

OurChapter.org

Chapter finances.

This presentation will show you how to use the "Finance" function for this Website.

- Multiple funds can be setup to manage your entire chapters/groups finances.
- Categorize your entries and produce reports by those categories.
- Allow only your treasurer to update or allow any officer to update. Multiple read-only functions available.
- Let your members know the financial status of your chapter/group.
- Import Quicken formatted file (.qfx) into your selected fund.
- Change log for any financial updates.

All information entered is STRICTLY kept confidential. **

Don White - April 11, 2022

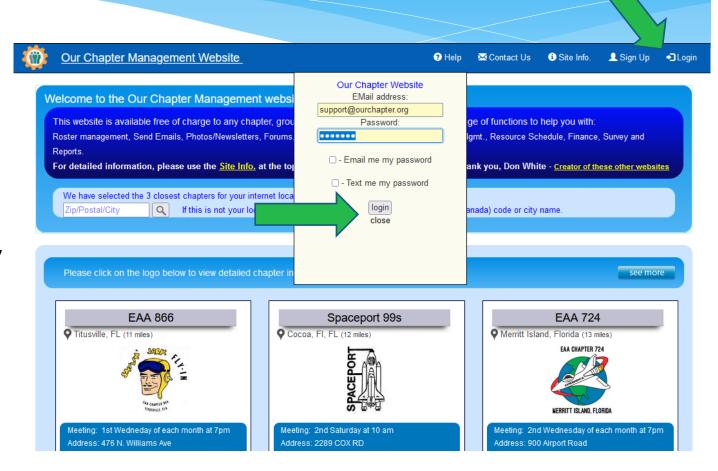
Designer and developer of YoungEaglesDay.org, EAABuildersLog.org and FlyingStart.org websites.

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Finance – First Login.

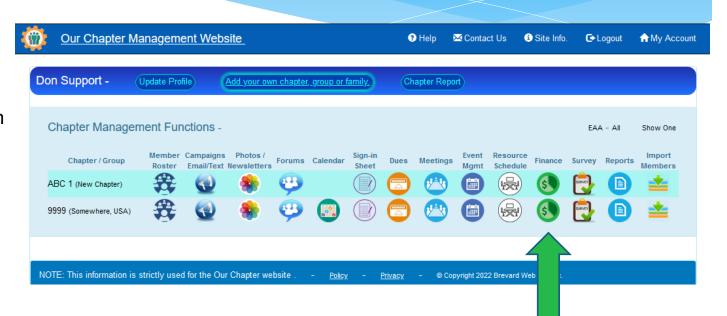
- 1. Use the "Login" link at the top right to Login into the website.
- **2.** Fill out your email and password and click the "Login" button in the window box.





Finance – Add a fund

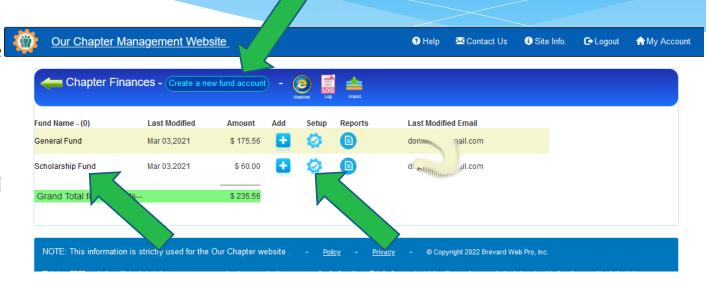
1. You can add or manage multiple funds within your chapter by clicking on the "Finance" icon.





Finance – Add a new fund

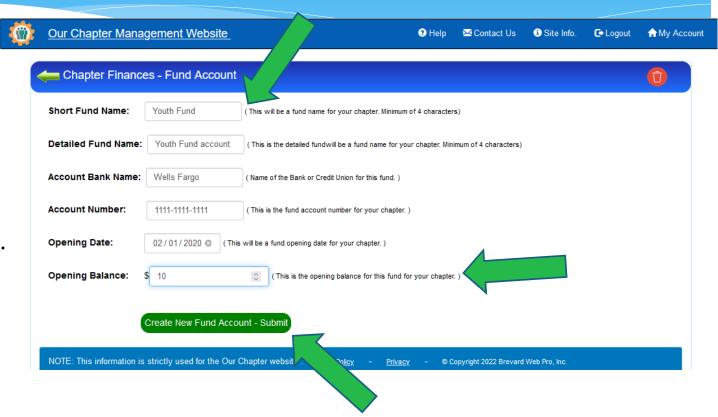
- 1. You can click on the "Create a New Fund Account" or click on the existing "Fund Name" to edit it.
- **2.** The "Add" icon will allow you to add additional entries into that Fund.
- **3.** The "Setup" icon will allow to change the "Fund" information.
- **4.** Let's "Create a new Fund Account".





