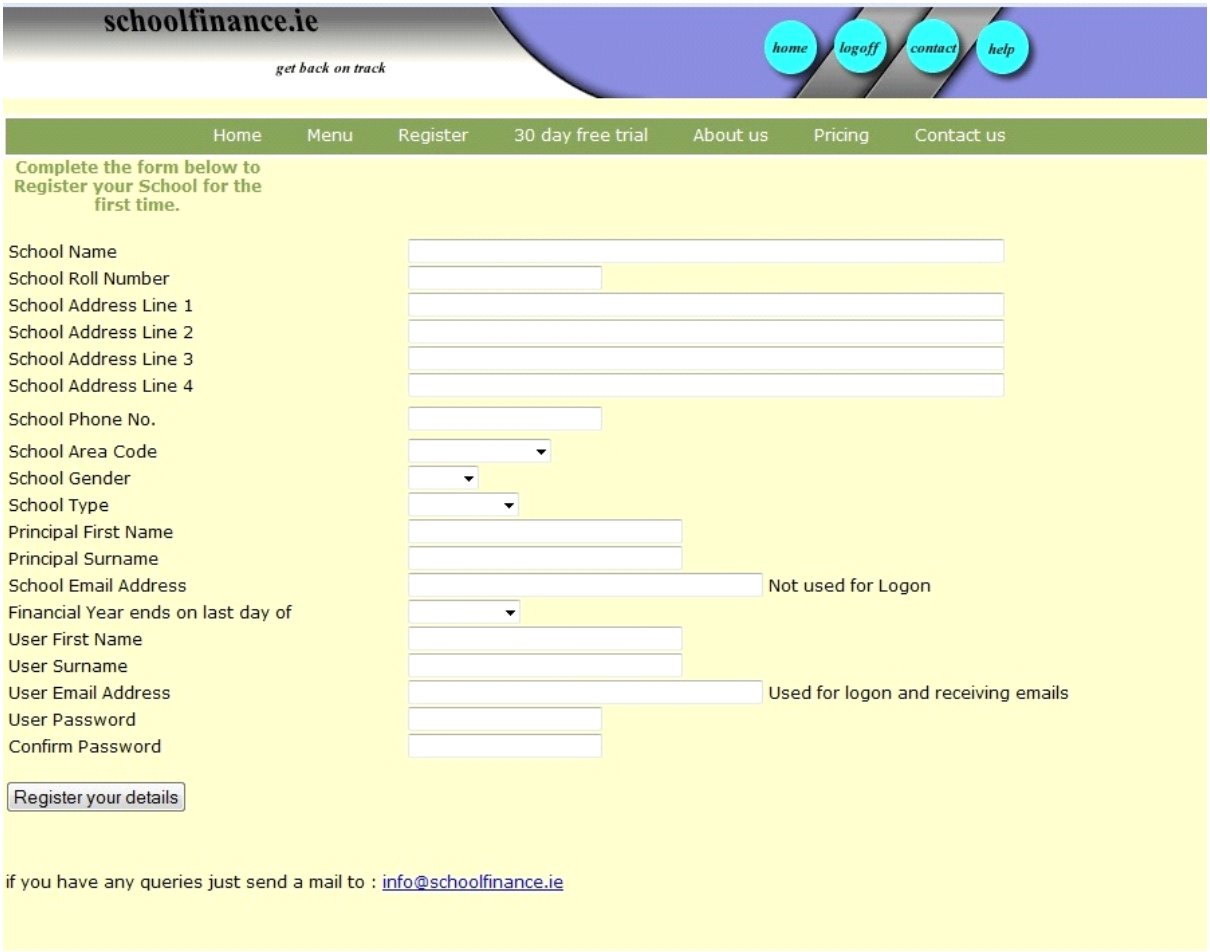


Figure 3 Register your school page

Fill in your schools details and click Register your details. A welcome email will be sent to the user email address you provided. Your school is now registered with schoolfinance.ie. You can now start to enjoy the benefits of being a registered member of schoolfinance.ie and change the way your school manages its finances.

Once you complete the registration process, you will have to login.

Login

To login to your schools account on schoolfinance.ie, fill in your user name and your password in the login section on the right hand side of the homepage. Your user name is the **user email address** you entered when registering your school and your password is the one created by you during the registration process.

Figure 4 Example Login

Click Sign in to login to your schools account.

When you are logged in, you will be automatically brought to the **Menu** screen.

If you have forgotten the password you chose when registering, you can click Forgot Password. This will bring you to a screen where you can enter your user email address, as shown in Figure 5.

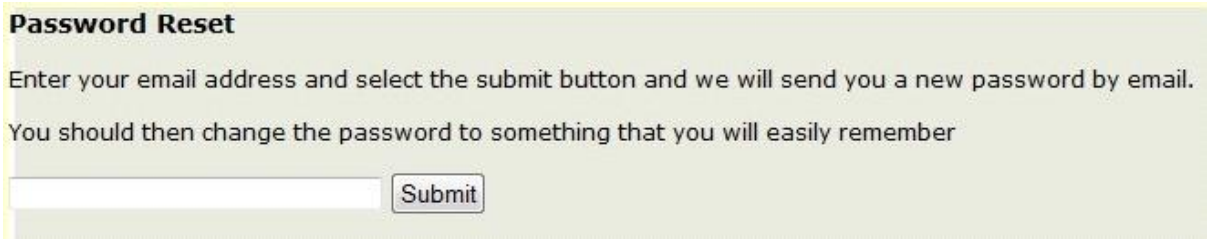


Figure 5 Password Reset screen

Enter your user email address, and click the Submit button.

A new password will be sent to your user email address.

You can change this password by selecting **Change Password**, in the **Setup Menu**. The **Setup Menu** can be found on the right hand side of the **Menu**.

Menu

The **Menu** button is located in the green toolbar on the homepage, as highlighted below in Figure 6.

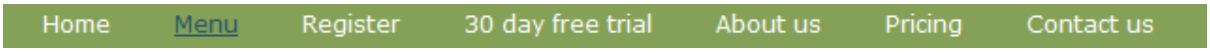


Figure 6 Toolbar with the selected Menu Button

When you click the **Menu** button, you will be brought to the following page:

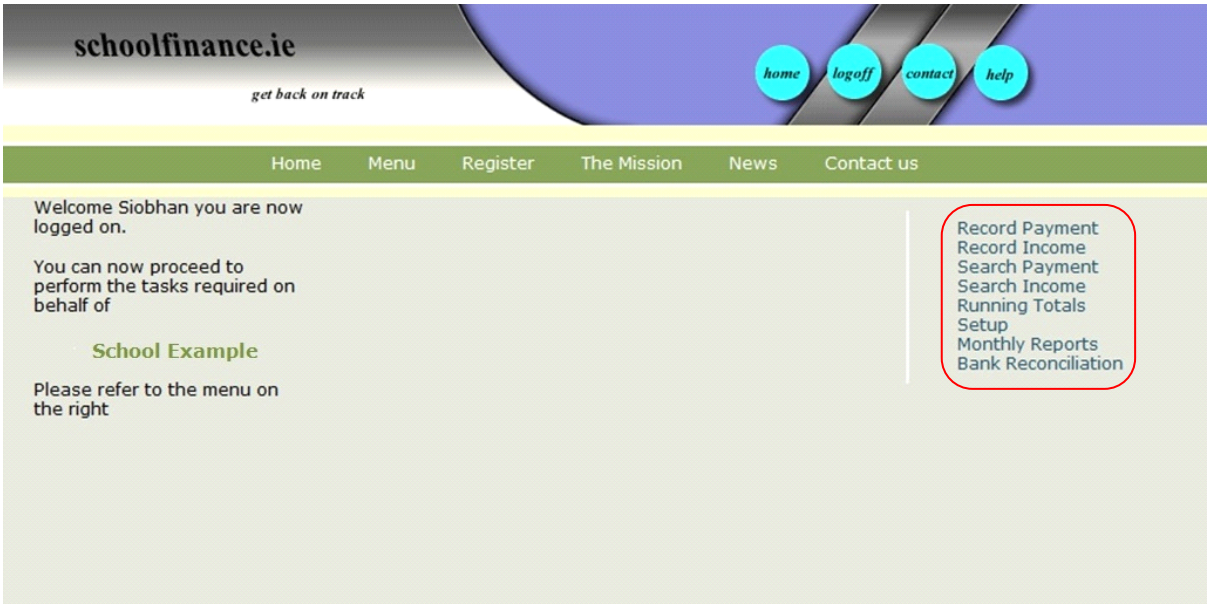


Figure 7 Menu page with highlighted menu on the right hand side

On the right hand side of the Menu page is a list of options, highlighted in Figure 7. These are as follows:

1) Record Payment
2) Record Income
3) Search Payment
4) Search Income
5) Running Totals
6) Setup
7) Monthly Reports
8) Bank Reconciliation

Record Payment

The **Record Payment** option allows you to easily record the details of any payment made.

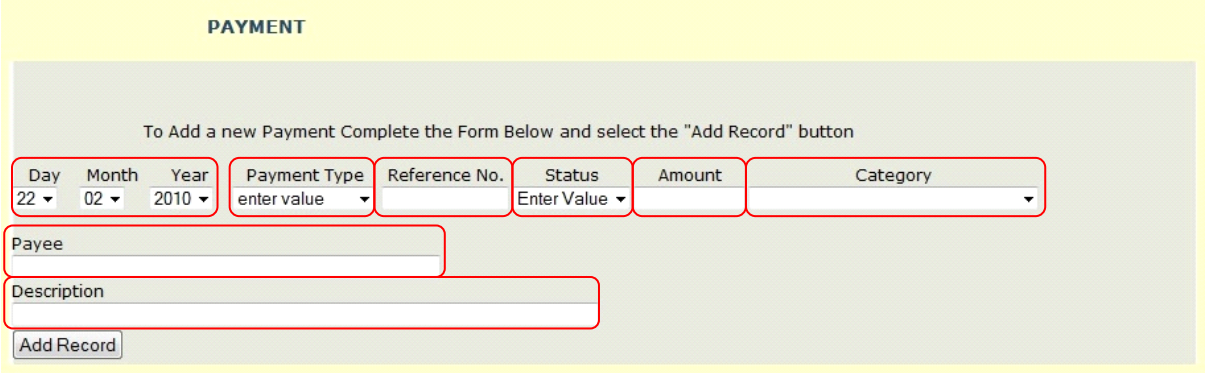


Figure 8 Record Payment with highlighted fields

Figure 8 shows the page where you can record your payments.

A description of the highlighted sections in Figure 8 is provided below.

Day, Month, Year

The date is automatically set to today's date. The day, month and year can all be changed. To change the date, just click the arrow beside the day, month and year. A drop down menu will appear, and you can select a different day, month and year by clicking on your preference.

Payment Type

You can select the method that was used to make a payment. Click on the arrow to see the drop down menu. Click on either Cheque, Visa, Laser, Cash or Online Transfer to select the Payment Type.

Reference Number

If a payment was made by Cheque, you can record the Cheque number in the Reference Number field. This field can be left blank if there is no Reference Number.

Status

The Status of a payment is selected by clicking the arrow to view the drop down menu. You can choose from Outstanding, Cashed, Paid or Cancelled by clicking on the required status.

Amount

This is where you can type in the amount of the payment. You do not need to insert the Euro symbol here, but do include decimal places.

Category

To select the category relating to the payment, click the arrow to see the drop down menu, and click on the category required. A category must be selected; otherwise your payment entry will not appear in **Running Totals** or **Monthly Reports**.

Payee

If the name of the Payee is known, you can type it in here. If a Cheque payment is being recorded, enter the Payee exactly as shown on the Cheque.

Description

If you wish, you can include a short description relating to the payment. This field can be left blank if you choose.

When you have filled in the details relating to a payment, click the Add Record button. The record of the payment made is now saved and can be viewed at the top of the **Payment viewing table**, located at the bottom of the **Record Payment** page, as shown in Figure 9. The payment section, Figure 8, is reset once Add Record has been clicked. You can record another payment if you wish, and each time Add Record is clicked, your payment will be saved as shown in Figure 9.

Action	Date	Payment Type	Reference No.	Status	Payee	Amount	Category
[EDIT]	13/09/2009	Visa	None	Outstanding	CARETAKING SUPPLIES	€100.00	Caretaker/Secretary
[EDIT]	30/09/2009	Cheque		Cashed	SUNDRY ACCOUNT	€200.00	Sundry
[EDIT]	08/10/2009	Cheque		Cashed	STAFFROOM ITEMS	€87.00	StaffroomExpenses
[EDIT]	08/11/2009	Cheque		Cashed	WASTE COLLECTION	€65.00	Waste Charges
[EDIT]	08/10/2009	Laser		Paid	WASTE COLLECTION	€65.00	Waste Charges
[EDIT]	16/12/2009	Online Transf		Paid	BANK	€100.00	Bank Charges& Prof
[EDIT]	05/09/2009	Online Transf		Paid	INSURANCE CO.	€375.00	Insurance
[EDIT]	11/10/2009	Visa		Paid	ESB	€750.00	Electricity
[EDIT]	12/11/2009	Cash		Paid	ADVERTISING	€50.00	Advertising & Intervie
[EDIT]	16/12/2009	Cheque		Paid	REPAIR COMPANY	€300.00	Maintenance & Rep

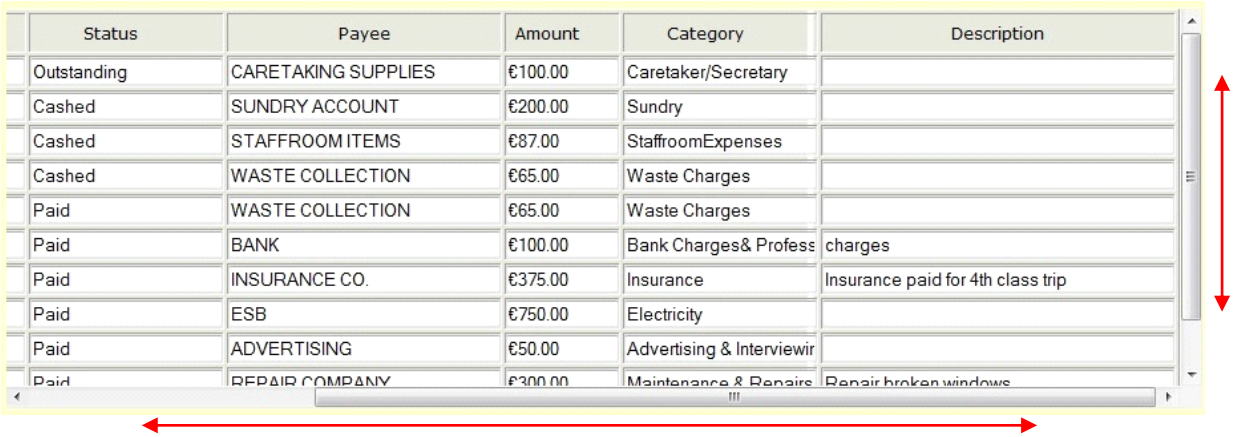
Figure 9 Payment viewing table with example recorded payments

Figure 9 shows an example of Recorded Payments. When you record a payment and click Add Record the payment is saved. The 11 most recent recorded payments can be viewed in the **Payment viewing table** at the end of the **Record Payment** page.

The records are stored in the order that they were recorded, so they may not necessarily be in date of payment order.

Move the scroll bar to the right to view other details about the payment.

You can view more recorded payments by using the **Search Payment** facility.



Status	Payee	Amount	Category	Description
Outstanding	CARETAKING SUPPLIES	€100.00	Caretaker/Secretary	
Cashed	SUNDRY ACCOUNT	€200.00	Sundry	
Cashed	STAFFROOM ITEMS	€87.00	StaffroomExpenses	
Cashed	WASTE COLLECTION	€65.00	Waste Charges	
Paid	WASTE COLLECTION	€65.00	Waste Charges	
Paid	BANK	€100.00	Bank Charges& Profess	charges
Paid	INSURANCE CO.	€375.00	Insurance	Insurance paid for 4th class trip
Paid	ESB	€750.00	Electricity	
Paid	ADVERTISING	€50.00	Advertising & Interviewir	
Paid	REPAIR COMPANY	€300.00	Maintenance & Repairs	Repair broken windows

Figure 10 Scroll bar moved to the right to view more details

Edit a Payment

If you wish to edit a payment, click the [EDIT] button on the left hand side of the payment record. The following screen will appear:

Figure 11 Edit Payment Screen

The number in *Transaction Ref* is a reference number. This cannot be changed.

