

CLUB ACCOUNTS

User Manual



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LOGGING ON

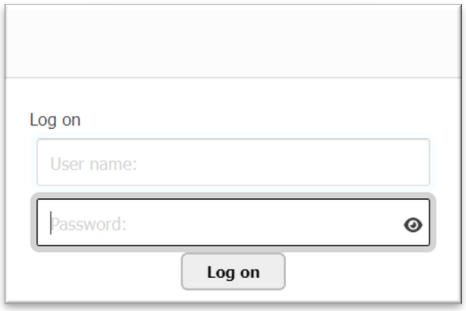
Club Accounts runs through a web browser which can be accessed from any device from any location with internet access. Please be aware that there is an automatic timeout after 30 minutes of inactivity for security reasons.

STEP 1

Open your web browser and enter the following address:-

https://online.paxsoft.co.uk/

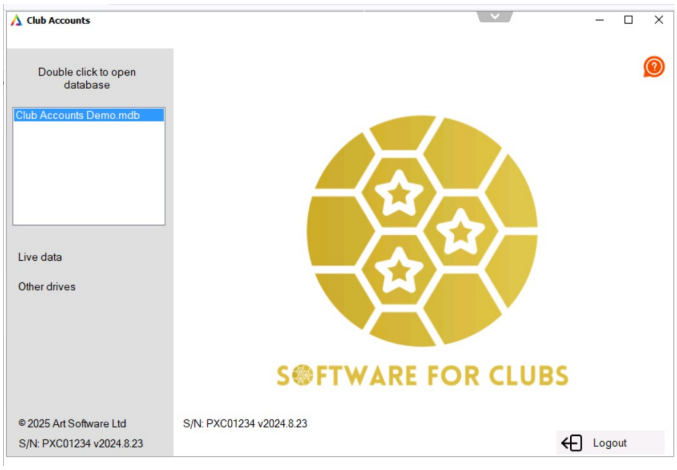
Enter your **Cloud Logon** credentials and click on Log on.



STEP 2

The following login screen will be displayed:-

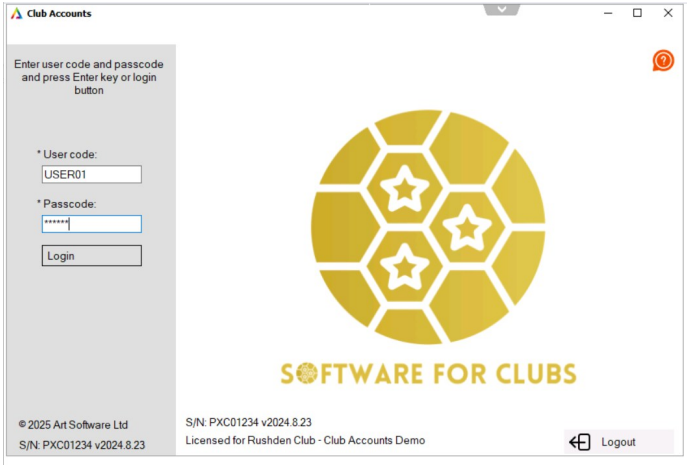
Double click on your database or click on the Demo Data button to log into the demonstration data.



STEP 3

Log in with your **Software Logon** user code and passcode.

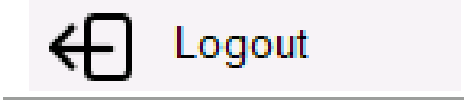
The next time you log in it will remember your user code.



LOGGING OFF

To log out correctly click on the Logout button.

Then click on OK to Close Club Accounts or Cancel to return to the program.



DRIVING THE SOFTWARE

Here are a few notes on how to use the software which you may find useful as you start to navigate your way around.

- From any screen you can access this User Guide by clicking on the ? at the top right.
- All screens can be driven by using the mouse or the keyboard.
- The package is menu driven. A single click on a menu selection will take you to the program. When in the program, the 'Exit' button will take you back to the menu.
- The database is NOT updated from any program until the 'Record' button is pressed. There is always a 'Cancel' button displayed alongside the 'Record' button that allows you to abort the current input.

Using * and ^ in Grids



- An asterisk (*) in a grid column header indicates that extra information can be displayed via a 'double click' in that column for the appropriate grid entry.
- Similarly, a '^' symbol indicates that a 'right click' will display further selections.

The Navigation Bar

- These navigation  controls will appear at the top right of the screen in many of the maintenance and enquiry programs.
- Clicking on the up arrow will select the first record in the group, left arrow the previous record, right arrow the next record and down arrow the last record in the group.
- Where available, the large 'C' icon will display a record count.

The programs are split into four types: **Maintenance, Inputs, Enquiries** and **Reports**.

Maintenance Programs

These programs are used for adding and maintaining the basic elements of the system and are consistent in the way they are driven. An example is User Maintenance.

To **ADD** a new element, press the Add button, complete the required fields (mandatory entries are marked with an asterisk) and press Record when complete.

To **UPDATE** an existing element, search and select the required record, press the Update button, complete the required amendments and press Record when complete.

To **DELETE** an existing element, search and select the required record, press the Delete button, you will be asked to confirm that you really mean to delete the record and, if so, the record is deleted.

Input Programs

These programs are used to enter transaction data, for example Receipt Input, Payment Input, Money Transfers.

The entry screens are normally split into a header with normal entry fields at the top and a grid in the lower section of the screen for the entry of the detail lines. Mandatory entries are marked with an asterisk.

Movement around the grid section is via the mouse or the up, down, left and right arrow keys (similar to a spreadsheet).

Enquiry and Report Programs

These are fairly self explanatory. See below for a list of the report program search controls.

Don't forget, you are not going to update the database using these programs and so you can experiment with confidence. (Suggest starting with previewing rather than printing the reports).

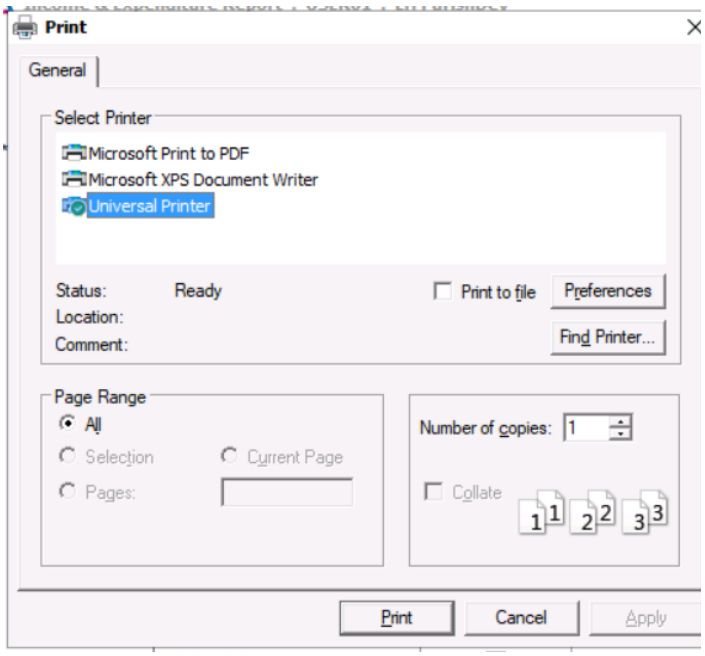
The reports allow you to enter criteria to determine what information is displayed. Where the field has a * it means that a selection needs to be made. There are a number of different options in the operator field. Here is an explanation of each one:-

any value	all the records are selected.
between	a pair of values must be entered as the start and end values for a range to be selected. The range between "A" and "CZZZZ" would produce a list of records with first character in the range A to CZZZZ [inclusive].
not between	as above, except that records other than those in the range are selected.
like	enables matching using the first character of a code or with the wildcards "%" and "?". The value A% would produce a list of all records starting with the letter "A". ?A% produces a list of items where the second character is "A".
not like	as above, except that records other than those specified are selected.
=	equal to, an exact match.
< >	not equal to.
> / <	greater than (a numeric value), or later (alphabetically or date wise) or less than (a numeric value), or earlier (alphabetically or date wise)
>= / <=	greater than or equal to / less than or equal to.

PRINTING

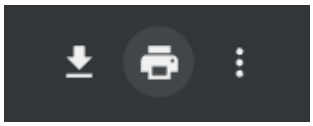
Any report can be printed to your local printer.

After clicking on the Print button on your desired report you will see the following screen:-



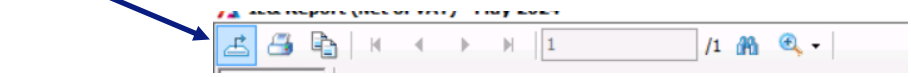
Select the Universal Printer option and click on Print. It will open up the report in a new window.

Click on the Printer icon at the top right of the screen to allow you to select your local printer. Alternatively you can click on the Download icon to download a PDF of the report into the selected location on your computer.

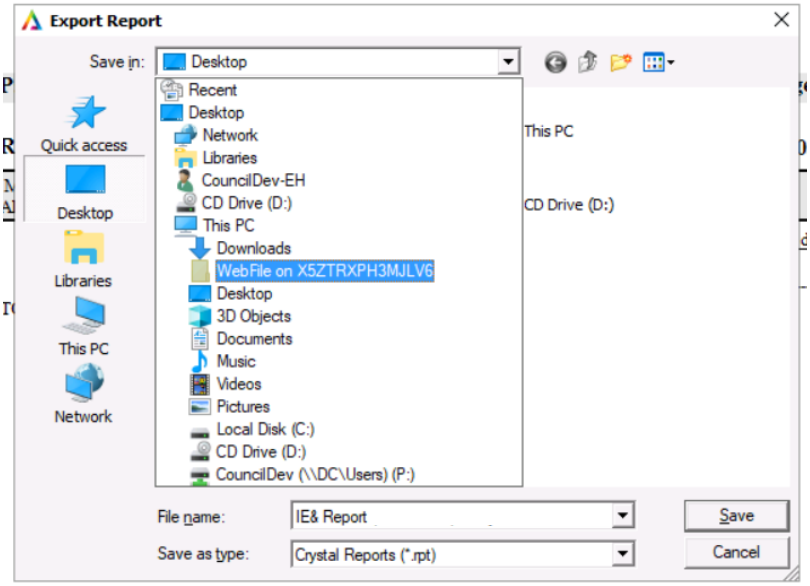


EXPORTING REPORTS

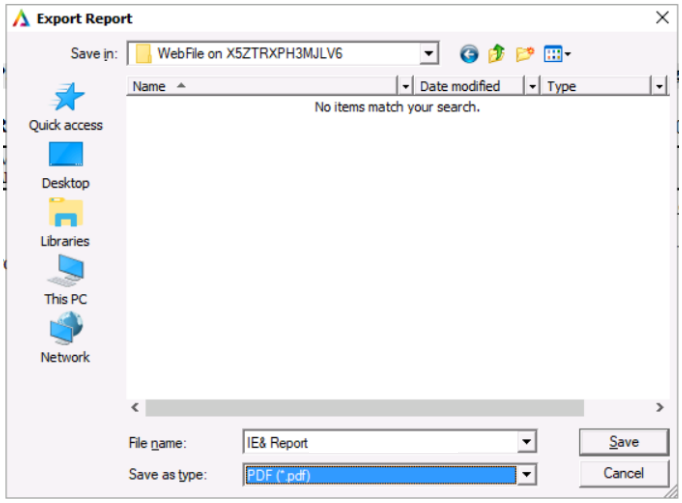
Preview the report that you wish to Export and click on the Export icon at the top left of the preview window.



Click the down arrow next to 'Save in' and choose 'WebFile on ….' This will download the report straight into the downloads folder on your local computer.



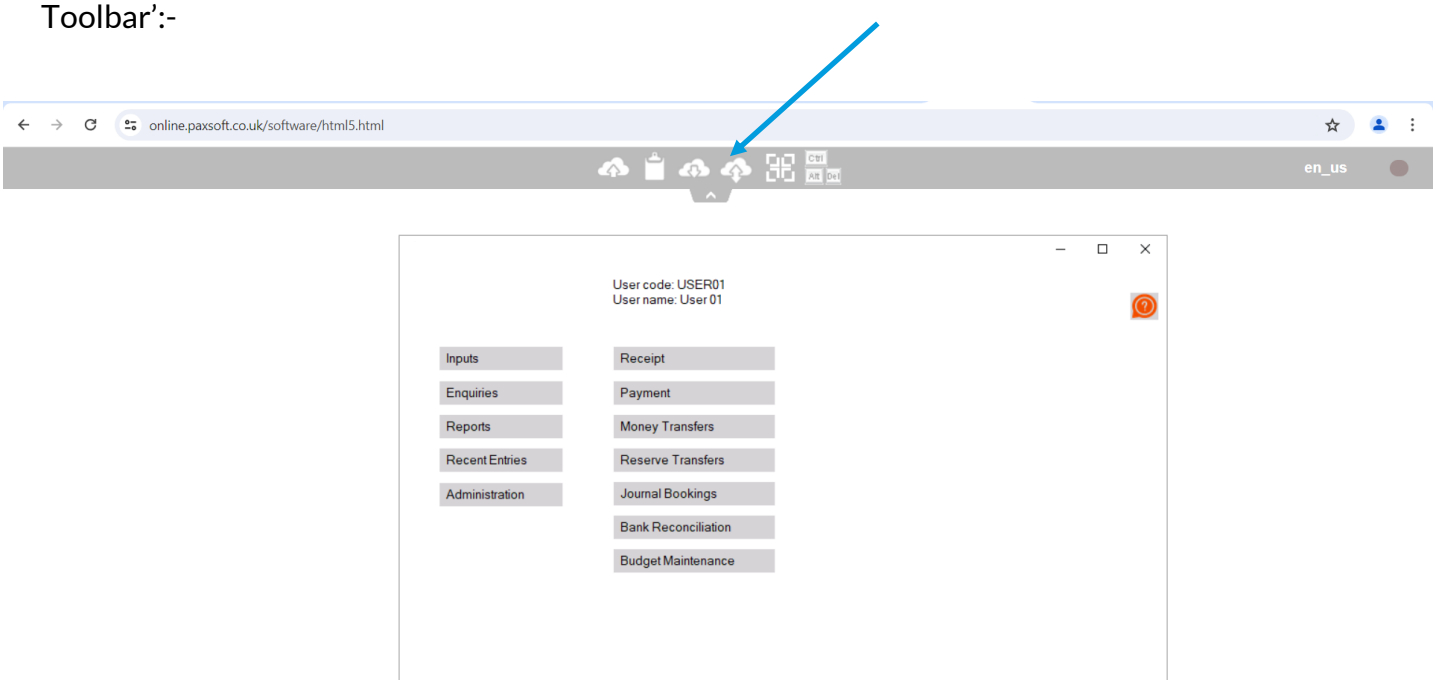
Enter your file name and file type, e.g. PDF and click on Save. Depending on your web browser you should get the option to Save or Open the file. If you choose Save it will open your Downloads folder for you to be able to copy and paste the file into the desired location. If you choose Open then it will open the document and you can choose to print or save it from there.



UPLOADING DOCUMENTS

Scan all your documents for the entries being made before logging on and save them onto your computer. Ensure that you have a separate document for each transaction.