Finance – Add a new fund

- **1.** Fill in the "Fund" information. Please specify the "Opening Balance" for it.
- **2.** Click the "Create New Fund Account" button at the bottom.
- **3.** You can always "Delete" the fund by using the red "Trash Can" icon at the top right.

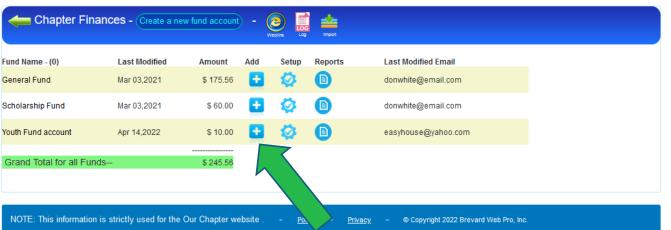




Finance – Add entries.



to add entries (ledger) to that "Fund".

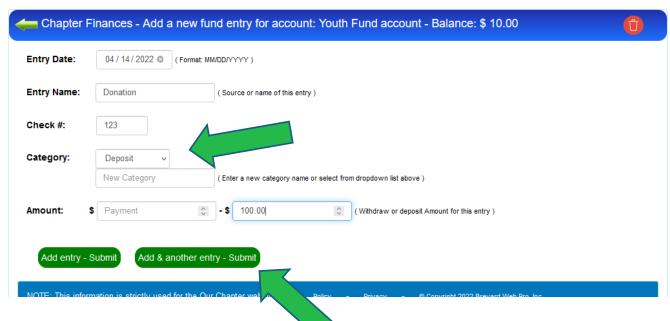




Finance – Add an Entry



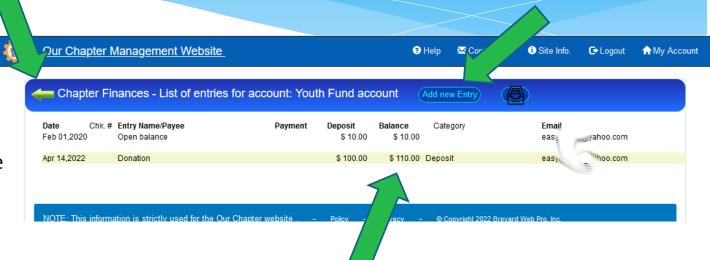
- **1.** Fill in the fields for the Entry in that Fund.
- 2. Select a "Category" so this will appear in your Finance Reports. If that Category is not available, put in the "New Category".
- **3.** Put in the "Amount" as a Payment or Deposit.
- **4.** If this is the only entries, click "Add Entry" or if you have an additional entry click "Add & another Entry" button.





Finance – Add an Entry

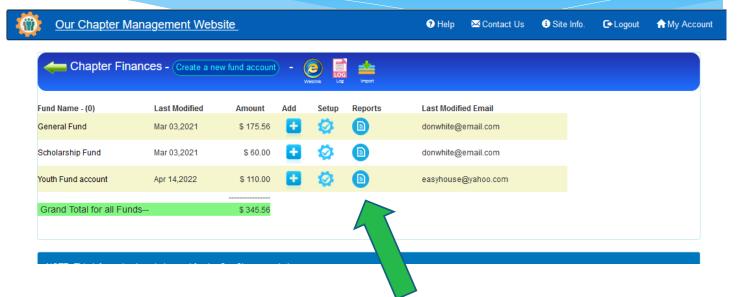
- **1.** This is a fund summary report. You can "Add new Entry" at this time.
- **2.** The Balance for the "Fund" will be displayed.
- **3.** Click the "Green left arrow" to return to the Finance main screen.





