

Welcome to Finance Manager

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.

Groups manage their finances using these major functions:

- 1) Bank account balancing
- 2) Budgeting
- 3) Reporting

If your school is not yet set up in Finance Manager or you are a new treasurer coming on board, also check out the Quick Start Guides located at the **Help?** button.

Login

Your Finance Manager account is accessible through your computer browser at ptomanager.com. Choose Finance Manager to get to the login screen.

Your login is the email address you used at the time of purchase, or what was given to you by your local Finance Manager account administrator.

If you do not have a password, you may obtain one by entering your email into the box under Forgot Your Password? and click SUBMIT. If your email is a valid login in your group's Finance Manager account, you will receive an email with instructions for resetting the password.

Trouble logging in?

Be sure to go to ptomanager.com and select the Finance Manager Login box.

- If you receive an error about the password, you may try the Forgot Your Password box.
- If you receive an error that the account or login does not exist or is expired, please write down the error and contact support@ptomanager.com or, if you prefer, call 800 557 2670.

Setting Up Your Basic Data

Fiscal Year

The very first step for a new school is to set your initial fiscal year.


Go to: FINANCES/ADMINISTRATION/YEAR END. The system will ask you when your last year end occurred. For example, if you plan to start using the program as of 8/1/2018 you would enter 7/31/2018 in the box. Click on the *Initialize Year* button.

Remember: Your year end date should be your **previous** year's end. You **cannot** enter any transactions prior to this date.

[Logout](#)

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ADMINISTRATION : Year End

Please enter your last fiscal year end below. Your school fiscal records will start from this date and you will not be able to enter any data earlier than this date.

As an example, if your 04/05 fiscal school year ended on 6/30/05 and you want to enter data for the 05/06 school year into Finance Manager, you should enter 06/30/05.

If you want plan to enter previous years into Finance Manager than make sure your last fiscal year is a date prior to the date of any transactions you wish to input in Finance Manager.

School Information

* End Date of Last Closed Fiscal Year (you won't be able to enter transactions before this date):

Initialize Year

Year End

Accounts

Income & Expense Categories / Headings

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Edit Mode:

If entered the wrong date you can change it by going to: ADMINISTRATION/YEAR END. Enter the correct date in the box: *Date to Close Fiscal Year* and click SAVE. The system will reset the fiscal year using that date.

Note: Only close a year when you are confident that all of the transactions have been entered for the fiscal year and that the data is accurate. You will not be able to edit data from a previous year without reopening that year (see section: How to Open a Previous Year in the Budget chapter). When you are ready to close a year, go to: YEAR END and enter the date you want to close that year. Click SAVE. To verify, click the BUDGET tab and view the results. You are now able to enter budget figures for the new fiscal year.

Bank Accounts

To maintain a complete financial view, set up all the group's bank accounts in Finance Manager. For example: checking and savings accounts and petty cash (if your group uses one).

To add a bank account:

Go to: FINANCES/ADMINISTRATION/ACCOUNTS. Click on the NEW ACCOUNT button:

Enter the information for the account. Fields with an asterisk are required.

Account Type: choose *Bank Account* or *Petty cash*. *Bank accounts* are reconciled. *Petty Cash* accounts are not.

Set this as the default account box: check this if the account is the primary account used by your PTO.


Balance: put the beginning balance from the date you plan to start entering transactions*.

Balance Date: put in the earliest date you plan to use for transactions for this account.

Click SAVE or CANCEL

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ADMINISTRATION : edit bank account
Enter all the information about your bank account. For petty cash, you can enter your school name for the bank name.

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Edit Mode:
 On
 Off

Account

* Account Name :	* Account Number (last 4 digits only) :	Address :
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Bank Name :	* Account Type :	City :
<input type="text"/>	Bank Account	<input type="text"/>
<input type="checkbox"/> Set this as the default account		State :
* Balance :	* Balance Date :	Zip Code :
\$0.00	<input type="text"/>	<input type="text"/>
Comments (internal use) :		Home Phone :
<input type="text"/>		<input type="text"/>
		Fax :
		<input type="text"/>

* Indicates a required field

Save Cancel

***Note:** When entering your bank balance, if this is the first time you have loaded data into Finance Manager, you must account for checks/deposits that have not cleared from your previous fiscal year. The easiest solution is to enter those checks/deposits in this fiscal year. Or, you may adjust your beginning bank balance to accommodate those uncleared items.