Click on the grey tab at the top of your web browser screen and this displays the 'Cloud Toolbar':-

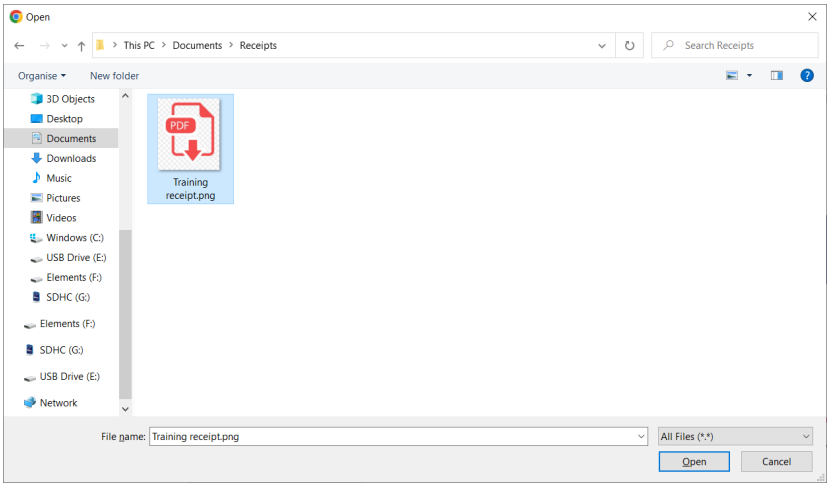


Click on the first icon with a cloud and an up arrow that says 'From PC to server'



This will open another window where you can browse your computer for the document. Double click on the document or single click to select it and click on the Open button.

This will then upload the document to the cloud ready to attach it to your transaction.



CORRECTING MISTAKES

Club Accounts is very forgiving if a transaction is booked in error. All transactions within an open accounting period can be amended or deleted.

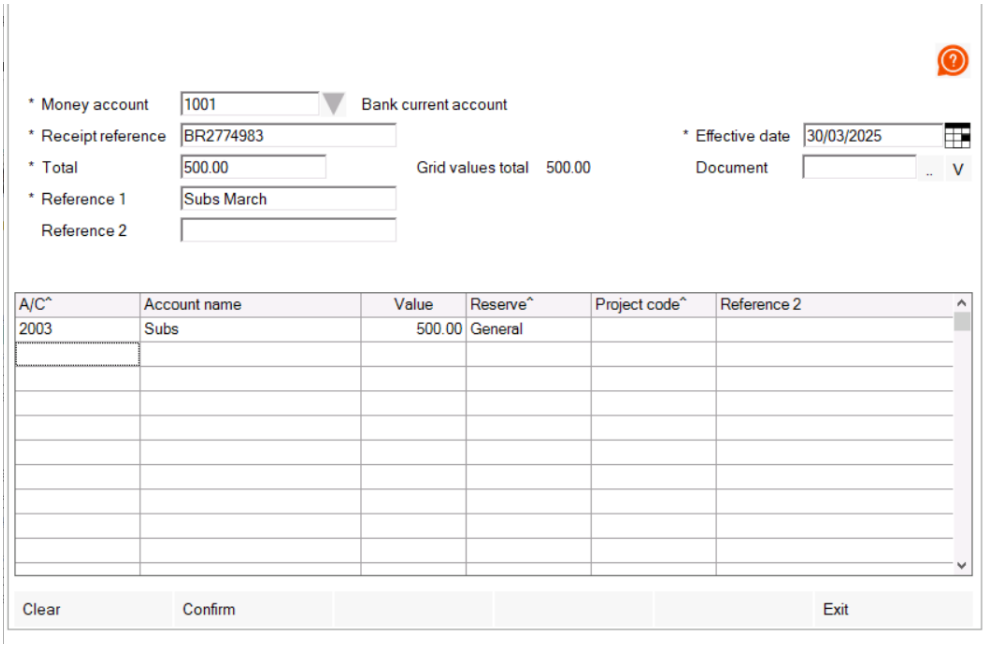
The following procedure would be used to rectify a mistake made in any type of transaction. As an example, suppose that a Receipt between the Bank Account and the Salaries Account, had been entered in error. This could be rectified as follows :-

- In Transaction Enquiry, select the bank account used or the salaries account.
- Find the transaction entered in error. You can narrow down the displayed transactions by date or by type. Double click in the '*' column against the transaction line of the erroneous transaction to display it.
- Press the Change button. You will only see the Change button if the effective date is in an open month.
- Select whether you wish to Delete the transaction or Change the transaction If you select Delete, then the current transaction will be deleted after confirmation that you wish to do so. If you select Change, then the details will remain on the screen for you to amend i.e. correct the mistake BUT make sure that you Confirm and Record the amended transaction otherwise it will be lost.

RECEIPT

INPUTS > RECEIPT

Any income will be booked through this screen.
NOTE: If you have a document that you wish to attach to the transaction then this must be scanned and uploaded first (see notes on uploading documents)



Money account This will default to the main bank account as specified in your chart of accounts. If applicable click the down arrow and select an alternative.

Receipt ref This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.

Total Enter the total amount of the receipt. This figure may be broken down into different receipt analysis codes in the grid at bottom half of the screen.

Reference 1 This should be a reference to where the receipt has come from.

Reference 2 Optional, this may be used to record additional information.

Effective date This is the date it is booked to the accounts. You can type the date in or click on the calendar box.

Document You can attach any relating document to the transaction (see page on uploading files).

Analysis Grid

A/C The A/C (Account) column holds the receipt code. You can have one line or multiple lines to break down the total received. You can either type the code in or right click to display a list to choose from. The account name will be automatically displayed.

Value Enter the amount for this analysis line. You may only have one receipt analysis line but it you have more than one then the total of all the line values must equal the total entered at the top of the screen.

Reserve Right click and choose which reserve the receipt is for. If you leave this field blank it will default to the General reserve.

Project code Right click and choose which project the receipt is for or leave this field blank.

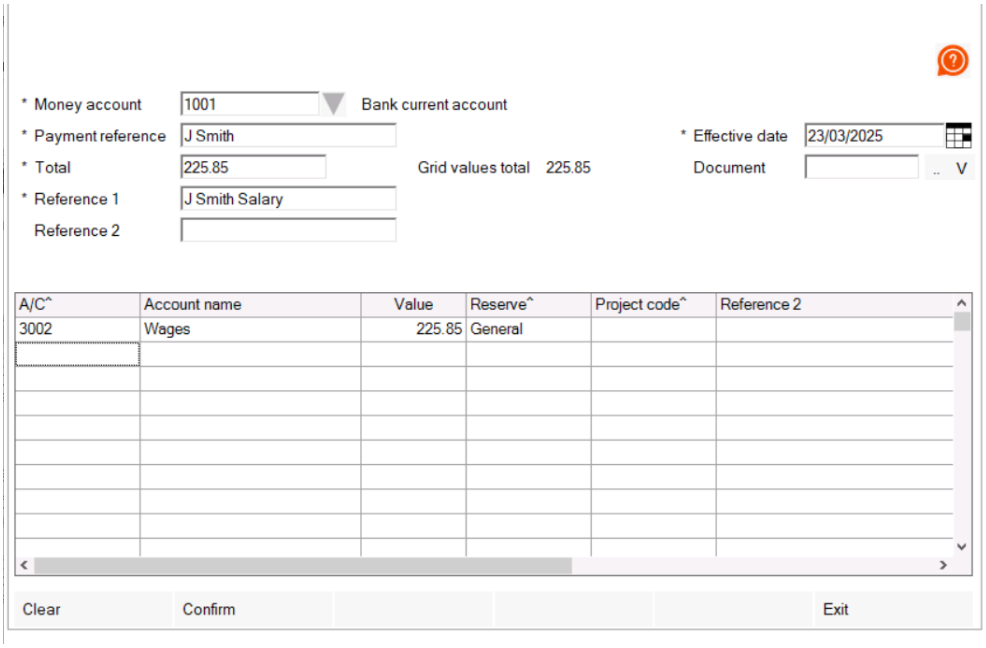
Reference 2 Only enter something here is you wish to record a different reference 2 for the analysis line.

PAYMENT

INPUTS > PAYMENT

Any money spent will be booked through this screen.

NOTE: If you have a document that you wish to attach to the transaction then this must be scanned and uploaded first (see notes on uploading documents)



Money account — This will default to the main bank account as specified in your chart of accounts. If applicable click the down arrow and select an alternative.

Payment ref — This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.

Total — Enter the total amount of the payment. This figure may be broken down into different expenditure analysis codes in the grid at bottom half of the screen.

Reference 1 — This should be a reference to what the money has been spent on.

Reference 2 — Optional, this may be used to record additional information.

Effective date — This is the date it is booked to the accounts. You can type the date in or click on the calendar box.

Document — You can attach a document to the transaction (see page on uploading files).

Analysis Grid

A/C The A/C (Account) column holds the payment code. You can have one line or multiple lines to break down the total received. You can either type the code in or right click to display a list to choose from. The account name will be automatically displayed.

Value Enter the amount for this analysis line. You may only have one payment analysis line but it you have more than one then the total of all the line values must equal the total entered at the top of the screen.

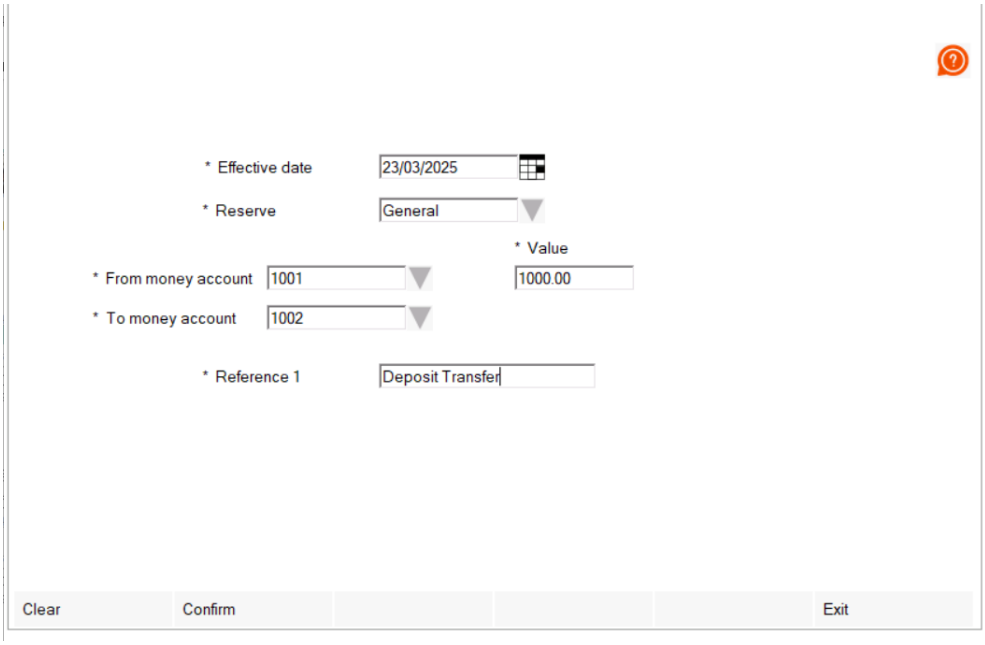
Reserve Right click and choose which reserve the payment is for. If you leave this field blank it will default to the General reserve.

Project code Right click and choose which project the payment is for or leave this field blank.

Reference 2 Only enter something here is you wish to record a different reference 2 for the analysis line.

MONEY TRANSFERS

INPUTS > MONEY TRANSFERS

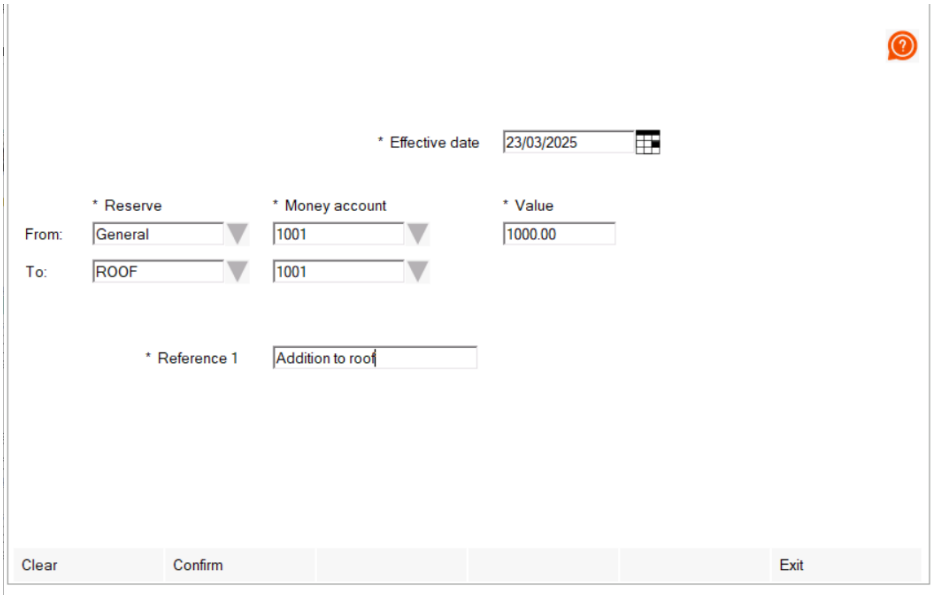


This screen is used to easily transfer money between your bank and cash accounts. For example you could be moving money into your deposit account from your current account or withdrawing it for petty cash.

Effective date	This is the date it is booked to the accounts. You can type the date in or click on the calendar box.
Reserve	Click the down arrow and select the Reserve this transfer is for.
From money account	Click the down arrow and select the money account you are transferring from.
Value	Enter the amount of money you are transferring.
To money account	Click the down arrow and select the money account you are transferring to.
Reference 1	This should be a reference that would be displayed on your bank statement, this simplifies the bank reconciliation process.

RESERVE TRANSFERS

INPUTS > RESERVE TRANSFERS



This screen is used to easily transfer money between your reserves. For example you may want to assign some of your General Reserve to be used for a specific purpose. The money will be re-assigned within your bank account. The overall balance in your bank won't change just the assignment of money within it.

Effective date — This is the date it is booked to the accounts. You can type the date in or click on the calendar box.

From reserve — Click the down arrow and select the Reserve you are transferring from.

From money account — Click the down arrow and select the money account you are transferring from.

Value — Enter the amount of money you are transferring.

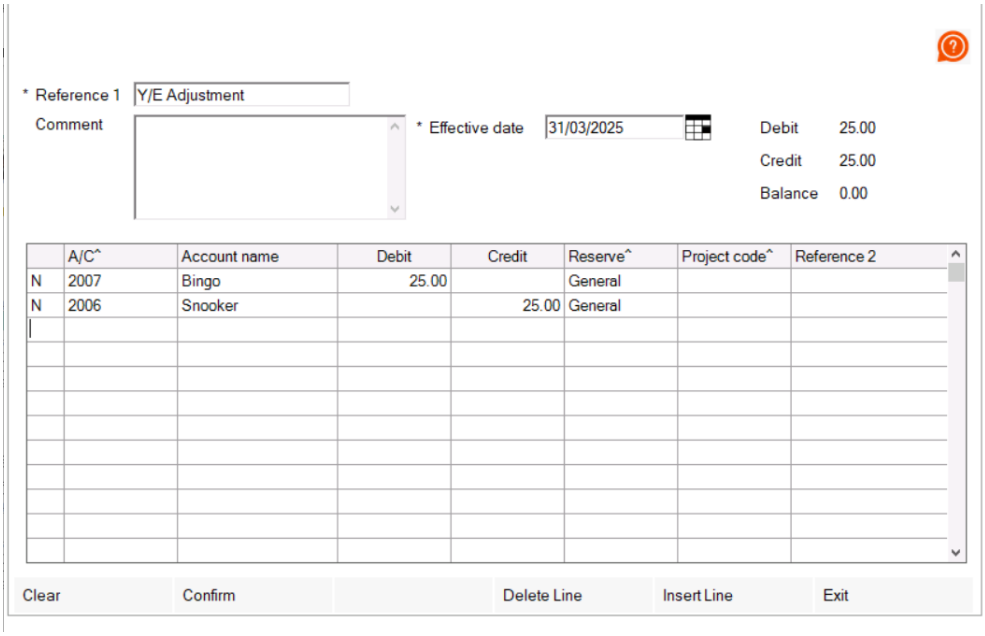
To reserve — Click the down arrow and select the Reserve you are transferring to.

