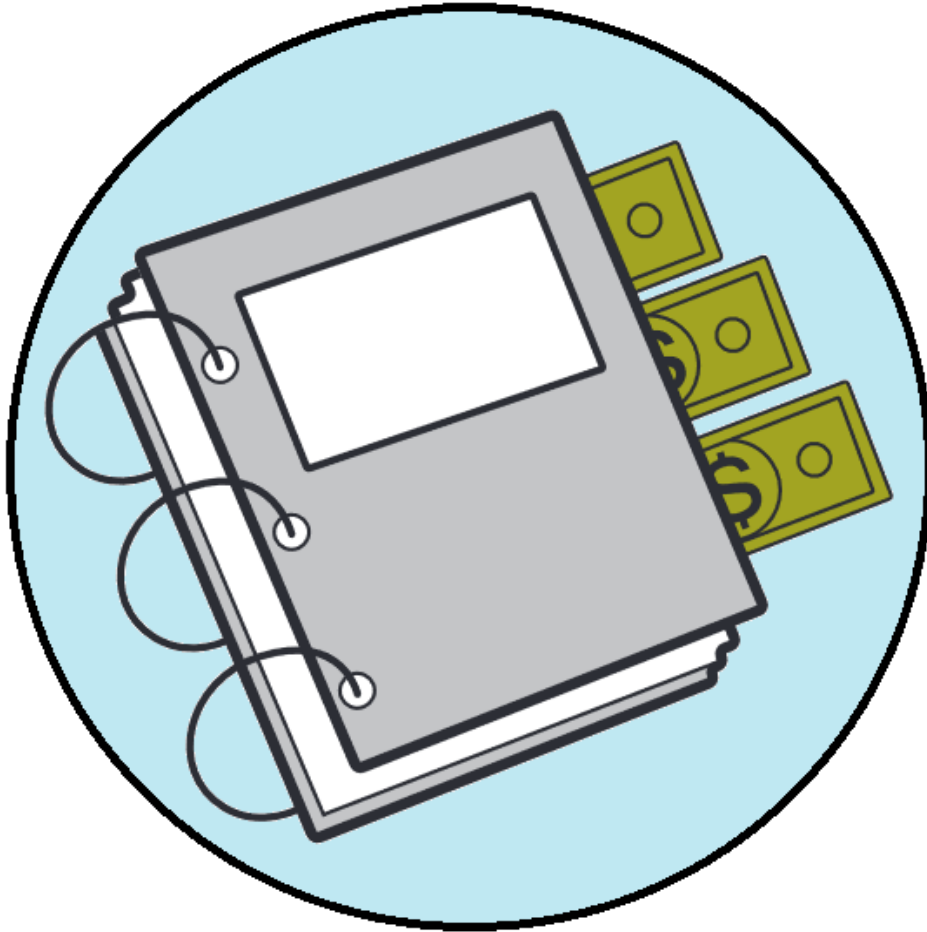


# MoneyBinder USER MANUAL

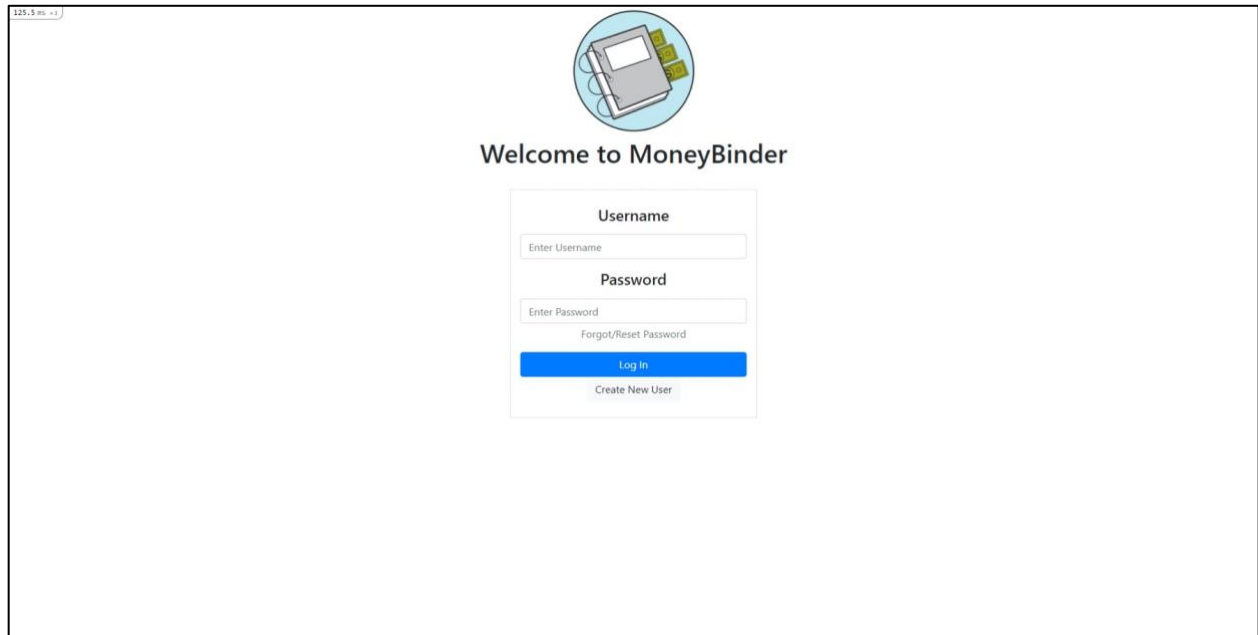


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## Sign In

The first page you will be greeted with in the MoneyBinder application is the sign in screen.




The image shows a web browser window displaying the MoneyBinder sign-in page. The browser's address bar shows the URL "127.0.0.1". The page has a light blue background. At the top center is a circular logo containing a grey binder with a white sheet of paper and two yellow pushpins. Below the logo, the text "Welcome to MoneyBinder" is displayed in a bold, black font. Underneath this text is a white rectangular login form. The form contains the following elements: a "Username" label above a text input field with the placeholder "Enter Username"; a "Password" label above a text input field with the placeholder "Enter Password"; a link "Forgot/Reset Password" below the password field; a prominent blue "Log In" button; and a "Create New User" link at the bottom of the form.

## Create A New User

If you do not have an account, click the *Create New User* button.

125.5 sec +1



## Welcome to MoneyBinder

**Username**

**Password**

[Forgot/Reset Password](#)

[Log In](#)

[Create New User](#)

This will take you to the create user page where you will be asked for a variety of information

199.6 sec +1

## Create New User Account

First name

Last name

Password

Email

Phone number

Address

Role **Accountant**

Activate ☒

Security Questions **In what city were you born?**

[Submit](#)

[Back to Sign Up](#)

Fill out the request information and click the *Submit* button. Passwords must contain a letter, a number, and a special character. Passwords must also start with a letter and be at least eight characters long.

02.3 ms - 12

## Create New User Account

First name

John

Last name

Smith

Password

\*\*\*\*\*

Email

jsmith88@gmail.com

Phone number

4042314455

Address

123 Example Street

Role

Accountant

Activate

☒

Security Questions

In what city were you born?

Atlanta

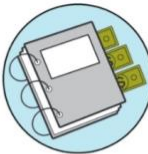
Submit

[Back to Sign Up](#)

This will send a request to an administrator to have your account approved and return you to the sign in page. Once an administrator approves your account you will be able to sign in.

2677.5 ms - v3

A request for your account has been sent to an Administrator to approve



## Welcome to MoneyBinder

Username

Enter Username

Password

Enter Password

[Forgot/Reset Password](#)

Log In

Create New User

If you change your mind, and do not want to create a new user, click the *Back to Sign Up* link to go back to the sign in page.

02.3 mo -12

### Create New User Account

First name: John Last name: Smith

Password: \*\*\*\*\*

Email: jsmith88@gmail.com Phone number: 4042314455

Address: 123 Example Street

Role: Accountant Activate ☒

Security Questions: In what city were you born? Atlanta


Submit

Back to Sign Up

## Login As An Existing User

If you already have a user account, enter your username and password in the appropriate fields, and click the *Log In* button.

125.5 mo -12



### Welcome to MoneyBinder

Username: Accountant

Password: \*\*\*\*\*

Forgot/Reset Password

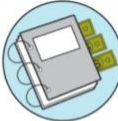
Log In

Create New User

Three attempts are given to sign into an account. A warning is displayed after each failed attempting that lets you know how many attempts are remaining.

362.4 ms +1

Incorrect Password (Attempts left: 2)



Welcome to MoneyBinder

Username

Enter Username

Password

Enter Password

Forgot/Reset Password

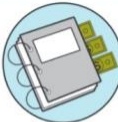
Log In

Create New User

After three failed attempts the account will be suspended for one minute.

367.3 ms +1

This account has been suspended for 1 min



Welcome to MoneyBinder

Username

Enter Username

Password

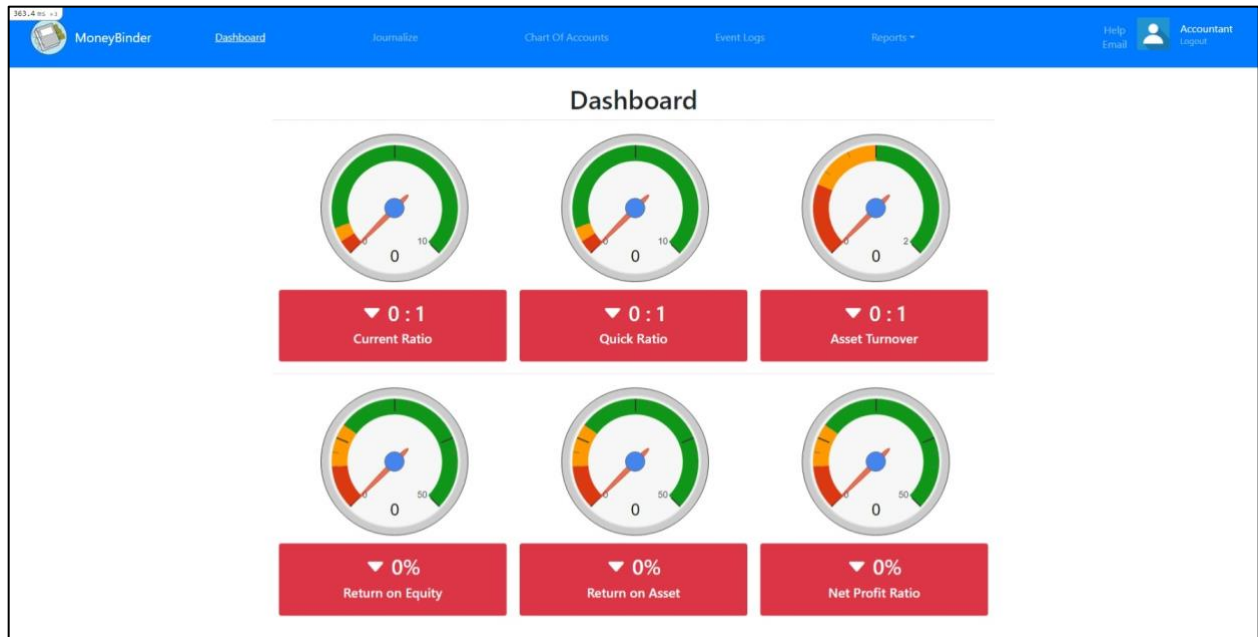
Enter Password

Forgot/Reset Password

Log In

Create New User

If the correct username and password are provided, you will be taken to the dashboard.



## Reset Password

Click on the *Forgot/Reset Password* link

The login page features a central form with the following elements:

- Username:** A text input field with the placeholder "Enter Username".
- Password:** A text input field with the placeholder "Enter Password".
- Forgot/Reset Password:** A link below the password field, highlighted by a red arrow.
- Log In:** A blue button.
- Create New User:** A link below the "Log In" button.

This will take you to the forgot password web page.



175.7 ms +1

## Forgot Password

Email address

Enter your email

Submit

[Back to Login](#)

Enter your email address and click submit to send a password recovery email.

175.7 ms +1

## Forgot Password

Email address

jsmith88@gmail.com

Submit

[Back to Login](#)

If you decided that you do not want to send a recovery email, click the *Back to Login* link to be sent back to the sign in page.

