



Branch Accounting User Guide

VERSION:	Version 6
IMPLEMENTATION DATE:	December 2018
NEXT REVIEW DATE:	December 2019

Branch Accounting User Guide: Introduction

Branch accounting is a web based receipts and payments system that enables branches to enter their accounting records online. A number of reports can be produced to help you to manage the branch finances. It will also allow you to track your events.

Samaritans Central Charity (SCC) will use Branch Accounting to produce monthly reports for consolidation into the Samaritan Accounts.

Your Branch budgets will be uploaded into the Branch Accounting system once finalised.

Who is this guide for?

It is for Samaritans branch treasurers who manage the finances of an SCC branch.

Sources of support

In addition to the user guide you can either;

- Watch the branch accounting online webinar

<https://www.nolanbusinesssolutions.co.uk/insights/branch-accounting>

or

- Contact branchfinance@samaritans.org and SCC Finance will get back to you

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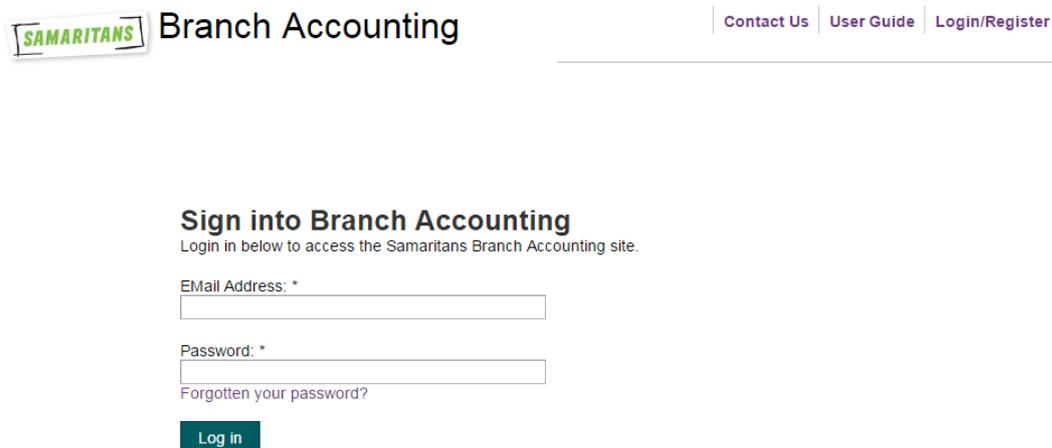
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1. Log in

To access branch accounting online, enter this address into your internet browser bar:

<https://branchaccounting.samaritans.org/BranchAccounting>

You will be directed to the log in page below where you will need to enter your username and password. If you do not have log in details, please contact SCC Finance at branchfinance@samaritans.org for assistance.



SAMARITANS Branch Accounting

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Sign into Branch Accounting

Login in below to access the Samaritans Branch Accounting site.

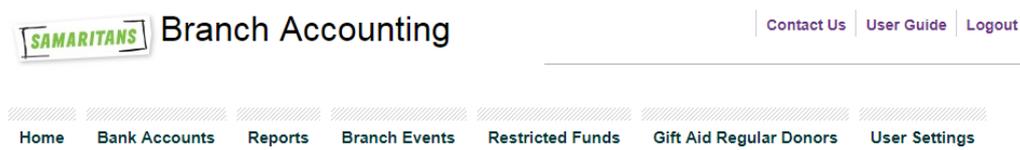
EMail Address: *

Password: *

[Forgotten your password?](#)

[Log in](#)

Once you have logged in you will be taken to the **home page** below. This page will be used by SCC Finance as a notice board to keep you up to date with news and issues relevant to branches and treasurers.



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[Home](#) | [Bank Accounts](#) | [Reports](#) | [Branch Events](#) | [Restricted Funds](#) | [Gift Aid Regular Donors](#) | [User Settings](#)

Update

Posted: 20/11/2017

The bank statements for the dates from 13th November - 19th November 2017 are now available. Many thanks, Jane

Fund Filer Webinar

Posted: 14/11/2017

If you haven't already claimed gift aid for your branch, remember to make your claim through Fund Filer. If you haven't signed up yet or want a refresher, the next training date is Tuesday 21st November 2017 from 18:30 to 19:30. Please contact branchfinance@samaritans.org if you would like to sign up.

