

# *MemberMaster*

**YOUTH SPORT  
ACCOUNTING SOFTWARE**

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## Overview

This software program will allow you to maintain membership and accounting records for your organization.

**ONE IMPORTANT NOTE:** PLEASE back your data up on some type of removable media (tape, zip disk, etc.) on a regular (and hopefully daily) basis. The most important, and expensive, piece of your computer is your data. You will be investing your personal time and effort into the maintenance of this information and losing it because your kids accidentally thought it was one of their games and erased it all will cause you no end of grief. Personally, I like the one about the flames coming out of the floppy drive, but that's another story.

In general the steps to be taken are as follows (to really use MemberMaster to it's fullest you will need to explore MemberMaster):

1. **Set-Up**

- A. Install software by executing the "Setup.exe" procedure on the CD-ROM.
- B. Establish a set of G/L accounts (this has already been done for you)
- C. Establish Transaction types (this has already been done for you)
- D. Establish Teams (done during the setup process)
- E. Establish Member Types (this has already been done for you)

2. **Create/Update**

- A. Membership personal and accounting (registration, fundraising, etc.) information
- B. League Income (Donations) and Expenses (Purchase Orders)
- C. Team Income (Deposits) and Expenses (Check Requests)

3. **Post Transactions to the General Ledger**

- A. Use the One-Button Post for sub-journals (any member transactions, purchases, etc.)
- B. Create journal entries for the General Ledger (normally you should never need to do this)

5. **Report**

- A. General Ledger Reports
  - a) General Ledger
  - b) Income Statement
  - c) Cash In Banks
- B. Team Reports
  - a) Rosters
  - b) Team Statements
  - c) Volunteer Reports
- C. League Reports
  - a) Division Statistics
  - b) Members still owing candy/raffle money

6. **Verify**

Balance your bank statements with the computer and your check registers

7. **Perform Month-End (Year-End) Tasks**

Run the Month-End procedure to close the books for a given month. The year-end close will automatically occur when you close the last month of the year.

8. **Perform Season-End Tasks**

At the end of every season you should perform these tasks.

A. Inactivate all members (this will ready the system to re-activate members that return.)

B. Inactivate member and team transactions (this makes it easier to track information for members during any given season.)

## **HELPS**

One thing I really like about MemberMaster is it's helps. They are everywhere.

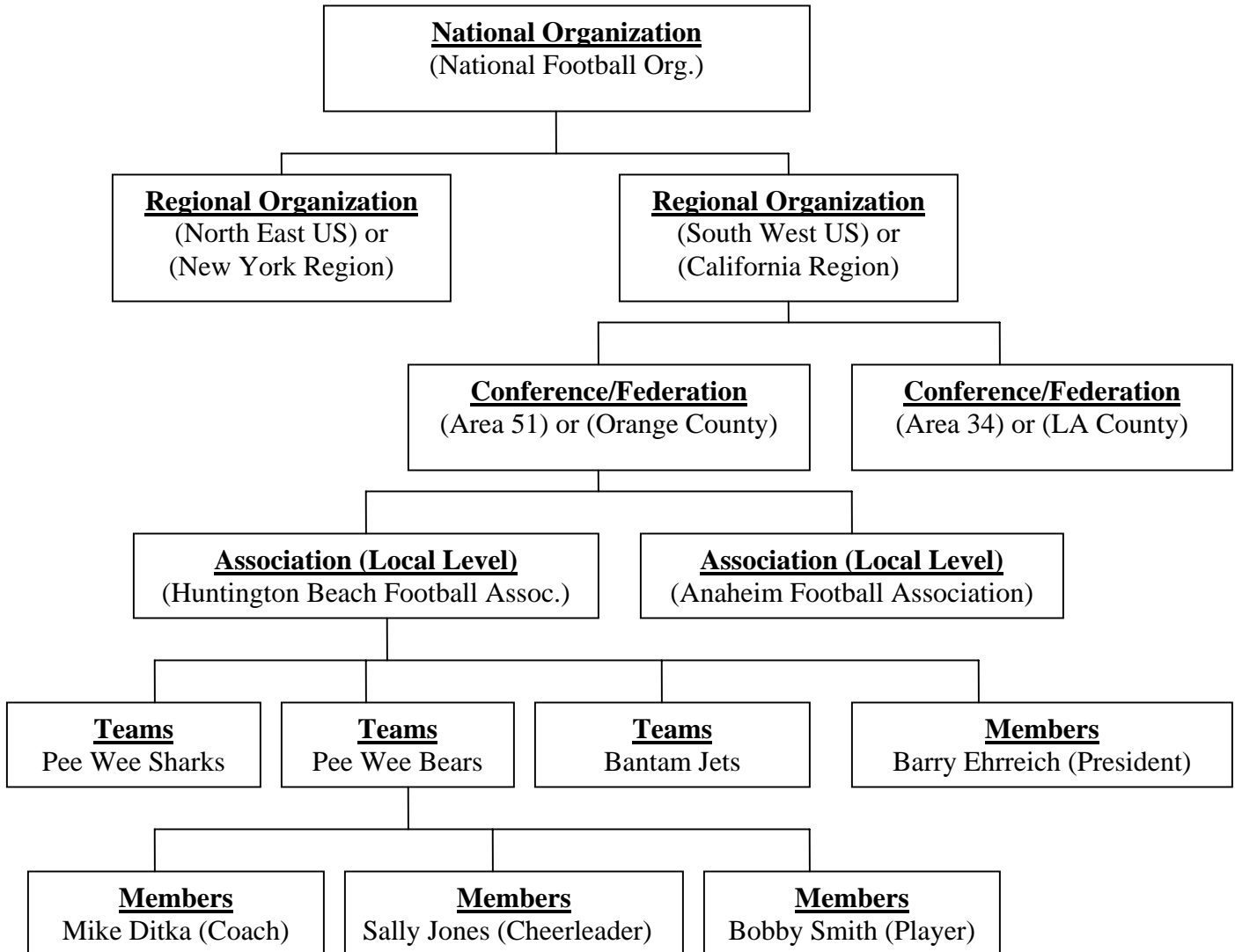
If you ever need help on any item of any screen (except the main menu), select the object with your mouse, then press the F2 key and a help screen will pop up. You may press the F2 button again, and you will receive helps on the procedure itself.

If a field you are in can only contain information from a table defined elsewhere, a button will appear on the help screen ("Go To Source"). Click on the "Go To Source" button to pull up the screen where the data you are entering is defined.

To obtain the address and phone number of Ehrreich Consulting click on the "Ehrreich Consulting" icon located on the main menu.

Structure Nomenclature (Terms)

Throughout MemberMaster a set of organizational terms is used. The following provides an organization chart to help you understand these terms.



## **SET-UP (Installing MemberMaster)**

MemberMaster is a complete membership management and accounting system that is customizable to your specific needs. Therefore, there are a few set of parameters that must be set up. When you use MemberMaster for the first time MemberMaster will walk you through the process of customization. The following describes the installation process.

1. Make sure your computer meets the minimum system requirements noted on the back cover of the MemberMaster CD case.  
**NOTE: MemberMaster requires that you have at least 40MB of empty disk space available on the drive you are installing MemberMaster on! If you do not have Microsoft Access 2000, then you will also need an additional 160MB of free disk space.**
2. Place the MemberMaster CD in your CD-ROM disk drive.
3. Start the "Setup.exe" program by doing the following:
  - A) Click on the "Start" button located on the lower left-hand corner of the screen
  - B) Click on the "Run" option (usually the third item from the bottom)
  - C) Use the "Browse" option to locate the "Setup.exe" program located on the MemberMaster CD.
  - D) Click on "OK"
4. Choose the directories in which you wish to install MemberMaster.
5. Click on the "Install MemberMaster" button and the installation process will commence.
6. When the installation process is done a MemberMaster will be located on the "Start" menu under "Programs".

