

# ADMIN FINANCE MODULE

## Image

The screenshot shows the 'ADD TRANSACTION' form within the ACM Admin Finance Module. The form is titled 'ADD TRANSACTION' and 'Association For Computing Machinery (ACM)'. It has a sidebar on the left with 'Membership', 'Finance', 'Events', and 'Accounts' options. The 'Finance' option is selected. The form fields are: Student ID (201410867), Term (1 Term, SY 20152019), Amount (2000), Type (Registration Fee), and Remarks (123123123). A 'SUBMIT' button is located at the bottom right of the form.

## Steps

### Adding Transaction

1. Click the Finance on the sidebar
2. Click the Add + Button on the Menu and Another submenu will appear and click Add Transaction.
3. Add transaction field will appear and enter all the necessary information needed and Click Submit. A prompt will appear about the result of your action.

The screenshot shows the 'ADD EXPENSE' form within the ACM Admin Finance Module. At the top, there is a summary table:

TOTAL BUDGET	TOTAL EXPENSE	REMAINING BUDGET
2000	1000	4000

Below the table is the 'ADD EXPENSE' form, titled 'ADD EXPENSE' and 'Association For Computing Machinery (ACM)'. It has a sidebar on the left with 'Membership', 'Finance', 'Events', and 'Accounts' options. The 'Finance' option is selected. The form fields are: Term (2 Term, SY 0), Amount, Enter Account, and Remarks. A 'SUBMIT' button is located at the bottom right of the form.

### Adding Expense

1. Click the Finance on the sidebar
2. Click the Add + Button on the Menu and Another submenu will appear and click Add Expense.
3. Add transaction field will appear and enter all the necessary information needed and Click Submit. A prompt will appear about the result of your action.

Reference ID	Type	Amount	Term	SY	Remarks	Date of Transaction
11	Renewal	100	1	20182019	11111	2018-06-29 16:40:14
12	T-Shirt	500	1	20182019	yeah	2018-06-29 22:10:12
13	Sponsor	2500	1	20182019	ahudhof	2018-06-30 10:39:14
14	Renewal	180	1	20182019	sdflg	2018-06-30 10:39:27
15	T-Shirt	500	1	20182019	fablgl	2018-06-30 10:39:47
16	Registration Fee	200	1	20182019	fjflgl	2018-06-30 10:40:07
17	T-Shirt	500	2	0	sdflg	2018-06-30 10:40:23
18	T-Shirt	500	2	0	sdflg	2018-06-30 10:40:32
19	Registration Fee	2000	1	20182019	123123123	2018-06-30 13:43:47

## View Transaction Report

1. Click the Transaction Report Button on the Menu.
2. Transaction Reports Will Appear

Reference ID	Type	Amount	Term	SY	Remarks	Date of Transaction
11	Renewal	100	1	20182019	11111	2018-06-29 16:40:14
12	T-Shirt	500	1	20182019	yeah	2018-06-29 22:10:12
13	Sponsor	2500	1	20182019	ahudhof	2018-06-30 10:39:14
14	Renewal	180	1	20182019	sdflg	2018-06-30 10:39:27
15	T-Shirt	500	1	20182019	fablgl	2018-06-30 10:39:47
16	Registration Fee	200	1	20182019	fjflgl	2018-06-30 10:40:07
17	T-Shirt	500	2	0	sdflg	2018-06-30 10:40:23
18	T-Shirt	500	2	0	sdflg	2018-06-30 10:40:32
19	Registration Fee	2000	1	20182019	123123123	2018-06-30 13:43:47

## Filtered Transaction Report View

1. On the Transaction report page input **term** and **sy** and if you want to search by an ID enter a ID and Click The Button
2. Sorted Transaction Report will be shown.

Reference ID	Type	Amount	Term	SY	purpose	Date of Transaction
2		500	1	20182019	test	2018-06-29 16:40:07
3		500	1	20182019	for testing	2018-06-30 12:58:17


## View Expense Report

1. Click the Expense Report on the menu
2. Expense Report will be shown.

Reference ID	Type	Amount	Term	SY	purpose	Date of Transaction
2		500	1	20182019	test	2018-06-29 16:40:07
3		500	1	20182019	for testing	2018-06-30 12:58:17

## Filtered View Expense Report

1. On the Expense report page input **term** and **sy** and if you want to search by an ID enter a ID and Click The Button
2. Sorted Expense Report will be shown



Membership

Finance

Events

Accounts

LOG OUT


Overall Report

Transaction Report

Expense Report


ADD

OVERALL REPORT




OVERALL REPORT  
40% (1000.00)

TRANSACTION REPORT



TRANSACTION REPORT  
20% (500.00)

EXPENSE REPORT



EXPENSE REPORT  
0% (0.00)

**View Overall Report**

1. Click the Overall Report on the menu

2. Overall Report will be shown.