



# 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.

\*\* We do not distribute, market, sell or use your information outside of this website in any way. All member and chapter information is kept confidential to that chapter and/or organization.



# 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.

**Our Chapter Management Website**

Help Contact Us Site Info Sign Up Login

Welcome to the Our Chapter Management website. This website is available free of charge to any chapter, group or individual. Roster management, Send Emails, Photos/Newsletters, Forums and Reports. For detailed information, please use the [Site Info](#), at the top of the page.

We have selected the 3 closest chapters for your internet location.   If this is not your location, please enter your (US or Canada) code or city name.

Please click on the logo below to view detailed chapter information.

EAA 866	Spaceport 99s	EAA 724
<p>Titusville, FL (11 miles)</p>	<p>Cocoa, FL, FL (12 miles)</p>	<p>Merritt Island, Florida (13 miles)</p>
<p>Meeting: 1st Wednesday of each month at 7pm Address: 476 N. Williams Ave</p>	<p>Meeting: 2nd Saturday at 10 am Address: 2289 COX RD</p>	<p>Meeting: 2nd Wednesday of each month at 7pm Address: 900 Airport Road</p>



# Finance – Add a fund

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

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Don Support -    Update Profile    Add your own chapter, group or family.    Chapter Report

Chapter Management Functions -    EAA - All    Show One

Chapter / Group	Member Roster	Campaigns Email/Text	Photos / Newsletters	Forums	Calendar	Sign-in Sheet	Dues	Meetings	Event Mgmt	Resource Schedule	Finance	Survey	Reports	Import Members
ABC 1 (New Chapter)														
9999 (Somewhere, USA)														

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# 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”.

Our Chapter Management Website

Chapter Finances - Create a new fund account


Fund Name - (0)	Last Modified	Amount	Add	Setup	Reports	Last Modified Email
General Fund	Mar 03, 2021	\$ 175.56	+	⚙️	📄	donw...mail.com
Scholarship Fund	Mar 03, 2021	\$ 60.00	+	⚙️	📄	d...mail.com
Grand Total		\$ 235.56				


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# 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.

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[← Chapter Finances - Fund Account](#) 

**Short Fund Name:**  ( This will be a fund name for your chapter. Minimum of 4 characters )

**Detailed Fund Name:**  ( This is the detailed fund will be a fund name for your chapter. Minimum of 4 characters )

**Account Bank Name:**  ( Name of the Bank or Credit Union for this fund. )

**Account Number:**  ( This is the fund account number for your chapter. )

**Opening Date:**  ( This will be a fund opening date for your chapter. )

**Opening Balance:** \$  ( This is the opening balance for this fund for your chapter. )

[Create New Fund Account - Submit](#)

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# Finance – Add entries.

1. Click the “Add” icon to add entries (ledger) to that “Fund”.

Chapter Finances - [Create a new fund account](#) - [Webline](#) [LOG](#) [Import](#)

Fund Name - (0)	Last Modified	Amount	Add	Setup	Reports	Last Modified Email
General Fund	Mar 03,2021	\$ 175.56	<a href="#">+</a>	<a href="#">⚙</a>	<a href="#">📄</a>	donwhite@email.com
Scholarship Fund	Mar 03,2021	\$ 60.00	<a href="#">+</a>	<a href="#">⚙</a>	<a href="#">📄</a>	donwhite@email.com
Youth Fund account	Apr 14,2022	\$ 10.00	<a href="#">+</a>	<a href="#">⚙</a>	<a href="#">📄</a>	easyhouse@yahoo.com
Grand Total for all Funds--		\$ 245.56				



# Finance – Add an Entry



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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.

Chapter Finances - Add a new fund entry for account: Youth Fund account - Balance: \$ 10.00


**Entry Date:**  (Format: MM/DD/YYYY)

**Entry Name:**  (Source or name of this entry)

**Check #:**

**Category:**    
 (Enter a new category name or select from dropdown list above)

**Amount:** \$  - \$  (Withdraw or deposit Amount for this entry)



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# 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.

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Chapter Finances - List of entries for account: Youth Fund account [Add new Entry](#)

Date	Chk. #	Entry Name/Payee	Payment	Deposit	Balance	Category	Email
Feb 01,2020		Open balance		\$ 10.00	\$ 10.00		easy@yahoo.com
Apr 14,2022		Donation		\$ 100.00	\$ 110.00	Deposit	easy@yahoo.com

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# Finance – Reports



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1. For custom reports, click on the “Report” icon.