When you user MemberMaster for the first time MemberMaster will walk you through a series of screens to establish the operating parameters of your organization. Fill in all the prompts to the best of your ability. Although this process greatly simplifies the initialization process, you can still correct any mistakes via the screens provided off the main menu. When you have completed this process MemberMaster will have established your teams, company parameters, and virtually (if not actually) all your general ledger accounts.

**NOTE: If your organization is a conference/federation, the regional organization, or national organization, then check the box noted as "Is a Conference or National Organization". This will cause an additional tab to appear on the main menu called "Conference". This is the area where you will perform operations (import, export, generate rosters, lists, etc.) on membership information from subordinate organizations. The import process will automatically update membership, team, and association information. You will have to maintain the conference information yourself.**

**If your conference is intramural then DO NOT check the box noted as "Is a Conference or National Organization". In this case your "City/Association Code" and "Conference Code" will need to be identical.**

7. Once you have completed the automated process, select the "Module Selection" button under the "Set Up" tab off the main menu. Here you can select which modules within MemberMaster you want to use. You can turn these on or off at will. However, there are some obvious implications of doing so.
8. You can change the colors used by MemberMaster for screens by using the "Change Screen Colors" procedure.

9. You can obtain a set of system generated documentation by choosing the reports under the "Doc" tab off the main menu. A more complete set of documentation is provided on the MemberMaster CD under the "\Documentation" directory.

**REMEMBER, You MUST have the MemberMaster CD in one of your CD-ROM drives to run MemberMaster!**

## GENERAL CYCLE

The general annual cycle for using the MemberMaster software is as follows....

**1. Establish your teams (form: frmTeams)**

*If you are using MemberMaster for the first time establish your teams using the "Team Maintenance" procedure (form: frmTeams) if you didn't do so during the installation process.*

*If you are an established user of MemberMaster then do the following...*

- A. If you are not using the same teams as last season inactivate the old teams and create the new teams via the Team Maintenance procedure (form: frmTeams).
- B. If you are using the same teams as last season, then leave them as is except for changing the staff members assigned to them.
- C. If you find you need more teams after your sign-ups because of higher than anticipated registration, then simply create, or re-activate, those new teams and assign members to them as necessary.
- D. If you do not need some of the teams you originally made active as a result of lower than anticipated registration, then simply inactivate those teams and re-assign members on those teams to other teams.

**2. Establish what accounting transactions will be typical for members at registration time for this season (forms: frmPlayerAcctTemplateSub and frmCheerAcctTemplateSub) (Skip this if you do not intend to use the accounting portion of MemberMaster)**

- A. To make it easier on the person, or persons, doing data entry for members being registered two procedures are available to define the typical transactions that will occur for each member. These transactions will then be automatically loaded into a member's record once that member is created or re-activated (if they are returning from a prior season and are already in the system). Typical items you would define here would be items such as player registration fees ("PR") and the payment for the player's registration fees ("PRP"). If your organization is anticipating that its' members will be participating in a candy sale this season, then you should include the candy sale transaction ("CNDY").

Some organizations issue raffle tickets at the time of registration for a discounted price, and often the parents pay this discounted price at registration time. In this case you would include the raffle ticket issuance transaction ("LRFL-1") and the transaction for the payment for the raffle tickets ("LRFL-1P") at the discounted amount.

These are simply the "typical" transactions you think will occur for every member when they register this season. If an individual member does something different, you can easily modify (change, add, or remove) these transactions once they are loaded into the member's record (usually via the form: frmMember).

- B. There are some situations in which only a certain division will be participating in an event that has to be accounted for monetarily. In this event, place a "0" in the column for every division that is not affected by this transaction. The system ignores transactions it sees as having a zero dollar amount. That is, the system will not load these transactions into the member's record when they are either created or re-activated.

3. **Sign-Up your membership (at a registration event) then enter those members into the system (forms: frmMember, frmMemberSearch, or frmTeams).**
  - A. The system provides reports to help you identify which members are already in the system for your registration events. (see the "Member Sign-Up Report By Name"). Using this report you can identify which members are already in the system, and thus require minimized data entry. An existing member should have their member number placed on their registration form so that when the person doing data entry processes that member's forms only a cursory check need be done for such items as address, phone number, and the like.  
*TIP: If you are not using the accounting portion of MemberMaster, then you can more quickly and easily enter members via the "Team Maintenance" procedure*
  
4. **Print your rosters and volunteer sheets**

Although MemberMaster provides a whole bunch of reports, these two types of reports are those seen by most of the membership. To print rosters and volunteer sheets choose the "Member" tab of the main menu, then click on the "Member Rosters" button under the "Lists & Rosters" sub-tab.
  
5. **Purchase fund raising materials from vendor (form: frmOrderHdr). (Skip this if you are not using the accounting facilities provided by MemberMaster)**
  - A. Before you distribute your candy you will need to purchase it. To do this you must first establish your candy vendor as a member in the "Member Maintenance" procedure (form: frmMember) with a member type of "VNDR".
  - B. Now you can enter a purchase order via the "Organizational Level Accounting" procedure (form: OrderHdr). The items you want to order are entered in within the upper most set of line items (your payments for the material/candy are entered in the lower set of line items). If a down payment is required by your vendor, note the amount, along with the check number in the "Payment Description" area, in the lower set of line items. The balance due will automatically be updated. When you are done click on the icon that has the paper with magnifying glass to print your purchase order. If you have an internal fax you can fax the order directly to your vendor by selecting the fax device as the printer.
  
6. **Purchasing equipment, uniforms, paying for field rentals, etc. (Skip this if you are not using the accounting facilities provided by MemberMaster)**
  - A. Before the start of your season you will most likely need to purchase a whole bunch of stuff. The way you perform these tasks is identical to they way you performed your fundraising materials. So see item "4" above.
  
7. **Distribute your fund raising material (Candy, Raffle Tickets, etc.) (Skip this if you are not using the accounting facilities provided by MemberMaster)**

If you did not place a transaction in the default transactions for members and cheerleaders, then you will need to add the appropriate sales transaction to each member that received the material. (See form frmMember and frmMemberSearch)

*TIP:* when distributing your material always include an envelope in which the members can return their money.

**8. Receive money from your membership (forms: frmMember and frmMemberSearch). (Skip this if you are not using the accounting facilities provided by MemberMaster)**

Once items such as candy or raffle tickets are distributed the members will return money to the teams. Teams should only accept the money if it comes in an envelope with the member's name and team clearly printed on the envelope. If they don't, they may not get credited properly for the money they turned in. Use the frmMember and frmMemberSearch to enter/register money received from members.

**9. Paying for items you purchased (form: frmOrderHdr) (Skip this if you are not using the accounting facilities provided by MemberMaster)**

When you want to pay for an item you have purchased use the "Organizational Level Accounting" procedure to register the payments you have made. Use the lower set of line items on this screen to register/enter your payments. The balance due information will automatically be updated.

**10. Receiving money for team accounts (form: frmOrderTeamHdr) (Skip this if you are not using the accounting facilities provided by MemberMaster)**

If your organization manages the money for each team (a real good idea), you will need to enter the money received from teams for their team fundraisers. To do this use the "Team Accounting Maintenance" procedure found under the "Teams" tab off the main menu. Select the "Deposit" order type, and enter the amount received in the line items.