175.7 ms

Forgot Password

Email address

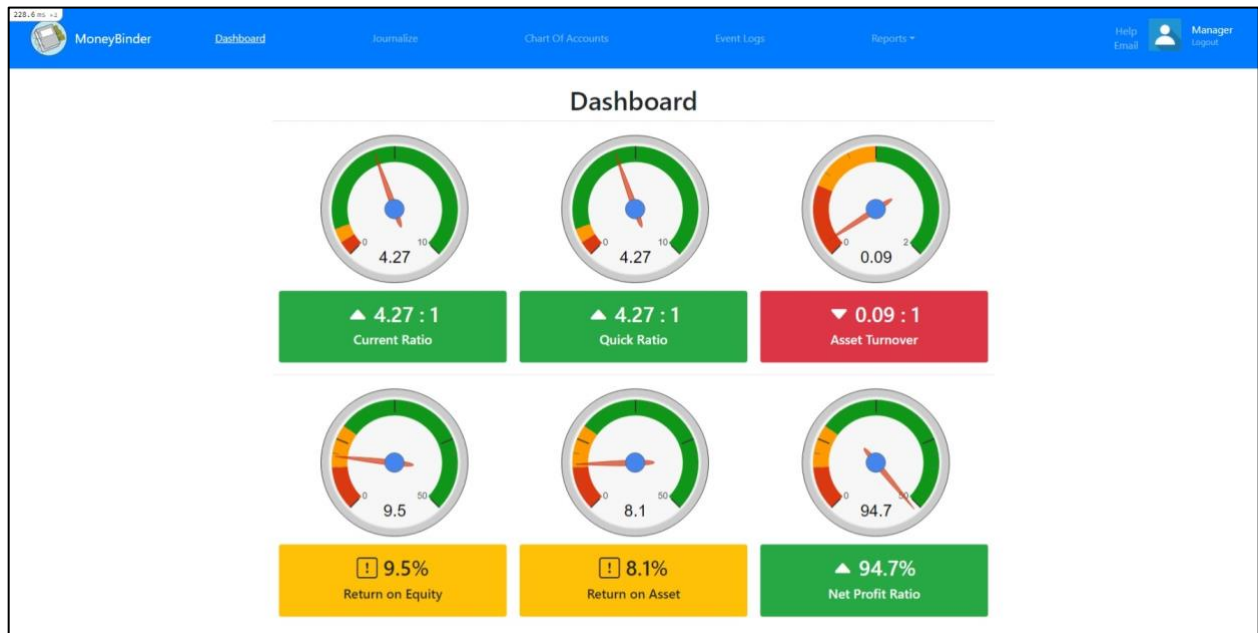
jsmith88@gmail.com

Submit

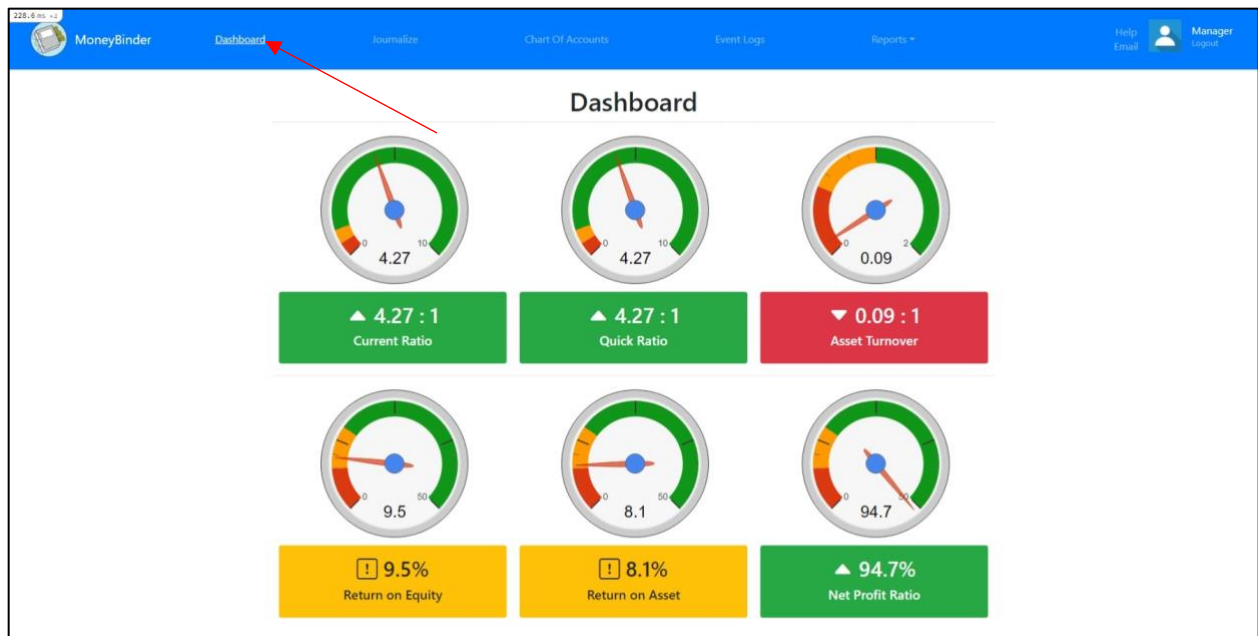
[Back to Login](#)

## Dashboard

The Dashboard is the first page you will see when you login. A variety of ratios are shown on the screen. When a given ratio is doing well it will display in green. If the ratio is low enough to potentially be a problem, it will display in yellow. If a ratio is doing poorly, it will display in red.

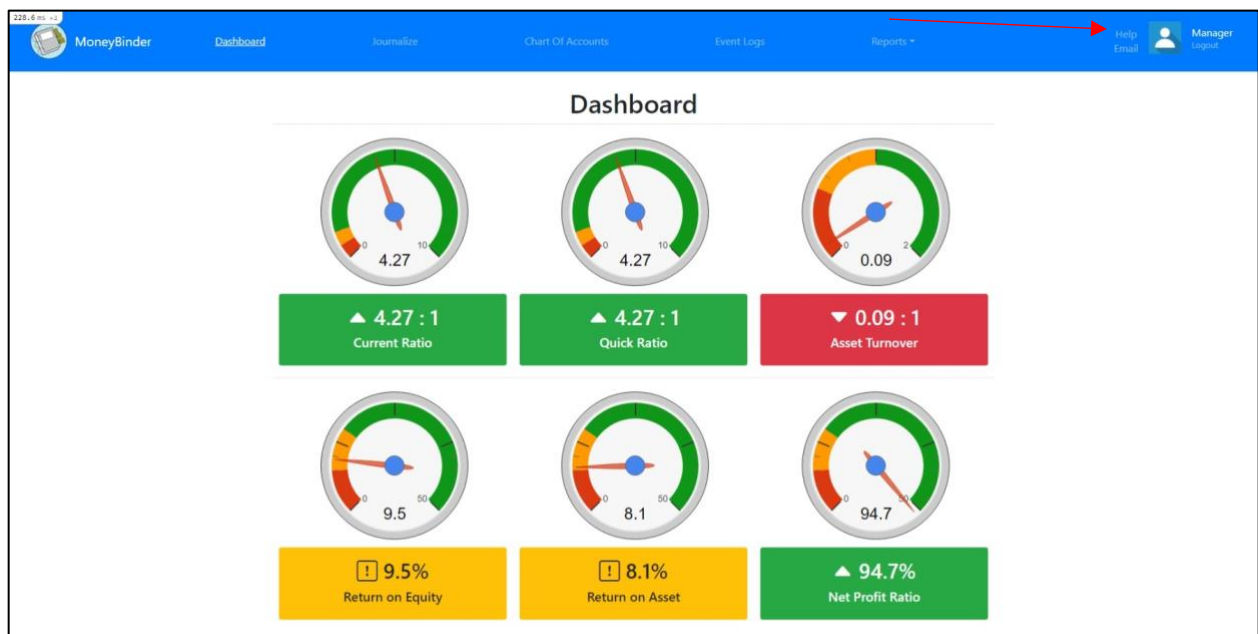


You can return to the dashboard at any time by clicking on *Dashboard* in the navigation bar.



## The Navigation Bar

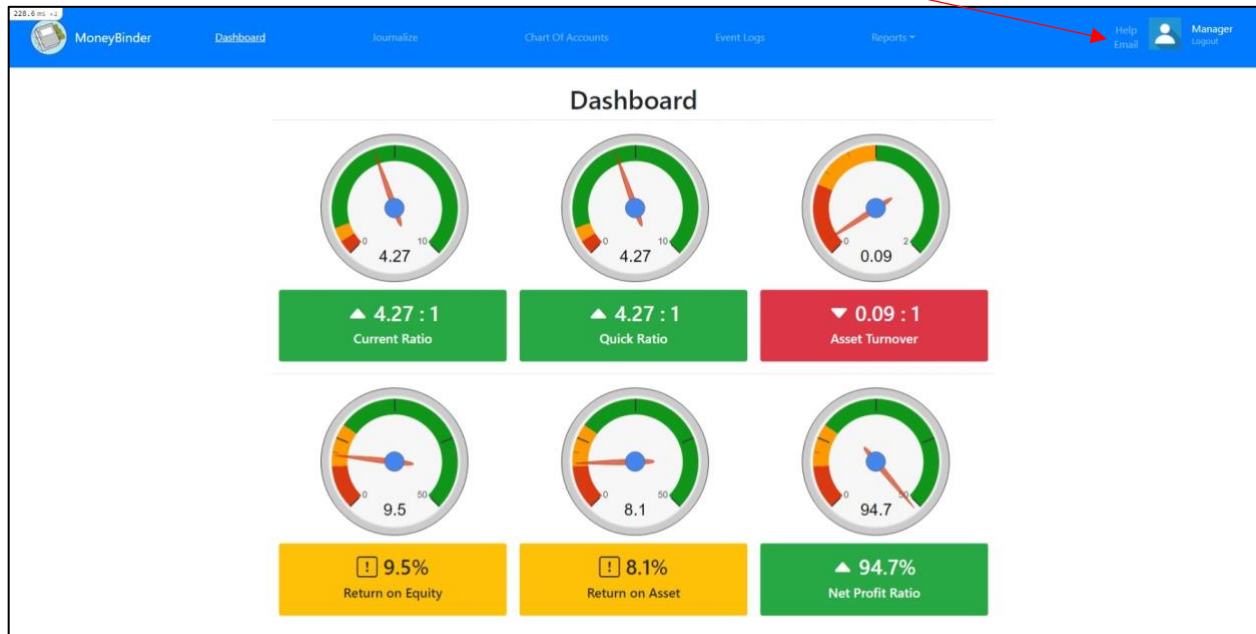
The navigation bar contains links to all the different web pages in the MoneyBinder application. The navigation bar is present on every page and the links in it will always be accessible in the application. The *Help* link in the navigation bar will open this document.



The rest of the links in the navigation bar will be covered in detail below.

## Email Another User

Accessing the send message page is done by clicking the *Email* link in the navigation bar.



## Find A User

The screenshot shows the MoneyBinder Email page. The navigation bar at the top includes links for Dashboard, Chart Of Accounts, Event Logs, User Management, Help, Email, and Admin. The main content area is titled 'Email' and contains a table with columns for Username, Email Address, and Email. The table lists 8 users, each with a corresponding 'Email' button. The table is paginated, showing 1 to 8 of 8 entries.

Username	Email Address	Email
Accountant	testAccountant@gmail.com	Email
Admin	testAdmin@gmail.com	Email
ashein1021	ashein60@gmail.com	Email
EvanD	evanjdlon@gmail.com	Email
ExpiredUser	testExpired@gmail.com	Email
jdiaz35	Cuizonix@gmail.com	Email
khighers1021	kathrynhighers@gmail.com	Email
Manager	testManager@gmail.com	Email

All the users in the system will be displayed in a list on this page. The default view is 10 entries per page. This can be adjusted to show 25, 50, or 100 entries per page instead. To do this click on the show entries dropdown and select the desired number of entries per page.

127.2.100.1

MoneyBinder

Dashboard

Chart Of Accounts

Event Logs

User Management

Help  
Email

Admin  
Logout

Email

Show 10 entries

Search:

Username	Email Address	Email
Accountant	testAccountant@gmail.com	Email
Admin	testAdmin@gmail.com	Email
ashein1021	ashein60@gmail.com	Email
EvanD	evanjdlon@gmail.com	Email
ExpiredUser	testExpired@gmail.com	Email
jdiaz35	Cuizonix@gmail.com	Email
khighers1021	kathrynhighers@gmail.com	Email
Manager	testManager@gmail.com	Email

Showing 1 to 8 of 8 entries

Previous1Next

102.2 ms

MoneyBinder

Dashboard

Chart Of Accounts

Event Logs

User Management

Help

Email

Admin

Login

## Email

Show 10 entries

Search:

Username	Email Address	Email
Accountant	testAccountant@gmail.com	Email
Admin	testAdmin@gmail.com	Email
ashein1021	ashein60@gmail.com	Email
EvanD	evanjdlon@gmail.com	Email
ExpiredUser	testExpired@gmail.com	Email
jdiaz35	Culzonix@gmail.com	Email
khighers1021	kathrynhighers@gmail.com	Email
Manager	testManager@gmail.com	Email

Showing 1 to 8 of 8 entries

Previous

1

Next

102.2 ms

MoneyBinder

Dashboard

Chart Of Accounts

Event Logs

User Management

Help

Email

Admin

Login

## Email

Show 25 entries

Search:

Username	Email Address	Email
Accountant	testAccountant@gmail.com	Email
Admin	testAdmin@gmail.com	Email
ashein1021	ashein60@gmail.com	Email
EvanD	evanjdlon@gmail.com	Email
ExpiredUser	testExpired@gmail.com	Email
jdiaz35	Culzonix@gmail.com	Email
khighers1021	kathrynhighers@gmail.com	Email
Manager	testManager@gmail.com	Email