2. Explorer bar

Across the top of each page you will see the explorer bar. You use this bar to navigate through branch accounting online.

Not all users need access to the entire range of tabs in the explorer bar so when you log in you may not see all of the options shown below.



- **Home** - Clicking on the home tab at any time will take you back to the home page.
- **Bank accounts** - When you click on this tab you will be taken to the main data entry pages. This is where you enter the details of your financial transactions.
- **Reports** - Under this tab you can produce a variety of financial reports.
- **Branch events** - This tab allows you to set up events so the branch can record and monitor their financial performance of specific events.
- **Restricted funds** - This tab allows you to set up restricted funds so the branch can record and monitor movements on restricted funds.
- **Gift Aid Regular Donors** – SCC Branches are now required to maintain and submit their gift aid claims via **Fund Filer**. If your branch has yet to sign up to Fund Filer then please contact branchfinance@samaritans.org and SCC Finance will get back to you.

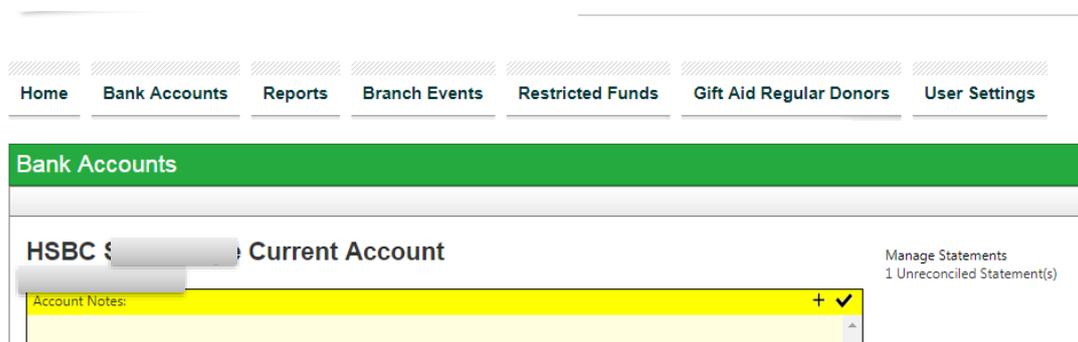
3. The bank accounts tab

This is where you can record the details of your branch's financial transactions.

Each week SCC Finance will upload your bank statement for you. Please use below steps to review the receipts and payments listed on the statement and add the required detail to them.

How to enter accounting data

When you select the **bank accounts** tab you will be taken to a list of your branch bank accounts.



First select which bank account you want to work on. Click on the **Manage Statements** option to the right hand side of the relevant bank account in the list. It will automatically default to show a list of any unreconciled statements.



By using the drop down menu on the top right of the page you can select a number of different options:

- **Unreconciled statements** - This will display all the bank statements that still require details to be added to them. Once you have added all the detail that is needed for a particular statement then that statement will move to **reconciled statements**.
- **Reconciled statements** - You can access reconciled statements and amend the details you have entered. At the end of each day all reconciled statements will be moved to **closed statements**.

- **Closed statements - You cannot amend details in closed statements.** If you do need to amend transactions in closed statements please contact Branchfinance@samaritans.org with the details of the transactions that require amending.

Selecting any of the choices from above will give you a list of bank statements for that criteria.

To open a statement click on **statement (number)**

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Click on Statement Number to access detail

Home | **Bank Accounts** | Reports | Branch Events | Restricted Funds | Gift Aid Regular Donors | User Settings

HSBC Unreconciled Statements ▾

Statement Number ▾	Start Date	Start Balance	End Balance
Statement 92	20/11/2017	£20,885.10	£20,891.55

Page size: 20 ▾ 1 items in 1 pages

Once you have opened a bank statement you will see a list of the deposits and payments that took place on that week.

