MoneyBinder
USER MANUAL
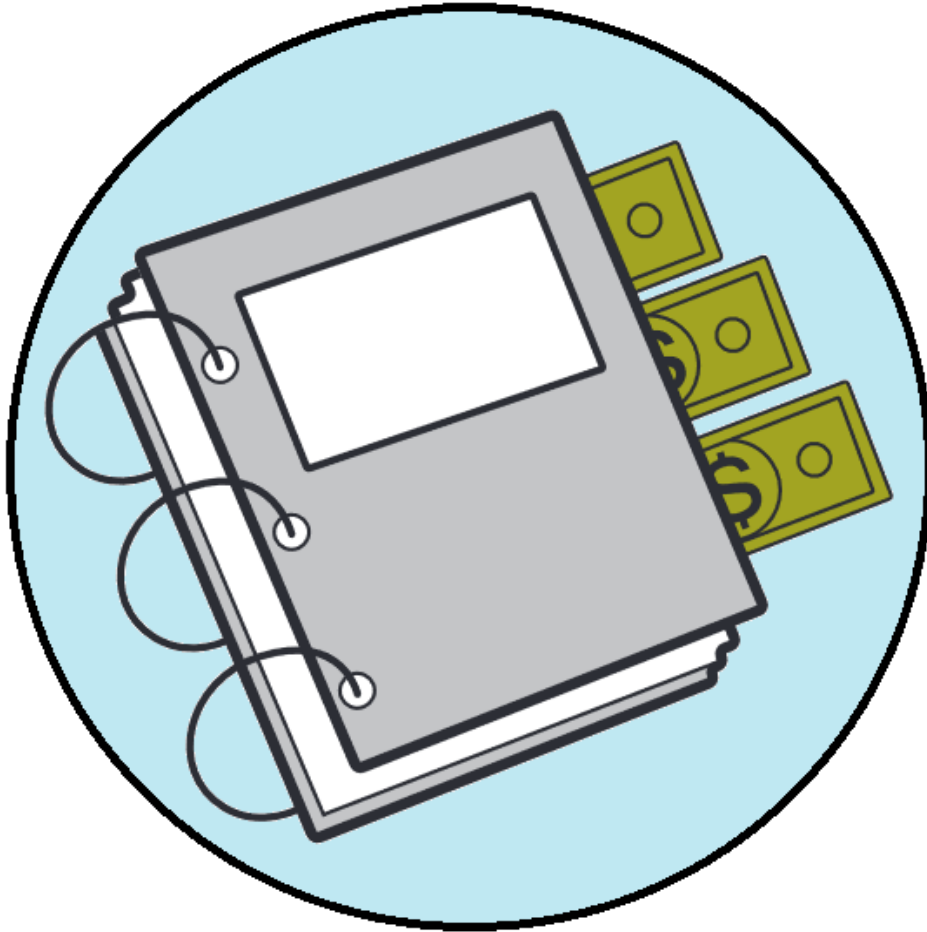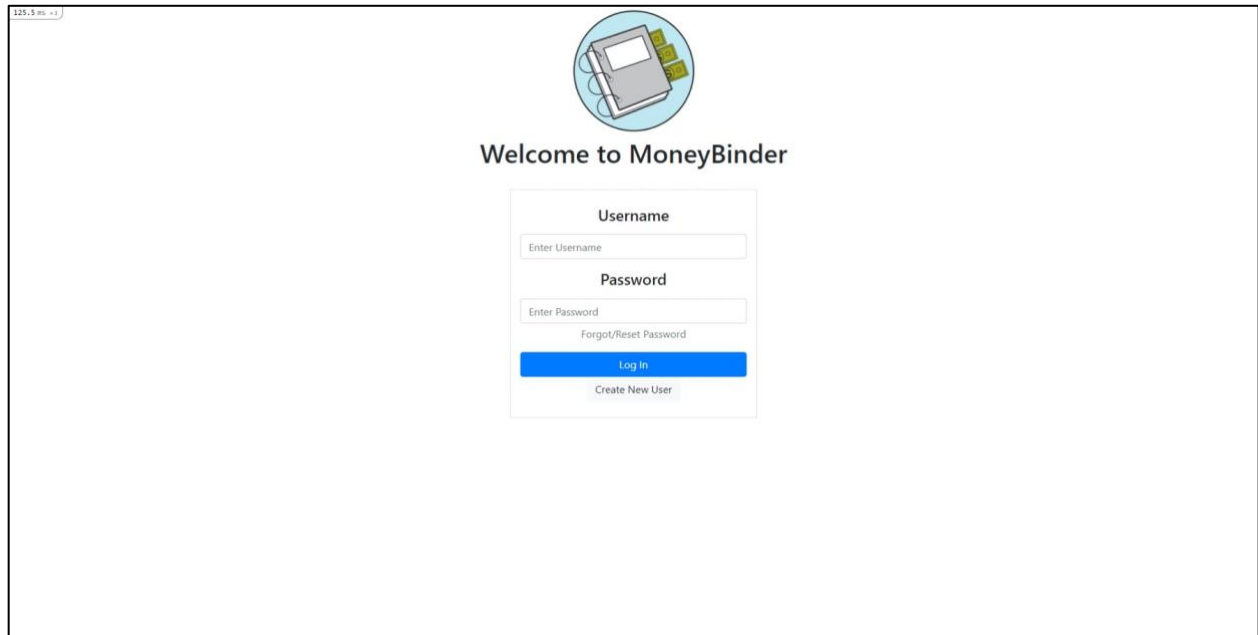
Table of Contents

Sign In

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

Create A New User

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

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

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.

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.

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.

Create New User Account

First name | Last name
John | Smith

Password
············

Email | Phone number
jsmith88@gmail.com | 4042314455

Address
123 Example Street

Role Accountant ▾   Activate ☑

Security Questions In what city were you born? ▾

Atlanta
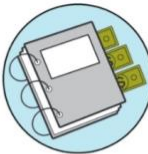
Submit

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.

Welcome to MoneyBinder

Username
Accountant

Password
········

Forgot/Reset Password
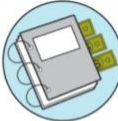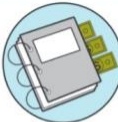
Log In

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.

