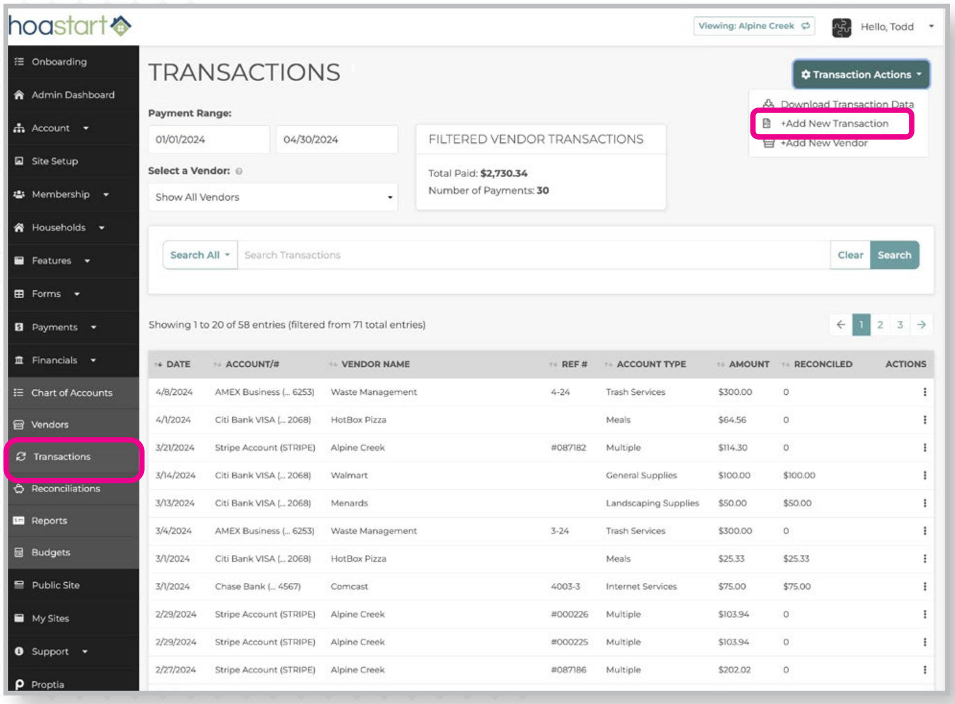
FINANCIALS: TRANSACTIONS

A transaction represents an individual instance in which your community either spends or receives money. Transactions include anything from utility payments and maintenance fees to dues payments and sponsor contributions.

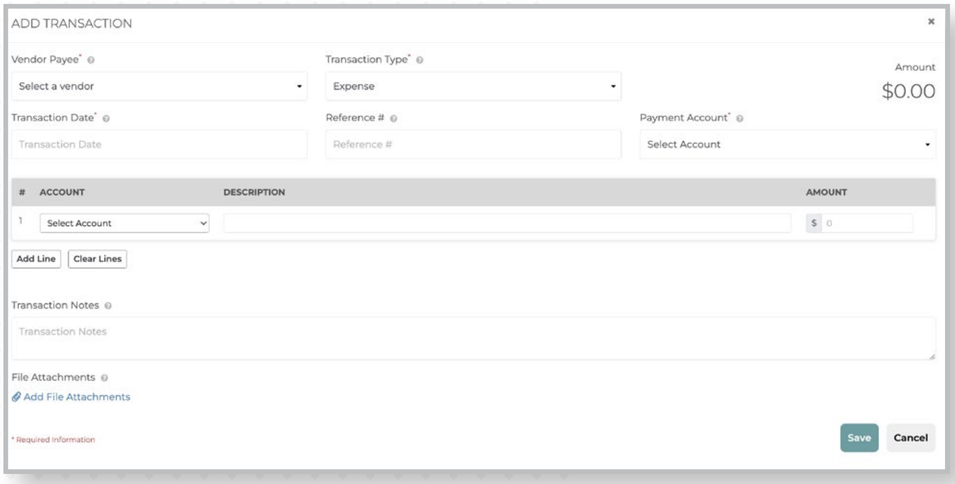
Create a New Transaction

Click on the “Financials” tab to open it and the “Transactions” tab to view the TRANSACTIONS summary screen. If you’ve already created transactions, you’ll see them in the list. To create a new transaction, click on the “Transaction Actions” button at the top right and choose “+Add New Transaction.”