To money account — Click the down arrow and select the money account you are transferring to. This is usually the same bank account.

Reference 1 — Enter a reference for this transfer.

JOURNAL BOOKINGS

INPUTS > JOURNAL BOOKINGS



Provides the most basic means of moving value between any accounts. Normally used for year end adjustments as it provides the means of booking transactions that do not involve money accounts.

Reference 1 Enter a reference for the journal booking.

Comment Optional. Enter any additional information for this transaction.

Effective date This is the date it is booked to the accounts. You can type the date in or click on the calendar box.

A/C Either enter the account code or 'right click' the mouse button to select from the listbox.

Account name Will automatically be displayed when an account code is selected.

Debit/Credit Enter the value in the appropriate column. Note that after all lines have been entered, the total value of debits and credits for each individual reserve must be equal. Total debits and credits are displayed at the top right of the screen.

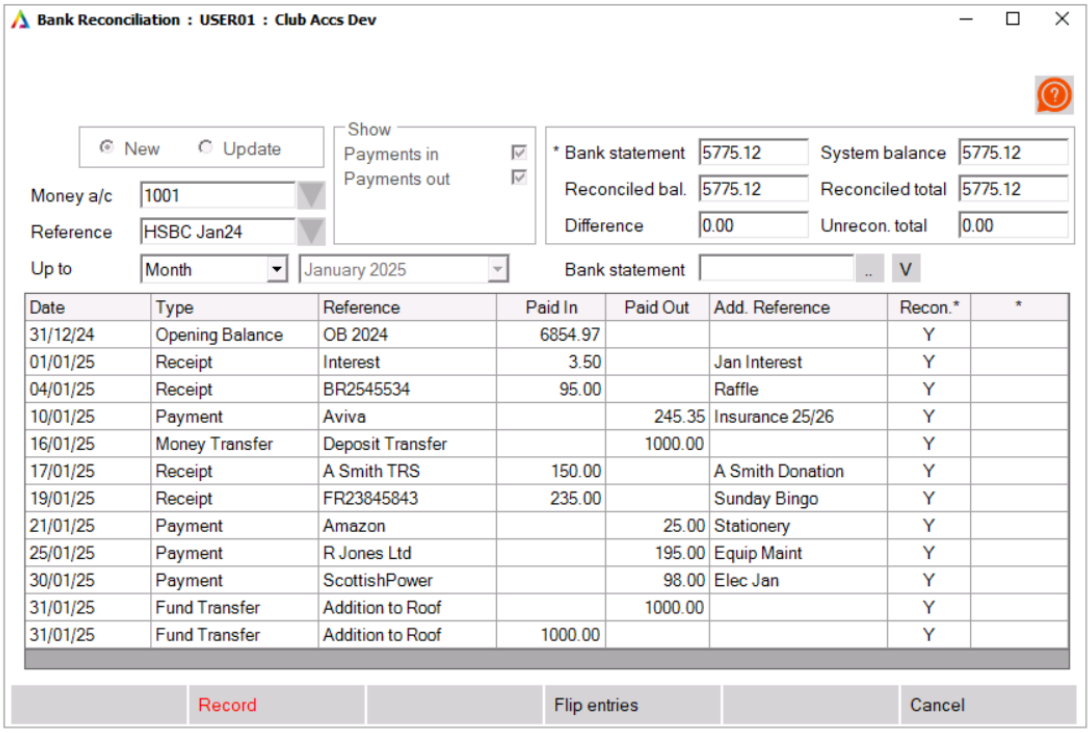
Reserve Click the down arrow and select the Reserve code.

Project code Enter the amount of money you are transferring.

Reference 2 Optional. Enter an additional line reference if required.

BANK RECONCILIATION

INPUTS > BANK RECONCILIATION



Date	Type	Reference	Paid In	Paid Out	Add. Reference	Recon.*	*
31/12/24	Opening Balance	OB 2024	6854.97			Y	
01/01/25	Receipt	Interest	3.50		Jan Interest	Y	
04/01/25	Receipt	BR2545534	95.00		Raffle	Y	
10/01/25	Payment	Aviva		245.35	Insurance 25/26	Y	
16/01/25	Money Transfer	Deposit Transfer		1000.00		Y	
17/01/25	Receipt	A Smith TRS	150.00		A Smith Donation	Y	
19/01/25	Receipt	FR23845843	235.00		Sunday Bingo	Y	
21/01/25	Payment	Amazon		25.00	Stationery	Y	
25/01/25	Payment	R Jones Ltd		195.00	Equip Maint	Y	
30/01/25	Payment	ScottishPower		98.00	Elec Jan	Y	
31/01/25	Fund Transfer	Addition to Roof		1000.00		Y	
31/01/25	Fund Transfer	Addition to Roof	1000.00			Y	

This screen allows transactions entered against the selected money account to be reconciled against a statement received from a bank. Current unreconciled transactions are listed on the screen. Those that appear in the bank statement can be flagged as reconciled and will not be listed the next time that this program is run.

New or Update Select as required. The Update option will allow you to preview and, if required, update a previous reconciliation.

Money a/c Click the down arrow and select the money account you are reconciling.

Reference If this is a new reconciliation then enter a unique reference. For example you may want to use the name of the bank account and the date you are reconciling up to e.g. NW30/06/25 for a Natwest account reconciled to the end of June 25. If the Update option has been selected then select the required reference from listbox and press Confirm to display.

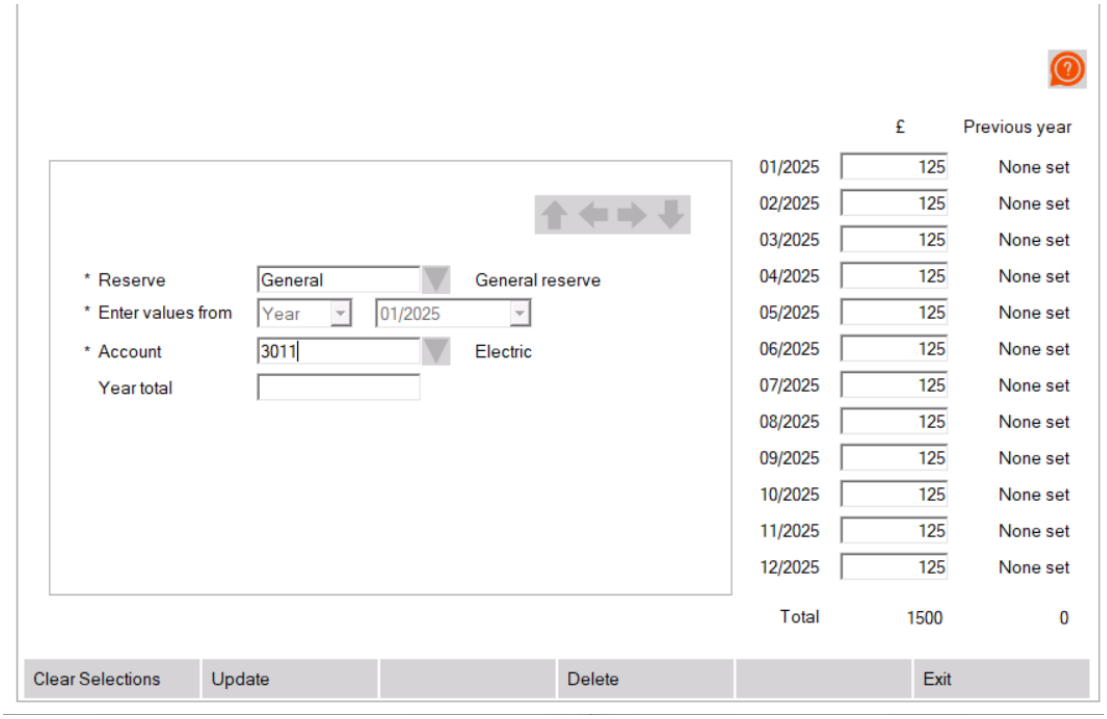
Up to Either a date or a month can be selected. Unreconciled transactions are shown up to and including the given date or the end of the given month.

Show	Select whether payments in and/or payments out are to be listed.
Bank Statement	Enter the closing balance figure from the bank statement. The current imbalance (in the Difference field) will be displayed as each transaction is reconciled. The other fields - System balance, Reconciled balance, etc. are 'display only' fields.
Reconciled bal	This is the total of all previously reconciled entries (all reconciled transactions ever entered) and all those entries on the current screen with a Y in the Recon column.
Difference	The difference between the **Bank statement** figure and the **Reconciled bal** figure.
System balance	This is the total of all transactions in and out of the bank account selected. This includes reconciled and unreconciled entries
Reconciled total	This is the total of all entries in the grid below that have been reconciled (have a Y in the Recon column)
Unreconciled total	This is the total of all entries in the grid below that haven't been reconciled (have a N in the Recon column)
Bank Statement	You can attach a document (bank statement) to the reconciliation (see page on uploading files).

- Press Confirm to display the unreconciled entries.
- Press the Change action button and double click in the 'Recon' column for entries that tally with your bank statement. This will mark the entries as reconciled (Double click again to unset if a mistake is made). You can also use the Flip Entries button to change all the N's to Y's and vice versa.
- If a displayed entry needs to be amended, then double click in the far right column to display the transaction details. Normal change and delete facilities are available to amend or remove the transaction. On return, the transaction will be amended or removed from the bank reconciliation.'
- When all appropriate entries have been marked as reconciled, the 'Difference' box in the screen header should show zero. If it does not show zero then there is either an erroneous entry or missed entry.
- If a difference is shown, then the messages 'Continue to record reconciliation?' and 'There is still a difference' will be displayed. If you wish to make changes to the displayed reconciliations, then press 'No' otherwise press 'Yes' to continue.
- If required, press Print to list out the unreconciled entries.

BUDGET MAINTENANCE

INPUTS > BUDGET MAINTENANCE



This screen allows you to record your budgets against your account codes. Budgets are entered for each Reserve.

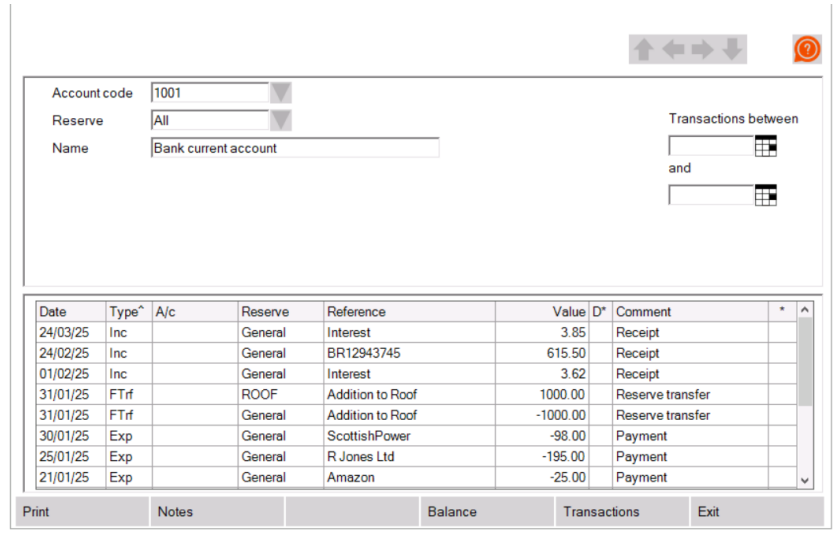
Reserve	Select as the Reserve code you are entering the budget for.
Enter values from	You can select to enter the budget starting from the beginning of your financial year or starting from any month that you choose.
Account	Click the down arrow and choose your account you wish to enter the budget for.

Any existing budget values will then be displayed. If you wish to Add or Amend any figures click on the Update button. You can now manually type in the values against each month or enter a year total and click on the 'Apply equal split' button. This will equally split the year total amount over the 12 months. Click on Record to save.

Either choose another account from the list box or use the grey arrows to move to the next sequential account code.

TRANSACTION ENQUIRY

ENQUIRIES > TRANSACTION ENQUIRY



Displays the notes, balance and transaction details of the selected account code.

Account code Select the required account code from the listbox.

Reserve code Select whether the displayed details are for all reserves consolidated (All as default) or for a specific reserve. The Name will automatically be displayed.

Transactions between If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button to display the new selections. The total is displayed for the transactions included.

Print After entering a 'Transactions between' date range this prints all the transactions within that range.

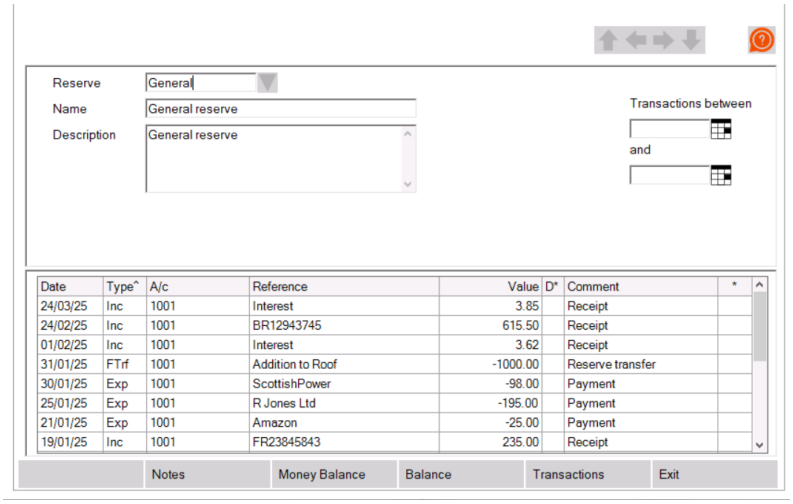
Notes Allows you to record any notes against the account code.

Balance / Turnover Shows the account balances & turnover over the past 24 months.

Transactions Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file. Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

RESERVE ENQUIRY

ENQUIRIES > RESERVE ENQUIRY



Displays the notes, balance and transaction details of the selected reserve.

Reserve Select the required reserve from the listbox, the Name and Description will be automatically displayed.

Transactions between If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button to display the new selections. The total is displayed for the transactions included.

Notes Allows you to record any notes against the account code.

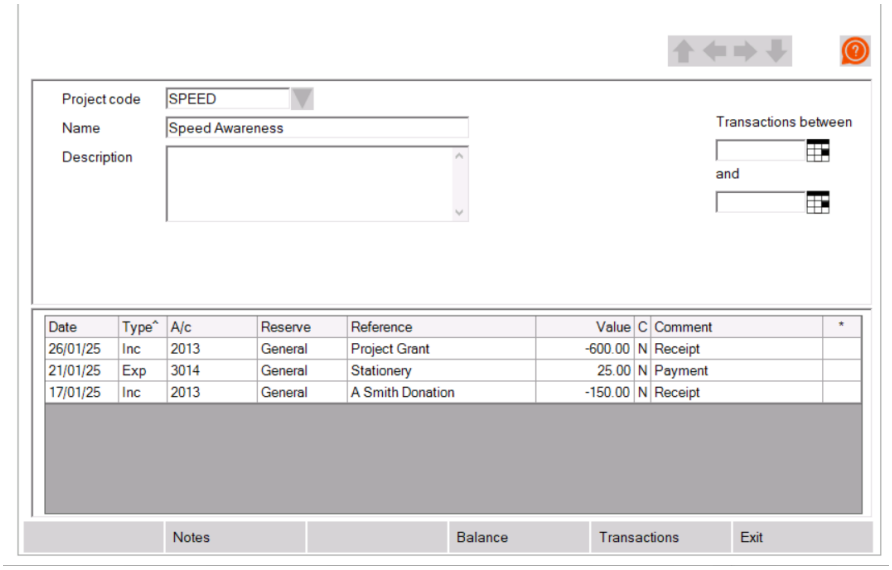
Money Balance / Turnover 'Balance 'shows the cumulative balance for the money accounts for the specified reserve over the past 24 months. 'Turnover' shows the 24 months turnover history.