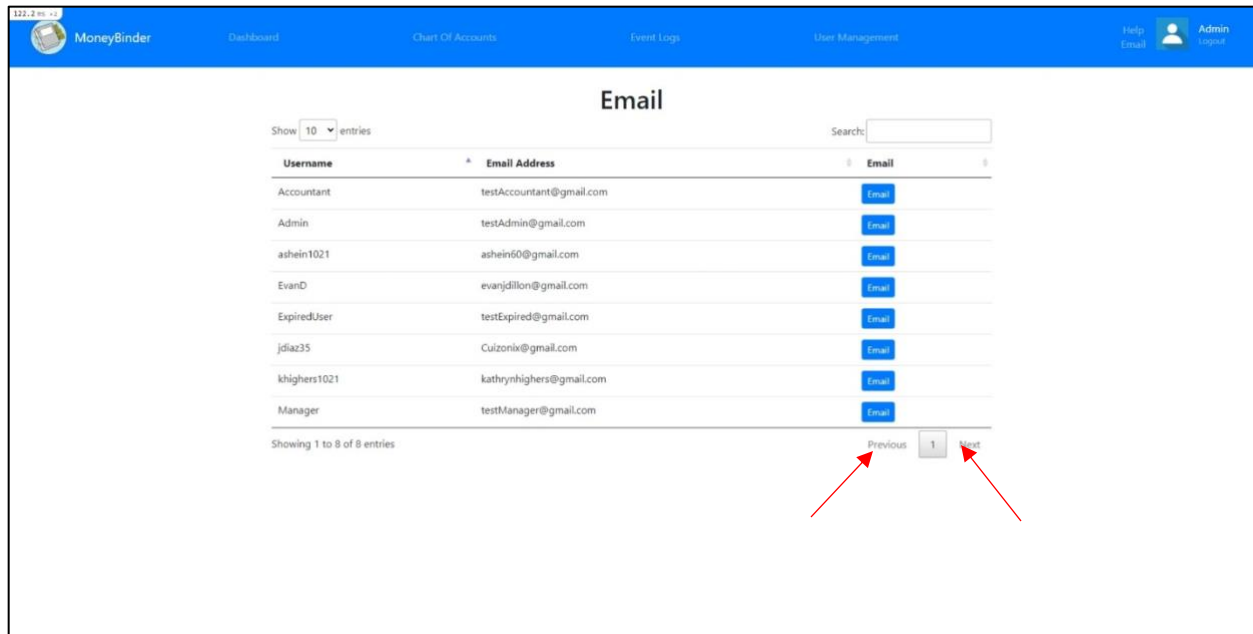
Showing 1 to 8 of 8 entries

Previous

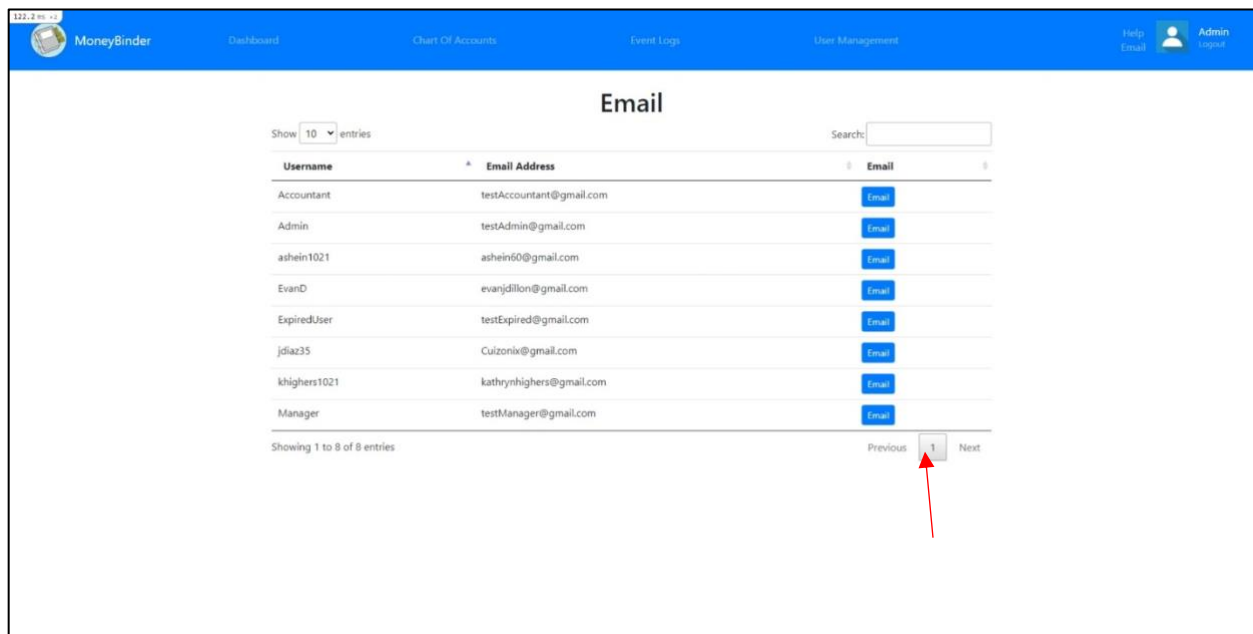
1

Next

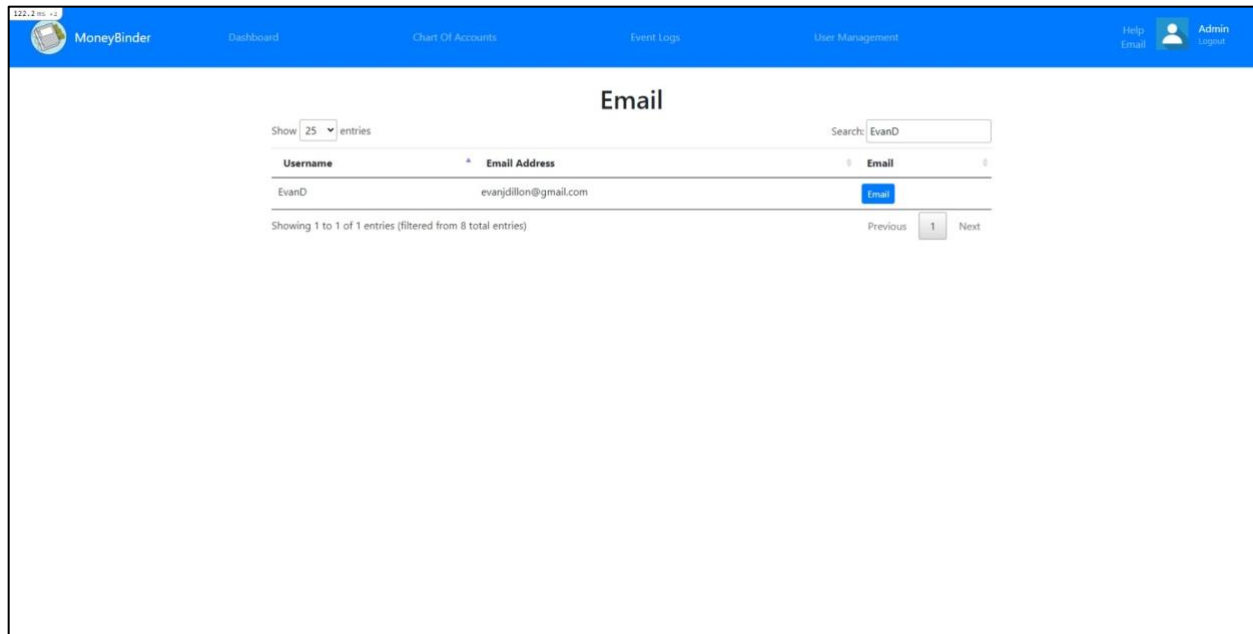
Clicking on the *Previous* link will take you to the previous page of entries and clicking on the *Next* link will take you to the next page of entries.



Clicking on a page number will take you straight to that page.

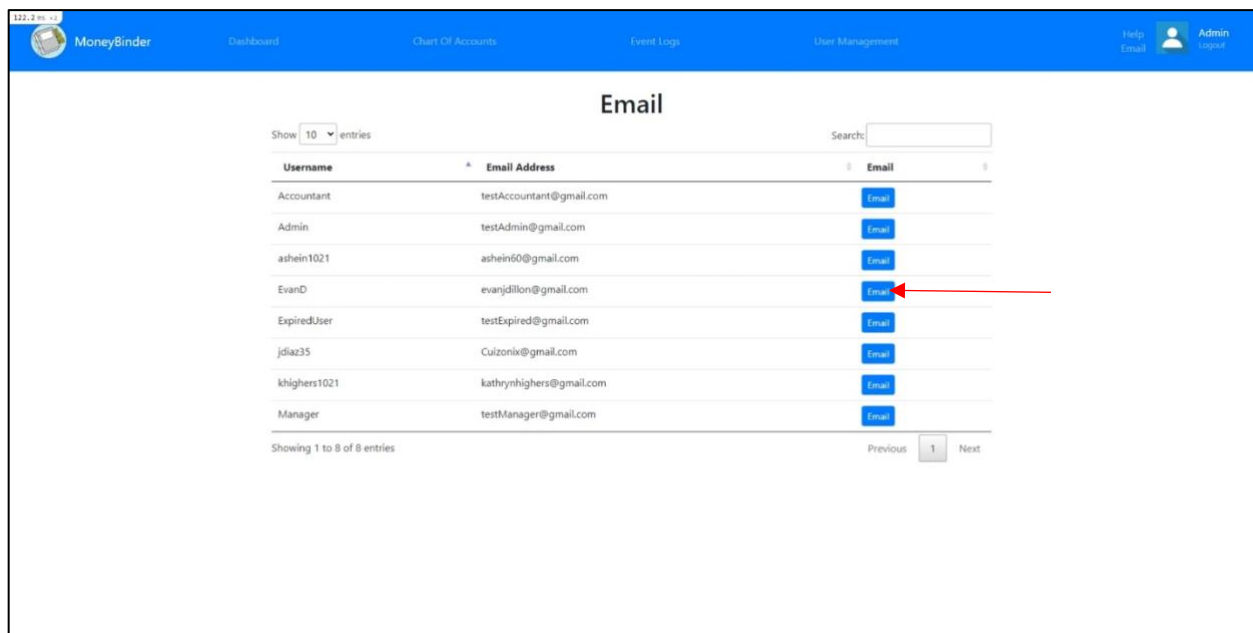


You can use the search box to filter the entries page for specific accounts. Type a username or email address into the search box to filter the entries page.



## Send Email

To send an email to a user click on the *Email* button on the same row as that user's name.

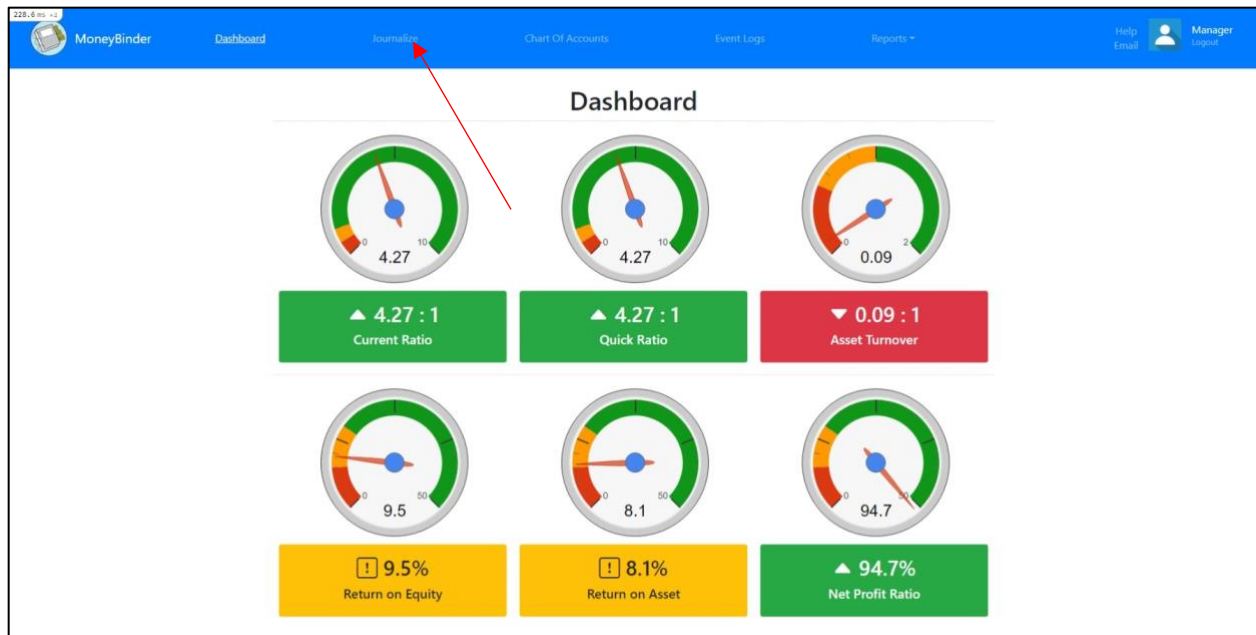


This will open the default email application on your device and populate the address with the user's email.

## Journalize



Click on the *Journalize* link in the navigation bar from any page to go to the journalize page.



Your view will vary depending on whether you are an accountant or a manager.

## Accountant View

### Find A Journal Entry

The screenshot shows the MoneyBinder Journal Entries page. The navigation bar includes links for Dashboard, Journalize, Chart Of Accounts, Event Logs, Reports, Help, Email, and Accountant. The page displays a table of journal entries with the following columns: Date Added, Entry Type, User, Accounts, Debit, Credit, and Status.

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Disputed
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries

Previous 1 2 3 Next

As an accountant you will be able to see all journal entries. You can show 10, 25, 50, or 100 entries per page. You can modify this by clicking the entries dropdown and selecting the desired amount. The default is 10.

**Journal Entries**

New Entry   \$ Min   \$ Max   Start Date   End Date   Filter Status ▾

Show 10 ▾ entries   Search:

Date Added *	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Overdue
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries   Previous   1   2   3   Next

If the number of journal entries span multiple pages, you can click on *Next* to go to the next page of journal entries, or *Previous* if you want to back to the previous page you were on.

459.4 m

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Accountant Logout

### Journal Entries

New Entry \$ Min \$ Max Start Date End Date Filter Status

Show 10 entries Search:

Date Added *	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries Previous 1 2 3 Next

You can also click on a page number to go directly to that page.

459.4 m

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Accountant Logout

### Journal Entries

New Entry \$ Min \$ Max Start Date End Date Filter Status

Show 10 entries Search:

Date Added *	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries Previous 1 2 3 Next

To filter by dollar range, enter a range in the money filter text boxes.

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Accountant Logout

## Journal Entries

New Entry \$ Min \$ Max Start Date End Date Filter Status

Show 10 entries Search:

Date Added *	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries Previous 1 2 3 Next

To filter by date range, click on *Start Date* and *End Date* to select the date range. A calendar will pop up that will help you select the day.

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Accountant Logout

## Journal Entries

New Entry \$ Min \$ Max Start Date End Date Filter Status

Show 10 entries Search:

Date Added *	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Re 141 - Supplies 181 - Office Equip 330 - Contril	00 00 00 00	\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries Previous 1 2 3 Next

To select a date, move the mouse cursor of the day of the month you want to select and click on it.