In the “ADD TRANSACTION” window that opens, click on the “Vendor Payee” dropdown menu and choose the vendor for this transaction.

Click on the “Transaction Type” dropdown menu and select the type of transaction.



Click in the “Transaction Date” box to reveal a calendar from which to select the date on which the transaction took place.

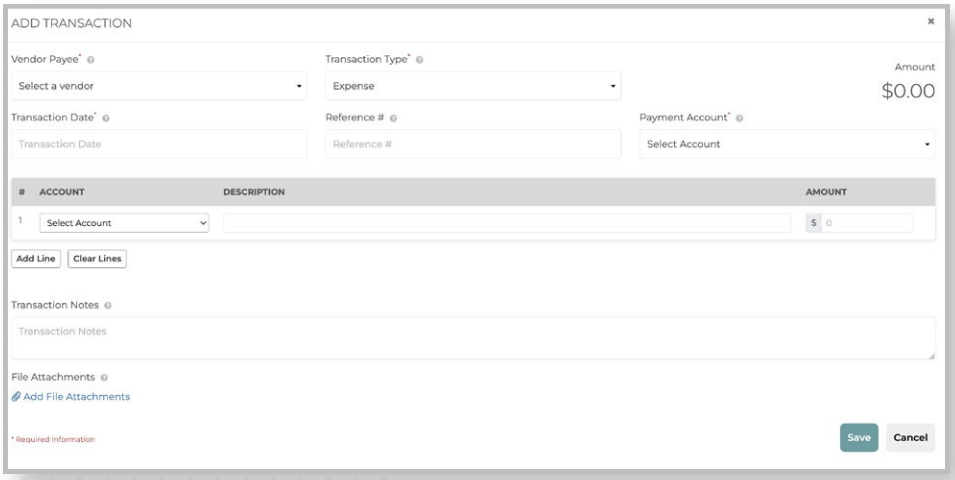
Click on a date to select it. Click on the “Set” link at the top right corner of the window to close the calendar, and return to the “ADD TRANSACTION” window.

In the “Reference #” box, enter an optional alphanumeric designation that you or the vendor have assigned to this transaction, such as a job number or purchase order number.

To itemize and specify the transaction purpose, click on the “Select Account” dropdown menu and select the account to which this transaction applies.

- The default account assigned to a new transaction will be based on the “Default Account” that was assigned to the specific vendor upon setup.

FINANCIALS: TRANSACTIONS - CONTINUED



In the “Description” box, enter a description of the item or service.

Enter the amount of the transaction in the “Amount” box.

If the transaction included multiple items or services, click on the “Add Line” button to add another instance of the account, description, and amount, and enter data for this new line.

- To clear transaction data from all lines, click on the “Clear Lines” button.

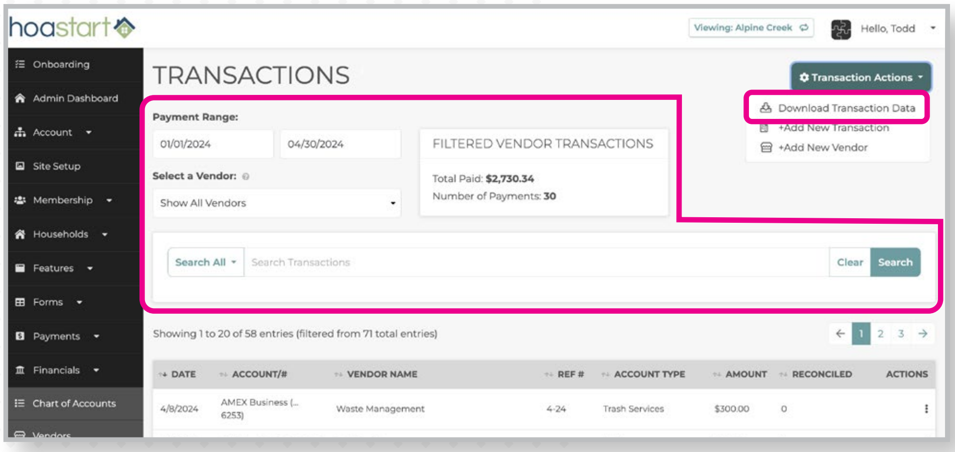
Enter other comments and information about the transaction in the “Transaction Notes” box.