To edit a bank account:

Go to: ADMINISTRATION/ACCOUNTS. Click EDIT on the account you need to change.
Click CANCEL or SAVE

To deactivate or reactivate an account:

Go to: ADMINISTRATION/ACCOUNTS. Click DEACTIVATE or REACTIVATE on the account.
Click CANCEL or SAVE

The deactivate button is only available on accounts that have a zero balance and have been reconciled. The default account cannot be deactivated.

To see inactive accounts, check the "Show Inactive Accounts" box.

Defining your Budget

All items in a budget must fall under a classification of *Income* or *Expense*. Under each of these classifications there are Headings.

Headings define a group of activities that generate income or spend money in your PTO. Headings are used to organize your financial information for ease of understanding, especially on your monthly reports, but you do not report activity against Headings. You do not budget at the Heading level; it is merely an organizational tool. You must define at least one income Heading and one expense Heading, though you can define more. Under each Heading are Categories

Categories define the specific activities that generate income or spend money in your PTO. Categories are used to segment your individual financial transactions so you can analyze activity and make informed decisions. Categories are grouped under Headings. **You budget at the Category level, not the Heading level.** You report every financial transaction against one or more category. You must define at least one income Category and one expense Category, though most PTO's will set up 5-25 Categories.

Under *Income*, you may have a Heading titled: **Fundraising**. Under the Fundraising Heading, you may have Categories such as: **Auction, Spring Carnival, Candy Sales, etc.**

Under *Expense*, you may have a Heading titled: **Enrichment**. Under the Enrichment Heading you may have Categories such as: **Assemblies, Teacher appreciation, etc.**

EXAMPLE BUDGET:

	2 year historical: closed on 31 Jul 2015		Last year closed on 31 Jul 2016		Current Year started on 1 Aug 2016			
Income	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	Action	
Fundraising								
Auction	\$0.00		\$201.00		\$500.00	\$1,093.00	Details	
Spring Carnival	\$0.00		\$2,531.00		\$600.00	\$0.00	Details	
Fundraising Total	\$0.00	\$0.00	\$2,732.00	\$0.00	\$1,100.00	\$1,093.00		
Other Income								
Grants	\$0.00		\$6,913.00		\$1,000.00	(\$66.00)	Details	
Other Income Total	\$0.00	\$0.00	\$6,913.00	\$0.00	\$1,000.00	(\$66.00)		
Income Total	\$0.00	\$0.00	\$9,645.00	\$0.00	\$2,100.00	\$1,027.00		
Expense								
Expense	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	Action	
Enrichment								
assemblies	\$0.00		\$340.00		\$200.00	\$52.00	Details	
Enrichment Total	\$0.00	\$0.00	\$340.00	\$0.00	\$200.00	\$52.00		
Movie Nights								
Fall movies	\$0.00		\$993.00		\$75.00	\$161.00	Details	
Spring movies	\$0.00		\$182.00		\$75.00	\$57.00	Details	
Movie Nights Total	\$0.00	\$0.00	\$1,175.00	\$0.00	\$150.00	\$218.00		
Expense Total	\$0.00	\$0.00	\$1,515.00	\$0.00	\$350.00	\$270.00		
Earnings								
	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D		
Earnings	\$0.00	\$0.00	\$8,130.00	\$0.00	\$1,750.00	\$757.00		
							Balance	
All Cash Accounts							\$28,704.52	

To add a Heading:


Go to: FINANCES/ADMINISTRATION/INCOME & EXPENSE HEADINGS, CATEGORIES

Click on NEW HEADING

Choose either *Income* or *Expense* in the Heading Type dropdown and complete the remaining fields. Click SAVE or CANCEL.

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ADMINISTRATION : Edit Heading
 Use this page to edit a Heading. Headings are used to organize your financial information for ease of understanding, especially on your monthly reports, but you do not report activity against Headings.

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Income or Expense Heading

* **Heading Name :**

* **Heading Type :**

Description :

Comments (internal use) :

* Indicates a required field

Save **Cancel**

Administrative Dashboard

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Edit Mode:

On

Off

You can delete a heading only if it has no categories.

To add a Category:

Go to: FINANCES/ADMINISTRATION/INCOME & EXPENSE HEADINGS, CATEGORIES

Click on NEW CATEGORY

In the Heading dropdown, choose under which Heading the Category is to be grouped. If a Category is primarily an income generating activity, choose an *Income* Heading. If a Category is primarily an expense activity, choose an *Expense* Heading. To display the list of existing Headings and their type, go to FINANCES/ADMINISTRATION/INCOME & EXPENSE HEADINGS, CATEGORIES.