Home | Bank Accounts | Reports | Branch Events | Restricted Funds | Gift Aid Regular Donors | User Settings

<< Back to Statements

HSBC Unreconciled Lines ▾

Current Account: Statement 92

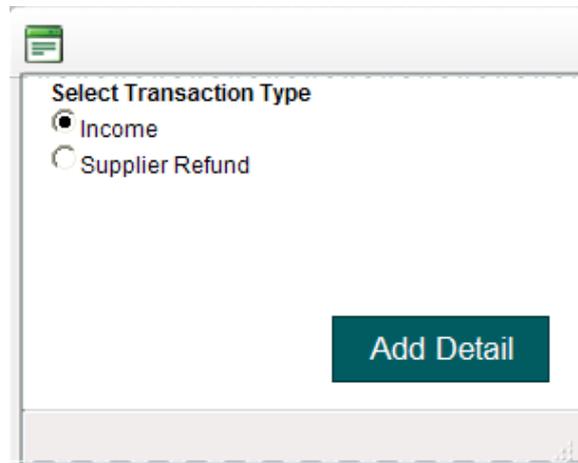
Date ▾	Reference	ChequeNumber	Expense	Deposit
17/11/2017	OFFICE CLEANING	NONREF	£50.00	£0.00 Add Detail
17/11/2017	VOL TRAVEL EXPENSE	NONREF	£56.25	£0.00 Add Detail
15/11/2017	VOL EXPENSES	NONREF	£136.06	£0.00 Add Detail
15/11/2017	100081	NONREF	£0.00	£11.90 Add Detail
13/11/2017	0909009490	NONREF	£39.03	£0.00 Add Detail

Select each line from the statement and click **add detail** to each line individually.

The next stage in the process will be different depending on whether the transaction is a deposit or an expense.

Deposits

You need to select whether a deposit is income or a supplier refund. Click on **add detail** and select transaction type by ticking the relevant box for that deposit, then click on **add detail**



Select Transaction Type

Income

Supplier Refund

Add Detail

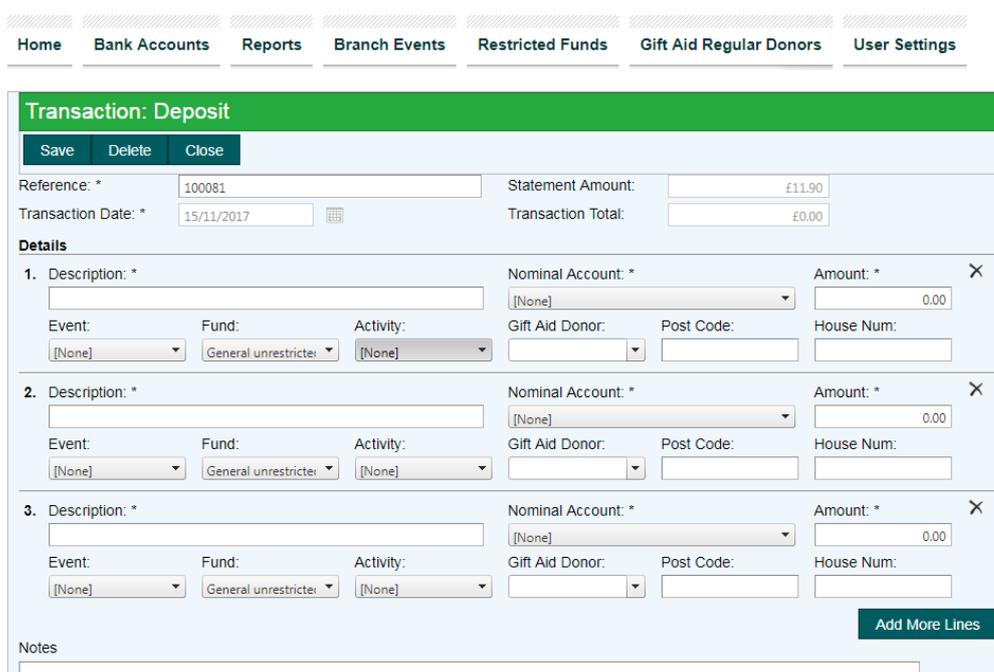
Income

You will be taken to the Transaction Deposit page.