*NOTE: You must identify the team you are working with via the "Team Member#" field!*

**11. Paying for team expenses (form: OrderTeamHdr) (Skip this if you are not using the accounting facilities provided by MemberMaster)**

If your organization manages the money for each team (a real good idea), you will need to record checks written for expenses incurred by each team. These would be things like coaches' hats, end-of-the-year banquets, and re-imbursements for fundraiser expenses. To do this use the "Team Accounting Maintenance" procedure found under the "Teams" tab off the main menu. Select the "Check Request" order type. Enter the items or services purchased in the upper set of line items, and enter/register the payments for those items in the lower set of line items.

**12. Post the money received to the general ledger (forms: frmGLBatchOneButton). (Skip this if you are not using the accounting facilities provided by MemberMaster)**

This is the easiest part of all. To post all your entries to the general ledger open up the "One Button G/L Post" procedure located under the "General Ledger" tab. Click on the "Post To General Ledger" button. All your work is now posted to the general ledger and will be reported in the general ledger reports.

**13. Generate general ledger reports. (Skip this if you are not using the accounting facilities provided by MemberMaster)**

These are the reports your Board of Directors is interested in. These include such reports as the Balance sheet, Income statements, Cash in Banks and the like. To generate these report select click on the "Generate G/L Reports" button under the "General Ledger" tab off the main menu. Select the report you want to generate, and the reporting period/month and year. Then click on the "Generate Report" button.

**14. Balance your check registers to MemberMaster reports (Skip this if you are not using the accounting facilities provided by MemberMaster)**

This is an important part of the audit process and there is a larger discussion about this later in this manual. Although you must perform this audit at the end of every reporting period (usually every month), you should perform this audit every time you make a deposit at the bank. This will help you find small issues before the become complex issues.

**15. Closing The Month, Season, & Year**

You must close your books at the end of every period (this is usually every month). To close your books for the period click on the "G/L Month-End" button found on under the "Month, Season, and Year End" tab off the main menu. Then Simply click on the "Perform Processing" button. If this is the last period/month of the year, the computer will automatically perform the end of the year stuff.

At the end of every playing season you should reset all members to inactive, and reset all member and team accounting information. To do this you will need to run both the "Inactivate All Members" and "A/P, A/R, & Team Accounting Inactivate" procedures found under the "Month, Season, and Year End" tab off the main menu.

*Although the Screen-By-Screen document is exhaustive in nature, the following pages will help you understand some of the more commonly used screens.*

## Member Type Entry

The screenshot shows a Windows-style application window titled "HBPWF - [tblMemberType]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". Below the menu bar is a toolbar with various icons for file operations and editing. The main area of the window is titled "tblMemberType" and contains a form with the following fields:

- Enter Member Type:** A dropdown menu with "PLYR" selected.
- Member Type:** A text input field containing "PLYR".
- Description:** A text input field containing "Player".

Below the form is a trash can icon. At the bottom of the window, there is a status bar with the text "Member Type Description" and a "NUM" button. The Windows taskbar at the bottom shows the Start button, several open applications (Main, Control Pa..., Dial-Up Ne..., PalmPilot..., Microsoft ...), and the HBPWF application. The system tray on the right shows the time as 7:18 AM.

The purpose of this screen is to enter in the various types of members that exist in the organization (such as Players, Cheerleaders, Coaches, Team Moms, Board Members, Vendors, Associations, Conferences etc.).

## Team Entry

**MemberMaster - [Team Maintenance]**

File Edit View Insert Format Records Tools Window Help

### Team Maintenance

Enter Team Identifier:  Flag Team:  City Code:

Team's Name:  Team Active:

		Phone#
Head Coach:	Kevin Woodman *	714-968-0908
Business Manager:	Virginia Anderson	714-968-4465
Team Mom/Dad:	Dawn Shaver	714-960-0297
Cheer Mom/Dad:	Daralyn Springer	714-965-0185
Head Cheer Coach:	Amy Genelle	714-963-7631
Player Asst Coach-1:	Denny Ward	
Player Asst Coach-2:	Bob Bauermeister	714-962-3242
Player Asst Coach-3:		
Player Asst Coach-4:		
Asst Cheer Coach	Melissa Kanowsky	714-536-6523

Team ID:  Division:

Team Colors:  City/Assoc:

Roster Sequence:

**Member Maintenance**

**Other Player Staff:**

**Other Cheer Staff:**

Wins	Losses	Ties
<input type="text"/>	<input type="text"/>	<input type="text"/>

Draw#  Home Site

**G/L Stuff**

Transaction Type ID

**Build G/L Stuff For Team**

Check Req Type

Check Req Pymt Type

Donation Type

Team's Member#

Enter a team from the list of valid teams or enter a new team to be created

Start | Main | Dial-Up Network... | MemberMas... | Microsoft Word... | 9:04 PM

This procedure is used to enter the information specific to a team. The "Roster Sequence" indicates what sequence the team will be listed on reports that list information by team.

If you are using the accounting portion of MemberMaster and every team has its' own checking account, then you will do the following when creating a new team...

1. Enter a 4 character team identifier in the Transaction Type ID field that is unique to this team.
2. Click on the "Build G/L Stuff For Team" button. This will automatically create all the necessary general ledger accounts, account types, and place the team on the necessary reports in order to facilitate the proper reporting of the team's finances.

If a team is not active you will not be able to assign members to it.

**TIP:** If you are not using the accounting portion of MemberMaster, then you can more quickly and easily assign members to teams via the "Member Maintenance" button on this screen.

## Transaction Types Maintenance

**MemberMaster - [G/L Transaction Type Maintenance]**

File Edit View Insert Format Records Tools Window Help

**G/L Transaction Type Maintenance**

Enter Trans Type

Trans Type:

Description:

Debit Account

Credit Account

Member Balance Multiplier:

Type

Secondary Type

Display on Member Maint Screen:

Conference Transaction:

Active:

**G/L Account Maintenance**

Form View NUM

Start Main Dial-Up Network... MemberMas... Microsoft Word... 9:21 PM

This procedure identifies that Debit and Credit accounts associated with a specified transaction type, such as Player Registration. A "1" in the "Member Balance Multiplier" increases the member's balance due to the league (such as Player Registration), a "-1" decreases the members balance due to the league (such as Player Registration Payment).

The "Type" prompt tells the computer what type of transaction this is ("We Owe Them", "They Owe Us", "We Paid Them", or "They Paid Us").

The "Secondary Type" indicates the transaction type that would naturally follow the one being displayed. For example, "PRP" (Player Registration Payment) would be placed in the "Secondary Type" for the "PR" (Player Registration) record.

You may obtain a listing of all existing transaction types by clicking on the *paper with magnifying glass* icon

**NOTE:** Only someone with an accounting background should maintain this screen!!!

## Chart of Accounts Maintenance

**frmGLFile Chart of Accounts Maintenance**

Enter GL Number: 01-1102-0100      GL ID: 01-1102-0100

Description: Wells Fargo Bank - Leage Checking

Account Type: A      Retained Earnings Account:

Report Multiplier: 1

Roll-Up Type: A

Current Period: 6

Current Year: 1999

Year	Period	Actual\$	Fixed-Bdgt\$	Var-Bdgt\$
1999	6	(\$185.47)	\$0.00	\$0.00
Bal Fwd >>>		\$13,973.44	\$0.00	\$0.00
1999	5	(\$5,519.89)	\$0.00	\$0.00
Bal Fwd >>>		\$19,493.33	\$0.00	\$0.00

Rolls Into Account	Percentage
00-1102-0000	100
*	100

Record: 1 of 18

**Postings**

Description: NUM

Start | Main | Control Pa... | Dial-Up Ne... | PalmPilot... | Microsoft ... | HBPWF ... | 7:45 AM

This procedure allows for the entry and maintenance of General Ledger account numbers.