The Beginning Balance is generally \$0.00 unless you are starting Finance Manager in the middle of a fiscal year.

Category names should be unique and descriptive. This makes it easier when entering transactions, understanding reports, and sharing with your board/group.

The balance date is the date of the earliest transaction for this category. If you plan to put in older transactions, adjust the date accordingly.


Complete the rest of the fields and click SAVE or CANCEL.

Note: The fewer Categories you set up, the less visibility you have of the source and destination of your PTO's money. You may have difficulty making informed decisions about the financial status of specific activities if you use only a few general Categories. On the other hand, if you set up too many Categories, your reports will be long and unnecessarily detailed.

Generally, if an activity is one of your major fundraisers or expense items, you should define it as its own Category. Smaller, less prominent activities should be logically grouped with similar activities and assigned a common Category.

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ADMINISTRATION : Edit Category

Use this page to edit a Category. Categories are used to group your individual financial transactions so you can analyze activity and make informed decisions. The balance date is the date of the earliest transaction for this category. If you plan to put in old transactions, please adjust the date accordingly.

Year End

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Edit Mode:

On

Off

Income or Expense Category

* Category Name : Account Number : Description :

* Heading :

* Beginning Balance : * Balance Date :

Comments (internal use) :

Save **Cancel**

Deactivating Categories:

You can deactivate a Category from the main page at FINANCES/ADMINISTRATION/INCOME & EXPENSE HEADINGS, CATEGORIES

To display currently inactive Categories, click the “show inactive categories” box (see below).

Categories may be deactivated and reactivated at any time from this page. Deactivating a category does NOT remove the transactions already assigned to it. All the transactions remain in Finance Manager, but they will not show up on the budget page or on budget or Category reports while the Category remains deactivated. To see that data again you may reactivate the Category at any time.

It is common for a group to evaluate the Category list when closing the fiscal year and starting a new one. New Categories may be created and existing categories, if they will no longer be relevant in the new year, may be deactivated.

ADMINISTRATION : Headings and Categories

Use this page to set-up and edit both Headings and Categories. Headings are general groups, ie. fundraising. Categories are the specific line items you budget for and put money against, ie. giftwrap sale, auction, etc.

Categories are extremely important because all financial activity will be reported at the category level. Please review the user guide at <http://www.ptotoday.com/manager/finance.pdf> to make sure you properly create both Headings and Categories.

Show inactive categories

Income	Budget	Action
Fundraising		Edit
Auction	\$6,500.00	Reactivate
Candy drive		Edit Deactivate
Giftwrap sales	\$250.00	Edit Deactivate
Spring Carnival	\$600.00	Edit Deactivate
T shirts	\$250.00	Reactivate

[New Heading](#) [New Category](#)

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You may delete a category by clicking the delete link which only appears if it has no transactions assigned to it.

Budget

Creating an annual PTO budget is the next step after setting up the basic data. The budget defines how much money your group expects to take in and how much it intends to spend. The annual budget is broken into Categories that you define in this step. Throughout the year, you enter actual transactions (deposits and withdrawals) and associate them to specific Categories. Finance Manager tracks your actual activity against the budget amount and reports your PTO's performance against budget.

Click on the FINANCES/BUDGET tab to view your current Budget page. This view shows your fiscal year date range, current list of active budget Categories, the current Year-To-Date (YTD) values, and allows entry of expected budget amounts for each Category.

You must define your PTO's Headings and Categories before you can define the budget amounts. As you enter budget amounts, the system recalculates the total and displays your current budget balance at the bottom of the budget page (**green arrow** in the example below). If this number is positive, you are planning to make more money than you plan to spend. If the balance is a negative number, you are planning to spend more money than you expect to earn.

All Cash Accounts (**purple arrow**) is the total balance amount from EVERY account in the system at the current time.

Assigning Budget Amounts

To set up your initial budget, click on FINANCES/BUDGET tab and enter the *expected* amounts into the box for each of the categories shown (**red arrows**).

The first year you are using Finance Manager, the columns labeled LAST YTD and LAST BUDGET will be blank. These fields will be populated by the system during year-end rollover.

Throughout the year, the column labeled YTD (year-to-date) will be automatically updated based on the actual financial activity you enter to Finance Manager. You cannot change those numbers. You can see the transactions that make up the YTD by clicking on *DETAILS* (**orange arrows**).

Click SAVE or CANCEL. It is possible to change the budget amounts at any time.