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

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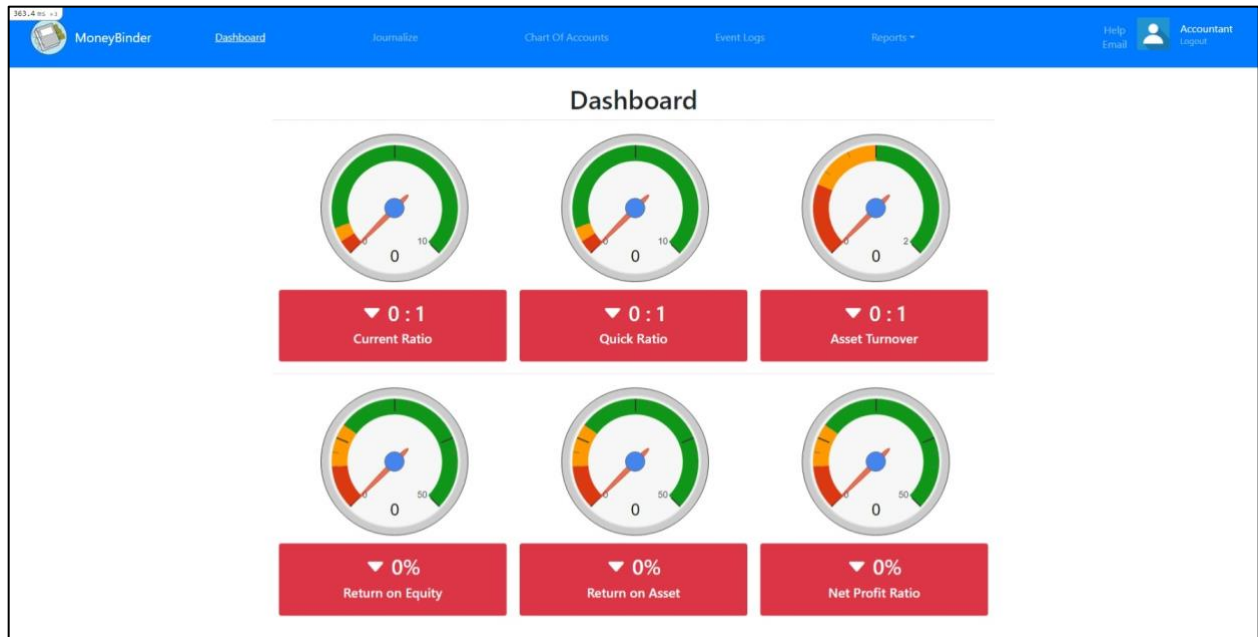
Reset Password

Click on the *Forgot/Reset Password* link

This will take you to the forgot password web page.

Forgot Password

Email address

Enter your email

Submit

Back to Login

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

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.

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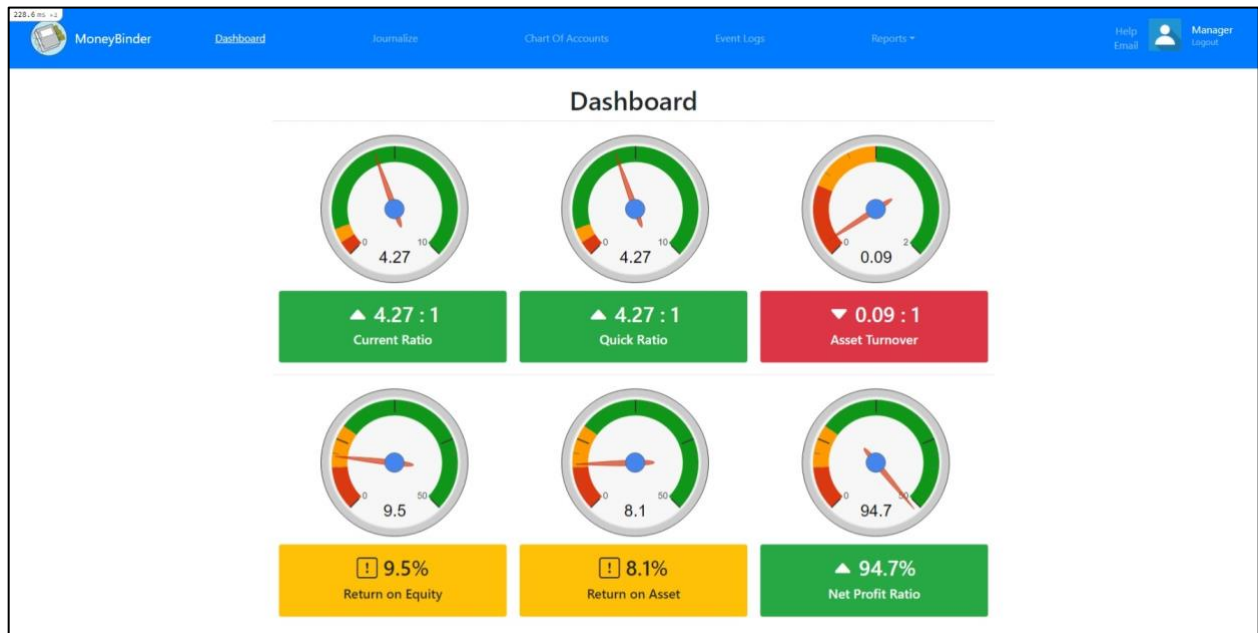
You can return to the dashboard at any time by clicking on *Dashboard* in the navigation bar.
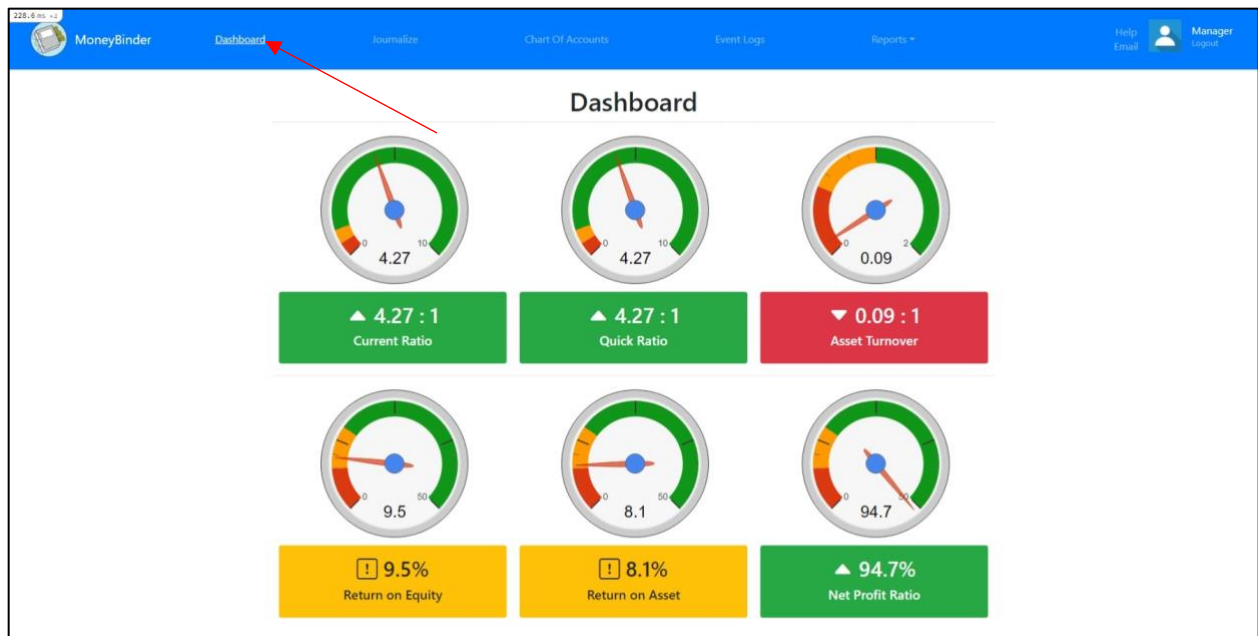
The Navigation Bar