This page allows you to break each deposit down into its constituent parts, for example a £300 deposit may include £100 of donations, a £50 Gift Aided donation and £150 from a Fundraising Event at the local Rotary club.

In the reference field at the top of the Transaction: Deposit screen the reference will automatically appear from the bank statement. E.g.: paying in slip number from bank statement.

The statement amount field automatically comes up with the total to allocate.



Home Bank Accounts Reports Branch Events Restricted Funds Gift Aid Regular Donors User Settings

Transaction: Deposit

Save Delete Close

Reference: * 100081 Statement Amount: £11.90

Transaction Date: * 15/11/2017 Transaction Total: £0.00

Details

1. Description: * Nominal Account: * Amount: * X
[None] [None] 0.00
Event: Fund: Activity: Gift Aid Donor: Post Code: House Num:
[None] General unrestricter: [None]

2. Description: * Nominal Account: * Amount: * X
[None] [None] 0.00
Event: Fund: Activity: Gift Aid Donor: Post Code: House Num:
[None] General unrestricter: [None]

3. Description: * Nominal Account: * Amount: * X
[None] [None] 0.00
Event: Fund: Activity: Gift Aid Donor: Post Code: House Num:
[None] General unrestricter: [None]

Add More Lines

Notes

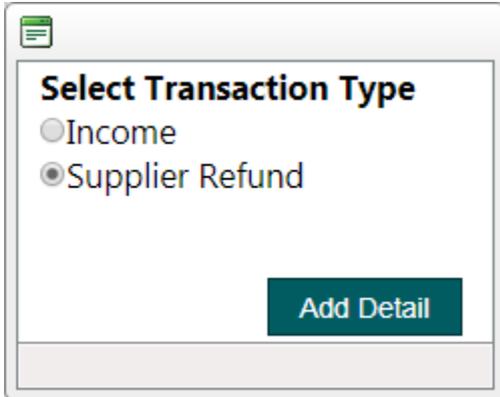
- **Details** - On each line you must enter a description, select a nominal account from the drop down menu and enter an amount. Please note that the Transaction total box at the top of the screen will update as you enter transactions so you can compare the amount allocated to the Statement Amount.
- **Events** - You can identify a deposit as relating to a specific event by selecting an event from the drop down menu. This will allow you to produce reports showing financial results relating to a specific event or activity. Events will first need to be set up under the events tab - see section **5. Branch events**.
- **Fund** – This drop down field will default to General unrestricted, if income relates to a Restricted Fund then you will need to select the restricted fund via the drop down menu. For an explanation of how to set up new restricted funds see section **6. Restricted Funds**.
- **Activity** – This option is not available to Branches at this current time. Please leave this as None.
- **Gift Aid Donor:** - Please note SCC branches are required to maintain and claim their gift aid through Fund Filer. If your branch has yet to sign up to Fund Filer then please contact branchfinance@samaritans.org for more information. If a branch chooses to maintain their gift aid on branch accounting in addition to Fund Filer you need to record each donor on a separate line in the transactions page and add their details to the Gift Aid Donor section - see section **7 - Gift Aid regular donors**. You can then run a report on Gift Aid donations that can be manually input into Fund Filer to submit the claim. See section **4 - reports**.
- **Adding more lines to the transactions page** - If the deposit is made up of more than three different entries you can add more lines by selecting **add more lines**.
- **Notes** – This just allows you to make more notes if required.
- **VAT** – If you have collected VAT from a customer e.g. selling new goods or delivering a contract for services, you must split the net income and VAT amount. VAT on sales is entered as “Branches – Sales VAT”. The net amount should be entered as “Trading Income”.

Once you have entered details for the entire deposit select **save** at the top of the page. (You can check that everything has been entered as the Statement Amount and Transaction Total should agree).

You can save an incomplete entry for completion at a later date.