The "Account Type" the generalized GL account type: "A" - Asset, "L" - Liability, "OE" - Owner's Equity, "I" - Income, "E" - Expense.

The "Report Multiplier" ("1" or "-1") indicates what to multiply amounts by that are associated with this account when being displayed on reports. For example, a liability is stored internally as a negative number, but must be displayed on the Balance Sheet as positive number, and therefore must have a "-1" "Report Multiplier".

The "Roll-Up Type" indicates if this is an Actual posting account ("A"), a Header account ("H", only used to display the description on GL reports), or Summary accounts (Bn-Zn, used to summarize accounts with lesser/lower roll-up types).

The "Retained Earnings Account" indicates what account this Expense or Income account will roll into at the end of the fiscal year. Only Expense and Income type accounts will utilize this information.

The "Fixed-Bdgt\$" and "Var-Bdgt\$" allows for the maintenance of the Fixed and Variable Budgets.

The "Rolls Into Account" allows you to specify into what account this account will summarize during the "G/L Roll-Up" process. The amount to be summarized is the account's amount multiplied by the associated "Percentage".

**NOTE:** Only a person with an accounting background should alter this information.

## Player Acct Defaults

**MemberMaster - [Default Player Account Transactions]**

File Edit View Insert Format Records Tools Window Help

### Default PLAYER Account Transactions

Enter Transactions which will be automatically added to new Players(PLYR) and to Players which change their status from INACTIVE to ACTIVE.

Type	Description	Qty	Amount	Bantam	Jr Bantam	Midget	Jr Midget
PR	Player Registration	1	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00
PRP	Player Registration Pymnt	1	\$145.00	\$145.00	\$145.00	\$145.00	\$145.00
LRFL-1	Raffle #1 - Tickets Given to Member	1	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
LRFL-1P	Raffle #1 - Pymnt Received	1	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
FLAGPR	Flag Player Registration	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
FLAGPRP	Flag Player Reg. Payment	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CNDY	Candy Given to Members	1	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
*		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Record: 1 of 7

Form View NUM

Start Main Dial-Up Networ... MemberMas... Microsoft Word... 9:22 PM

This procedure allows you to enter the transactions that will automatically be added to new members and/or re-activated members in the **Member Maintenance** procedure. If a cell has a zero in it, then that member of that particular division will not have the transaction auto-loaded.

Note: The divisions depicted here are only here for reference. You may have selected different division names.

There is another identical maintenance screen for cheerleaders.

## Member Maintenance

**MemberMaster - [Member Maintenance - Full]**

File Edit View Insert Format Records Tools Window Help

Member#:   Returning Member:  Active:  Comments:  **Volunteered for:**

First Name: None Member# Balance: \$1,568.68  
 Last Name: None MI:  Master Sibling #:   
 Address:  Assoc Code Team: None  
 City: Huntington Beach HB Phone#:  Type: PLYR  
 State: CA Zip Code:  Older Lighter:   
 Birth Date:  Reg. Date: 01/12/98 GPA Community Essay  
 School:  Date Inactivated: 01/26/98  
 League Age Wgt Jersey# Jersey/Jacket Size Sweets Size Pant/Shell Skirt Shoe Size  
 Team - Prior Season:  Raffle Ticket Serial-1 #:   
 Age - Prior Season:  Raffle Ticket Serial-2 #:

Current Year Accounting Other Flags Inventory Phone# & Acct Comments Full Accounting History Member Picture

Add A New Transaction

Type	ID	Description	Qty	Date	Amount	Received
CHRACCP		Payments from Cheers for Accessories - Order#864	1	01/02/00	110.00	<input type="checkbox"/>
CHRACC		Cheer Accessories - Sales to Cheers-socks misc. -	1	01/02/00	20.00	<input type="checkbox"/>
CHRACC		Cheer Accessories - Sales to Cheers-sweats from V	1	01/02/00	30.00	<input type="checkbox"/>
CHRACC		Cheer Accessories - Sales to Cheers-socks from Yr	1	01/02/00	5.00	<input type="checkbox"/>
CHRACC		Cheer Accessories - Sales to Cheers-sweats from H	1	01/02/00	55.00	<input type="checkbox"/>
CNDYP		Candy Payments Received - Order#799	1	12/02/99	40.65	<input type="checkbox"/>
CNDY		Candy Given to Members - Order# 799	1	12/02/99	40.65	<input type="checkbox"/>
MISCEXP		Payment for Misc. Expense-to Mike Low Ck #236	1	10/13/99	35.00	<input type="checkbox"/>
MISCEXP		Misc. Expense-reimburse coach for CPR class - Or	1	10/13/99	35.00	<input type="checkbox"/>

Record: 1 of 83

Enter and existing Member#, click on the "Create New Member" button to create new members

Start Main Dial-Up Network MemberMas... Microsoft Word... 9:23 PM

This procedure allows for the entry and maintenance of member information.

During the creation of new members, after the entry of "Type", transactions defined for the specified team's division and member type will be automatically loaded into the accounting information (you will need to click on the "Refresh" button to view them for the first time). Transactions that have been posted to the General Ledger cannot be altered!

The computer will automatically default the "City" and "State" to that defined in the company parameters, the member's league age will automatically compute the member's upon member's birth date and the cut off age defined in the Organization Definition procedure.

The "Candy Outstanding" and "Raffle Tickets Outstanding" flags can be automatically maintained utilizing the "Payment Report" procedure under the General Ledger tab off the main menu. (In response to the "Trans Type" prompt enter "CNDY" for Candy, and "LRFL-1" for League Raffle Tickets.)

If your organization is a Base Ball type organization then you will have an additional tab labeled "BB Stats" You can enter member statistics here until your blue in the face.

**NOTE:** All types of contact information may be entered in here, not just that for Players and Cheers. Vendors, Board Members, etc. may also be entered here.

## Member Search

**Member Text Search**

This procedure will allow you to search for items within the Member Table.  
You may enter partial information to search on. The search is case insensitive.  
The procedure searches on the following Project information:

First Name, Last Name, Parents Names, Comments, Accounting Notes,  
Sign Up Sequence, Phone, Address

Option

All Members  
 Only Active Members

Enter Text to Search For:

**Start Search**

Form View

The member search procedure will find a set of members that meet the information provided. You may then select one of those members to review or maintain. This sure beats looking up member by searching each roster!

	Mmbr#	Team	First Name	Last Name	Parent Names	Active	Member Comments
Zoom	135	Raiders	Stever	Avila	Anthony & Camela	No	Dropped by breach of contract on 10/18/95
Zoom	1630	Chargers	Sebrina	Bunnell	William & Peggy Young	No	William & Peggy Young
Zoom	770	Raiders	Danielle	Defeo	Domenic & Susan	No	Domenic (Dad) Hm 714-901-8185
Zoom	134	Broncos	Yolanda	Dizonno	Frank & Delores	No	
Zoom	1550	None	Bary	Ehreich	President	Yes	President - 1998 & 1999
Zoom	514	M	Cassie	Ehreich	George "Bary" & Pamela	Yes	www.Pamela.com
Zoom	1943	Broncos	Kimberlie	Ehreich	Bary & Pamela	No	
Zoom	1568	None	Pamela	Ehreich	Cheer Coordinator	No	Wik: 714-896-1556
Zoom	102	Raiders	Timothy	Ehreich	George (Bary) & Pam	No	
Zoom	2048	Giants	C. Rueben	Sampson	Charle & Juanita	No	Transferred to GGPWF on 6/14/00. Multi-year contract

Record: 1 of 10

Member's First Name

# PO/Invoice Entry

MemberMaster - [tblOrderHdr]

