Owen Prosser

ProsAccounting

User Guidance

Version 1

31 July 2024

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Authentication

Authentication concerns creating an account, logging in and recovery methods such as resetting a forgotten password.

Creating an account

- Go to the **registration page** and add your name, email address and a password.
- You'll be sent an email to confirm your registration and welcome you with steps to get started.
- The next step is to **create or join an organisation**. From the registration page you are redirected to be asked to create an organisation. Type in the name and press submit to start a new organisation from fresh.
- Alternatively, ask an existing user to invite you to their organisation. You will receive an email with a link to confirm your membership.

Logging in

- You can login using your email and password.
- You'll automatically stay logged in for a month.
- You can logout from the bottom of the sidebar to end your session.

Resetting your password

- From the login page, click 'forgot your password' to go to the reset password page.
- By typing in an email address linked to an account, you'll be sent an email with a six digit code.
- Enter this code to the form on the website and then type in a new password.

Managing your profile

- Find the profile settings page from the bottom of the sidebar.
- Here, you can change your name, email address and upload a profile picture.
- These details may be seen if you are part of a shared organisation.

Your organisation

An organisation is the basis of the app — this is where all transactions, categories and reports are linked back to.

Editing your organisation

- Go to the settings page from the bottom of the sidebar.
- Here you can edit the name of your organisation, add a theme colour and logo. Changing anything here will affect the look of new reports you generate.
- Also note the beginning of your financial year.
- All changes are reflected for other users in the organisation.

Sharing your organisation

- From the settings page you can manage members of your organisation.
- You can invite new users by typing in their email address. This will send them an email with a link to join the organisation.
- You can also revoke the membership by removing them from the list.
- Currently, all members have the same rights.

Deleting your organisation

- This can't be done by a user. Get in touch to delete your organisation.

Categories

Categories and sub categories are used to organise all the transactions you log on the website.

Managing categories

- You can add and edit categories from the categories page in the sidebar. Give the category a colour to make it more recognisable.
- Select the account type when adding a category. Sub categories automatically have the same account type.
- You cannot delete categories as transactions within the category would be deleted. Instead, you can change the category name, and change the category of individual transactions.

Sub categories

- It is recommend that all transactions have a category and sub-category.
- This allows for simple reporting where the totals of each sub category add up to give the overall total for the category.
- Sub categories can be added from the respective category pages.

Category information

- The individual category pages provide useful statistics and graphs that show a summary of all the sub-categories and their transactions.

Transactions

Transactions form the basis of the website's functionality. Adding a transaction allows for totals to be added and reports to be generated.

Adding transactions

- First, ensure you've added some categories and sub-categories.
- Click the 'add transaction' button from the transactions page. You'll be asked to fill in a number of fields:

Name: a short description of the transaction that gives a brief summary. This is the text displayed when viewing on the website, and in reports.

Date: the date the transaction was received — this is most likely the date given on the bank statement.

Receipt book number: an integer (whole number) that corresponds to your receipt book. This field is optional.

Income/Expense: type the value in the format 00.00. You must only give the transaction an income or expense. Leave the other value blank

Category/Sub-category: select the category and sub-category of the transaction. This will link it back to the category for reporting. A category is required; a sub-category is optional but is recommended.

Notes: this is the space to add any extended notes. This appears in the website when looking at the transaction details.

File: upload a PDF or image file that will be saved with the transaction and can be downloaded from the transaction details page.

Viewing transactions

- Transactions can be viewed from different sections of the website.
- **Dashboard** — the dashboard shows the ten latest transactions at a quick glance.
- **Cash book** — the cash book page lists all of the transactions for the financial year in date order *(click the icon in date column header to switch the sorting)*. Here, there is also a search field which allows you to search by the transaction name.

- You can view the main cash book page, or the individual cash books for the charity and club accounts.
- **Categories/Sub-categories** — the individual category and sub-category pages show the related transactions. This is useful for looking at smaller numbers of transactions all related.

Editing a transaction

- From the individual transaction details page, you can find the edit button.
- All details of the transaction can be edited.

Duplicating a transaction

- By duplicating a transaction, some details such as the name, income/expense and category information will automatically be copied into the new form.

Deleting a transaction

- Press the ‘delete transaction’ button from the individual transaction details page.
- Transactions are deleted permanently and cannot be recovered.

Reports

Reports can be generated to export data in a wide range of formats — including PDFs for printing, and Excel compatible spreadsheets for sharing.

Category summaries

- This type of report is generated as a single paged PDF document with a list of all the sub-categories and totals of the income and expense.
- You can select a time period, such as the financial year-to-date or a monthly report.

Transactions

- From an individual transaction page, you can export the transaction as a PDF.
- This one-page document lists all the details of that transaction and is useful for sharing information of a single transaction.

Transaction logs

- Lists of transactions can be exported to print.
- Select an account, category or sub-category. Select as detailed as you want — e.g. leave all the options blank if you want to export all transactions.
- Select a date range — this defaults to the current month.
- The exported document shown can be printed — you can also print to a PDF to gain a downloadable copy.

Data exports

- Select a time period and the category you want to export. *Leave blank to export all categories*.
- This will generate a CSV file which can be opened in Excel listing every transaction and its details.
- This is useful to backup your transactions or to send an editable list.

End of year management

Details on what to do to effectively clear the app at the end/beginning of your financial year.

Set the date

- Go to the settings page from the sidebar.
- Add the date for which the financial year **ends**. *For example, the default date is 31st December. So any payments added from the 1st January will begin a new year.*

View past financial years

- The app automatically clears transactions and categories at the beginning of the new financial year to provide a seamless transition.
- However, you can view past financial years' reports by simply selecting the date range when generating a report.

Initial balances

- From the settings page you can add initial balances for the cash and charity accounts.
- This will affect the totals shown on the dashboard page.
- After the end of the year, all previous transactions are hidden and so the total reverts back to the value set in the settings page.

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