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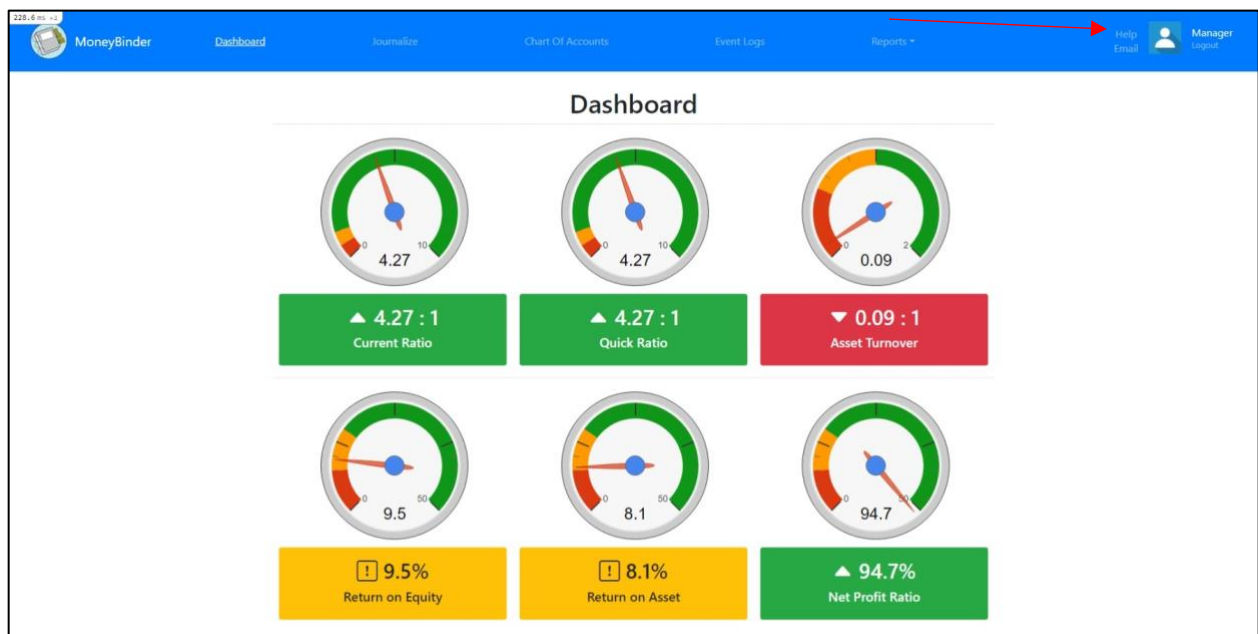
The rest of the links in the navigation bar will be covered in detail below.

Email Another User

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

Find A User

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.

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	evanjdillon@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   Previous   1   Next

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

Email

Show 10 ▼ entries   Search:
        10
  Use   25   ▲   **Email Address**   ⇕   **Email**   ⇕
        50
  Acco 100   testAccountant@gmail.com   Email

  Admin   testAdmin@gmail.com   Email

  ashein1021   ashein60@gmail.com   Email

  EvanD   evanjdillon@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   Previous   1   Next

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

Email

Show 25 ▼ entries   Search:

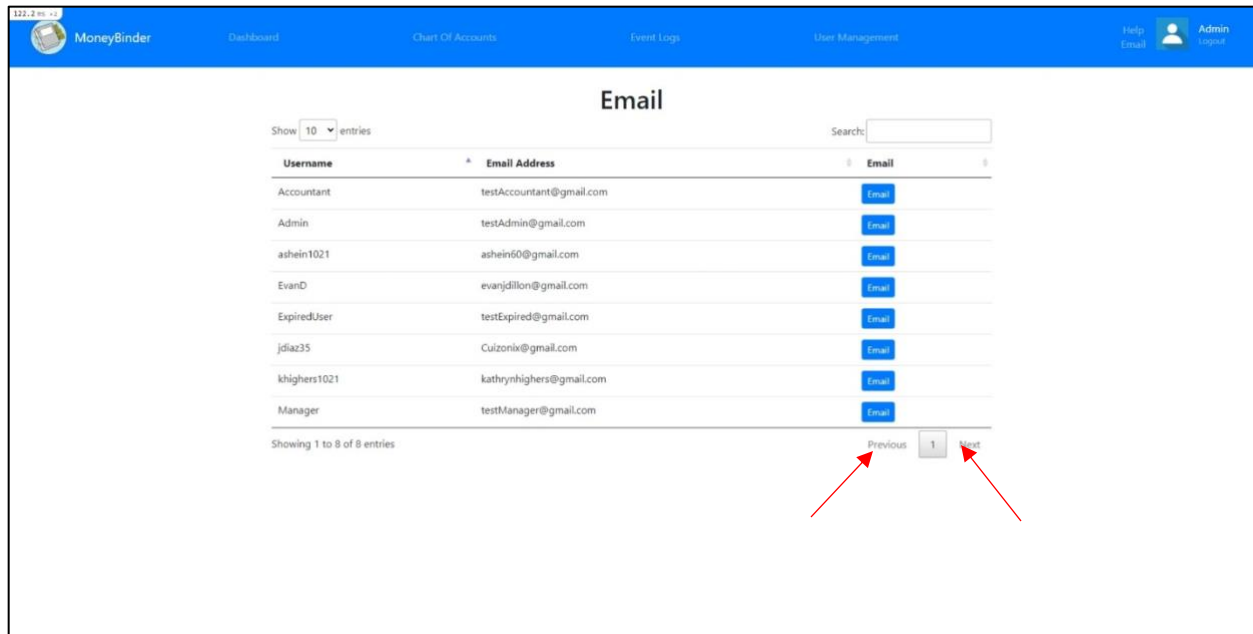| **Username**	**Email Address**	**Email**
Accountant	testAccountant@gmail.com	Email
Admin	testAdmin@gmail.com	Email
ashein1021	ashein60@gmail.com	Email
EvanD	evanjdillon@gmail.com	Email
ExpiredUser	testExpired@gmail.com	Email
jdiaz35	Cuizonix@gmail.com	Email
khighers1021	kathrynhighers@gmail.com	Email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