You can edit any of the fields, and when finished click Update Record. Your payment will be updated and saved.

Record Income

Click **Record Income** to be brought to the page where you can record income.

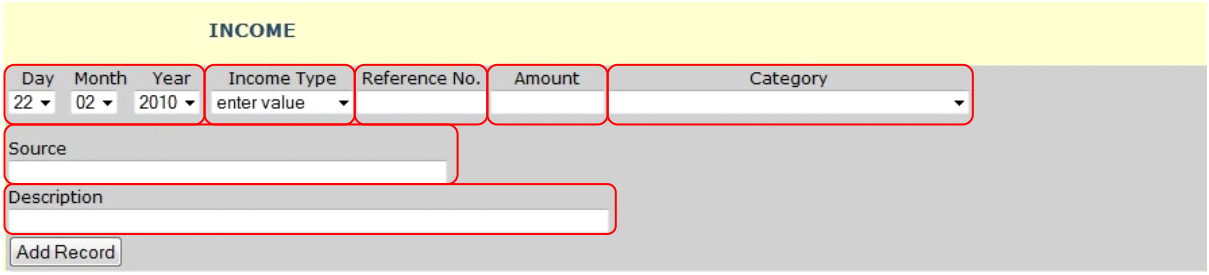


Figure 12 Record Income with highlighted areas

To make a record of income received, fill in the fields highlighted in Figure 12. A description of each of the highlighted fields is included below.

Day, Month, Year

The day, month and year is automatically set to today's date. You can change the date by clicking on the arrow beside the day, month and year, and selecting the required date by clicking it.

Income Type

Select the method in which income was received by clicking on the arrow to view the drop down menu. You can choose from Cash Lodge, Cheque Lodge and Credit Transfer. Click on the Income Type to select it.

Reference No.

You can insert a reference number if available.

Amount

Insert the amount of income received. The Euro symbol does not have to be included here, but include decimal places.

Category

Click the arrow to reveal the drop down menu. Select the category the income belongs to by clicking the category name. A category must be selected; otherwise your recorded income will not be included in **Running Totals** or **Monthly Reports**.

Source

The source of the income can be included here.

Description

A description of the income can be typed here.

When all the fields are completed, click the Add Record button. Your record of income will be saved and can be viewed at the top of the **Income viewing table**, which is located at the end of the **Record Income** page, as shown in Figure 13. When the Add Record button is clicked, the **Record Income** section, shown in Figure 12, will be reset. Another income can be recorded. Each time an income is recorded and the Add Record button is pressed, the record of income will be added to the **Income viewing table**.

Action	Transaction No.	Date	Income Type	Reference No.	Source	Amount	Category
[EDIT]	12	02/09/2009	Cheque Lodg	96565	DES	€2,000.00	DES STANDARDIS
[EDIT]	11	15/12/2009	Cheque Lodg	356930	DEPARTMENT OF EDUCATION AND SCIE	€1,500.00	DES SUPERVISION
[EDIT]	10	04/09/2009	Cheque Lodg		CAPITATION	€6,500.00	CAPITATION
[EDIT]	9	23/02/2010	Cheque Lodg		DEPARTMENT OF EDUCATION AND SCIE	€670.00	DES NN GRANT
[EDIT]	8	29/01/2010	Credit Transfe		DES	€2,400.00	DES LS GRANT
[EDIT]	7	12/01/2010	Cash Lodge		FUND RAISER	€700.00	FUND ACCOUNT
[EDIT]	6	17/09/2009	Credit Transfe		DEPARTMENT OF EDUCATION AND SCIE	€400.00	DES LIBRARY
[EDIT]	5	20/11/2010	Cheque Lodg	348715	PETTY CASH	€1,000.00	CAPITATION
[EDIT]	4	12/10/2009	Cheque Lodg	837465	DES	€1,000.00	DES SCIENCE GRA

Figure 13 Income viewing table with example recorded Incomes

Figure 13 shows your 11 most recent records of income.

The Income Records are stored in the order they were recorded, so they may not necessarily be in date of income received order.

To view more details move the scrollbar to the right. To view more saved records move the scrollbar down.

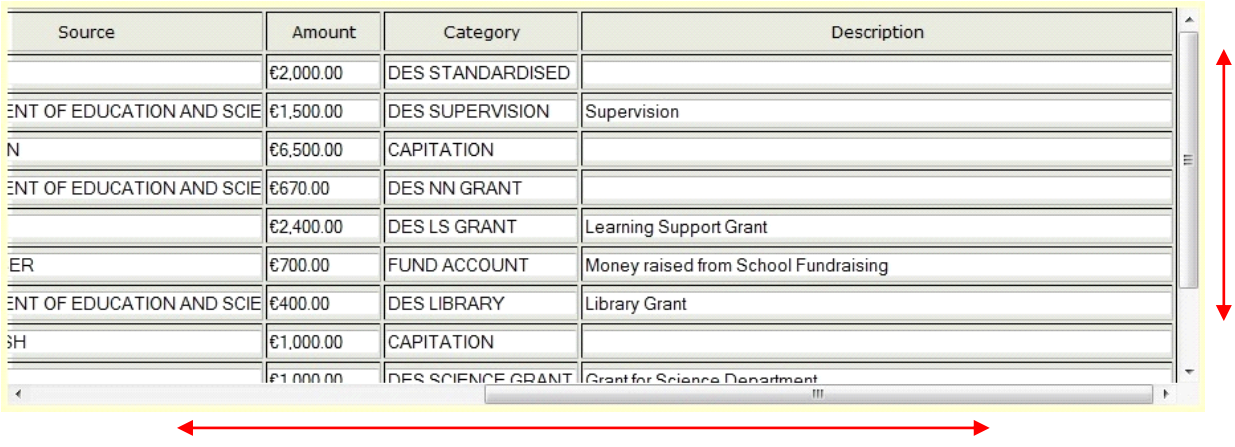


Figure 14 To view more details move the scrollbar

Edit an Income

If a recorded income needs to be edited, click on the [EDIT] button, located on the left hand side of the income record. Figure 16 shows the page that will appear when the [EDIT] button is pressed.

Figure 15 Edit Income

Transaction Ref is a reference number for the transaction entry. This number cannot be edited.

When the changes have been made, click on Update Record. The updated record will now be saved and can be viewed at the top of the **Income viewing table**, located at the bottom of the **Record Income** page.

Search Payment

The **Search Payment** feature allows you to search for payments which have been recorded. When you select **Search Payment** in the **Menu**, you will be brought to the following page:

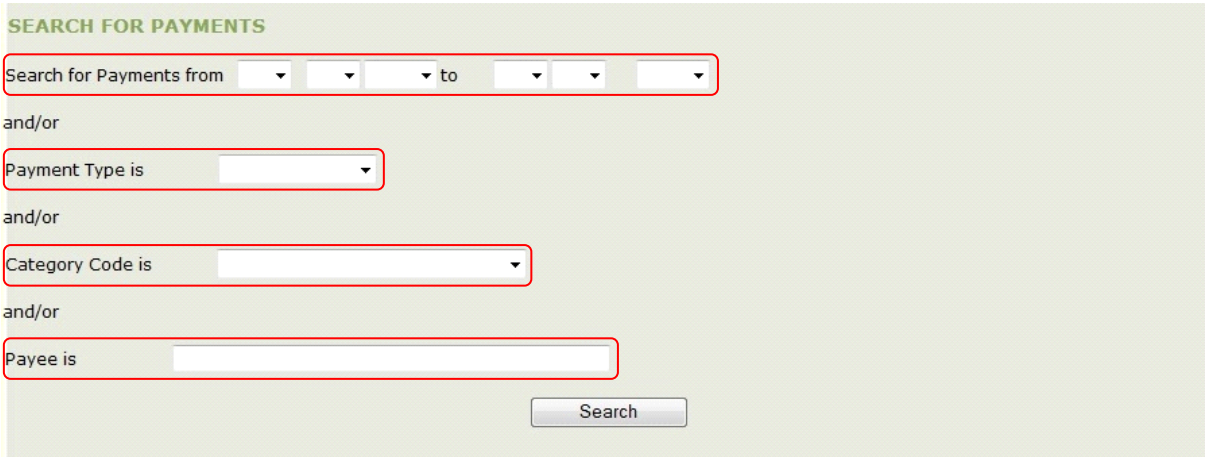


Figure 16 Search for Payments

If you do not fill in any of the fields highlighted in Figure 16, and click the Search button, all Payment records will be returned.

Alternatively, you can fill in all of the fields or some of the fields highlighted above in Figure 16, and click the Search button to submit your search.

Below is a description of the highlighted sections in Figure 16.

1) **Date payments were made**

   You can search for payments made between two dates. Use the arrows to access the drop down menus. Select the day, month and year the payments were made from, and the day, month and year the payments were made to. The other fields can be filled in, although this is not necessary. Click the Search button to submit your search.

2) **The type of payment**

   Payments can be searched for based on their type. Click the arrow to view the drop down menu, and choose from Cheque, Visa, Laser, Cash or Online Transfer. The other fields can be filled in, although this is not necessary. Click the Search button to submit your search.

3) The Category the payment belongs to

To search for payments based on their category, click the arrow to reveal the drop down menu and select the correct category by clicking the category name. The other fields can be filled in, although this is not necessary. Click the Search button to submit your search.

4) The Payee

Enter the name of the Payee. The other fields can be filled in, although this is not necessary. Click the Search button to submit your search.

The more fields you fill out, the more refined your search will be.

Example: Payments Search

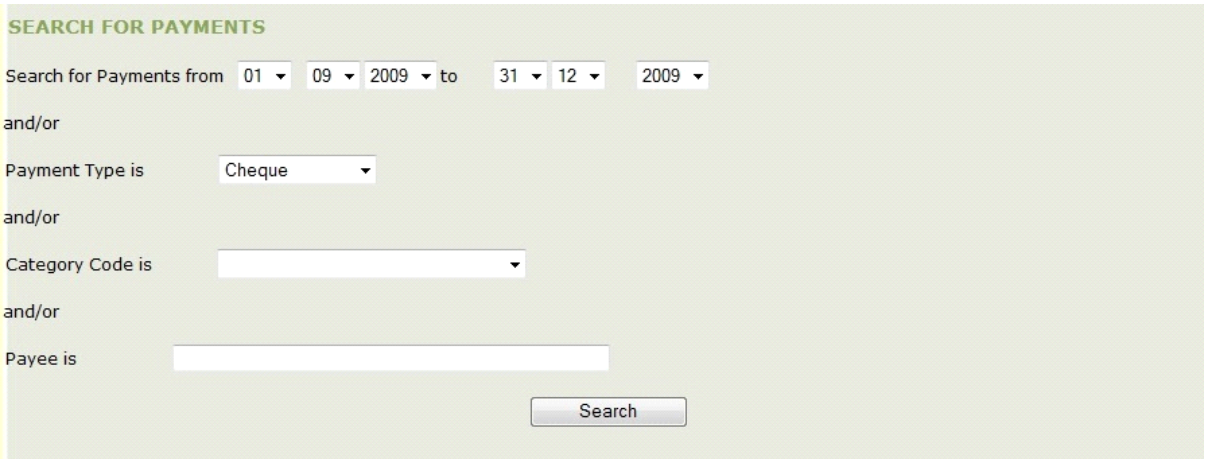


Figure 17 Search for Payments example

In this example, two pieces of information were known, the dates between which the payments were made, and the type of the payments. The Search button is clicked, and the search is submitted.

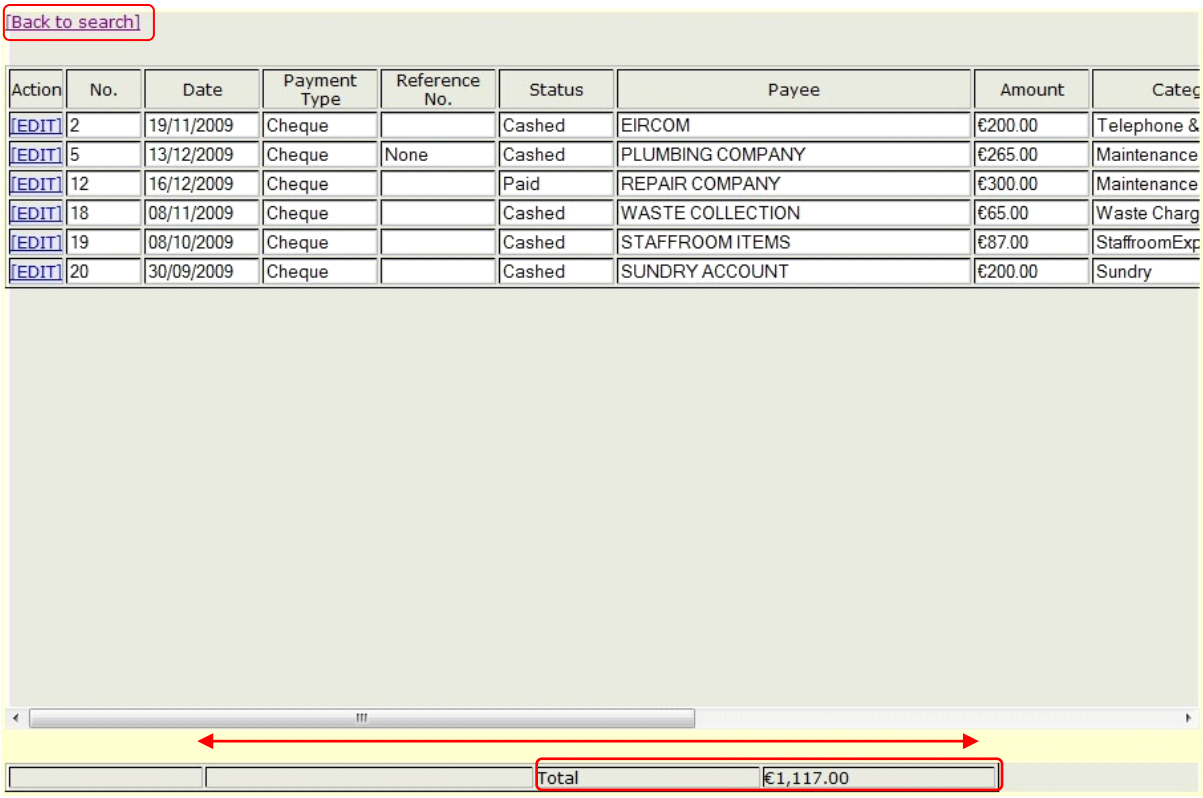


Figure 18 Results of Search Example

Figure 18 shows the results of the example search. We can see that six payments were made by Cheque between 01/09/2009 and 31/12/2009. If we move the scrollbar at the bottom to the right we can view the rest of the information for each payment. At the end of the search results, is the total figure for the payments, which is highlighted above.

To edit a payment, click on the [EDIT] button, on the left hand side of the payment record. When the [EDIT] button is selected, you will be brought to the edit payment screen. For more information on how to edit a recorded payment, see the Edit Payment section of **Record Payment**.

In the top left hand corner of the search results page is a link to [Back to search]. If this link is clicked you will be brought back to the **Search Payment** page, where the details of the last search have been saved. If in the above example the [Back to search] link was clicked, we would be brought back to the page as shown in Figure 17.

Search Income

If you need to search for recorded incomes, you can use the **Search Income** feature. This feature allows you to quickly search for incomes.

When you click the **Search Income** link, you will be brought to the following page.