The “File Attachments” section allows you to upload any appropriate documentation associated with the transaction like receipts or invoices.

- You can upload a file up to 15 MB in size. Repeat this process to add more files.

When you are happy with your transaction setup, click on the “Save” button.

Transactions Screen



The main TRANSACTIONS screen provides you with options to search, sort, and view overall transaction data.

To review all your transactions in one downloadable spreadsheet-compatible file, click on the “Transaction Actions” button at the top right and choose “Download Transaction Data.”

The “Search Transactions” box enables you to search among your transactions to find entries that match specific criteria. Enter a “Payment Range” to specify the range of payment dates within which you want to view transactions.

To search all transaction criteria at the same time, leave the “Search All” dropdown menu set that way, and type your search text in the “Search Transactions” box. To switch to a specific search category, click on the “Search All” dropdown menu and select Reference #, Account Type, or Account. Click on the “Search” button to perform your search.

To view only those transactions associated with a specific vendor, click on the “Select a Vendor” dropdown menu and choose the applicable item.

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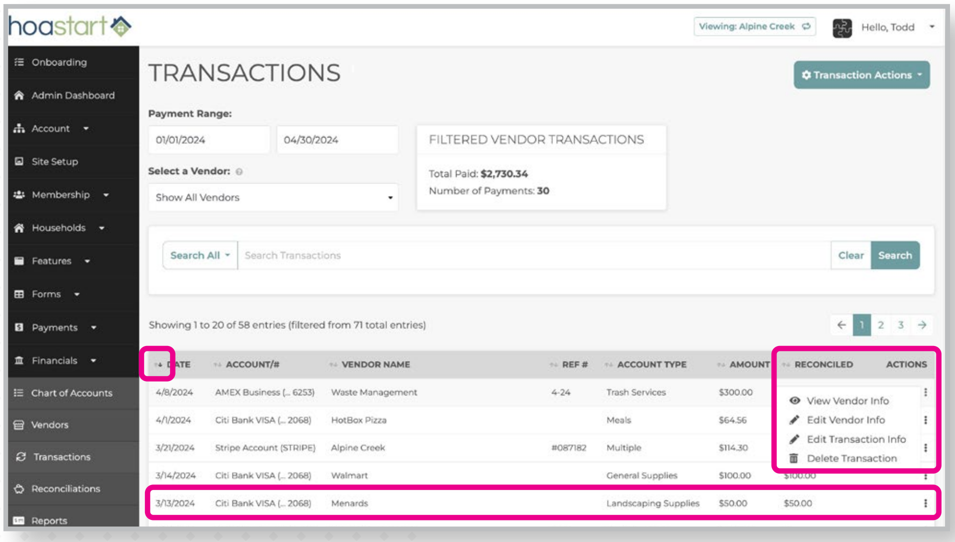
- To sort your search results by one of the categories of information in the list of transactions, click on a column name or the pair of arrows to the left of the name. By default, the records sort in ascending order. To change the sort to descending order, click on the pair of arrows again.
- Click within the row for any transaction in the list to edit the entry information.



In the ACTIONS column, click on the three-dots menu to access more options.

- To view the details of a vendor listing, choose “View Vendor Info.”
- To edit vendor details, choose “Edit Vendor Info.”
- To edit the details of the transaction, choose “Edit Transaction Info.”
- If you entered a transaction that no longer is viable, choose “Delete Transaction.”
- To reactivate a deactivated vendor, choose “Reactivate Vendor.”
  To delete a deactivated vendor completely, choose “Delete Vendor.”

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