

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.

schoolfinance.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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Register with schoolfinance.ie

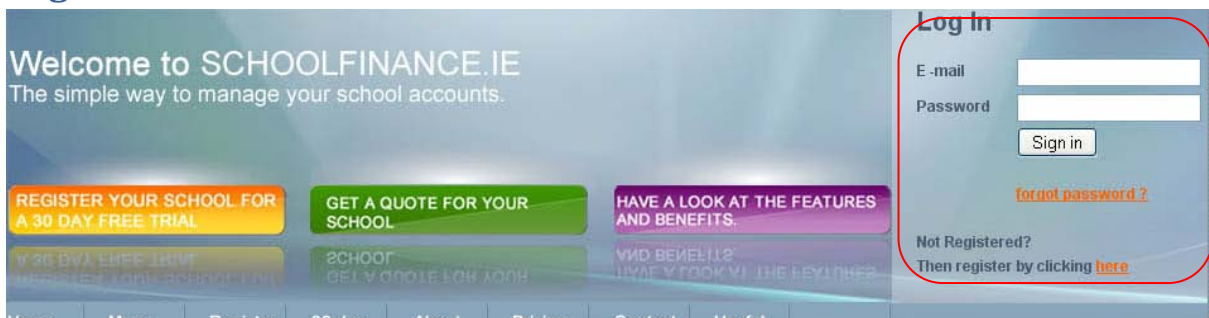
To start experiencing the benefits of schoolfinance.ie you must register your school. To do this you click on the **Register** button in header.



Once you have clicked this button, fill in your school's 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 can then login using your email address and password as follows

Login



Login

Once you have registered with schoolfinance.ie you can login by entering your email address and password in the Log In section on the home page header as highlighted above.

Logged In



When you have logged in the Login Banner now shows you that you are logged in along with the name of the User, the School Name and The Account Name. It also shows the Logout Button which

you should always use when you have finished using schoolfinance.ie

When you log in the following process occurs

1. If you have more than one account attached to this login you will be brought to an account select screen where you can decide which account to enter.
2. When you select an account you will then be brought to the menu screen for that account

If you have forgotten the password you choose when registering, you can click [Forgot Password](#). This will bring you to a screen where you can enter your user email address

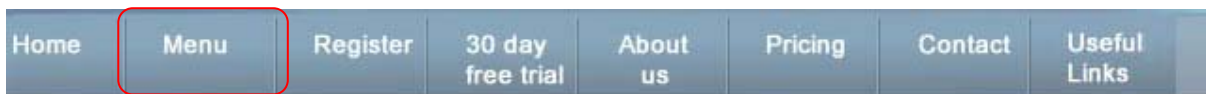
Enter your user email address, and click the button.

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

You can change this password by selecting [Change Password](#), in the **Right Hand Menu on the main menu screen.**

Menu

No Matter where you are in the system always return to the menu screen before undertaking the next task. You can return to the menu by selecting the menu button in the main toolbar



Or by using the return to menu button in other areas of the system.



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

Welcome to SCHOOLFINANCE.IE

The simple way to manage your school accounts.

RETURN TO ACCOUNT SELECTION

Welcome

Neil
Anyschool
Account Name:

[LOG OUT](#)

Home

Menu

Register

30 day free trial

About us

Pricing

Contact

Useful Links

Control Panel.

Attention !

Receive a **10% discount** off next year's fee for every school that signs up to schoolfinance.ie on your recommendation, up to a maximum of 30%. [CLICK HERE](#) for more details.

New User ?

If you are new to the System and want to know how to get started [CLICK HERE](#) to find your next steps.

User Guide.

[CLICK HERE](#) to download our user guide. (PDF Format). Will be updated shortly

Payment Options.

[New Payment](#)

[Search Payment](#)

Income Options

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Reporting Options.

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Your Account Setup

[Create Main Category](#)

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[Set Budget](#)

[View Budget](#)

[Add Users](#)

[Change Password](#)

[Edit School details](#)

[LOG OUT](#)

Contact Us.

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Contact Webmaster.

The menu options highlighted in the centre of the menu are the main menu options and we will go through these in turn

New Payment

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

Let's firstly look at the area bordered in red below

SCHOOLFINANCE.IE
The simple way to manage your school accounts.

Logged In
User Name :Neil
School :Anyschool
Account Name:
LOG OUT

Record Payment

Back to Menu

To Add a new Payment Complete the Form Below and select the "Add Record" button

Day Month Year Payment Type Reference No. Status Amount Main Category
27 02 2012 Cheque Outstanding

Payee Sub Category Code
Description

Add Record

ctionDate	Payment Type	Reference No.	Status	Payee	Amount	Category	Descrip
EDII 14/02/2012	Cheque	1222	Outstanding		€15,000.00	Professional Developm	
EDII 27/01/2012	Cheque	1221	Outstanding	FFF	€100.00	Insurance	
EDII 27/01/2012	Cheque	1220	Outstanding	ESB	€100.00	Electricity	
EDII 27/01/2012	Cheque	1219	Outstanding	HHH	€45.00	Cleaning Materials	
EDII 27/01/2012	Cheque	1218	Outstanding	ESB	€100.00	Electricity	
EDII 27/01/2012	Cheque	1217	Outstanding	BBBB	€477.00	Furniture & Fittings	
EDII 27/01/2012	Cheque	1216	Outstanding	DD	€78.00	Advertising & Interviewir	
EDII 27/01/2012	Cheque	1215	Outstanding	FF	€235.00	Maintenance & Repairs	
EDII 27/01/2012	Cheque	1214	Outstanding	GGG	€74.00	Insurance	
EDII 27/01/2012	Cheque	1213	Outstanding	HHH	€540.00	Teaching AidsEquipme	
EDII 27/01/2012	Cheque	1212	Cashed	SSSS	€520.00	Office	

Day, Month, Year

Enter the date by using the drop down boxes. The date initially defaults to today's date but then retains the prior date entered. Ensure that the correct date for the transaction is entered as this can effect the bank reconciliation process.

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 Payment, Cash Withdrawal or Online Transfer to select the Payment Type.

Note that a "Cash Payment " is a non banking transaction ,ie, you have paid for something using cash and no record of this transaction will appear on your bank statement and will be ignored for the Bank Reconciliation process.

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.

Always set a cheque to outstanding when first entered .

The status can then be changed to “cashed” when it has appeared on your bank statement or marked “cancelled” if required. The “paid” status is generally used for a payment type of visa or direct debit.

Amount

Enter the amount of the payment. You do not need to insert the Euro symbol here, but do include decimal places.

Category

Firstly select the Main Category relating to the payment, click the arrow to see the drop down menu, and click on the Main Category required. This will then populate the subcategory drop down box and you must then select a subcategory. Failure to select a subcategory will produce a warning from the system. Remember a payment that has not been allocated is not included in any totals.

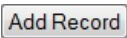
A category must be selected; otherwise your payment entry will not appear in [Running Totals](#) or [Monthly Reports](#).

Payee

For a Cheque payment 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  button. The record of the payment made is now saved .

Now let's look at the area in Green in the image above.

ActionDate	Payment Type	Reference No.	Status	Payee	Amount	Category	Descrip
[EDIT] 14/02/2012	Cheque	1222	Outstanding		€15,000.00	Professional Developm	
[EDIT] 27/01/2012	Cheque	1221	Outstanding	FFF	€100.00	Insurance	
[EDIT] 27/01/2012	Cheque	1220	Outstanding	ESB	€100.00	Electricity	
[EDIT] 27/01/2012	Cheque	1219	Outstanding	HHH	€45.00	Cleaning Materials	
[EDIT] 27/01/2012	Cheque	1218	Outstanding	ESB	€100.00	Electricity	
[EDIT] 27/01/2012	Cheque	1217	Outstanding	BBBB	€477.00	Furniture & Fittings	
[EDIT] 27/01/2012	Cheque	1216	Outstanding	DD	€78.00	Advertising & Interviewir	
[EDIT] 27/01/2012	Cheque	1215	Outstanding	FF	€235.00	Maintenance & Repairs	
[EDIT] 27/01/2012	Cheque	1214	Outstanding	GGG	€74.00	Insurance	
[EDIT] 27/01/2012	Cheque	1213	Outstanding	HHH	€540.00	Teaching AidsEquipme	
[EDIT] 27/01/2012	Cheque	1212	Cashed	SSSS	€520.00	Office	

This area shows the 11 most recent recorded payments so as you add new records you will see them appear here. The records are stored in the order that they were recorded, so they may not necessarily be in date of payment order.

You can view more recorded payments by using the [Search Payment](#) facility.

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:

TransactionDay	Month	Year	Payment Type	Reference No.	Status	Amount	Main Category	
106	27	01	2012	Cheque	1221	Outstanding	€100.00	CAPITATION

Payee: CLEAN COMPANY

SubCategory: Cleaning Materials

Description: Cleaning products

Make changes as required to the details above and click the "Update Record" button

[Update Record] [Remove Record]

The number in *Transaction Ref* is a system generated 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.