BUDGET PAGE EXAMPLE:

	2 year historical: closed on 31 Jul 2015		Last year closed on 31 Jul 2016		Current Year started on 1 Aug 2016		
Income	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	Action
Fundraising							
Auction	\$0.00		\$201.00		\$500.00	\$1,093.00	Details
Spring Carnival	\$0.00		\$2,531.00		\$600.00	\$0.00	Details
Fundraising Total	\$0.00	\$0.00	\$2,732.00	\$0.00	\$1,100.00	\$1,093.00	
Other Income							
Grants	\$0.00		\$6,913.00		\$1,000.00	(\$66.00)	Details
Other Income Total	\$0.00	\$0.00	\$6,913.00	\$0.00	\$1,000.00	(\$66.00)	
Income Total	\$0.00	\$0.00	\$9,645.00	\$0.00	\$2,100.00	\$1,027.00	
Expense							
Expense	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	Action
Enrichment							
assemblies	\$0.00		\$340.00		\$200.00	\$52.00	Details
Enrichment Total	\$0.00	\$0.00	\$340.00	\$0.00	\$200.00	\$52.00	
Movie Nights							
Fall movies	\$0.00		\$993.00		\$75.00	\$161.00	Details
Spring movies	\$0.00		\$182.00		\$75.00	\$57.00	Details
Movie Nights Total	\$0.00	\$0.00	\$1,175.00	\$0.00	\$150.00	\$218.00	
Expense Total	\$0.00	\$0.00	\$1,515.00	\$0.00	\$350.00	\$270.00	
Earnings							
	2 year YTD	2 year Budget	Last Y T D	Last Budget	Budget	Y T D	
Earnings	\$0.00	\$0.00	\$8,130.00	\$0.00	\$1,750.00	\$757.00	
						Balance	
All Cash Accounts						\$28,704.52	



Rolling Over to a New Year

At the end of each fiscal year, when all transactions have been entered for that year, close the year. This finalizes entered data for the year, moves the figures to “Last Year” columns on the budget page, and opens the new year for budgeting. The current year expected budget values will be zeroed out so that you may enter the budget numbers for the upcoming year.

To close the year, go to FINANCES/ADMINISTRATION/YEAR END and enter the date to close in the box. **Click SAVE.** All your accounts must be reconciled up to at least this closing date in order to close the year. You will get an error if any account needs to be reconciled to at least this closing date.

Tip: Click on the BUDGET tab to review the results after closing the year.

The screenshot shows the PTO Manager software interface. At the top, there is a blue navigation bar with 'Finances' selected, and 'Set-up (Software Coord)', 'Help?', and 'Print' options. Below this is a dark blue bar with 'Transactions', 'Budget', 'Administration' (selected), and 'Reports' tabs. The main content area is titled 'ADMINISTRATION : Year End' and includes an image of hands writing on a document. Below the image is a 'School Information' section with a form containing 'Last Year End : 31 Jul 2016' and '* Date to Close Fiscal Year : 31 Jul 2017'. A green 'Save' button is located below the form. To the right is a green sidebar with icons for 'Year End', 'Accounts', 'Income & Expense Categories / Headings', 'Assets', and 'Change Password'. At the bottom of the sidebar are links for 'Administrative Dashboard', 'Navigation', and 'Go to the Content Manager'. The footer contains the text 'PTO Manager is a product of PTO Today', the address '100 Stonewall Blvd., Suite 3, Wrentham, 02093', and links for 'Contact PTO Today' and 'Please read our privacy policy.'

Important Note: Do not close a year until all transaction edits are completed. After closing the year, you will not be able to make changes to transactions in that year. If you close the year inadvertently and need to reopen, please see: *How to Open a Previous Year* in Chapter: Transactions.

Transactions

The most common task for a treasurer is entering *transactions*.

Go to FINANCES/TRANSACTIONS to display a list of transactions for a chosen account. Choose the specific account and the duration of transactions to display from the drop-down boxes:

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TRANSACTIONS : Manage Your Money
 The chart below shows transactions for your default account for the last 30 days. You change accounts or the time period by using the drop down box.
 Use the links at the right to enter withdrawals, deposits, transfers, and to work on your bank reconciliation.