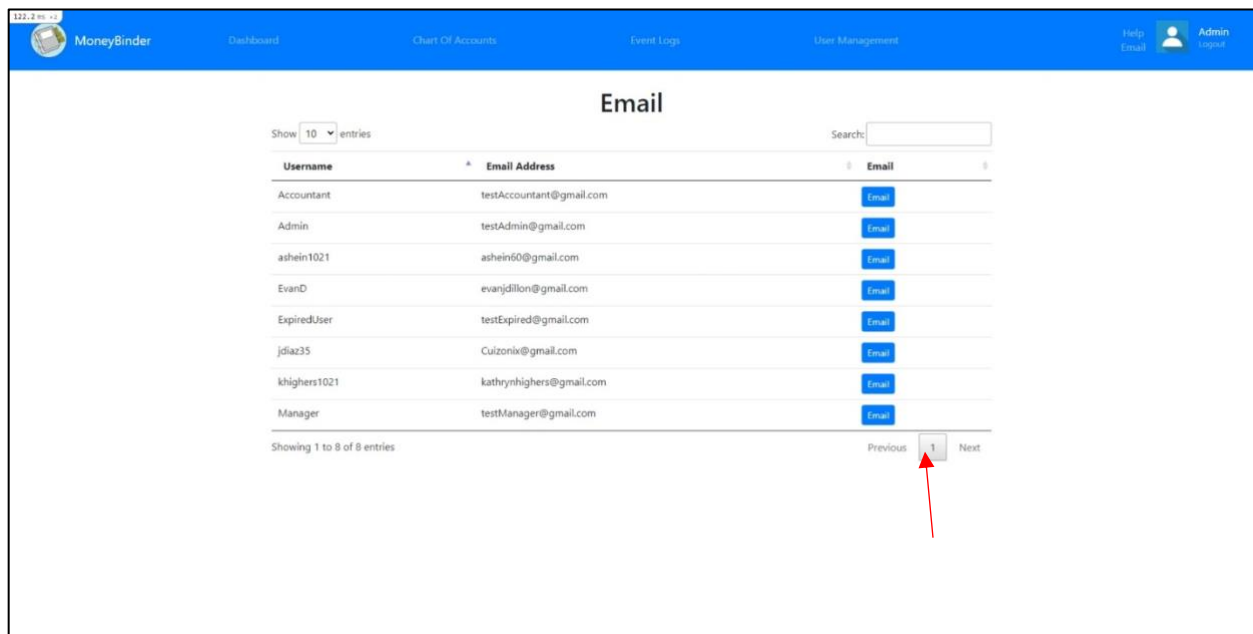Showing 1 to 8 of 8 entries   Previous   1   Next

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.

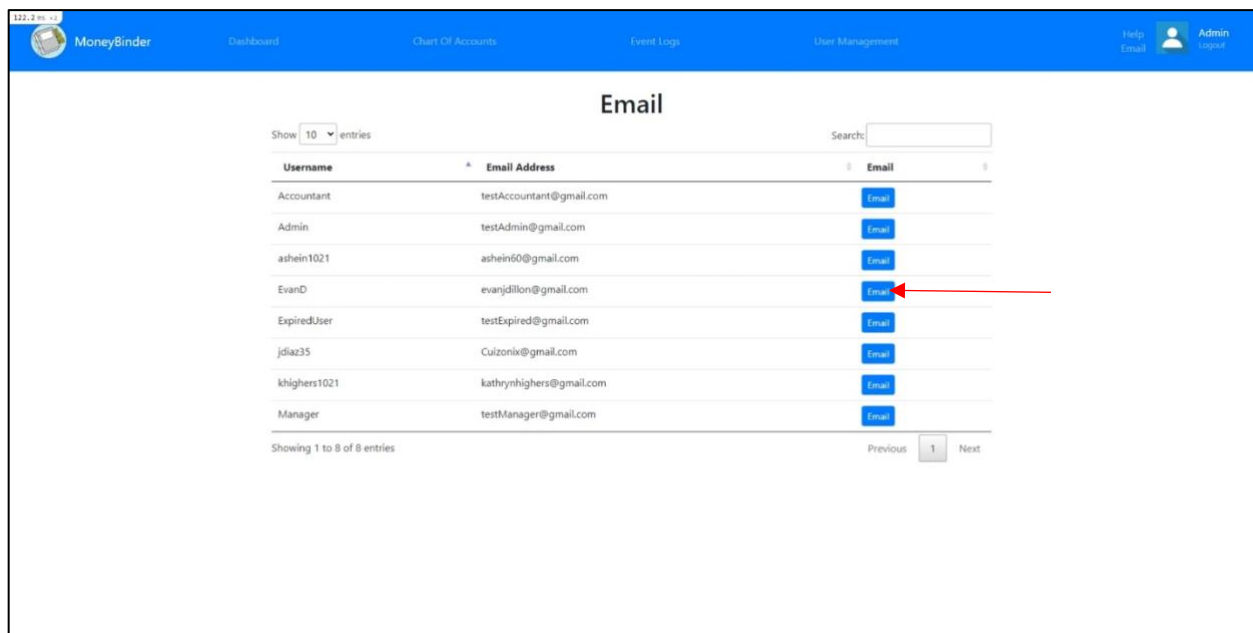Clicking on a page number will take you straight to that page.

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.
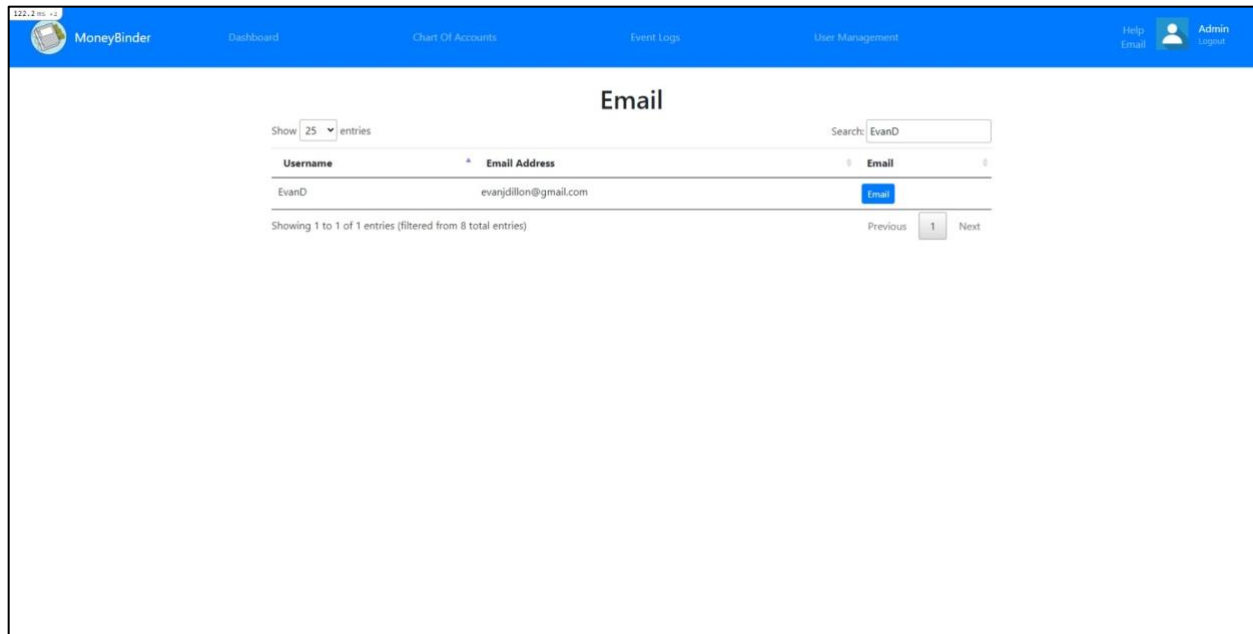
Send Email

