

# FINANCIALS: SETTINGS

The Financials feature relies on two sets of settings that you apply on your Admin Dashboard's overall Settings page.

Click on the "Account" tab to open it and the "Settings" tab to view the available system settings.

## Effective Starting Date for Financial Transactions

Set the Effective Starting Date to establish the beginning date for the values of your accounts.

- ◆ The date you enter here will help determine the starting balance for the individual accounts you create in the Chart of Accounts.

## Auto-Create System Transactions in Financials

The Financials feature can pick up data from invoices and payments that flow through your website. Activate this toggle switch to prompt the system to add online invoice and payment data to the Financials feature. If you do not wish to include invoice and payment details in the Financials feature, do not activate this toggle switch.

- ◆ You will need to set up the Chart of Accounts in Financials before you can access and enter the following settings.

### Auto-Creation Start Date

Set the date from which you want the system to add invoice and payment data to the Financials feature. Note that this date can be later than the **Effective Starting Date for Financial Transactions**, but it should not be earlier.

### Organization Name

This box displays your organization's name as appears in the Admin Dashboard on the Account tab's Organization Info window. The Organization Name appears after you enter an **Auto-Creation Start Date**, select both a **Payment Account** and an **Account** from their respective dropdown menus, and click on the "Save Changes" button. If you prefer to use a name other than the default, you can edit this value in the Chart of Accounts, but this will not affect the name that appears in the Organization Info window.

## FINANCIALS: SETTINGS—CONTINUED

### Payment Account

Select the account that processes online payments for your community. If you activate the **Auto-Create System Transactions in Financials** toggle switch, this information is required. All online payments (for dues, event registrations, amenity reservations, and One-Time Charges) will be assigned to this one account. If you wish to change this name, edit it in the Chart of Accounts list.

### Account

Select the account to which you want to assign all auto-created system transactions. If you activate the **Auto-Create System Transactions in Financials** toggle switch, this information is required.

Remember to click on the **Save Changes** button once you have entered your settings for Financials. Otherwise, your changes will not be preserved.



**If you have additional questions about the settings for Financials, please visit the Support Desk through your Admin Dashboard and open a support ticket.**