You can completely remove the transaction from the system by clicking the **[Remove Record]** button.

Record Income

Click **New Income** to be brought to the page where you can add a new income record.

Action	Transaction No.	Date	Income Type	Reference No.	Source	Amount	Category	Description
EDIT	36	12/07/2011	Credit Transfe	111	MINOR WOKS GRANT	€5,200.00	DES MINOR WORKS	
EDIT	34	27/04/2011	Cheque Lodg	111	SCHOOL RENTAL	€250.00	CAPITATION	XXX
EDIT	33	02/03/2010	Credit Transfe		CAPITAION PART 1	€15,425.00	CAPITATION	dd
EDIT	32	03/03/2010	Credit Transfe		STANDARDISED TESTING GRANT	€1,200.00	DES STANDARDISED	DDDI

To make a record of income received, fill in the form and select the **Add Record**. A description of each of the 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 button. The 11 most recent recorded income transactions can be viewed in the **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

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

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. The following page is returned

Transaction Ref	Day	Month	Year	Income Type	Reference No.	Amount	Category
3	26	01	2012	Cash Lodge		£1,500.00	DES FREE BOOK

Source

Description

Make changes as required to the details above and click the "Update Record" button

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

When the changes have been made, click on . 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.

You can completely remove the transaction from the system by clicking the button.

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:

If you leave all fields blank, and click the button, every Payment recorded will be returned.

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

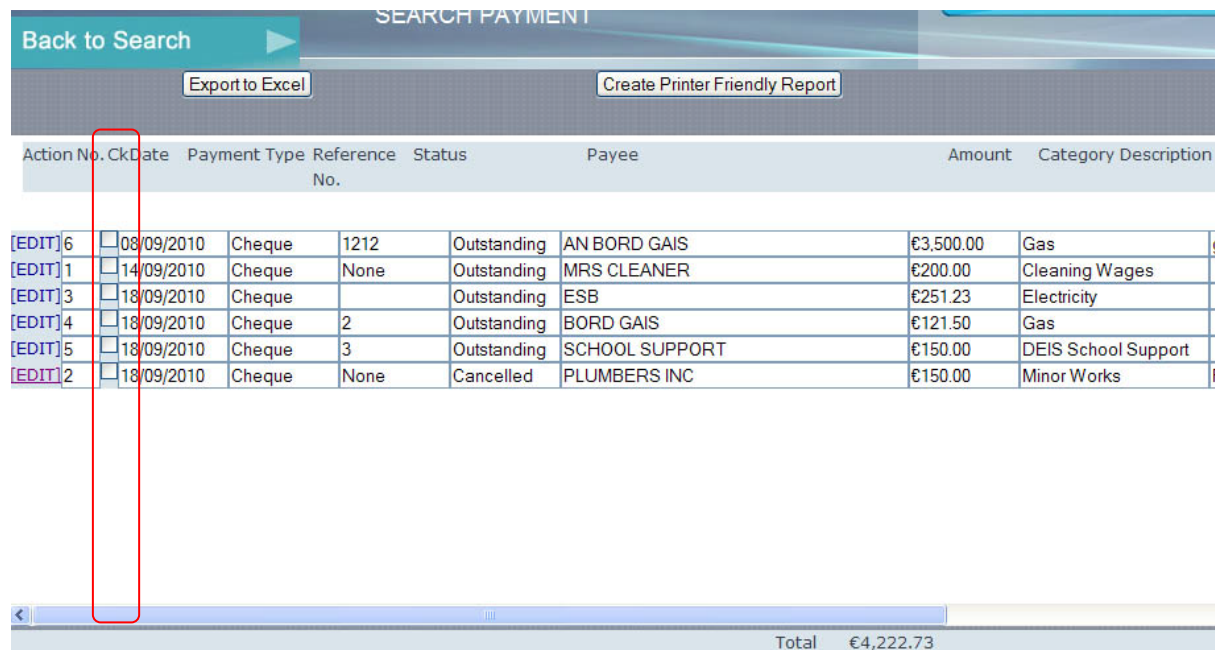
4) The Payee

Enter the name of the Payee. The other fields can be filled in, although this is not necessary.

Click the button to submit your search.

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

Results will be displayed as follows



The screenshot shows a web interface for searching payments. At the top, there is a 'SEARCH PAYMENT' header with a 'Back to Search' button and two buttons: 'Export to Excel' and 'Create Printer Friendly Report'. Below this is a table with the following columns: Action No., CkDate, Payment Type, Reference No., Status, Payee, Amount, and Category Description. The table contains six rows of data. A red box highlights the checkbox in the first column of the first row.

Action No.	CkDate	Payment Type	Reference No.	Status	Payee	Amount	Category Description
[EDIT] 6	<input type="checkbox"/> 08/09/2010	Cheque	1212	Outstanding	AN BORD GAIS	€3,500.00	Gas
[EDIT] 1	<input type="checkbox"/> 14/09/2010	Cheque	None	Outstanding	MRS CLEANER	€200.00	Cleaning Wages
[EDIT] 3	<input type="checkbox"/> 18/09/2010	Cheque		Outstanding	ESB	€251.23	Electricity
[EDIT] 4	<input type="checkbox"/> 18/09/2010	Cheque	2	Outstanding	BORD GAIS	€121.50	Gas
[EDIT] 5	<input type="checkbox"/> 18/09/2010	Cheque	3	Outstanding	SCHOOL SUPPORT	€150.00	DEIS School Support
[EDIT] 2	<input type="checkbox"/> 18/09/2010	Cheque	None	Cancelled	PLUMBERS INC	€150.00	Minor Works

At the bottom of the table, there is a 'Total' row showing a value of €4,222.73.

The checkbox highlighted in red above is used as a quick way to change the status of a cheque from outstanding to cashed or for a visa payment to change from outstanding to paid. Just check the box and the status changes automatically. This is used when you receive your bank statement and wish to record which items have appeared on the statement.

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**.

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.

The screenshot shows a search form with the following fields and controls:

- A row with two text input fields: "Search for Income from" and "to", separated by the word "and/or".
- A row with a dropdown menu labeled "Income Type is" and the word "and/or".
- A row with a dropdown menu labeled "Income Category Code is" and the word "and/or".
- A row with a text input field labeled "Source" and a "Search" button.

If you want to view all Income transactions recorded, leave all the fields blank, just click the 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 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 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 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 button.

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

[\[Back to search\]](#)

Action	Transaction No.	Date	Income Type	Reference No.	Source	Amount	Category
[EDIT]	2	08/09/2009	Cheque Lodg	35683	DEPARTMENT OF EDUCATION AND SCIE	€2,500.00	DES FREE BOOK
[EDIT]	4	12/10/2009	Cheque Lodg	837465	DES	€1,000.00	DES SCIENCE GRANT
[EDIT]	5	20/11/2010	Cheque Lodg	348715	PETTY CASH	€1,000.00	CAPITATION
[EDIT]	9	23/02/2010	Cheque Lodg		DEPARTMENT OF EDUCATION AND SCIE	€670.00	DES NN GRANT
[EDIT]	10	04/09/2009	Cheque Lodg		CAPITATION	€6,500.00	CAPITATION
[EDIT]	11	15/12/2009	Cheque Lodg	356930	DEPARTMENT OF EDUCATION AND SCIE	€1,500.00	DES SUPERVISION
[EDIT]	12	02/09/2009	Cheque Lodg	96565	DES	€2,000.00	DES STANDARDISED

Total €15,170.00

Figure 1 Search results for example search

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 2 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 button.

Category Code	Category Description	Payment Sub Total	Payment Total	Income Total	Opening Balance	Current Balance
12	CAPITATION					
12.01	Cleaning Wages	€0.00				
12.02	Cleaning Materials	€265.00				
12.03	Sanitary	€0.00				
12.04	Petty Cash	€1,452.00				
12.05	Furniture & Fittings	€477.00				
12.06	Maintenance & Repairs	€235.00				
12.07	Office	€520.00				
12.08	Telephone & Fax	€320.00				
12.09	Advertising & Interviewing	€78.00				
12.10	Teaching AidsEquipment	€540.00				
12.11	Waste Charges	€0.00				
12.12	Electricity	€300.00				
12.13	Gas	€0.00				
12.14	Insurance	€794.00				
12.15	Professional Development	€15,000.00				
12.16	Bank Charges& ProfessionalFees	€0.00				
12.17	Traveller	€0.00				
12.18	Special Class	€0.00				
12.19	StaffroomExpenses	€0.00				
12.20	GiftsHonourarium	€100.00				
12.21	Sundry	€0.00				

Figure 3 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.

