

FINANCE MANAGER QUICK START GUIDE FOR NEW TREASURERS

If your group already has a Finance Manager account and a new treasurer taking over, follow these steps

1. Login, click *Finances* tab at the top, then click *Help?* to access the User's Guide. Print.
2. Note that all of your accounts are displayed here with their last reconciled date. Click the *Budget* tab and note *Current Year Started on*.
If the date is correct, you are in the fiscal year you want. Skip to step 3.
If the date is not correct, you are still in the last fiscal year, you must **close the year**.

Closing last fiscal year in order to start new fiscal year:

- Make sure all of the checks and deposits have been entered for that year.
 - Make sure the last reconciled date for all accounts is up to at least the date to close (beyond it is also ok). You must reconcile that account. (see User's Guide: Transactions)
 - Go to *Administration/Year End* and enter the date to close that fiscal year. *Save*. The new fiscal year will start on the next day.
3. Review current budget categories by going to *Administration/Income & Expense Categories/Headings*. Are these categories still applicable to your upcoming year? Here is where you may *deactivate* or *create new* categories for the budget to track. *Deactivating* makes the category invisible. It does not remove historical data. You may *reactivate* any time. Review the User's Guide: "Set-up your Basic Data" for detail on *Categories* and *Headings*. See a budget example excerpt:

Fundraisers	< HEADING (type: Income)
Gift wrap	< CATEGORIES
Spirit wear	
Fall carnival	
Donations	< HEADING (type: Income)
Dues	< CATEGORIES
Grants	
Enrichment	< HEADING (type: Expense)
Teacher breakfast	< CATEGORIES
Field trips	

Tip: Check the box
Show inactive categories
to see ALL categories

4. Click the *Budget* tab to enter the expected budget figures for each category for this year. *Save*.

You are now ready to enter deposits and withdrawals for the new year! (see User's Guide: Transactions)

Next Steps:

- a. Go to *Reports* tab and run every report to become familiar with how data may be accessed. (note: "Save list to my computer" button outputs screen data to an Excel spreadsheet). This is a great way to understand the program
- b. Review *Bank Reconciliation* (User's Guide: Transactions) to prepare for the arrival of your next bank statement.
- c. Read User's Guide

Questions: email us at support@ptomanager.com or call 800-557-2670