

THE SETTING LEDGER

The **Setting Ledger** allows you to view all of the setting transactions flexibly. If you want to look in detail at an aspect of your setting finances then this is the place to go! Using the Setting Finances tutorial data:

Go > Home > Management Reports > Setting Finances > Setting Ledger >

When you get to the Setting Ledger click on the Date Range button and set a date range of:

01-July-2012 to 31-August-2013

This will show all of the setting transactions in the example tutorial data.

Choose A Date Range

Start date: 01 July 2012 End date: 31 August 2013 **Date Range**

View Transactions

Date	Income	Expenditure	Rec.	Category	Expense	Payment ...	Description
25 Jul 2012	£2,500.00		<input checked="" type="checkbox"/>	Other Income	None		Start Up Revenue Grant
26 Jul 2012		£300.00	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Imaginative play equipment
27 Jul 2012		£621.95	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Art and craft equipment and materials
27 Jul 2012		£500.00	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Construction toys
30 Jul 2012		£727.90	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Electrical Equipment
01 Aug 2012		£250.00	<input checked="" type="checkbox"/>	Premises Expenses	Revenue	CHQ 100003	Setting Rent
02 Aug 2012		£1,439.98	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Computer equipment
05 Aug 2012		£295.00	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Books and entertainment media

Total selected income: Total selected expenditure: Cash Flow:

Items to Show

Income			Expenditure		
Include	Type	Category Name	Include	Type	Category Name
<input checked="" type="checkbox"/>	Fee Income	Fee Income	<input checked="" type="checkbox"/>	Variable	Activities and Materials
<input checked="" type="checkbox"/>	Other Income	Other Income	<input checked="" type="checkbox"/>	Fixed	Staff Costs
			<input checked="" type="checkbox"/>	Fixed	Premises Expenses
			<input checked="" type="checkbox"/>	Fixed	Admin Expenses

Buttons: Clear All, Select All, Detailed Fee Income, View Selected, View All, Help

You can choose which categories are shown by clicking in the 'Items to Show' boxes to turn the categories on and off.

The categories that you have set up are displayed here so you will be able to work in the ledger as if you were using your own accounts.

Items to Show

Income		
Include	Type	Category Name
<input checked="" type="checkbox"/>	Fee Income	Fee Income
<input type="checkbox"/>	Other Income	Other Income

Buttons: Clear All, Select All

To help you get at the information you need the main list of transactions can be sorted by clicking on the column headers. Sorting using the description text column is especially useful if your descriptions are clear and consistent.

Instant Cash Flow!

When you have sorted and filtered the setting transactions to your satisfaction you can select transactions in the list.

Date	Income	Expenditure	Rec.	Category	Expense	Payment ...	Description
25 Jul 2012	£2,500.00		<input checked="" type="checkbox"/>	Other Income	None		Start Up Revenue Grant
26 Jul 2012		£300.00	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Imaginative play equipment
27 Jul 2012		£621.95	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Art and craft equipment and materials
27 Jul 2012		£500.00	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Construction toys
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01 Aug 2012		£250.00	<input checked="" type="checkbox"/>	Premises Expenses	Revenue	CHQ 100003	Setting Rent
02 Aug 2012		£1,439.98	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Computer equipment
05 Aug 2012		£295.00	<input checked="" type="checkbox"/>	Activities and Materials	Capital	Card	Books and entertainment media

Total selected income: £2,500.00 Total selected expenditure: £3,589.83 Cash Flow: -£1,089.83



The total income, expenditure and cash flow will be displayed at the bottom of the list.

Tip! Selecting Multiple Rows

To select multiple rows hold down the keyboard **Ctrl** key on your keyboard while you click on the rows you need to select or deselect them.

To select a continuous range of rows click normally on the first row you need, then hold down the **Shift** key on your keyboard while you click on the last row that you need. Both rows and all of the intermediate rows will be included.

You can combine both methods to make your selection.

Printing The Setting Ledger Information

You will probably use the ledger most to examine a particular aspect of your setting finances and you may want to print or save a copy of the ledger for your own reference or to use in a meeting.

There are two buttons at the bottom of the ledger that produce printable reports:

[View All](#)

View All reports on of all the transactions in the list..

[View Selected](#)

View Selected reports on your current selection (blue lines above) only.

Both reports will show the transactions exactly as they appear on screen, in the same sort order, with the same filters applied and with the total income, expenditure and cash flow at the bottom of the report.

As usual you can print the reports or save as a PDF or in an Office format.