Supplier refund

If a deposit relates to funds returned to you by a supplier click on the supplier refund option.



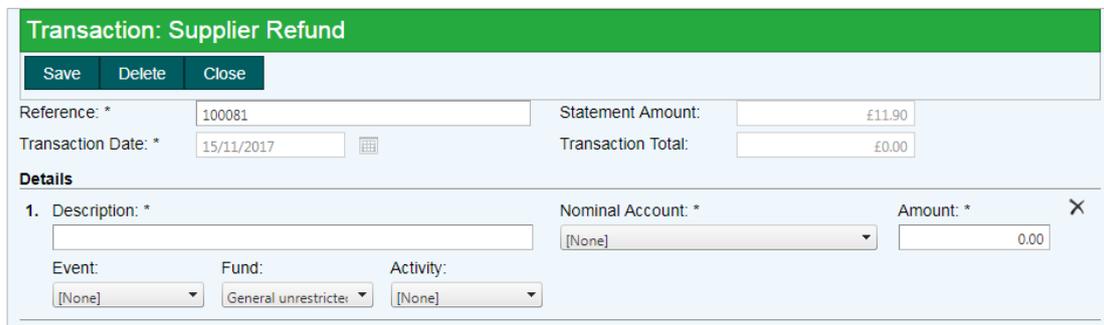
Select Transaction Type

Income

Supplier Refund

Add Detail

When entering a supplier refund you will see the same transactions listing page that you see when entering expenditure (see below). You enter the details of a supplier refund in the same way as you enter expenditure but the amount entered will be deducted from costs rather than added to it. You do **not** need to include the refund as a negative number on this screen.



Transaction: Supplier Refund

Save Delete Close

Reference: * 100081 Statement Amount: £11.90

Transaction Date: * 15/11/2017 Transaction Total: £0.00

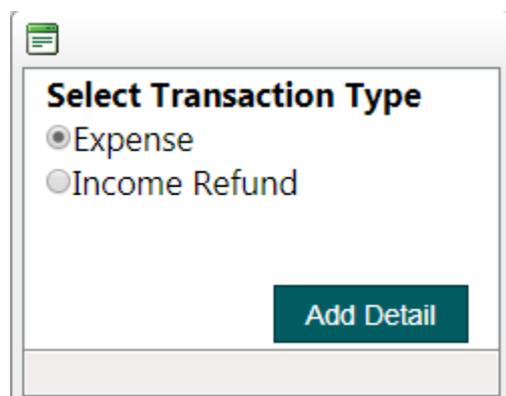
Details

1. Description: *	Nominal Account: *	Amount: *	X
	[None]	0.00	

Event: [None] Fund: General unrestricter Activity: [None]

Payments

Click on **add detail** and select transaction type by ticking either expense or Income refund then click on **add detail**



Select Transaction Type

Expense

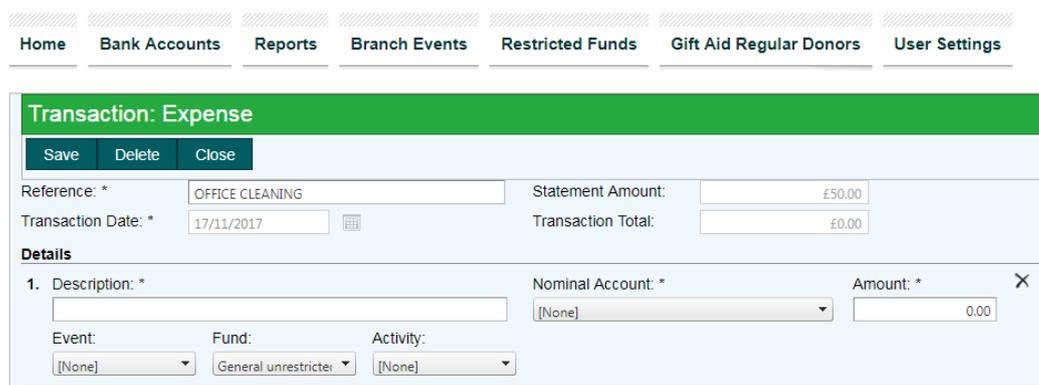
Income Refund

Add Detail

Expense

You will be taken to the transaction listing page that allows you to break each payment down into its constituent parts, for example a £350 payment may include £20 of postage costs, £30 of telephone costs and a £300 grant.