File Edit View Insert Format Records Tools Window Help

## ORGANIZATION ACCOUNTING

**Create A New Entry**    Enter Order ID:     Date Revised:

Order ID:     **Order Type**    Vendor#:     **Option**

Entry Date:      Purchase Order - A/P (Expense)    Vendors Inv#:      View Order

Delivery Date:      Invoice - A/R (Income)     View Transactions

Bal. Due Date:     Terms:     Notes:

**From Address:**    **To Address:**    **Notes:**

Huntington Beach Pop Warner Football, Inc  
P.O. Box 5066  
Huntington Beach, CA 92615  
Phone: (714) 964-7812

Tee Tyme  
144 Malbert Street, Bldg. D  
Perris, CA 92570

Please Deliver to:  
Barry Ehrreich  
19931 Carmania Lane  
Huntington Beach, CA 92646

Trans Type	Description	Unit Price	Qty	Ext Price	Qty Rcvd
PEQ	Item# 7743-1 1/2" Jaw Pads - Firm 1&1/4" Dozen Per Package	\$26.79	2	\$53.58	
PEQ	Adams Style MG-301 Mouth Pieces - Green	\$0.37	300	\$111.00	
PEQ	Item# 7752 Schutt Chin Straps Style 7752 - Short N' Long - 12/pkg	\$3.51	96	\$336.96	
PEQ	Southland Football Practice Pants-Youth-White-Size Small	\$15.94	32	\$510.08	

Record:  of 21

Trans Type	Payment Description	Unit Amt	Qty	Ext Amt
PEQP	Payment for Player Equipment Purchase - Tee Tyme - I	\$2,897.92	1	\$2,897.92
PEQP	Payment for Player Equipment Purchase - Tee Tyme - I	\$2,897.92	1	\$2,897.92
*		\$0.00	1	\$0.00

Record:  of 2

**Bal. SubTotal:** \$5,378.97  
**Tax:** \$416.87  
**Shipping:** \$0.00  
**Order Total:** \$5,795.84  
**Total Payments:** \$5,795.84  
**Balance Due:** \$0.00

**Print Receiver**

Select "Purchase Order - A/P (Expense)" or "Invoice - A/R (Income)"    NUM

Start | Main | Dial-Up Network... | MemberMas... | Microsoft Word... | 9:36 PM

This procedure allows you to record League level Income(Invoice) or Expense(Purchase Order) items. The items actually transacted are noted on the upper most set of detail lines and the payment for those items is noted in the lower most set of detail lines. To view/print an item click on the *paper with magnifying glass* icon.

Note in the example that the transaction types for purchasing and paying are matched. For example, "PEQ" (player equipment) transactions are paid by "PEQP" (player equipment payment) transactions.

If the league is going to make a payment to a team, you would create a purchase order and use the team's member number as the vendor number (use the LGTOTEAM transaction type in the upper part of the screen and LGTOTEAMP in the lower part of the screen). Then to receive the payment on the team's end, you would register the league payment as a donation in the Team Accounting procedure.

To register snack bar expenses you would create a purchase order and note all the receipts in the upper portion of the screen (transaction type SNKBPUR). All payments that are made out of the snack bar's till would be noted on the bottom of the screen as a cash payment (transaction type SNKBPURP).

To register snack bar income you would create an invoice and note all the sales in the upper portion of the screen (transaction type SNKB) and all money received for those sales in the bottom portion of the screen (transaction type SNKBP). - These should always match!!!

If you just remember that for every transaction you have a sale, then a payment for that sale you'll do just fine!

## **PO/Invoice Entry (Continued)**

MemberMaster does not automatically keep track of fixed assets or inventory. If you wish to do this, you may use the Journal Entry procedure to register these types of transactions (depreciation, etc.) However, most youth sport organizations simply register their income and expenses, since this is generally all the IRS is interested in. The purchase of durable equipment, such as football shoulder pads, is just another expense.

You may have wondered where is the check printing procedure. It was a design decision to exclude check printing. This is to help your organization have more accountability since this forces a three way check. The checking is between the Bank Statements, the Check Registers, and MemberMaster's reports. Having this three way checks and balances helps to ensure that your books are being kept on the "Up-and-Up".

## Team Accounting

TEAM ACCOUNTING

**Create A New Entry**

**Enter Order ID:**

**Team Member#:**

**Option**  
 **View Order**  
 **View Transactions**

**Order ID:**   
**Entry Date:**   
**Delivery Date:**   
**Due Date:**

**Order Type**  
 **Check Request - (Expense)**  
 **Deposit - (Income)**

**Team Ref. #:**

**From Address:**  
 Huntington Beach Pop Warner Football, Inc.  
 P.O. Box 5066  
 Huntington Beach, CA 92615  
 Phone: (714) 964-7812

**TEAM:**  
 PEE WEE GREEN

**Notes & "Payble To" Information:**  
 items for banquet  
 pizza party at Laughlin  
 coach and staff gifts  
 payable to Nancy Crandell

Trans Type	Description	Unit Price	Qty	Ext Price
CHKRQPW	disposable camera for banquet	\$193.76	1	\$193.76
CHKRQPW	pizza party at Laughlin	\$128.99	1	\$128.99
CHKRQPW	gift certificates for team at banquet	\$15.00	35	\$525.00
CHKRQPW	decorations for banquet	\$67.79	1	\$67.79

Record: 1 of 6

Trans Type	Payment Description & Check#	Unit Amt	Qty	Ext Amt	Del
CHKRQPWP	Check Request Payment - Ck #1179	\$1,189.94	1	\$1,189.94	01-21
*		\$0.00	1	\$0.00	

Record: 1 of 1

**Bal. SubTotal:**

**Order Total :**

**Total Payments:**

**Balance Due:**

**Use Any Transaction Type:**

Form View NUM

Start | Main | Dial-Up Networ... | MemberMas... | Microsoft Word... | 9:38 PM

This procedure allows you to record Team level Income(Deposit) or Expense(Check Request) items. The items actually transacted are noted on the upper most set of detail lines and the payment for those items is noted in the lower most set of detail lines. To view/print an item click on the *paper with magnifying glass* icon.

If a Deposit is being made, then only the upper set of detail lines is displayed.

## Journal Entry

**Journal Entry Maintenance**

Enter Journal Entry#:

GL Batch ID:   
 Description:   
 Accounting Period:   
 Accounting Year:

Debit Total: \$378.91  
 Credit Total: (\$378.91)  
 Running Balance: \$0.00  
 Date Posted to GLFile: 6/14/99  
 Time Posted to GLFile: 3:47 PM

Account	Description	Debit Amount	Credit Amount
01-5330-0500	Duplicate Keys Made - Home Depot - Order# 412	\$40.76	\$0.00
01-2101-0100	Duplicate Keys Made - Home Depot - Order# 412	\$0.00	\$40.76
01-2101-0100	Field Refurbishment Payment - Ck# 2259 - Order#412	\$40.76	\$0.00
01-1102-0100	Field Refurbishment Payment - Ck# 2259 - Order#412	\$0.00	\$40.76
01-2101-0100	Payment of Raffle Tickets Purchased - Ck# 2260 - Order#404	\$297.39	\$0.00
01-1102-0100	Payment of Raffle Tickets Purchased - Ck# 2260 - Order#404	\$0.00	\$297.39
*		\$0.00	\$0.00

Record: 1 of 6

Buttons: Create A Reversing JE from This Journal Entry, Create JE from Member Acctng, POST, [Trash Icon]

Enter an existing JE# or "NEW" to create a new batch.