Chapter Finances - [Create a new fund account](#) -   

Fund Name - (0)	Last Modified	Amount	Add	Setup	Reports	Last Modified Email
General Fund	Mar 03,2021	\$ 175.56				donwhite@email.com
Scholarship Fund	Mar 03,2021	\$ 60.00				donwhite@email.com
Youth Fund account	Apr 14,2022	\$ 110.00				easyhouse@yahoo.com
Grand Total for all Funds--		\$ 345.56				





# Finance – Report example



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← Finance Report - Number of Entries: 3

Select Between: 01/01/2021 to 04/14/2022 and By Category [Get Report](#) - Past Month - Past Quarter - Past Year

**Fund:** General Fund - **Starting Balance:** \$ 100.00 - **End Balance:** \$ 175.56

Category:	Payments	Deposits
Donation	\$ 0.00	\$ 100.00
Dues	\$ 0.00	\$ 30.00
Tools	\$ 54.44	\$ 0.00
<b>Grand Totals:</b>	<b>\$ 54.44</b>	<b>\$ 130.00</b>

DATE	Name	Chk #	Payment	Deposit
Totals:			\$ 0.00	\$ 0.00

DATE	Name	Chk #	Payment	Deposit
Mar 19,2021	Donation			\$ 100.00
Totals: Donation			\$ 0.00	\$ 100.00

DATE	Name	Chk #	Payment	Deposit
Mar 15,2021	Dues			\$ 30.00
Totals: Dues			\$ 0.00	\$ 30.00

DATE	Name	Chk #	Payment	Deposit
Mar 24,2021	Tool Rental		\$ 54.44	
Totals: Tools			\$ 54.44	\$ 0.00

1. You can create a custom report by “Date” and “By Category”.

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.

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Chapter Finances - Create a new fund account

Webinar LOG Import

Fund Name - (0)	Last Modified	Amount	Add	Setup	Reports	Last Modified Email
General Fund	Mar 03,2021	\$ 175.56	+	⚙️	📄	donwhite@email.com
Scholarship Fund	Mar 03,2021	\$ 60.00	+	⚙️	📄	donwhite@email.com
Youth Fund account	Apr 14,2022	\$ 10.00	+	⚙️	📄	easyhouse@yahoo.com
Grand Total for all Funds--		\$ 245.56				

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# 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.

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Finance Import and Update - Currently this function only accepts Quicken (.qfx) formatted files.

Please select the fund you want to import to: Youth Fund account

Drag&Drop files here  
or  
Browse Files

.qfx  
Success 54.6 KB

Upload the Finance Quicken (.qfx) CSV file - Submit

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# Finance – Import - Final

Check All  Uncheck All - Chapter Finance Fund Import - Import File: - Entries: 329  
Fund: Youth Fund account - Credit: \$96691.89 , Debit: \$93481.18  
Bank ID: 063107513, Acct ID: 1011111111, Type: CHECKING  
> Please check entries and click [Import](#) at the bottom of the page to import.

Type	Date	Amount	ID	Check #	Name
<input type="checkbox"/> DIRECTDEP	Jan 04,2021	\$ 3107.53	202101041		FIDELITY FIDELITY
<input type="checkbox"/> CHECK	Jan 04,2021	\$ -50.00	202101042	554	CHECK
<input type="checkbox"/> DIRECTDEP	Jan 04,2021	\$ -767.69	202101043		TITUS CO ONLINE PMT
<input type="checkbox"/> DEBIT	Jan 04,2021	\$ -25.11	202101044		MERCANTILE PAYMENT CARD
<input type="checkbox"/> DIRECTDEP	Jan 05,2021	\$ -3778.84	202101051		DISCOVER DISCOVER
<input type="checkbox"/> DIRECTDEP	Jan 05,2021	\$ -214.87	202101052		PAYCOM LIST
<input type="checkbox"/> DIRECTDEP	Jan 06,2021	\$ 18000.00	202101061		FIDELITY SVC MONEYLINE
<input type="checkbox"/> CREDIT	Jan 06,2021	\$ 258.80	202101062		MOBILE REF NUMBER
<input type="checkbox"/> PAYMENT	Jan 07,2021	\$ -128.45	202101071		ONLINE ID
<input type="checkbox"/> CREDIT	Jan 08,2021	\$ 600.00	202101081		MOBILE REF NUMBER
<input type="checkbox"/> DIRECTDEBIT	Jan 08,2021	\$ -14.99	202101082		PAYCOM XFER
<input type="checkbox"/> DEBIT	Jan 08,2021	\$ -53.45	202101083		MERCANTILE PAYMENT CARD
<input type="checkbox"/> CHECK	Jan 11,2021	\$ -1000.00	202101111	555	CHECK
<input type="checkbox"/> DIRECTDEBIT	Jan 15,2021	\$ -51.23	202101151		CITY LINE PMT
<input type="checkbox"/> DEBIT	Jan 15,2021	\$ -30.71	202101152		MERCANTILE PAYMENT CARD
<input type="checkbox"/> DIRECTDEP	Jan 19,2021	\$ 2122.79	202101191		PAYCOM

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.