The reference field at the top of the Transaction: Expense screen will pick up the reference from the bank statement. The statement amount automatically populates with the value from the entry on the bank statement.



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Transaction: Expense

Save Delete Close

Reference: * OFFICE CLEANING Statement Amount: £50.00

Transaction Date: * 17/11/2017 Transaction Total: £0.00

Details

1. Description: *	Nominal Account: *	Amount: *
	[None]	0.00

Event: [None] Fund: General unrestricter Activity: [None]

- **Details** – On each line you must enter a description, select a nominal account from the drop down menu and enter an amount. Please note that the Transaction total box at the top of the screen will update as you enter up transactions so you can compare the amount allocated to the Statement Amount.
- **VAT** - If you made a payment that includes VAT and have received a VAT invoice or receipt relating to it, enter the amount of VAT paid on a separate line. There is a VAT nominal code for this purpose.

In the description section, on the VAT line put in the description VAT followed by the exact wording you used in the corresponding expenditure line. This will allow us to quickly identify what the purchase relates to, see below screenshot for example:

Nominal Account	Description
Hire Charges – Venue	Bourne Hall – Venue Hire
VAT - Purchases	VAT – Bourne Hall – Venue Hire

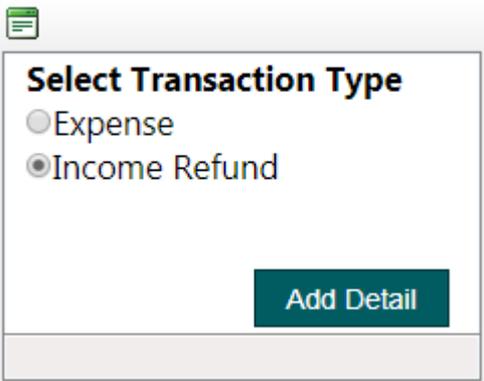
A VAT invoice will always quote the amount of VAT paid and show the VAT number of the supplier. If it does not contain these it is not a VAT invoice, and the total cost should be shown on one line.

- **Events** - You can identify a payment as relating to a specific event by selecting the event from the drop down menu. This will allow you to produce event-specific reports. Events will first need to be set up under the events tab - see section 5. **Branch events.**
- **Fund** – This drop down field will default to General unrestricted, if expenditure relates to a Restricted Fund then you will need to select the restricted fund via the drop down menu. For an explanation of how to set up new restricted funds see section 6. **Restricted Funds.**
- **Activity** – This option is not available to Branches at this current time. Please leave this as None.
- **Fixed assets** - If the expenditure relates to the purchase of fixed assets, prefix the description with **CAPITAL**, select nominal code Building Repairs and advise branchfinance@samaritans.org at SCC Finance.
- **Adding more lines to the transactions page** - If the expense is made up of more than three different entries you can add more lines by selecting **add more lines.**

Once you have entered details for the entire expense select **save** at the top of the page. (You can check that everything has been entered as the Statement Amount and Transaction Total should agree).

Income Refund

If a payment relates to a refund of income then choose the option Income Refund and click on add detail.



The screenshot shows a dialog box titled "Select Transaction Type". It contains two radio button options: "Expense" and "Income Refund". The "Income Refund" option is selected. At the bottom right of the dialog box, there is a green button labeled "Add Detail".

When entering an income refund you will see the same nominal account listing that you see when you are entering income. Enter the details of the refund in the same way as you enter income. The amount entered will be deducted from income rather than added to it. You do **not** need to include the refund as a negative number.

Correcting errors

If you need to adjust the coding on your accounting records select the bank statement you want to adjust. From the drop down menu at the top of the page you can select to see **reconciled**, **unreconciled** or **closed** lines for that statement. You can adjust reconciled and unreconciled lines by selecting them as normal.

