FINANCE
MANAGER

BY **PTO**TODAY

Welcome to Finance Manager 2.0!

Finance Manager helps school parent groups keep track of their finances and budgets. It is easy to set up and use. No accounting experience is necessary.

General notes

ACCESSING FINANCE MANAGER

The Finance Manager login screen is **PTOmanager.com**. If you forget your password, you may use the *Forgot Password* option to create a new one.

HOW TO GET ASSISTANCE

- **support@ptomanager.com**
- 800-644-3561
- Be sure to click the many *Click for more info* ❓ buttons throughout the program for details and tips.

RENEWING

Finance Manager subscriptions are valid for one year. You will receive email reminders when it is time to renew.

Setting up your basic data

FISCAL YEAR

During the account activation/setup program, you set up your admin login account, enter your choice to migrate existing data (if applicable), set the initial fiscal year range, and enter your primary bank account.

The fiscal year range cannot be changed once it is chosen. The fiscal year range is retained for every year going forward. If you change your mind, please contact Leader Support. We can purge your account and you may start over with a new fiscal year selection.

If you answered YES to migrate (existing) Classic Finance Manager data into the (new) Finance Manager 2.0, the fiscal year will be set to the same as your previous account. If you would like to use a different fiscal year, contact Leader Support for your options.

The fiscal year range is shown in the fiscal year selection dropdown at the top of every screen. Selecting a fiscal year from the dropdown limits the budget/category data shown to that fiscal year.

ENTER ADDITIONAL BANK ACCOUNTS

Enter any additional bank accounts at *Bank Accounts > Accounts*. When entering bank accounts be sure to consider any transactions that have not yet cleared the bank as of the balance amount you entered.

> **TIP:** Create a budget category named: *Checks not yet cleared* or *Miscellaneous* for assigning these outstanding transactions. When entering these transactions, they must be dated in this fiscal year. It is a good idea to assign them the first day of the fiscal year and to include notes in the transaction *description* field. These can be cleared in your bank reconciliations after they clear the bank.

Bank accounts may be marked *Not Active*. Deactivated bank accounts will not show up as an option when entering transactions. To view those transactions, you must first edit the status back to *active*.

Transactions assigned to deactivated bank accounts will continue to be accounted for in the *Budget Year to Date* totals for that fiscal year.

To view all bank accounts, click the ☐ *show inactive accounts* checkbox.

Use ✏ to edit bank name, account number and starting (initial) balance. However, you may not change the beginning balance once a bank reconciliation has been performed.

CREATING YOUR BUDGET

Go to *Budget > Budget Categories* to enter your budget headings and categories. You assign transactions to categories. Headings are simply groups of similar categories. Category names must be unique within the heading they are entered.

You may also enter your *income* and *expense* estimates for each category. Finance Manager calculates the NET. Categories, headings, and budget estimates for the selected fiscal year may be edited at any time.

Go to *Help* to view an *Example Budget*.

Heading order may be changed by clicking and dragging. To save the order click the *Save Layout* button. You may also choose alphabetical order. The new order will also be reflected in the heading/category dropdown, the *Year to Date* screen, and on report results.

Categories may be made *inactive*. Inactive categories will not show up in the category dropdown when entering transactions. All categories, regardless of their status, will continue to be included in the *Year to Date* screen and all reports. An example of when you might want to change a category status to inactive would be if a category for an event or program has taken place and is no longer needed (e.g. Winter Festival). You can mark it *inactive* so that it no longer shows up in the category dropdown list to assign to new transactions.

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ADDING USER ACCOUNTS

As the Admin for the account, you can add additional users. Go to *Admin > Users* to create additional user accounts. Select the appropriate permission level from the *User Role* dropdown. Users will receive an email to set their password. If they do not have this email and it is not in their spam folder, they may use the *forgot password* button on the **PTOmanager.com** login page.

Entering Deposit/Withdrawal transactions

Go to *Bank > Transactions* to display and enter deposits and withdrawals. Select the bank account to view all transactions in that account for the selected date range. The default date range is the currently selected fiscal year. Click ⊕ to add a transaction.

To assign a transaction to more than one category, click ⊕ from the transaction entry window and enter the additional category and amount. The total amount for all categories will be shown. Click *Save* and return to the transaction list. From the transaction list select ✎ to make changes. Only category assignment may be edited on transactions that have been marked *cleared* from a bank reconciliation.

Marking a *withdrawal* transaction *Void*, changes the amount to zero. Mark this transaction *cleared* on the next bank reconciliation.

To view transactions of bank accounts that are currently inactive, you must edit the status to *active* so that they may be chosen on the Transactions View screen.