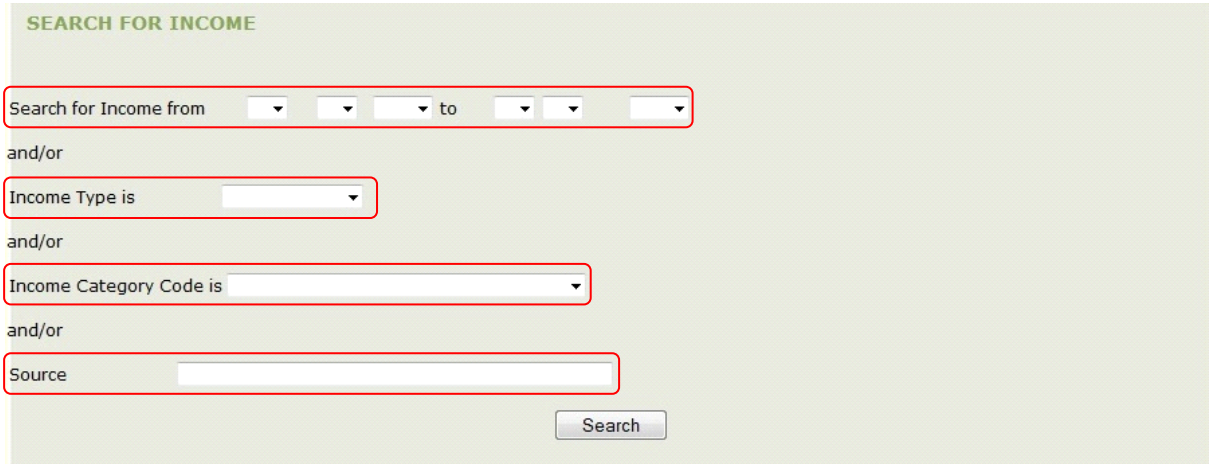


Figure 19 Search for Income page

If you want to view all Income records, do not fill out any of the fields, just click the Search button.

Alternatively you can fill out all or some of the fields that are highlighted in Figure 19. Note that the more fields you fill out, the more refined your search will be.

Below are the fields that can be filled out:

1) **Date**

   You can search for an income if the dates between which it was made are known. Use the arrows to view the drop down menus, and fill in the dates that the income was received between. If known, the other fields can be filled out. To submit the search, click the Search button.

2) **Income Type**

   An income can be searched for if the type of the income is known. Click the arrow to access the drop down menu. Choose between Cash Lodge, Cheque Lodge or Credit Transfer. If known, the other fields can be filled out. To submit the search, click the Search button.

3) **Income Category Code**

   If the income category is known, click the arrow to view the drop down menu. Select the correct category by clicking on the category name. If known, the other fields can be filled out. To submit the search, click the Search button.

4) Source

To search for an income by its source, type in the source of the income. If known, the other fields can be filled out. To submit the search, click the Search button.

Example: Income Search

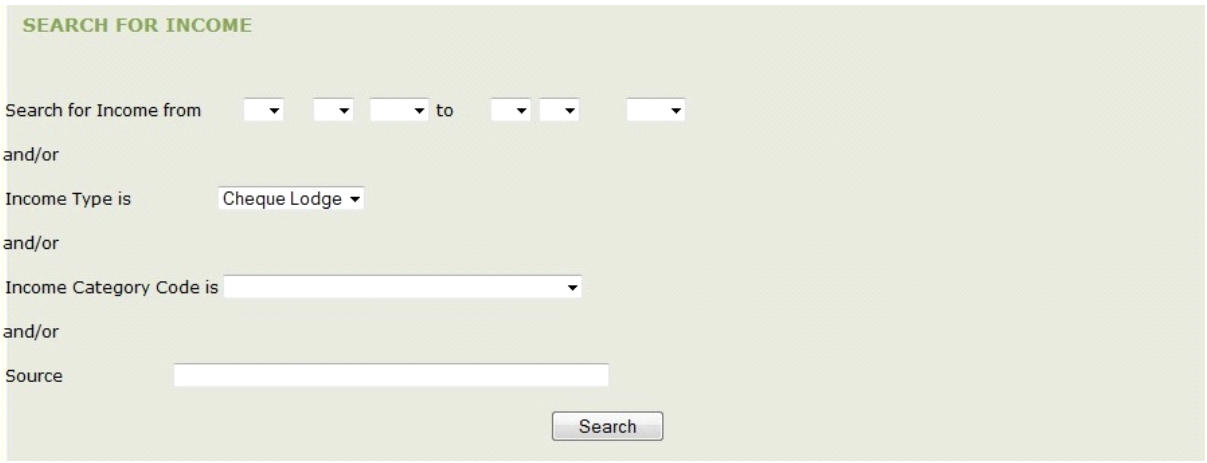


Figure 20 Search for Income Example

In this example, only one piece of information is known, the Income Type. To submit the search, the Search button is pressed.

When the search is submitted, a new page with the search results will automatically appear.

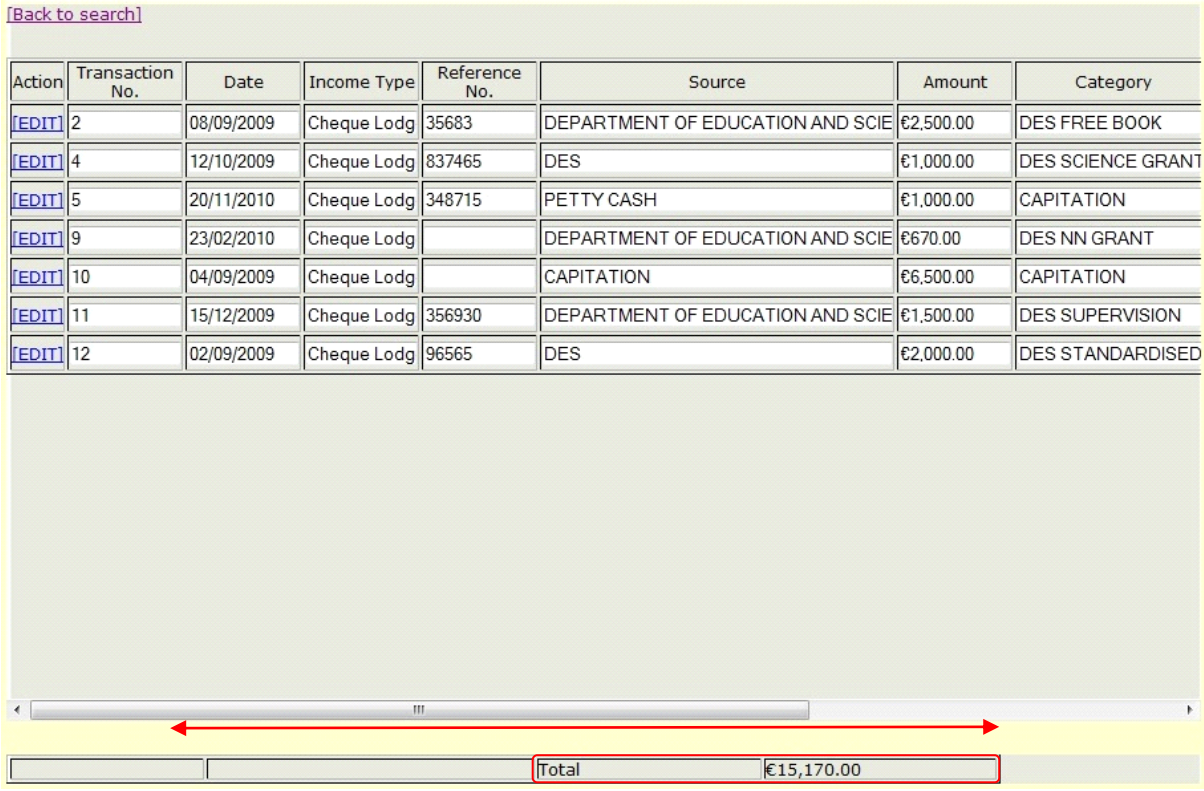


Figure 21 Search results for example search

The results from the example search are shown in Figure 21. There were seven recorded incomes received by Cheque. To view more details, move the scrollbar to the right.

If an income record has to be edited, click on the [EDIT] button on the left hand side of the income record. You will be brought to the **Update Record** screen. For more details on how to edit a record, see the Edit Income section of **Record Income**.

At the end of the search results page is the total about of income received in Cheque form. This is highlighted in Figure 21.

In the top left hand corner there is a link to [Back to search]. If this link is clicked, you will be brought back to the search page, where the search information has been saved. In this example, we would be brought back to the page as shown in Figure 20.

Running Totals

The **Running Totals** feature gives you a clear view of how much money was spent and received for each Main Category between a specific time period. **Running Totals** will also tell you the Current Balance for each Main Category. At the end of **Running Totals** you can see the overall totals for your selected time period.

To view your schools Running Totals, select the **Running Totals** link from the Menu.

Figure 22 Running Totals screen

The Running Totals screen will appear, as shown in Figure 22.

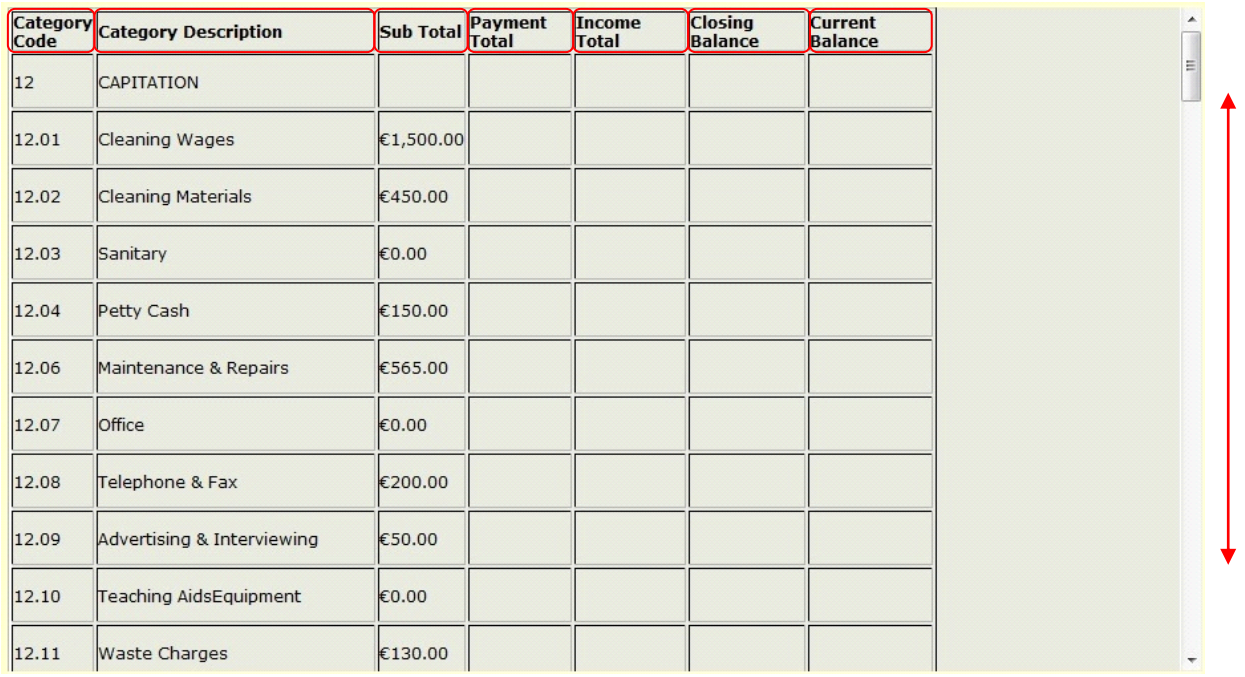
The *From* date is automatically set to the first day of your schools financial year.

The *To* date is automatically set to today's date.

You can change the year of the *From* date by selecting the arrow to view the drop down menu, and clicking on the date required

The *To* date can be changed by selecting the arrow to view the drop down menu and clicking the day, month and year required.

When you have selected the dates for your Running Totals search, click the Search button.



Category Code	Category Description	Sub Total	Payment Total	Income Total	Closing Balance	Current Balance
12	CAPITATION					
12.01	Cleaning Wages	€1,500.00				
12.02	Cleaning Materials	€450.00				
12.03	Sanitary	€0.00				
12.04	Petty Cash	€150.00				
12.06	Maintenance & Repairs	€565.00				
12.07	Office	€0.00				
12.08	Telephone & Fax	€200.00				
12.09	Advertising & Interviewing	€50.00				
12.10	Teaching AidsEquipment	€0.00				
12.11	Waste Charges	€130.00				

Figure 23 Running Totals search result

Figure 23 shows the screen that will appear when your Running Totals search is submitted. To view more Categories, move the scrollbar down.

A description of the highlighted column headings is provided below.

Category Code

The Category Code is a code that has been pre-assigned to a Main Category and to the Sub Categories.

Category Description

A description of the Main Categories and Sub Categories will be found in this column. You will notice that Main Categories have been given all Capital Letters.

Sub Total

The Sub Total column shows the sub total for each of the Sub Categories.

Payment Total

The total for all payments for a category can be found at the end of each category list, as shown in Figure 24.

Income Total

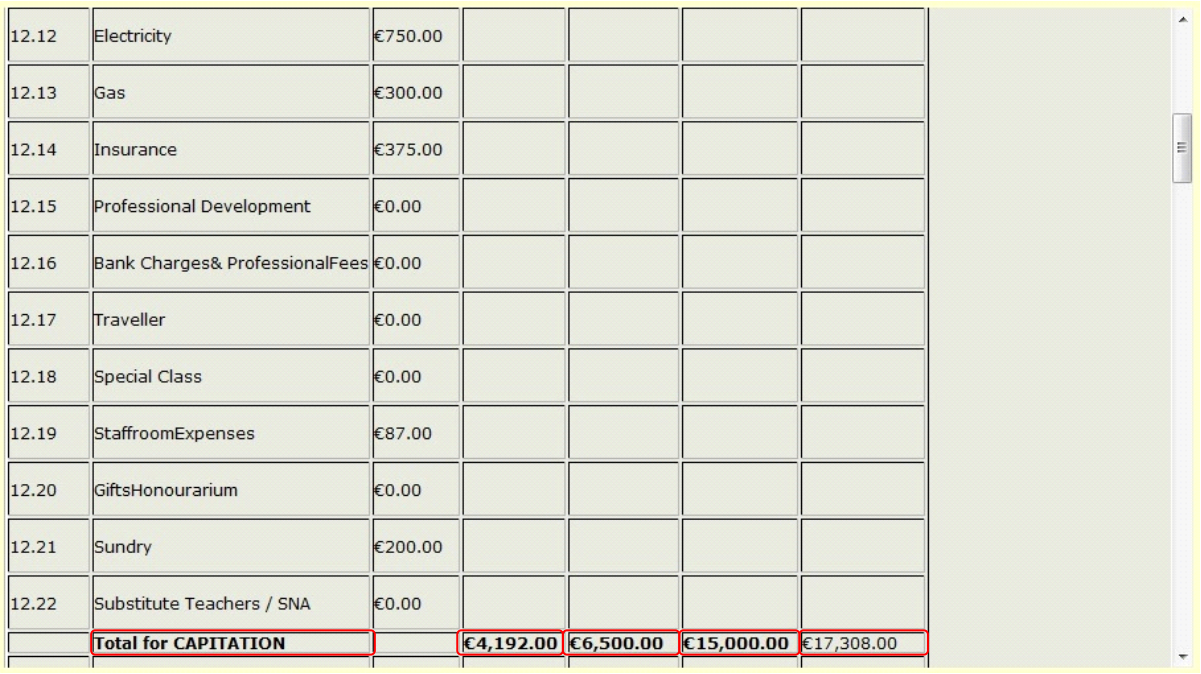
The Income Total for a category can be found at the end of each category list, as shown in Figure 24.

Closing Balance

Any Closing Balance that was carried over for a category is found at the end of each category list, as shown in Figure 24.

Current Balance

The Current Balance for each category is shown at the end of each category list, as shown in Figure 24.



