Airgead Bunscoile 2010

These Instuctions are also available from the Main Menu in Airgead Bunscoile 2010

Please read below carefully. If you still have problems with the spreadsheet, please email seanolaimhin@gmail.com. Note: Seán is a serving Principal and will respond as soon as possible.

Airgead Bunscoile tracks just one bank account at a time, analyses the receipts and payments, and provides a simple report. This version gives greater flexibility for the user to create and alter the names of the different income and expense categories.

Download the file. It is a good idea to **Rename** the file, e.g including an abbreviated school name.

Open the file. You must enable Macros. In Excel 2007 you are given this option on a toolbar in the Excel Window. In excel 2003 you choose this option in a dialogue box.

The Buttons on the Menu Page are used to navigate to the other pages.
Move between pages via the **Main Menu** page.
School name etc. cannot be input on the **Main Menu** Page. Do this on the **Setup** page.
(Click away from the active cell to confirm data entry. Links will not work while the insertion point remains in an active cell.)

On the **Setup** page you also,

1. Choose the 'Start Month' and enter the year.
2. Enter the opening balance.
3. Choose the option you intend to use for data entry.
   Option 1. In cheque number order. This is the more orthodox method. When Direct Debits and Electronic Transfers etc. have also been entered, the uncashed cheques are re-entered on the Reconciliation Page to reconcile the current balance with the Bank Statement.
   Option 2. In Bank Statement order. - The balance in Airgead Bunscoile can be verified
against the Bank Statement as each entry is made. The uncashed cheques are entered on the Reconciliation Page to provide the Current Balance.

Designing the Treasurer's Report
Amend Income and Payment categories on the Design View page to meet your own requirements.
See the help section on the Design View page for detailed instructions.
(It is not possible to add or remove rows on this page as this would disrupt the links to other pages.)

Entering Data
Enter financial details in the Lodgement/Income page and the Enter Cheques/Expenditure page.
Add or delete rows on these pages as required.
Amounts entered in these pages will <u>not</u> be included in calculations <u>if the Category cell to the right of it is left blank</u>. An error message will be displayed ("analysis incomplete").

Cut and Paste / Copy and Paste

It is possible to Copy and Paste into and within these pages but you can't Cut and Paste
as 'Cut' has been disabled. This is to prevent important cells being overwritten.
To Copy and Paste from another file you must open the Clipboard panel (Edit menu).
If you want to move the contents of cells to a different location, use Copy and Paste first and then Delete.

Detailed instructions on how to Copy and Paste in Airgead Bunscoile are accessed via the link on the Instructions Page.

Backup
It is recommended that as you update Airgead Bunscoile, you should regularly save a copy of the file to a backup folder. You should always save a backup file before you use Copy and Paste.

Reconciliation
Uncashed cheques and unlodged receipts are entered on this page to show the Current Balance and the Bank Balance.
If the school has more than one account, the balances from the other accounts can be entered on on this page also for inclusion when the page is printed .

Analysis
Income and Expenses Analysis can be viewed but these pages are Read-only.

Monthly Summary
The Monthly Summary provides a record of the end-of-month balance, the total income and the total expenditure for each month.

The **Budget** page which was included in the earlier versions of Airgead Bunscoile is not available in this version. A budget can be prepared independantly. Instead there is a page named Reserves which may be of help in tracking the various specialised grants.

Reserves
If funds included in the opening balance are reserved for a particular purpose or for a specific grant, the reserve amount can be entered on this page. If the name of the Fund or Grant does not appear in the list, it should be created on the Design View page

Printing
All the spreadsheets can be printed using File -> Print. However, some spreadsheets are many pages long. On the income and payments pages, there is the additional facility to print each month separately.

Difficulty with versions of Excel and Airgead Bunscoile

AirgeadBunscoile1.3.xls and AirgeadBunscoile1.3.xlsm

This file (xlsm) is now in Excel 2007 format.   Excel 2007 users can download this file. When you open the file you will see the following under the toolbars - "Security Warning - Macros have been disabled - Options. Click on 'Options' and 'Enable this Content'. When closing the Workbook you can save in the normal way (The save icon or Ctrl+s). However, if you are using 'Save As' never use the first file type in the list - 'Excel Worbook'.   (If you try to do so, a warning message will advise you that features will be lost if you click 'Yes'. In fact the programme will no longer work. The data can be retrieved but with difficulty.) In this case click 'No' and save the file as an 'Excel Macro-enabled Workbook'

Using this file (xlsm) with earlier versions of Excel

This file works with earlier forms of Excel (Excel 98-2003). However, when opening the file in earlier forms of Excel, there is an annoying request for a password and error message each time. Just ignore these messages and click OK. There is also a slight delay as the file is converted for opening in compatability mode. (Always enable macros.) When saving, the default file type is xlsm. You can get rid of the pop-up messages and file conversion delay by saving as an xls file.

Using the original Airgead_Bunscoile_1.3.xls file with Excel 2007

Airgead_Bunscoile_1.3.xls (Excel 98-2003) will also run in Excel 2007. Remember that macros must be enabled by clicking 'Options' and 'Enable this Content'. When saving, you can continue to save it as an Excel 98-2003 file or you can choose to save it as an xlsm file (i.e. Excel macro-enabled) but do NOT save as an 'Excel Workbook' (see above). Read the 'Instructions' page via the Main Menu. Version 1.3 resolves some issues notified to Seán O Láimhín during the last school year.