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 Withdrawals
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 On
 Off

Show Transactions from:

* Account Name : * Days :

Transaction Date	Reference	Payee/Payor	Cleared?	Cash Out	Cash In	Balance	Action
13 Dec 2016	101	PTO	No		\$50.00	\$20,286.52	Edit Delete
13 Dec 2016	228	PTO	No		\$60.00	\$20,236.52	Edit Delete
13 Dec 2016	3900	PTO	No		\$200.00	\$20,176.52	Edit Delete
13 Dec 2016	923		No	\$98.00		\$19,976.52	Edit Delete
13 Dec 2016	936	cable fee	No	\$40.00		\$20,074.52	Edit Delete
13 Dec 2016	944		No	\$100.00		\$20,114.52	Edit Delete
13 Dec 2016	976		No	\$50.00		\$20,214.52	Edit Delete

Transactions may be edited or deleted from this page by clicking the appropriate link on the right.

Withdrawals

To enter a withdrawal, click the Withdrawals button. Every transaction must be associated with at least one Category.

Choose the specific account from the *Account Name* drop-down box and fill in the required fields.

The *Transaction Date* must be in the current year you set up. If the date you enter is in a previous year, the system will issue a warning and change the date to the current year. See **How to Open a Previous Year** at the end of this section if you want to edit a transaction in a year that is already closed.

The *Reference* is the check number if you are entering a check. If you select the box ***Is this reference a check number***, the system will not allow you to enter an already existing reference number. Deselect this if you want Finance Manager to allow the entry of duplicate reference numbers.

You may split the amount among several Categories, but the total must always equal the amount of the withdrawal. Click the arrow in the *Category for Withdrawal* box for additional Category boxes.

Click SAVE or SAVE & NEW WITHDRAWAL or CANCEL

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Transactions Budget Administration Reports

TRANSACTIONS : Add Withdrawal
Enter all withdrawal information. The total of the withdrawal must match the total you assign to each category.

Withdrawal

* Account Name : * Reference :

Is this reference a check number?
 Cleared?

Payee/Payor :

Description :

* Amount : * Transaction Date :

* Category for withdrawal: * Amount

<input type="text" value="Auction"/>	<input type="text" value="300"/>
<input type="text"/>	<input type="text"/>

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Edit Mode:
 On
 Off

Save Save & New Withdrawal Cancel

Deposits

All deposits into your group's actual bank account(s) must be entered into Finance Manager. Each deposit entered must be associated with at least one Category.


Choose the specific account from the *Account Name* drop-down box and fill in the required fields. The *Transaction Date* must be in the current year you set up. If the date you enter is in a previous year, the system will issue a warning and change the date to the current year. See **How to Open a Previous Year** at the end of this section if you want to edit in a year that is already closed.

You may split the amount among several Categories, but the total must always equal the amount of the deposit. Click the arrow in the *Category for Deposit to* box for additional Category boxes.

Click SAVE or SAVE & NEW DEPOSIT or CANCEL

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TRANSACTIONS : Add Deposit
Enter all deposit information. The total of the deposit must match the total you assign to each category.

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Deposit

* Account Name : * Reference : * Amount : * Transaction Date :

Cleared?

Payee/Payor :

Description :

* Category to deposit to: * Amount

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 Off

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Transfers

You may transfer funds from one account to another by selecting the *Transfers* option. This may be helpful when adding money to petty cash accounts.

For transfers, you do not assign a budget Category. Perform this step when moving money from one account to another.

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TRANSACTIONS : Add Transfer
Enter the details for your transfer below.

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E Edit Mode:
 On
 Off

Transfer

* Account From : * Account To : * Amount : * Transaction Date :

Cleared? Cleared?

* Reference :

Is this reference a check number?

Description :

Bank Reconciliation

It is recommended that bank reconciliations be done monthly. Finance Manager makes it very easy to reconcile all your accounts. To reconcile an account, follow the steps below:

From the TRANSACTIONS page click BANK RECONCILIATION

Select the account to reconcile from the drop-down box and click *New Bank Rec*. The *New Bank Rec* button will only appear if all previous months have been reconciled.

If the *New Bank Rec* button is not available, click EDIT on the month you would like to reconcile.

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Transactions Budget Administration Reports

TRANSACTIONS : Bank Reconciliation
Below is a list of all past bank reconciliations. You can edit one of these or create next months reconciliation.

New Bank Rec

Select an Account to Reconcile

* Account Name :
Checking

Update

Start Date	End Date	Opening Balance	Closing Balance	Reconciled	Action
12 Nov 2016	11 Dec 2016	\$19,913.52	\$19,913.52	Yes	Edit
12 Oct 2016	11 Nov 2016	\$19,913.52	\$19,913.52	Yes	Edit
12 Sep 2016	11 Oct 2016	\$19,913.52	\$19,913.52	Yes	Edit
10 Sep 2016	11 Sep 2016	\$19,902.52	\$19,913.52	Yes	Edit

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Edit Mode:
 On
 Off

Enter the *End Date* and *Closing Balance* of your bank statement. **Click SAVE.**

Click the *Cleared* box for all transactions that have cleared per your bank statement.