12.12	Electricity	€750.00				
12.13	Gas	€300.00				
12.14	Insurance	€375.00				
12.15	Professional Development	€0.00				
12.16	Bank Charges& ProfessionalFees	€0.00				
12.17	Traveller	€0.00				
12.18	Special Class	€0.00				
12.19	StaffroomExpenses	€87.00				
12.20	GiftsHonourarium	€0.00				
12.21	Sundry	€200.00				
12.22	Substitute Teachers / SNA	€0.00				
	Total for CAPITATION		**€4,192.00**	**€6,500.00**	**€15,000.00**	€17,308.00

Figure 24 Example totals for the CAPITATION Category

In this example, the total for the CAPITATION Category, is as follows:

Payment Total came to: €4,192.00

Income Total came to: €6,500.00

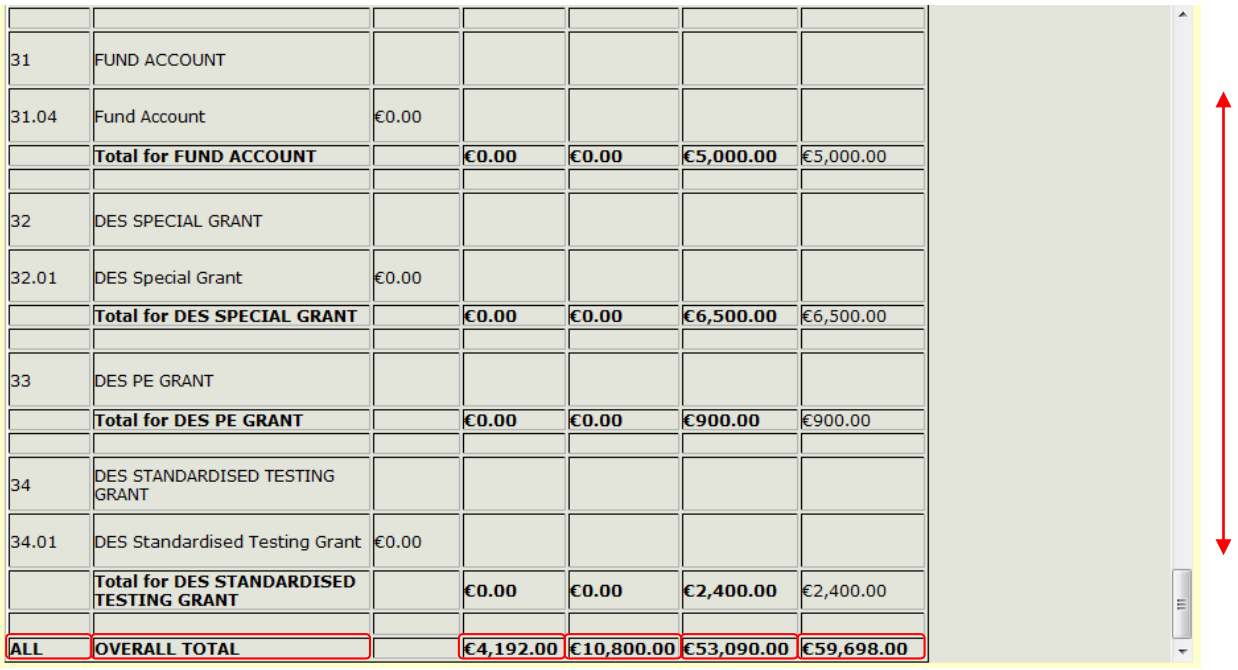
Closing Balance was: €15,000.00

Current Balance is: €17,308.00

The **Closing Balance** in this example for CAPITATION was €15,000.00. This figure was entered in the **Setup Closing Balances** section. Every Closing Balance figure in the **Running Totals** has come from the submitted figures in **Setup Closing Balances**, for each specific time period. For more information on setting up your schools closing balances see **Setup Closing Balances.**

Continue to scroll down to view all the other Main Categories, their Sub Categories and their totals.

The overall totals for the selected time period can be found at the end of the **Running Totals** screen. Figure 25 shows an example of the overall totals.



31	FUND ACCOUNT					
31.04	Fund Account	€0.00				
	Total for FUND ACCOUNT		**€0.00**	**€0.00**	**€5,000.00**	€5,000.00
32	DES SPECIAL GRANT					
32.01	DES Special Grant	€0.00				
	Total for DES SPECIAL GRANT		**€0.00**	**€0.00**	**€6,500.00**	€6,500.00
33	DES PE GRANT					
	Total for DES PE GRANT		**€0.00**	**€0.00**	**€900.00**	€900.00
34	DES STANDARDISED TESTING GRANT					
34.01	DES Standardised Testing Grant	€0.00				
	Total for DES STANDARDISED TESTING GRANT		**€0.00**	**€0.00**	**€2,400.00**	€2,400.00
ALL	**OVERALL TOTAL**		**€4,192.00**	**€10,800.00**	**€53,090.00**	**€59,698.00**

Figure 25 Scroll down to the end of Running Totals **to view the overall totals**

In this example, the OVERALL TOTAL is as follows:

Payment total came to: €4,192.00

Income Total came to: €10,800.00

Closing Balance came to: €53,090.00

Current Balance came to: €59,698.00

Setup

Clicking on **Setup** will reveal a list of options that will allow you to tailor your account on schoolfinance.ie to suit your own needs.

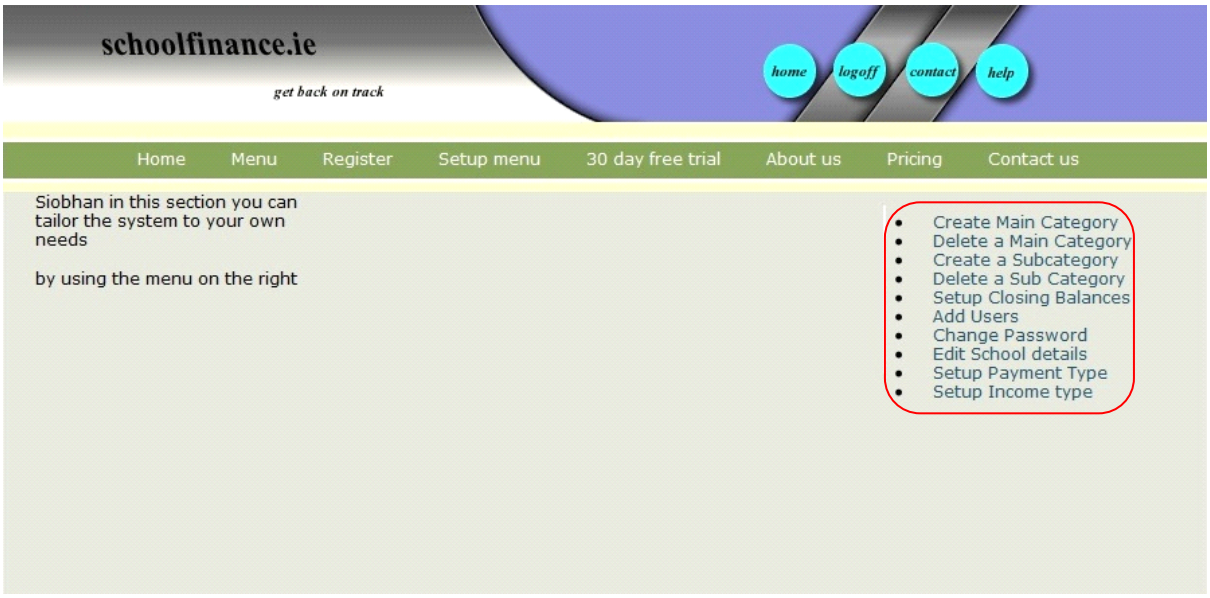


Figure 26 Setup section with the menu highlighted

Notice that when you are in the **Setup** screen, a **Setup menu** button has appeared in the green toolbar.

Figure 27 Setup menu button now in toolbar

If you are using one of the features of **Setup**, and you wish to go back to the Setup menu, instead of clicking **Menu** in the toolbar, and **Setup** on the right hand side, you can select **Setup Menu** as shown in Figure 27. This will bring you back to the **Setup** screen, as shown in Figure 26.

On the right hand side of the **Setup** screen there is a menu, which is highlighted in Figure 26.

From this menu, you can do the following:

1) Create Main Category
2) Delete a Main Category
3) Create a Subcategory
4) Delete a Sub Category
5) Setup Closing Balances
6) Add Users
7) Change Password
8) Edit School details

Create Main Category

When **Create Main Category** is selected from the **Setup** menu, you will be brought to the **Create a New Main Category** screen.

Figure 28 Create a New Main Category

From here you can create a New Main Category by typing in the name of the new category in the text field which is highlighted in Figure 28. Click the Submit button so save your new category.

Below is an Example of creating a new category called *Example Category*.

Example: Creating a New Main Category

Figure 29 New Example Category

When you click the Submit button, you will receive confirmation that your new category has been successfully created, shown in Figure 30.

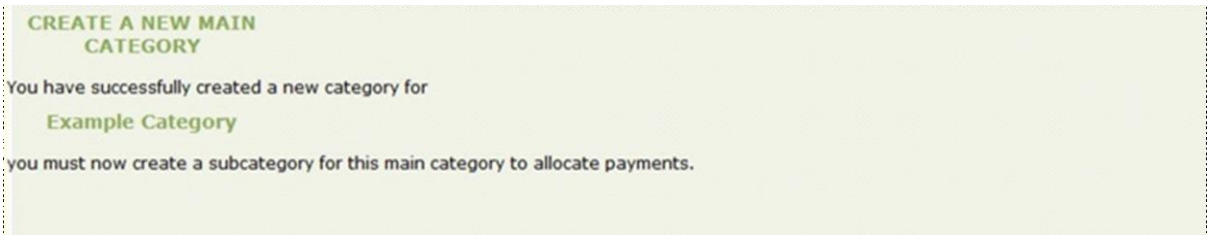


Figure 30 Confirmation of successfully creating a new category

A Subcategory must now be created for your New Main Category. If no Subcategory is created, the New Main category you created will not work. For more information on creating a new Subcategory, see the **Create a Subcategory** section.

Delete a Main Category

Select **Delete Main Category** to be brought to the **Delete a Main Category** screen**.**

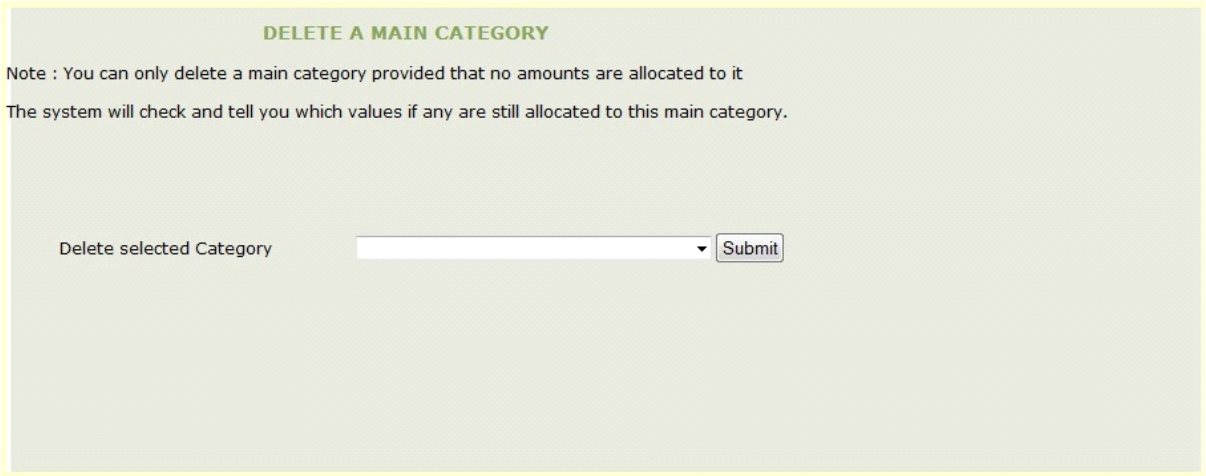


Figure 31 Delete a Main Category screen

To delete a main category, you must first ensure that there are no amounts allocated to the category you intend to delete.

To select the category for deletion, click the arrow to view the drop down menu. The drop down menu contains a list of all the Main Categories. To select the category you wish to delete, click it. Click the Submit button.

Below are two examples. The first shows what happens when a category with amounts allocated to it is submitted for deletion. The second shows a category with no amounts allocated to it being deleted.

Example 1: Category with amounts allocated

In this example, the category to be deleted is the DES FREE BOOK category.

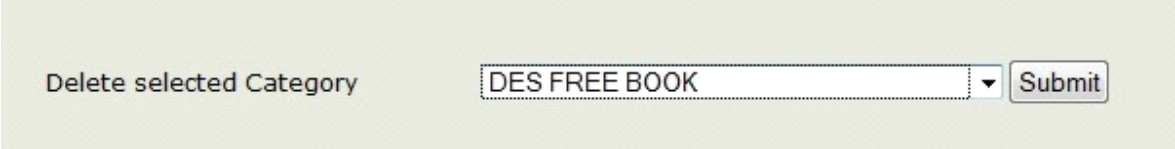


Figure 32 Deleting a category with amounts still allocated example

Click the Submit button to submit this category for deletion.

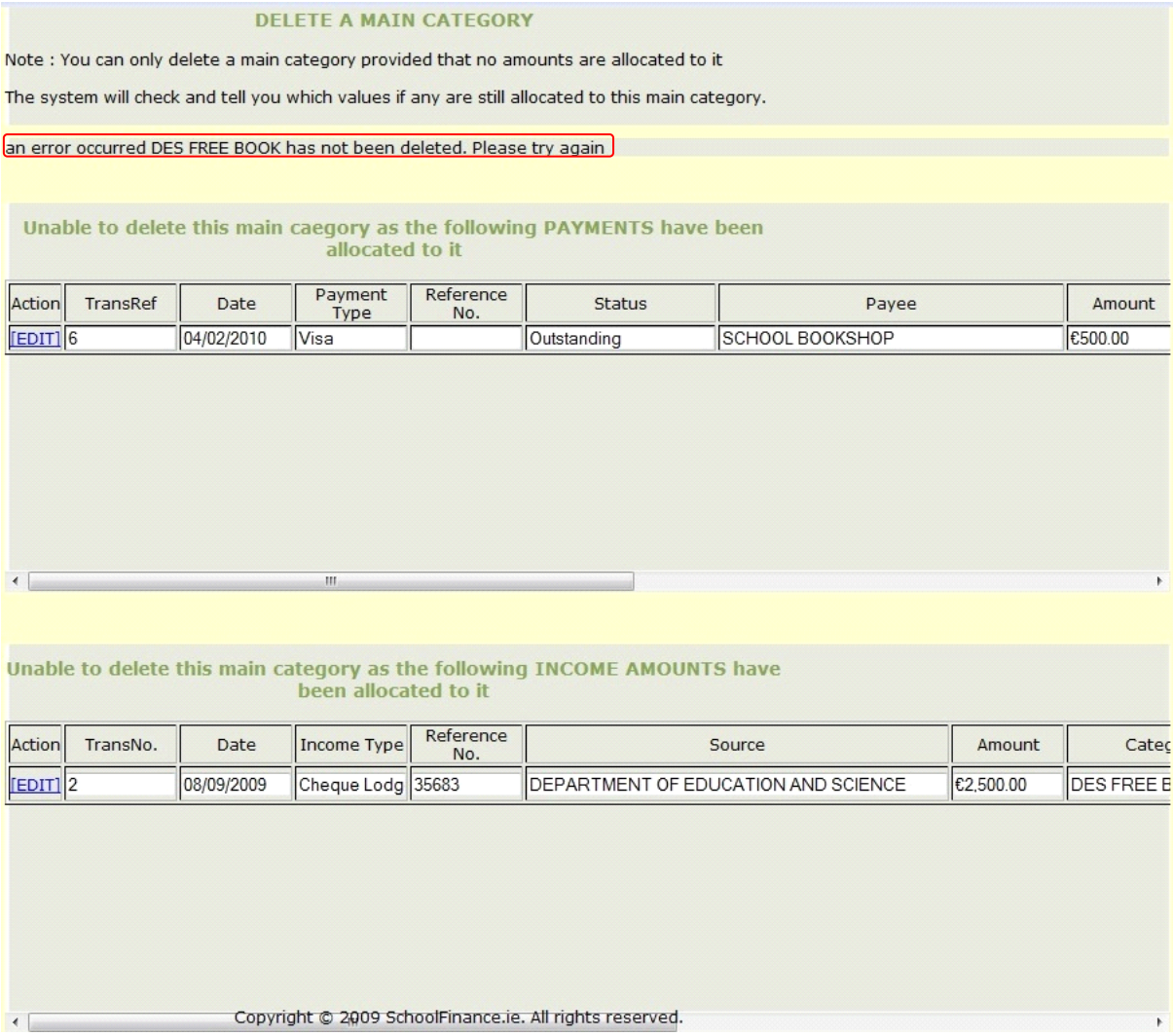


Figure 33 Unable to delete a main category example

Amounts had been allocated to the category **DES Free Book**. As a result, we are unable to delete the category. As seen in Figure 33, we are alerted to the fact the **DES Free Book** was not deleted, as highlighted.