The category assignment dropdown only includes categories that have a status: *active* and are defined in the selected fiscal year. Transactions assigned to inactive categories will not show the category when editing the transaction. To see the category to which it is assigned, go to the transaction list.

Bank Reconciliation

Go to *Bank Accounts > Reconciliations* to see a list of all bank reconciliations. Click ⊕ to enter a new one. Enter the balance and closing date on your last bank statement. All uncleared transactions to that date will be displayed. Enter check marks for transactions that have cleared the bank. When the *unresolved total* is 0, the account is balanced and it can be finalized by clicking *reconcile*. To save your work prior to reconciling, you may click *Save* and return to it later. You may also click *Discard* to delete and start over.

Once finalized, a bank rec cannot be edited. However, clicking on 🔍 from the bank rec list shows a summary.

If you want to remove a bank rec, choose ↺ from the bank rec list. This deletes the bank rec and reverts any cleared transactions to *uncleared*. You can only roll-back the most recent bank rec. If you want to roll-back a bank rec that is further back in the list, you must delete all that came after it as well.

Budget Year to Date

Go to *Budget > Budget Year to Date* to view the current state of the budget. All transactions dated within the selected fiscal year comprise the YTD calculations. To see the budget actuals for a different fiscal year, select it from the fiscal year dropdown.

The *Variance* is the difference between your planned and actual numbers and is a measure of the current state of your budget. The ▲ ▼ provide a visual representation of the current performance of your budget.

Variance = Absolute value (*Net Budgeted – Net Actual*)

Transactions assigned to inactive bank accounts continue to be included in the Budget Year to Date totals.

Transactions assigned to inactive categories continue to be included in the *Budget Year to Date* and report totals. Inactive categories are grouped together in the *Year to Date* screen and reports.

Heading order on this page is determined by the Budget Category screen.

Fiscal Year Transitions

When you are ready to start your new fiscal year, create the new year in *Admin > Fiscal Year Controls*. This generates the new year in your fiscal year dropdown. You have the option to copy over the current budget headings and categories. When you choose the new year from the dropdown and view the Budget Heading and Category screen, you can review and amend them for the new year. If you choose not to carry over the budget items from the previous year you may enter them manually.

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END OF YEAR CHECKLIST

☐ Have you reconciled your most recent bank statement?
☐ Delete user accounts that will not be needed for the following year.
☐ Create a new admin account for any incoming treasurer(s).
☐ Create a new fiscal year in *Admin > Fiscal Year Controls*.
☐ Consider locking further edits to the budget headings/categories of the current year.

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After reviewing and finalizing your new year budget headings and categories and entering your income and expense estimates, you may enter transactions into the new fiscal year. You may also go back to the previous fiscal year to add, delete, or amend transactions by selecting the appropriate fiscal year from the dropdown. However, you can only edit the category on transactions that have already cleared the bank.

NEW YEAR CHECKLIST

- ☐ Select new fiscal year from the dropdown and review *Budget Headings and Categories*. Now is the time to add/change/delete the headings and categories.
- ☐ Enter $ estimates to the budget categories.
- ☐ Begin entering transactions in the new year.
- ☐ If you need to make changes to transactions in the previous fiscal year you may select it from the fiscal year dropdown.
- ☐ Perform a bank rec when you receive your next bank statement.

If you would like to lock the budget headings/categories/dollar estimates from future edits, an Admin user may choose 🔒 in *Admin > Fiscal Year Controls* for the chosen fiscal year. If you change your mind, contact Leader Support to perform an unlock.

Viewing EDIT history (Admin privileges)

Go to *Admin > History* to view the record of edits that have been made in your Finance Manager account. Choose the type of edit/action from the dropdown (*Account, Transaction, Reconciliation, Category*). The action, date, first name, last name and detail will be displayed.

Reports

ACCOUNT DETAIL REPORT

A list of the transactions by bank account for the date range you specify. It can be extracted for just one bank account, or for all bank accounts. The default range is the currently selected fiscal year but you may enter any date range regardless of fiscal year.

ACCOUNT SUMMARY REPORT

A list of all bank accounts in Finance Manager and their balances, considering all transactions currently entered. You may opt to show inactive accounts.

CATEGORY DETAIL REPORT

A list of transactions, by category, for the date range of the currently selected fiscal year. You may use the date fields to limit the range within that fiscal year.

CATEGORY SUMMARY REPORT

Provides a summary view of all category balances defined in the system for the date range of the currently selected fiscal year. You may use the date fields to limit the range within that fiscal year.

YEAR TO DATE REPORT

Displays the same fields as the Year to Date screen but allows entry of an "as of" END DATE within the fiscal year.