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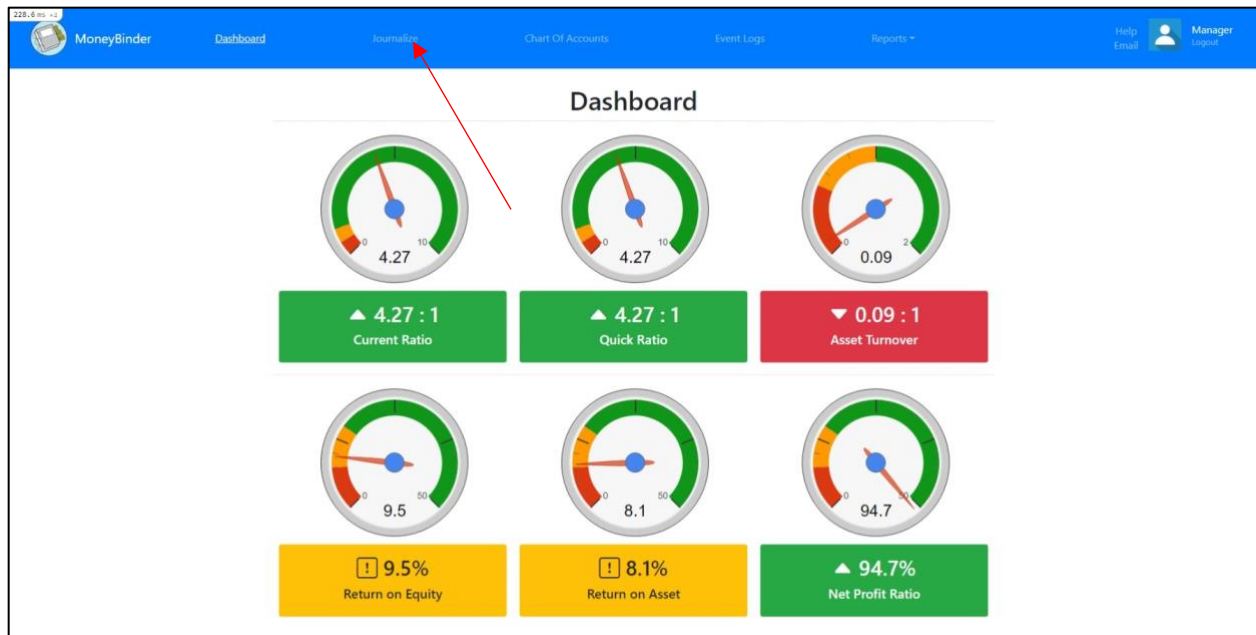

This will open the default email application on your device and populate the address with the user's email.

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

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.

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.

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

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

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.

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.

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

The same thing can be done for the year.

Clicking on *Filter Status* will allow you to filter by the status of each journal entry. You can show all journal entries, only approved journal entries, only declined journal entries, and only pending journal entries.

Create A Journal Entry

To create a new journal entry, click on *New Entry*.

This will take you to the new journal entry page.

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.

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

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

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.

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.

MoneyBinder   Dashboard   Journalize   Chart Of Accounts   Event Logs   Reports ▾   Help   Email   Manager   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 Approve Decline	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 Approve Decline	Regular	Accountant	146 - Prepaid Rent 101 - Cash	$4,500.00	$4,500.00	Pending
2021-04-04 Approve Decline	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	$1,800.00	$1,800.00	Pending
2021-04-06 Approve Decline	Regular	Accountant	101 - Cash 243 - Unearned Revenue	$3,000.00	$3,000.00	Pending
2021-04-07 Approve Decline	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	$1,800.00	$1,800.00	Pending
2021-04-08 Approve Decline	Regular	Accountant	101 - Cash 122 - Accounts Receivable	$800.00	$800.00	Pending
2021-04-11 Approve Decline	Regular	Accountant	512 - Advertising Expense 101 - Cash	$120.00	$120.00	Pending
2021-04-12 Approve Decline	Regular	Accountant	202 - Accounts Payable 101 - Cash	$800.00	$800.00	Pending
2021-04-15 Approve Decline	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	$2,250.00	$2,250.00	Pending
2021-04-15 Approve Decline	Regular	Accountant	550 - Salaries Expense 101 - Cash	$400.00	$400.00	Pending

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

When an entry is declined a reason must be given.

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*.

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

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	 $20,250.00	Approved
2021-04-04	Regular	Accountant	146 - Prepaid Rent 101 - Cash	$4,500.00	 $4,500.00	Declined
2021-04-04 Approve Decline	Regular	Accountant	145 - Prepaid Insurance 101 - Cash	$1,800.00	 $1,800.00	Pending
2021-04-06 Approve Decline	Regular	Accountant	101 - Cash 243 - Unearned Revenue	$3,000.00	 $3,000.00	Pending
2021-04-07 Approve Decline	Regular	Accountant	181 - Office Equipment 202 - Accounts Payable	$1,800.00	 $1,800.00	Pending
2021-04-08 Approve Decline	Regular	Accountant	101 - Cash 122 - Accounts Receivable	$800.00	 $800.00	Pending
2021-04-11 Approve Decline	Regular	Accountant	512 - Advertising Expense 101 - Cash	$120.00	 $120.00	Pending
2021-04-12 Approve Decline	Regular	Accountant	202 - Accounts Payable 101 - Cash	$800.00	 $800.00	Pending
2021-04-15 Approve Decline	Regular	Accountant	122 - Accounts Receivable 404 - Service Revenue	$2,250.00	 $2,250.00	Pending
2021-04-15 Approve Decline	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.
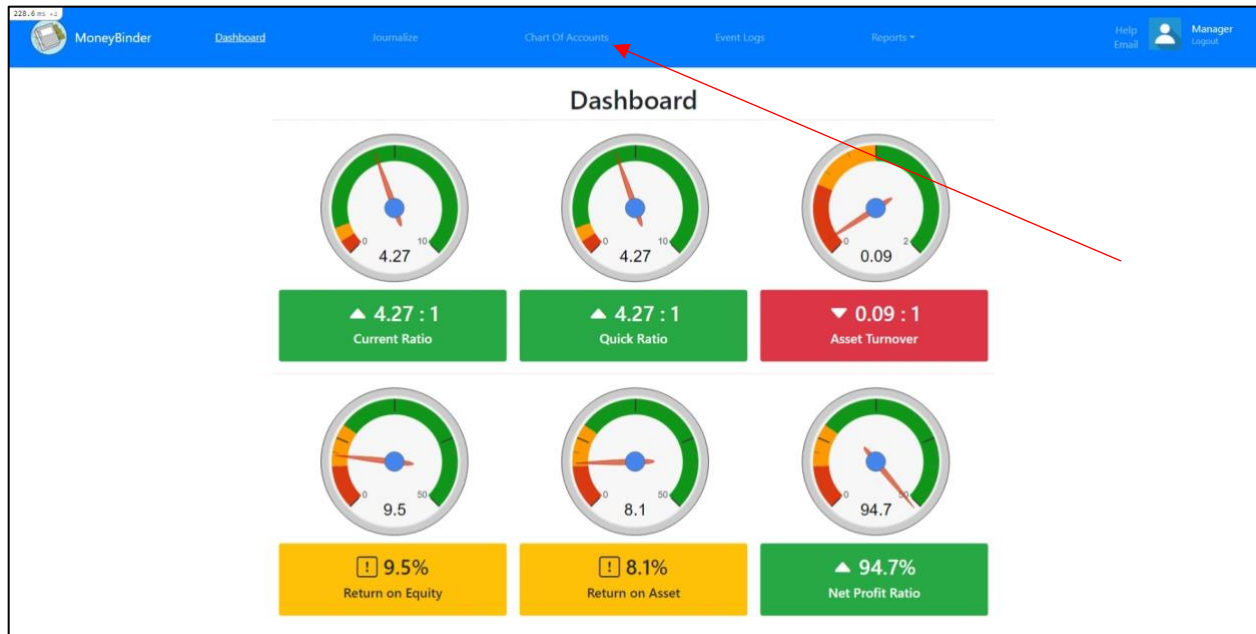
From here you can see all the accounts that exist in the Chart of Accounts.

