admin bandit®

software for volunteer treasurers

USER MANUAL

Part 1

- Intro, Options, People & Categories

Software for the benefit of community group treasurers and the peak bodies supporting the

PART ONE

Welcome to Admin Bandit!

This software has been designed especially for you, the volunteer treasurer. It guides you, step-by-step, through everything you need to do to manage your organisation's money.

That's right … every single thing is covered, so you know you're doing it correctly, even if you've never done accounts before in your life.

To make your journey with Admin Bandit even easier, we've put together this handy user manual for you. We've explained every function of the software in detail and from the perspective of a new user, complete with lots of pictures.

That's the good news.

Of course, good news usually comes with bad news. In this case, the bad is teeny tiny — our attention to detail makes this manual a tad long, so we've divided it into three parts for you to download and work through separately.

See … that wasn't so bad. In fact, if this is the worst thing that has happened to you today, then we want your life!

Conveniently, the software's functionality divides into five neat parts. Having said this, there are eight sections to download — we've included samples of every report in Part 4 … there's so much information that we had to break it up further:

1. **Setting up — administrative, or "house-keeping", stuff to do before you can actually get onto the accounts**
2. **Entering data — this is the "hard yakka" of actually doing the accounts, including typing in details of money your organisation has earned and spent**
3. **Reconciling — this is where you make sure your accounts are correct**

4. **Generating reports — this is where you get to sit back and relax, while the software does some work for you! We've divided Admin Bandit's 16 reports up by broad type:**
    a. **Treasurer's Report**
    b. **Money Report**
    c. **Membership Reports**
    d. **Fundraising/Event Reports**
    e. **End of Year Reports**

Well, let's get on with number one, the first part of this manual!

CONTENTS

Introduction

Let's us put you in the picture!

That's right … the introduction to our user manual aims to give you an overview of Admin Bandit — how it works, how to use this manual and how to get started.

So let's do it.

HOW ADMIN BANDIT WORKS FOR YOU

Before you hit the books, let's have a look at the "big picture" of how this software works.

Admin Bandit is a database that simplifies your job as a volunteer treasurer. It does this in three ways:

1. **Records your organisation's financial information:** all you have to do is follow the prompts and fill the boxes provided with data of income and expenses.
2. **Arranges your organisation's financial information:** in a way that's easy-to-read and understand, which is useful for making budgets and other plans.
3. **Automatically generates a stack of really valuable reports:** again, these are easy-to-read and understand. What's more, they make your life as a volunteer treasurer fast and simple, which means you'll always be prepared for your treasurer's report at committee meetings!

The first thing Admin Bandit does is ask you to "log in" and choose a bank account to work on in your current session. If your organisation has just one account … well, we won't insult your intelligence this early into the user manual! But if your organisation has multiple bank accounts, the software will ask you to select one.

When you do, a "welcome" screen appears, which contains a main menu bar of nine pull-down options:

- **Money**
- **Categories**
- **Deposits**
- **Events**
- **People**
- **Reconcile**
- **Reports**
- **Options**
- **Logout**.

Of course, without the software actually open, what we've just said probably doesn't make a whole lot of sense right now (we'll go into full detail, complete with sample pictures, in "How to Set up Admin Bandit" on page seven). Our point is that, once you're logged in and have chosen a bank account to work on, the software's "guts" or major functions are completely accessible.

This user manual thoroughly explains each one. If you're computer savvy, you might find our explanations a little too detailed or repetitive at times, but please be patient — after all, Admin Bandit is made for volunteer treasurers of every level and we want to make sure **everyone becomes a pro**.

We'd wish you luck at this point … but with Admin Bandit you simply don't need it!

Three Ways Admin Bandit Helps

In summary, Admin Bandit software makes doing the accounts super easy by:

1. Asking you to enter data of your organisation's income and expenses
2. Arranging this in really useful ways
3. Using it to automatically generate all sorts of valuable reports for you and your organisation.

HOW TO USE THIS MANUAL

The Admin Bandit user manual is pretty straight-forward — it's written in everyday language and we've used plenty of pictures to guide you through the information.

We've also tried to make it friendly, which means we've avoided using jargon, but couldn't resist the odd corny joke!

Having said this, here are a few tips to help on your journey.

Icons

Admin Bandit contains few icons. These, however, are repeated often, with slight variations in role depending on the task you're doing. The three most common icons are:


The blue magnifying glass, which allows you to **Examine** something


The yellow pencil, which allows you to **Edit** something


The white cross in the red circle, which allows you to **Delete** something.

A Helpful Tip

Smiley Face

This little square smiley face is scattered throughout this manual. We've used it to give you all sorts of information, ranging from tips on using Admin Bandit to explaining various accounting terms.

Pictures

The pictures in this user manual are exact copies of what you see on your computer screen when you use Admin Bandit. We've made them nice and large, and numbered key things for you to look at.

Warning!

We've also filled our pictures with sample information. The good news is that this strengthens our explanations of how the software works. The bad news is that we have a (sometimes odd) sense of humour … by the end of this manual you'll know the names of our favourite movie stars!

Red Words

Words in **bold and red** refer directly to titles and functions within the software.

Links

We inserted links to useful websites throughout this user manual … just look for words or phrases underlined and in blue. Hover your cursor over one of these and pop-up appears, advising the address of the link and instructing you to hold down the "control" key on your keyboard and click on the link to open the website in question in a new Internet browser.

Where to Start

Finally, and perhaps most importantly, you'll notice this manual does not list Admin Bandit's eight major functions in the same order as the software's main menu bar. Why the difference? Well, the order in the actual software is efficient and easy-to-use when you're doing your accounts. But you have set the program up first, and this means completing a series of administrative, or "house-keeping", tasks before you do anything else.

For this reason, we strongly recommend you work through this manual in the order it's presented.

Okay, let's get going.

To start, turn the page to find out how to set up Admin Bandit.

Actually, no. If you haven't got one already, why don't you make a cup of tea or coffee before we continue (because that's about the only thing this software doesn't do for you!).

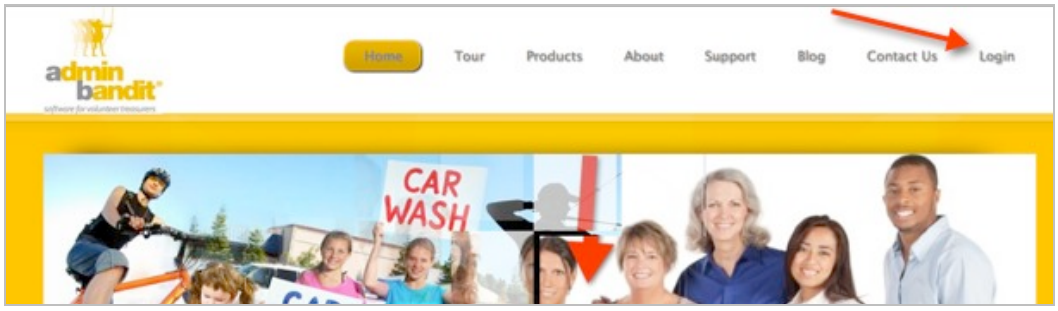
HOW TO SET UP ADMIN BANDIT

Setting up Admin Bandit is a breeze.

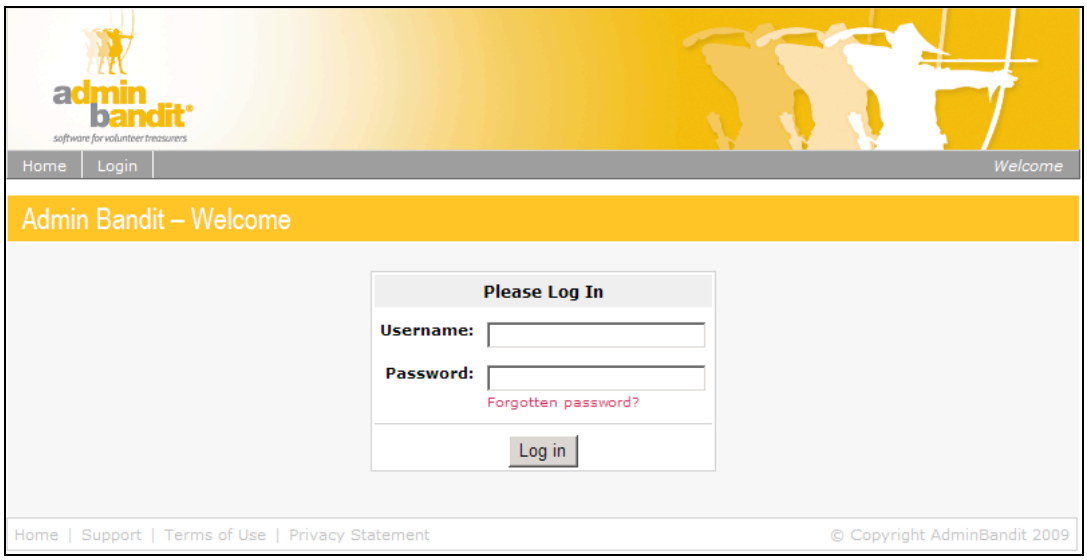
The software is fully accessed online, which means you don't have to install it on your computer before you get started. Instead, all you have do is go to the Admin Bandit website and get straight to work.