If the error is on a closed statement then please email branchfinance@samaritans.org with the details of the adjustment and SCC Finance will process the adjustment.

Petty cash

When recording petty cash put the description "petty cash" in sundry expenses in branch accounting.

4. Reports

Home	Bank Accounts	Reports	Branch Events	Restricted Funds	Gift Aid Regular Donors	User Settings
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Generate Reports

- Run Transaction Report
- Run Event Transaction Report
- Run Gift Aid Report
- Run Receipts and Payments Report
- Run Event Receipts and Payments Report
- Run Fund Receipts and Payments Report
- Run Activity Receipts and Payments Report
- Export Transactions

To run a report, click on the **Reports** tab and select the report you want from the list. You'll then be prompted to enter the dates and relevant details of the report that you want to view.

- **Transactions Report** – provides transactional lists
- **Event Transaction Report** – if your branch has set up events in Branch Accounting then you can run off a list of transactions per event.
- **Gift Aid Report** - SCC branches have to submit their gift aid claims via Fund Filer. If the branch is using Branch Accounting to keep a record of the donor details and donations then this report will give you details to submit into Fund Filer.
- **Receipts and Payments** provides a summary of the branch's receipts and payments
- **Event Receipts and Payments** – provides a summary of each event's receipts and payments
- **Fund Receipts and Payments** – provides a summary of payments and receipts for each fund
- **Activity Receipts and Payments** – this option is not accessible at this present time.
- **Export Transactions** - includes detail of each transaction

5. Branch events

The screenshot shows the 'Branch Events' page with a navigation bar at the top containing 'Home', 'Bank Accounts', 'Reports', 'Branch Events', 'Restricted Funds', 'Gift Aid Regular Donors', and 'User Settings'. Below the navigation bar is a green header for 'Branch Events'. Underneath is a '+ Add new record' button and a 'Refresh' button. A table with columns 'Name', 'Start Date', 'End Date', 'Description', and 'Closed' is shown. Below the table, it says 'No records to display.' and 'Page size: 20'. At the bottom right, it says '0 items in 1 pages'.

This section can be used to record individual events and ongoing branch activities.

Add New Record

Select 'Add new record' to add a new event and complete the fields (Name, Start Date, End Date and Description). Then click on the tick box.

Click on 'Tick Box' after completed all the fields

The screenshot shows the 'Branch Events' page with a navigation bar at the top containing 'Home', 'Bank Accounts', 'Reports', 'Branch Events', 'Restricted Funds', and 'Gift Aid Regular Donors'. Below the navigation bar is a green header for 'Branch Events'. Underneath is a '+ Add new record' button and a 'Refresh' button. A table with columns 'Name', 'Start Date', 'End Date', 'Description', and 'Closed' is shown. The table contains 4 records: 'Marathon', 'Midnight Walk', 'Rotary Collection', and 'tea dance'. The 'Closed' column has checkboxes, with the 'Midnight Walk' row having a checked box. At the bottom right, it says '4 items in 1 pages'. A red arrow points from the text box above to the 'Closed' checkbox in the 'Midnight Walk' row.

Edit or Close record

Select the pencil at the right hand side of the screen next to the event. It then gives you the option to edit the fields, once edited click on the tick box. If the event is now closed, add a tick to the closed check box and then click on the tick box.

Click on the 'pencil' to edit the event

The screenshot shows the 'Branch Events' page with a navigation bar at the top containing 'Home', 'Bank Accounts', 'Reports', 'Branch Events', 'Restricted Funds', and 'Gift Aid Regular Donors'. Below the navigation bar is a green header for 'Branch Events'. Underneath is a '+ Add new record' button and a 'Refresh' button. A table with columns 'Name', 'Start Date', 'End Date', 'Description', and 'Closed' is shown. The table contains 4 records: 'Marathon', 'Midnight Walk', 'Rotary Collection', and 'tea dance'. The 'Closed' column has checkboxes, with the 'Midnight Walk' row having a checked box. At the bottom right, it says '4 items in 1 pages'. A red arrow points from the text box above to the pencil icon in the 'Rotary Collection' row.