Balance / Turnover 'Balance' shows the history over the past 24 months of the overall value of the specified reserve including money accounts and all other assets and liabilities. 'Turnover' shows the 24 months turnover history.

Transactions Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file. Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

PROJECT ENQUIRY

ENQUIRIES > PROJECT ENQUIRY



Displays the notes, balance and transaction details of the selected project.

Project — Select the required project from the listbox, the Name and Description will be automatically displayed.

Transactions between — If transaction enquiry is required between a particular date range then enter the dates here. Otherwise leave blank. If only transactions since a given date are required, then enter that date in the upper field. If only transactions up to a given date are required, then enter that date in the lower field. In either case, press the 'Transactions' action button to display the new selections. The total is displayed for the transactions included.

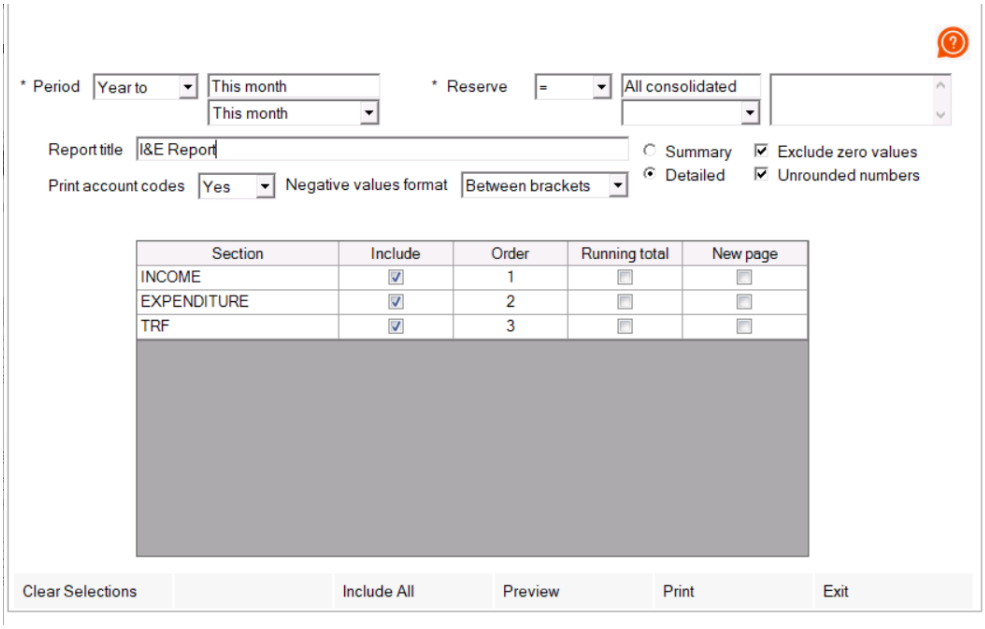
Notes — Allows you to record any notes against the project.

Balance / Turnover — Shows the project balances & turnover over the past 24 months.

Transactions — Lists the transaction details for this account in reverse chronological sequence for the date range specified. The full details of the transaction can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be amended. If a document has been attached to the transaction then you can double click on the D in the 'D' column to view the file. Note that the type of transactions displayed can be selected by 'right clicking' in the 'Type' column header.

I&E REPORT

REPORTS > I&E REPORT



The income & expenditure report will list all your account balances and show a surplus/deficit.

The standard options show as a default and all you should need to do is enter a period selection, although you can choose different options to change what appears on the report.

Period Select whether the report is to be produced for a month, quarter, year to date or date range.

Reserve A consolidated report will be produced by default. If the report is required for a specific reserve or group of reserves then select as appropriate from the listboxes.

Report title Appears at the head of the printed report.

Print account codes Select whether the account code is to be printed alongside each account name.

Negative values format Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

Summary/Detailed Select the required option. The 'summary' report will output the titles of the selected sections with a consolidated total for each. The 'detailed' report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.

Exclude zero values Check this box if zero value lines are to be suppressed.

Unrounded numbers Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

All report sections relating to nominal accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen. The following controls are available within the grid to design the required report :-

Include All sections are automatically included. Untick any sections that you don't want to appear on the report. All sections are included as default.

Order Select the order the section will be on the report. The order will be automatically entered based on the settings in Admin—Getting Started—Report Sections.

Running total Check this box to output a running total at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.

New page Check this box if a new page is required in the report after this section has been output.

Club Accounts **I&E Report - January 2025** **Page 1 of 1**

Rushden Club **Printed: 24/03/2025**

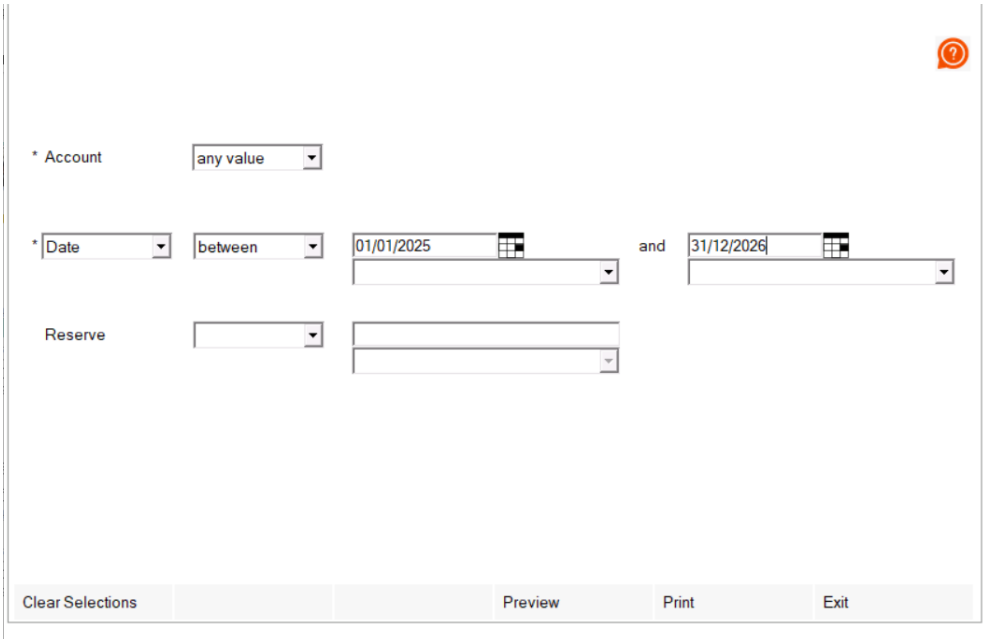
Month January 2025
All Reserves consolidated

	Turnover for month		Turnover year to date	
Income				
2001 Bar Sales	85.00		85.00	
2007 Bingo	150.00		150.00	
2012 Raffle	95.00		95.00	
2013 General Income	750.00		750.00	
2014 Interest	3.50		3.50	
		1,083.50		1,083.50
Expenditure				
3009 Insurance	245.35		245.35	
3011 Electric	98.00		98.00	
3013 Repairs/Renewals	140.00		140.00	
3014 Admin Costs	25.00		25.00	
3016 Maintenance	55.00		55.00	
		(563.35)		(563.35)
TOTAL SURPLUS/DEFICIT		520.15		520.15

Example of an Income & Expenditure Report

R&P BALANCES

REPORTS > R&P BALANCES



This report will list all your receipt and payment account balances.

Account	Select a individual account, range or 'any value' for all accounts.
Date / Month	Choose a month or a date range. See the driving instructions page for more information on the report criteria selections.
Reserve	If you wish to produce the report for just one reserve then select it here. Leave this blank if you want all reserves consolidated.

Club Accounts **R & P Balances** **Page 1 of 1**

Rushden Club **Printed: 24/03/2025**

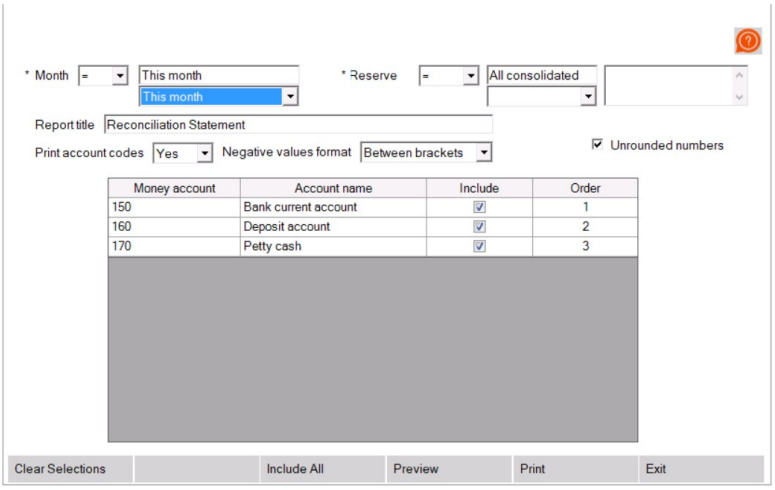
All accounts
Month = January 2025
All reserves

Account code	Account name	Value	VAT	Total
1095	Transfers	0.00	0.00	0.00
2001	Bar Sales	-85.00	0.00	-85.00
2007	Bingo	-150.00	0.00	-150.00
2012	Raffle	-95.00	0.00	-95.00
2013	General Income	-750.00	0.00	-750.00
2014	Interest	-3.50	0.00	-3.50
3009	Insurance	245.35	0.00	245.35
3011	Electric	98.00	0.00	98.00
3013	Repairs/Renewals	140.00	0.00	140.00
3014	Admin Costs	25.00	0.00	25.00
3016	Maintenance	55.00	0.00	55.00
	Totals:	**-£520.15**	**£0.00**	**-£520.15**

Example of an R&P Balances Report

RECONCILIATION STATEMENT

REPORTS > RECONCILIATION STATEMENT



This report will list all your money accounts and the balance as at the end of the month that you select.

Month Select the month you want to run the report for.

Reserve A consolidated report will be produced by default. If the report is required for a specific reserve or group of reserves then select as appropriate from the listboxes.

Report title Appears at the head of the printed report.

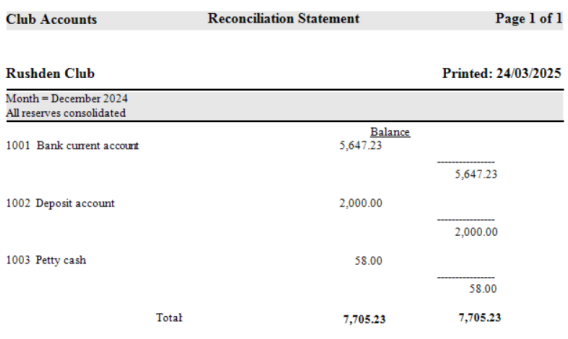
Print account codes Select whether the account code is to be printed alongside each account name.

Negative values format Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

Exclude zero values Check this box if zero value lines are to be suppressed.

Unrounded numbers Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

Include last years figures Check this box if you wish to view the balance on the account(s) for the same month in the previous year.



Club Accounts — Reconciliation Statement — Page 1 of 1

Rushden Club — Printed: 24/03/2025

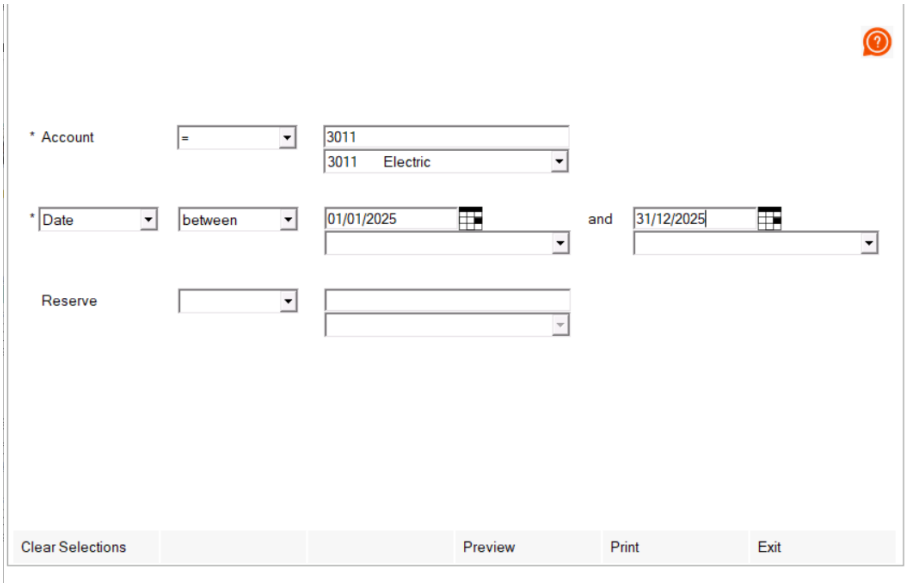
Month = December 2024
All reserves consolidated

	Balance	
1001 Bank current account	5,647.23	5,647.23
1002 Deposit account	2,000.00	2,000.00
1003 Petty cash	58.00	58.00
Total	7,705.23	7,705.23

Example of a Reconciliation Statement

TRANSACTIONS LIST

REPORTS > TRANSACTIONS LIST

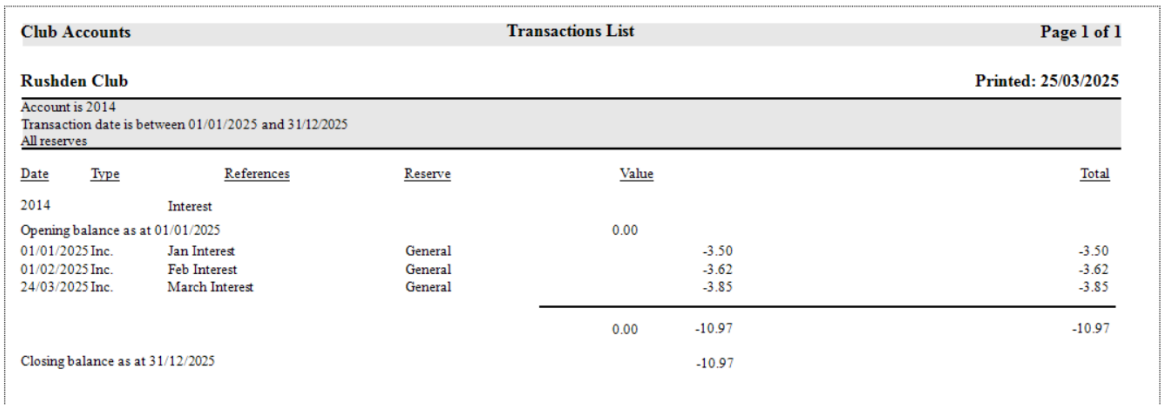


This report will list all your transactions entered against the selected account code(s) for the month or date range selected. You can also only print transactions for a particular reserve.