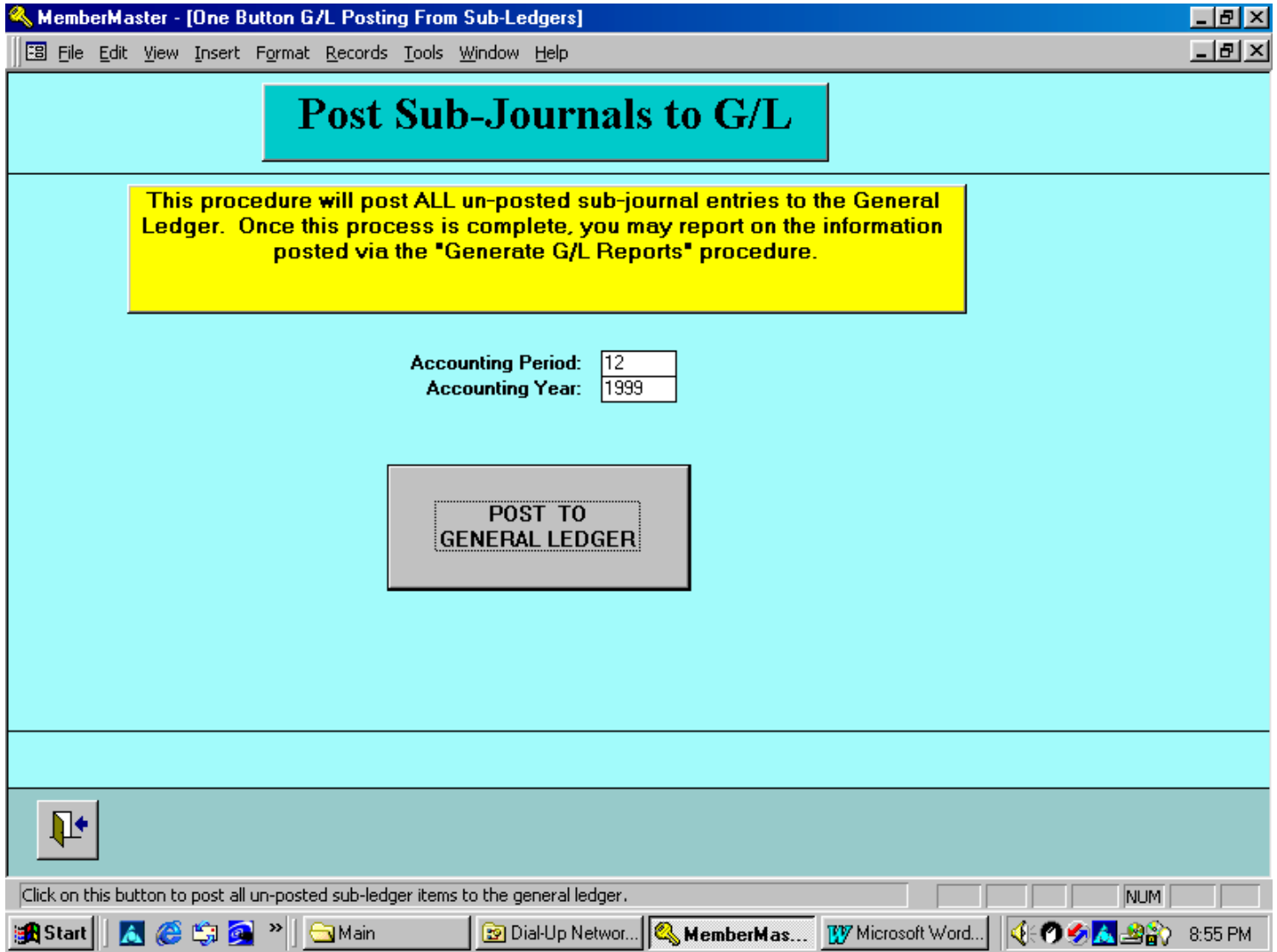
Windows Taskbar: Start, Main, Control..., Dial-Up..., PalmPilo..., Microsof..., HBP..., 8:42 AM

This procedure allows you to enter journal entries into the system. By clicking on the "Create JE from Member Acctng" button you may have the computer automatically create a journal entry from all the un-posted transactions you have performed. Once this is done the computer will tell you the transaction number it created. Bring this transaction up, then click on the "Post" button. This will post all the items to the General Ledger.

**NOTE:** You should never need to use this procedure as all information is automatically processed by the other procedures. To post those items to the general ledger use the "One Button Post" procedure.

This procedure supports posting journal entries to prior periods, and to prior years. If you are posting to a prior year, and the journal contains income and/or expense accounts, then MemberMaster will automatically roll the information forward into the retained earnings account and carry that balance forward.

ONE-BUTTON POST



Use this procedure to post all accounting transactions to the general ledger. Whenever you create purchase orders, invoices, team accounting transactions, membership registration MemberMaster automatically creates accounting transactions. These transactions need to be posted to the general ledger on a regular basis, and definitely before the end of the reporting period (usually the end of the month). To perform this task, simply press the "Post To General Ledger" and all un-posted sub-journal transactions will be posted to the general ledger. Technically, this process creates one journal entry from all the un-posted sub-journal transactions, then posts that journal entry to the general ledger.

## Generate G/L Reports

The screenshot shows a window titled "MemberMaster - [Generate Individual G/L Report]". The window has a menu bar with "File", "Edit", "View", "Insert", "Format", "Records", "Tools", "Window", and "Help". Below the menu bar is a title bar with "frmGenGLReports" and a "Generate Individual G/L Report" button. The main area contains a yellow box with the following text: "This procedure generates reports as defined by the G/L Report Maintenance procedure from posted information. Before you run this procedure you must first post your information to the G/L from either the 'One Button G/L Post' procedure or the 'Journal Entry' procedure." Below this box are three input fields: "Enter Report Name:" (a dropdown menu), "Enter Accounting Period:" (a text box containing "12"), and "Enter Accounting Year:" (a text box containing "1999"). A "Generate Report" button is located below these fields. At the bottom of the window, there is a status bar with the text "Click on this button to generate the selected general ledger report" and a "NUM" button. The Windows taskbar at the bottom shows the Start button, several icons, and the system tray with the time "9:39 PM".

This procedure generates pre-defined reports for the specified accounting period (month) and year. This is where you would generate reports such as the following:

- Balance Sheet
- Income Statement
- Cash In Banks

These reports are defined in the "G/L Report Maintenance" procedure.

## G/L Report Maintenance

G/L Report Maintenance

MemberMaster - [G/L Report Maintenance]
\_ \_ X

File Edit View Insert Format Records Tools Window Help
\_ \_ X

Enter Report Name:

Report Name:

Report Title:

Report Group:

Print Account# on Report:

Print Report in Landscape Orientation:

Year At A Glance:

Conference Report:

Column#	Data Type
1	YTD-ACT
2	CURR-ACT
3	PREV-ACT
*	0

Record:  of 69

Line#	G/L Account#	Description	Stat G/L Acct#
0.2		ASSETS	
0.4		-----	
0.6			
1	00-1101-0000	Cash	
2	00-1102-0000	Cash In Banks	
3	00-1103-0000	Investments - Securities	
3.5	00-1104-0000	Accounts Receivable - Trade	
4	00-1105-0000	Accounts Receivable - Other	
5	00-1106-0000	Inventory	
6	00-1110-0000	Prepaid Expenses	

Record:  of 69

Header-1  
This Months  
Ending  
Balance

Header-2  
Current Month  
Activity

Header-3  
Previous  
Months Ending  
Balance

Header-4

Header-5

Header-6

Select the identifier that uniquely identifies this report (to create a new report, just enter the new name in this field)

Start
Main
Dial-Up Networ...
MemberMas...
Microsoft Word...
9:40 PM

This procedure defines reports for execution by the **Generate G/L Reports** procedure.