We are also shown which payment and income records are associated with the **DES Free Book** category.

The allocated amounts can be edited by clicking [EDIT] on the left hand side of the record. For more information on editing a record see the **Edit a Payment** and **Edit an Income** sections.

Example 2: Category with no amounts allocated

In this example, we will delete a category that has no amounts allocated to it. The category we will delete is the **Example Category**

Figure 34 Example category to be deleted with no amounts allocated

Click the Submit button to delete the category.

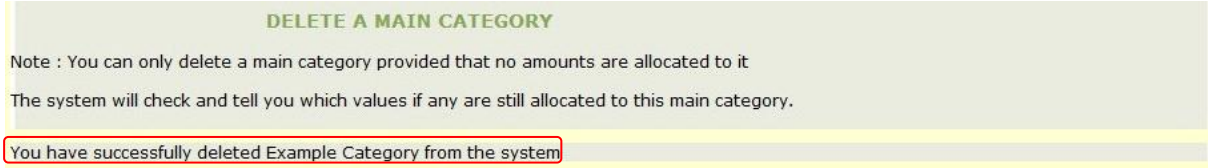


Figure 35 Successfully deleted category

As there were no allocated amounts in this category, it was deleted successfully, as highlighted in Figure 35.

Create a Subcategory

When a new main category has been created, you will receive confirmation that the new category was created successfully as shown below.

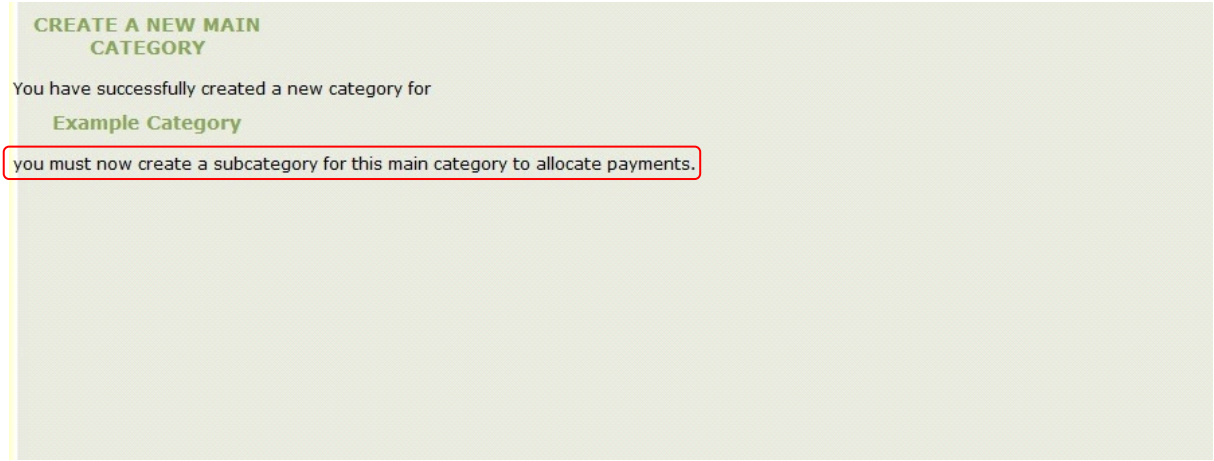


Figure 36 Confirmation of successfully creating a main category

The next step is to create a subcategory for the Main Category, as highlighted in Figure 36.

To do this, select **Create a Subcategory**, from the **Setup** menu.

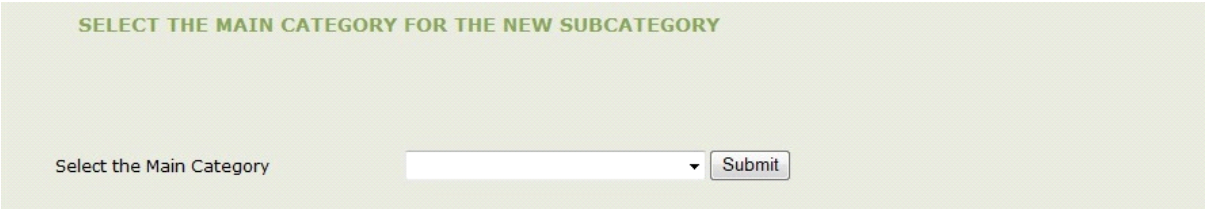


Figure 37 Create a subcategory screen

Below is an example of adding a Subcategory to a Main category. The Main category used in this example is **DES MINOR WORKS**.

Example: Creating a Sub Category

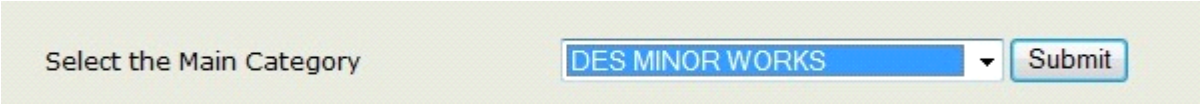


Figure 38 Selected main category example

Select the Main Category you want the Sub Category to belong to. To do this, click on the arrow to view the contents of the drop down menu and click on the Main Category to select it. Click the Submit button to submit the Main Category as shown in Figure 38.

When you click Submit, you will be brought to the following page:

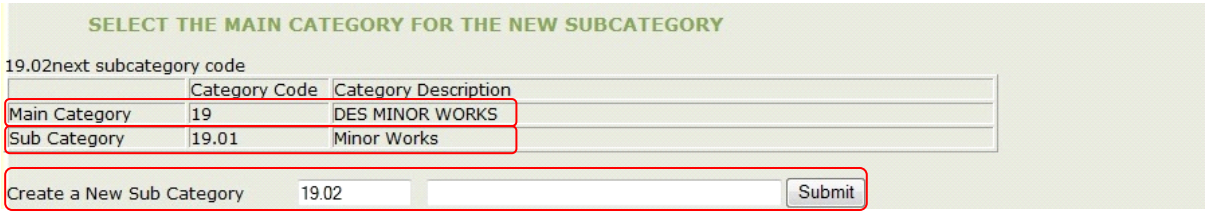


Figure 39 Create a new sub category screen

From the **Create a New Sub Category** screen, as shown in Figure 39, we can see the Main Category that was selected, in this case **DES MINOR WORKS**. The Category code refers to the number of the main category.

We can also see that there is one Sub Category of **DES MINOR WORKS**, and that is called **MINOR WORKS**. The category code for the subcategory in this example is 19.01. The 19 refers to the code of the Main Category. The .01 tells us that this is the first Sub Category.

To create a new Sub Category, fill in the text field as highlighted at the end of Figure 39. The 19.02 tells us that the new Sub Category will belong to the Main Category code 19, and will be the second sub category.

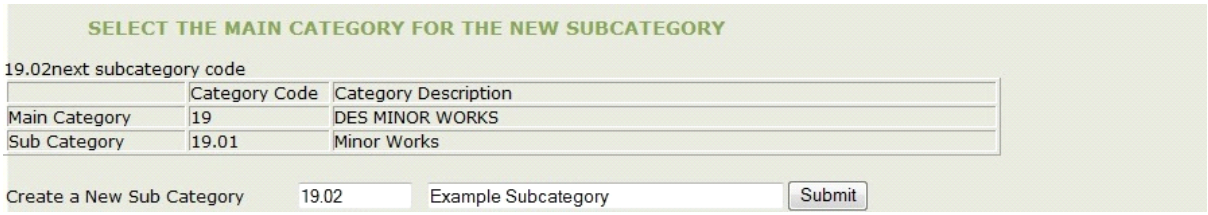


Figure 40 New Subcategory to submit

When the name of the new sub category has been typed in, click the Submit button.

You will receive confirmation that the new sub category was successfully created, as shown in Figure 41.

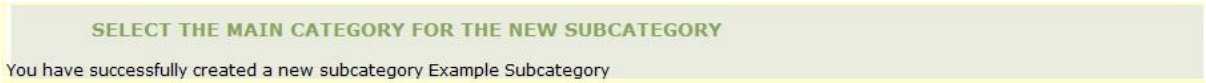


Figure 41 Sub category confirmation

Delete a Sub Category

Sub Categories can be deleted provided that there are no amounts allocated to the sub category.

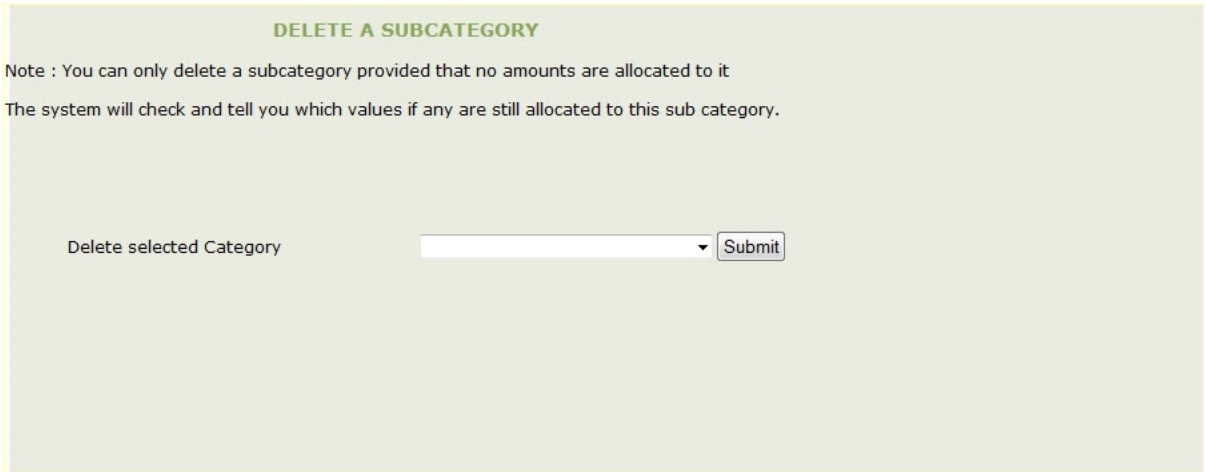


Figure 42 Delete a Sub Category page

To delete a Sub Category, select the **Delete a Sub Category** link. The **Delete a Sub Category** page will appear, shown in Figure 42.

Click the arrow to access the drop down menu. Select the Sub Category you wish to delete by clicking on the Sub Category. Click the Submit button to delete the Sub Category.

If there is a payment allocated to the Sub Category, it cannot be deleted.

Below are two examples. The first example shows a Sub Category with an amount allocated to it, the second shows a Sub Category with no amounts allocated.

Example 1: Sub Category with amount allocated

In this example we will try to delete the Sub Category **Insurance.**

Figure 43 Delete a sub category with allocated amounts example

The Sub Category to be deleted was selected using the drop down menu. Click the Submit button to submit your selection.

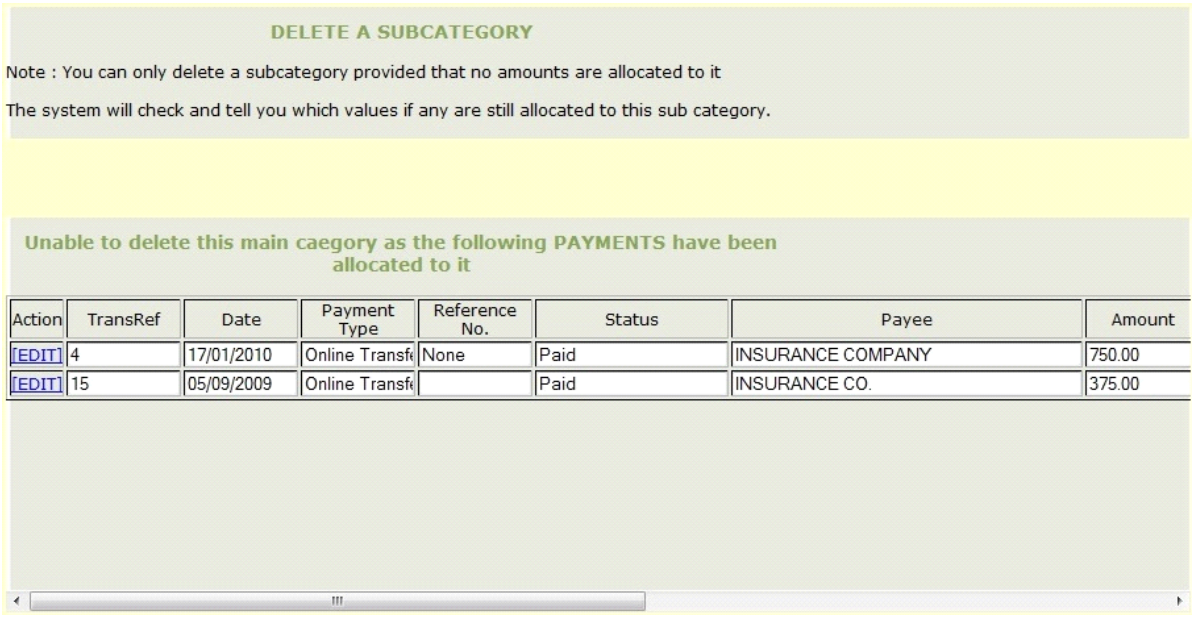


Figure 44 Cannot delete sub category example

There were two amounts allocated to the Sub Category **Insurance.** As a result, the Sub Category is unable to be deleted, as seen in Figure 44.

To view more details about the payments, move the scrollbar to the right.

If you need to edit any of the allocated amounts, you can do so by clicking the [EDIT] button located on the left hand side of the recorded amount. For more information on editing a recorded payment and a recorded income, see the **Edit a Payment** and **Edit an Income** sections.

Example 2: Delete a Sub Category with no amount allocated

In this example, we will delete **DES PE Grant** Subcategory.

Figure 45 Selected sub category with no amount allocated

To select the Sub Category, click on the arrow to access the drop down menu, and click the Sub Category for deletion. To submit the Sub Category for deletion click the Submit button.

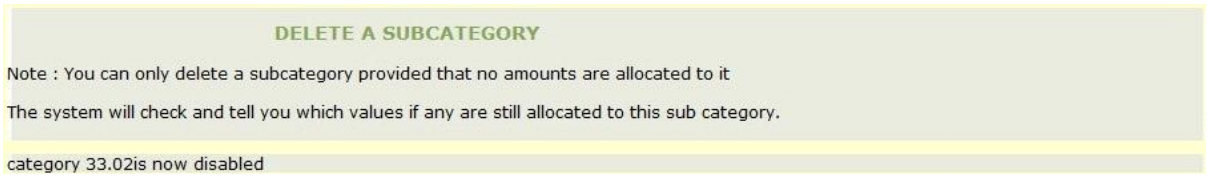


Figure 46 Successful deletion of a Sub Category

The Sub Category was successfully deleted as seen in Figure 46.

Setup Closing Balances

To set up your schools Closing Balances, select **Setup Closing Balances**, from the menu on the right hand side of **Setup Menu**. This will bring you to the **Setup Closing Balances** screen, as shown in Figure 47.