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.

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 1 2 3 4 5 … 8 Next

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.

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

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 1 2 3 4 5 ... 8 Next

---

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

Chart of Accounts

$ Min $ Max

Show 10 ▼ entries   Search:

10
25
50
100

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 1 2 3 4 5 ... 8 Next

Chart of Accounts

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

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

Chart of Accounts

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

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

Chart of Accounts

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.

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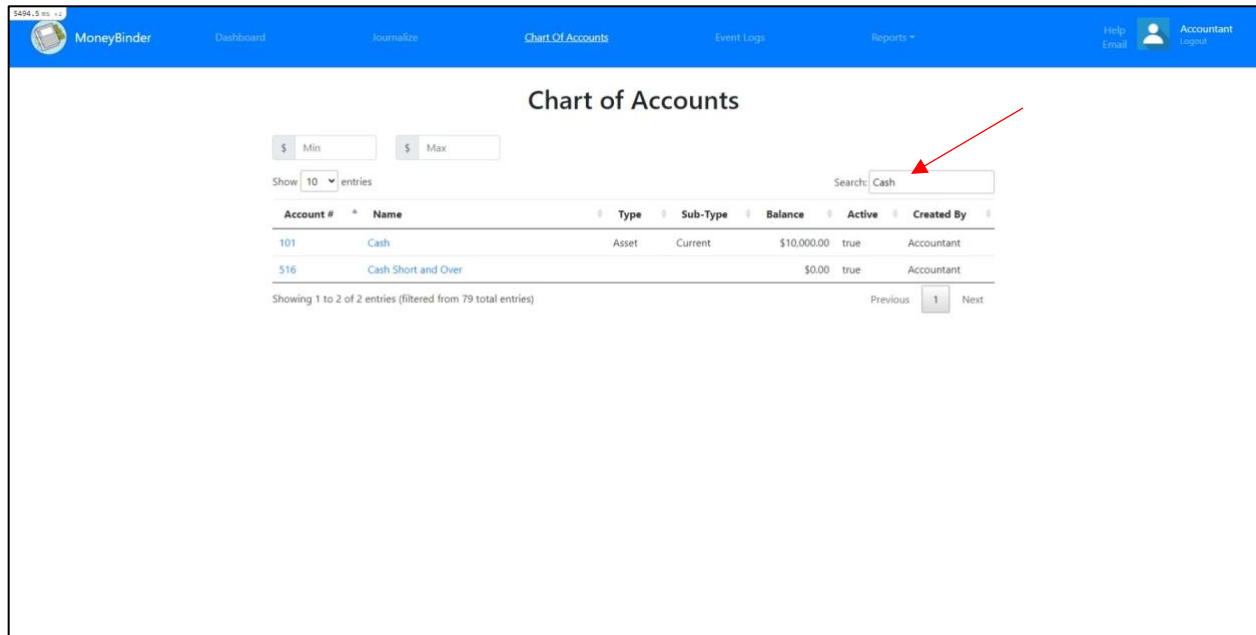
Account #	Name	Type	Sub-Type	Balance	Active	Created By
122	Accounts Receivable	Asset	Current	$1,500.00	true	Accountant
181	Office Equipment	Asset	Long Term	$7,500.00	true	Accountant

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.

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

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

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

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

101 - Cash

← Back

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

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

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 my administrators. When administrators go to the Chart of Accounts page, they will see a *Create New Account* button.

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.

Edit An Account

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

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

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.

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*.
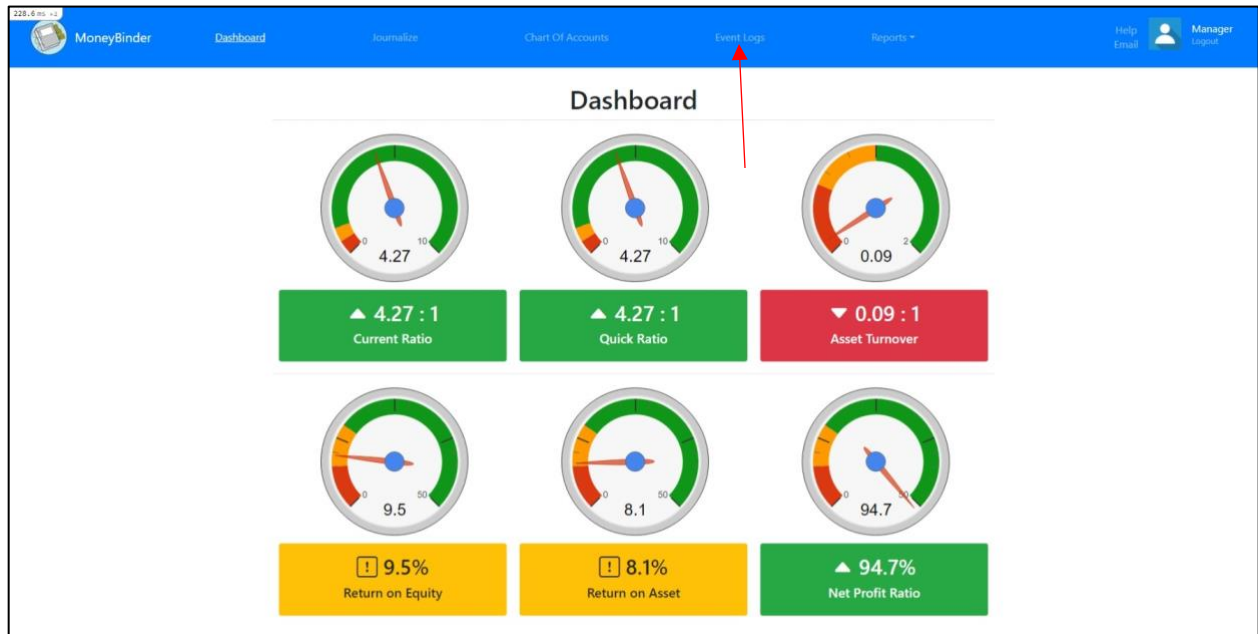
Account Logs

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

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.

