

SETTING TRANSACTIONS

Setting transactions are your setting's income and expenditure items.

You can enter setting transactions using the Setting Transactions form. You can also transfer payments received from parents from the Family Accounts > Payments Received form (we will look at this later).

With the Setting Finances tutorial data loaded:

Go > Home > Management Reports > Setting Finances > Setting Transactions >

When you get to the Setting Transactions form 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. The tutorial data shows some typical transactions for a setting's opening year. This is because it shows a wider variety of transactions that might normally be the case.

View Transactions

Date	Amount	Rec	Category	Expense	Payment Type	Description
17 Aug 2012	£1,520.00	<input type="checkbox"/>	Activities and Materials	Capital	Card	Cupboards, shelving and storage
17 Aug 2012	£115.00	<input type="checkbox"/>	Activities and Materials	Capital	Card	Setting phone, answer machine and mobile
24 Aug 2012	£98.00	<input type="checkbox"/>	Admin Expenses	Revenue	CHQ 100004	Ofsted Registration fee
25 Aug 2012	£35.00	<input type="checkbox"/>	Admin Expenses	Revenue	CHQ 100005	4 Toddlers membership fees
28 Aug 2012	£225.00	<input type="checkbox"/>	Admin Expenses	Revenue	SO	Insurance (Mort in my Shell)
29 Aug 2012	£1,298.91	<input type="checkbox"/>	Staff Costs	Revenue	BACS	Wages
03 Sep 2012	£250.00	<input checked="" type="checkbox"/>	Premises Expenses	Revenue	CHQ 100006	Setting Rent
06 Sep 2012	£305.49	<input type="checkbox"/>	Staff Costs	Revenue	DD	PAYE and NI
28 Sep 2012	£120.00	<input type="checkbox"/>	Activities and Materials	Revenue	BACS	Gymnastics Coaching
28 Sep 2012	£105.34	<input type="checkbox"/>	Admin Expenses	Revenue	Other	Bank Charges
28 Sep 2012	£2,325.05	<input type="checkbox"/>	Staff Costs	Revenue	BACS	Wages

Add New Data

Date: << Monday 03 September 2012 >>

Category: Premises Expenses (E) Amount: £250.00

Description: Setting Rent

Expense Type: None Capital Revenue

Payment Method: Cash Cheque: 100006 Card Standing Order Direct Debit BACS Other

Reconciled

The Setting Transactions form works in very much the same way as the familiar Family Accounts > Payments Received > form.