You can enter a *New Deposit* or *New Withdrawal* during the reconciliation process by using the corresponding buttons on the bottom of this screen.

You can also *Edit/Delete* an individual transaction from this screen by using the appropriate links on the right.

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TRANSACTIONS : Bank Reconciliation
Enter an ending balance and put a checkmark in the 'select' column for all items that have cleared.

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Bank Reconciliation For: Checking

Start Date : 12 Jan 2017

* End Date : 11 Feb 2017

Opening Balance : \$20,463.52
Income : \$15.00
Expense : \$192.00
Total Cleared : \$0.00
Unresolved : \$0.00
* Closing Balance : \$20,463.52

Reference	Transaction Date	Payee/Payor	Withdraw	Deposit	Cleared?	Action
test	19 Jul 2016		\$14.00		<input type="checkbox"/>	Edit Delete
401	2 Aug 2016		\$20.00		<input type="checkbox"/>	Edit Delete
funding petty cash	18 Aug 2016		\$88.00		<input type="checkbox"/>	Edit Delete
testing	23 Aug 2016			\$15.00	<input type="checkbox"/>	Edit Delete
402	5 Sep 2016		\$30.00		<input type="checkbox"/>	Edit Delete
403	6 Sep 2016		\$40.00		<input type="checkbox"/>	Edit Delete

Close Month Save New Withdrawal New Deposit New Transfer

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You can save your work without closing the month by clicking SAVE.

The month is reconciled when the *Unresolved* amount equals "0" and you have cleared all the withdrawals and deposits in Finance Manager that are on the bank statement for that month.

When you finish the reconciliation and unresolved equals "0", you can select *CLOSE MONTH*. The *CLOSE MONTH* button will not appear until your unresolved amount is "0".

Notes:

- If you edit the amount of a cleared transaction that was included in a month that has already been closed, you will need to go back and reconcile that month as well as all months that come after it. Even if no dollar amounts change as a result of this edit, you will still need to click *CLOSE MONTH* on each bank rec.
- You may change the *end date* at any time prior to closing the month but you must always click *SAVE* so that the system displays the correct list of outstanding checks for the new date range.
- Transactions that are not cleared will continue to show up in future bank reconciliations. Transactions that are cleared will stop showing up in future bank reconciliations.

How to Open a Previous Year

Once a year is closed you may not edit or add transactions in that year. If you need to make changes to a previous year you must first re-open that year and reconcile again after any transaction changes. After the previous year is fully reconciled, it must be closed again. Then the current year is reopened.

First go to the BUDGET tab and take note of the budget amounts entered as these will need to be re-entered after you return to this year.

To open a previous year, go to FINANCES/ADMINISTRATION/YEAR END. In the box *Date to Close Fiscal Year*;, enter the date just BEFORE the beginning date of the year you want to open, **click SAVE**.

This will revise the date in the: *Last Year End* field and you will be able to make necessary adjustments.

For example:

If your current year is Aug 1 2018 – July 31 2019:

- To open 2017-2018 (previous) year enter date July 31 2017
- To open 2016-2017 year enter date July 31 2016
- To open current year again, enter July 31 2018



ADMINISTRATION : Year End

Use the screen to close your fiscal year by entering in the date of your next fiscal year end (in the box on the right) and clicking "Save". We have provided you the anticipated date of your next fiscal year end (already in the box), but you can change that date. You must have all accounts reconciled to close the year.

Warning - once a year is closed, transactions can't be edited. Closing a year will also reset the budget and YTD numbers