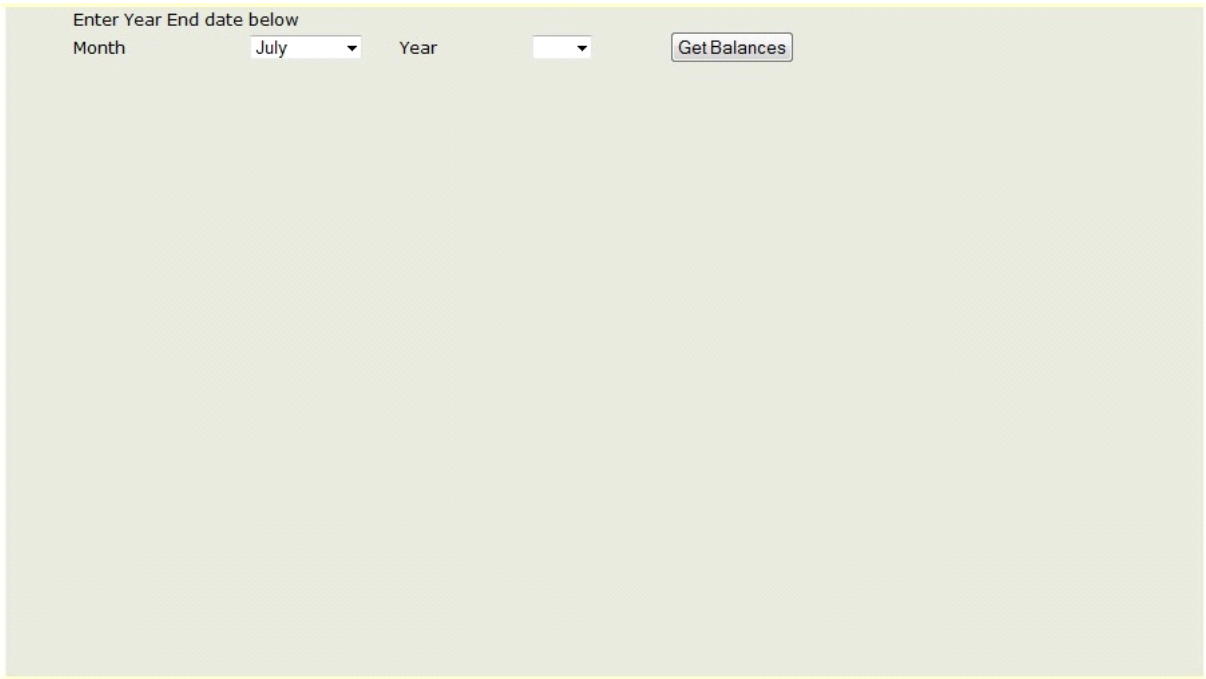


Figure 47 Setup Closing Balances screen

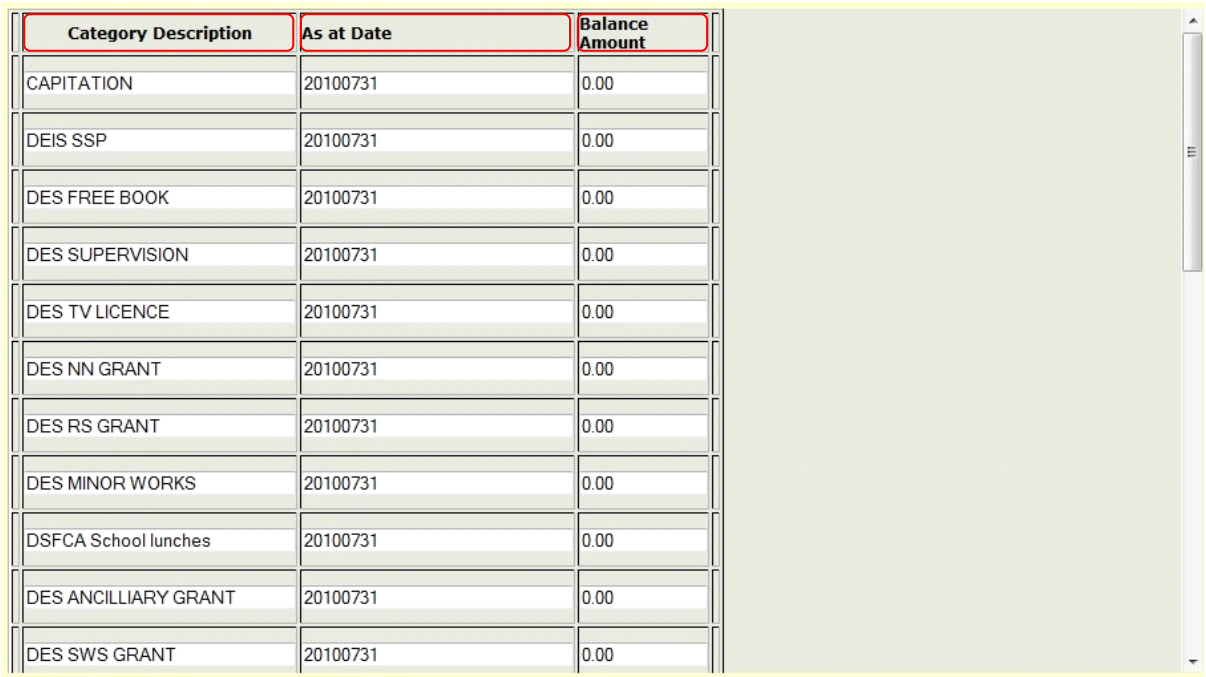
Enter your schools Year End date.

The *Month* is automatically set to the last month of your schools financial year, which was selected during the registration process.

If you want to change the Month, you can do so by clicking the arrow beside *Month,* to view the drop down menu. Click the required month to select it.

Click the arrow beside *Year* to view the drop down menu. Click the correct year to select it.

To submit your Year End date click Get Balances.



Category Description	As at Date	Balance Amount
CAPITATION	20100731	0.00
DEIS SSP	20100731	0.00
DES FREE BOOK	20100731	0.00
DES SUPERVISION	20100731	0.00
DES TV LICENCE	20100731	0.00
DES NN GRANT	20100731	0.00
DES RS GRANT	20100731	0.00
DES MINOR WORKS	20100731	0.00
DSFCA School lunches	20100731	0.00
DES ANCILLIARY GRANT	20100731	0.00
DES SWS GRANT	20100731	0.00

Figure 48 Year End Balance Sheet

Figure 48 shows the Year End Balance Sheet. Below is a description of the highlighted headings.

Category Description

The Main Category titles are listed under **Category Description.**

As at Date

This is the year end date you selected. It is in the format of Year, Month, and Date. In this example the last day of July 2010 was submitted, so the date is 20100731.

Balance Amount

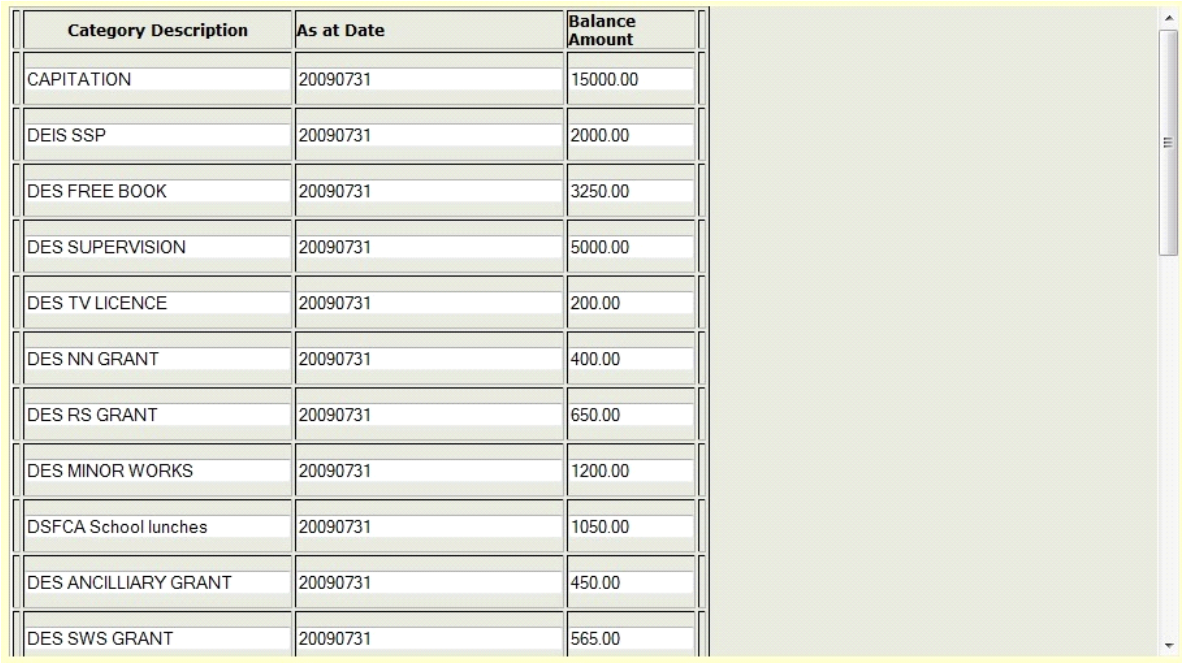
This column shows the balance for each of the Main Categories at the Year End date.

Enter in the Year End balance for each of the Categories. To do this, type in the balance for each Category in the Balance Amount column. You do not need to include the Euro symbol, but do include decimal places.

An example of this is shown in Figure 49 below.

Notice that the submitted Year End balances for each of your Main Categories, for a specific time period, are included in the **Running Totals** for the same time period**.** In the example shown below in Figure 49, the Year End balance of 15000.00 was entered for CAPITATION. In the **Running Totals** our **Closing Balance** for CAPITATION was €15,000.00.

Example: Setup Closing Balances



Category Description	As at Date	Balance Amount
CAPITATION	20090731	15000.00
DEIS SSP	20090731	2000.00
DES FREE BOOK	20090731	3250.00
DES SUPERVISION	20090731	5000.00
DES TV LICENCE	20090731	200.00
DES NN GRANT	20090731	400.00
DES RS GRANT	20090731	650.00
DES MINOR WORKS	20090731	1200.00
DSFCA School lunches	20090731	1050.00
DES ANCILLIARY GRANT	20090731	450.00
DES SWS GRANT	20090731	565.00

Figure 49 Inputted Balances

Figure 49 shows example Balance amounts which have been typed in for each Main Category.

Scroll down to the end of the screen to submit your Year End Balances, as shown in Figure 50.

REIMBURSABLE PAYMENTS	20090731	3000.00
FUND ACCOUNT	20090731	5000.00
DES SPECIAL GRANT	20090731	6500.00
DES PE GRANT	20090731	900.00
DES STANDARDISED TESTING	20090731	2400.00

Submit

Figure 50 Scrolldown to submit your balances

Click the Submit button to save your Year End balances.

Add Users

You can add other users to your schools account on schoolfinance.ie by clicking **Add Users** in the **Setup Menu**.

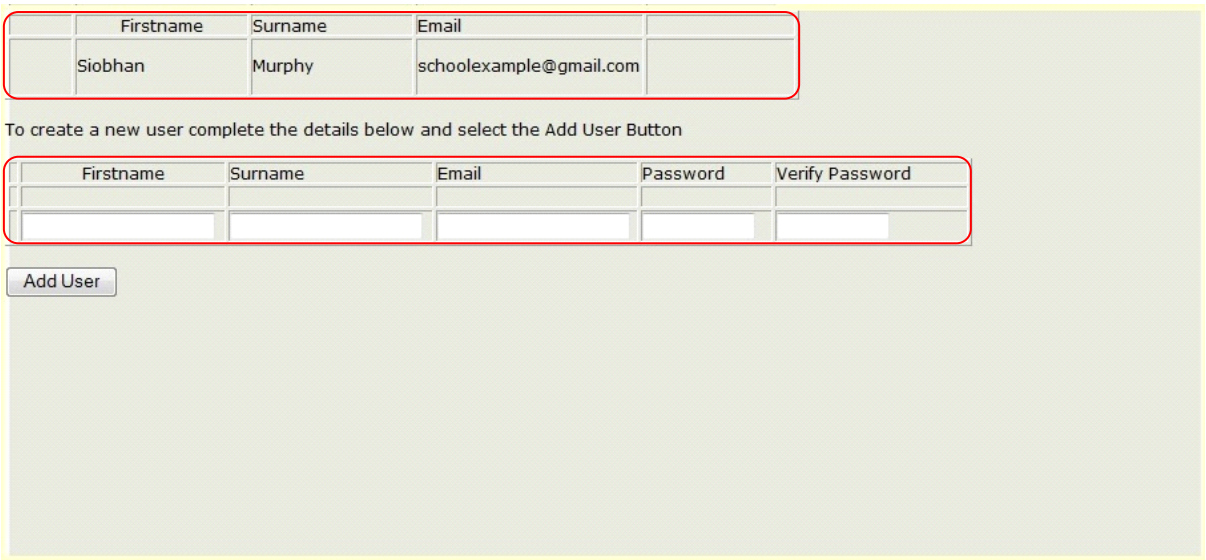


Figure 51 Add Users screen

The **Add Users** screen, as shown in Figure 51, will appear.

The name of the person who registered your school with schoolfinance.ie will be listed at the top of the **Add Users** screen, as will their user email address. This is the email address they use to Login.

To add another user, the details at the end of the **Add User** screen need to be completed.

The new user has to type in their First name and Surname, their email address, and their password. They need to type in their password twice, first in the *Password* field and then in the *Verify Password* field.

Their email address cannot be the same as any other user email address provided.

When their details are filled in, click the Add User button to save the new users' details.

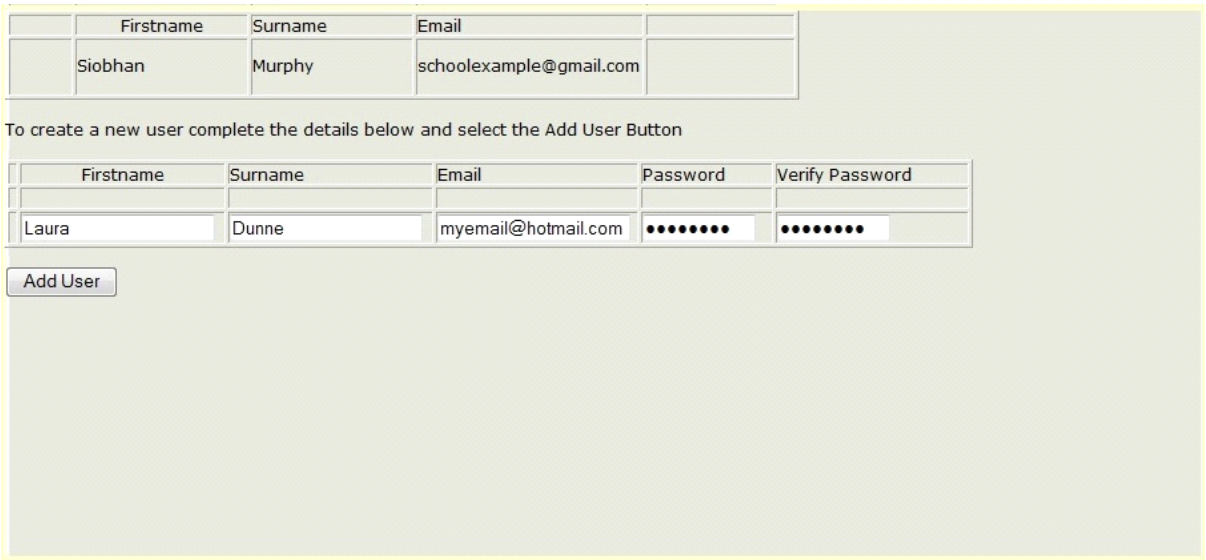


Figure 52 New users details filled in

Once the Add User button has been clicked, the new users' details will be saved. You will be brought back to the **Setup Menu** screen.

To see the new users' details, click **Add Users**, in the menu on the right hand side of the **Setup Menu** screen.

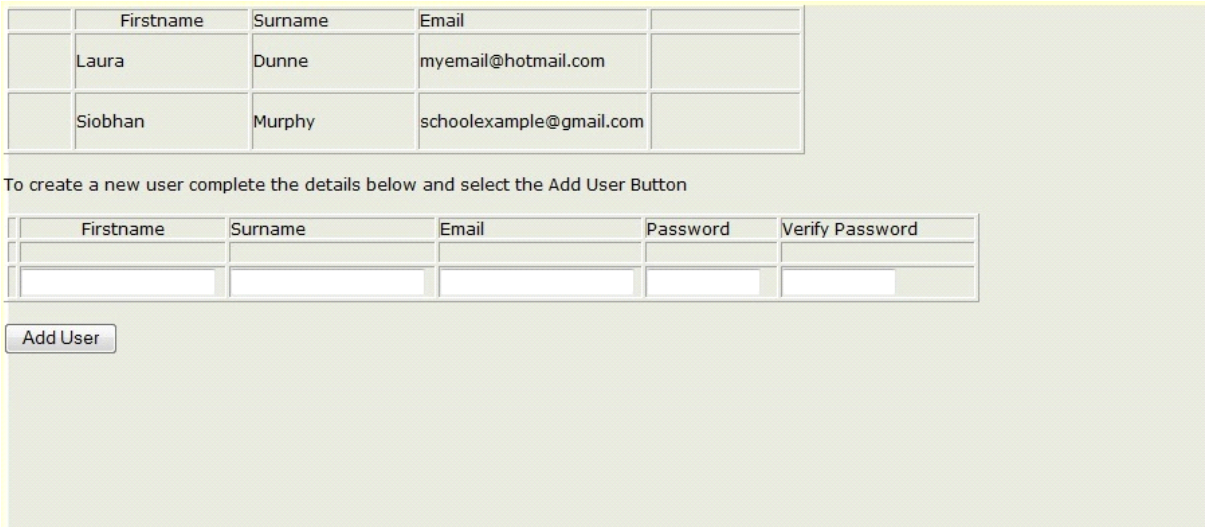


Figure 53 Add Users screen with new users details added

Figure 53 shows all the saved users' details. The details are saved in alphabetical order based on the email address.