Detailed Fee Income

The remaining Detailed Fee Income button shows a detailed breakdown of any fee income transferred / posted from the Payments received form. More about this in the next section.

Transferring Family Fee Income To The Setting Ledger

You do not need to transcribe the family payments received into the Setting Transactions form manually you can transfer them directly from the familiar Family Accounts > Payments Received form.

Go > Home > Family Accounts > Payments Received >

Reconcile and Transfer

Click the Reconcile and Transfer button at the bottom of the Payments Received form.

The Reconcile and Transfer to Ledger form will pop up. This allows you to check the un-reconciled payments received and then transfer them to the setting ledger with a date of your choice.

Start by choosing a date range that includes the payments received that should be appearing on your bank statement.

Reconcile and Transfer to Ledger

Date Range:
Start date: 01 July 2012 End date: 31 August 2013 **Date Range**

Cash/Cheques (0/34) SO/DD/BACS (0/3) **Vouchers (0/11)** Other (0/1)

Sel	Day	Date	Name	Type	Amount	Rec.	Rec. Date	Notes
<input type="checkbox"/>	Tue	16 Jul 2013	Mrs Amanda Door...	Voucher	£100.00	<input type="checkbox"/>		Dreadco Vouchers : DR 1234 abc 1
<input type="checkbox"/>	Tue	16 Jul 2013	Mrs Amanda Door...	Voucher	£30.00	<input type="checkbox"/>		Dreadco Vouchers : DR 1234 abc 2
<input type="checkbox"/>	Sat	13 Jul 2013	Mr Joseph Whale	Voucher	£50.00	<input type="checkbox"/>		Busy Termites : A 1234567890 K
<input type="checkbox"/>	Sat	13 Jul 2013	Mr Joseph Whale	Voucher	£50.00	<input type="checkbox"/>		Busy Termites : A 1234567890 B
<input type="checkbox"/>	Sat	13 Jul 2013	Mr Joseph Whale	Voucher	£50.00	<input type="checkbox"/>		Busy Termites : A 1234567890 J
<input type="checkbox"/>	Thu	11 Jul 2013	Mrs Harriet Hedge...	Voucher	£60.00	<input type="checkbox"/>		Busy Termites : A 1234567890 D
<input type="checkbox"/>	Thu	11 Jul 2013	Mrs Harriet Hedge...	Voucher	£60.00	<input type="checkbox"/>		Busy Termites : A 1234567890 E
<input type="checkbox"/>	Thu	11 Jul 2013	Mrs Harriet Hedge...	Voucher	£60.00	<input type="checkbox"/>		Busy Termites : A 1234567890 F
<input type="checkbox"/>	Wed	10 Jul 2013	Mrs Alison Fox	Voucher	£40.00	<input type="checkbox"/>		XYZ Vouchercro : xyz 12345 67890 a

Clear All Select All Show Previously Reconciled Total Payments: £0.00

Transfer as Income Category: Fee Income

Transfer on Date: Wednesday 31 July 2013

Reconcile and Transfer Finish Help

The payments received are sorted onto four different tabs:

- Cheque / Cash - The Cheque and Cash payments received from parents.
- SO / DD / BACS - Standing Orders, Direct Debits and bank transfers.
- Vouchers - Childcare voucher payments.
- Other - Other types of payment (card payments, gold bullion...)

This sorting makes it easy to check the payments received against your bank statement and paying-in book.

For cash and cheque payments you might also find the **Family Accounts > Bank Paying-In Summary >** report useful to relate your paying-in book to the family payments received listed here.

In some local authority areas the **Select All** button and the option to **Show Previously Reconciled** payments received have been removed.

Selecting Payments Received To Transfer

Arm yourself with your bank records and follow these simple steps:

1. Check the payments received on one tab at a time
2. Look at your bank records and click on the payments in the list that make up a single item on your statement.
 - As you click items the 'Sel' (selected) column will show a tick
 - The rows that have previously been selected in this group will be coloured pink.
 - The total amount selected is displayed to help you match the selection with the statement.