School Information

Last Year End : 31 Jul 2016

* Date to Close Fiscal Year : 31 Jul 2017

Save

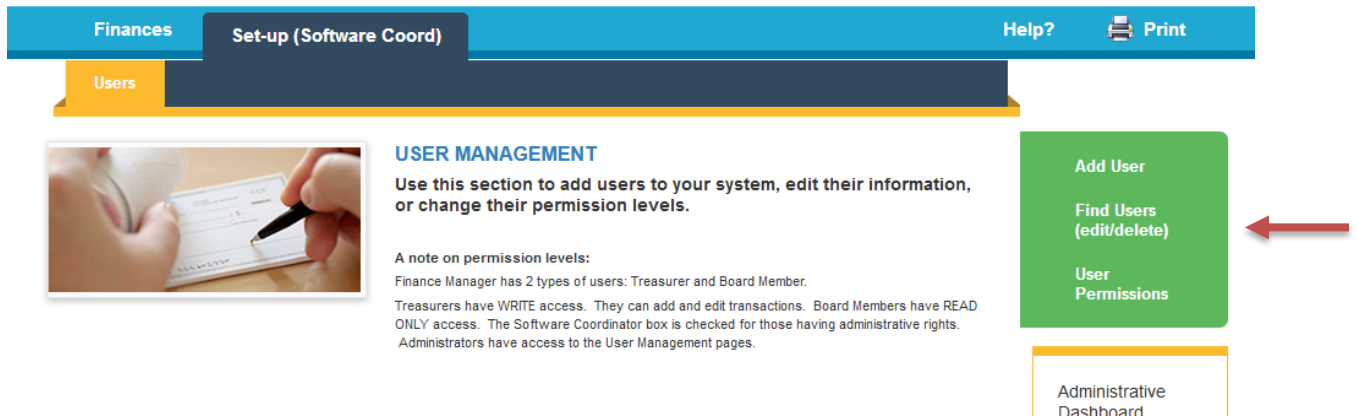
Important Notes:

- If you edit transactions in the previous year without first opening the previous year, the system will allow the edit (after a warning) but the transaction date will automatically change to the current date/year.

User Administration

The first email created when you purchased Finance Manager has *Software Coordinator* privileges. Logging in with this account allows you to have the “SET-UP Software Coord” tab.

From here you will be able to Add and Find users and set their permission levels. If you are to be the administrator of your Finance Manager account but do not see the Set-up tab, contact your local account administrator or Support at support@ptomanager.com (or 800 557 2670) to set up this permission level.



The screenshot displays the 'Set-up (Software Coord)' tab in the Finance Manager software. The 'Users' sub-tab is active, showing a 'USER MANAGEMENT' section. This section includes a note on permission levels and a list of actions: 'Add User', 'Find Users (edit/delete)', and 'User Permissions'. A red arrow points to the 'Find Users (edit/delete)' button. Below the main content, there is an 'Administrative Dashboard' link.

Finances **Set-up (Software Coord)** **Help?** **Print**

Users

USER MANAGEMENT
Use this section to add users to your system, edit their information, or change their permission levels.

A note on permission levels:
Finance Manager has 2 types of users: Treasurer and Board Member.
Treasurers have WRITE access. They can add and edit transactions. Board Members have READ ONLY access. The Software Coordinator box is checked for those having administrative rights. Administrators have access to the User Management pages.

Add User
Find Users (edit/delete)
User Permissions

Administrative Dashboard

Add Users: Enter the user information fields. The email will be the users’ login. After you choose SAVE, an email will be sent to the users that instructs them to click *forgot password* to set a password. Be sure to set their appropriate permission level.

Find Users (edit/delete): Allows you to SEARCH and display lists of users. You may edit or delete users from this view.

User Permissions: After adding a user, be sure to select User Permissions to set the desired permission level:

- Board member = read only access
- Treasurer = read and write access
- Software Coordinator = has access to *SET-UP Software Coord* tab for user administration.

It is recommended to limit the number of users who have write access to one or two.

Reports and Notes:

Click FINANCES/REPORTS to access the system reports:

REPORTS

We know you need information to do your work effectively. There are 5 reports you can run in Finance Manager - click on the links to the right to run a report.

Not sure which report you need? Here's a quick summary of each one:

[Category Summary](#): A summary view of all the active categories in the system

[Categories](#): A list of transactions by category, for a date range you specify

[Account Summary](#): A list of every bank account set up in your system, along with the current balance, based on the date range you select

[Accounts](#): A list of the transactions by bank account, for a date range you specify. It can be extracted for just one bank account, or for all bank accounts.

[Performance to Budget](#): Actual year-to-date activity versus budget as of the END DATE you select

- Category Summary
- Categories
- Account Summary
- Accounts
- Performance to Budget

Administrative Dashboard

[Navigation](#)

Category Summary: shows the status of each category in the system for the specified date range.

Categories: shows the status of categories including all transaction detail for the specified date range.

Account Summary: shows the status of each account in the system for the specified date range.

Accounts: shows the status of each account including all transaction detail for the specified date range.