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

Entry Logs

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

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

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.

Reports

Viewing Reports

To access financial reports, click on the *Reports* dropdown in the navigation bar.
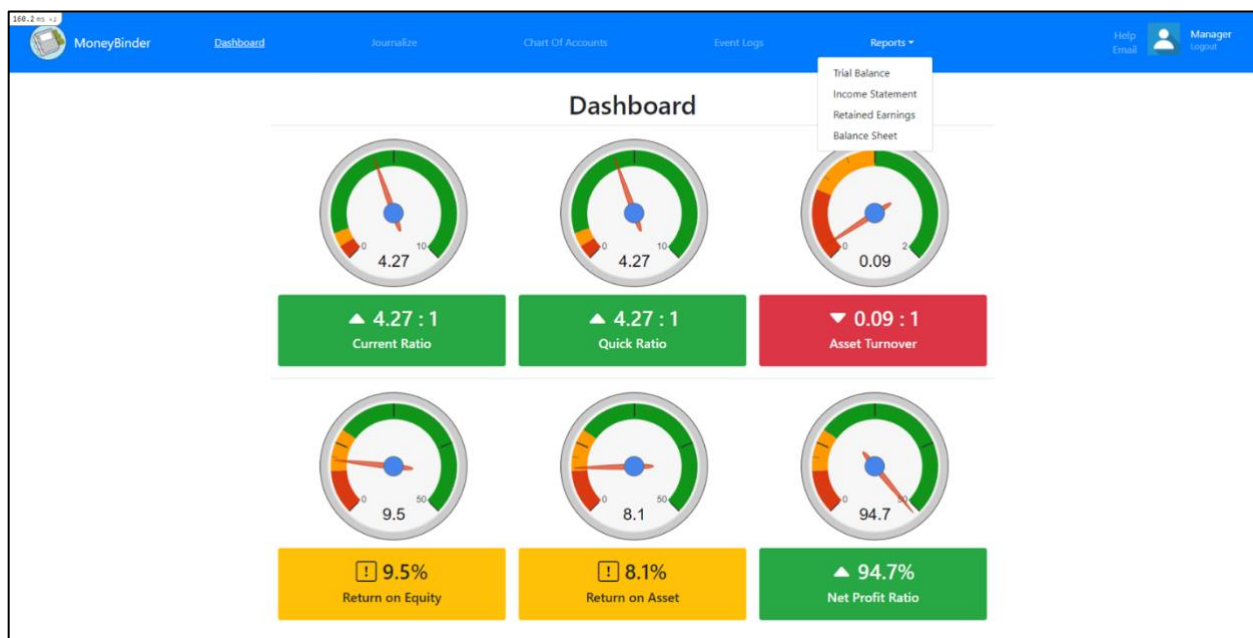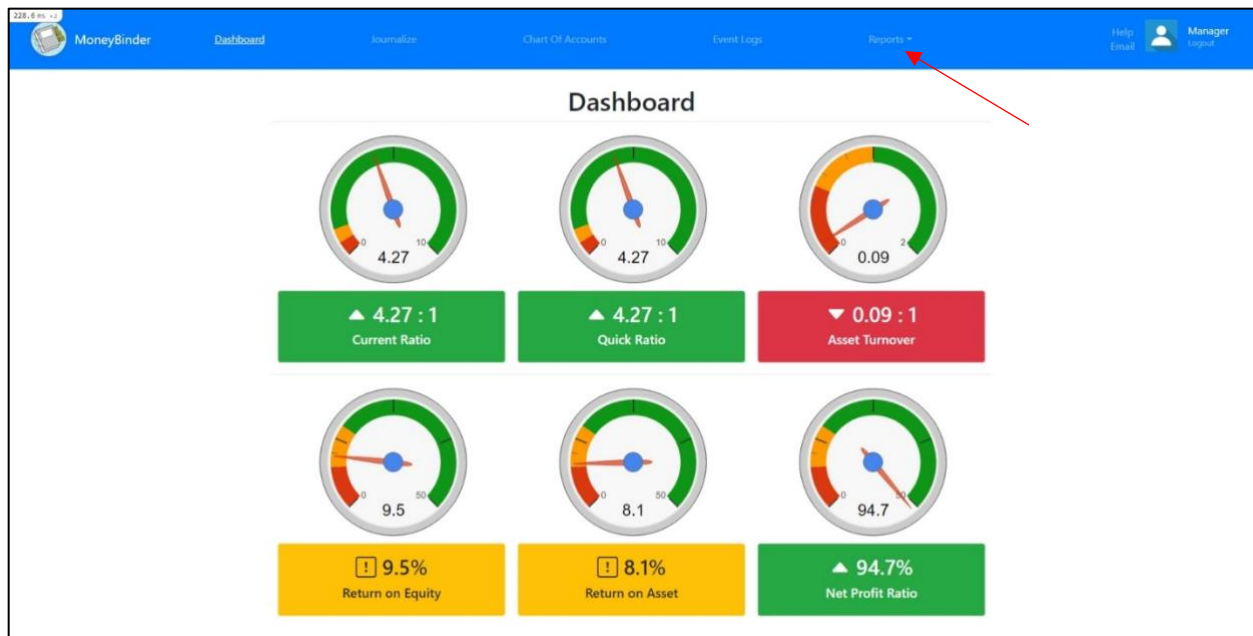
Click on the report you want to go to it. Trial Balanced will be used in this example.

Emailing Reports

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.