Reconcile and Transfer to Ledger

Date Range:
Start date: 01 July 2012 End date: 31 August 2013 Date Range

Cash/Cheques (0/34) SO/DD/BACS (0/3) Vouchers (4/11) Other (0/1)

Sel	Day	Date	Name	Type	Amount	Rec.	Rec. Date	Notes
<input type="checkbox"/>	Tue	16 Jul 2013	Mrs Amanda Door...	Voucher	£30.00	<input type="checkbox"/>		Dreadco Vouchers : DR 1234 abc 2
<input checked="" type="checkbox"/>	Sat	13 Jul 2013	Mr Joseph Whale	Voucher	£50.00	<input type="checkbox"/>		Busy Termites : A 1234567890 K
<input checked="" type="checkbox"/>	Sat	13 Jul 2013	Mr Joseph Whale	Voucher	£50.00	<input type="checkbox"/>		Busy Termites : A 1234567890 B
<input checked="" type="checkbox"/>	Sat	13 Jul 2013	Mr Joseph Whale	Voucher	£50.00	<input type="checkbox"/>		Busy Termites : A 1234567890 J
<input checked="" type="checkbox"/>	Thu	11 Jul 2013	Mrs Harriet Hedge...	Voucher	£60.00	<input type="checkbox"/>		Busy Termites : A 1234567890 D
<input type="checkbox"/>	Thu	11 Jul 2013	Mrs Harriet Hedge...	Voucher	£60.00	<input type="checkbox"/>		Busy Termites : A 1234567890 E
<input type="checkbox"/>	Thu	11 Jul 2013	Mrs Harriet Hedge...	Voucher	£60.00	<input type="checkbox"/>		Busy Termites : A 1234567890 F
<input type="checkbox"/>	Wed	10 Jul 2013	Mrs Alison Fox	Voucher	£40.00	<input type="checkbox"/>		XYZ Voucherco : xyz 12345 678...

Clear All Select All Show Previously Reconciled Total Payments: £210.00

Transfer as Income Category: Fee Income
Transfer on Date: Wednesday 31 July 2013

Reconcile and Transfer Finish Help

3. When you have selected all of the payments that make up the single bank statement item:
 - Choose a fee income category (your categories are selectable).
 - Set the 'Transfer on Date' to be the date that appears for the item on your statement

4. When you are satisfied that your selection is correct you can transfer them to the Setting Ledger using the Reconcile and Transfer button.

Reconcile and Transfer

Payments that you transfer will be automatically marked as reconciled.

5. When you have finished transferring payments click the Finish button to leave the form

* **IMPORTANT** * If you make an error with the reconcile and transfer process and your program is in Permanent Reconcile mode you will need to restore a backup or enter a correction in the Setting Ledger.

Fee Income Groups In The Setting Ledger

The payments received are transferred to the Setting Ledger with the fee income category that you chose and the date that you selected.

The transferred payments will be grouped together by their payment method. The voucher payments are grouped together by voucher company. This helps to keep the Setting Ledger concise and easy to relate to the bank statement.

Date	Income	Expenditure	Rec.	Category	Expense	Payment Type	Description
30 Sep 2012	£252.00		<input checked="" type="checkbox"/>	Fee Income	None		Cash
30 Sep 2012	£882.50		<input checked="" type="checkbox"/>	Fee Income	None		Cheques
30 Sep 2012	£220.50		<input checked="" type="checkbox"/>	Fee Income	None		Standing Orders
30 Sep 2012	£200.00		<input checked="" type="checkbox"/>	Fee Income	None		BACS
30 Sep 2012	£100.00		<input checked="" type="checkbox"/>	Fee Income	None		Vouchers: XYZ Voucherco
30 Sep 2012	£150.00		<input checked="" type="checkbox"/>	Fee Income	None		Vouchers: Dreadco Vouchers
30 Sep 2012	£350.00		<input checked="" type="checkbox"/>	Fee Income	None		Vouchers: Busy Termites
30 Sep 2012	£126.00		<input checked="" type="checkbox"/>	Fee Income	None		Other: Gold Bullion

Auditing Fee Income

If you need work with a complete breakdown of the payments received that make up the Fee Income transactions in the Setting ledger you can easily do so.

Click on the Detailed Fee Income button at the bottom of the Setting Ledger.

Detailed Fee Income

The report will retrieve payments received records based on the date range that you supply.

The date range will be used to find the payments received based on their Setting Ledger date by default.

Specify Date Range

Start date: 14 June 2012

End date: 14 June 2012

Days: 1

Weeks: 0

Use Received Dates
(Instead of Ledger Transfer)

OK Cancel Help

If you tick the 'Use Received Dates' box the payments received will be chosen based on the original Payment Received date instead. This allows you to investigate the fee income from either point of view. (It is conceivable the a payment of interest may have been stored in the setting for a long time before being banked.)

When you click OK SuperFox will generate a detailed report that details the fee income associated with the setting transactions in the chosen date range.

End