Clicking the left arrow button near the name of the month will take you to the previous month and clicking on the right arrow will take you to the next month.

The screenshot shows the MoneyBinder interface with the 'Journal Entries' section active. A calendar dropdown is open for November 2021, with the 26th selected. The main table lists journal entries with columns for Date Added, Entry Type, User, Accounts, Debit, Credit, and Status. The first entry is dated 2021-04-04 and is 'Approved'. The second entry is dated 2021-04-04 and is 'Declined'. The third entry is dated 2021-04-04 and is 'Pending'.

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contr...		\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Clicking on the name of the month will provide a dropdown to select the exact month of the year more easily.

The screenshot shows the MoneyBinder interface with the 'Journal Entries' section active. A month selection dropdown is open, showing a list of months from January to December. The 'November' option is highlighted. The main table lists journal entries with columns for Date Added, Entry Type, User, Accounts, Debit, Credit, and Status. The first entry is dated 2021-04-04 and is 'Approved'. The second entry is dated 2021-04-04 and is 'Declined'. The third entry is dated 2021-04-04 and is 'Pending'.

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contr...		\$20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending

The same thing can be done for the year.



MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Accountant Logout

### Journal Entries

[New Entry](#) \$ Min \$ Max Start Date End Date Filter Status

Show 10 entries Search:

Date Added *	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00		Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries Previous 1 2 3 Next

This will take you to the new journal entry page.

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Accountant Logout

### New Journal Entry

Entry type: Regular Entry date: 2021-11-26

Description:

Debit Account: Debit: Credit:

Credit Account:

Choose Files No file chosen

Create Journal entry Cancel

The *Entry Type* dropdown menu will have three entries for accountants: regular, adjusting, and reversing. To debit and credit multiple accounts click on the green plus sign on the first transaction row.

168.1 kb

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Help Email Accountant Logout

## New Journal Entry

Entry type: Regular Entry date: 2021-11-26

Description:

Debit Account: Debit: Credit:

Credit Account:

Choose Files No file chosen

Create Journal entry Cancel

168.1 kb

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports Help Email Accountant Logout

## New Journal Entry

Entry type: Regular Entry date: 2021-11-26

Description:

Debit Account: Debit: Credit:

Credit Account:

Choose Files No file chosen

Create Journal entry Cancel

To remove the added debit and credit rows click on the minus sign on the rows you wish to remove.



**New Journal Entry**

Entry type: Regular Entry date: 2021-11-26

Description:

Debit Account: Debit: Credit:

Choose Files No file chosen

Create Journal entry Cancel

Files can also be attached if you wish to include source documents. Click on the *Choose File* button to attach a source document.

**New Journal Entry**

Entry type: Regular Entry date: 2021-11-26

Description:

Debit Account: Debit: Credit:

Choose Files No file chosen

Create Journal entry Cancel

Once you are done filling out the information, click *Create Journal entry* to create the journal entry, or *Cancel* if you change your mind and do not want to record a new journal entry.

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports + Help Email Accountant Logout

### New Journal Entry

Entry type: Regular Entry date: 2021-11-26

Description: An example regular entry.

Debit Account: Cash Debit: \$ 1000 Credit: +

Credit Account: Accounts Receivable \$ 1000 +

Choose Files No file chosen

Create Journal entry Cancel

Once a new journal entry is made it will be waiting for a manager to either approve or decline the entry.

## Manager View

Managers have almost the same view that accounts have. There are a couple differences. Managers will have approve and decline buttons for journal entries.

456.8 m

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Journal Entries

New Entry

\$ Min

\$ Max

Start Date

End Date

Filter Status

Show 10 entries

Search:

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	\$20,250.00	Pending
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Pending
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 27 entries

Previous

1

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Next

When an entry is declined a reason must be given.

MoneyBinder Dashboard Journalize Reports +

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Please add why the entry is being declined: x

Enter the reason why you're declining the journal entry here:

Cancel Confirm

New Entry + \$ Min

Show 10 entries

Date Added	Entry Type	Accountant	Debit	Credit	Status
2021-04-04	Regular		0,000.00		Approved
		122 - Accounts Receivable	\$1,500.00		
		141 - Supplies	\$1,250.00		
		181 - Office Equipment	\$7,500.00		
		330 - Contributed Capital		\$20,250.00	
2021-04-04	Regular	Accountant	146 - Prepaid Rent	\$4,500.00	Declined
			101 - Cash	\$4,500.00	
2021-04-04	Regular	Accountant	145 - Prepaid Insurance	\$1,800.00	Pending
			101 - Cash	\$1,800.00	
2021-04-06	Regular	Accountant	101 - Cash	\$3,000.00	Pending
			243 - Unearned Revenue	\$3,000.00	
2021-04-07	Regular	Accountant	181 - Office Equipment	\$1,800.00	Pending
			202 - Accounts Payable	\$1,800.00	
2021-04-08	Regular	Accountant	101 - Cash	\$800.00	Pending
			122 - Accounts Receivable	\$800.00	
2021-04-11	Regular	Accountant	512 - Advertising Expense	\$120.00	Pending
			101 - Cash	\$120.00	
2021-04-12	Regular	Accountant	202 - Accounts Payable	\$800.00	Pending
			101 - Cash	\$800.00	
2021-04-15	Regular	Accountant	122 - Accounts Receivable	\$2,250.00	Pending
			404 - Service Revenue	\$2,250.00	
2021-04-15	Regular	Accountant	550 - Salaries Expense	\$400.00	Pending
			101 - Cash	\$400.00	

Showing 1 to 10 of 27 entries

Previous 1 2 3 Next

The other difference in manager view is the ability to create a closing entry. To create a closing entry, click on the arrow right next to the *New Entry* button, and click on *Create Closing Entry*.

559.1 KB

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Journal Entries

New Entry

\$ Min

\$ Max

Start Date

End Date

Filter Status

Create Closing Entry

Show 10 entries

Search:

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash 122 - Accounts Receivable 141 - Supplies 181 - Office Equipment 330 - Contributed Capital	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00		Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	\$4,500.00	\$4,500.00	Declined
2021-04-04	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	\$1,800.00	\$1,800.00	Pending
2021-04-06	Regular	Accountant	101 - Cash 243 - Unearned Revenue	\$3,000.00	\$3,000.00	Pending
2021-04-07	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	\$1,800.00	\$1,800.00	Pending
2021-04-08	Regular	Accountant	101 - Cash 122 - Accounts Receivable	\$800.00	\$800.00	Pending
2021-04-11	Regular	Accountant	512 - Advertising Expense 101 - Cash	\$120.00	\$120.00	Pending
2021-04-12	Regular	Accountant	202 - Accounts Payable 101 - Cash	\$800.00	\$800.00	Pending
2021-04-15	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	\$2,250.00	\$2,250.00	Pending
2021-04-15	Regular	Accountant	550 - Salaries Expense 101 - Cash	\$400.00	\$400.00	Pending

Showing 1 to 10 of 28 entries

Previous

1

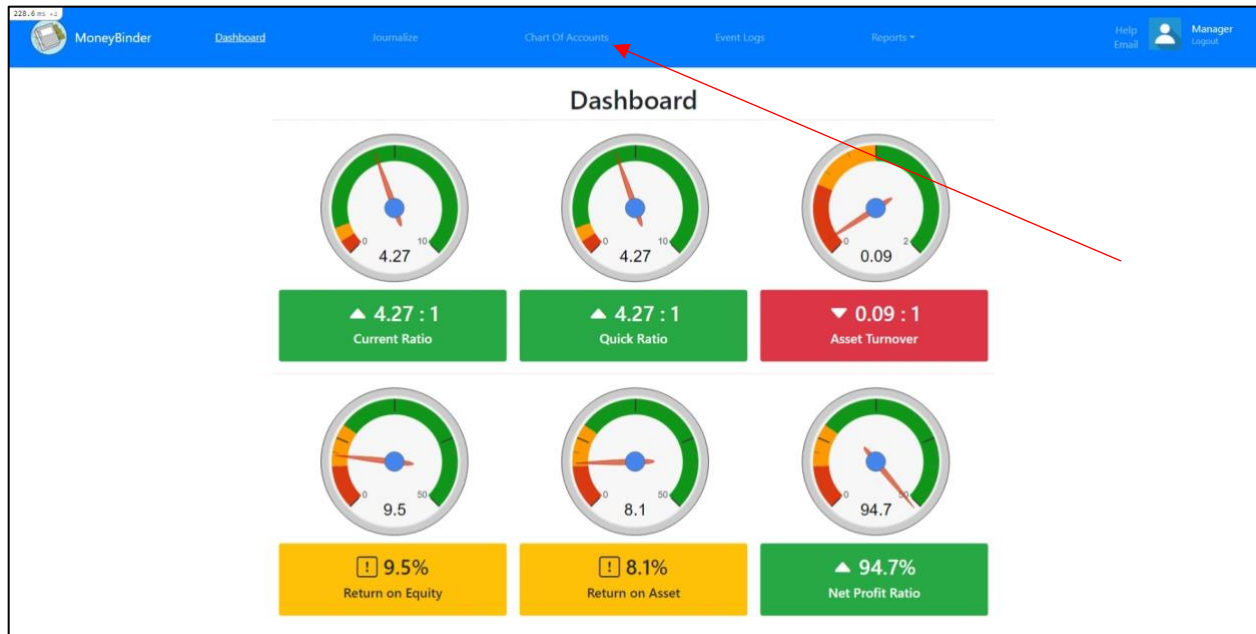
2

3

Next

## Chart Of Accounts

You can access the Chart of Accounts from anywhere by clicking on the *Chart Of Accounts* link in the navigation bar.



From here you can see all the accounts that exist in the Chart of Accounts.

The screenshot shows the MoneyBinder Chart of Accounts page. It features a table of accounts with columns for Account #, Name, Type, Sub-Type, Balance, Active, and Created By. The table is sorted by account number in ascending order. A search bar and pagination controls are also visible.

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant

## Find An Account

By default, the accounts are sorted by account number in ascending order. The account view can be changed to be sorted by any other column by clicking on it. For example clicking on *Name* will sort all of the accounts by name instead of account number.

387.8 ms

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## Chart of Accounts

\$ Min

\$ Max

Show 10 entries

Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant

Showing 1 to 10 of 79 entries

Previous

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Next

429.2 ms

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## Chart of Accounts

\$ Min

\$ Max

Show 10 entries

Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
202	Accounts Payable	Liability	Current	\$0.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
188	Accumulated Depreciation	Asset	Current	\$0.00	true	Accountant
512	Advertising Expense	Expense		\$0.00	true	Accountant
545	Amortization of Organization Costs	Expense		\$0.00	true	Accountant
183	Athletic Equipment	Asset	Long Term	\$0.00	true	Accountant
513	Bank Credit Card Expense	Expense		\$0.00	true	Accountant
402	Boarding and Grooming Revenue	Revenue		\$0.00	true	Accountant
153	Bond Sinking Fund	Asset	Long Term	\$0.00	true	Accountant
171	Buildings	Asset	Long Term	\$0.00	true	Accountant

Showing 1 to 10 of 79 entries

Previous

1

2

3

4

5

...

8

Next

By default, each page shows ten entries. Clicking on the entries dropdown will allow you to change this. You can choose between 10, 25, 50, and 100 entries.

387.8 KB

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Chart of Accounts

\$ Min

\$ Max

Show 10 entries

Search

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant

Showing 1 to 10 of 79 entries

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419.2 KB

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Chart of Accounts

\$ Min

\$ Max

Show 10 entries

Search

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant

Showing 1 to 10 of 79 entries

Previous12345...8Next



429.2 m

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## Chart of Accounts

\$ Min
\$ Max

Show 25 entries
Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant
142	Office Supplies	Asset	Long Term	\$0.00	true	Accountant
144	Food Supplies	Asset	Long Term	\$0.00	true	Accountant
145	Prepaid Insurance	Asset	Current	\$0.00	true	Accountant
146	Prepaid Rent	Asset	Current	\$0.00	true	Accountant
153	Bond Sinking Fund	Asset	Long Term	\$0.00	true	Accountant
161	Land	Asset	Long Term	\$0.00	true	Accountant
162	Natural Resources	Asset	Long Term	\$0.00	true	Accountant
171	Buildings	Asset	Long Term	\$0.00	true	Accountant
181	Office Equipment	Asset	Long Term	\$7,500.00	true	Accountant
182	Office Furniture	Asset	Long Term	\$0.00	true	Accountant
183	Athletic Equipment	Asset	Long Term	\$0.00	true	Accountant
184	Tennis Facilities	Asset	Long Term	\$0.00	true	Accountant
185	Delivery Equipment	Asset	Long Term	\$0.00	true	Accountant
186	Exercise Equipment	Asset	Long Term	\$0.00	true	Accountant
187	Computer Equipment	Asset	Long Term	\$0.00	true	Accountant

Showing 1 to 25 of 79 entries

Previous
1
2
3
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Next

Clicking on *Previous* will take you to the previous page of accounts and clicking on *Next* will take you to the next page of accounts.

429.2 m

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## Chart of Accounts

\$ Min

\$ Max

Show 25 entries

Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant
142	Office Supplies	Asset	Long Term	\$0.00	true	Accountant
144	Food Supplies	Asset	Long Term	\$0.00	true	Accountant
145	Prepaid Insurance	Asset	Current	\$0.00	true	Accountant
146	Prepaid Rent	Asset	Current	\$0.00	true	Accountant
153	Bond Sinking Fund	Asset	Long Term	\$0.00	true	Accountant
161	Land	Asset	Long Term	\$0.00	true	Accountant
162	Natural Resources	Asset	Long Term	\$0.00	true	Accountant
171	Buildings	Asset	Long Term	\$0.00	true	Accountant
181	Office Equipment	Asset	Long Term	\$7,500.00	true	Accountant
182	Office Furniture	Asset	Long Term	\$0.00	true	Accountant
183	Athletic Equipment	Asset	Long Term	\$0.00	true	Accountant
184	Tennis Facilities	Asset	Long Term	\$0.00	true	Accountant
185	Delivery Equipment	Asset	Long Term	\$0.00	true	Accountant
186	Exercise Equipment	Asset	Long Term	\$0.00	true	Accountant
187	Computer Equipment	Asset	Long Term	\$0.00	true	Accountant

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Previous

1

2

3

4

Next

Clicking on a page number will take you directly to that page.