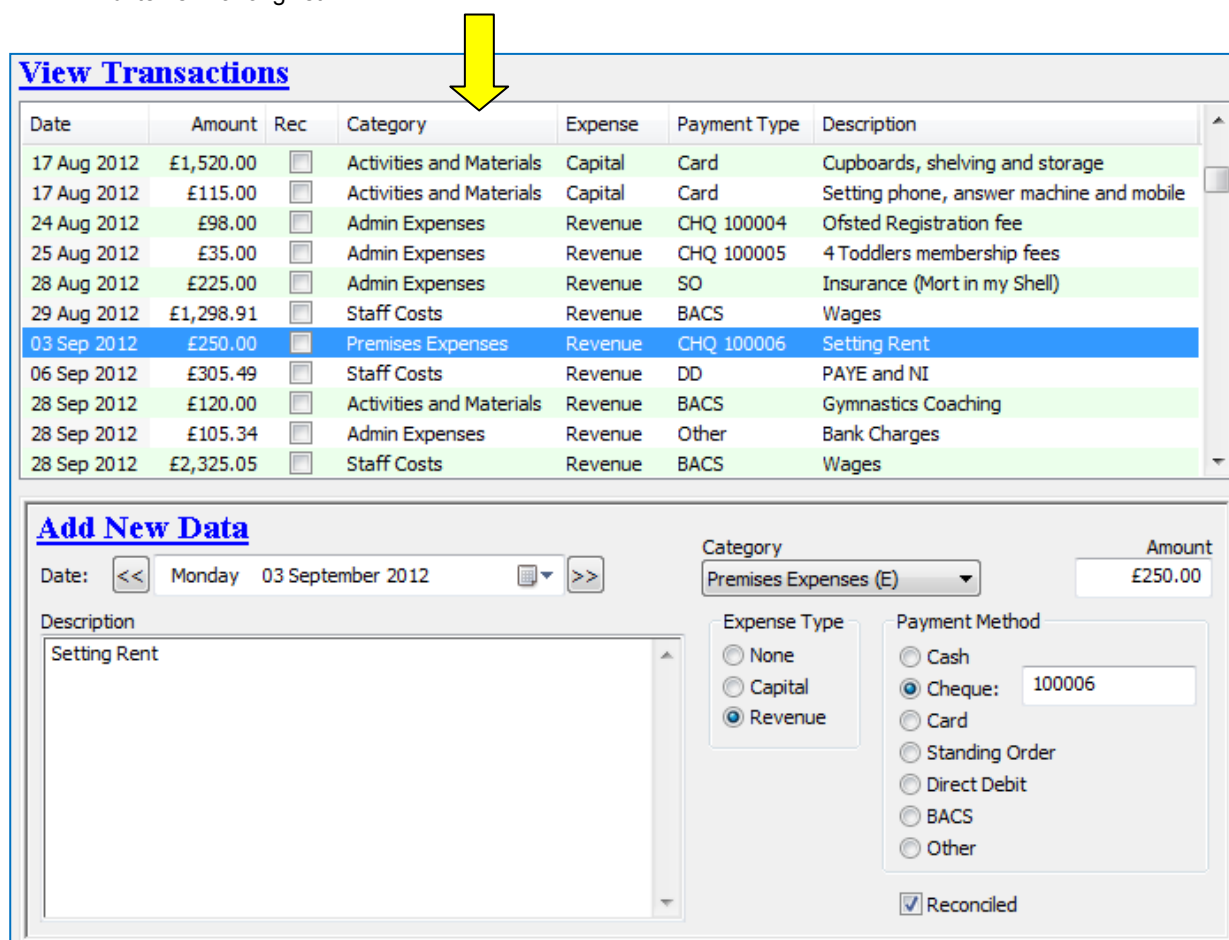
Have a look up and down the list of Transactions. (You may or may not agree with the categories used, but you can of course define your own categories to suit your own setting.)

The area at the top shows the transactions in the selected date range. To edit an existing transaction just click on it in 'View Transactions' list, change the details in the 'Add New Data' section at the bottom and press Save.

To add a new transaction just click on the next unused line in the 'View Transactions' list, enter the transaction details in the 'Add New Data' section and press Save.

You can transfer fee income from families directly from the Family Accounts > Payments Received > form, you do not need to enter them manually here. We will describe the transfer later.

Tip! Remember that you can always sort the list order by clicking on the column headers. This may help you to find items in a long list.



The screenshot shows two parts of a software interface. The top part is a table titled 'View Transactions' with columns: Date, Amount, Rec, Category, Expense, Payment Type, and Description. A yellow arrow points to the 'Category' column header. The table contains several rows of transaction data. The bottom part is a form titled 'Add New Data' with fields for Date (Monday 03 September 2012), Category (Premises Expenses (E)), Amount (£250.00), Description (Setting Rent), Expense Type (Revenue selected), and Payment Method (Cheque: 100006 selected). There is also a 'Reconciled' checkbox which is checked.