New users do not receive an email with their user details, so choose a password that can be remembered easily. If a password is forgotten, it cannot be retrieved as passwords are encrypted on the system. A new password can be sent out to the **User email address** provided, by clicking on the **Forgotten Password** link, located under the **Login** section on the schoolfinance.ie Homepage.

Change Password

If you wish to change your password, click **Change Password** on the right hand side of the **Setup Menu**. This will bring you to the **Change Password** screen.

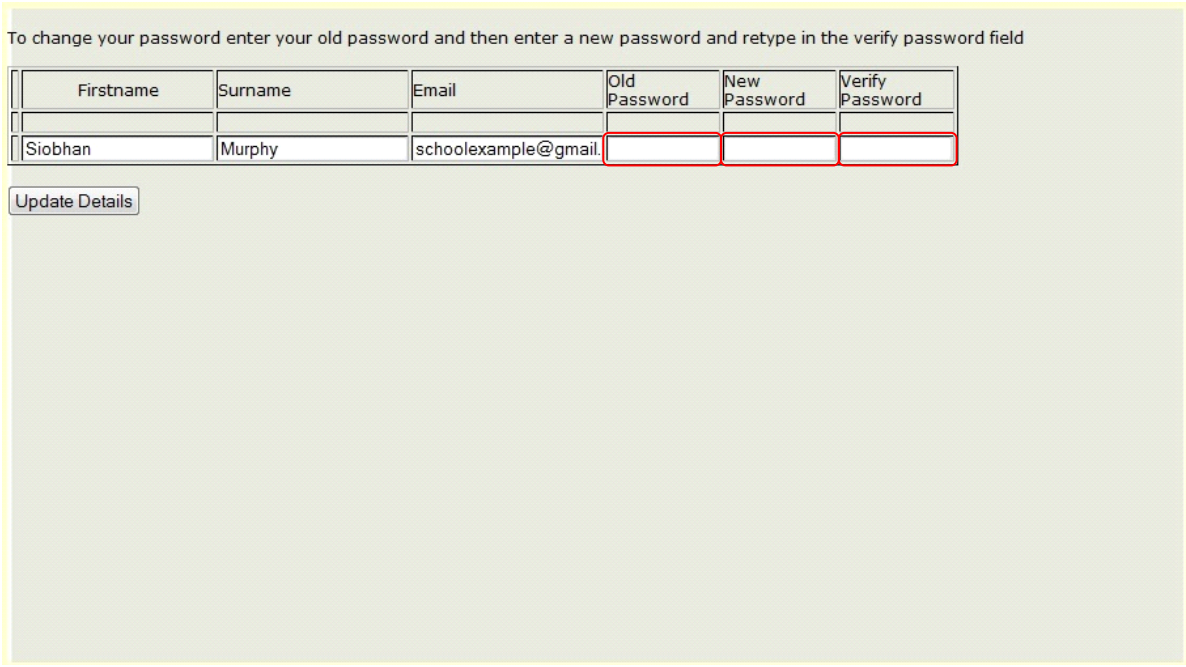


Figure 54 Change Password screen

To change your password, type in your current password into the *Old Password* field. Then type in your new password twice, first into the *New Password* field, and second into the *Verify password* field.

To save your new password click Update Details.

Below is an example of changing your password.

Example: Changing your password

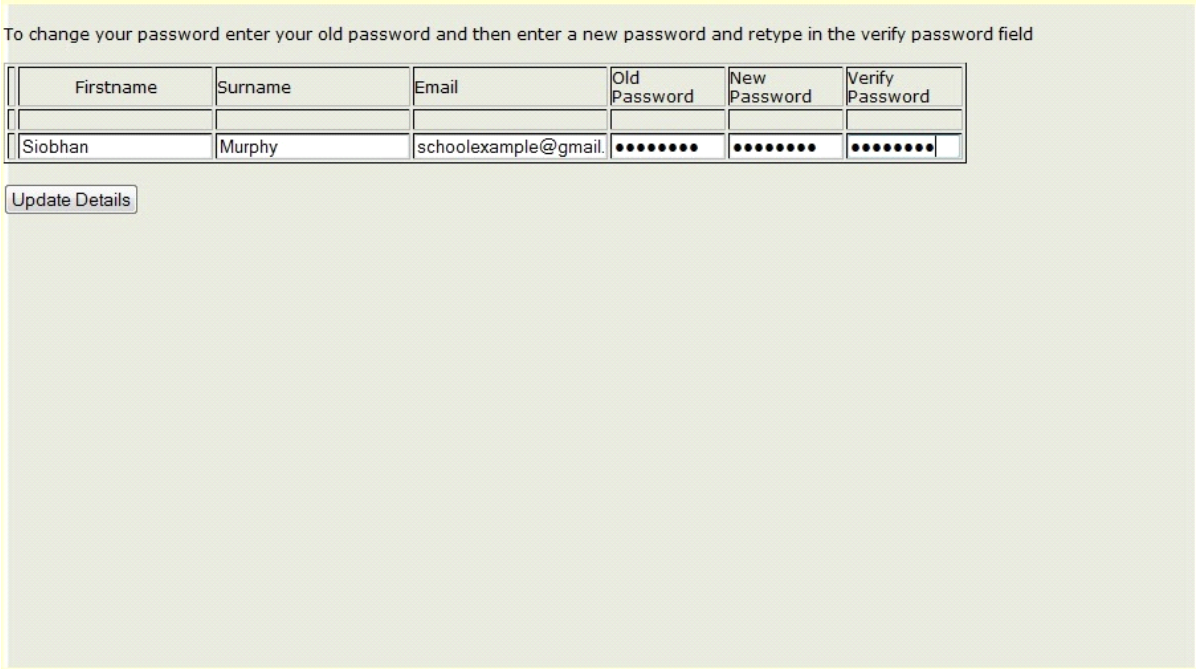


Figure 55 Changing your password example

When you have typed in your old password, your new password and verified your new password, click Update Details to save the new password.

If you type in your old password incorrectly into the *Old Password* field, you will receive the following warning, as highlighted in Figure 56:

Figure 56 Password is Incorrect

If you do not correctly verify your new password in the *Verify Password* field, the following warning will appear, as highlighted:

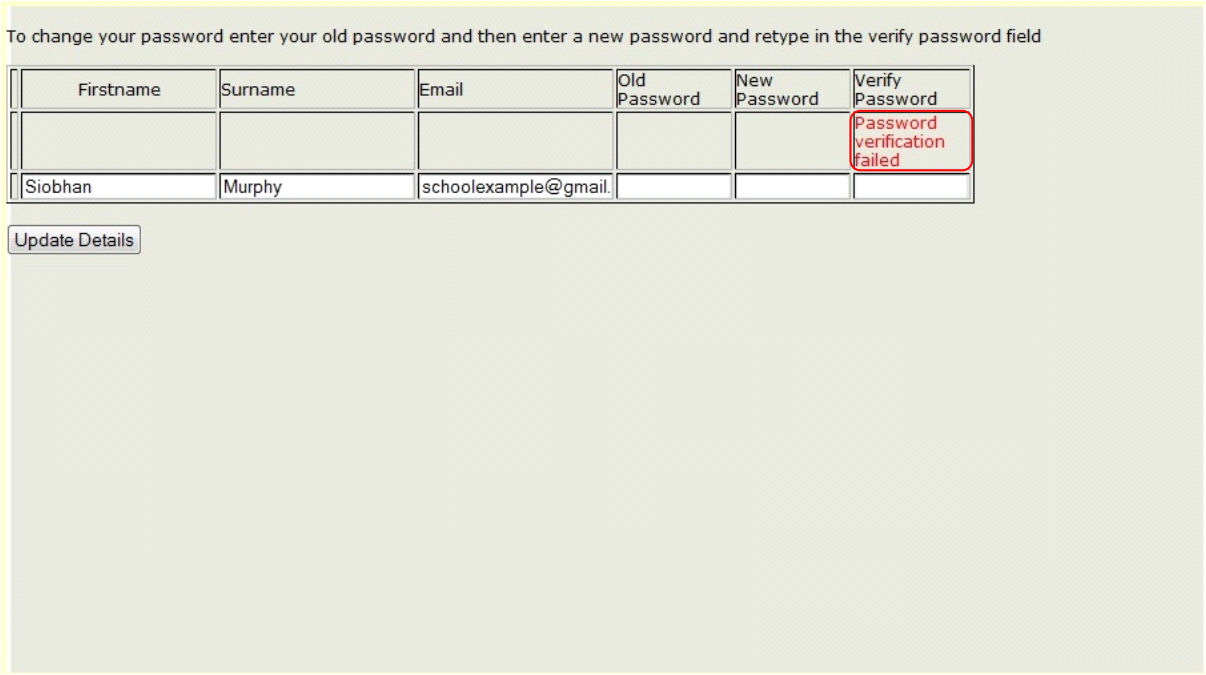


Figure 57 Password verification failed

You will be brought back to the **Setup Menu** screen when your password has been successfully changed.

You can use numbers and/or letters in your password.

Edit School Details

To change your schools details, click **Edit School Details** from the menu on the right hand side of the **Setup Menu**.

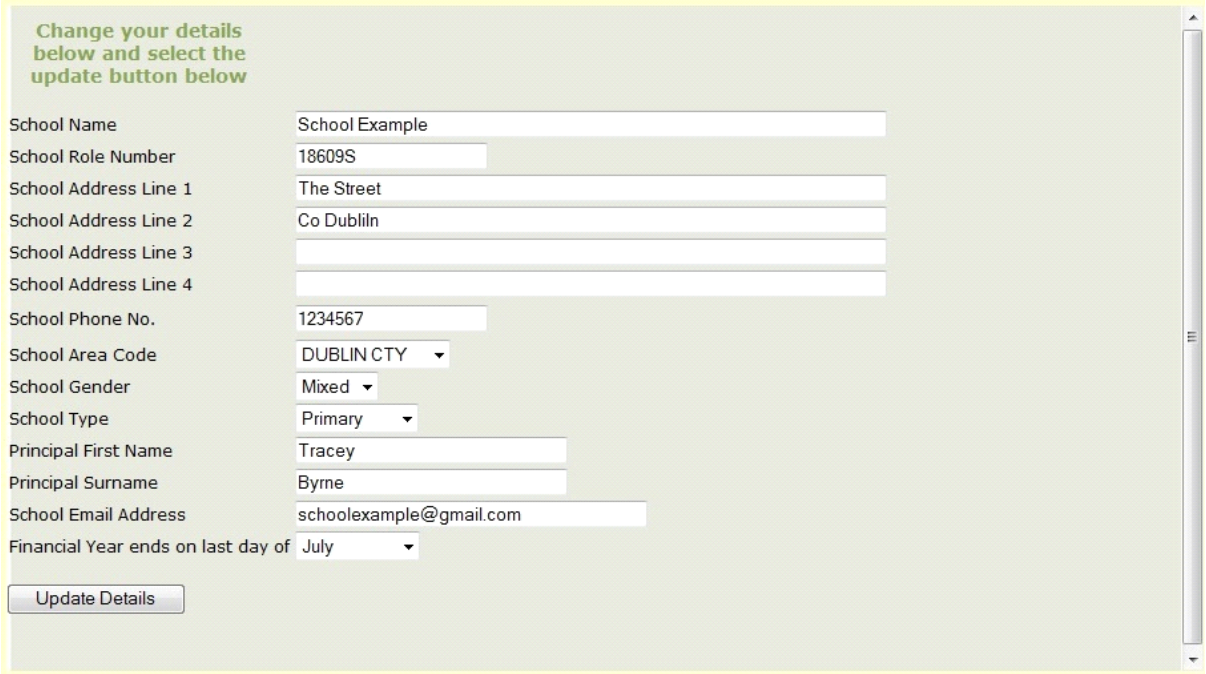


Figure 58 Edit School Details screen

To change any of the details, except the *School Roll Number*, click on the text field or drop down menu.

When you have completed editing your schools details click Update Details.

Below is an example of a schools details being edited.

Example: Edit Schools Details

In this example, we will change the phone number and the end of the financial year.

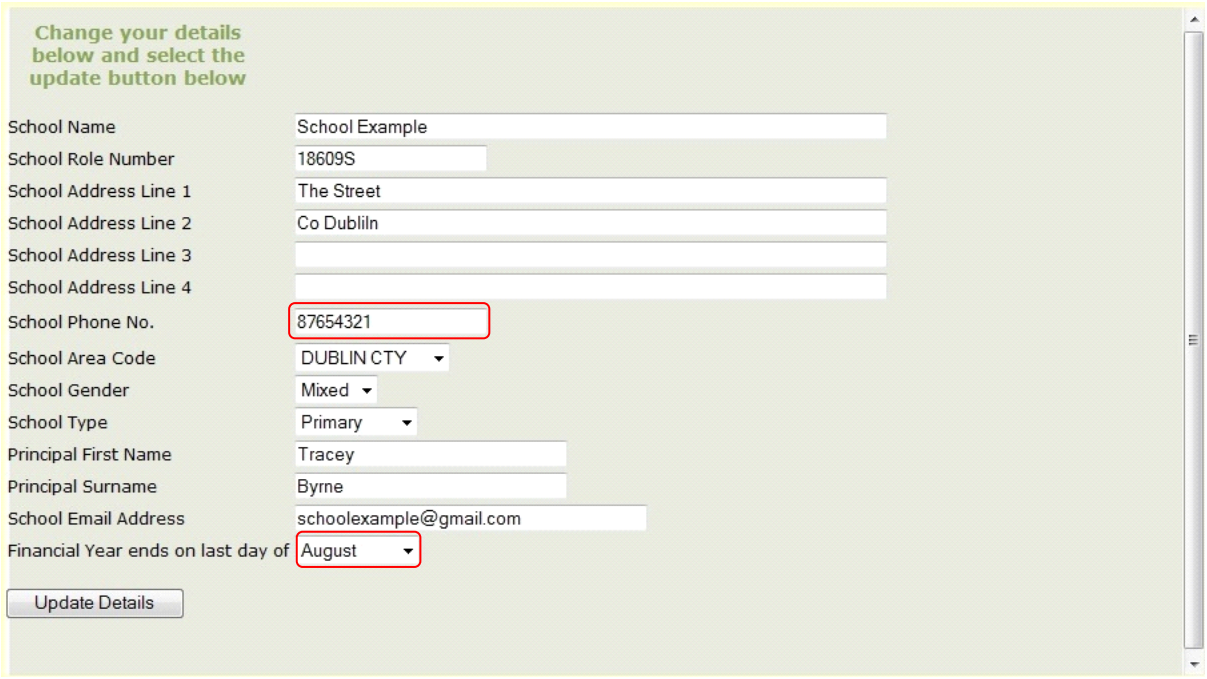


Figure 59 Highlighted edited phone number and financial year

To submit the edited details click Update Details.

You will be brought back to the **Setup Menu** screen when you have successfully updated your details.

Monthly Reports

To get monthly reports for your school click on **Monthly Reports** on the right hand side of **Menu**.