429.2 m

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## Chart of Accounts

\$ Min \$ Max

Show 25 entries Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant
142	Office Supplies	Asset	Long Term	\$0.00	true	Accountant
144	Food Supplies	Asset	Long Term	\$0.00	true	Accountant
145	Prepaid Insurance	Asset	Current	\$0.00	true	Accountant
146	Prepaid Rent	Asset	Current	\$0.00	true	Accountant
153	Bond Sinking Fund	Asset	Long Term	\$0.00	true	Accountant
161	Land	Asset	Long Term	\$0.00	true	Accountant
162	Natural Resources	Asset	Long Term	\$0.00	true	Accountant
171	Buildings	Asset	Long Term	\$0.00	true	Accountant
181	Office Equipment	Asset	Long Term	\$7,500.00	true	Accountant
182	Office Furniture	Asset	Long Term	\$0.00	true	Accountant
183	Athletic Equipment	Asset	Long Term	\$0.00	true	Accountant
184	Tennis Facilities	Asset	Long Term	\$0.00	true	Accountant
185	Delivery Equipment	Asset	Long Term	\$0.00	true	Accountant
186	Exercise Equipment	Asset	Long Term	\$0.00	true	Accountant
187	Computer Equipment	Asset	Long Term	\$0.00	true	Accountant

Showing 1 to 25 of 79 entries Previous 1 2 3 4 Next

You can enter a dollar amount in the *Min* and *Max* textboxes to filter accounts by a dollar range.

5494.5 m

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## Chart of Accounts

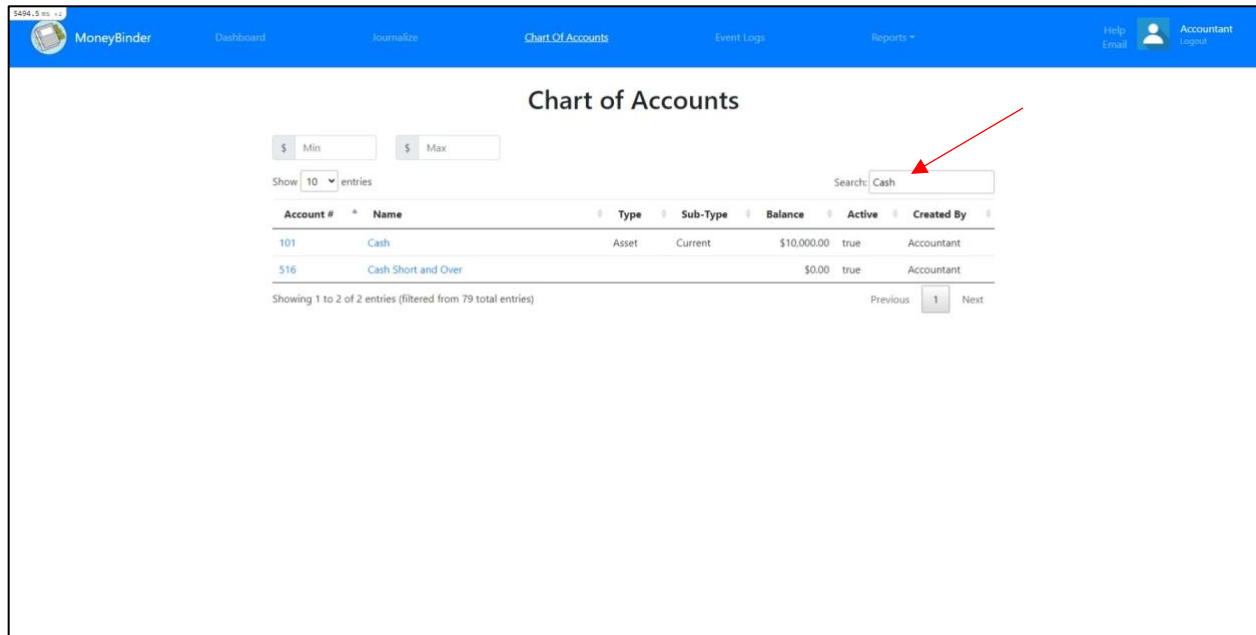
\$ 1500 \$ 7500

Show 10 entries Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
181	Office Equipment	Asset	Long Term	\$7,500.00	true	Accountant

Showing 1 to 2 of 2 entries (filtered from 79 total entries) Previous 1 Next

You can also type text in the *Search* box to find an account by name. You must type the exact name of the account for this to work properly.



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### Chart of Accounts

\$ Min \$ Max

Show 10 entries Search: Cash

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
516	Cash Short and Over			\$0.00	true	Accountant

Showing 1 to 2 of 2 entries (filtered from 79 total entries)

Previous 1 Next

Clicking on the account ID or account name will take you to the ledger for that account.

429.2 m

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### Chart of Accounts

\$ Min

\$ Max

Show 25 entries

Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By
101	Cash	Asset	Current	\$10,000.00	true	Accountant
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant
142	Office Supplies	Asset	Long Term	\$0.00	true	Accountant
144	Food Supplies	Asset	Long Term	\$0.00	true	Accountant
145	Prepaid Insurance	Asset	Current	\$0.00	true	Accountant
146	Prepaid Rent	Asset	Current	\$0.00	true	Accountant
153	Bond Sinking Fund	Asset	Long Term	\$0.00	true	Accountant
161	Land	Asset	Long Term	\$0.00	true	Accountant
162	Natural Resources	Asset	Long Term	\$0.00	true	Accountant
171	Buildings	Asset	Long Term	\$0.00	true	Accountant
181	Office Equipment	Asset	Long Term	\$7,500.00	true	Accountant
182	Office Furniture	Asset	Long Term	\$0.00	true	Accountant
183	Athletic Equipment	Asset	Long Term	\$0.00	true	Accountant
184	Tennis Facilities	Asset	Long Term	\$0.00	true	Accountant
185	Delivery Equipment	Asset	Long Term	\$0.00	true	Accountant
186	Exercise Equipment	Asset	Long Term	\$0.00	true	Accountant
187	Computer Equipment	Asset	Long Term	\$0.00	true	Accountant

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Previous

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Next

250.5 m

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Journalize

Chart Of Accounts

Event Logs

Reports

Help

Email

Accountant

Logout

### 101 - Cash

Show 100 entries

Search:

Date	Post-Ref	Description	Debit	Credit	Balance
					\$0.00
2021-04-04	1	April 4 - Assets received from John Addams.	\$10,000.00		\$10,000.00

Showing 1 to 2 of 2 entries

Previous

1

Next

Clicking on the post reference of a journal entry will take you to that journal entry

<div> <div>250.5 m</div> <div> <div>MoneyBinder</div> <div>Dashboard</div> <div>Journalize</div> <div>Chart Of Accounts</div> <div>Event Logs</div> <div>Reports</div> </div> <div> <div>Help</div> <div>Email</div> <div>Accountant</div> <div>Logout</div> </div> </div>						
101 - Cash						
<div> <div>Show 100 entries</div> <div>Search:</div> </div>						
Date	Post-Ref	Description	Debit	Credit	Balance	
2021-04-04	1	April 4 - Assets received from John Addams.	\$10,000.00		\$10,000.00	
Showing 1 to 2 of 2 entries			Previous	1	Next	

<div> <div>483.2 m</div> <div> <div>MoneyBinder</div> <div>Dashboard</div> <div>Journalize</div> <div>Chart Of Accounts</div> <div>Event Logs</div> <div>Reports</div> </div> <div> <div>Help</div> <div>Email</div> <div>Accountant</div> <div>Logout</div> </div> </div>						
Journal Entry Details						
<div> <div>Date Added</div> <div>Entry Type</div> <div>User</div> <div>Accounts</div> <div>Debit</div> <div>Credit</div> <div>Status</div> </div>						
2021-04-04	Regular	Accountant	<div> <div>101 - Cash</div> <div>122 - Accounts Receivable</div> <div>141 - Supplies</div> <div>181 - Office Equipment</div> <div>330 - Contributed Capital</div> </div>	<div> <div>\$10,000.00</div> <div>\$1,500.00</div> <div>\$1,250.00</div> <div>\$7,500.00</div> </div>	<div> <div></div> <div></div> <div></div> <div></div> <div>\$20,250.00</div> </div>	Approved
Description:		Source Documents:				
April 4 - Assets received from John Addams.		(No documents found)				

Clicking on the *Back* link will take you back to the ledger.

**Journal Entry Details**

[← Back](#)

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash	\$10,000.00		Approved
			122 - Accounts Receivable	\$1,500.00		
			141 - Supplies	\$1,250.00		
			181 - Office Equipment	\$7,500.00		
			330 - Contributed Capital		\$20,250.00	

**Description:**  
April 4 - Assets received from John Addams.

**Source Document:**  
(No documents found)

**101 - Cash**

[← Back](#)

Show  entries

Search:

Date	* Post-Ref	Description	Debit	Credit	Balance
					\$0.00
2021-04-04	1	April 4 - Assets received from John Addams.	\$10,000.00		\$10,000.00

Showing 1 to 2 of 2 entries

Previous  Next

Clicking the *Back* link in the ledger will take you back to the Chart of Accounts.

## Create An Account

Creating accounts can only be done by administrators. When administrators go to the Chart of Accounts page, they will see a *Create New Account* button.

422.6 m

MoneyBinder

Dashboard

Chart Of Accounts

Event Logs

User Management

Help Email

Admin Logout

## Chart of Accounts

\$ Min

\$ Max

Show 10 entries

Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By	Edit
101	Cash	Asset	Current	\$10,000.00	true	Accountant	Edit
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant	Edit
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant	Edit
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant	Edit
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant	Edit
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant	Edit
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant	Edit
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant	Edit
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant	Edit
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant	Edit

Showing 1 to 10 of 79 entries

Previous

1

2

3

4

5

...

8

Next

Create New Account

284.8 m

MoneyBinder

Dashboard

Chart Of Accounts

Event Logs

User Management

Help Email

Admin Logout

## New Account

Account name:

Account number:

Category:

Subcategory:

Initial balance:

\$ 0.0

Description:

Comment:

Normal side:

Statement:

☒ Debit
 ☐ Credit

Income Statement

Active: ☒

Create Account

Back to Chart of Accounts

Fill out the required information and click *Create Account* to create the account or click *Back to Chart of Accounts* to cancel the account creation and go back to the Chart of Accounts.



### New Account

Account name:  Account number:

Category:  Subcategory:

Initial balance:

Description:  Comment:

Normal side: ☒ Debit ☐ Credit Statement:

Active: ☒

[Back to Chart of Accounts](#) [Create Account](#)

## Edit An Account

Administrators will see an edit button next to accounts listed in the Chart of Accounts.

### Chart of Accounts

\$ Min \$ Max

Show 10 entries Search:

Account #	Name	Type	Sub-Type	Balance	Active	Created By	Edit
101	Cash	Asset	Current	\$10,000.00	true	Accountant	<a href="#">Edit</a>
122	Accounts Receivable	Asset	Current	\$1,500.00	true	Accountant	<a href="#">Edit</a>
123	Interest Receivable	Asset	Current	\$0.00	true	Accountant	<a href="#">Edit</a>
125	Common Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant	<a href="#">Edit</a>
126	Preferred Stock Subscriptions Receivable	Asset	Current	\$0.00	true	Accountant	<a href="#">Edit</a>
131	Merchandise Inventory	Asset	Long Term	\$0.00	true	Accountant	<a href="#">Edit</a>
132	Raw Materials	Asset	Long Term	\$0.00	true	Accountant	<a href="#">Edit</a>
133	Work in Process	Asset	Long Term	\$0.00	true	Accountant	<a href="#">Edit</a>
134	Finish Goods	Asset	Long Term	\$0.00	true	Accountant	<a href="#">Edit</a>
141	Supplies	Asset	Long Term	\$1,250.00	true	Accountant	<a href="#">Edit</a>

Showing 1 to 10 of 79 entries Previous 1 2 3 4 5 ... 8 Next

[Create New Account](#)

Clicking on this button will take you to the edit account page.

127.0.0.1 MoneyBinder Dashboard Chart Of Accounts Event Logs User Management Help Email Admin Logout

### Editing Account

Account name:  Account number:

Category:  Subcategory:

Initial balance:

Description:  Comment:

Normal side: ☒ Debit ☐ Credit Statement:

Active: ☒

[Update Account](#)

[Back to Chart of Accounts](#)

All the information entered during account creation may be edited except for initial balance. The only way to modify the amount of money in an account is for a manager or accountant to make a journal transaction. Accounts with balances greater than zero cannot be deactivated. Click on *Update Account* to save changes and go back to the Chart of Accounts or click on *Back to Chart of Accounts* to discard changes and go back to the Chart of Accounts.