Account Select a individual account, range or 'any value' for all accounts.

Date / Month Choose a month or a date range. See the driving instructions page for more information on the report criteria selections.

Reserve If you wish to produce the report for just one reserve then select it here. Leave this blank if you want all reserves consolidated.



Club Accounts — **Transactions List** — **Page 1 of 1**

Rushden Club — **Printed: 25/03/2025**

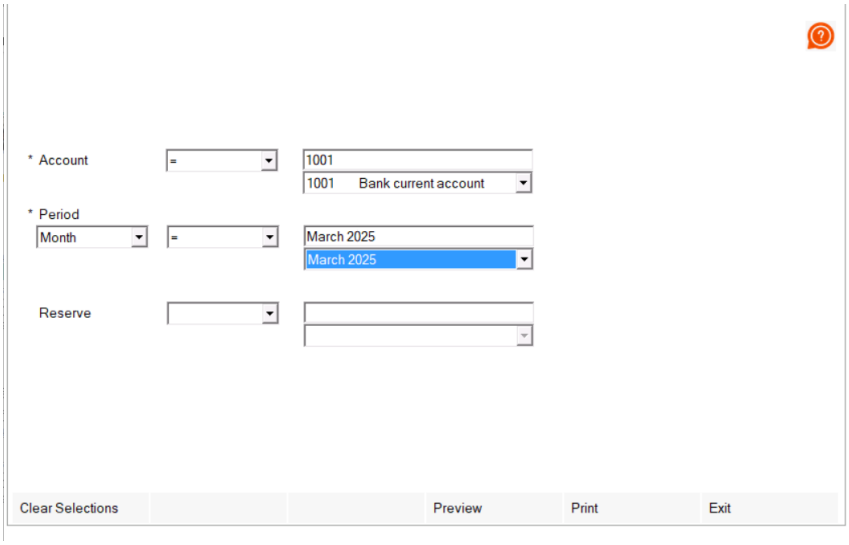
Account is 2014
Transaction date is between 01/01/2025 and 31/12/2025
All reserves

Date	Type	References	Reserve	Value		Total
2014		Interest				
Opening balance as at 01/01/2025				0.00		
01/01/2025	Inc.	Jan Interest	General		-3.50	-3.50
01/02/2025	Inc.	Feb Interest	General		-3.62	-3.62
24/03/2025	Inc.	March Interest	General		-3.85	-3.85
				0.00	-10.97	-10.97
Closing balance as at 31/12/2025					-10.97	

Example of a Transactions List Report

CASH MOVEMENT REPORT

REPORTS > CASH MOVEMENT REPORT



This report will list all your transactions entered against the selected money account code for the month or date range selected. You can also only print transactions for a particular reserve.

Account Select a the required money account from the listbox.

Date / Month Choose a month or a date range. See the driving instructions page for more information on the report criteria selections.

Reserve If you wish to produce the report for just one reserve then select it here. Leave this blank if you want all reserves consolidated.

Club Accounts **Cash Movement Report** **Page 1 of 1**

Rushden Club **Printed: 24/03/2025**

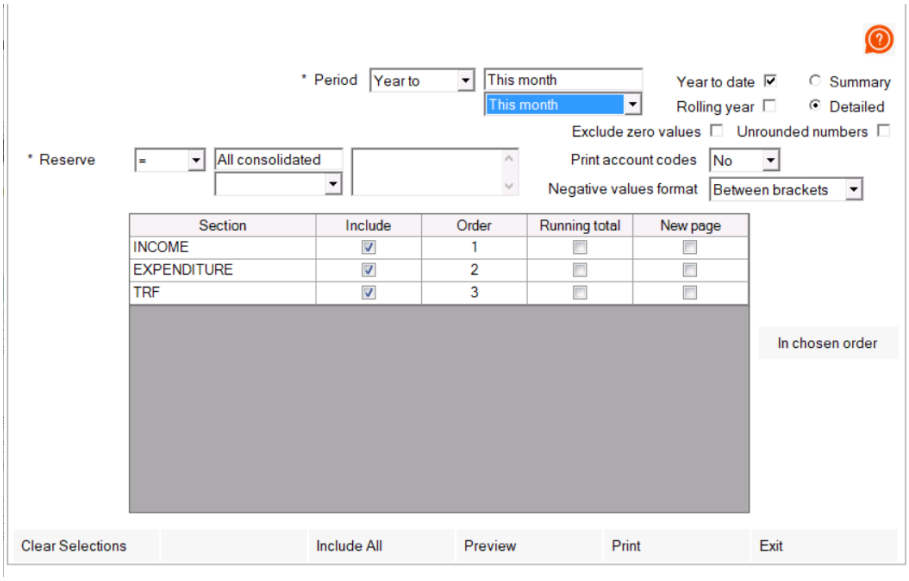
Account is 1001
Month = January 2025
All Reserve codes

Date	Type	References		Value		Reserve	Comment
1001		Bank current account					
Opening balance as at 01/01/2025				6,854.97			
16/01/2025		Deposit Transfer			-1,000.00	General	Money transfer
31/01/2025	Transfer	Addition to Roof			-1,000.00	General	Reserve transfer
10/01/2025	Exp.	Aviva	Insurance 25/26		-245.35	General	Payment
25/01/2025	Exp.	R Jones Ltd	Equip Maint		-195.00	General	Payment
30/01/2025	Exp.	ScottishPower	Elec Jan		-98.00	General	Payment
21/01/2025	Exp.	Amazon	Stationery		-25.00	General	Payment
01/01/2025	Inc.	Interest	Jan Interest	3.50		General	Receipt
04/01/2025	Inc.	BR2545534	Raffle	95.00		General	Receipt
17/01/2025	Inc.	A Smith TRS	A Smith Donation	150.00		General	Receipt
19/01/2025	Inc.	FR23845843	Sunday Bingo	235.00		General	Receipt
26/01/2025	Inc.	Grant	Project Grant	600.00		General	Receipt
31/01/2025	Transfer	Addition to Roof		1,000.00		ROOF	Reserve transfer
				2,083.50	-2,563.35		
Closing balance as at 31/01/2025				6,375.12			

Example of a Cash Movement Report

BUDGET VARIANCE

REPORTS > BUDGET VARIANCE



Produces a report or preview in income and expenditure format showing the actual and budget values for the selected month or quarter and year to date or rolling year with the percentage variance against budget for each item. The content and layout of the report are determined by the report section headers set against each account code via the Chart of Accounts program. Detailed or summary reports can be produced for all or the selected sections.

Period Select the month, quarter, 'year to' or date range for which the report is to be produced.

Year selector If 'year to' figures are selected then select whether year to date or rolling year figures are to be shown on the report.

Summary/Detailed Select the required option. The summary report will output the titles of the selected sections with a consolidated total for each. The detailed report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.

Reserve A consolidated report will be produced by default. If the report is required for a specific reserve(s) or to show all reserves individually then select from the listbox.

Exclude zero values Select whether zero value lines are to be excluded.

Unrounded numbers Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.

Print account codes Select whether the account code is to be printed alongside each account name.

Negative values format Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

All report sections relating to accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen.

Include Check the appropriate box to include that section in the report. All sections are included as default

Order Specifies the sequence in which the sections are to appear on the report. Normally, this sequence would be specified after all of the required sections have been selected.

Running total Check this box if a running total is required to be output at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.

New page Check this box if a new page is required in the report after this section has been output.

Club Accounts **Page 1 of 1**

Budget Variance Report (consolidated) January 2025

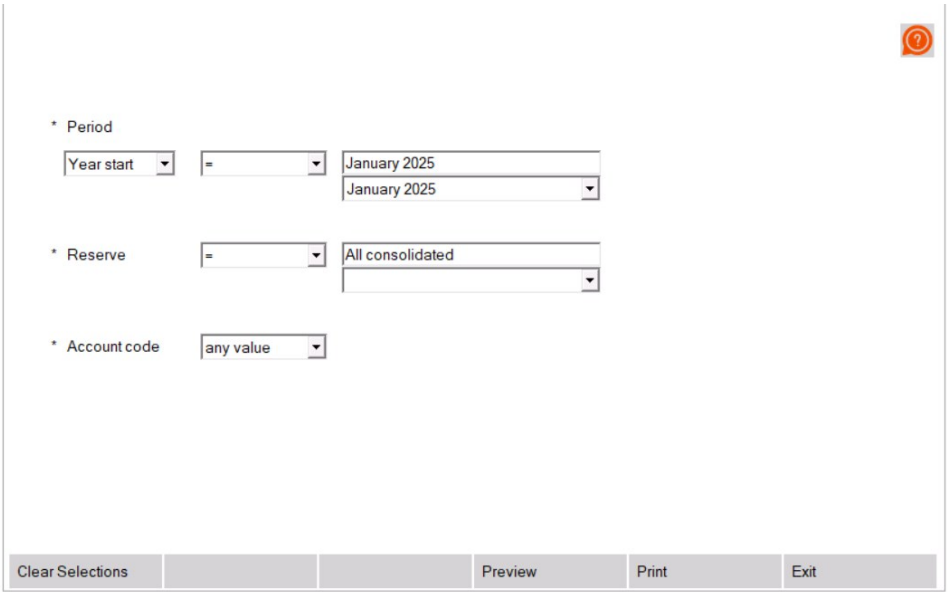
Rushden Club **Printed: 24/03/2025**

	Actuals this month		Budgets this month		Variance	%
Income						
Bar Sales	85		500		-415	-83.00
Gaming Machines	0		83		-83	-100.00
Subs	0		250		-250	-100.00
Bingo	150		400		-250	-62.50
Raffle	95		0		95	xxxxxx
General Income	750		0		750	xxxxxx
Interest	4		0		4	xxxxxx
		1,084		1,233	-149	-12.08
Expenditure						
Wages	0		167		167	100.00
Rent	0		208		208	100.00
Insurance	245		400		155	38.75
Gas	0		83		83	100.00
Electric	98		125		27	21.60
Water	0		75		75	100.00
Repairs/Renewals	140		50		-90	-180.00
Admin Costs	25		12		-13	-108.33
Maintenance	55		67		12	17.91
		(563)		(1,187)	624	52.57
Transfers						
		0		0	0	0
TOTAL SURPLUS/DEFICIT		521		46	475	xxxxxx

Example of a Budget Variance Report

BUDGET V ACTUAL REPORT

REPORTS > BUDGET v ACTUAL REPORT



Produces a list or preview for all or the selected reserve(s) of the budget and actual figures together with the accumulative budget surplus or shortfall for each month to date and the available budget for the remaining months of the selected year.

Year start Select the year for which the report is required. Figures for each month of the year will be output.

Reserve Select either the required reserve, all funds consolidated or all funds shown individually.

Account code Select all or the range of accounts to be reported. Figures are output for each individual account within the selection.

Club Accounts **Budget v Actual Report** **Page 1 of 4**

Rushden Club **Printed: 24/03/2025**

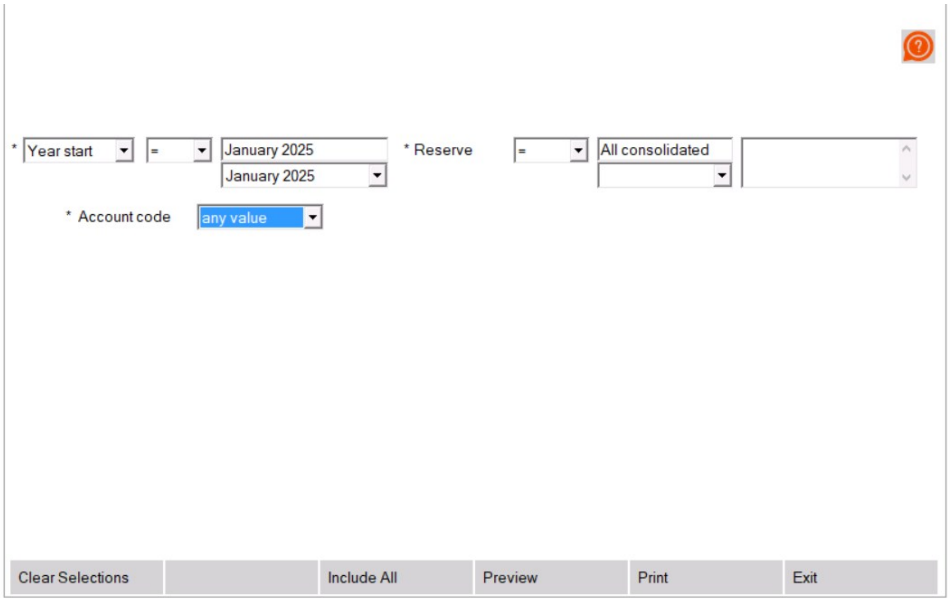
All reserves consolidated

Account code and Reserve		01/25	02/25	03/25	04/25	05/25	06/25	07/25	08/25	09/25	10/25	11/25	12/25
1095 Transfers													
Consolidated	Budget	0	0	0	0	0	0	0	0	0	0	0	0
	Actual	0	0	0	0	0	0	0	0	0	0	0	0
	Budget YTD	0	0	0	0	0	0	0	0	0	0	0	0
	Actual YTD	0	0	0	0	0	0	0	0	0	0	0	0
	Remainder	0	0	0	0	0	0	0	0	0	0	0	0
2001 Bar Sales													
Consolidated	Budget	500	100	200	400	600	200	200	200	600	300	400	1,000
	Actual	85	486	0	0	0	0	0	0	0	0	0	0
	Budget YTD	500	600	800	1,200	1,800	2,000	2,200	2,400	3,000	3,300	3,700	4,700
	Actual YTD	85	571	571	571	571	571	571	571	571	571	571	571
	Remainder	-415	-29	-229	-629	-1,229	-1,429	-1,629	-1,829	-2,429	-2,729	-3,129	-4,129
2002 Gaming Machines													
Consolidated	Budget	83	83	83	83	83	83	83	83	83	83	83	87
	Actual	0	105	0	0	0	0	0	0	0	0	0	0
	Budget YTD	83	166	249	332	415	498	581	664	747	830	913	1,000
	Actual YTD	0	105	105	105	105	105	105	105	105	105	105	105
	Remainder	-83	-61	-144	-227	-310	-393	-476	-559	-642	-725	-808	-895
2003 Subs													
Consolidated	Budget	250	250	250	250	250	250	250	250	250	250	250	250
	Actual	0	0	0	0	0	0	0	0	0	0	0	0
	Budget YTD	250	500	750	1,000	1,250	1,500	1,750	2,000	2,250	2,500	2,750	3,000
	Actual YTD	0	0	0	0	0	0	0	0	0	0	0	0
	Remainder	-250	-500	-750	-1,000	-1,250	-1,500	-1,750	-2,000	-2,250	-2,500	-2,750	-3,000

Example of a Budget v Actual Report

BUDGET ONLY

REPORTS > BUDGET ONLY



Produces a report of the current values set for the budget for all reserves consolidated or for a specific reserve. The format of the report is a list where the figures for each month are shown for each account.

Year start — Select the year for which the report is required. Figures for each month of the year will be output.

Reserve — Select either the required reserve, all funds consolidated or all funds shown individually.

Account code — Select all or the range of accounts to be reported. Figures are output for each individual account within the selection.