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

Save Reports As PDFs

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

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

Many web browsers will have a download button when viewing a PDF in a webpage.
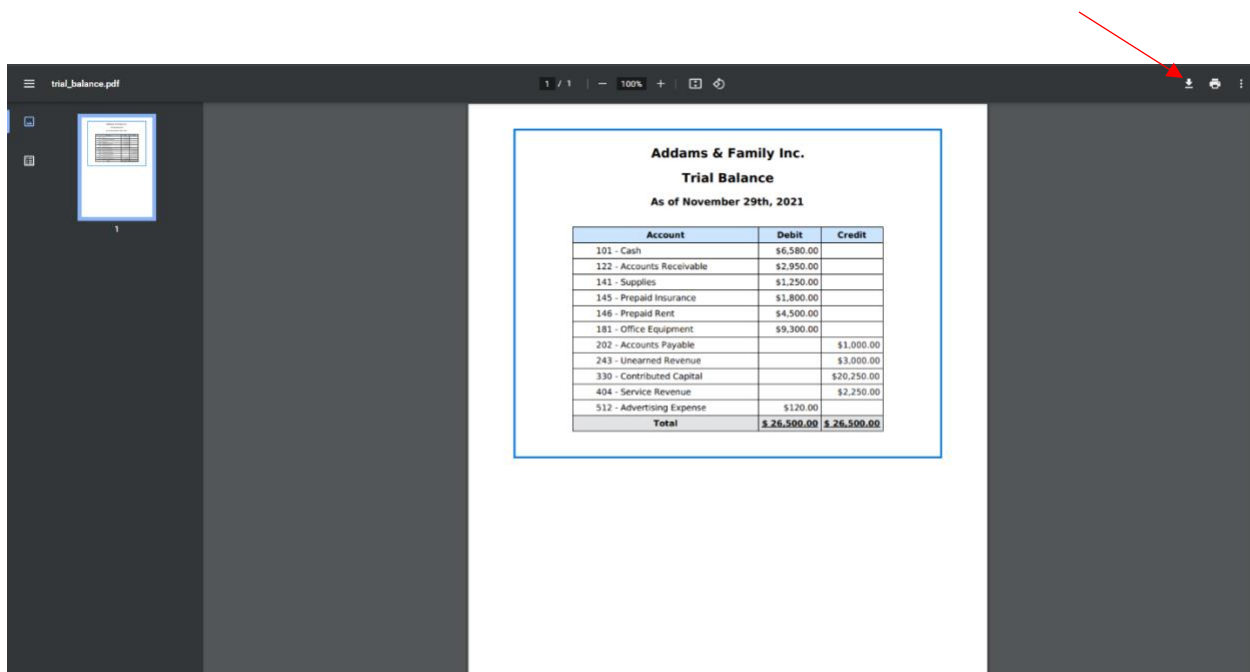
Many web browsers will also have a print button to print PDFs.
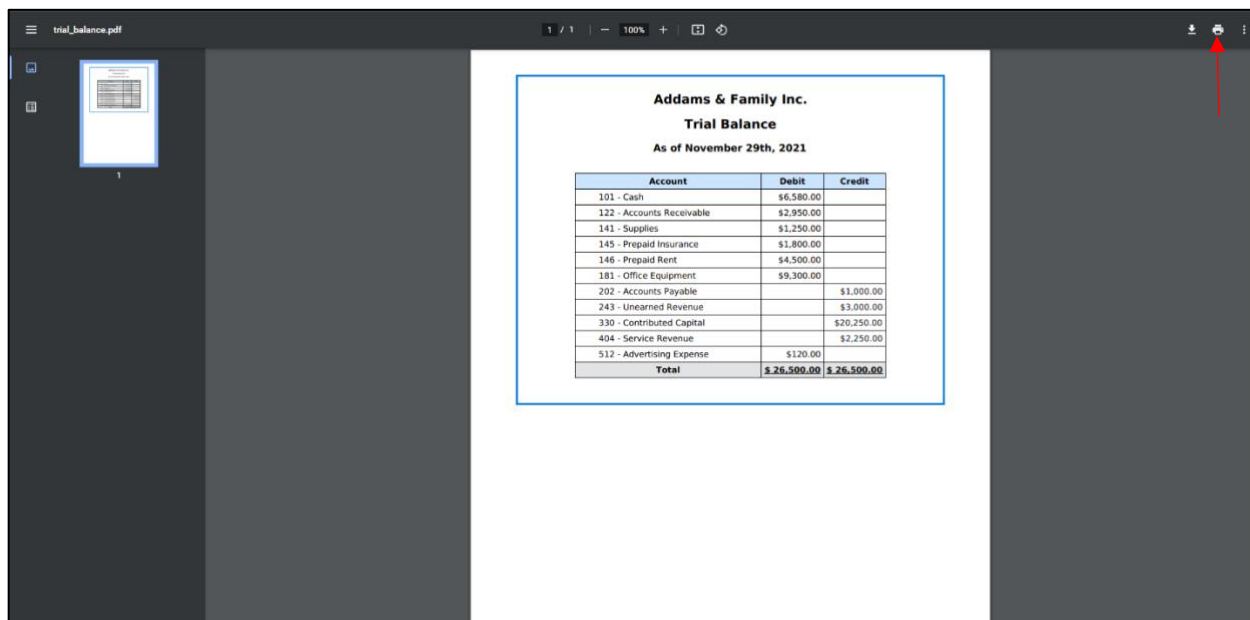
User Management

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
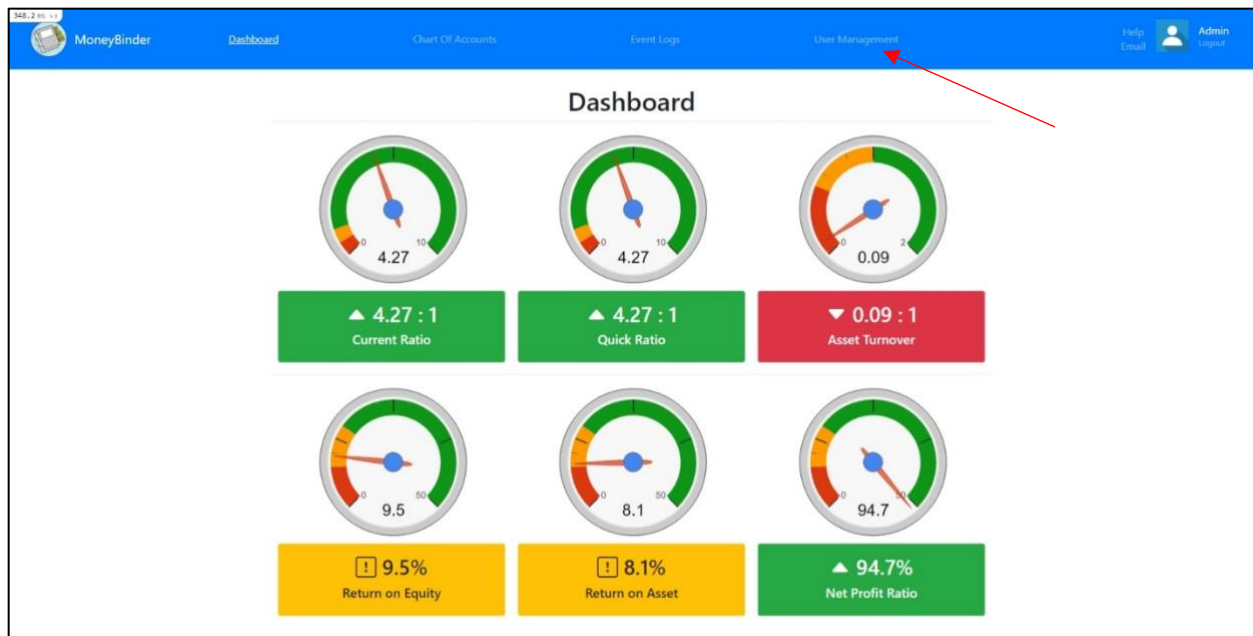
Find A User

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.

User Management

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	evanjdillon@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   Previous 1 Next

[Create New User]   [View Expired Passwords Report]

User Management

Show 10 entries   Search: [   ]
   10
   25
   50
   100

Username	Email Address	Phone	Address	Role	Active	Edit
Acco	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	evanjdillon@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   Previous 1 Next

[Create New User]   [View Expired Passwords Report]

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

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

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.

View Expired Users

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

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.

Create A New User

To create a new user, click on the *Create New User* button.

This will take you to the create new user page and ask you to fill out the same information as shown in the create new user section of the manual.

An existing user can be edited by clicking on the *Edit* button in the same row as that User.

Edit An Existing User

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.

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.