127.0.0.1 MoneyBinder Dashboard Chart Of Accounts Event Logs User Management Help Email Admin Logout

### Editing Account

Account name:  Account number:

Category:  Subcategory:

Initial balance:

Description:  Comment:

Normal side: ☒ Debit ☐ Credit Statement:

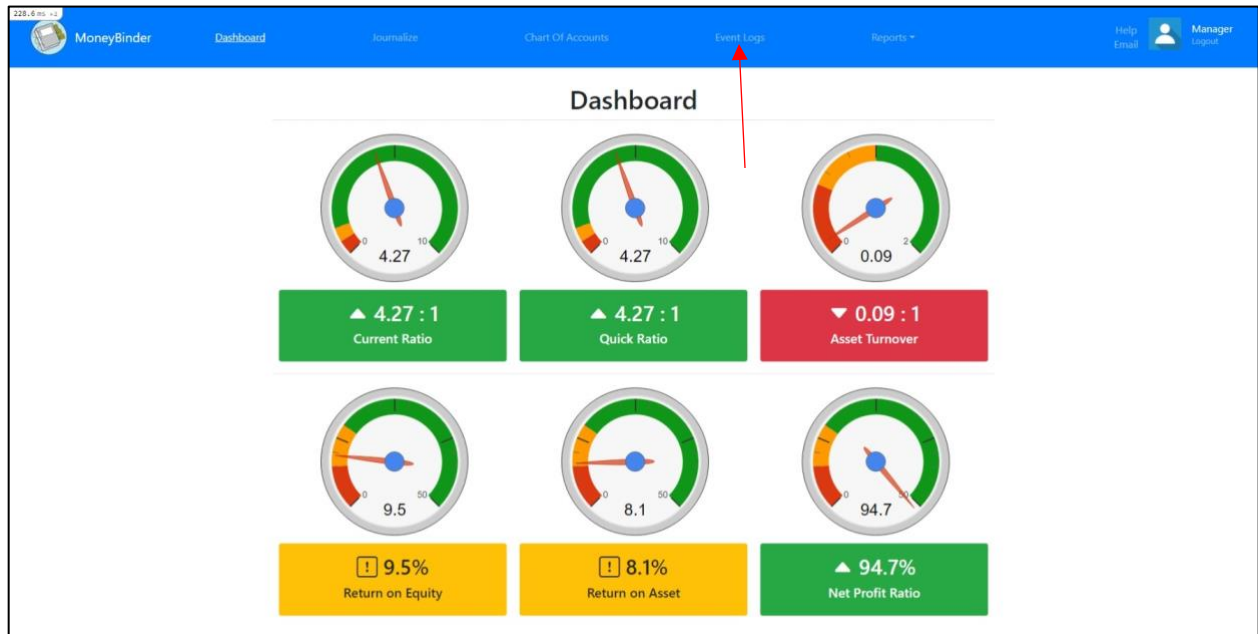
Active: ☒

[Update Account](#)

[Back to Chart of Accounts](#)

## Event Logs

The event logs can be accessed by clicking *Event Logs* in the navigation bar. These logs keep track of changes that have been made to data in the program. The logs will show what fields were changed, who changed them, the current values of the fields, and the previous values of the fields. In the case of empty objects, like accounts, the value in the fields will be *None*.



## Account Logs

Account logs are the first log type you will see when going to the event logs.

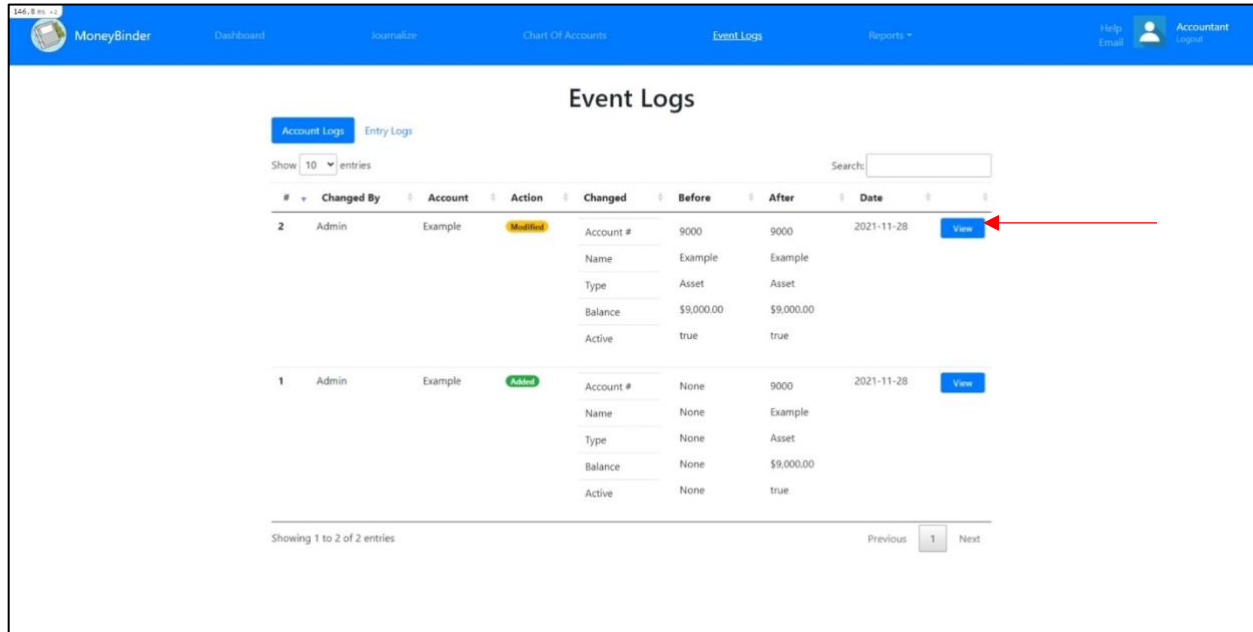
The screenshot shows the MoneyBinder Event Logs page. The navigation bar includes links for Dashboard, Journalize, Chart Of Accounts, Event Logs (highlighted), and Reports. The page title is "Event Logs". There are two tabs: "Account Logs" (selected) and "Entry Logs". A search bar is present. The table below shows the log entries.

#	Changed By	Account	Action	Changed	Before	After	Date	
2	Admin	Example	Modified	Account #	9000	9000	2021-11-28	<a href="#">View</a>
				Name	Example	Example		
				Type	Asset	Asset		
				Balance	\$9,000.00	\$9,000.00		
				Active	true	true		
1	Admin	Example	Added	Account #	None	9000	2021-11-28	<a href="#">View</a>
				Name	None	Example		
				Type	None	Asset		
				Balance	None	\$9,000.00		
				Active	None	true		

Showing 1 to 2 of 2 entries

Previous 1 Next

You can see what account was created or changed, who created or changed it, what fields were changed, the before and after values of the changed fields, and the date the account was modified. If there are before values showing as *None*, that means the account was created, so there was no value in the field before. If more detail is needed, you can click on the *View* button next to a log entry.



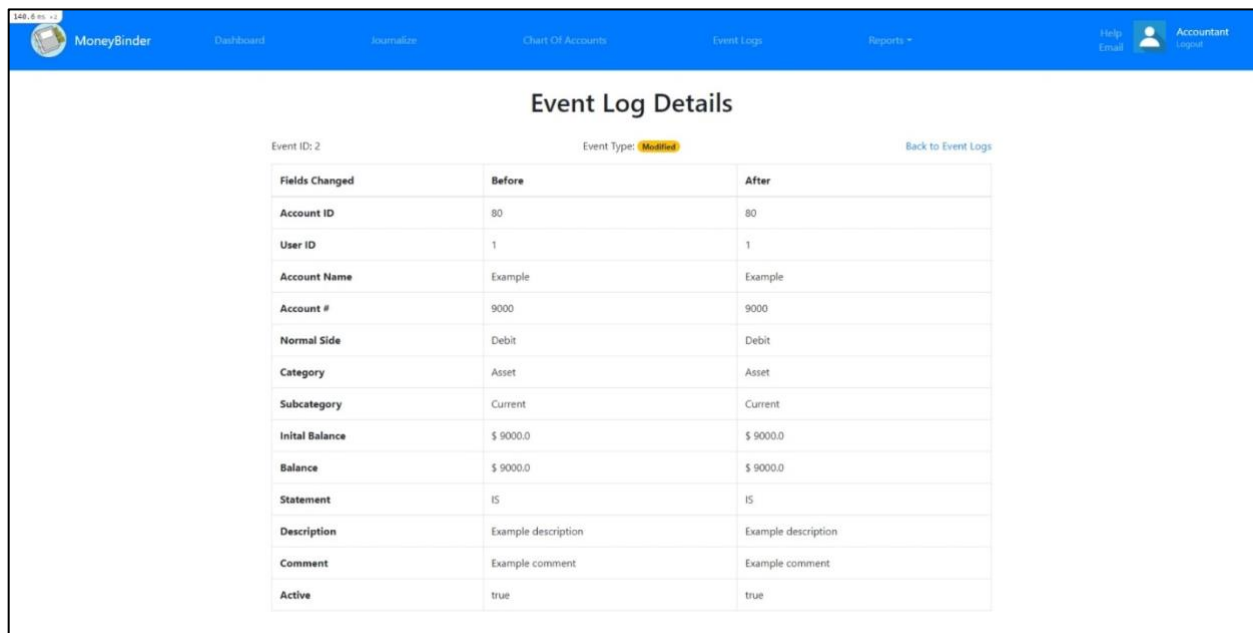
**Event Logs**

Account Logs Entry Logs

Show 10 entries Search:

#	Changed By	Account	Action	Changed	Before	After	Date	
2	Admin	Example	Modified	Account #	9000	9000	2021-11-28	<a href="#">View</a>
				Name	Example	Example		
				Type	Asset	Asset		
				Balance	\$9,000.00	\$9,000.00		
				Active	true	true		
1	Admin	Example	Added	Account #	None	9000	2021-11-28	<a href="#">View</a>
				Name	None	Example		
				Type	None	Asset		
				Balance	None	\$9,000.00		
				Active	None	true		

Showing 1 to 2 of 2 entries Previous 1 Next



**Event Log Details**

Event ID: 2 Event Type: Modified [Back to Event Logs](#)

Fields Changed	Before	After
Account ID	80	80
User ID	1	1
Account Name	Example	Example
Account #	9000	9000
Normal Side	Debit	Debit
Category	Asset	Asset
Subcategory	Current	Current
Initial Balance	\$ 9000.0	\$ 9000.0
Balance	\$ 9000.0	\$ 9000.0
Statement	IS	IS
Description	Example description	Example description
Comment	Example comment	Example comment
Active	true	true

To go back to the event logs page, click on the *Back to Event Logs* button

140.6 KB

MoneyBinder

Dashboard

Journalize

Chart Of Accounts

Event Logs

Reports

Help  
Email

Accountant  
Logout

Event Log Details

Event ID: 2

Event Type: **Modified**

[Back to Event Log](#)

Fields Changed	Before	After
Account ID	80	80
User ID	1	1
Account Name	Example	Example
Account #	9000	9000
Normal Side	Debit	Debit
Category	Asset	Asset
Subcategory	Current	Current
Initial Balance	\$ 9000.0	\$ 9000.0
Balance	\$ 9000.0	\$ 9000.0
Statement	IS	IS
Description	Example description	Example description
Comment	Example comment	Example comment
Active	true	true

## Entry Logs

To view the logs of journal entries, navigate to the event logs page and click on the *Event Logs* link

140.6 KB

MoneyBinder

Dashboard

Journalize

Chart Of Accounts

Event Logs

Reports

Help  
Email

Accountant  
Logout

Event Logs

Account Logs

Entry Log

Show 10 entries

Search:

#	Changed By	Account	Action	Changed	Before	After	Date	
2	Admin	Example	Modified	Account #	9000	9000	2021-11-28	View
				Name	Example	Example		
				Type	Asset	Asset		
				Balance	\$9,000.00	\$9,000.00		
				Active	true	true		
1	Admin	Example	Added	Account #	None	9000	2021-11-28	View
				Name	None	Example		
				Type	None	Asset		
				Balance	None	\$9,000.00		
				Active	None	true		

Showing 1 to 2 of 2 entries

Previous

1

Next

139.3 KB

MoneyBinder

Dashboard


Journalize

Chart Of Accounts

Event Logs

Reports

Help  
Email

 Accountant  
Logout

Event Logs

Account Logs

Entry Logs

Show 10 entries

Search:

#	Date Added	Entry Type	Created by	Accounts	Debit	Credit
1	2021-04-04	Regular	Accountant	101 - Cash 122 - Accou... 141 - Supplies 181 - Offic... 330 - Contr...	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00	<div>View</div> \$20,250.00

Showing 1 to 1 of 1 entries

Previous

1

Next

The entry logs show the entry ID, the date of entry, the entry type, who made the entry, which accounts were debited, which accounts were credited, and how much all these accounts were debited and credited by. To view additional information on the journal entry, click on the *View* button next to the transaction

139.3 KB

MoneyBinder

Dashboard

Journalize

Chart Of Accounts

Event Logs

Reports

Help

Email

Accountant

Logout

Event Logs

Account Logs

Entry Logs

Show 10 entries

Search:

#	Date Added	Entry Type	Created by	Accounts	Debit	Credit	
1	2021-04-04	Regular	Accountant	101 - Cash 122 - Accou... 141 - Supplies 181 - Offic... 330 - Contr...	\$10,000.00 \$1,500.00 \$1,250.00 \$7,500.00		<a href="#">View</a>
						\$20,250.00	

Showing 1 to 1 of 1 entries

Previous

1

Next

**Journal Entry Details**

[← Back](#)

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash	\$10,000.00		Approved
			122 - Accounts Receivable	\$1,500.00		
			141 - Supplies	\$1,250.00		
			181 - Office Equipment	\$7,500.00		
			330 - Contributed Capital		\$20,250.00	

**Description:**  
April 4 - Assets received from John Addams.

**Source Document:**  
(No documents found)

The details show additional information such as a description for the journal entry and source documents. To navigate back to the event logs, click on the *Back* link.