Club Accounts **Budget Only** **Page 1 of 2**

Rushden Club **Printed: 24/03/2025**

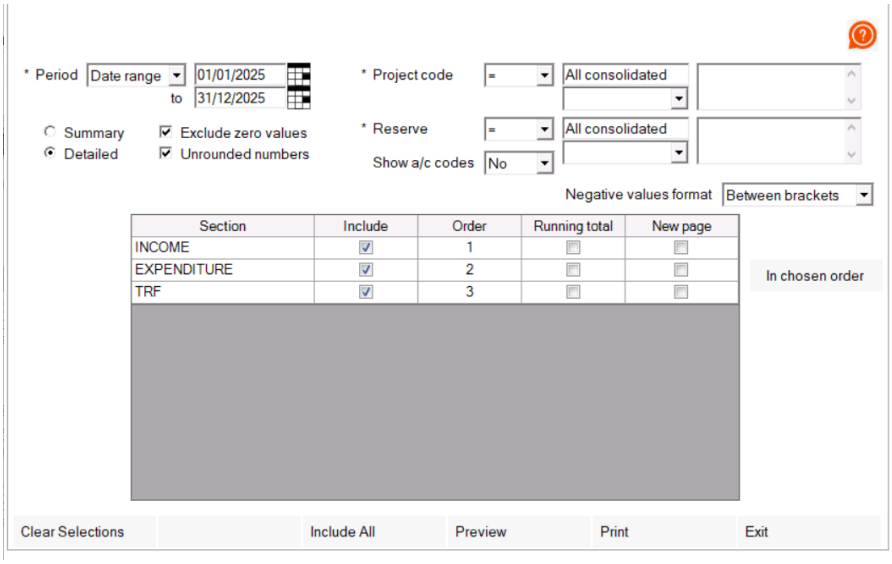
All reserves consolidated

	01/25	02/25	03/25	04/25	05/25	06/25	07/25	08/25	09/25	10/25	11/25	12/25	Total
2001 Bar Sales	500	100	200	400	600	200	200	200	600	300	400	1,000	4,700
2002 Gaming Machines	83	83	83	83	83	83	83	83	83	83	83	87	1,000
2003 Subs	250	250	250	250	250	250	250	250	250	250	250	250	3,000

Example of a Budget Only Report

PROJECT I&E

REPORTS > PROJECT I&E



The report can be produced for the entered month, quarter or for the given date range that can span multiple years. This latter report can be used to produce a report for the whole life of the project.

The content and layout of the report are determined by the section headers set against each account code via the Chart of Accounts program. Detailed or summary reports can be produced for all or the selected sections.

Period/Date range Select the required option. The Period option allows selection of the required month or quarter for which the report is to be produced. The Date range option allows selection or entry of a range that can span multiple years.

Project code Select the project(s) for which figures are to be included.

Reserve Select the reserve(s) for which figures are to be included. Note that for projects that span multiple reserves, only the values relating to the selected reserves(s) will be output.

Summary/Detailed Select the required option. The summary report will output the titles of the selected sections with a consolidated total for each. The detailed report will output the full account code list with values for each of the selected sections with a sub total at the end of each section.

Exclude zero values Check this box if zero value lines are to be suppressed.

Unrounded numbers	Check this box if values to 2 decimal places (i.e. values including pence) are to be shown on the report. Otherwise, the report will show rounded, integer values.
Show account codes	Select whether the account code is to be printed alongside each account name.
Report title	Appears at the head of the printed report.
Negative values format	Select whether negative values are to be shown between brackets or with a leading or trailing minus sign.

All report sections relating to nominal accounts of type 'income' and 'expenditure' are listed in the grid in the bottom half of the screen. The following controls are available within the grid to design the required report :-

Include	All sections are automatically included. Untick any sections that you don't want to appear on the report. All sections are included as default.
Order	Select the order the section will be on the report. The order will be automatically entered based on the settings in Admin>Getting Started> Report Sections.
Running total	Check this box to output a running total at the end of this section. Remember that the system automatically outputs a sub total after each section. Hence, this running total will only be required if a sub total of multiple continuous sections is required. Note that when a running total is output it is reset to zero.
New page	Check this box if a new page is required in the report after this section has been output.

Club Accounts **Income and Expenditure Report** **Page 1 of 1**

Rushden Club **Printed: 24/03/2025**

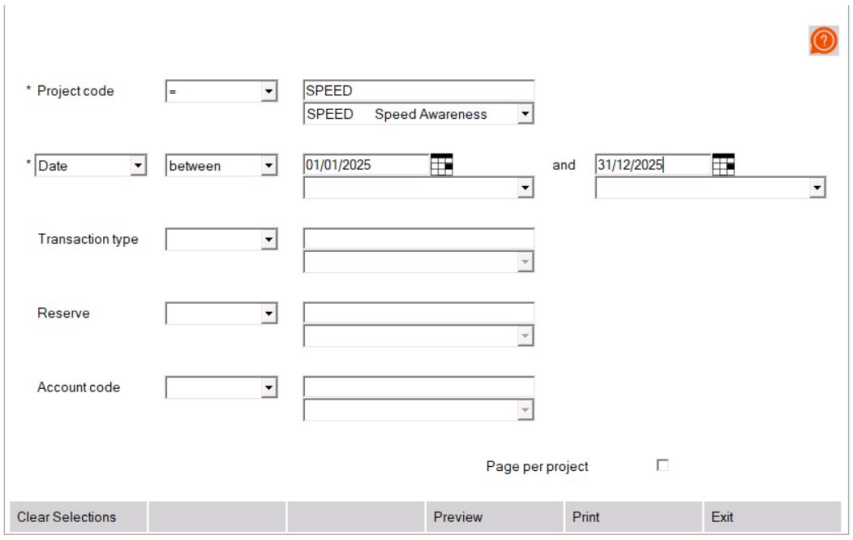
Month January 2025
All project codes consolidated
All reserves consolidated

	Turnover this period		Turnover year to date	
Income				
General Income	750.00		750.00	
		750.00		750.00
Expenditure				
Admin Costs	25.00		25.00	
		(25.00)		(25.00)
TOTAL SURPLUS/DEFICIT		725.00		725.00

Example of a Project I&E Report

PROJECT TRANSACTIONS

REPORTS > PROJECT TRANS LIST



Prints or previews the transactions for all or the specified project(s) for the given month or date range. Output can be restricted to transactions of the selected type(s) and of the selected reserve(s).

Project code Select the project(s) to be reported.

Month/date Select the month or the date range for which the report is to be printed.

Transaction type Leave blank to display transactions of all types. Otherwise select the required type(s).

Reserve Leave blank to include transactions for all reserves. Otherwise, select the required reserve.

Page per project Check this box if each project is to be listed on a separate page.

Account code Leave blank to include transactions for all accounts. Otherwise, select the required account.

Club Accounts **Project Transaction List** **Page 1 of 1**

Values in Project Currency

Rushden Club **Printed: 24/03/2025**

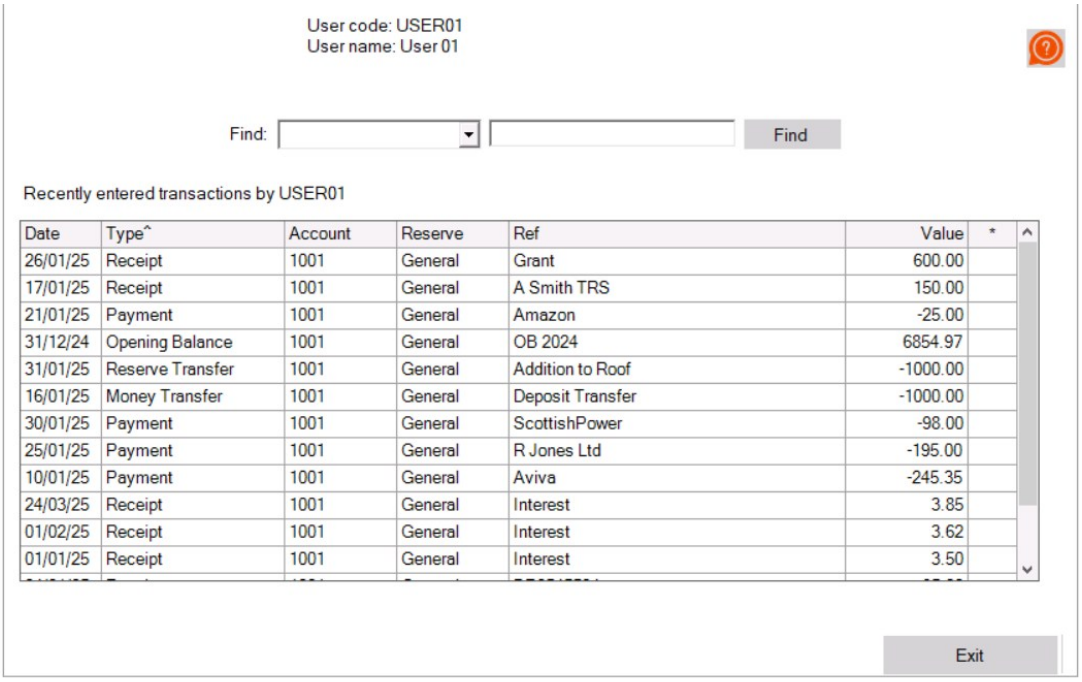
Project code is SPEED
Transaction date is between 01/01/2025 and 31/12/2025
All accounts

Date	Type	Station	Account code	References	Audit	Closed	Value		Comment
SPEED		Speed Awareness							
Opening balance as at 01/01/2025							0.00		
17/01/25	Inc.	General	2013	A Smith Donation		N		-150.00	Receipt
21/01/25	Exp	General	3014	Stationery		N	25.00		Payment
26/01/25	Inc.	General	2013	Project Grant		N		-600.00	Receipt
							25.00	-750.00	
Closing balance as at 31/12/2025								-725.00	

Example of a Project Transactions List report

RECENT ENTRIES

RECENT ENTRIES



Date	Type^	Account	Reserve	Ref	Value	*
26/01/25	Receipt	1001	General	Grant	600.00	
17/01/25	Receipt	1001	General	A Smith TRS	150.00	
21/01/25	Payment	1001	General	Amazon	-25.00	
31/12/24	Opening Balance	1001	General	OB 2024	6854.97	
31/01/25	Reserve Transfer	1001	General	Addition to Roof	-1000.00	
16/01/25	Money Transfer	1001	General	Deposit Transfer	-1000.00	
30/01/25	Payment	1001	General	ScottishPower	-98.00	
25/01/25	Payment	1001	General	R Jones Ltd	-195.00	
10/01/25	Payment	1001	General	Aviva	-245.35	
24/03/25	Receipt	1001	General	Interest	3.85	
01/02/25	Receipt	1001	General	Interest	3.62	
01/01/25	Receipt	1001	General	Interest	3.50	

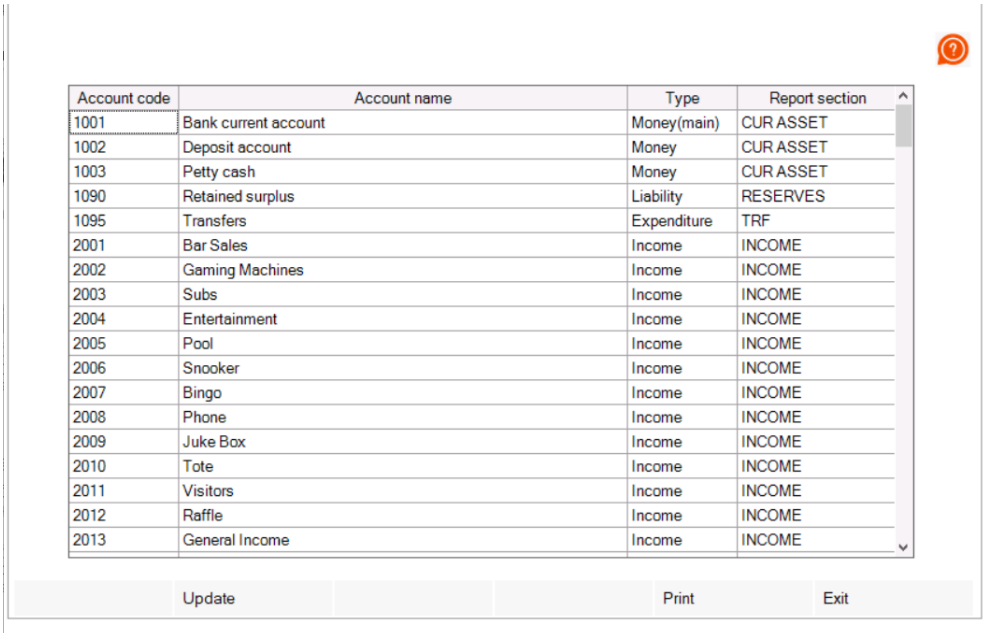
Provides a search facility and displays the most recent transactions entered by the current user.

Find From the listbox select the record type and the text of the item to be found. You can search for a specific amount or a reference that was used on a transaction.

Recent transactions entered by the current user will also be automatically displayed in the lower section of the display. The full details of any transaction displayed can be viewed by 'double clicking' in the '*' column. If the selected transaction is in an open month then the details can be changed or deleted.

CHART OF ACCOUNTS

ADMINISTRATION > GETTING STARTED > CHART OF ACCOUNTS



This screen is used to maintain your chart of accounts. The program comes set up with a basic set of accounts which can be added and amended to suit your needs.

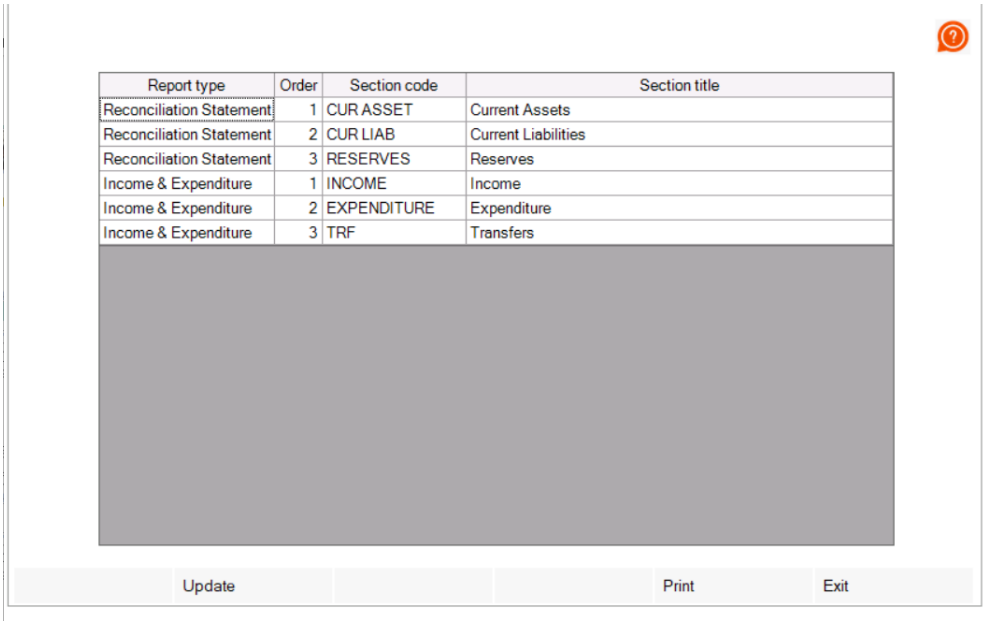
It's advised that when adding new account codes that you assign a code that is close to another code of the same type. For example all money accounts should be together sequentially.

Type Right click and select the relevant type for the account code you are adding. Accounts to be used as bank accounts must be set as money accounts. One of these must be set as the main money account and will be used as the default money account These accounts will be displayed for selection in the listbox within the relevant bookings programs.

Report section A report section must be set against each nominal account to determine its placement within either the Reconciliation Statement or the Income and Expenditure report. Report sections are added and maintained via the Report Section Maintenance program.