Log In

Opening Admin Bandit is as easy as clicking on the **Log in** link on the home page of our website.



To save you a few seconds why not click here to get to the same place: our **User Log In** screen. Simply click your cursor in the boxes, type in your **Username** and **Password**, and click **Log in**.



What's My User Name and Password?

Your username and password were sent to you when you first registered to use Admin Bandit. If someone else in your organisation did this, they have the username and password, so you'll need to ask them for the details.

If for some reason you can't get hold of the username and password, submit a ticket through our Support Desk. You'll also need to provide a copy of your last committee meeting minutes to show you're the treasurer of your organisation (not that impersonating volunteer treasurers is a common crime!).

How to Contact Us For Extra Help

Our online Support Page is your first port of call if you have questions that aren't answered in this manual. In fact, you might like to jot the link to this on a piece of paper to keep handy or add it to "favourites" in your web brower: http://www.adminbandit.com.au/admin-bandit-support/.

This webpage provides all sorts of useful information, including:

1. A resources page
2. Our knowledge base
3. Information on how to lodge a support ticket
4. Our phone number.

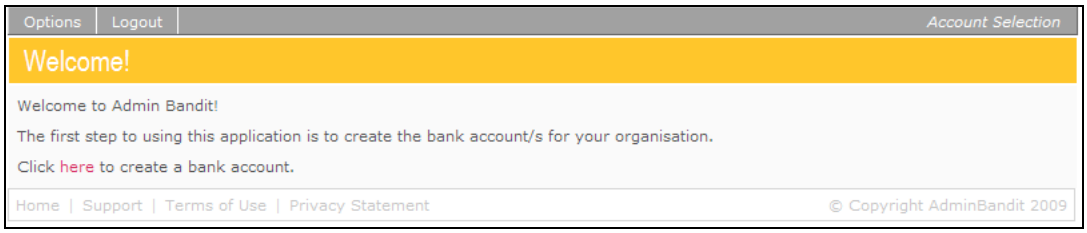
What if I Forget My Password?

Not a problem … we can solve this with nothing more than a bit of lost time. Simply follow these steps:

1. Click on the **Forgotten Password** link in the **Please Log In** box
2. A new screen appears with a **Password Reset** box. Type in your username and click the **Send Email** button to notify us that you need a new password
3. We'll send you an email containing a link to reset your password. As soon as you've clicked on this, you can log into Admin Bandit with your new password.

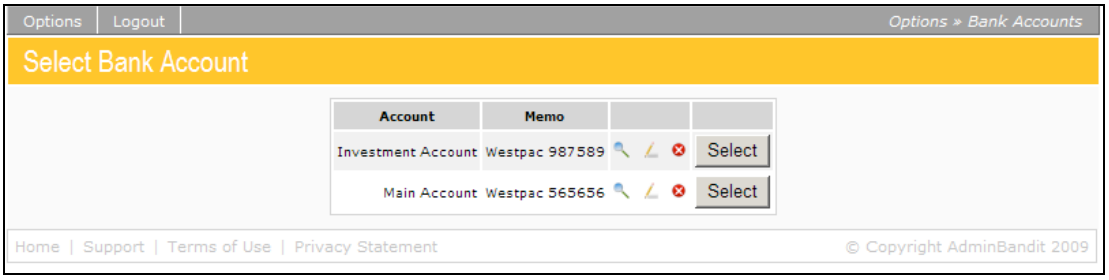
No Bank Accounts

If this is the first time anyone in your organisation has logged into Admin Bandit or if no-one has recorded a bank account yet, a **Welcome** screen will appear, directing you to an **Add Bank Account** screen to set one up. You'll need to do this straight away because, obviously, you can't do any books without an account! See chapter 1 for more instructions on how to set up a bank account.



Bank Account Selection

However, if your bank accounts are already set up and your organisation has more than one, you need to choose which one to work on by clicking the **Select** button.



Welcome and Quick Stats

Once you select a bank account, a **Welcome** screen appears, with **Quick Stats** on your organisation, account balance, last log-in and members.

You'll notice seven clickable links on this page:

Under **Welcome**, you'll find:

1. **Money In**
2. **Money Out**.

Under **Quick Stats**, you'll find:

3. When you last logged in
4. Your last reconciled date
5. Your number of current members
6. Total member numbers
7. Number of fully paid up memberships
8. Your number of members with outstanding membership payments
9. **Manage Members**.

Under **Options**, you'll find:

10. **Capture User Details**
11. **Capture Client Details**
12. **Select Account**.

Now that we've drawn your attention to these, we're going to ignore all but one! The reason is that they're quick pathways to functions that we'll cover later on.

For the moment, however, let's look at number twelve: **Select Account**.

This is the place to click if you want to return to the **Bank Account Selection** screen and choose a different account to work on.

Okay, let's get onto some serious to work!

Time Out

No, this isn't an invitation to go and lounge by the pool for a couple of hours!

For privacy and security, Admin Bandit automatically logs off after 30 minutes of inactivity. When you try to use it again, you'll be directed back to the **Admin Bandit – Welcome** screen, where you'll need to log in again and make you're way back to where you were previously working.

Options

Your organisation is individual, so Admin Bandit lets you choose you preferences and personalise your details.

Essentially, the Options function is for "house-keeping", providing a place for you to store important contact details, manage bank accounts and customise settings.

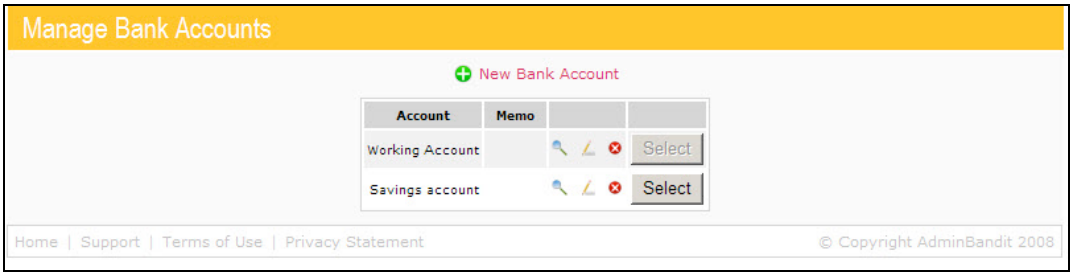
The Options function is second from the right on the main menu bar. When you click on this, a pull-down menu appears, which contains four selections:

1. **User Details**
2. **Client Details**
3. **Bank Accounts**
4. **Customise.**

BANK ACCOUNTS

This is where you manage your bank accounts, the nitty-gritty of adding, editing and even deleting accounts.

Click on **Bank Accounts** in the **Options** pull-down menu and a screen called **Manage Bank Accounts** appears, which contains a box showing your current accounts.



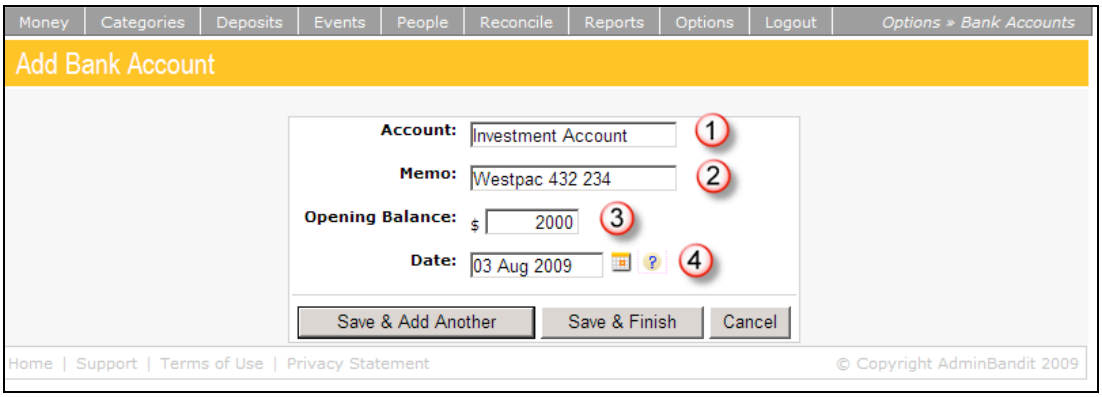
New Bank Account

As we've said before, you can't start using Admin Bandit until you've set up at least one bank account, so let's start by learning to do this.

Click on the **New Bank Account** link — you'll find this above the box, next to an icon of a white cross in a green circle.

A new screen called **Add Bank Account** appears, which contains a box with four spaces for you to fill:

1. **Account:** enter the account name
2. **Memo:** for any notes you wish to add, such as the account's purpose or type
3. **Opening Balance**
4. **Date:** enter manually or click on the icon immediately to the right of this space to see and set the date by a calendar.



Click the **Save & Finish** button if this is the only account you wish to add. However, click **Save & Add Another** to add more accounts — Admin Bandit will save the information you've entered and refresh the screen for you to keep working. If you make a mistake or are just practising (like right now!), hit **Cancel**.

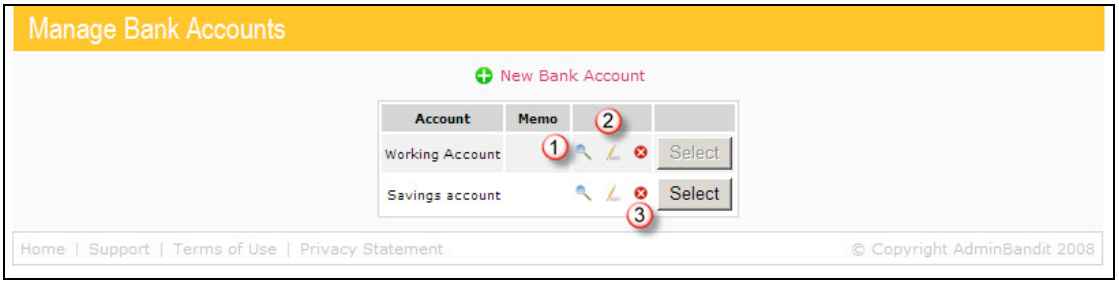
Manage Bank Accounts

Now that you've learned how to add bank accounts to Admin Bandit, let's look at how to examine, edit and delete accounts. Notice you automatically return to the **Manage Bank Accounts** screen when you hit the **Save & Finish** or **Cancel** buttons? Well, that's perfect because this is the place we need to be.

Remember those three recurring icons we told you about in the section on "How to Use This Manual"? Well, this is your first introduction to them.

As you know, the **Manage Bank Accounts** shows all the bank accounts you've recorded for your organisation. For each one, you'll see our three icons in the third column of table. From left to right, these are:

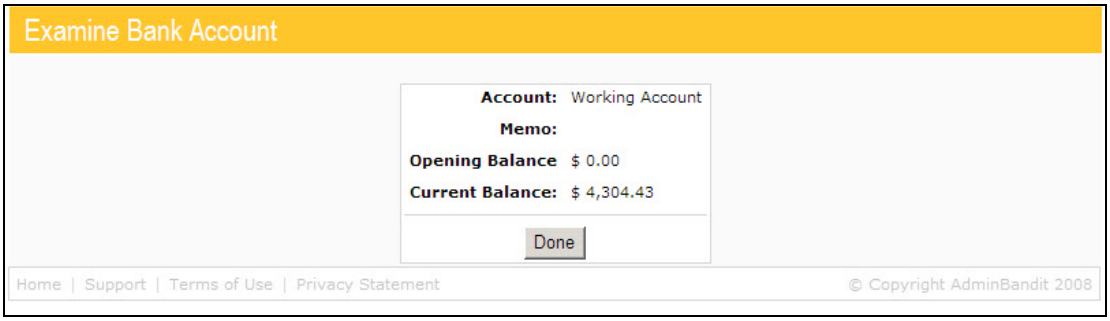
1. **Examine Account:** a blue magnifying glass
2. **Edit Account:** a yellow pencil
3. **Delete Account:** a white cross in a red circle.



Examine Account

Click the blue magnifying glass for a quick snapshot of any account. An **Examine Bank Account** screen appears, which shows:

1. The **Account** name
2. A **Memo**, if you've made one
3. **Opening Balance**
4. **Current Balance**.

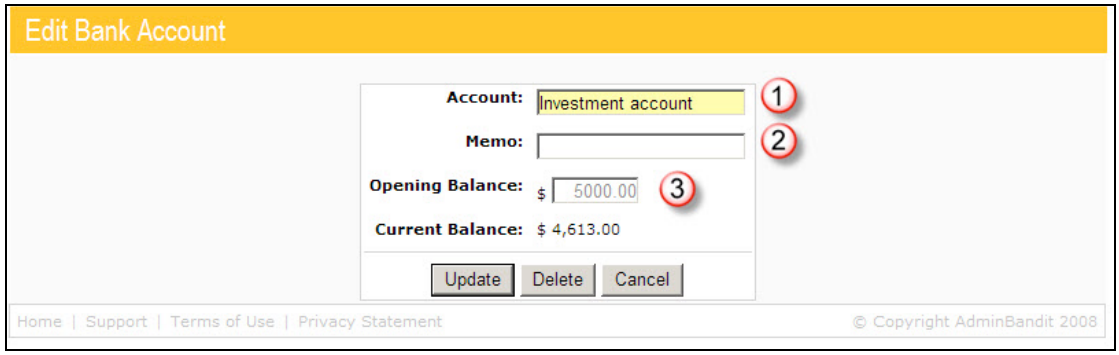


Click the **Done** button to return to the **Manage Bank Accounts** screen.

Edit Account

To update details for any account, click on the yellow pencil and an **Edit Bank Account** screen appears, which shows the same particulars as the **Examine Bank Account** screen we've just looked at. The difference, however, is that you can:

1. Amend the **Account** name
2. Add or change a **Memo**
3. Change the **Opening Balance** (if it hasn't already been reconciled, that is — see chapter 7 for more on this).

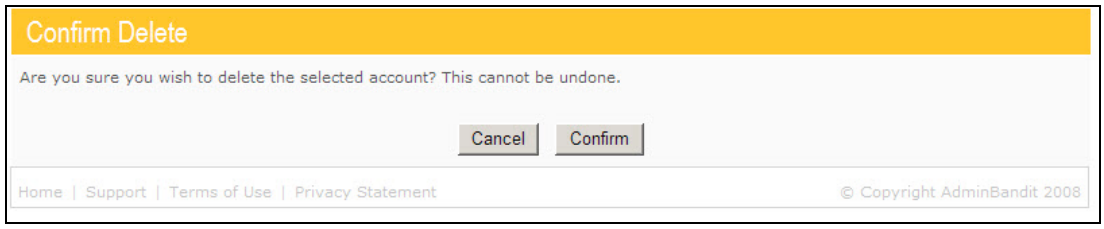


Click the **Update** button to save your changes and return to the **Manage Bank Accounts** screen or the **Cancel** button to return to this screen without making changes. The **Delete** button performs the exact same function as the icon of the white cross in the red circle, which we'll look at next.

Delete Account

There are a number of reasons why you might want to delete an account, including changing your financial institution or setting up an account for a temporary purpose, such as a fundraising event.

To delete an account, click on the white cross in the red circle. Don't worry about accidentally deleting an important account — a **Confirm Delete** screen appears, which, as the name suggests, asks you if you really do want to remove the account in question from Admin Bandit. If you do, hit the **Confirm** button and if you don't, hit the **Cancel**.



Cancel automatically returns you to the **Manage Bank Accounts** screen. **Confirm** also takes you back to this screen, but via a **Done** screen.

Changing Accounts

Note that you can also change which account you're working on in the **Manage Bank Accounts** screen simply by clicking on **Select** in the last column of the table. It's also easy to tell which account you're currently working in as the **Select** button for this will be inactive; that is, you can't click on it.

USER DETAILS

For the first time in your life, it's okay to be a user! Well, in one sense of the word anyway.

This part of Admin Bandit is where you record your personal contact details, which — let's face it — is not rocket science. But pay attention because this is also where you learn to re-set your password and that's the last thing you want to get wrong!

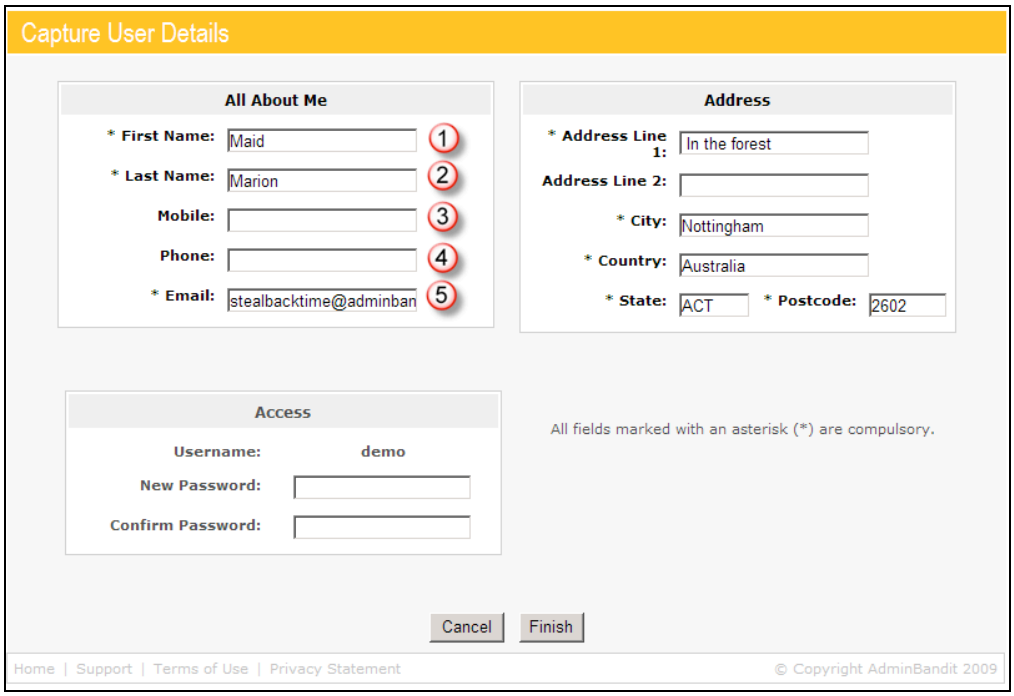
Let's head back to **Options** on the main menu bar and select **User Details** in the pull-down menu. A Capture User Details screen appears, which contains three boxes for your personal and access information:

1. **All About Me**
2. **Address**
3. **Access**.

All About Me

To start, add your personal details in the **All About Me** box. There are five spaces to type your:

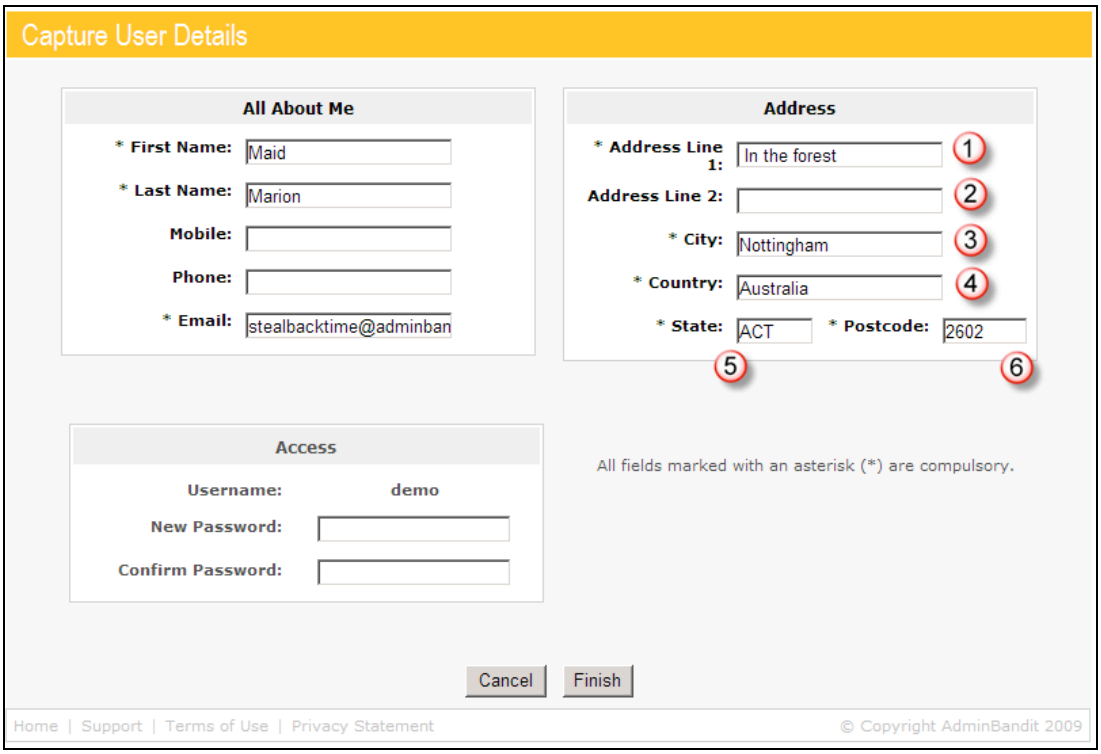
1. **First Name**
2. **Last Name**
3. **Mobile**
4. **Phone**
5. **Email**.



Address

Now, in the six spaces in the **Address** box, fill in:

1. **Address Line 1**
2. **Address Line 2:** if you need more than one line; leave blank if you don't
3. **City:** city, suburb or town
4. **Country**
5. **State:** geographical, that is; not state of mind!
6. **Postcode**.

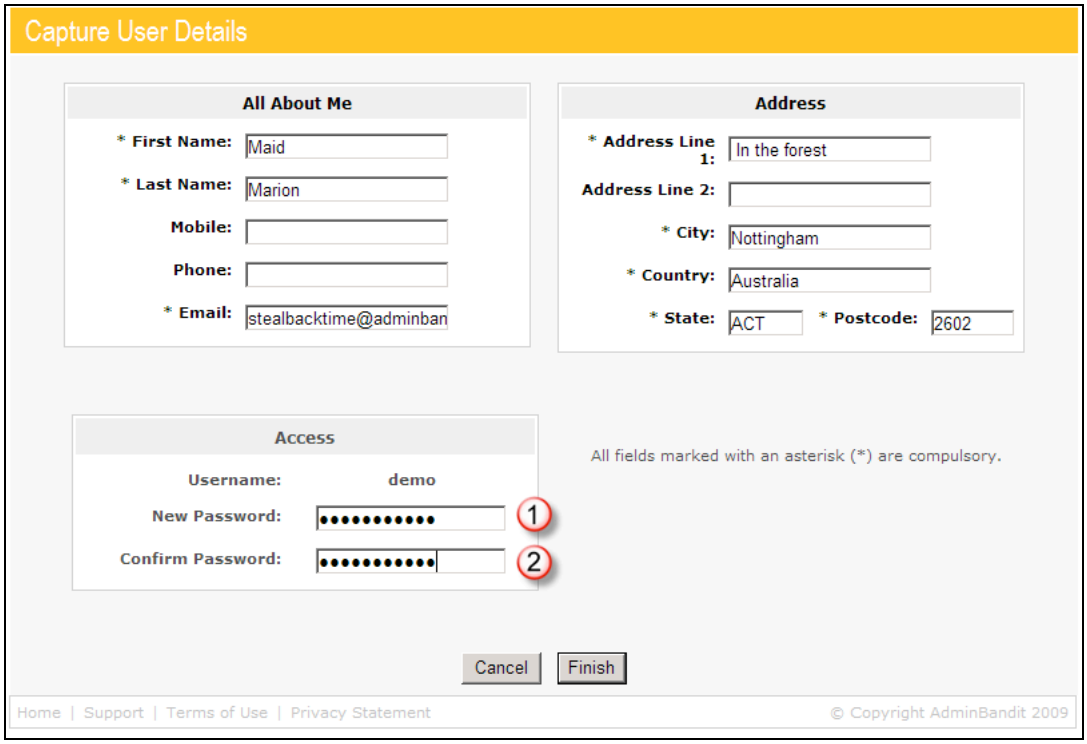


Access

Okay, this section has been child's play so far, but you need to concentrate now because you're about to learn how to re-set your password.

The **Access** box automatically shows your username, which just leaves two spaces to fill:

1. **New Password**: this must be at least six characters long
2. **Confirm Password**.



One Final Thing

Why should you record your personal details in Admin Bandit? After all, you know your name and where you live! Plus, we live in an age where this little issue called "privacy" is important.

Well, first, let's remember no-one can access your private information unless they know your user name and password. If you've given these to someone, such as another committee member or the CEO of your organisation **(not that we suggest this is a good idea)**, we're assuming your trust them!

Second, situations may arise when another person from your organisation needs to contact you. For instance, someone might be filling in for you while you're ill or on holidays.

But to prove we're not stalkers, you don't have to divulge everything about yourself (unless you want to!). We've only made it compulsory to enter the really important stuff, which is marked with an asterisk.

Please note that entering your email address is compulsory — if you forget your password, we need the right address to send you a "reset password" email!

How to Choose and Maintain a Secure Password

1. Use a mix of numbers and letters, ideally 6 to 8 characters long
2. Avoid using obvious words, such as your name or the names of loved ones and pets
3. Avoid calendar dates and easy-to-guess numbers, such as your birthday, anniversary or address
4. Don't write down your password
5. Log out of Admin Bandit when you computer is unattended
6. Change your password every six months.

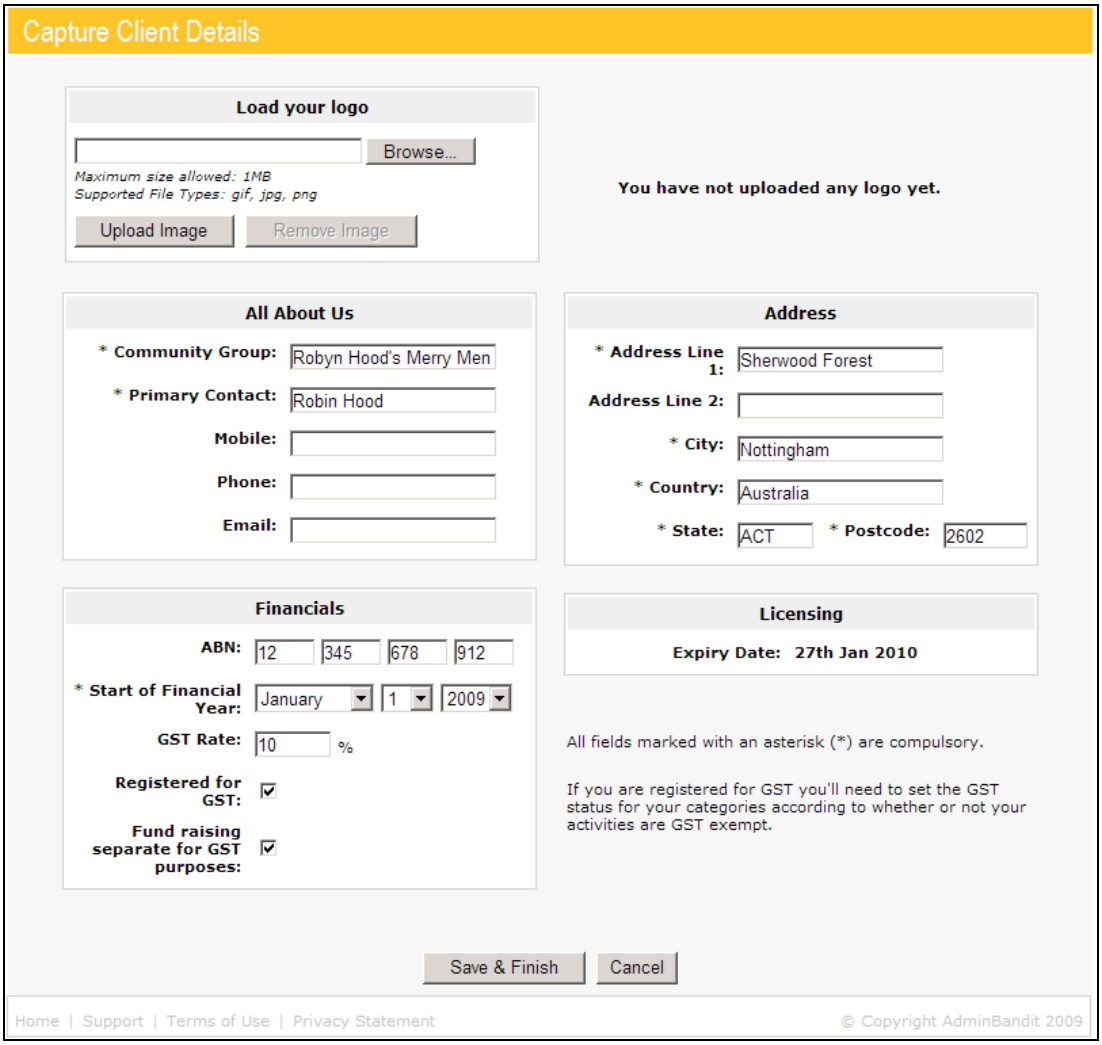
You've now finished entering your **User Details**. Click the **Cancel** button to return to the **Welcome** screen without saving any changes or click **Finish** to save your work, which takes you to a **Done** screen before automatically redirecting you back to the **Welcome** screen.

CLIENT DETAILS

Don't be tricked by the word "client" … in this case, it refers to your organisation, which means this section is for storing key contacts and financial information for your group or club.

Click on **Client Details** in the **Options** pull-down menu and a **Capture Client Details** screen with five boxes appears. These are:

1. **Load your Logo**
2. **All About Us**
3. **Financials**
4. **Address**
5. **Licensing**.



Load your Logo

Get ready for your first peek into Admin Bandit's amazing "behind-the-scenes" abilities. All you have to do is take a few seconds to upload your organisation's logo and the software will automatically place it on your reports, invoices, receipts and member notices!

All you have to do is literally click your mouse twice:

1. Click the **Browse** button to find your organisation's logo on your computer
2. Click **Upload Image** to import it into the software.

You'll know you've got it right when your logo appears to the right of the **Load your Logo** box with a green tick and **Success!** written above it.

If you make a mistake or your organisation updates its logo, deleting it is as simple as clicking **Remove Image**.

Having made this all seem so easy, there are a couple of things to remember when uploading your logo (these are also written in the **Load your Logo** box). Your logo needs to be:

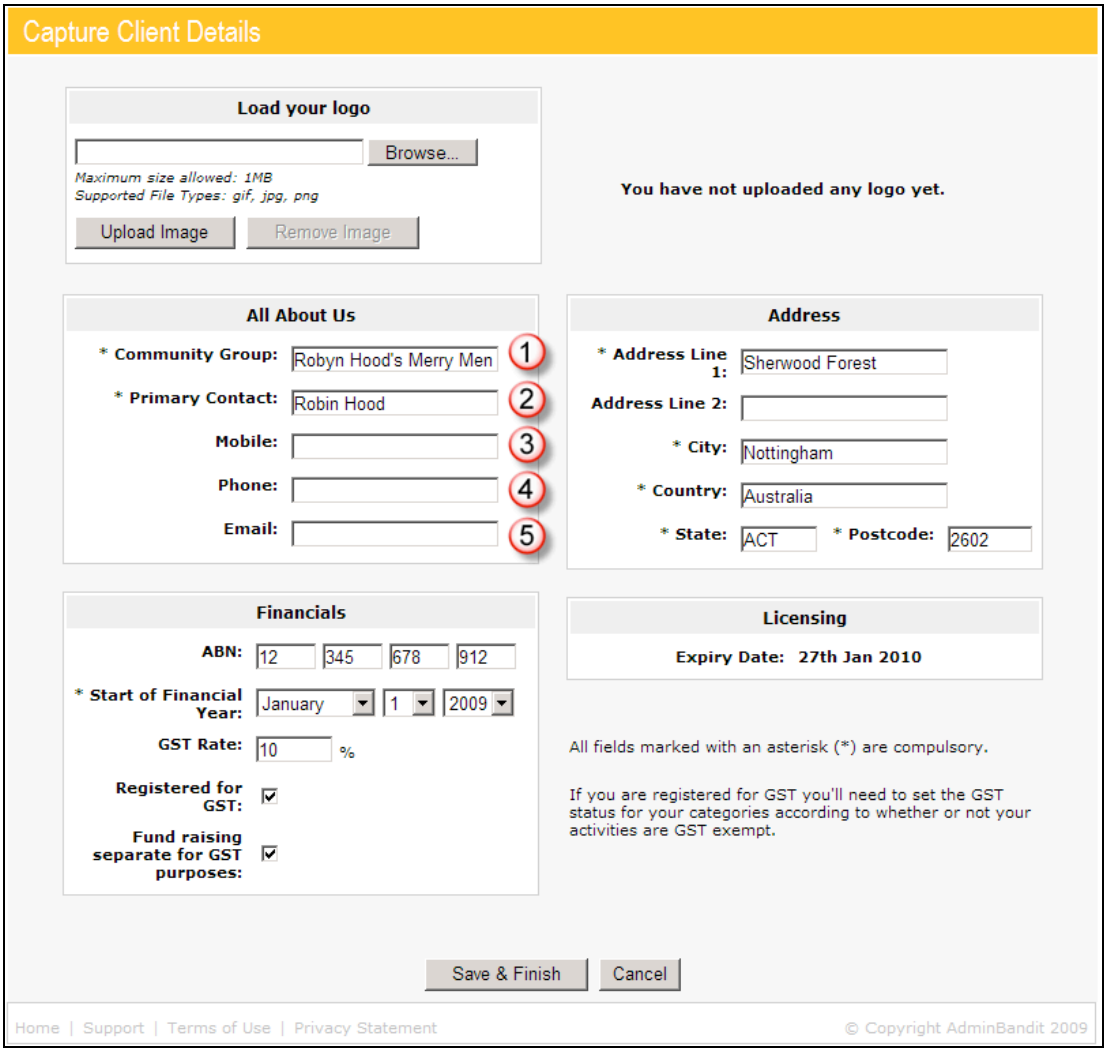
1. One megabyte or smaller
2. Saved as a gif, jpeg or png.

If this is not the case, you'll need to use image-editing software to re-size or save your file in an accepted format. If you don't know how to do this, ask a savvy person in your organisation to provide you with a logo that meets the above requirements.

All About Us

You'll recognise the format for this box from the last chapter on **User Details**. Obviously, the only difference is that we're filling in details about your organisation, instead of you. As before, we'll do this in five steps:

1. **Community Group**
2. **Primary Contact:** that is, the person you are responsible to, such as the president of your committee or organisation
3. **Mobile**
4. **Phone**
5. **Email**.



Financials

A-ha, it's time to concentrate … because you're about to enter your organisation's key financial data in the **Financials** box. We'll do this in the next five steps.

Step 1

Enter your organisation's ABN. You'll find this on paperwork relating to sales your organisation makes, such as invoices, or even a letterhead.

What is an ABN?

An ABN, or Australian Business Number, is an eleven-digit number that identifies your organisation when you deal with the Australian Tax Office (ATO), businesses and other organisations. It's only compulsory to have one if your organisation is registered for GST, but if you don't, other groups you deal with could withhold 46.5 percent of payments they owe you for tax reasons. For more information, contact the ATO.

Step 2

Enter the start date of your financial year, including the month, day and year. If you're unsure, check because this varies between organisations … this is important because it is contained in your reports. It's also important come back here when each financial year is over and update the start date, so your reports pick up information for the right year.

Step 3

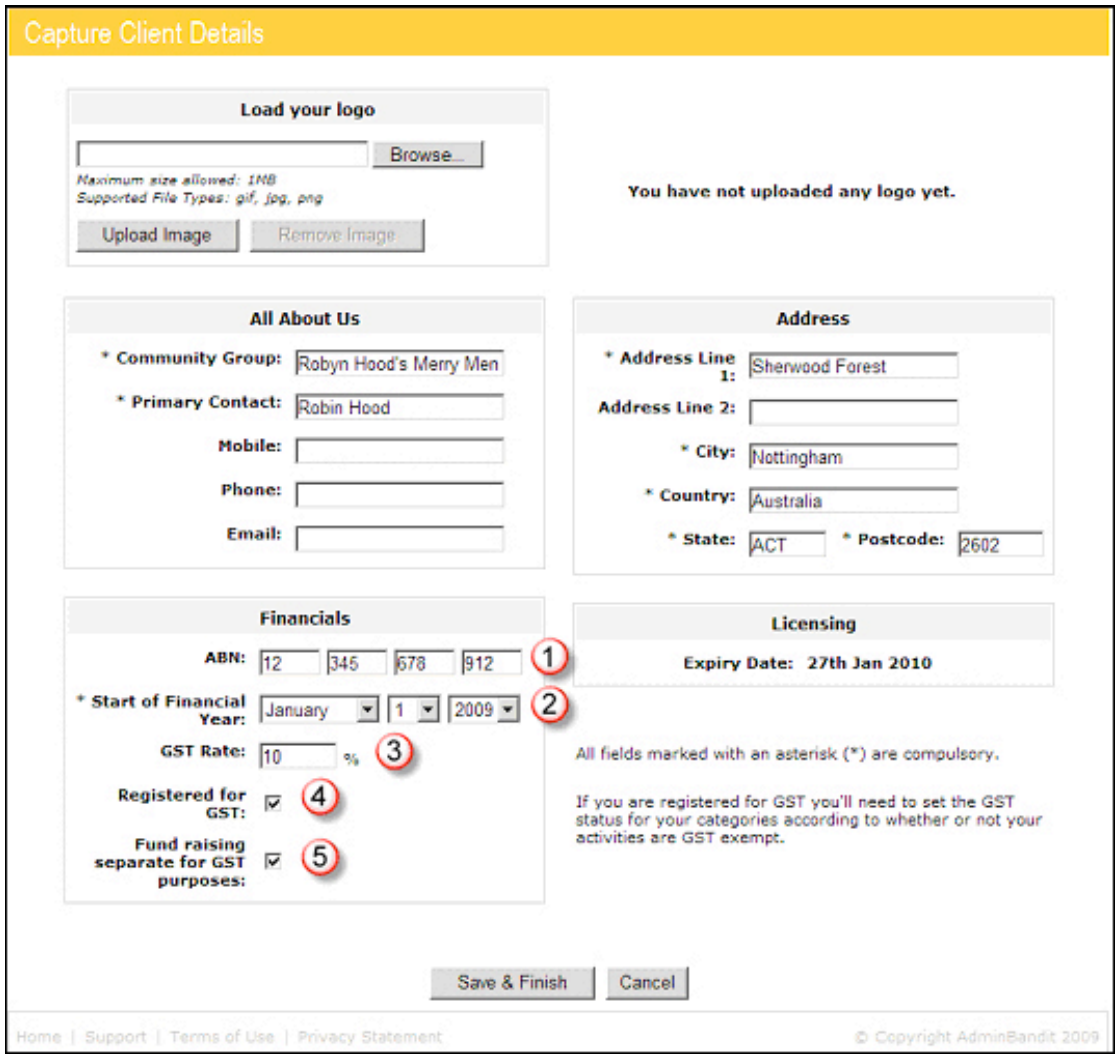
Enter the amount of GST that applies. In Australia, this is 10 per cent, but your country may be different.

Step 4

Tick the box if your fundraising is separate for GST purposes. If so, you'll have to tick the **Registered for GST** box in the next step first to activate this control.

Step 5

Tick the box if your organisation is registered for GST.



Address

Again, you've already filled out a similar box, but the difference here is that we're entering your organisation's address, not yours. As before, we'll do this in six steps:

1. **Address Line 1**
2. **Address Line 2:** if you need more than one line; leave blank if you don't
3. **City:** city, suburb or town
4. **Country**
5. **State**
6. **Postcode**.

Capture Client Details

Load your logo

Browse...

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

Upload Image | Remove Image

You have not uploaded any logo yet.

All About Us

* Community Group: Robyn Hood's Merry Men
* Primary Contact: Robin Hood
Mobile:
Phone:
Email:

Address

* Address Line 1: Sherwood Forest (1)
Address Line 2: (2)
* City: Nottingham (3)
* Country: Australia (4)
* State: ACT (5) * Postcode: 2602 (6)

Financials

ABN: 12 345 678 912
* Start of Financial Year: January 1 2009
GST Rate: 10 %
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.

Save & Finish | Cancel

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Licensing

This box simply tells you when your Admin Bandit license is due for renewal. Not that you have to worry about this — we'll automatically email you a renewal notice when it's due.

We're Not Quite Done

As with **User Details**, while you don't have to fill in every single detail in this section, some information is compulsory. Again, this is marked with an asterisk.

You'll also see a note about GST under the **Licensing** box.

> *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.*

This means that simply filling in the GST settings in the **Financials** box is not enough to ensure you correctly manage your organisation's money for GST purposes. You will still need to note if areas of income and expenditure attract GST in the **Categories** function of this software.

Okay, we're now done with **Client Details**. Simply click **Save & Finish** to save your work and return to the Welcome screen via the **Done** screen, or **Cancel** to return directly to the **Welcome** screen without saving changes.

Psst … Short Cuts to User Details and Client Details

Back in the not so distant past, we pointed out a couple of links on Admin Bandit's **Welcome & Quick Stats** screen. At the time, we told you not to worry about them, but now they'll come in handy.

To see these again, log out (using the **Logout** button at the end of the main menu bar). Log back in and select a bank account, and you'll find yourself once again at the **Welcome** screen. See the three links in the **Options** column ("Options" in grey, that is, not the one on the main menu bar)? These are:

1. **Capture User Details**
2. **Capture Client Details**
3. **Select Account**.

Well, these are short cuts to the pages we've covered so far. In **Options** on the main menu bar, they correspond to:

1. **User Details**
2. **Client Details**
3. **Bank Accounts**.

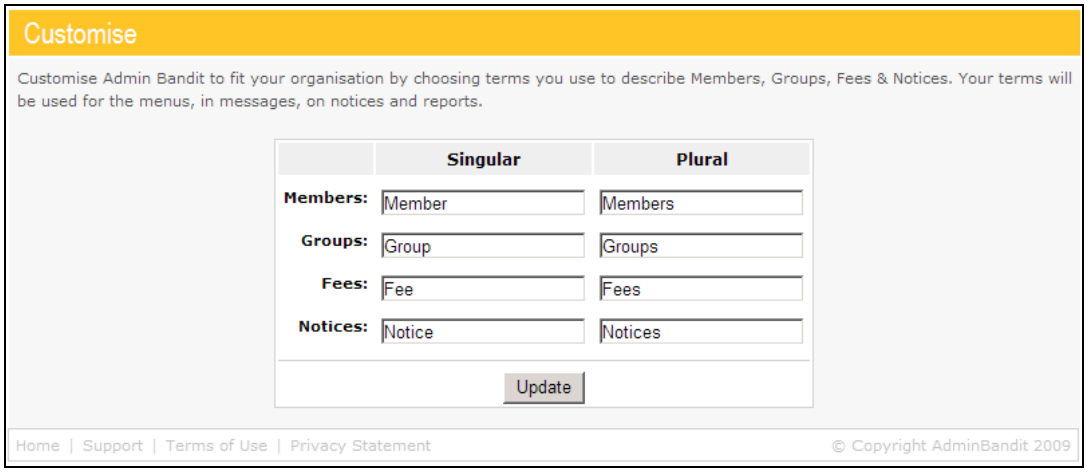
CUSTOMISE

Some organisations call them "members". Some call them "players". And some call them names we can't re-print here!

The fact is, they're your people and you can customise Admin Bandit to match the term your organisation uses.

Click on **Customise** in the **Options** pull-down menu and a screen, also called **Customise**, appears. This contains a box that allows you to choose, both in singular and plural form, the names your organisation uses for your **Members**, **Groups**, **Fees** and **Notices**. Thanks to the magic of Admin Bandit, the terms you choose will not just be used throughout the software, but also in any messages you send through the system and reports you generate.

Simply fill in the eight spaces and your terms will be set on default.



Click the **Update** button to save these terms and return to the **Welcome** screen.

Congratulations!

You now know all about Admin Bandit's **Options** function. If you haven't already, why not take a few minutes to put what you've learned into action — start entering and saving some data.

People

Your organisation is only as good as its people, the saying goes. So this section of Admin Bandit is dedicated to your most important asset — your members.

This is another of the "house-keeping" parts of the software, the place to keep records of membership fees, as well as members' names and contact details, and where they fit into your organisation.

On the main menu bar, hold your cursor over People and seven options appear in a pull-down menu:

1. **Add Group**
2. **Add Member**
3. **Group List**
4. **Populate Groups**
5. **Member List**
6. **Member Notices List**
7. **Import Members.**

What is a Group?

Many organisations divide their members into sub-sections or "groups". For instance, sports clubs divide members into groups according to age and sex, such as Under 10s or Ladies, while photography clubs divide members according to specialty or skill, such as Slides or A-Grade. Of course, you may have elected to **Customise** Admin Bandit to call your groups by another name in **Options**, the previous section covered in this manual.

ADD GROUP

Add Group and Add Member are the "nuts and bolts" of the People function. Of course, if you've Customised Admin Bandit, you won't see "group", "member", "fees" or "notices" — you'll see whatever words your organisation uses instead.

Select **Add Group** in the pull-down menu and a screen, also called **Add Group**, appears, which contains a box divided into two parts:

1. **Group Details**
2. **Default Fees**.

Group Details

The **Group Details** section is self-explanatory — it's where you record the specifics of each group, which is done in three easy steps.

Step 1

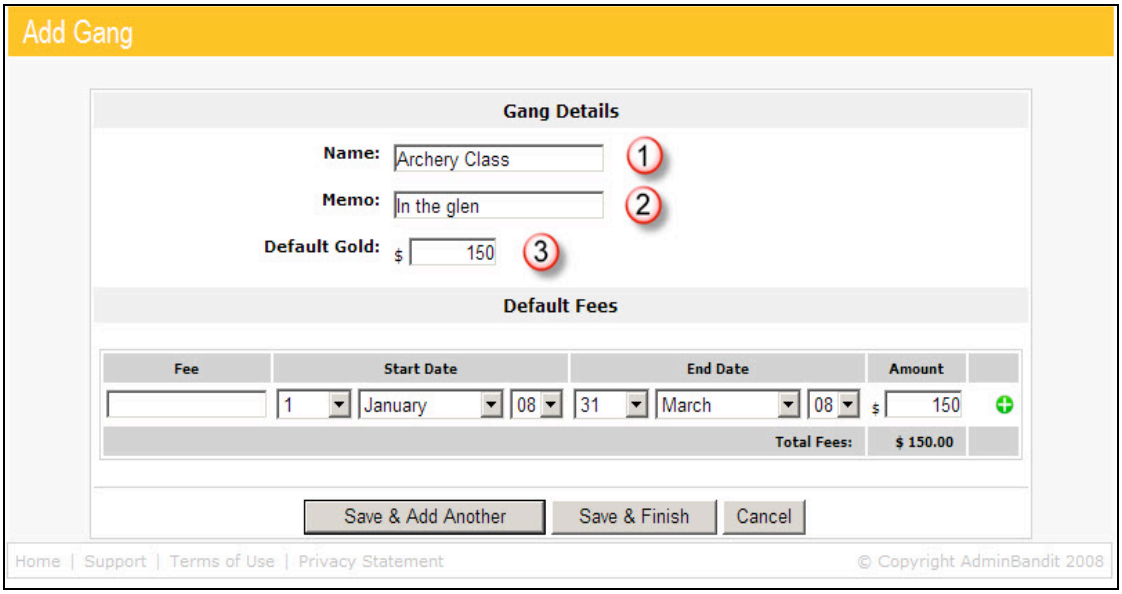
Enter the **Name** of new group you wish to create.

Step 2

If required, enter a **Memo** or note about the new group. For example, a preschool class might meet in a particular room or a netball team might have a particular coach.

Step 3

If your organisation has a standard fee across your members, enter the amount in the **Default Fee** space. You'll notice this automatically appears in the **Amount** column in the **Default Fees** table beneath. This process saves you time, but you can easily overwrite a default fee amount for individual members if necessary.



Default Fees

Speaking of **Default Fees**, this is the name and subject of the table below **Group Details**. It takes just four steps to set a **Default Fee**. Note, however, that you're not setting a general **Default Fee** here … you're setting one specifically for the group you're in the process of adding.

Step 1

Enter the **Fee** type in the first column. For instance, a sports group might have a seasonal playing fee, an art society might have an annual exhibition fee or a garden club might have a once-off joining fee.