Date	Amount	Rec	Category	Expense	Payment Type	Description
17 Aug 2012	£1,520.00	<input type="checkbox"/>	Activities and Materials	Capital	Card	Cupboards, shelving and storage
17 Aug 2012	£115.00	<input type="checkbox"/>	Activities and Materials	Capital	Card	Setting phone, answer machine and mobile
24 Aug 2012	£98.00	<input type="checkbox"/>	Admin Expenses	Revenue	CHQ 100004	Ofsted Registration fee
25 Aug 2012	£35.00	<input type="checkbox"/>	Admin Expenses	Revenue	CHQ 100005	4 Toddlers membership fees
28 Aug 2012	£225.00	<input type="checkbox"/>	Admin Expenses	Revenue	SO	Insurance (Mort in my Shell)
29 Aug 2012	£1,298.91	<input type="checkbox"/>	Staff Costs	Revenue	BACS	Wages
03 Sep 2012	£250.00	<input type="checkbox"/>	Premises Expenses	Revenue	CHQ 100006	Setting Rent
06 Sep 2012	£305.49	<input type="checkbox"/>	Staff Costs	Revenue	DD	PAYE and NI
28 Sep 2012	£120.00	<input type="checkbox"/>	Activities and Materials	Revenue	BACS	Gymnastics Coaching
28 Sep 2012	£105.34	<input type="checkbox"/>	Admin Expenses	Revenue	Other	Bank Charges
28 Sep 2012	£2,325.05	<input type="checkbox"/>	Staff Costs	Revenue	BACS	Wages

Add New Data

Date: << Monday 03 September 2012 >>

Category: Premises Expenses (E) Amount: £250.00

Description: Setting Rent

Expense Type: None Capital Revenue

Payment Method: Cash Cheque: 100006 Card Standing Order Direct Debit BACS Other

Reconciled

All transactions have a date, category, amount and a description. Choose the description carefully. It appears in some printed reports so it should be concise and meaningful.

Categories are shown using your own category names and (I) to denote income, and (E) to denote expenditure.

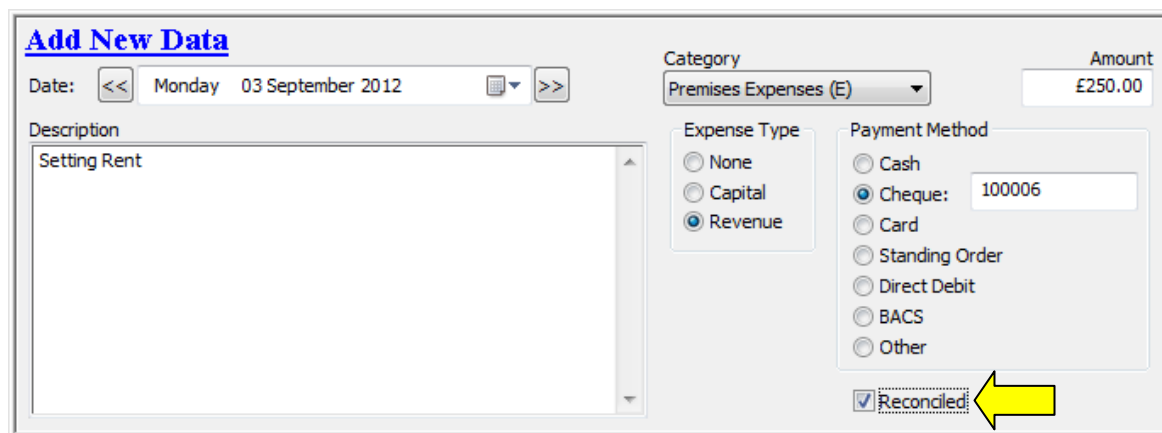
If the transaction is in an expense category then you can provide extra information:

- Was it a Revenue Expense, Capital Expense or neither.
- What method was used to pay the expense; cheque, cash, etc. (This helps match the expense to your bank statement when your accounts are prepared.)

*** IMPORTANT *** Do not click the 'Reconciled' box unless you are really sure the entry is correct.

Reconciled Transactions

The **Reconciled** tick denotes that you have satisfied yourself that the transaction is correctly recorded. Transactions have to be reconciled to appear in the financial reports.