Category Code	Category Description	Payment Sub Total	Payment Total	Income Total	Opening Balance	Current Balance
12.12	Electricity	€300.00				
12.13	Gas	€0.00				
12.14	Insurance	€794.00				
12.15	Professional Development	€15,000.00				
12.16	Bank Charges& ProfessionalFees	€0.00				
12.17	Traveller	€0.00				
12.18	Special Class	€0.00				
12.19	StaffroomExpenses	€0.00				
12.20	GiftsHonourarium	€100.00				
12.21	Sundry	€0.00				
12.22	Substitute Teachers / SNA	€0.00				
12.23	Catering	€0.00				
12.24	test2	€0.00				
	Total for CAPITATION		€20,081.00	€20,000.00	€4,962.77	€4,881.77

Figure 4 Example totals for the CAPITATION Category

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

Payment Total came to: €20,081.00

Income Total came to: €20,000.00

Opening Balance was: €4,962.77

Current Balance is: €4,881.77

The **Opening Balance** in this example for CAPITATION was €4,962.77. For the first year this figure was entered in the **Setup Starting Balances** section. Every Opening Balance figure in the **Running Totals** has come from the submitted figures in **Setup Opening Balances**, for each specific time period. For more information on setting up your schools opening balances see [Setup Opening 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 5 Scroll down to the end of Running Totals to view the overall totals

In this example, the OVERALL TOTAL is as follows:

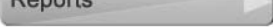
Payment total came to: €4,192.00

Income Total came to: €10,800.00

Closing Balance came to: €53,090.00

Current Balance came to: €59,698.00

Reports

The system has a facility to print reports. By Selecting the  button you get the following screen



There are 3 reports

BOM Monthly Report

BOM Monthly Report (Headings Only)

Running Total Report.


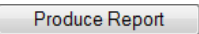
Select  button you get the following screen.



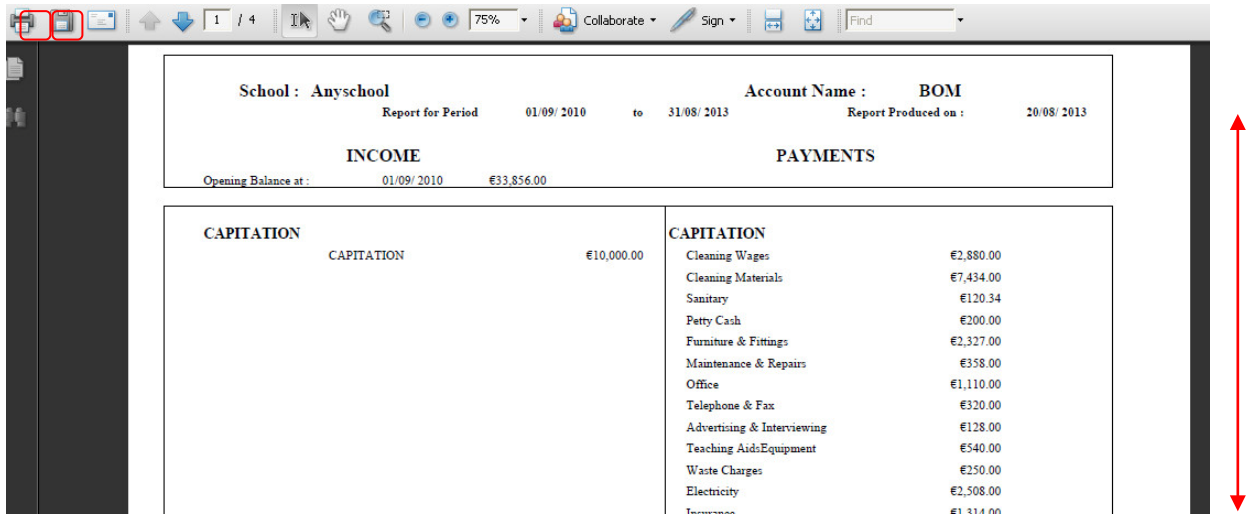
Figure 6 Monthly Reports screen

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 .

Example: Monthly Report

When you click **Produce Report**, your monthly report will open in a separate browser window, as shown. Your Monthly report will open using **Adobe Reader**.



The Header

The Header shows the following

School Name

The Account Name

Report Period

Report Date

Opening Balance for the period selected

Income

The left hand side of the Monthly Report screen shows all the incomes received. The Main Categories are written in **bold**. The Source of the Payment 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 last page you will see your **Total Income** and **Total Expenditure** figures and the figure for the **Closing Balance**.

Total Income is :	€13,000.00	Total Expenditure is :	€33,414.26
		Closing Balance at :31/08/ 2013	€13,441.74

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

Printing your Monthly Report



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

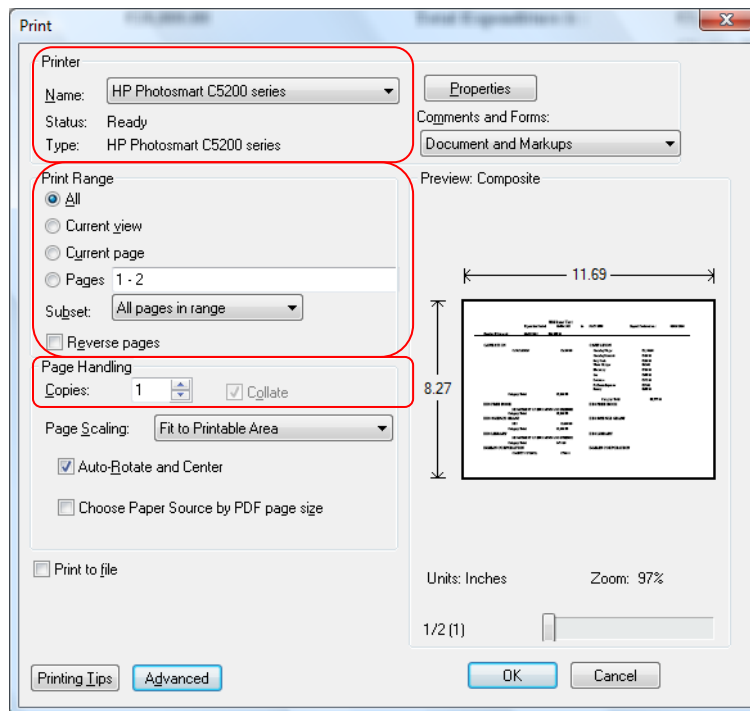
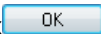


Figure 7 Print window

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.

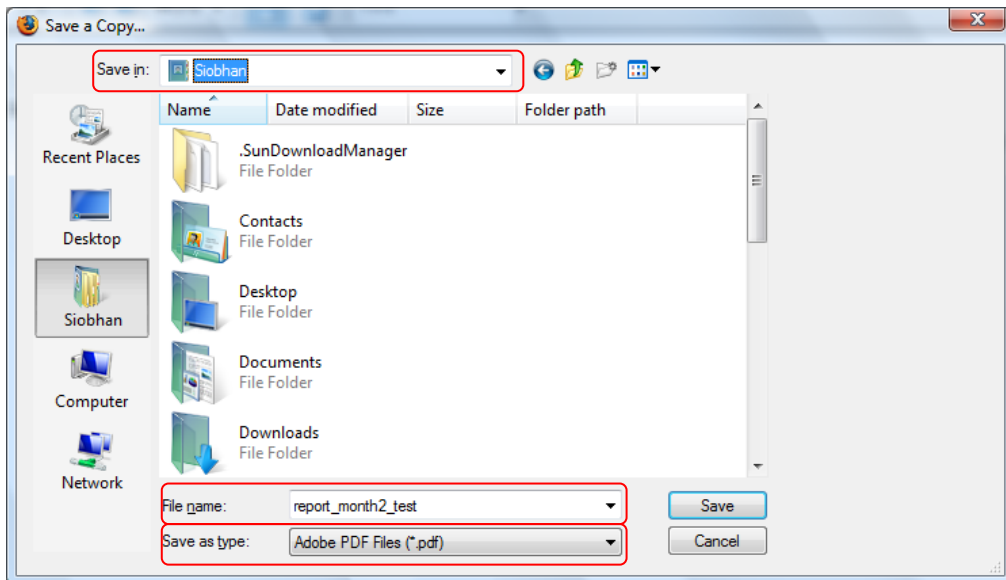
When you have completed updating the Print window, click . Your report will now begin to print.

Saving your Monthly Report



If you want to save your Monthly Report click this button.

The Save window will open



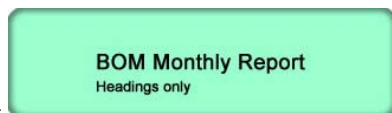
The first highlighted section is where you select where you want your Monthly Report saved. You can change where your report is saved by clicking the arrow to view the drop down menu, and click to select where you want to save your Monthly Report.

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.


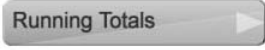
The third highlighted section shows what format the file will be saved in. The file will be saved as an Adobe PDF file.

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



By Selecting  The process is exactly as above except that the Income Column only shows totals and not individual items. This can be handy when shorter reports are required for printing etc.



By selecting  the report is identical to producing the Running report from the main menu button  except that it is produced as a pdf document so you can print it or save it as detailed above.

Bank Reconciliation

By using the Bank Reconciliation process you can verify that the details you have entered onto the schoolfinance system are balanced with your bank statements. It is very important to keep your system balanced. If the system is balanced you know that it is correct. If you know it is correct you can make confident choices based on the information in the system. The only way to ensure that the system is balanced is to do a Bank Reconciliation.

It is good practice to do a Bank Reconciliation every time you receive the monthly statement from your bank.

When you select the Bank Reconciliation Menu option you will get the following screen

The dates are very important for this process. The From date is the first date of the Accounting period you are concerned with.

The “To Date” can be any date after the from date. But the “To Date” must correspond with the Bank statement that you are working from.

The next field *“Insert the amount of outstanding cheques from a prior system”* is only used in the first year and lets you tell the system the amount of cheques that are still outstanding prior to using this system and have not hit the Bank as yet. You must keep a manual record of these and adjust the value as the cheques are cashed as these are outside of the schoolfinance system.

In the next field you insert the Bank Balance as per your Bank statement as at the “To Date” as entered above.

By selecting the proceed button you will get the following screen

Bank Reconciliation	
Back to Bank Rec	Create Printer Friendly Report
Below the Bank Reconciliation summary is a list of all outstanding cheques for the period	
Opening Balance	€6,889.74
Total Income	€13,000.00
Total Payments	€5,449.00
Actual Balance	€14,440.74
Total Outstanding	€2,269.00
Statement balance	€16,709.74
Statement balance less outstanding	€14,440.74
Difference	€-0.00

This screen shows the following

Opening Balance : This is the Opening Balance as at the “From Date” entered.

Total Income: This is the total income between the “From Date” and the “To Date”

Total Payments: This is the total payments made between the “From Date” and the “To Date”

Actual Balance: This is the Opening Balance plus the Income less any payments. This amount represents what the system sees as the actual amount of money in the account at the “To Date”

The next heading are in relation to the amount of money actually in the Bank

Total Outstanding: This amount is calculated by the system as the total of any cheques or visa amounts that still show a status as outstanding ,i.e, have not be cashed or paid as yet.

Statement Balance: This is the amount you entered on the previous screen as the Bank balance as at the “To Date”

Statement Balance less outstanding: The Bank balance less the outstanding cheques ,i.e, if all those items were cashed this is the amount of money you would have in your bank.

Difference : This is the important amount. The difference between the Actual Balance as per the System and the Bank Balance (less outstanding). Your goal is to make the balance zero and once it is zero you know that everything is up to date in the system.

If you scroll down you will get a list of all the payments that are outstanding in the system up to the “To Date” as follows

ActionNo.	CkDate	Payment Type	Reference No.	Amount	Status	Payee	Category
[EDIT] 15	<input type="checkbox"/> 09/10/2010	Cheque	None	€20.00	Outstanding	X STXNFZKD	Free Books Account
[EDIT] 68	<input type="checkbox"/> 04/04/2011	Cheque		€0.00	Outstanding	DQBLIN TITY TZQNTIL	Not Found
[EDIT] 94	<input type="checkbox"/> 27/01/2012	Cheque		€100.00	Outstanding	ESB	Electricity
[EDIT] 98	<input type="checkbox"/> 27/01/2012	Cheque	1213	€540.00	Outstanding	HHH	Teaching AidsEquipme
[EDIT] 99	<input checked="" type="checkbox"/> 27/01/2012	Cheque	1214	€74.00	Outstanding	GGG	Insurance
[EDIT] 100	<input type="checkbox"/> 27/01/2012	Cheque	1215	€235.00	Outstanding	FF	Maintenance & Repairs
[EDIT] 101	<input type="checkbox"/> 27/01/2012	Cheque	1216	€78.00	Outstanding	DD	Advertising & Interviewir
[EDIT] 102	<input type="checkbox"/> 27/01/2012	Cheque	1217	€477.00	Outstanding	BBBB	Furniture & Fittings
[EDIT] 103	<input type="checkbox"/> 27/01/2012	Cheque	1218	€100.00	Outstanding	ESB	Electricity
[EDIT] 104	<input type="checkbox"/> 27/01/2012	Cheque	1219	€45.00	Outstanding	HHH	Cleaning Materials
[EDIT] 105	<input type="checkbox"/> 27/01/2012	Cheque	1220	€100.00	Outstanding	ESB	Electricity
[EDIT] 106	<input type="checkbox"/> 27/01/2012	Cheque	1221	€100.00	Outstanding	CLEAN COMPANY	Cleaning Materials

You can then proceed to mark the payments cashed or paid as they appear on the bank statement you are working from.

Note you can also use the “Search Payment” menu option to display all payments in the period and then mark them cashed or paid as they appear on the bank statement you are working from.

An easy way to do this is to use the check box as highlighted above. Ticking this box will change the status from Outstanding to Cashed for a cheque and from Outstanding to Paid for a Visa Payment.

[EDIT] 98	<input type="checkbox"/>	27/01/2012	Cheque	1213	€540.00	Outstanding
[EDIT] 99	<input checked="" type="checkbox"/>	27/01/2012	Cheque	1214	€74.00	Cashed
[EDIT] 100	<input type="checkbox"/>	27/01/2012	Cheque	1215	€235.00	Outstanding

Finalise Year Ending

Once you have completed the first full year with schoolfinance system and you have completed the bank reconciliation for the full year and are happy that the system is balanced and complete you can finalise the year. All this does is creates the Opening balances for the forthcoming year. These balances are created per categories on the system .

Select the menu option  from the main menu. This will bring you to the following screen.

Only use this option after you have completed the first year using Schoolfinance.ie

Year ending
August
2013

Select the month and year for the year that has just been completed and select the submit button.

Only use this option after you have completed the first year using Schoolfinance.ie

Opening Balance records already created for year commencing	September	2010	You cant remove this record
Opening Balance records already created for year commencing	September	2011	[REMOVE]
Create Opening Balances Starting From :	September	2012	

Create Opening Balances

Lets look at the first entry highlighted above.

The first record shows that Opening Balances were created for the year commencing September 2010 and that these can't be removed. These are the Starting balances that were input manually using the "Update Starting Balances" menu option. If you need to amend these you have to go back to the "Update Starting Balances" menu option.

Only use this option after you have completed the first year using Schoolfinance.ie

Opening Balance records already created for year commencing	September	2010	You cant remove this record
Opening Balance records already created for year commencing	September	2011	[REMOVE]
Create Opening Balances Starting From :	September	2012	

Create Opening Balances

The next record shows that Opening balances were created for the year commencing September 2011 using the Finalise year Ending system . These can be removed and recalculated any time by using the [REMOVE] button.

Only use this option after you have completed the first year using Schoolfinance.ie

Opening Balance records already created for year commencing	September	2010	You cant remove this record
Opening Balance records already created for year commencing	September	2011	[REMOVE]
Create Opening Balances Starting From :	September	2012	

[Create Opening Balances](#)

The final record in this example are the balances that we are now about to create for the year commencing September 2012. Click on [Create Opening Balances](#) and go to the following screen.

Category	Balance	Date
CAPITATION	€713.77	01/09/2012
DEIS SSP	€-215.00	01/09/2012
DES FREE BOOK	€2,980.00	01/09/2012
DES SUPERVISION	€0.00	01/09/2012
DES TV LICENCE	€0.00	01/09/2012
DES NN GRANT	€0.00	01/09/2012
DES RS GRANT	€0.00	01/09/2012
DES MINOR WORKS	€11,356.00	01/09/2012
DSFCA School lunches	€0.00	01/09/2012
DES ANCILLIARY GRA	€-3,952.01	01/09/2012
DES SWS GRANT	€0.00	01/09/2012
DES ICT GRANT	€-2,700.30	01/09/2012

The system has now created opening balances for each category for the year commencing September 2012.

You can redo this process any number of times by removing the record and then recreating it.

Create Account

The system can contain up to three accounts. Each account would typically reflect a separate bank account. The systems are completely separate to each other and there is no crossover between accounts.

Select  from the main menu.

Give the account a name that you can easily identify with the bank account that it belongs to and insert the date the account is to commence from. Then select the Create Account Button.

The new account has been successfully registered. The following screen appears

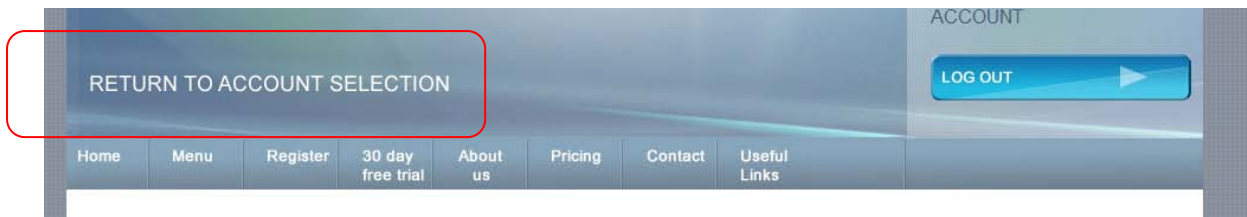
Now select  and you will get the following screen



This screen gives you the option to select the account that you wish to enter. You will also get this screen when you first logon to the system.

When you select an account you will be brought to the Main Menu for that account and everything works as previously described.

If you wish to switch between accounts while logged on to the system go to the menu page and select the following highlighted link and you will be brought back to the Account selection screen.



Account Setup

You can find the account setup menu on the left hand side of the main menu.

Control Panel.

Attention !
Receive a **10% discount** off next year's fee for every school that signs up to schoofinance.ie on your recommendation, up to a maximum of 30%. [CLICK HERE](#) for more details.

New User ?
If you are new to the System and want to know how to get started [CLICK HERE](#) to find your next steps.

User Guide

Payment Options.

New Payment

Search Payment

Income Options

New Income

Search Income

Reporting Options.

Quick Menu.

CLICK FOR BALANCE.

Your Account Setup

- [Create Main Category](#)
- [Delete a Main Category](#)
- [Create a Subcategory](#)
- [Delete a Sub Category](#)
- [Update Starting Balances](#)
- [Set Budget](#)
- [View Budget](#)
- [Add Users](#)
- [Change Password](#)
- [Edit School details](#)

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) [Update Starting Balances](#)
- 6) [Set Budget](#)
- 7) [View Budget](#)
- 8) [Add Users](#)
- 9) [Change Password](#)
- 10) [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.

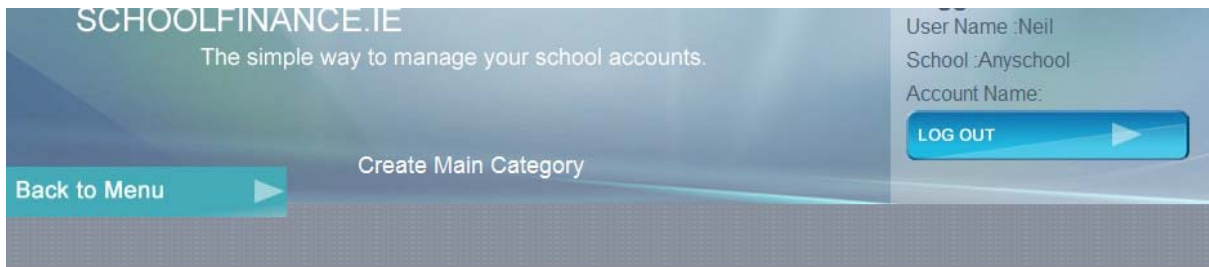


Figure 8 Create a New Main Category

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 button so save your new category.

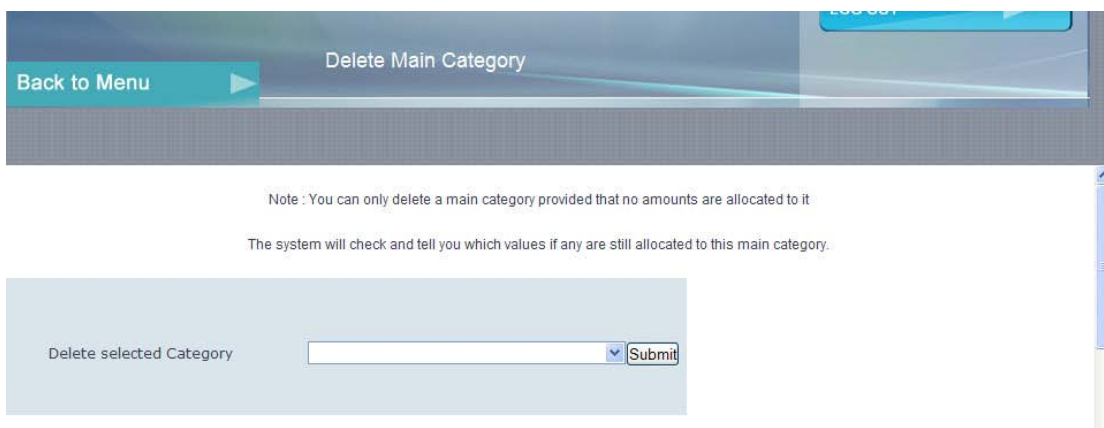
Below is an Example of creating a new category called *Example Category*.

Figure 9 New Example Category

When you click the button, you must now create at least one subcategory 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.



To delete a main category, the system will firstly check to ensure that there are no transaction allocated to the selected category. The category will not be deleted if any transactions are found.

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 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 10 Deleting a category with amounts still allocated example

Click the button to submit this category for deletion.

Figure 11 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.

Note : You can only delete a main category provided that no amounts are allocated to it

The system will check and tell you which values if any are still allocated to this main category.

Unable to delete this main category as the following PAYMENTS have been allocated to it

ActionTransRef	Date	Payment Type	Reference No.	Status	Payee	Amount	Category
EDIT 15	09/10/2010	Cheque	None	Outstanding	X STXNFZKD	£20.00	Free Books Ac

Unable to delete this main category as the following INCOME AMOUNTS have been allocated to it

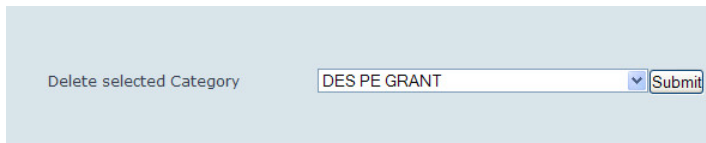
ActionTransNo.	Date	Income Type	Reference	Source	Amount	Category	Desc
EDIT 3	26/01/2012	Cash Lodge		FREE BOOK GRANT	£1,500.00	DES FREE BOOK	

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.



Select the submit button. The following screen will show when the operation is successful.

Your operation to deleted the category from the system has been successful.



Create a Subcategory

When a new main category has been created, you will then be brought to the following screen so you can create a subcategory for the new Main Category that you have just created. If you fail to create a subcategory your new Main category will not work.

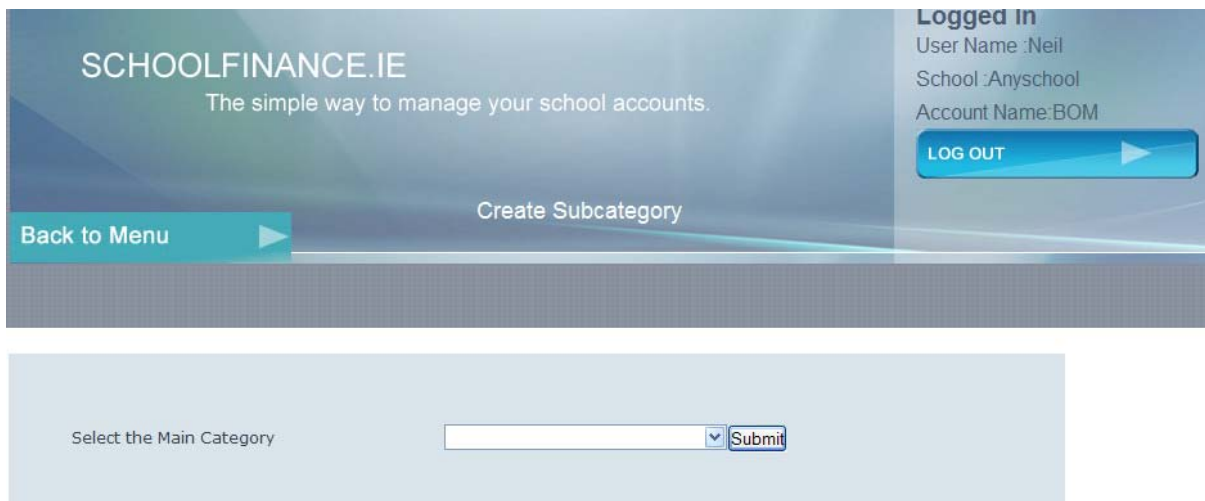
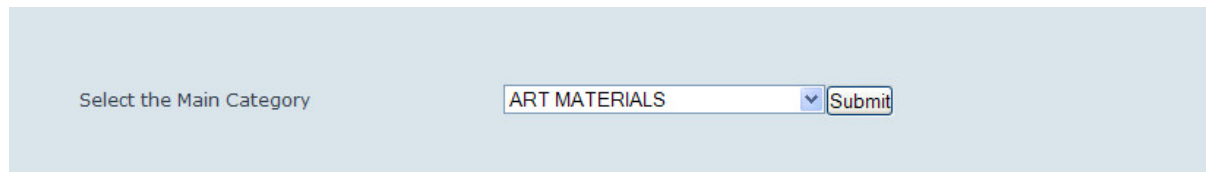


Figure 12 Create a subcategory screen

Below is an example of adding a Subcategory to a Main category. The Main category used in this example is **ART MATERIALS**

Example: Creating a Sub Category



Select the Main Category

Figure 13 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 button to submit the Main Category as shown in Figure 38.

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



	Category Code	Category Description
Main Category	45	ART MATERIALS

Create a New Sub Category

You must create at least one subcategory.

Figure 14 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 **ART MATERIALS**. The Category code refers to the number of the main category.

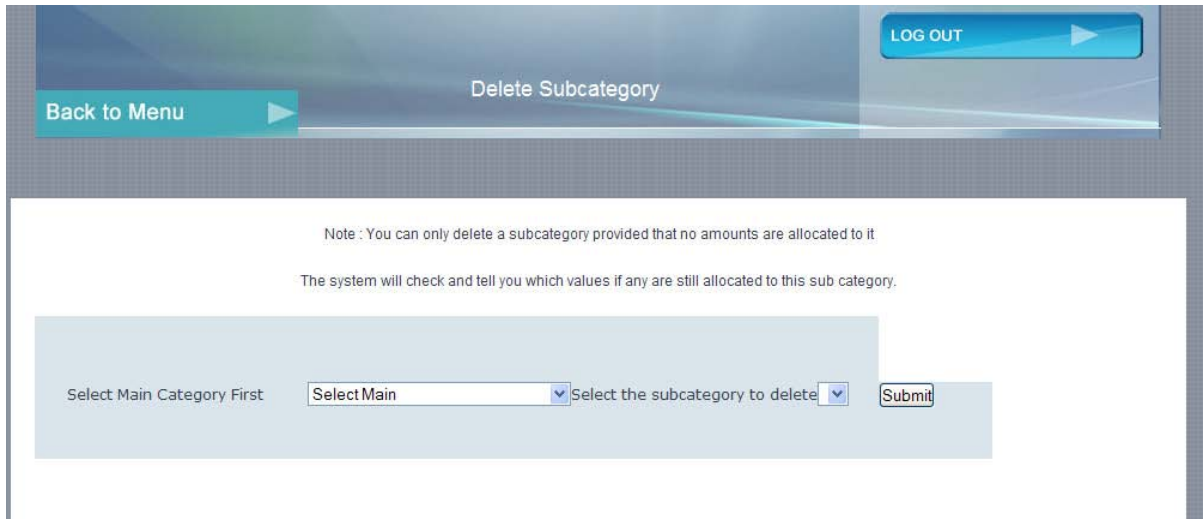
We can also see that there are no Sub Categories of **ART MATERIALS** as yet . The category code for the subcategory in this example is 45.01. The 45 refers to the code of the Main Category. The 45.01 tells us that this is the first Sub Category.

To create a new Sub Category, fill in the text field and select the button

Delete a Sub Category

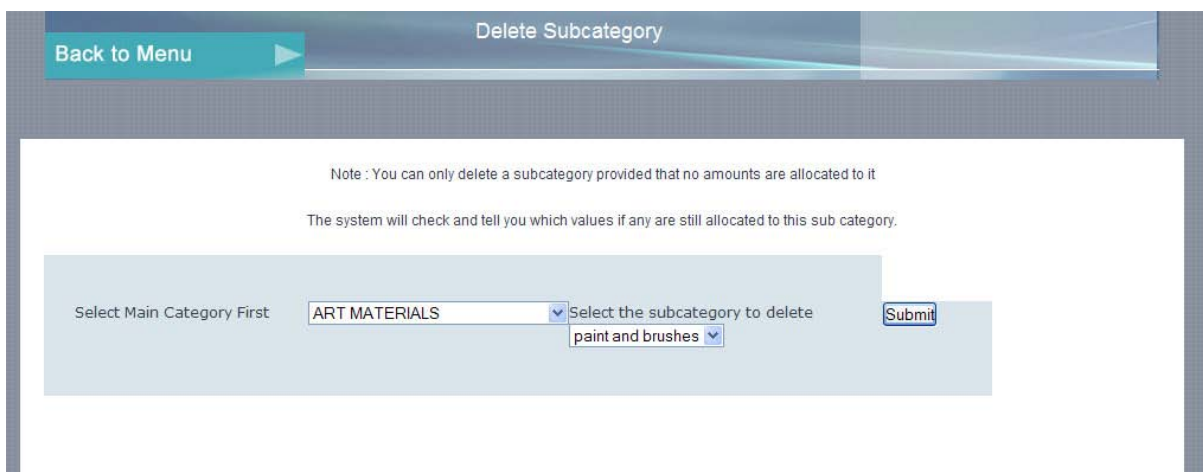
Sub Categories can be deleted provided that there are no amounts allocated to the sub category.

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



The screenshot shows the 'Delete Subcategory' page. At the top right is a 'LOG OUT' button. On the left is a 'Back to Menu' button. The main content area contains a note: 'Note : You can only delete a subcategory provided that no amounts are allocated to it' and 'The system will check and tell you which values if any are still allocated to this sub category.' Below this is a form with the label 'Select Main Category First' and a dropdown menu currently showing 'Select Main'. To the right is another dropdown menu labeled 'Select the subcategory to delete' and a 'Submit' button.

Firstly select the Main Category associated with the Sub Category that you wish to delete. Then select the Sub Category



This screenshot shows the same 'Delete Subcategory' page, but with selections made. The 'Select Main Category First' dropdown now displays 'ART MATERIALS'. The 'Select the subcategory to delete' dropdown displays 'paint and brushes'. The 'Submit' button remains visible.

Click the 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**.

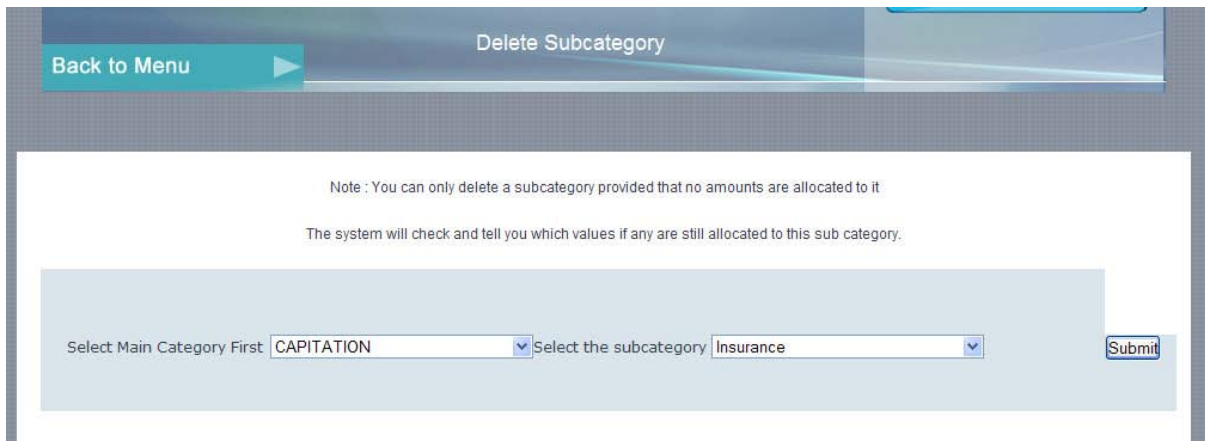
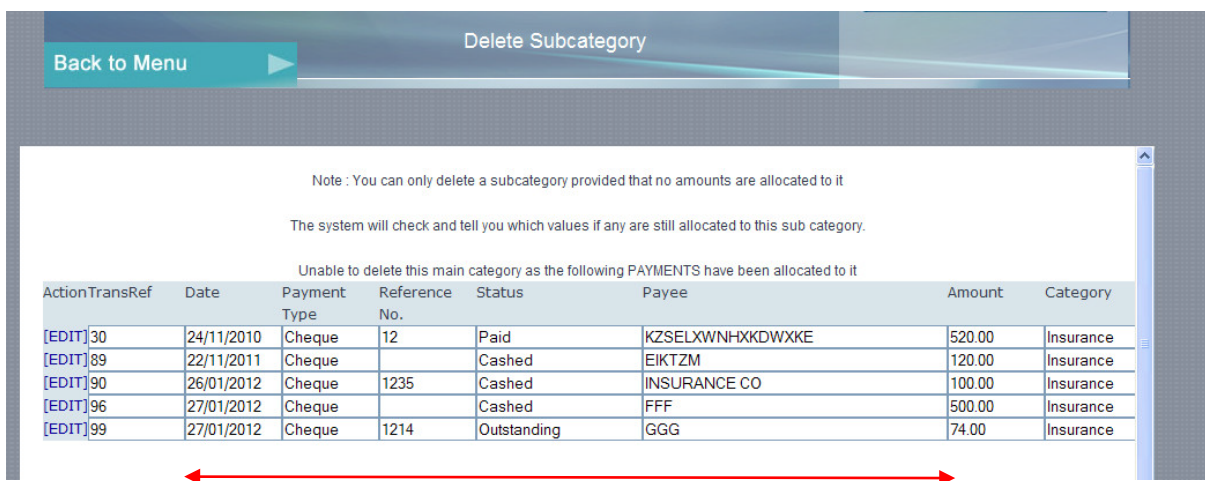


Figure 15 Delete a sub category with allocated amounts example

Then Click the button to submit and you get the following screen.



ActionTransRef	Date	Payment Type	Reference No.	Status	Payee	Amount	Category
[EDIT] 30	24/11/2010	Cheque	12	Paid	KZSELXWNHKKDWXKE	520.00	Insurance
[EDIT] 89	22/11/2011	Cheque		Cashed	EIKTZM	120.00	Insurance
[EDIT] 90	26/01/2012	Cheque	1235	Cashed	INSURANCE CO	100.00	Insurance
[EDIT] 96	27/01/2012	Cheque		Cashed	FFF	500.00	Insurance
[EDIT] 99	27/01/2012	Cheque	1214	Outstanding	GGG	74.00	Insurance

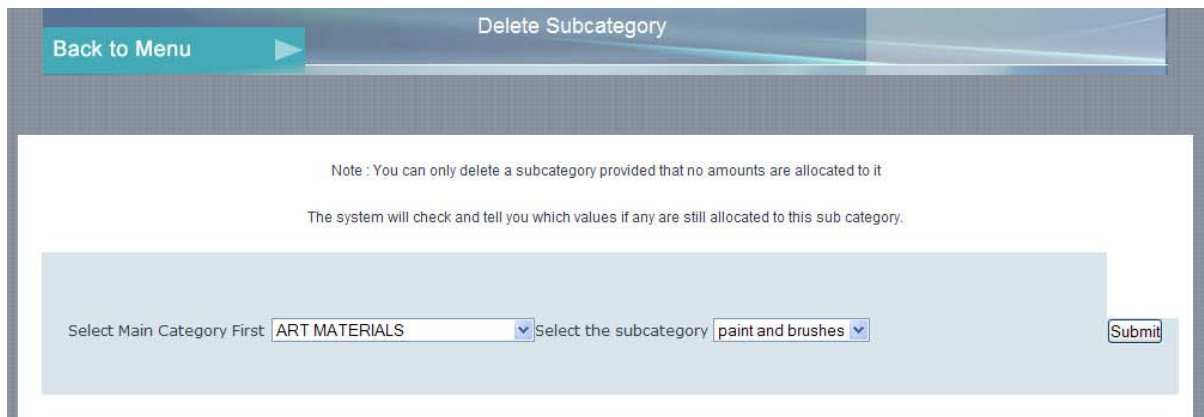
Figure 16 Cannot delete sub category example

There were five amounts allocated to the Sub Category **Insurance**. As a result, the Sub Category has not been deleted,

In order to delete this subcategory all payments need to be reallocated to another category or subcategory by editing the entry as detailed before.

Example 2: Delete a Sub Category with no amount allocated

In this example, we will delete **paint and brushes** Subcategory we created earlier.



Back to Menu

Delete Subcategory

Note : You can only delete a subcategory provided that no amounts are allocated to it.
The system will check and tell you which values if any are still allocated to this sub category.

Select Main Category First: ART MATERIALS Select the subcategory: paint and brushes Submit

To delete the Sub Category click the button.

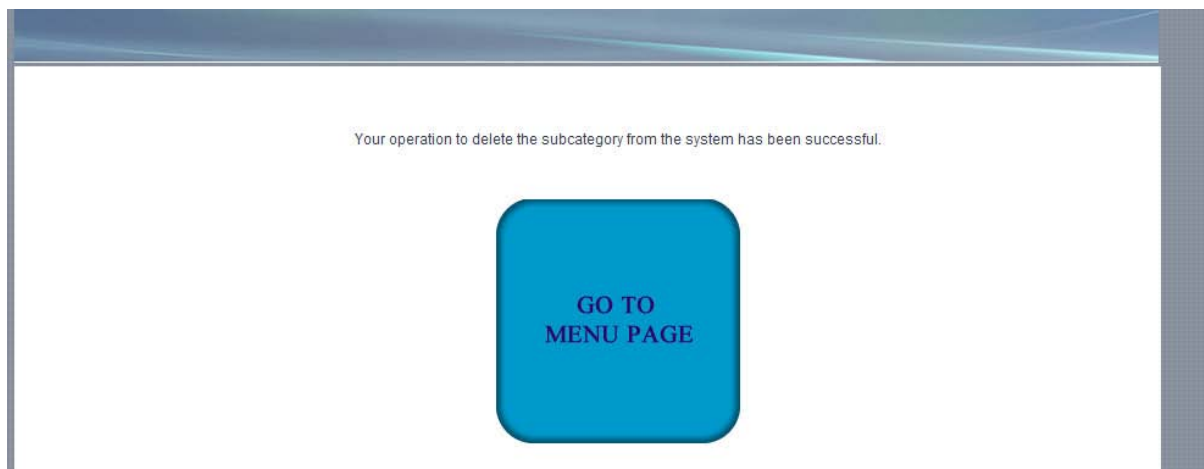


Figure 17 Successful deletion of a Sub Category

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

Update Starting Balances

This operation is only done when you first start using the system. Subsequent years opening balances are created by the system following the “Finalise Year Ending” process which will dealt with later.

To set up your schools Opening Balances, select **Update Starting Balances**, from the menu on the right hand. This will bring you to the **Update Starting Balances** screen.

Enter the starting balance against each category as required and select the submit button at the end of the page to update the balances

Category Description	As at Date	Balance Amount
CAPITATION	01/09/2010	20000.00
DEIS SSP	01/09/2010	0.00
DES FREE BOOK	01/09/2010	1500.00
DES SUPERVISION	01/09/2010	0.00
DES TV LICENCE	01/09/2010	0.00
DES NN GRANT	01/09/2010	0.00

Category Description

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

As at Date

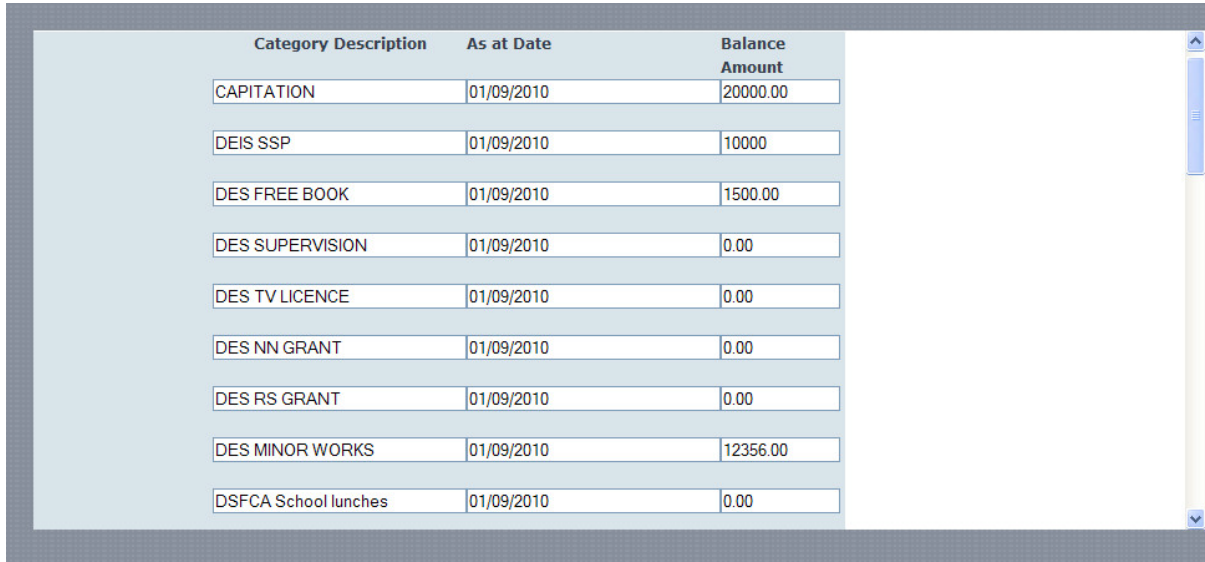
This is the date the system commenced.