REPORT SECTIONS

ADMINISTRATION > GETTING STARTED > REPORT SECTIONS



This screen is used to add or amend the headings and sequence of your report sections. A report section is set against each account code. Report sections are then used within the Income and Expenditure report to determine their sequence and content. In these reports, a sub total will be printed at the end of each section.

Report type Select Income & Expenditure or Reconciliation Statement.

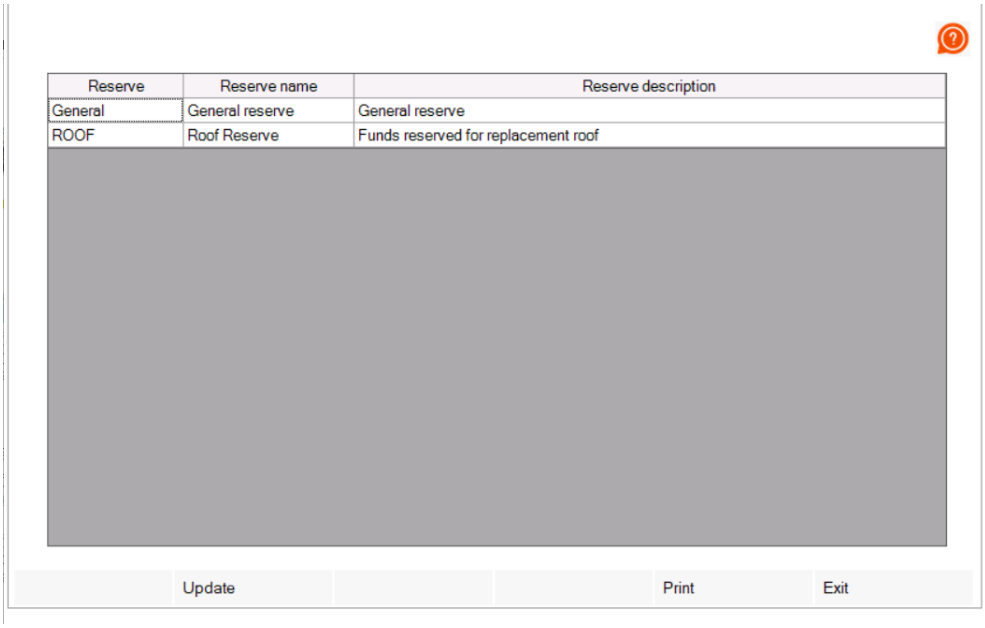
Order Enter the position of this report section within the report (1 is first, 2 is second, etc)

Section code Enter the code for this report section. It is this code that will be assigned to the relevant account codes.

Section Enter the text that will appear as the title of this section within the Income reports.

RESERVE SET UP

ADMINISTRATION > GETTING STARTED > RESERVE SET UP

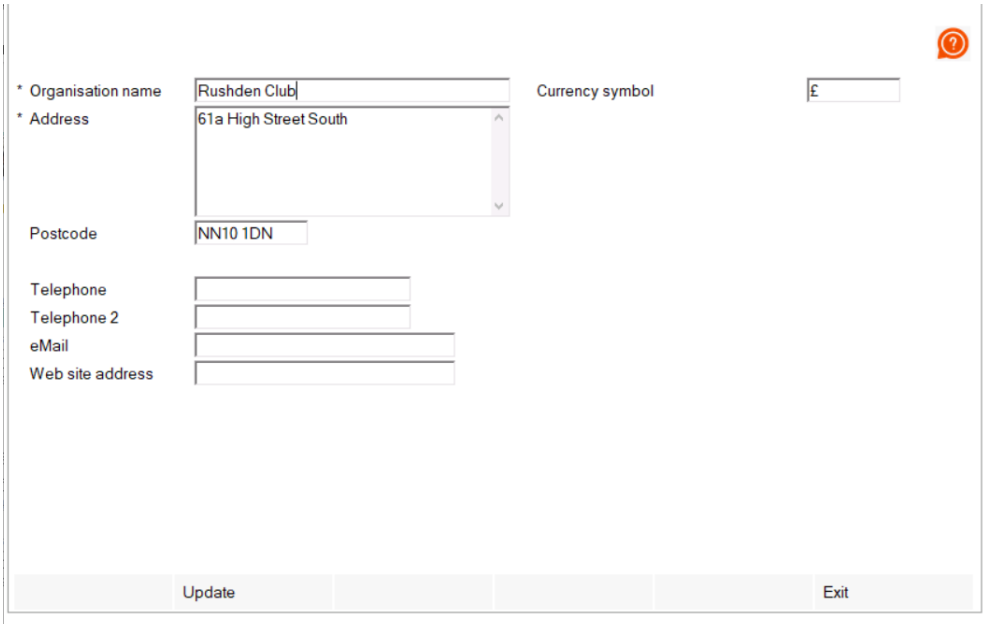


This screen is used to add or amend your reserves. You will always have a General reserve but if you want to ring fence money for different causes then a reserve can be added. Every transaction that you enter would have a reserve assigned which allows you to keep track of money in and out. You can use the enquiries programs to view how much money you have remaining within a reserve and use the Income & Expenditure report for analysis.

Reserve	Enter the code for the new reserve. Must be unique. This code will be used in the bookings programs for all transactions to this reserve.
Reserve name	Enter the reserve name.
Reserve description	Information only.

SYSTEM MAINTENANCE

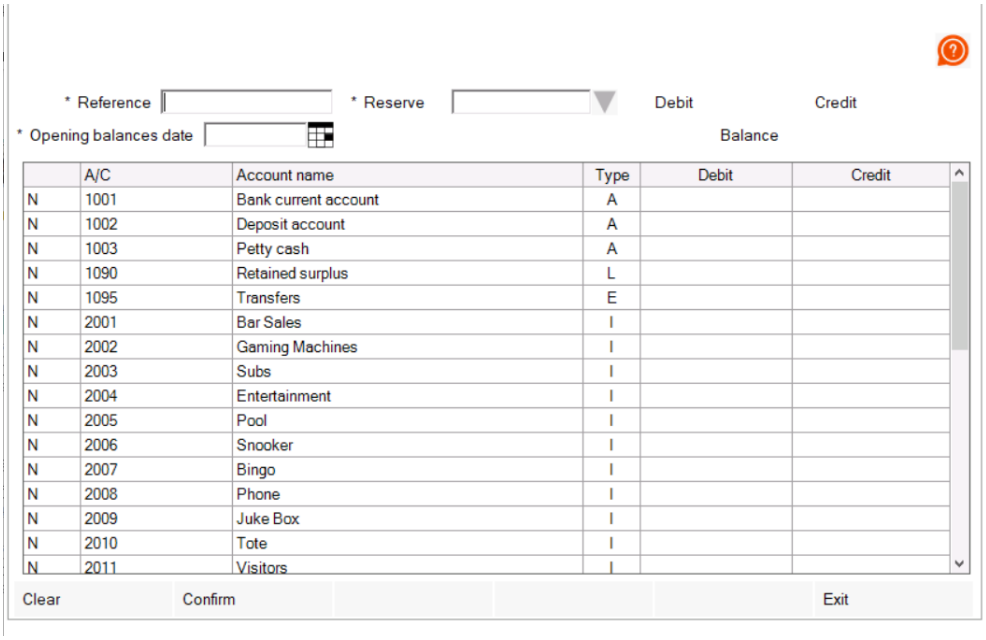
ADMINISTRATION > GETTING STARTED > SYSTEM MAINTENANCE



This screen is used to record the details for your club.

OPENING BALANCES

ADMINISTRATION > GETTING STARTED > OPENING BALANCES



	A/C	Account name	Type	Debit	Credit
N	1001	Bank current account	A		
N	1002	Deposit account	A		
N	1003	Petty cash	A		
N	1090	Retained surplus	L		
N	1095	Transfers	E		
N	2001	Bar Sales	I		
N	2002	Gaming Machines	I		
N	2003	Subs	I		
N	2004	Entertainment	I		
N	2005	Pool	I		
N	2006	Snooker	I		
N	2007	Bingo	I		
N	2008	Phone	I		
N	2009	Juke Box	I		
N	2010	Tote	I		
N	2011	Visitors	I		

This program is used when setting up a new database to enter the opening balances for each reserve. Balances are entered for each relevant account.

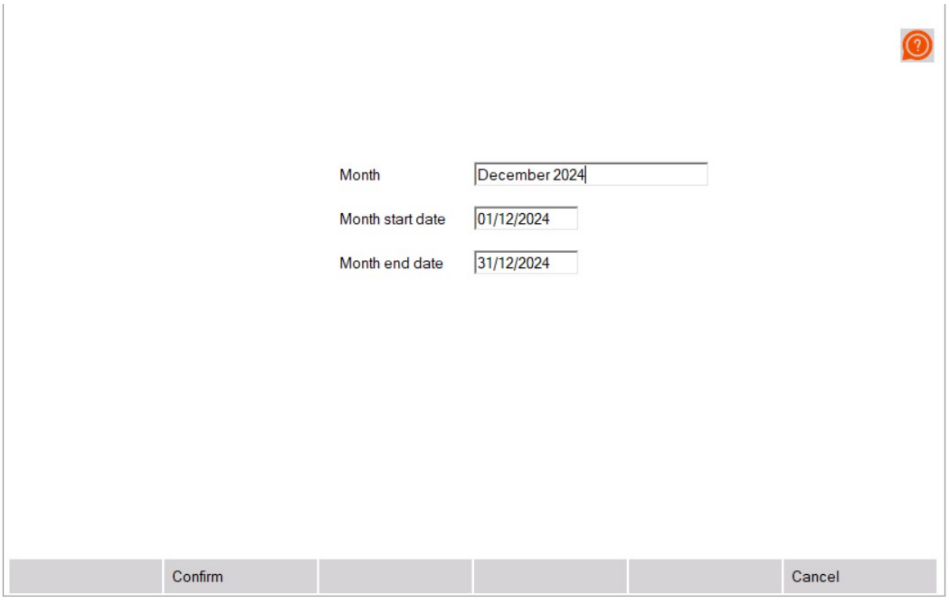
If you are entering balances at the start of a financial year then you should only enter figures against your bank accounts. The effective date should be the last day of the previous financial year e.g. 31/12/2024

The balance on the Retained Surplus account will be the balancing entry and must be equal and opposite to the total balance of all other entries. This total can be seen at the top right of the screen.

If you have incomplete accounts then you can run this program more than once for each reserve. Entered vales will be additive to existing balances for the fund.

CLOSE MONTH

ADMINISTRATION > OPEN / CLOSE > CLOSE MONTH

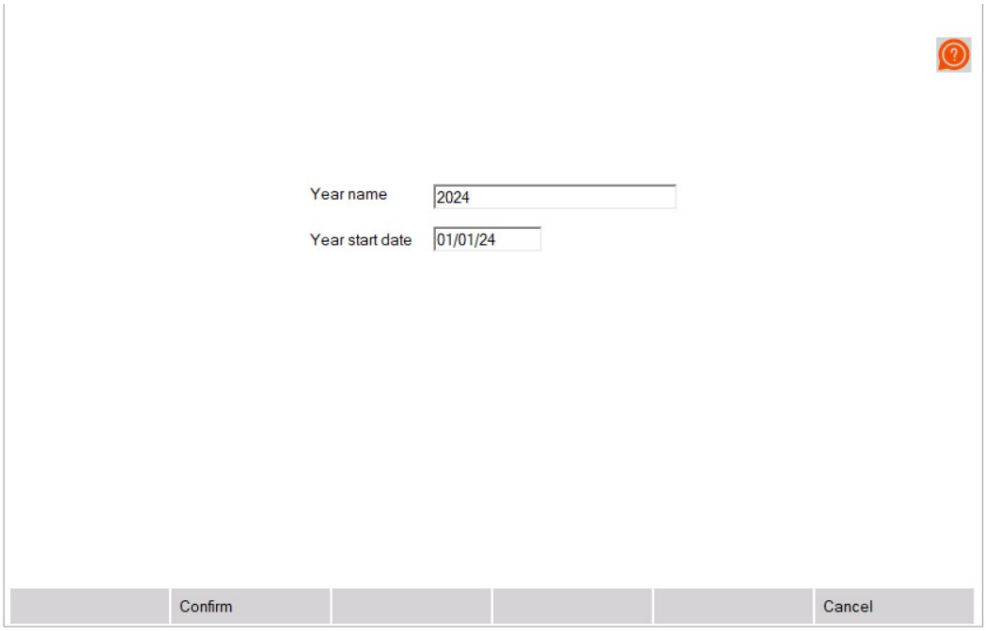


Club Accounts supports open period accounting. Months remain open until specifically closed by the user. Until a month is closed, transactions entered with an effective date within that month can still be processed. Once a month is closed, then no transactions can be entered to it. For management and audit purposes, months should be closed as soon as practical after their completion. Months are closed one at a time. Only the oldest open month can be closed.

If a month is closed by mistake, then it can be re-opened via the Re-Open Month program. If a month is re-opened and transactions entered to it, then great care should be taken that any affected, filed audit or management reports are reprinted after the month has been closed again. Note that after a month has been closed, it can be 'signed off' with a password via the Sign Off Month program. The correct password would then need to be entered to re-open the month again.

CLOSE YEAR

ADMINISTRATION > OPEN / CLOSE > CLOSE YEAR



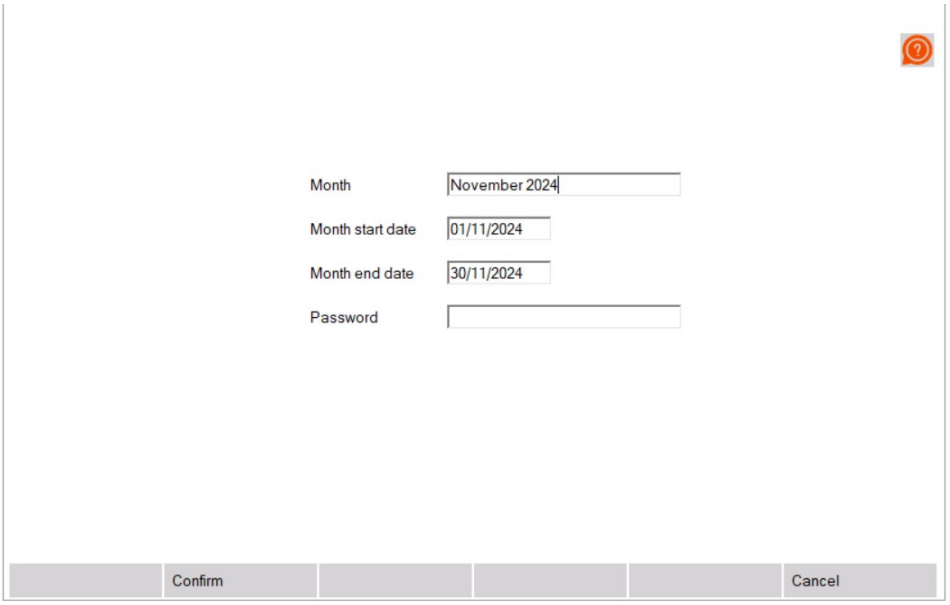
All months within the year must be closed before running this program. The Close Year program will automatically generate an internal transaction to clear the balances of the income and expenditure accounts and update the 'Retained surplus' account accordingly.

If a year is closed by mistake, it can be re-opened by running the Re-open Year program.

Note that only two accounting years can be open at any one time i.e. the current year and the previous year. Hence, when 'todays' date moves into a new accounting year, you may be prompted to close the year before last by running this program.