**NOTE:** These items should only be updated by a person with an accounting background!!!

**PACIOLI'S ACCOUNTING FORMULA**  
(The 800 year old mathematics behind accounting)

# Assets = Liabilities + Owner's Equity

- |  |
|--|
| 1. Cash<br>2. Securities<br>3. Inventory<br>4. Accounts Receivable |
|--|

- |   |
|---|
| 1. Notes Owed to Banks<br>2. Accounts Payable |
|---|

- |  |
|--|
| 1. Income<br>2. Expenses<br>3. Prior Years Retained Earnings |
|--|

**Note:** In order for the computer to keep the mathematics correct the computer always notes Debits as positive amounts, and always notes Credits as negative amounts. This fact is usually hidden from the user when displayed on reports. Since Assets type accounts are usually Debit (positive) type accounts, and Liability and Equity accounts are usually Credit (negative) type accounts, the computer utilizes a modified version of this equation, to wit:  
*Assets = Absolute Value(Liabilities + Owner's Equity)*

**Equity:** Is the value the owners have invested in the business or:  $Equity = Assets - Liability$

**Accounts Receivable:** Are items that people have promised to pay us, but we have not yet received the payment.

**Accounts Payable:** Are items that we have promised to pay others, but we have not yet made the payment. For example: If we place an order for jerseys it is typical that we pay 1/2 of the order as a down payment, and the rest is left "on account" with the vendor until we actually receive the jerseys. If the total order for the jerseys was \$100.00, then a down payment of \$50.00 would be made and the residual \$50.00 would be left in Accounts Payable. This transaction would look like this:

If we started out with:  $Assets = \$175$ ,  $Liabilities = \$25$ , and  $Equity = \$150$  then

	<u>Account Description</u>	<u>Debit</u>	<u>Credit</u>
The Sale	Jersey Expense ( <i>Equity</i> )	\$100.00	
	Accounts Payable ( <i>Liability</i> )		\$100.00
Down Payment	Accounts Payable ( <i>Liability</i> )	\$50.00	
	Cash ( <i>Asset</i> )		\$50.00

The resulting Equations would be:	<b>Asset</b>	<b>= Liability</b>	<b>+ Equity</b>	
	\$175	= -\$25.00	+ -\$150.00	<b>or</b> \$175 = ABS(-\$175)
	<span style="border: 1px solid black; padding: 2px;">Sale</span> \$175	= (-\$25 - \$100)	+ (-\$150 + \$100)	
	\$175	= -\$125	+ -\$50	
	<span style="border: 1px solid black; padding: 2px;">Down Payment</span> (\$175 - \$50)	= (-\$125 + \$50)	+ -\$50	
	\$125	= -\$75	+ -\$50	<b>or</b> \$125 = ABS(-\$125)

The result is that we *decreased* our assets, *increased* our liability and *decreased* our equity. Of course this example is a gross summarization of what the computer keeps in detail. Also, HBPWF does not keep track of its' football or cheer equipment/uniforms as Assets, they are simply noted as expenses when purchased (tracking this equipment would be overly burdensome).

## Balancing Receipts With The Computer

In order to balance your deposits (cash receipts) with the computer two things must occur first. First, the data must be accurately entered into the computer, and second the physical money must be accurately counted. The following generally outline the steps required to balance money to the computer.

1. Gather the money to be entered
  - A. In the case of registration, raffle ticket, candy, cheer accessories, and shimmel money, make sure that each person's deposit is uniquely identified (envelopes with names and amounts indicated on the exterior is usually the best method for doing this).
2. Record the money into the computer
  - A. In the case of registration, raffle ticket, candy, cheer accessories, and shimmel money you will utilize the "*Member Maintenance*" procedure to record each individual's deposit.
3. Count the physical money as a whole and manually compute a grand total
4. Identify the total money that has been recorded in the computer
  - A. Utilizing the *Member Acctng Rpt* procedure generate a report on for each transaction type you have utilized in this process (example: "CNDYP" for candy payment).
  - B. Add the total of all reports generated in step "A" above to obtain a grand total.
5. Compare the totals from Steps 3 and 4 above
  - A. If they equal, your done as all the physical money has been accounted for.
  - B. If the physical money is higher than the computer total, not all moneys have been accounted for (i.e. someone has been shorted out some money inside the computer). You will need to manually go through the envelopes and see who did not have their deposit recorded properly.
  - C. If the physical money is less than the computer total, too much money has been recorded in the computer (i.e. someone has had too much money recorded against their account). You will need to manually go through the envelopes and see who's deposit was overstated.
6. Once the physical money matches the computer total create a Journal Entry for the deposit via the *Journal Entry* procedure. **(Proceed to this step only if the physical money matches the computer total)**
  - A. Click on the "*Create JE from Member Acctng*" button. This will give you a transaction number.
  - B. Bring up the transaction identified in item "A" above, then click on the "*POST*" button.
7. Now Summarize the General Ledger postings by executing the "*G/L Roll-Up*" procedure for the current month (period) and year.
8. You may now generate General Ledger reports via the "*Generate G/L Reports*" procedure.

# Member Acctng Rpt

MemberMaster - [Member Accounting Report For A Date Range]

File Edit View Insert Format Records Tools Window Help

## Sub-Ledger Accounting Report For A Date Range

This procedure will produce a report of all Sub-Ledger Accounting transactions within a given date range.

**Option**

All Transactions  
 Transactions for a Specific Team

Team:

**Type**

All Transaction Types  
 Specified Transaction Type

Trans Type:

Beginning Date:

Ending Date:

Enter the earliest date to generate the report for:  NUM

Start | Main | Dial-Up Networ... | MemberMas... | Microsoft Word... | 9:42 PM

## Balancing Bank Statements With The Computer

In general, when balancing bank statements with the computer you must do two things. First, reconcile the bank statement with the check book. Second, balance the check book with the computer. The following generally outlines the steps needed to balance bank statements with the computer.

1. Utilizing the methodology enumerated on the back side of the bank statement, reconcile the bank statement with the check book.
2. Utilizing the "*Generate G/L Reports*" procedure generate a "CASH IN BANKS" statement for the period (Month) indicated on the bank statement.
3. Compare the amounts from Steps 1 and 2 above.
  - A. If the amounts do not match you **MUST** find out why they do not, and if necessary make corrections. Unfortunately, there can be no book large enough to describe all the possibilities that can cause these out of balance conditions. However, be on the look out for items recorded in the check book that have either not been recorded in the computer, or have been recorded in another period; **OR** items recorded in the computer that have either not been recorded in the check book, or have been recorded in another period.

## Trying to Reconcile The Computer System With The Check Book

1. **First be sure that the Check book correctly reconciles with the Bank Statement!!!** If you don't all your other efforts could be for nothing
2. There are (usually) essentially 3 different errors that can cause this condition, and are as follows:
  1. A transaction was not entered into the computer, but was entered into the check book.
  2. A transaction was entered into the computer, but was not entered into the check book.
  3. A transaction was entered in one month in the computer, but entered in another month in the check book.

***NOTE: Although many transaction issues fall into these 3 categories, there can be other issues that will require ingenuity on your part to identify and resolve the issue.***

3. If a transaction was missing, once found, must be entered into the computer in the current period (month) and a notation should be made to identify the issue for future reference.
4. If transactions were placed across month boundaries, make note of the issue for future reference.
5. The following pages note, in general, methods useful in identifying the issues. When you start looking for an amount you may not know which type of issue it is, therefore you should follow all three processes until you find the entire amount of the reconciliation error.