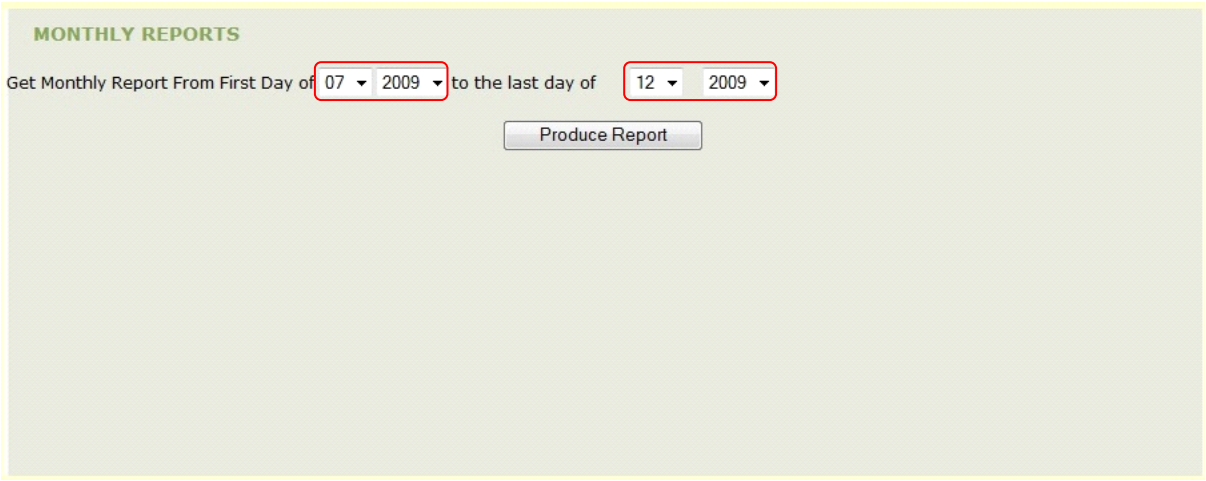


Figure 60 Monthly Reports screen

Your monthly reports are from the first day of your selected month and year, to the last day of your selected month and year. To change the month and year, just select the arrow to reveal the drop down menu and click on your selection.

For your Monthly Report to be produced click Produce Report.

In the example below, we will produce the Monthly Report from the First day of September 2009 to the Last day of October 2009.

Example: Monthly Report

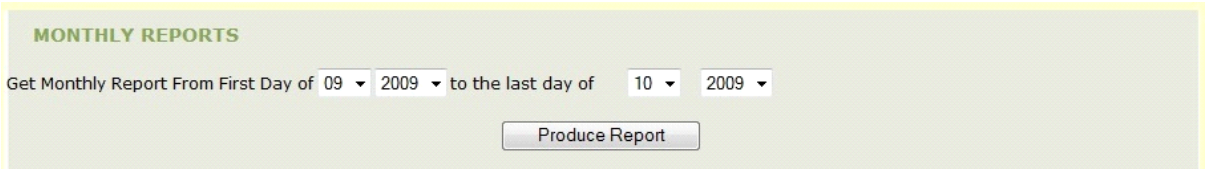


Figure 61 Monthly Report example from September to October

When you click Produce Report, your monthly report will open in your browser window, as shown in Figure 62. Your Monthly report will open using **Adobe Reader**. To download the latest version of **Adobe Reader,** click the following link:

http://get.adobe.com/uk/reader/?promoid=BUIGO

Click the Download button to begin the downloading process.

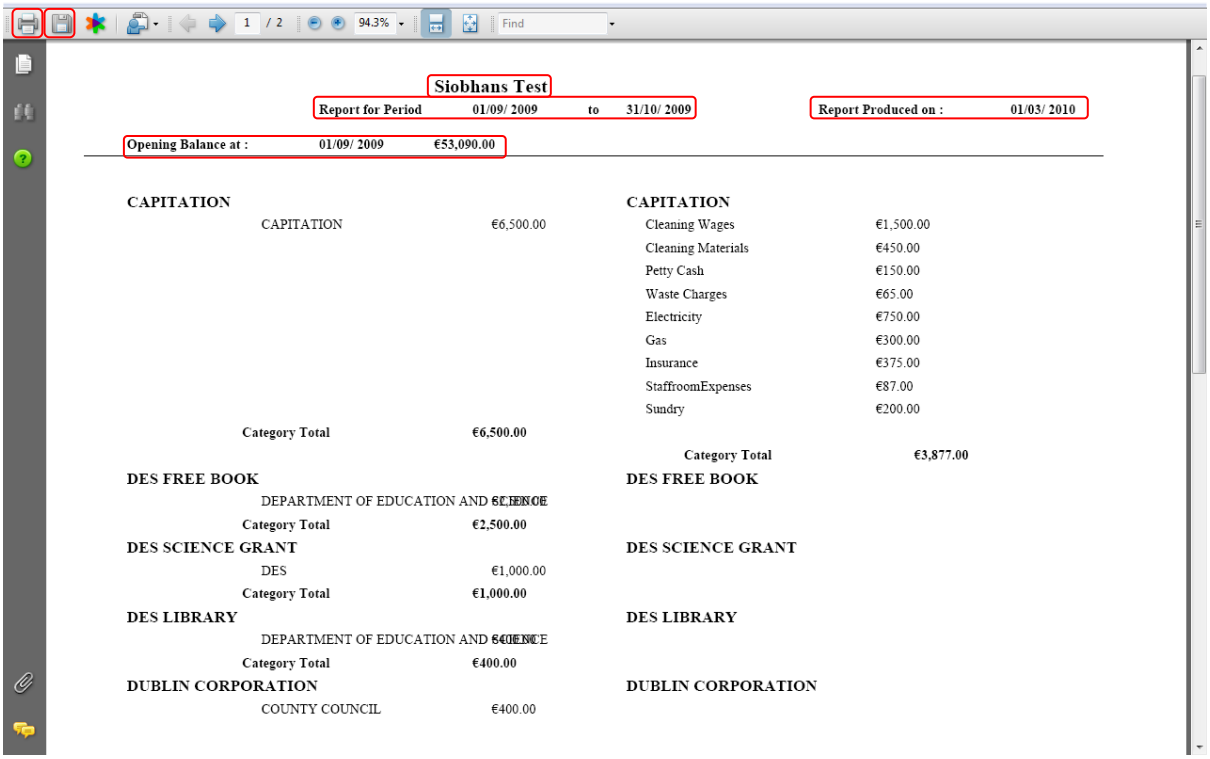


Figure 62 Monthly Report example

Figure 62 shows the screen where your Monthly Report will be viewed. To view more pages of your Monthly report, move the scrollbar down.

The highlighted sections in Figure 62 are explained below.

Siobhans Test

This is where the name of your school will be.

Report for Period 01/09/2009 to 31/10/2009

This shows you the time period of your report. In this example the report is from 01/09/2009 to 31/10/2009.

Report produced on: 01/03/2010

This shows you the date that you produced your report.

Opening balance at: 01/09/2009 €53,090. 00

This shows you your opening balance on the first date of your selected month. In this example the opening balance at 01/09/2009 was €53,090.00. The opening balance is the closing balance figure of the previous month.

Income

The left hand side of the Monthly Report screen shows all the incomes received. The Main Categories are written in **bold**. The Sub Category and the Category Total are written beneath their Main Category.

Payment

The right hand side of the Monthly Report screen shows all the payments made. The Main Categories are written in **bold**. The Sub Categories are listed below each Main Category. The subtotal for each Sub Category is written beside each Sub Category. The Category Total is written at the end of each category.

On the left hand side, the **Income** side, of Figure 62, we can see that the Main Category **CAPITATION**, has a Sub Category called CAPITATION. The CAPITATION Sub Category has a subtotal of €6,500.00. The **Category Total** is €6,500.00. This is the total income received for **CAPITATION** for the selected period**.**

On the right hand side, the **Payment** side, of Figure 62, we have the Main Category **CAPITATION.** Beneath the Main Category heading is the list of Sub Categories. Beside each Sub Category is a subtotal for payments for that Sub Category. In this example the subtotal for the Petty Cash Sub Category is €150.00. At the end of the Sub Category list we can see that the overall **Category Total** is €3,877.00. This is the total payments for **CAPITATION** for the selected period**.**

Figure 63 shows the last page of the example Monthly Report. On the last page you will see your **Total Income** and **Total Expenditure** figures and the figure for the **Closing Balance**, which have been highlighted in Figure 63**.**

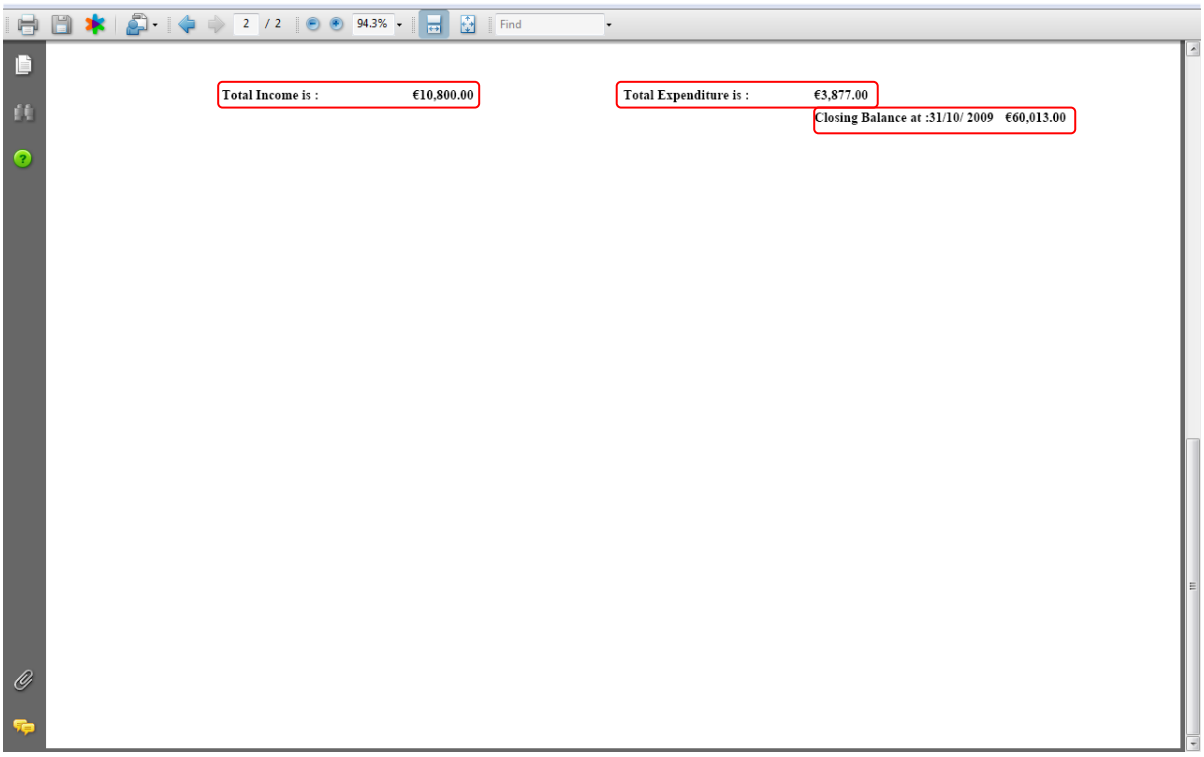


Figure 63 Last Page of Monthly Reports

In this example:

The **Total Income** is €10,800.00.

The **Total Expenditure** is €3,877.00.

The **Closing Balance** figure at 31/10/2009 is €60,013.00. This figure will be the **Opening Balance** for 01/11/2009.

You can print and/or save your Monthly report. In the top left hand corner of Figure 62, there are two highlighted symbols.

Printing your Monthly Report

Figure 64 Print button

Figure 64 shows the Print button. If you want to print out your Monthly Report, you can do so by clicking this button.

The Print window will open on your screen, as shown in Figure 65.

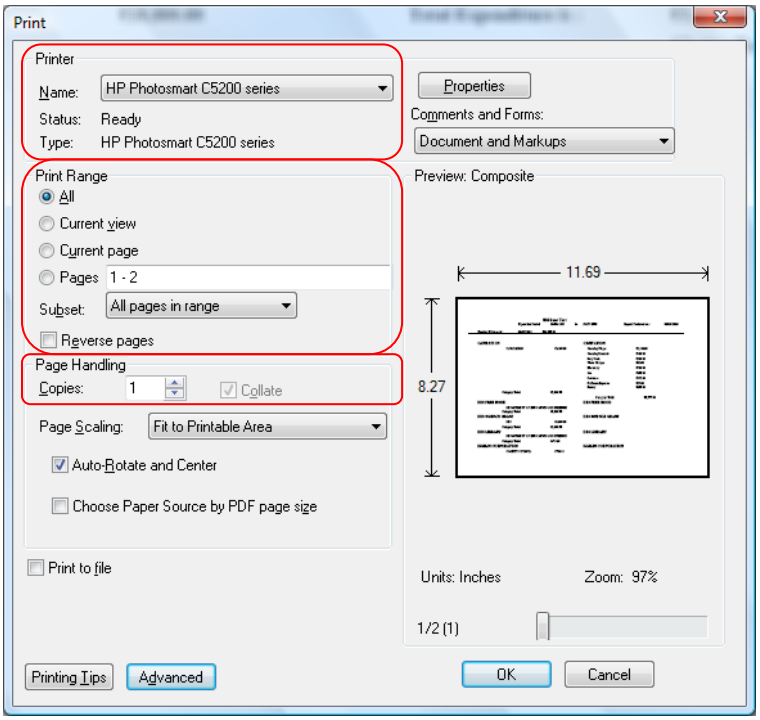


Figure 65 Print window

The first highlighted section shows the area where you select your printer. This will be automatically set to your default printer. If you wish to change the printer, click the arrow to reveal the drop down menu and click on your preferred printer.

The second highlighted section lets you decide if you want to print all the pages, the page that is currently being viewed, the page that is currently selected or specific pages. Click on your choice to select it.

The third highlighted section shows where you decide how many copies of the report you want printed. This is set to 1 by default. Click on the arrows to change the number of copies. The up arrow increases the number and the down arrow will decrease the number of copies to be printed.

When you have completed updating the Print window, click OK. Your report will now begin to print.

Saving your Monthly Report

Figure 66 Save button

Figure 66 shows the Save button. If you want to save your Monthly Report click this button.

The Save window will open, as shown in Figure 67.

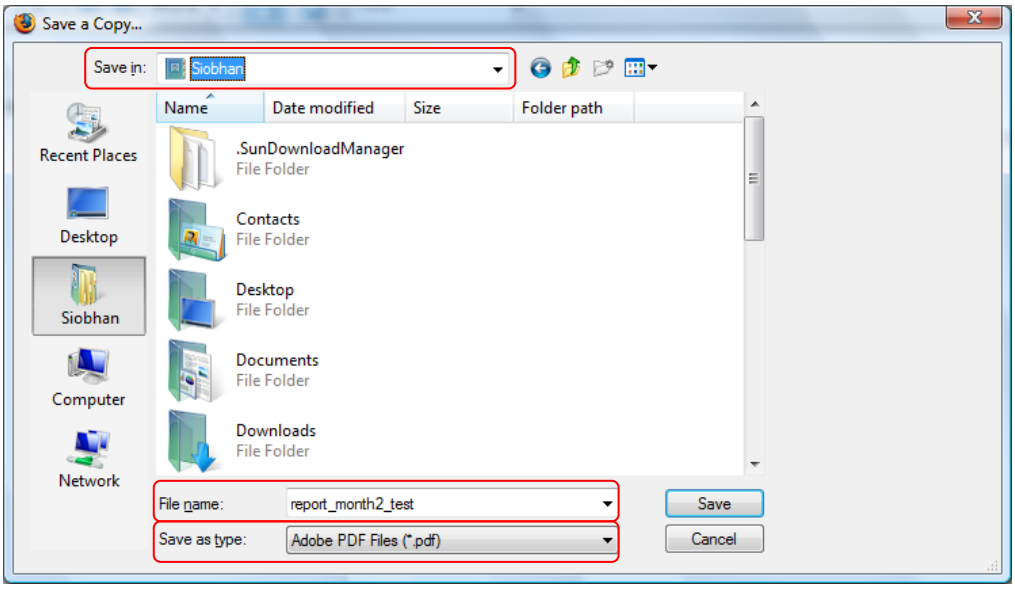


Figure 67 Save window

The first highlighted section is where you select where you want your Monthly Report saved. You can change where your report is saved by clicking the arrow to view the drop down menu, and click to select where you want to save your Monthly Report.

The second highlighted section shows the file name. You can change the name of your file by clicking on the default file name, deleting it, and typing in a new file name.

The third highlighted section shows what format the file will be saved in. The file will be saved as an Adobe PDF file.

When you have completed the Save window, click Save. Your file is now saved to your selected folder.