Balance Amount

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

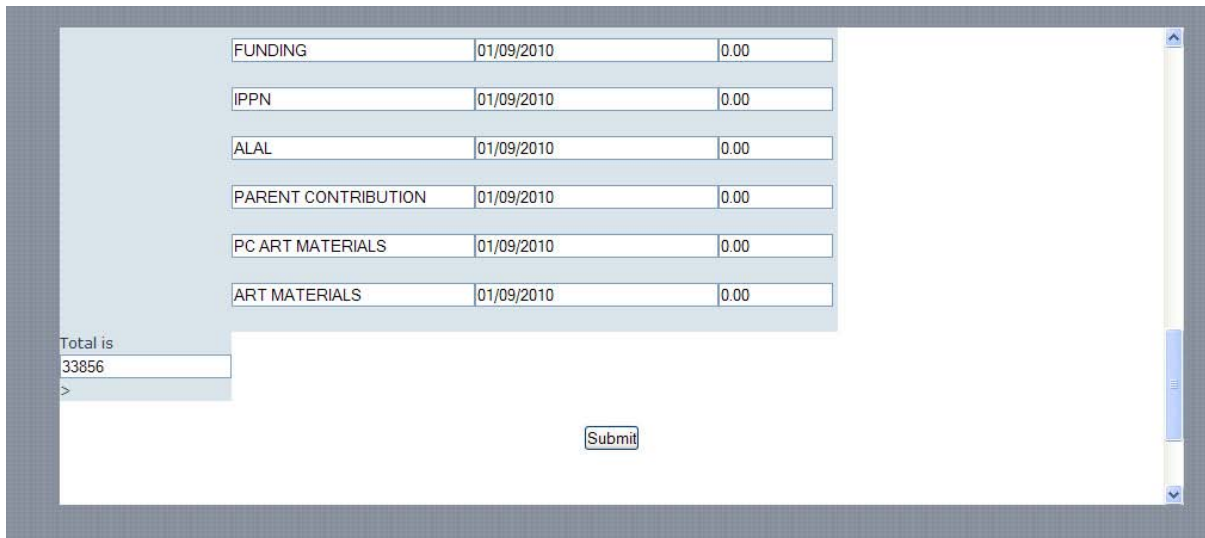
Enter in the Year End balance for each of the Categories. To do this, type in the balance for each Category in the Balance Amount column. You do not need to include the Euro symbol, but do include decimal places.

Example: Setup Opening Balances



Category Description	As at Date	Balance Amount
CAPITATION	01/09/2010	20000.00
DEIS SSP	01/09/2010	10000
DES FREE BOOK	01/09/2010	1500.00
DES SUPERVISION	01/09/2010	0.00
DES TV LICENCE	01/09/2010	0.00
DES NN GRANT	01/09/2010	0.00
DES RS GRANT	01/09/2010	0.00
DES MINOR WORKS	01/09/2010	12356.00
DSFCA School lunches	01/09/2010	0.00

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



FUNDING	01/09/2010	0.00
IPPN	01/09/2010	0.00
ALAL	01/09/2010	0.00
PARENT CONTRIBUTION	01/09/2010	0.00
PC ART MATERIALS	01/09/2010	0.00
ART MATERIALS	01/09/2010	0.00

Total is
33856
>

Figure 18 Scroll down to submit your balances

Click the button to save your Year End balances.

Set Budget

The system has a facility whereby you can budget for the coming year. You may have a good idea as to how much Electricity, Gas, Insurance, Wages etc cost in previous years and you may be able to anticipate these charges into the new year. This facility gives you the chance to budget for the coming year and may be able to show you when it is all right to make a purchase or when it would be better not to make a purchase.

The first part is setting up your budget for the coming year. By selecting the Set Budget menu option you will get the following screen

SCHOOLFINANCE.IE
The simple way to manage your school accounts.

Logged In
User Name :Neil
School :Anyschool
Account Name:BOM
LOG OUT

Back to Menu

Set Budget Values

Set Budget Values from 01 September/2011

Submit

You will select the date for the year that is about to commence and select the button which brings you to the following screen.

SCHOOLFINANCE.IE
The simple way to manage your school accounts.

Logged In
User Name :Neil
School :Anyschool
Account Name:BOM
LOG OUT

Back to Menu

Set Budget Values

Category Code	Category Description	From Date	Budget Amount
12	CAPITATION	01/09/2011	0.00
	Cleaning Wages	01/09/2011	0.00
	Cleaning Materials	01/09/2011	0.00
	Sanitary	01/09/2011	0.00
	Petty Cash	01/09/2011	0.00
	Furniture & Fittings	01/09/2011	0.00
	Maintenance & Repairs	01/09/2011	0.00

Update Budget Values

This screen displays all categories and subcategories for the period selected and an amount field.

Enter the budget amount that you think will be the total spend for that category for the coming year. This amount can be amended as many times as you like.

As an example lets enter a some arbitrary budget amount for each of the subcategories of Capitation

and select the Update Budget Values

Category Code	Category Description	From Date	Budget Amount
12	CAPITATION		
	Cleaning Wages	01/09/2011	1000.00
	Cleaning Materials	01/09/2011	1000.00
	Sanitary	01/09/2011	1000.00
	Petty Cash	01/09/2011	1000.00
	Furniture & Fittings	01/09/2011	1000.00
	Maintenance & Repairs	01/09/2011	1000.00

Now once that's done go to View Budget menu option

View Budget

In this screen you can see how much has been allocated to each subcategory and shows how this compares to the original budget so that you know how much you have left to spend on each item as follows

Category Code	Category Description	Allocated	Original Budget	Remaining Budget
12	CAPITATION			
	Cleaning Wages	€0.00	€1,000.00	€1,000.00
	Cleaning Materials	€385.00	€1,000.00	€615.00
	Sanitary	€0.00	€1,000.00	€1,000.00
	Petty Cash	€200.00	€1,000.00	€800.00
	Furniture & Fittings	€477.00	€1,000.00	€523.00
	Maintenance & Repairs	€235.00	€1,000.00	€765.00
	Office	€520.00	€1,000.00	€480.00
	Telephone & Fax	€320.00	€1,000.00	€680.00
	Advertising & Interviewing	€78.00	€1,000.00	€922.00
	Teaching Aids/Equipment	€540.00	€1,000.00	€460.00
	Waste Charges	€0.00	€1,000.00	€1,000.00
	Electricity	€300.00	€5,000.00	€4,700.00
	Insurance	€794.00	€3,500.00	€2,706.00
	Professional Development	€300.00	€200.00	€-100.00
	Bank Charges & Professional Fees	€0.00	€100.00	€100.00
	Total for CAPITATION	€4,249.00	€19,800.00	€15,551.00
ALL	OVERALL TOTAL	€4,249.00	€19,800.00	€15,551.00

If you look at the final column highlighted above you can see the amount left of your budget allocation. The blue figures show that you have not exceeded your allocation and the red figures show that you have exceeded your allocation.

Add Users

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

The screenshot displays the 'Add Users' interface. At the top, a box titled 'The Following users are already assigned' contains a table with the following data:

Firstname	Surname	Email	User Type	Action
Neil	Murphy	ippn@eircom.net	Administrator	

Below this table, a text prompt reads: 'To create a new user complete the details below and select the Add User Button'. Underneath is a form with the following fields:

Firstname	Surname	Email	User Type	Password	Verify Password
<input type="text"/>	<input type="text"/>	<input type="text"/>	Administrator	<input type="password"/>	<input type="password"/>

At the bottom of the form is an 'Add User' button.

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, User Type, 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.

The User Type can be Administrator or Read Only. For normal use select Administrator. The Read Only option limits the users privileges in the system. There is no Update functions available to a Read Only user. You may wish to Add your Accountant as a red Only user so he can see the system but would have to get an Administrator to change the system.

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

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.

The screenshot shows a web interface for changing a password. At the top, there's a header with a 'LOG OUT' button on the right and a 'Back to Menu' button on the left. The main heading is 'Change Password'. Below this, a message instructs the user: 'To change your password enter your old password and then enter a new password and retype in the verify password field'. The form contains several input fields: 'Firstname' (filled with 'Neil'), 'Surname' (filled with 'Murphy'), 'Email' (filled with 'ippn@eircom.net'), 'Old Password', 'New Password', and 'Verify Password'. The three password fields are grouped together and highlighted with a red rectangular box. Below the form is an 'Update Details' button.

Figure 19 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 .

Below is an example of changing your password.

Edit School Details

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

Back to Menu


Change your details below and select the update button below

School Name	Anyschool
School Role Number	16333q
School Address Line 1	Anyroad
School Address Line 2	Anytown
School Address Line 3	Anywhere
School Address Line 4	
School Phone No.	014555629
School Area Code	DUBLIN 4
School Gender	Mixed
School Type	Primary
Account name	BOM
Principal First Name	aaa
Principal Surname	aaa
School Email Address	aaa@bb.cc
Commence use of system from first day of	September 2010

Update Details

Figure 20 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 .

Below is an example of a schools details being edited.

