Help!

Income Code List

- 50109 Other Income
- 50287 Credit Card Sales

Expense Code List

- 61123 Contract Faculty
- 61225 Student
- 62210 Minor Equipment
- 62241 Office Supplies
- 62245 Computer Equipment < $5,000
- 62249 Minor Software < $100,000
- 62255 Promotional Aids
- 62280 Program Expense
- 62282 Ink
- 62315 Advertising-Newspaper Non Re
- 62817 Meetings & Conference Costs
- 62852 Bank Service Charge

Tabs

- Overview
    - Master Account Balance
        - -The middle of this page shows info regarding the current master account balance and fees.
    - Change Account Info Button
        - -Clicking this button lets you change your own user information.
- Accounts
    - Set Account Button
        - -Selecting an account above and then clicking this button sorts through all transactions and only shows ones associated with the selected account.
    - Set Data Range Button
        - -Selecting a start range and an end range above, followed by clicking this button sorts through all transactions and only shows those that fall between the selected data range.
    - Create Transaction Button
        - -This button lets you create a new transaction.
    - Edit Transaction Button
        - -Selecting a transaction and then clicking this button allows you to edit a past transaction.
    - Examine Transaction Button
        - -Selecting a transaction and then clicking this button lets you view all the details of the selected transaction.
    - Delete Transaction Button
        - -Selecting a transaction and then clicking this button lets you delete a transaction.
- Accounts Manager
    - Create Account Button

-Clicking this button allows you to create a new user. All fields must be filled out correctly in order for an account to be created correctly.

Edit Account Button

-Selecting an account and then clicking this button brings up the current account info and allows you to make changes to it.

Manage Permissions Button

- DOESN'T WORK YET

Examine Account Button

-Selecting an account and then clicking this button brings up the info about the selected account.

Delete Account Button

-Selecting an account and then clicking this button allows you to delete an account.

Users Manager

Create User Button

-Clicking this button allows you to create a user. Fill in all of the fields to successfully create a new user.

Edit User Button

-By selecting a user and then clicking this button you are able to edit the user's information.

Examine User Button

-Clicking this button lets you view the info about the selected user.

Delete User Button

-By selecting a user and then clicking this button you are able to delete a user.

Fees Manager

Create Fee Button

-This button lets you create a new fee type. You must be fill in a name, description, and amount for the fee, and select if the amount is a percent or flat rate in order to successfully make a new fee.

Edit Fee Button

- By selecting a fee and then clicking this button you are able to edit the details of the fee.

Examine Fee Button

- By selecting a fee and then clicking this button you are able to view the details of the selected fee.

Delete Fee Button

- Selecting a fee and clicking this button results in you deleting the fee.

Codes Manager

Create code Button

-This button allows the user to create a new transaction code. Code must be 5 digits and description field must be filled out to successfully create a code.

Edit Code Button

-Selecting a code and then clicking this button lets you edit the code number and description.

Examine Code Button

-Selecting a code and then clicking this button allows you to view all the info about the selected code.

Delete Code Button

-Selecting a code and then clicking this button lets you delete a code from the list.

Header bar

File

Save

-Although this program auto saves, this button can be used to make sure that what you've done during your session saves.

Reconcile

-After editing a field such as transactions, this recalculates values to accurately represent the master account at the time of each transaction.

Logout

-Logs out the current user.

Close

-Closes the program.

Tools

Benefits Calculator

-This lets you calculate benefits by entering an account/transaction value and then clicking a percent to calculate the benefit.

Color Scheme

-This lets you change the color scheme of this app.

Reports

Income Statement

-This lets you view your income statement and print it if needed.

Help

Help

-Brings up this current help menu!

Documentation

-Brings up the documentation of the program.