Performance to Budget: shows the budget detail, totals, and variance for the specified date range.

Check the box: "Use Optional Start Date" to allow Finance Manager to run the report spanning beyond a fiscal year. This is useful when running a report containing information on a calendar year for tax purposes. *The start date you supply is only activated if this box is selected.* (See below)



REPORTS : Budget Report

This report will provide you with actual year-to-date activity versus budget as of the END DATE you select. The Performance To Budget report is one of the most important decision-making tools for a budget-driven PTO.

Enter Dates to Report On

Fiscal Year :
Current Year

* End Date :
4 Jan 2018

Use Optional Start Date
Optional Start Date :

* Indicates a required field

Search

Enter your criteria above and click on the 'Search' button. To 'Show All Records' leave each field empty and click the 'Search' button.

- Category Summary
- Categories
- Account Summary
- Accounts
- Performance to Budget

Save list to my computer

Administrative Dashboard

[Navigation](#)

Go to the

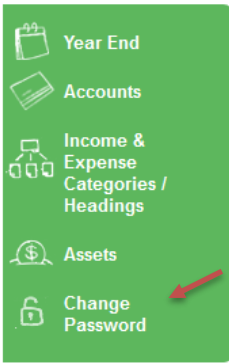
Report tips:

- Category reports are limited to date ranges within a fiscal year. To see a wider range, you must run the report for each fiscal year then combine.
- Account reports can display data spanning any date range and are not restricted to fiscal year.
- All reports may be downloaded to a spreadsheet (.csv) by clicking **Save List to My Computer**.
- Select: **Include Reversed Categories** on Categories and Accounts reports to show edits on all transactions. This is often very helpful in tracking down errors.
- To find a specific check number use the **Reference Number** search criteria in the Accounts report.

Tips and Troubleshooting

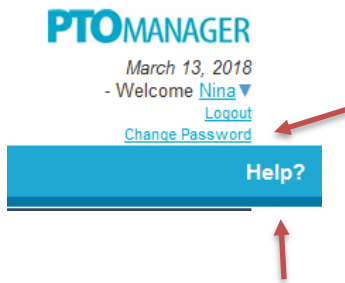
Changing your password

You may change your password from FINANCES/ADMINISTRATION/CHANGE PASSWORD



Or

from the profile drop down in the upper right corner:



Getting help

Click on the **HELP?** link. It is on the upper right of most screens (see above). Here you will find:

- FAQs
- Quick start for New School
- Quick start for New Treasurer
- Finance Manager User's Guide

Contact Finance Manager support:

Email: support@ptomanager.com

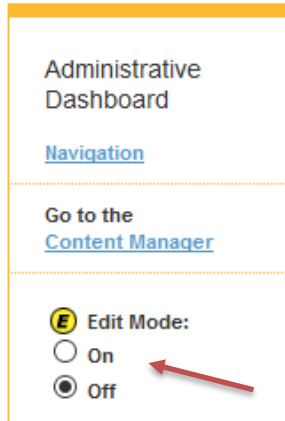
Phone: 800 557 2670 (leave a call back message if we are assisting other customers)

Hours: 9 to 5 M-F Eastern time zone.

When contacting support please have your school name, zip code, and login information (if available).

Customizing Finance Manager Screen Labels

Many of the Finance Manager screen labels and titles may be customized. Clicking on the Edit Mode button in the Administrative Dashboard, you will see what titles you may add or override.



You may also replace your own school name/logo at the top of the screens:



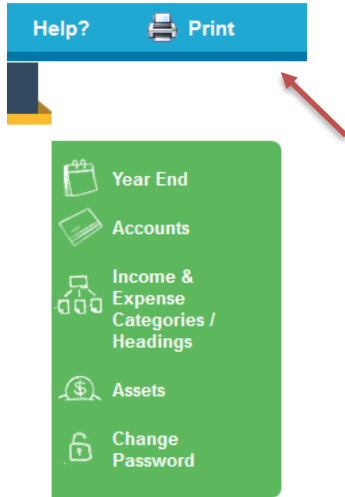
After your edits, hit SAVE to see the change.

Assets

Finance Manager allows you to keep track of your group's assets for tax and insurance purposes. Go to ADMINISTRATION/ASSETS to add other assets your group has. For example, these may be Certificates of Deposit, equipment, materials, cash holdings.

Printing

Click on the Print button to produce printout of what you see on the screen:



When you see the **Save List to My Computer** option, you may select it to produce a spreadsheet (.csv) of the results you see on the screen:

