

# How Admin Bandit Works

Admin Bandit is an online accounting software that makes your life as a volunteer treasurer fast and easy, even if you've never done accounts before. All you have to do is follow the step-by-step prompts to enter details your organisation's income and expenses. The software does the rest for you, right down arranging data into useful tables and generating vital financial reports. It even does your monthly treasurer's report and quarterly BAS!

Once logged in, Admin Bandit's main menu provides eight main functions.

The screenshot shows the Admin Bandit main menu. At the top is a navigation bar with tabs: Money, Categories, Deposits, Events, People, Reconcile, Reports, Options, Logout, and Welcome. Below this is a header for the current client: "Robyn Hood's Merry Men - Main Account". The main content area is divided into three columns: "Welcome, Maid", "Quick Stats", and "Options".

Welcome, Maid	Quick Stats	Options
You are currently managing: <ul style="list-style-type: none"><li>Client: <b>Robyn Hood's Merry Men</b></li><li>Account: <b>Main Account</b></li></ul> Total Money In: \$4,148.00 Total Money Out: \$4,227.27 Balance: \$1,420.73	Last login: 12th Oct 2009 Reconciled to: 8th Jan 2009 Total current Members : 9 Total Memberships : 11 Paid-up Memberships : 2 Outstanding : 9 <a href="#">Manage Members</a>	<ul style="list-style-type: none"><li><a href="#">Capture User Details</a></li><li><a href="#">Capture Client Details</a></li><li><a href="#">Select Account</a></li></ul>

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## Money

This is where you record money your organisation has earned and spent. It's as simple as grabbing your receipt book, cheque book and bank statement, and entering the details as the software prompts.

This function allows you to:

1. View a list of all transactions, including receipts, membership fees, payments and bank deposits
2. Add receipts for money that has come in (earnings)
3. Add payments for money that has gone out (expenses)

4. Add fee receipts for money that has come in to pay membership fees
5. Examine, edit or delete individual transactions
6. Print copies of receipts
7. Create and email or print invoices.

**Receive Money: Add Receipt**

**Receipt Details**

Date:

From:

Receipt Number:

To pay Invoice Out:

To be Banked:

**Transactions**

Category	Memo	Amount	minus GST	equals Net
-----		\$ 0.00	\$ 0.00	\$ 0.00
Totals:		\$ 0.00	\$ 0.00	\$ 0.00

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## Categories

Admin Bandit allows you to customise your own settings for the income and expense activities that are unique to your organisation. We call these "categories", although you might have heard this system described elsewhere as a "chart of accounts". Basically, it works like this: in the past, you might have written "utilities" or "canteen" on a manila folder or in columns on a spreadsheet, but now you create electronic ledgers on your computer. You may have heard this system described elsewhere as a "chart of accounts".

Just like your own personal filing system, this function gives you a clear, overall picture of where your organisation's money comes from and where it goes. We've provided the standard set of categories for not-for-profit organisations, which you can adapt to suit your organisation's needs.

This function allows you to:

1. Create, edit or delete categories (and subcategories)
2. View a complete list of all the activities that earn and cost your organisation money
3. Add figures for each category to create a budget for your organisation.

Client Categories

+ New Category

Name	Type	GST	Budget	
<b>Operating Income</b>	Income	✓	\$17,000	 
Bar Takings		✓	\$ <input type="text" value="2,000"/>	 
Canteen Takings		✓	\$ <input type="text" value="5,000"/>	 
Membership Subs		✓	\$ <input type="text" value="10,000"/>	 
Event Income	Income	X	\$1,500	
Sausage Sizzle		✓	\$ <input type="text" value="1,500"/>	 
Other Income	Income	X	\$6,350	
Donations		X	\$ <input type="text" value="100"/>	 
Interest		X	\$ <input type="text" value="250"/>	 
Sponsorship		✓	\$ <input type="text" value="6,000"/>	 
<b>Operating Expenses</b>	Expense	✓		 

Income Budget : \$25,000  
 Expenses Budget : \$24,000  
 Budget Surplus :

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## Deposits

This function keeps a record of money you deposit into your bank accounts from a bundle of receipts. This makes it easier to reconcile the accounts to your bank statement at the end of the month.

Deposits allows you to:

1. Add details of a new bank deposit, including the particulars of individual receipts
2. See an in-depth list of all your deposits, including the date, amount, receipt number and who money was received from.
3. Examine, edit or delete transaction and deposit details.

Bank Deposits

+ New Bank Deposit

Date	Amount	Memo	Receipts	
25 Jun 08	\$900.00		2	 
26 Aug 07	\$272.73		1	 

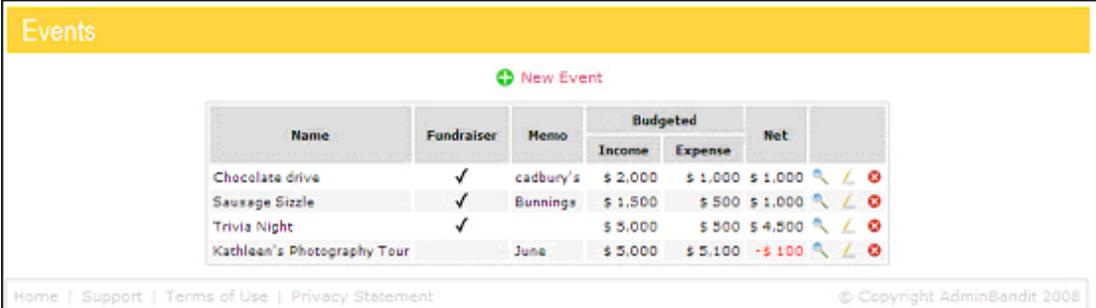
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## Events

This function allows you to separately managing fundraising activities and social events. It also provides an excellent overview of the cost or profit of an event, such as a competition or sausage sizzle, and even allows you to compare your budgeted cost with the actual figures.

Events allows you to:

1. Add details a new event and create an income/expense budget
2. View a list of all events, including how much they earned and cost, and the net profits raised
3. Examine, edit or delete individual events.



Events

[+ New Event](#)

Name	Fundraiser	Memo	Budgeted		Net		
			Income	Expense			
Chocolate drive	✓	cadbury's	\$ 2,000	\$ 1,000	\$ 1,000		
Sausage Sizzle	✓	Bunnings	\$ 1,500	\$ 500	\$ 1,000		
Trivia Night	✓		\$ 5,000	\$ 500	\$ 4,500		
Kathleen's Photography Tour		June	\$ 5,000	\$ 5,100	-\$ 100		

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## People

This function keeps track of your organisation's members, or people, including their names, contact details and member ID. You can even import membership data from other software programs and assign members to groups — for example, a sporting club might divide members into age groups, or a dance school might want to create groups for each class and teacher.

This function allows you to:

1. View a complete list of all your organisation's members
2. Add details of new members or import data from other software
3. View a list of all the groups within your organisation
4. Add details of new groups
5. Send individual or bulk emails to members
6. Examine, edit or delete member or group details.

### Member List

+ New Member

Member ID	First Name	Last Name	Groups	Phone	Mobile	Email	
	Matt	Damon	Cunning Cougars 2			<input type="checkbox"/>	
	Jethro	Gibbs	Galloping Giraffes 1			<input type="checkbox"/>	
	Hugh	Jackman	Galloping Giraffes 1			<input type="checkbox"/>	
	Little	John	Galloping Giraffes 1			<input type="checkbox"/>	
	Angelina	Jolie	Galloping Giraffes 1			<input type="checkbox"/>	
	Nicole	Kidman	Cunning Cougars 2			<input type="checkbox"/>	
	Brad	Pitt	Multiple	0361616161		<input type="checkbox"/>	
	Will	Scarlett	Multiple			<input type="checkbox"/>	
sim123	Bart	Simpson	Multiple			<input type="checkbox"/>	
	Naomi	Watts	Terrific Tigers 3			<input type="checkbox"/>	

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## Reconcile

Think reconciling your accounts is scary? Not anymore. This function guides you through reconciling your accounts, step-by-step. Admin Bandit compiles a full list of transactions (receipts and payments) from the data you entered in Money, which you then compare against your bank statement to make sure your accounts are correct. Plus, our user manual tells you how to fix the problem if your accounts don't balance.

### Account Reconcile

Check below the Deposits and Payments/Cheques which appear on your bank statement.  
 You will not be able to reconcile until the difference is zero; if you need to make adjustments, do so via the list of transactions.  
**Note:** you must print after reconcile, otherwise you're stuffed.