**Journal Entry Details**

[← Back](#)

Date Added	Entry Type	User	Accounts	Debit	Credit	Status
2021-04-04	Regular	Accountant	101 - Cash	\$10,000.00		Approved
			122 - Accounts Receivable	\$1,500.00		
			141 - Supplies	\$1,250.00		
			181 - Office Equipment	\$7,500.00		
			330 - Contributed Capital		\$20,250.00	

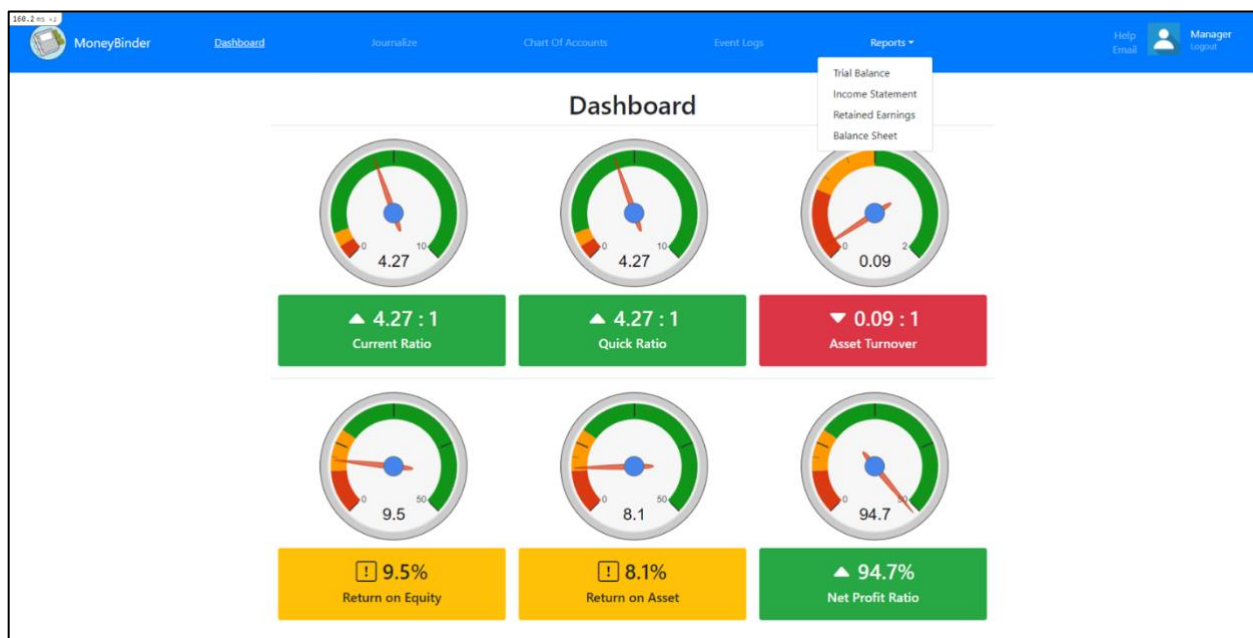
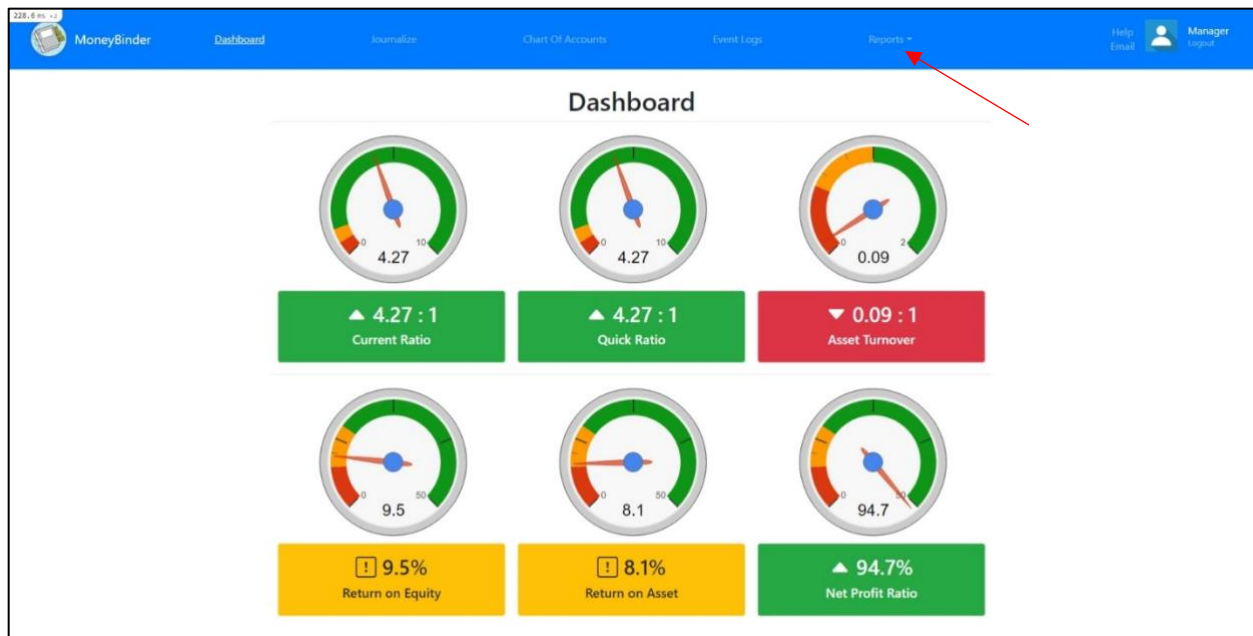
**Description:**  
April 4 - Assets received from John Addams.

**Source Document:**  
(No documents found)

## Reports

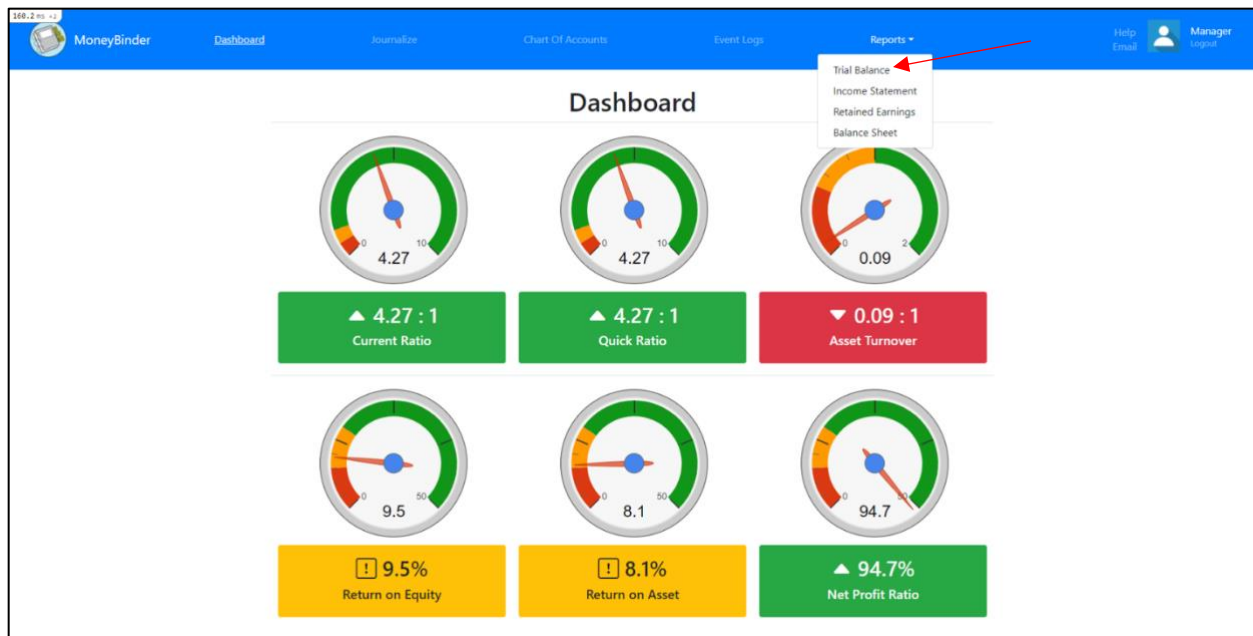
### Viewing Reports

To access financial reports, click on the *Reports* dropdown in the navigation bar.



Click on the report you want to go to it. Trial Balanced will be used in this example.





## Emailing Reports

The screenshot shows the MoneyBinder Trial Balance report for Addams & Family Inc. as of November 29th, 2021. The report includes a table with columns for Account, Debit, and Credit. The total debits and credits are both \$26,500.00. There are buttons for 'Email to' and 'Save PDF'.

Account	Debit	Credit
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

You can email this report by clicking the *Email to* dropdown. This will provide a list of user accounts that you can email the account to.

<div> <div>1642.2 ms</div> <div>MoneyBinder</div> <div>Dashboard</div> <div>Journalize</div> <div>Chart Of Accounts</div> <div>Event Logs</div> <div>Reports</div> <div>Help Email</div> <div>Manager</div> </div>		
<div> <div>Addams &amp; Family Inc.</div> <div>Trial Balance</div> <div>As of November 29th, 2021</div> <div> <div>Email to: *</div> <div>Save PDF</div> </div> </div>		
Account	Debit	Credit
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

<div> <div>139.7 ms</div> <div>MoneyBinder</div> <div>Dashboard</div> <div>Journalize</div> <div>Chart Of Accounts</div> <div>Event Logs</div> <div>Reports</div> <div>Help Email</div> <div>Manager</div> </div>		
<div> <div>Addams &amp; Family Inc.</div> <div>Trial Balance</div> <div>As of November 29th, 2021</div> <div> <div>Email to: *</div> <div>Save PDF</div> </div> </div>		
Account	Debit	Credit
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

Clicking on a username will email the report to that user.

139.7 m

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports + Help Email Manager Logout

### Addams & Family Inc. Trial Balance As of November 29th, 2021

Email to: + Save PDF

- Admin
- Manager
- Accountant
- EvanD
- jdiaz35
- khigheers1021
- asheini1021
- ExpiredUser

Account	Debit	
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

2234.6 m

MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports + Help Email Manager Logout

Report has been successfully emailed to: 'Manager'

### Addams & Family Inc. Trial Balance As of November 29th, 2021

Email to: + Save PDF

Account	Debit	Credit
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

## Save Reports As PDFs

Reports can also be saved as PDFs by clicking the *Save PDF* button.

1642,2 m... MoneyBinder Dashboard Journalize Chart Of Accounts Event Logs Reports + Help Email Manager Logout

**Addams & Family Inc.**  
**Trial Balance**  
As of November 29th, 2021

Email to: Save PDF

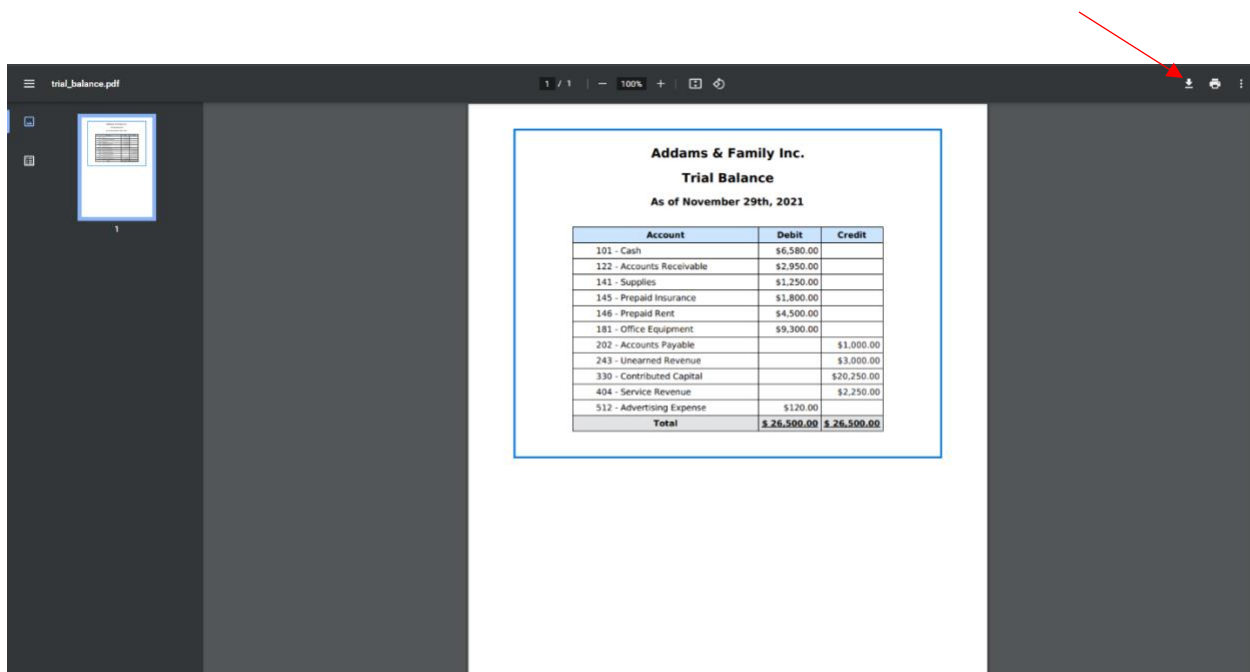
Account	Debit	Credit
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

This will open the report as a PDF in your web browser. Google Chrome is what is being used in this example.