Once you have set up an event you are able to allocate income and expenditure to it when coding your bank statement. You can then produce a **report** showing your financial performance for that event.

6. Restricted Funds

Name	Fund Name	Closed
Branch Restricted	Branch Restricted	<input type="checkbox"/>
General unrestricted	General Unrestricted	<input type="checkbox"/>

Branch Accounting allows you to keep a record of all restricted fund transactions.

Once a restricted fund is set up, you can allocate income and expenditure to it when coding your bank statement and then run reports that let you monitor the fund activity.

To create a new restricted fund select **Add new record**.

Click here to add a new record

Select 'Branch Restricted Fund' from drop-down

Tick the box if the fund no longer in use

Click the Pencil to Edit

Under the header **Name** enter a clear description of the restricted fund. From the drop down menu under the header **Fund Name**, select Branch Restricted Fund.

When the fund is no longer in use add a tick to the **Closed** checkbox.

If you want to edit the restricted fund select the pencil at the right hand side of the screen next to the fund and if you want to delete it select the cross.

7. Gift Aid regular donors

Please note that SCC branches are now required to use Fund Filer for maintaining and claiming their gift aid details. Please email branchfinance@samaritans.org for more details.

Some branches have chosen to continue to maintain their gift aid records on Branch Accounting and then input this information into Fund Filer to submit the claim, there is no requirement from SCC Finance to do this.

The process is as follows;

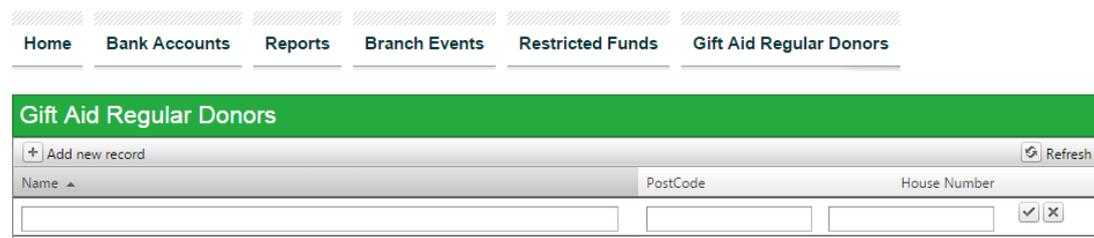


The screenshot shows a navigation menu with the following items: Home, Bank Accounts, Reports, Branch Events, Restricted Funds, and Gift Aid Regular Donors. Below the menu is a green header for 'Gift Aid Regular Donors'. The main content area includes a '+ Add new record' button and a 'Refresh' button. A table lists donors with columns for Name, PostCode, and House Number. The table contains two entries: John James (PostCode: [redacted], House Number: 1) and Neil (PostCode: [redacted], House Number: 9). Each entry has edit and delete icons. At the bottom, there are navigation controls for page 1 of 1, a page size of 20, and a total of 2 items in 1 page.

You don't have to enter the full name and address of a donor every time they donate. You can set them up as a regular donor then simply select them from the drop down menu when entering details in the income transactions page.

Add new record

To set up a new regular donor select **Add new record**. Once you have set the donor up, you can edit their details by selecting the pencil at the right hand side of the screen next to the donor or delete it by selecting the cross.



The screenshot shows the same navigation menu as above. Below the menu is a green header for 'Gift Aid Regular Donors'. The main content area includes a '+ Add new record' button and a 'Refresh' button. Below these is a form with three input fields: Name, PostCode, and House Number. Each field has a dropdown arrow on the right. There are also checkmark and delete icons at the end of the form.

Setting up regular donors enables you to select their information when entering up donations on the income entry page.

8. User Settings



- User Settings**
- [Change your eMail Address](#)
 - [Change your Password](#)

The user setting tab allows a user to change their email address and/or Password. If a branch Treasurer is handing over to a new Treasurer then please advise branchfinance@samaritans.org of the changes so that SCC finance can ensure that the new Treasurer has all the information required.