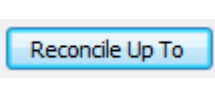


The screenshot shows the 'Add New Data' form. At the top, the title is 'Add New Data'. Below it, there is a 'Date' field set to 'Monday 03 September 2012'. To the right, there is a 'Category' dropdown menu set to 'Premises Expenses (E)' and an 'Amount' field set to '£250.00'. The 'Description' field contains 'Setting Rent'. Below the description, there are two sections: 'Expense Type' with radio buttons for 'None', 'Capital', and 'Revenue' (selected), and 'Payment Method' with radio buttons for 'Cash', 'Cheque: 100006' (selected), 'Card', 'Standing Order', 'Direct Debit', 'BACS', and 'Other'. At the bottom right, there is a 'Reconciled' checkbox which is checked and highlighted by a yellow arrow.

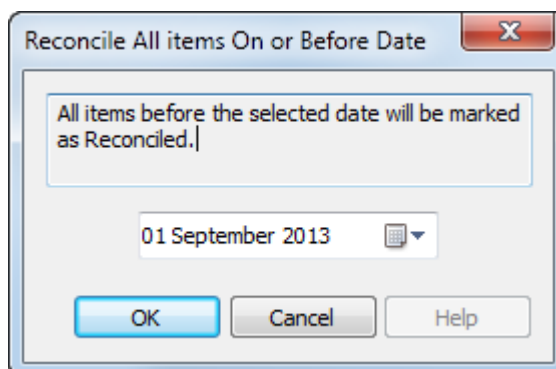
*** IMPORTANT *** Be very careful to check the transaction is correct before ticking the 'Reconciled' box.

The program has a **'Permanent Reconcile'** mode that will prevent you from editing the transaction as soon as the 'Reconciled' box is ticked. You still need to press the Save button to save your change.

If you clicked on 'Reconciled' by accident just click on a different transaction in the list to avoid saving the change.

 If you already have a considerable number of Setting Transactions stored and you are sure that they are correct you can reconcile them together using the Reconcile Up To button on the Setting Transactions form.

This will pop up a small form asking you to enter a date to reconcile up to:



The screenshot shows a dialog box titled 'Reconcile All items On or Before Date'. The main text inside the dialog says 'All items before the selected date will be marked as Reconciled.' Below this text is a date field set to '01 September 2013'. At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Help'.

When you click OK all of the un-reconciled transactions up to and including the date you entered will be marked as reconciled and they will then be available for use in the financial statements.

*** IMPORTANT ***

In some local authority areas where 'Permanent Reconcile' mode cannot be switched off the Reconcile Up To function will not be available. You will need to reconcile your transactions individually.

If your local authority copy allows it the Permanent Reconcile mode can be switched on and off using a simple tick:

Go > Home > Setting Details > Setting Details >

Setting Name:	Kidspace	Letterhead/Contact Address	Setting Premises Address
Cheque payment name:	Kidspace Limited	Line 1: 13 River Dale	Line 1: Foxholes First School
Ofsted number:	EY 000000	Line 2: Foxholes	Line 2: Foxholes
Tax reference:	123/NZ/54321	Town: Anytown	Town: Anytown
Default Midday time:	12:00	County: Northumberland	County: Northumberland
Default holiday year start:	01 September 2012	Postcode: AA1 9ZZ	Postcode: AA1 9YY
Default holiday entitlement:	28	Phone: 01234 567890	Phone: 012345 098765
Maximum places:	26	<input type="checkbox"/> Permanent Reconcile	DFE URN: 000000
Company number:	654321	Friendly Name (for backups):	Setting Ledger
Charity number:	123456		
Email:	kidspace@superfox.org.uk		Web: www.superfox.org.uk
Logo Image:			
	Remove	Change	
	Security	Advanced...	Invoice Offset
	Save		Help

*** IMPORTANT ***

In some local authority areas 'Permanent Reconcile' mode cannot be switched off. In this case if you need to change a reconciled transaction your options are to restore a backup or to enter a new setting transaction to make the correction.

Income And Expenditure Types

Your **income** setting transactions will include some of these income types:

- Fee Income - Income from parents, the free entitlement, vouchers, etc.
- Other Income - Donations, grants, fund raising, etc.