***NOTE: Often the issue is the result of multiple different transactions. Therefore you may find it necessary to exhaust all three types of transaction error resolutions.***

# Trying to Reconcile The Computer System With The Check Book (Continued)

## A transaction was NOT entered into the computer, but was entered into the check book.

To find this error you will need to do the following:

1. Identify all Deposits, Checks, and Other Bank Charges noted in the check book.
  - A. Deposits
    - a) For all deposits for a given month Utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:
      - Option:** "All Member Transactions"
      - Selection:** "By Transaction Date"
      - Type:** "They Paid Us"
      - Beginning Date:** <Enter the Beginning Date of the Month (Such As 5/1/99)>
      - Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>
    - b) Subtract any transactions that have a "00" in the "Reg#" column from the reported total.
    - c) Compare the result from the above step with the **total** monthly deposits from the check register. If they do not match, perform this process on the following month. If the following month is over by the same amount as that noted here, then the missing amount has been posted to the following month. If this is the case, follow the process to identify transactions posted in differing months.
    - d) If the amount in the check book is greater than that of the report in step "a" above, then the amount is missing from the current month, and that amount is missing in the computer. You will need to go through each member's deposit information for the month and identify which one(s) is/are missing. Once found, correct the error by placing the proper transaction in the "Member Maintenance" procedure.
  - B. Checks (Withdrawals from the Checking Account)
    - a) Add up (total) the amount of all checks in the check register for the month.
    - b) For all checks for a given month utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:
      - Option:** "All Member Transactions"
      - Selection:** "By Transaction Date"
      - Type:** "We Paid Them"
      - Beginning Date:** <Enter the Beginning Date of the Month (Such As 5/1/99)>
      - Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>
    - c) Subtract any non-check type transactions from the reported total.
    - d) Compare the result from the above step with the **total** checks for the month from the check register. If they do not match, perform this process on the following month. If the following month is over by the same amount as that noted here, then the missing amount has been posted to the following month. If this is the case, follow the process to identify transactions posted in differing months.
    - e) If the amount in the check book is greater than that of the report in step "b" above, then the amount is missing from the current month, and that amount is missing in the computer. Utilizing the report generated in step "b" above, identify which transaction is missing in the computer by comparing checks written to those noted on the report. Once found, correct the error by placing the proper transaction in either the "Member Maintenance" procedure or the "PO/Invoice Entry" procedure.

## Trying to Reconcile The Computer System With The Check Book (Continued)

### A transaction was NOT entered into the computer, but was entered into the check book (continued).

- C. Other Bank Service Charges
- a) Add up (total) the amount of all bank service charges in the check register for the month.
  - b) For all Service Charges for a given month utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:
    - Option:** "All Member Transactions"
    - Selection:** "By Transaction Date"
    - Type:** "We Paid Them"
    - Beginning Date:** <Enter the Beginning Date of the Month (Such As 5/1/99)>
    - Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>
  - c) Subtract any check type transactions from the reported total.
  - d) Compare the result from the above step with the **total** checks for the month from the check register. If they do not match, perform this process on the following month. If the following month is over by the same amount as that noted here, then the missing amount has been posted to the following month. If this is the case, follow the process to identify transactions posted in differing months.
  - e) If the amount in the check book is greater than that of the report in step "b" above, then the amount is missing from the current month, and that amount is missing in the computer. Utilizing the report generated in step "b" above, identify which transaction is missing in the computer. Once found, correct the error by placing the proper transaction in either the "Member Maintenance" procedure or the "PO/Invoice Entry" procedure.

# Trying to Reconcile The Computer System With The Check Book (Continued)

## A transaction was entered into the computer, but was NOT entered into the check book.

To find this error you will need to do the following:

1. Identify all Deposits, Checks, and Other Bank Charges noted in the check book.
  - A. Deposits
    - a) For all deposits for a given month utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:
      - Option:** "All Member Transactions"
      - Selection:** "By Transaction Date"
      - Type:** "They Paid Us"
      - Beginning Date:** <Enter the Beginning Date of the Month (Such As 5/1/99)>
      - Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>
    - b) Subtract any transactions that have a "00" in the "Reg#" column from the reported total.
    - c) Compare the result from the above step with the **total** monthly deposits from the check register. If they do not match, perform this process on the following month. If the following month is over by the same amount as that noted here, then the missing amount has been posted to the following month. If this is the case, follow the process to identify transactions posted in differing months.
    - d) If the amount in the check book is less than that of the report in step "a" above, then we have given someone credit for money they have never given to us (always remember to check the cash box for missing deposits). You will need to go through each member's deposit information for the month and identify which one(s) was/were incorrectly added. Once found, correct the error by placing the proper reversing transaction in the "Member Data Entry" procedure.
  - B. Checks (Withdrawals from the Checking Account)
    - a) Add up (total) the amount of all check in the check register for the month.
    - b) For all checks for a given month utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:
      - Option:** "All Member Transactions"
      - Selection:** "By Transaction Date"
      - Type:** "We Paid Them"
      - Beginning Date:** <Enter the Beginning Date of the Month (Such As 5/1/99)>
      - Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>
    - c) Subtract any non-check type transactions from the reported total.
    - d) Compare the result from the above step with the **total** checks for the month from the check register. If they do not match, perform this process on the following month. If the following month is over by the same amount as that noted here, then the missing amount has been posted to the following month. If this is the case, follow the process to identify transactions posted in differing months.
    - e) If the amount in the check book is less than that of the report in step "b" above, then the amount is missing from the current month, and that amount is missing in the check register. Utilizing the report generated in step "b" above, identify which transaction is missing in the check register. Once found, correct the error by placing the proper reversing transaction in either the "Member Maintenance" procedure or the "PO/Invoice Entry" procedure.

## Trying to Reconcile The Computer System With The Check Book (Continued)

### A transaction was entered into the computer, but was NOT entered into the check book (continued).

- C. Other Bank Service Charges
- a) Add up (total) the amount of all bank service charges in the check register for the month.
  - b). For all Service Charges for a given month Utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:
    - Option:** "All Member Transactions"
    - Selection:** "By Transaction Date"
    - Type:** "We Paid Them"
    - Beginning Date:** <Enter the Beginning Date of the Month (Such As 5/1/99)>
    - Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>
  - c) Subtract any check type transactions from the reported total.
  - d) Compare the result from the above step with the **total** checks for the month from the check register. If they do not match, perform this process on the following month. If the following month is over by the same amount as that noted here, then the missing amount has been posted to the following month. If this is the case, follow the process to identify transactions posted in differing months.
  - e) If the amount in the check book is less than that of the report in step "b" above, then the amount is missing from the current month, and that amount is missing in the check register. Utilizing the report generated in step "b" above, identify which transaction is missing in the check register. Once found, correct the error by placing the proper reversing transaction in either the "Member Maintenance" procedure or the "PO/Invoice Entry" procedure.

# Trying to Reconcile The Computer System With The Check Book (Continued)

A transaction was entered in one month in the computer, but entered in another month in the check book.

## 1. Deposits

a) Utilize the "Mbr Acctng By Type Rpt" procedure. Use the following parameters:

**Option:** "All Member Transactions"

**Selection:** "By Transaction Date"

**Type:** "They Paid Us"

**Beginning Date:** <Enter the date following the last deposit in the check book (Such as 5/19/99)>

**Ending Date:** <Enter the Ending Date of the Month (Such As 5/31/99)>

b) If there are any transactions noted, then these transactions were probably placed in the first deposit of the following month, and can be utilized to identify the reconciliation issue.

## 2. Checks (Withdrawals) and Bank Service Charges

a) Utilizing the "PO/Invoice Entry" procedure and select the "View Transactions" option. This will show when transactions were placed into the system.

b) For each check within the month pull up its' corresponding entry in the computer. Verify the dates of the check type transactions noted. If they are in a different month than that noted in the check book, this will explain the reconciliation variance.