Money Out/Cheques/Debits				
	Date	No.	Paid to	Amount
<input type="checkbox"/>	9 Jul 07	3454	ACT Govt	\$450.00
<input type="checkbox"/>	9 Jul 07	3455	Rebel Sport	\$50.85
<input type="checkbox"/>	9 Aug 07	3456	Cash	\$1,051.82

Money In/Deposits/Credits			
	Date	Memo	Amount
<input type="checkbox"/>	15 Sep 07	Banked by Wendy Lee	\$4,595.45

#### Summary

Date:

Ending Balance: \$

Cleared Balance: \$

Difference: \$

## Reports

In this function, Admin Bandit software uses data you've already entered to generate 16 useful reports for monthly committee meetings, strategic planning, your auditor and the Australian Taxation Office.

In seconds, you can view or print:

1. Treasurer's report
2. Money reports
  - a. Transaction Report
  - b. Categories (Detailed) Report
  - c. Categories (Summary) Report
  - d. Budget Report
  - e. Quarterly BAS
  - f. Equipment Report
  - g. Invoices Out (Detailed) Report
  - h. Invoices Out (Summary) Report
3. Membership Reports
  - a. Member Details Report
  - b. Member Fees Report
  - c. Groups Report
4. Fundraising/Event Reports
  - a. Fundraising/Event (Detailed) Report
  - b. Fundraising/Event (Summary) Report
5. End of Year Reports (including a full year Reconciliation Report)

**Merry Men**  
**TREASURER'S REPORT**  
 15 Jun 2008 to 23 Jan 2009  
 Working Account

Opening Balance:   **\$ 1,500.00**

**RECEIPTS & EXPENDITURE**

<b>RECEIPTS</b>	Amount this period	Annual Budget
Fund Raising/Event Income	\$ 3,235.00	\$ 7,500
Miscellaneous Income	\$ 29.65	\$ 600
GST refunded	\$ 0.00	\$ 500
Interest	\$ 29.65	\$ 100
Operating Income	\$ 1,985.83	\$ 10,000
Membership Fees	\$ 2,229.83	\$ 10,000
Sale of Goods	\$ 256.00	\$ 0
<b>TOTAL RECEIPTS</b>	<b>\$ 5,250.48</b>	<b>\$ 18,100   29.0%</b>

<b>EXPENSES</b>	Amount this period	Annual Budget
Administrative Expenses	\$ 0.00	\$ 380
Audit Fees	\$ 0.00	\$ 200
Bank Charges	\$ 0.00	\$ 50
Fees & Permits	\$ 0.00	\$ 130
Fund Raising/Event Expenses	\$ 1,234.00	\$ 1,500
Operating Expenses	\$ 920.00	\$ 15,300
Association Activities	\$ 88.00	\$ 2,500
Cleaning	\$ 350.00	\$ 5,500
Computer Expenses	\$ 110.00	\$ 0
Consumables	\$ 0.00	\$ 3,200
Equipment	\$ 0.00	\$ 2,000
Insurance- General	\$ 0.00	\$ 1,800
Meeting expenses	\$ 340.00	\$ 0
Postage, Freight and Courier	\$ 32.00	\$ 0
Repairs & Maintenance	\$ 0.00	\$ 300

**TOTAL PAYMENTS**

## Options

This function is for general "house-keeping", allowing you to set up and customise Admin Bandit to your organisation's individual needs.

It allows you to:

1. Enter contact information for you as treasurer
2. Enter information about your organisation, including uploading a logo and setting the financial year
3. Update or review your organisation's bank accounts
4. If your organisation has more than one bank account, choose which one you want to work on in bank account selection
5. Create new terms for "members", "groups", "fees" and "notices" to match those your organisation uses.

## Capture Client Details

### Load your logo

Maximum size allowed: 1MB  
Supported File Types: gif, jpg, png

You have not uploaded any logo yet.

### All About Us

\* **Community Group:**

\* **Primary Contact:**

**Mobile:**

**Phone:**

**Email:**

### Address

\* **Address Line 1:**

**Address Line 2:**

\* **City:**

\* **Country:**

\* **State:**  \* **Postcode:**

### Financials

**ABN:**

\* **Start of Financial Year:**

**GST Rate:**  %

**Registered for GST:**

**Fund raising separate for GST purposes:**

### Licensing

**Expiry Date:** 27th Jan 2010

All fields marked with an asterisk (\*) are compulsory.

If you are registered for GST you'll need to set the GST status for your categories according to whether or not your activities are GST exempt.