Your **expenditure** setting transactions will include some of these expenditure types:

- Variable Expenses - Costs that vary with the number of children who attend. E.g. cost of art materials and inclusive snacks.
- Fixed Expenses - Bills you pay regardless of how many children attend. E.g. rent and utility bills.
- Loan Interest - If you have taken an interest bearing loan or used your own money to start the setting this may apply to you.
- Tax Paid - If you have a 'for profit' childcare business then you may be paying corporation tax. (This is not staff income tax, it is the tax your business pays on any profits.)
- Dividend Paid - This is useful to settings who pay shareholder or staff dividends.

Defining Your Own Categories

SuperFox lets you set up your own income and expenditure categories so you can still use the categories that are familiar from your regular book-keeping, or that you use in your Charities Commission returns.

* IMPORTANT *

You will need to label each of your categories as belonging to one of the income or expenditure types listed above. This is purely a behind the scenes exercise that allows SuperFox to structure the financial reports correctly. The financial reports will always display the category names that you have chosen.



Staff Costs

Staff costs can be variable or fixed expenses. It really doesn't matter which type you use to label your own staff costs categories as SuperFox will clearly itemise them either way.

At first sight staff costs look like a variable expense as staffing ratios relate the number of childcare staff in the setting to the number of children. However, in many small settings childcare will be provided by a fixed number of staff on any day, and in practice the staff costs are fixed.

It doesn't matter much whether you prefer to label your staff cost categories as variable and/or fixed expenses. Choose whichever seems best to you!

Using Your Own Income And Expenditure Categories

Setting up your income and expenditure categories is a very simple exercise.

Go > Home > Management Reports > Setting Finances > Income/Expenditure Category Manager >

The Income/Expenditure Category manager is a simple form with a list of income categories on the left hand side, and expenditure categories on the right hand side.

The screenshot shows the 'Category Manager' window with two main sections: 'Income Categories' and 'Expenditure Categories'. Each section contains a table with columns for 'In Use', 'Type', and 'Name'. Below each table are input fields for 'Name' and 'Type', and buttons for 'Add New', 'Delete', and 'Save'. A 'Help' button is located at the bottom right of the window.

In Use	Type	Name
*	Fee Income	Fee Income
*	Other Income	Other Income

Income Categories

Name:

Type:

Expenditure Categories

In Use	Type	Name
*	Variable	Activities and Materials
*	Fixed	Staff Costs
*	Fixed	Premises Expenses
*	Fixed	Admin Expenses
*	Fixed	Other Expenses
*	Loan Interest	Loan Interest
*	Tax Paid	Tax Paid
*	Dividend Paid	Dividend Paid

Expenditure Categories

Name:

Type:

SuperFox comes with a list of income and expenditure categories to get you started and you can rename these categories to suit yourself. Just select them, enter a new name and press Save to save your change.

Notice that the category lists show:

- The category name (Activities and Materials)
- The type label (Variable)
- An asterisk is displayed if the category has is being used.

In Use	Type	Name
*	Variable	Activities and Materials
*	Fixed	Staff Costs
*	Fixed	Premises Expenses
*	Fixed	Admin Expenses
*	Fixed	Other Expenses
*	Loan Interest	Loan Interest
*	Tax Paid	Tax Paid
*	Dividend Paid	Dividend Paid

(You cannot delete a category that is being used, but you can rename it and change it to a different type.)

Adding Your Own Categories

It is very simple to add your own income and expenditure categories.

Just click on the **'Add New'** button under the appropriate list. This creates a new category in the list.

When the new category appears all you need to do is:

- Type in your category name.
- Choose a type.
- Press **'Save'** to save your work.

Here we added an income category called 'Fund Raising' and we labelled it as being type 'Other Income' using the drop-down Type list.

If you change your mind about your new category you can delete it using the **'Delete'** button.

In Use	Type	Name
*	Fee Income	Fee Income
*	Other Income	Other Income
	Other Income	Fund Raising

Name:	<input type="text" value="Fund Raising"/>
Type:	<input type="text" value="Other Income"/>

End