RE-OPEN MONTH

ADMINISTRATION > OPEN / CLOSE > RE-OPEN MONTH

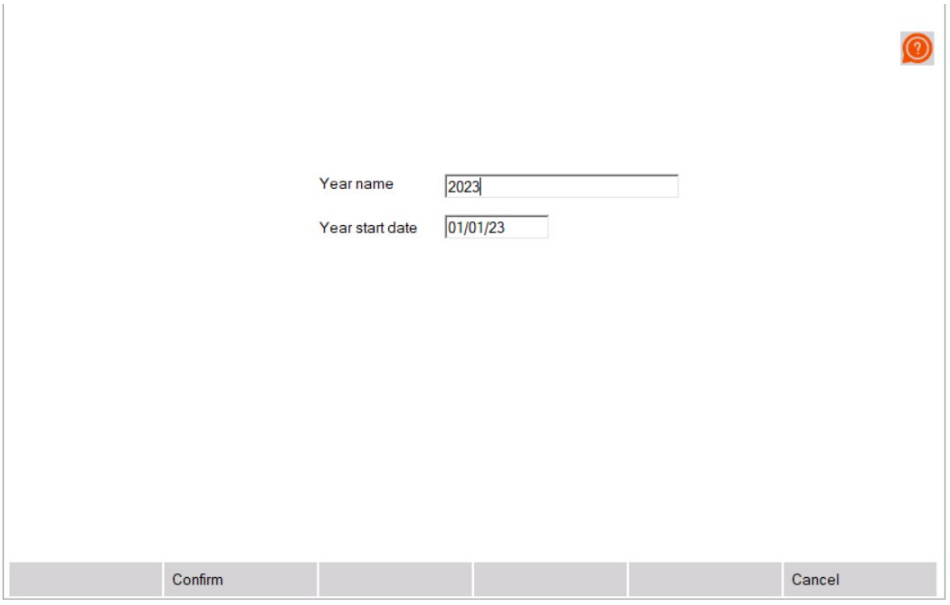


If a month is closed by mistake, then it can be re-opened via this program. If a month is re-opened and transactions entered to it, then great care should be taken that any affected, filed audit or management reports are reprinted after the month has been closed again. Only the last month closed can be re-opened.

If the closed month has been secured via the Sign-Off Month program, then the correct password will be required to re-open that month. If the Sign-Off Month program wasn't used then leave the password field blank.

RE-OPEN YEAR

ADMINISTRATION > OPEN / CLOSE > RE-OPEN YEAR



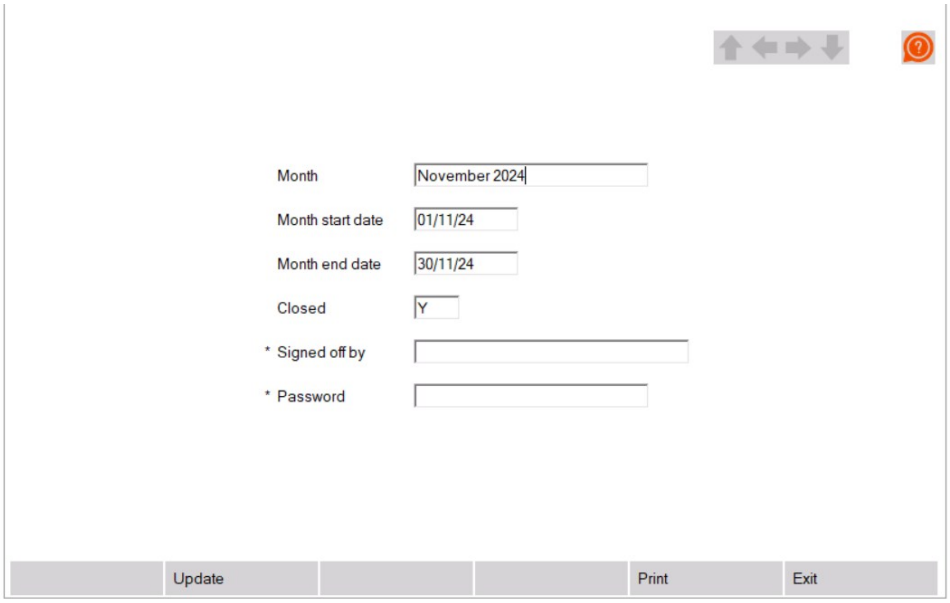
If the Close Year program has been run by mistake, then the year closed can be re-opened by running this program. Note that only the most recent closed year can be re-opened.

NOTE: AFTER A YEAR HAS BEEN AUDITED AND CLOSED, THEN IT SHOULD NEVER BE RE-OPENED.

Also, remember that transactions can only be entered to a re-opened year if the appropriate months have also been re-opened via the Re-Open Month program.

SIGN-OFF MONTH

ADMINISTRATION > OPEN / CLOSE > SIGN-OFF MONTH

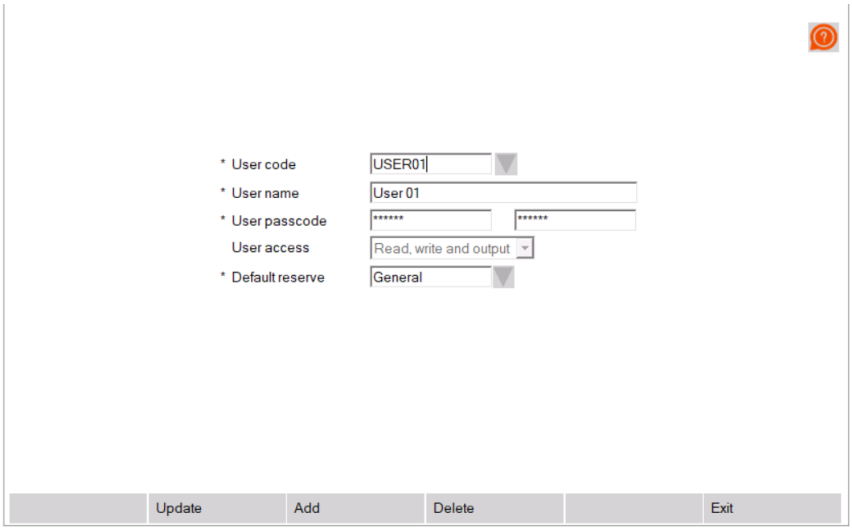


This program would normally be run to prevent unauthorised re-opening of a closed month. Following selection of the closed month to be secured, the name of the person and a password must be entered. A report can then be printed listing the signed-off months.

THE CLOSED MONTH CANNOT THEN BE RE-OPENED VIA THE RE-OPEN MONTH PROGRAM WITHOUT THE CORRECT SUBMISSION OF THE PASSWORD. CARE SHOULD BE TAKEN THAT THE ENTERED PASSWORD IS HELD IN A SAFE PLACE AND IS NOT LOST.

USER MAINTENANCE

ADMINISTRATION > SYSTEM SETTINGS > USER MAINTENANCE

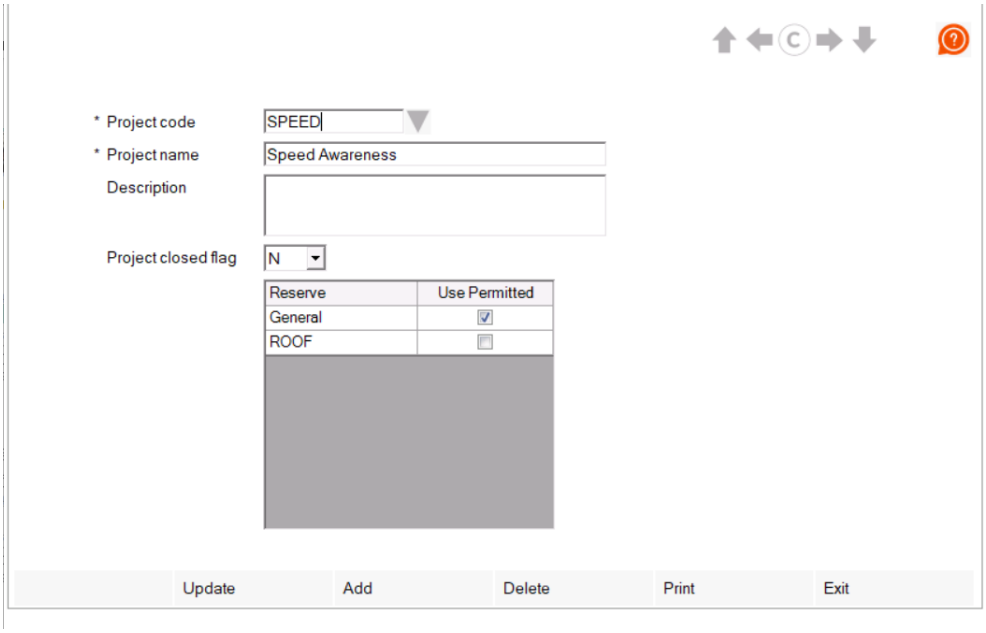


Allows new users to be added and existing users to be updated or deleted.

User code	If adding a new user then enter the code, otherwise, select the required user code using the listbox. The user code is the code used to log in to Club Accounts.
User name	Enter the name of this user.
User passcode	Enter the passcode for this user. This user must enter this passcode to gain entry to Club Accounts via the log in screen. Must be between 6 and 10 characters. Enter again as confirmation.
User access	Choose the required access level from the listbox.
Default reserve	Mandatory, select a reserve to be used as the default within the bookings programs.

PROJECT MAINTENANCE

ADMINISTRATION > SYSTEM SETTINGS > PROJECT MAINTENANCE



Allows new projects to be created. Projects can be can be created within a single reserve or to cover multiple reserves. There are no restrictions on the number of projects that can exist at any time. It should be noted that projects are merely a means of providing extra analysis at the income and expenditure level and, hence, form no part of the accounting system.

Project code	Enter the code for the new project. Must be unique. This code will be used in the bookings programs for all transactions that reference this project.
Project name	Enter the project name.
Description	Information only.
Project closed flag	To mark the project as 'closed', set this flag to 'Y'. No transactions can be booked to a 'closed' project. Note that the project can be re-opened again if necessary by re-setting this flag to 'N'. Note that reports and enquiries remain enabled on closed projects.
Reserve specification	In the displayed reserve list, select the reserve(s) to be included by this project by checking the appropriate box(es) in the 'Use Permitted' column.

YEAR MAINTENANCE

ADMINISTRATION > SYSTEM SETTINGS > YEAR MAINTENANCE



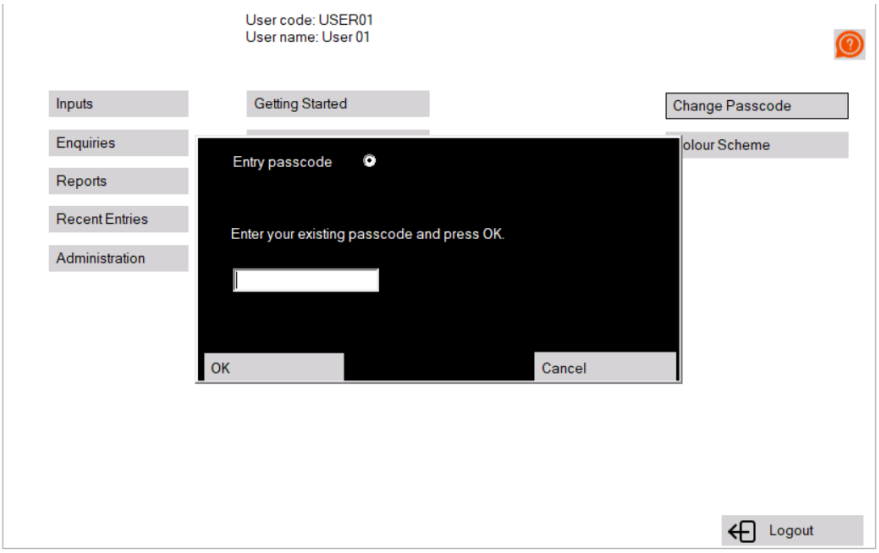
Club Accounts will automatically create new accounting years for the forthcoming three years. If the automatic creation of years is satisfactory, then you will not need to use this program. Otherwise, you can manually set accounting years as required via this program.

Note: The start date of an open year can be changed via this program with the exception of the oldest open year.

Note that only two accounting years can be open at any one time i.e. the current year and the previous year. Hence, when 'todays' date moves into a new accounting year, you may be prompted to close the year before last by running the Close Year program.

CHANGE PASSCODE

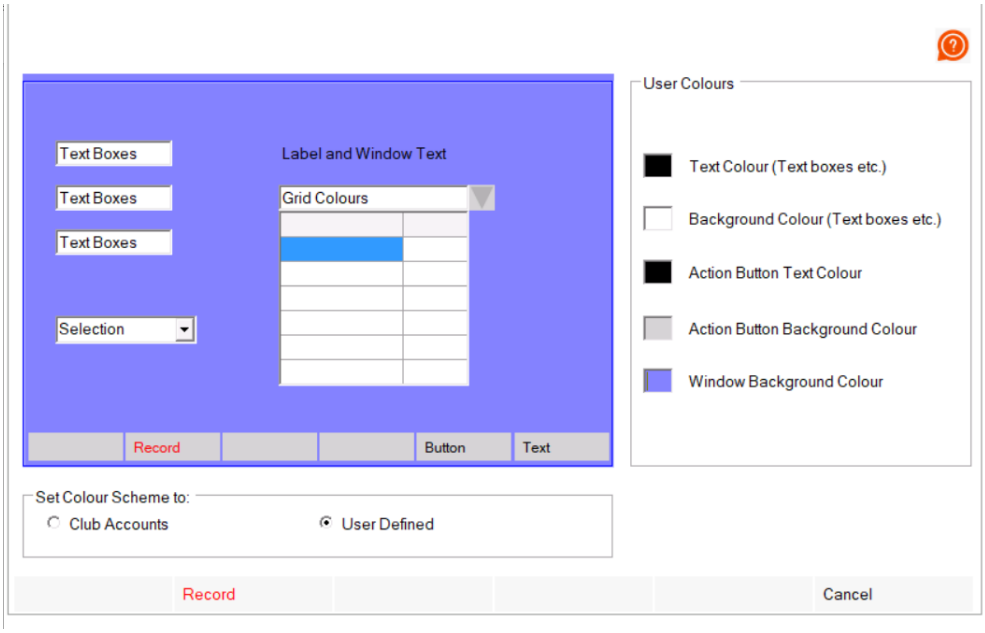
ADMINISTRATION > USER SETTINGS > CHANGE PASSCODE



Allows the entry passcode for the current logged in user to be changed.

COLOUR SCHEME

ADMINISTRATION > USER SETTINGS > COLOUR SCHEME



This screen allows you to change the colour scheme for your user login. The colours can be changed to the default colour scheme, or customised to your preferences.

Set colour scheme

These two options determine the operation of this program. Select the required option -

'Club Accounts' Will cause the package to adopt its own default colour scheme.

'User defined' Will enable you to choose the particular colour scheme for each screen in the software as selected in the right hand side of the screen.

Update Only relevant when 'User defined' is selected. Allows the currently displayed user defined colours to be modified for the selected screen component.

Exit Returns you back to the menu.

Record Writes away the currently displayed details. Details can subsequently be modified using 'Update'.

Cancel When in 'Record' mode will ignore any new selections.

SUPPORT

With any software package, the availability of a good after sales support service is vital. While we have made the installation, set up, and day to day running of Club Master as easy as possible, it is inevitable that questions will arise.

Support is included in the monthly subscription and is available during usual office hours.



support@softwareforclubs.com

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