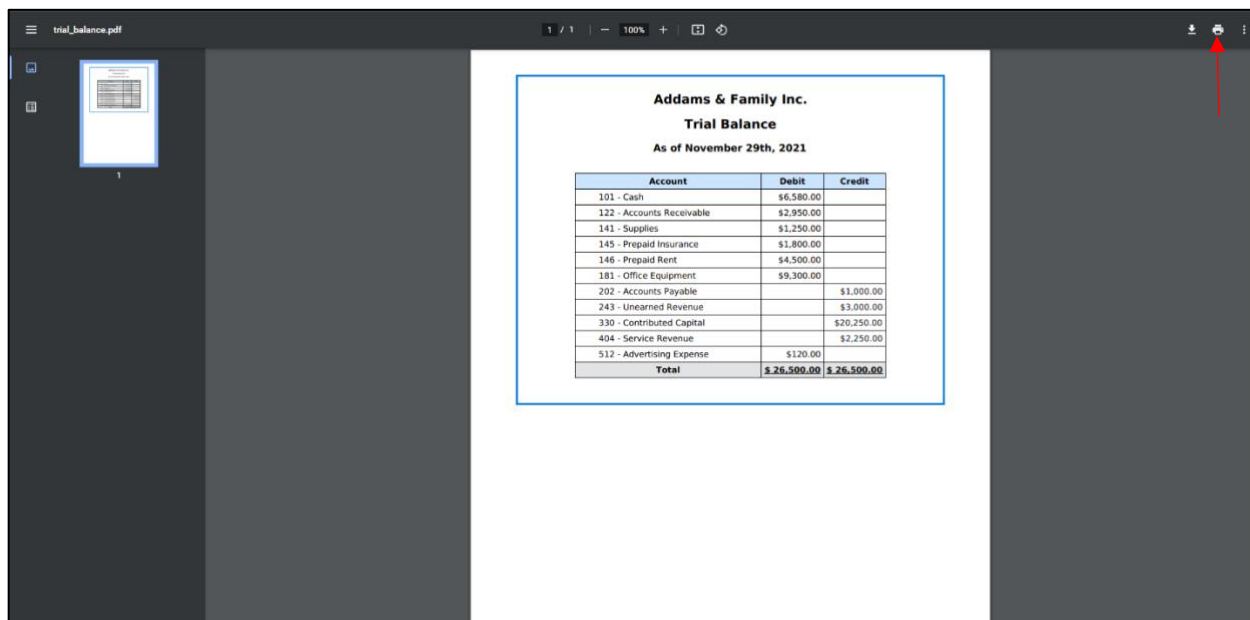
trial\_balance.pdf 1 / 1 100% + -

<b>Addams &amp; Family Inc.</b>		
<b>Trial Balance</b>		
<b>As of November 29th, 2021</b>		
Account	Debit	Credit
101 - Cash	\$6,580.00	
122 - Accounts Receivable	\$2,950.00	
141 - Supplies	\$1,250.00	
145 - Prepaid Insurance	\$1,800.00	
146 - Prepaid Rent	\$4,500.00	
181 - Office Equipment	\$9,300.00	
202 - Accounts Payable		\$1,000.00
243 - Unearned Revenue		\$3,000.00
330 - Contributed Capital		\$20,250.00
404 - Service Revenue		\$2,250.00
512 - Advertising Expense	\$120.00	
<b>Total</b>	<b>\$26,500.00</b>	<b>\$26,500.00</b>

Many web browsers will have a download button when viewing a PDF in a webpage.

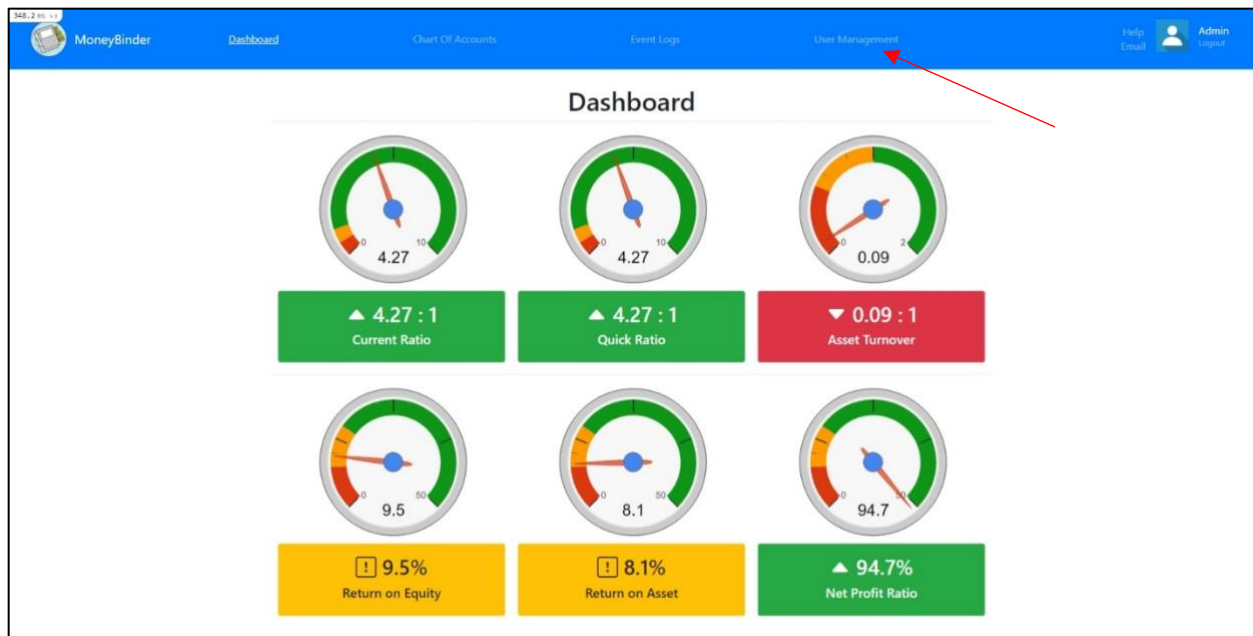


Many web browsers will also have a print button to print PDFs.



## User Management

Only administrators may access the user management page. To get to the user management page, click on the *User Management* link in the navigation bar



The screenshot shows the MoneyBinder User Management page. The top navigation bar includes links for Dashboard, Chart Of Accounts, Event Logs, and User Management (highlighted with a red arrow). The page features a table of users with columns for Username, Email Address, Phone, Address, Role, Active, and Edit. Below the table are buttons for 'Create New User' and 'View Expired Passwords Report'.

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	<a href="#">Edit</a>
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	<a href="#">Edit</a>
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	<a href="#">Edit</a>
EvanD	evanjdillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	<a href="#">Edit</a>
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	<a href="#">Edit</a>
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	<a href="#">Edit</a>
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	<a href="#">Edit</a>

## Find A User

By default, there are 10 entries per page. This can be changed to 25, 50, or 100 entries per page. This can be done by clicking the show entries dropdown and selecting the desired amount per page.

185.2 KB

MoneyBinder

Dashboard

Chart Of Accounts

Event Logs

User Management

Help  
Email

Admin  
Logout

Show 10 entries

Search:

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	Edit
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	Edit
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	Edit
EvanD	evanjillon@gmail.com	7704444444	317 Apple Street	Accountant	true	Edit
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	Edit
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	Edit
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	Edit
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	Edit

Showing 1 to 8 of 8 entries

Previous1Next

Create New UserView Expired Passwords Report

144.2 KB

MoneyBinder

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Help  
Email

Admin  
Logout

Show 10 entries

Search:

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	Edit
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	Edit
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	Edit
EvanD	evanjillon@gmail.com	7704444444	317 Apple Street	Accountant	true	Edit
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	Edit
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	Edit
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	Edit
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	Edit

Showing 1 to 8 of 8 entries

Previous1Next

Create New UserView Expired Passwords Report

**MoneyBinder** | Dashboard | Chart Of Accounts | Event Logs | **User Management** | Help | Email | Admin | Logout

### User Management

Show **25** entries | Search:

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	<a href="#">Edit</a>
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	<a href="#">Edit</a>
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	<a href="#">Edit</a>
EvanD	evanjdillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	<a href="#">Edit</a>
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	<a href="#">Edit</a>
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	<a href="#">Edit</a>
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	<a href="#">Edit</a>

Showing 1 to 8 of 8 entries

[Create New User](#) | [View Expired Passwords Report](#) | [Previous](#) | **1** | [Next](#)

Click on *Previous* to go to the previous page of entries or click on *Next* to go to the next page of entries

**MoneyBinder** | Dashboard | Chart Of Accounts | Event Logs | **User Management** | Help | Email | Admin | Logout

### User Management

Show **10** entries | Search:

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	<a href="#">Edit</a>
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	<a href="#">Edit</a>
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	<a href="#">Edit</a>
EvanD	evanjdillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	<a href="#">Edit</a>
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	<a href="#">Edit</a>
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	<a href="#">Edit</a>
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	<a href="#">Edit</a>

Showing 1 to 8 of 8 entries

[Create New User](#) | [View Expired Passwords Report](#) | [Previous](#) | **1** | [Next](#)

You can also click on a page number to go directly to that page.



The screenshot shows the MoneyBinder User Management interface. At the top, there's a navigation bar with links to Dashboard, Chart Of Accounts, Event Logs, and User Management. The User Management page has a search bar and a table of users. The table has columns for Username, Email Address, Phone, Address, Role, Active, and Edit. There are 8 users listed. Below the table, there's a pagination control showing 'Showing 1 to 8 of 8 entries' and buttons for 'Previous', '1', and 'Next'. A red arrow points to the 'Previous' button.

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	<a href="#">Edit</a>
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	<a href="#">Edit</a>
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	<a href="#">Edit</a>
EvanD	evandillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	<a href="#">Edit</a>
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	<a href="#">Edit</a>
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	<a href="#">Edit</a>
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	<a href="#">Edit</a>

Showing 1 to 8 of 8 entries

[Create New User](#) [View Expired Passwords Report](#) [Previous](#) [1](#) [Next](#)

The search box can be used to find a user more easily. Type any identifiable information, such as username or email address, into the search box and all accounts that have a field with that text in it will display in the results.

The screenshot shows the MoneyBinder User Management interface with the search box filled with 'EvanD'. The table now only displays one user, EvanD. The pagination control shows 'Showing 1 to 1 of 1 entries (filtered from 8 total entries)'. A red arrow points to the search box.

Username	Email Address	Phone	Address	Role	Active	Edit
EvanD	evandillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>

Showing 1 to 1 of 1 entries (filtered from 8 total entries)

[Create New User](#) [View Expired Passwords Report](#) [Previous](#) [1](#) [Next](#)

## View Expired Users

Expired users can be viewed by navigating to the user management page and clicking on *View Expired Passwords Report*.

185.2 m -

MoneyBinder Dashboard Chart Of Accounts Event Logs **User Management** Help Email Admin Logout

## User Management

Show 10 entries Search:

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	<a href="#">Edit</a>
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	<a href="#">Edit</a>
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	<a href="#">Edit</a>
EvanD	evanjillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	<a href="#">Edit</a>
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	<a href="#">Edit</a>
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	<a href="#">Edit</a>
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	<a href="#">Edit</a>

Showing 1 to 8 of 8 entries

[Create New User](#) [View Expired Passwords Report](#) Previous 1 Next

126.3 m -

MoneyBinder Dashboard Chart Of Accounts Event Logs **User Management** Help Email Admin Logout

**This is a list of users with passwords that are either soon to or already expired.  
Please be sure to notify them to change their password as soon as possible.**

Show 10 entries Search:

Username	Email	Days Left	Role
Accountant	testAccountant@gmail.com	30 days	Accountant
Admin	testAdmin@gmail.com	30 days	Administrator
ashein1021	ashein60@gmail.com	30 days	Accountant
EvanD	evanjillon@gmail.com	0 days	Accountant
ExpiredUser	testExpired@gmail.com	0 days	Manager
jdiaz35	Cuizonix@gmail.com	2 days	Accountant
khighers1021	kathrynhighers@gmail.com	2 days	Manager
Manager	testManager@gmail.com	30 days	Manager

Showing 1 to 8 of 8 entries

[Back to User Management](#) Previous 1 Next

This shows all users that will soon have passwords expire, or already have had their passwords expired. Finding users in this report is the same as finding them in the user management page. To go back to the user management page, click on the *Back to User Management* link.



**User Management**

Show 10 entries Search:

Username	Email Address	Phone	Address	Role	Active	Edit
Accountant	testAccountant@gmail.com	7705555555	555 Test Street	Accountant	true	<a href="#">Edit</a>
Admin	testAdmin@gmail.com	7705555555	555 Test Street	Administrator	true	<a href="#">Edit</a>
ashein1021	ashein60@gmail.com	7777777777	645 Fire Street	Accountant	true	<a href="#">Edit</a>
EvanD	evanjillon@gmail.com	7704444444	317 Apple Street	Accountant	true	<a href="#">Edit</a>
ExpiredUser	testExpired@gmail.com	5555555555	123 Some Street	Manager	true	<a href="#">Edit</a>
jdiaz35	Cuizonix@gmail.com	5555555555	123 Sesame Street	Accountant	true	<a href="#">Edit</a>
khighers1021	kathrynhighers@gmail.com	5555555555	123 Sesame Street	Manager	true	<a href="#">Edit</a>
Manager	testManager@gmail.com	7705555555	555 Test Street	Manager	true	<a href="#">Edit</a>

Showing 1 to 8 of 8 entries Previous 1 Next

[Create New User](#) [View Expired Passwords Report](#)

## Edit An Existing User

**Edit User**

Username  
Accountant

First name  
Accountant

Last name  
User

Email  
testAccountant@gmail.com

Phone number  
7705555555

Address  
555 Test Street

Role Accountant Activate ☒

In what city were you born?  
DC

Suspend user until:  
Date:  Time:

[Submit](#)

[Back to User Management](#)

All the information that was entered during account creation can be changed, with exception of the user's password. The edit user page can also suspend a user immediately until a specified date and time.

144.6 KB

MoneyBinder

Dashboard

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## Edit User

Username

Accountant

First name

Accountant

Last name

User

Email

testAccountant@gmail.com

Phone number

7705555555

Address

555 Test Street

Role

Accountant

Activate

☒

In what city were you born?

DC

Suspend user until:

Date:

Time:

Submit

Back to User Management

Make the necessary changes to the user account and click on *Submit* to save the changes and go back to the user management page or click on *Back to User Management* to discard the changes and go back to the user management page.