

Exeter Cashbook FAQs

The manual that accompanies the Exeter (Gloucester) Cashbook is a step-by-step guide to using the Exeter Cashbook. This can be downloaded from the Diocese of Exeter website:

<https://exeter.anglican.org/resources/finance/parish-finances/>

There is also a troubleshooting worksheet within the cashbook which you can refer to.

However, from our experience the most common issue that Treasurers encounter is **the error #VALUE.**

If you are getting this error these are the things you need to check:

1. Are all the columns completed for that transaction?

On the transaction sheet check the following columns are filled in:

- a) Column B (Date – see point 2),
- b) Column C (Account) – see point 3 the accounts should have been entered onto the Assets worksheet, so one of these should be chosen
- c) Column D (Transaction type) see point 4 below, &
- d) Column E (code). See point 5.

The information will not feed through to the other workbooks if these aren't all completed correctly.

2. Is the date format correct?

It is imperative that the date is entered in the required format or the data will not be read. It must be entered as date/month/year e.g. 14/09/2021. *This is the most common error that we see.*

3. Is the correct account entered?

All the PCC accounts need to manually entered onto the Assets worksheet before the transaction worksheet can be used. Each account is labelled with a code e.g. A, B, C, etc. The appropriate account from the Assets worksheet needs to be entered into Column C on the Transaction worksheet for each transaction.

4. Are the funds correct?

Column D of the Transaction worksheet has the heading "Type". This refers to the type of fund involved in the transaction.

The options for funds are U (unrestricted), R (restricted) and D (Designated).

Please note that U, R, and D must be used – do not write the fund type in full or abbreviated form as this will not be picked up. Do not add in any new funds in Column D on the Transaction worksheet, just use the existing options. Any new fund types will not be picked up and fed through to other worksheets which we cause errors.

5. Is the correct code entered?

Codes for each transaction are listed on the Accounts List worksheet; the appropriate code from this list should be chosen.

6. Have all the manual entries been made?

On the R&P worksheet there are two cells that need to be filled in manually: I20 & I60. These cells are shaded pink to highlight them. These prior year figures are used within the worksheet, so if these cells are left blank or have incorrect figures entered there will always be a balancing error.

On the Accounts List sheet Column E (the previous year's figures) needs to be filled in manually. The figures from the previous year feed through to the R&P sheet. Note: Column F (the budget) also needs to be completed manually, but will not cause an error if it is left blank.

7. Are that opening balances are correct on the Main Menu tab?

8. Does the Balances worksheet reconcile back to the Transaction worksheet?

On the balances spreadsheet Column L and M show money in and out respectively. These figures should reconcile back to the transaction sheet. Column C shows which account the transaction refers to, so by using the filter key you can check each account separately to identify any differences.

Finally....

Be careful with reconciliation

Do not press the reconcile button unless cells M3 & M4 are zero. You cannot undo a reconcile.

Good luck!

If you still have issues please contact Lizzy Anderson on elizabeth.anderson@exeter.anglican.org