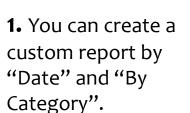
Finance – Reports

1. For custom reports, click on the "Report" icon.

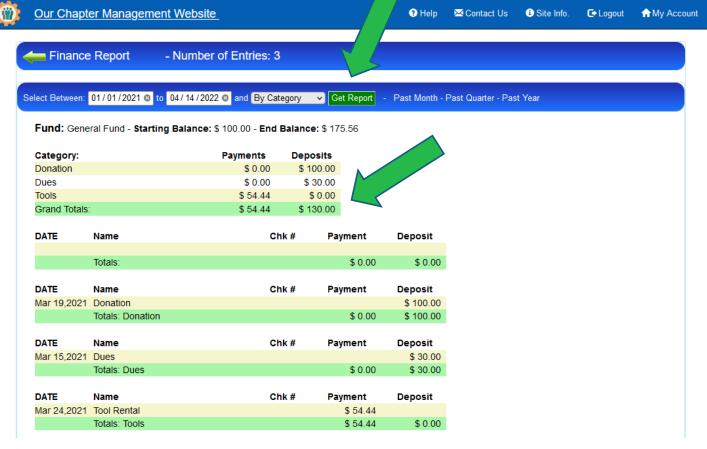




Finance – Report example



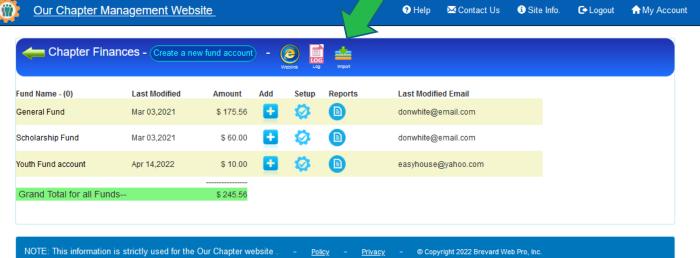
- **2.** The first part of the report is totals by "Category" for those dates.
- **3.** The second part is a detail report by each "Category" with each "Entry" displayed. →





Finance – Import

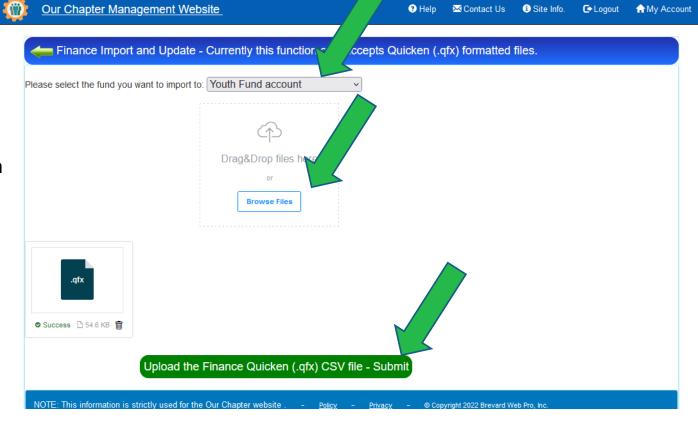
1. You can "Import" a Finance Quicken (.qfx) CSV file into a fund to make your fund entries easy.





Finance – Import

- **1.** Select the "Fund" you want the import to go into.
- 2. Then select the "Browse Files" button or "Drag & Drop" the Quicken (.qfx) file.
- 3. Process the "Upload" button to continue this process. If you do not select the "Fund", the Upload button will be grayed out.

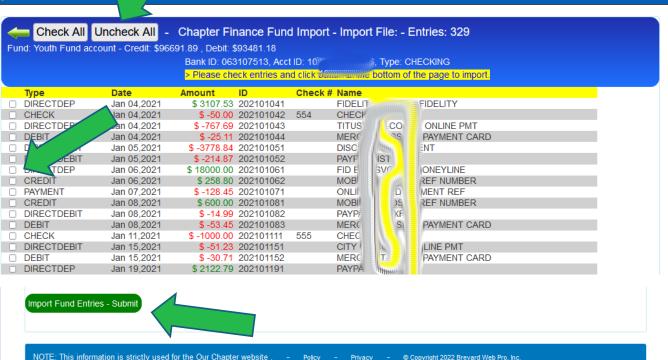




Finance – Import - Final



- 1. Select the "Entries" by clicking "Check All", "Uncheck All" or check individually.
- **2.** Go all the way down the page and click the "Import Fund Entries" button.
- **3.** Imported Entries will be entered into your "Fund" and balances will be adjusted.



Conclusion / Questions

- * Questions / Comments: Use the "Contact Us" link
- * Best free website for organizations to manage and grow memberships.