Step 2

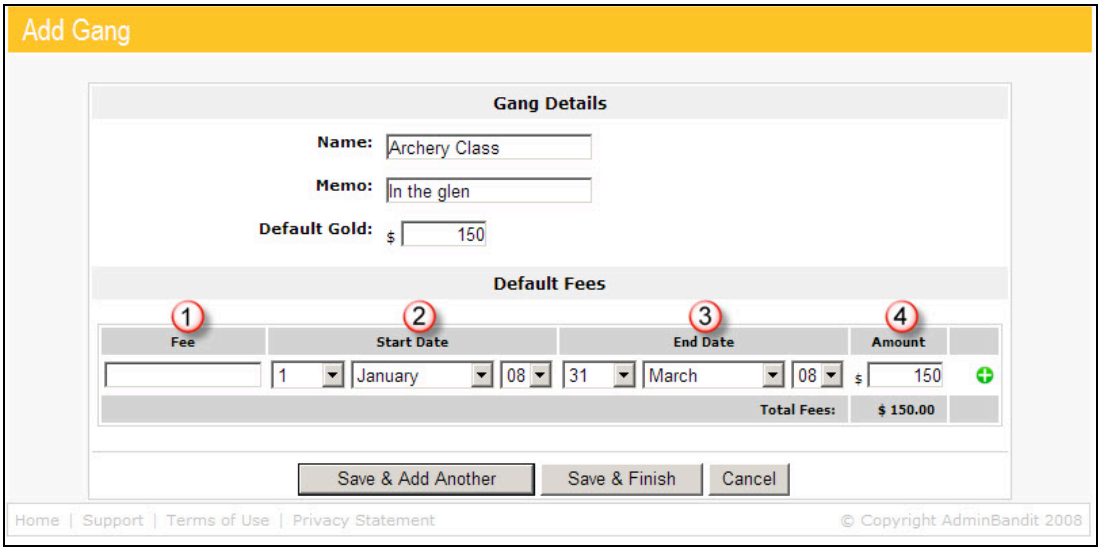
Enter the **Start Date** for which this fee applies. If there's no start date, use the beginning of your financial year.

Step 3

Enter the **End Date** for which this fee applies. Again, if there's no end date, use the end of your financial year.

Step 4

If you didn't enter a fee amount in the **Default Fee** box, now's the time to talk money.

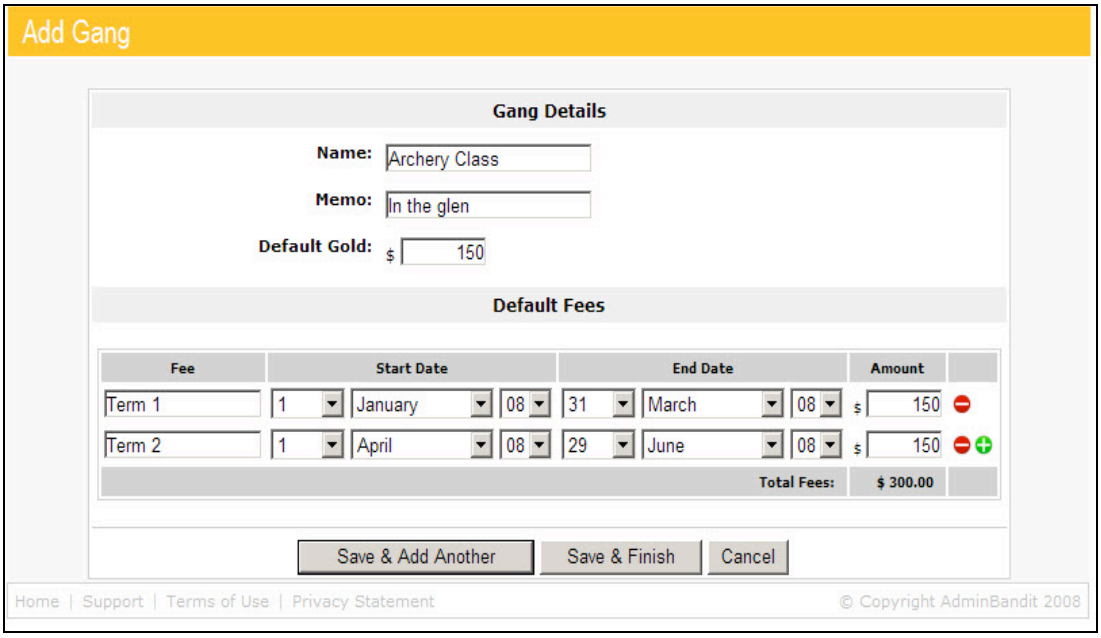


How to Add Multiple Fee Periods

What we've just done is great for a group that has only one fee period; that is to say, for example, a single annual fee. But what if a group has multiple fee periods? For instance, a tennis club might have social and competition fee periods. And a dance school might divide the year into four individual terms.

See the small icon of a white cross in a green circle in the final column of the **Default Fees** table? Think of this as your "green light" to keep adding fee periods. Click on it and a new row for another period appears. You can keep clicking on this icon until you have 11 rows (we pity anyone who has to pay that many fees!).

As you add rows, you'll notice a new icon appears: a white minus symbol in a red circle. Click on this whenever you need to delete a fee period, or row.



If you've got more than one group to add, click **Save & Add Another**. Admin Bandit will save the first group you've added and clear the screen for you to keep working.

Click **Save & Enter** if you just have the one group to add and **Cancel** if you don't wish to save the data you've entered. In these two situations, you'll be directed to the **Group List** screen. Don't worry about this for the moment — it's the third option in the **People** pull-down menu, and we'll cover it shortly in this chapter.

But first, let's learn how to add members to Admin Bandit. Read on….

ADD MEMBER

Like Add Group, the Add Member function is another essential piece of groundwork for setting Admin Bandit up to cater for your members.

Select **Add Member** in the **People** pull-down menu and a screen, also called **Add Member**, appears. This is divided into three boxes:

1. **Member Details**
2. **Address**
3. **Groups**.

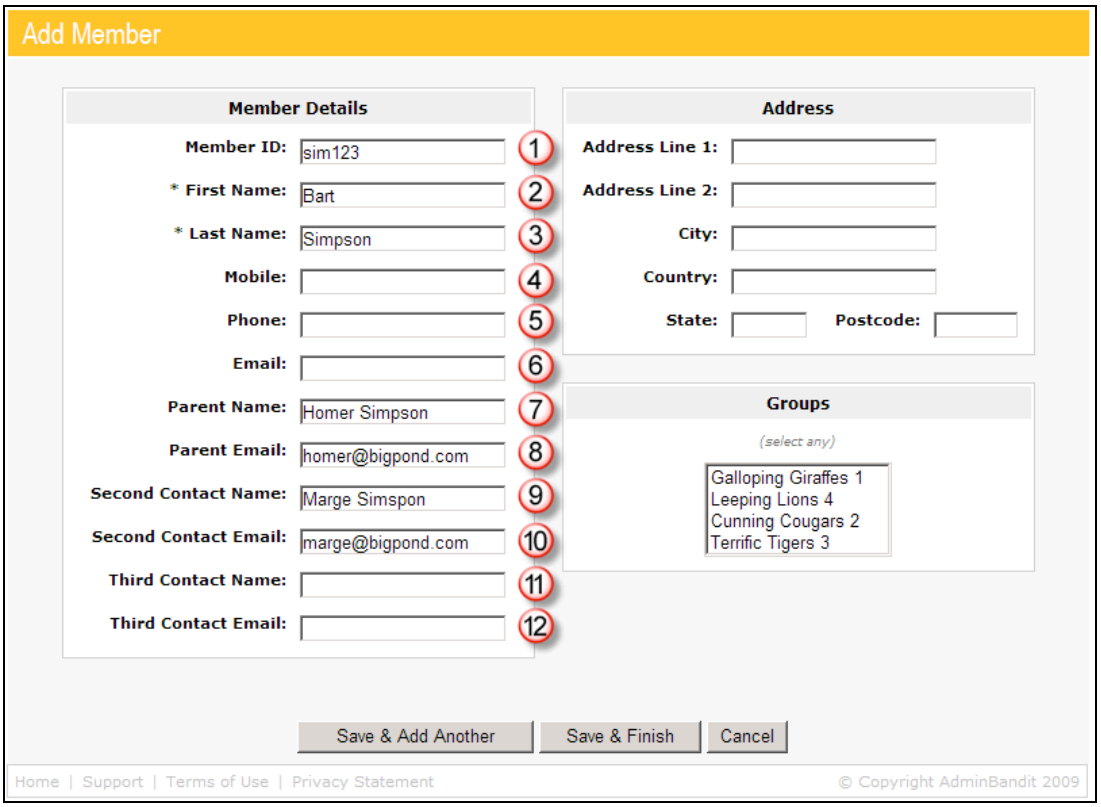
You're probably familiar with the format of the first two from other parts of this user manual, but we'll briefly go through the process anyway to explain a couple of notable items.

Member Details

There are 12 spaces to add information in the **Member Details** box:

1. **Member Id**
2. **First Name**
3. **Last Name**
4. **Mobile**
5. **Phone**
6. **Email**
7. **Parent Name**
8. **Parent Email**
9. **Second Contact Name**
10. **Second Contact Email**
11. **Third Contact Name**
12. **Third Contact Email**.

The final six, of course, apply to organisations with members under the age of 18, where it is valuable and often necessary to have names and contacts for parents or legal guardians. The extra contact details also cater for blended families, where there is a need to keep more than one parent/guardian in the information loop.



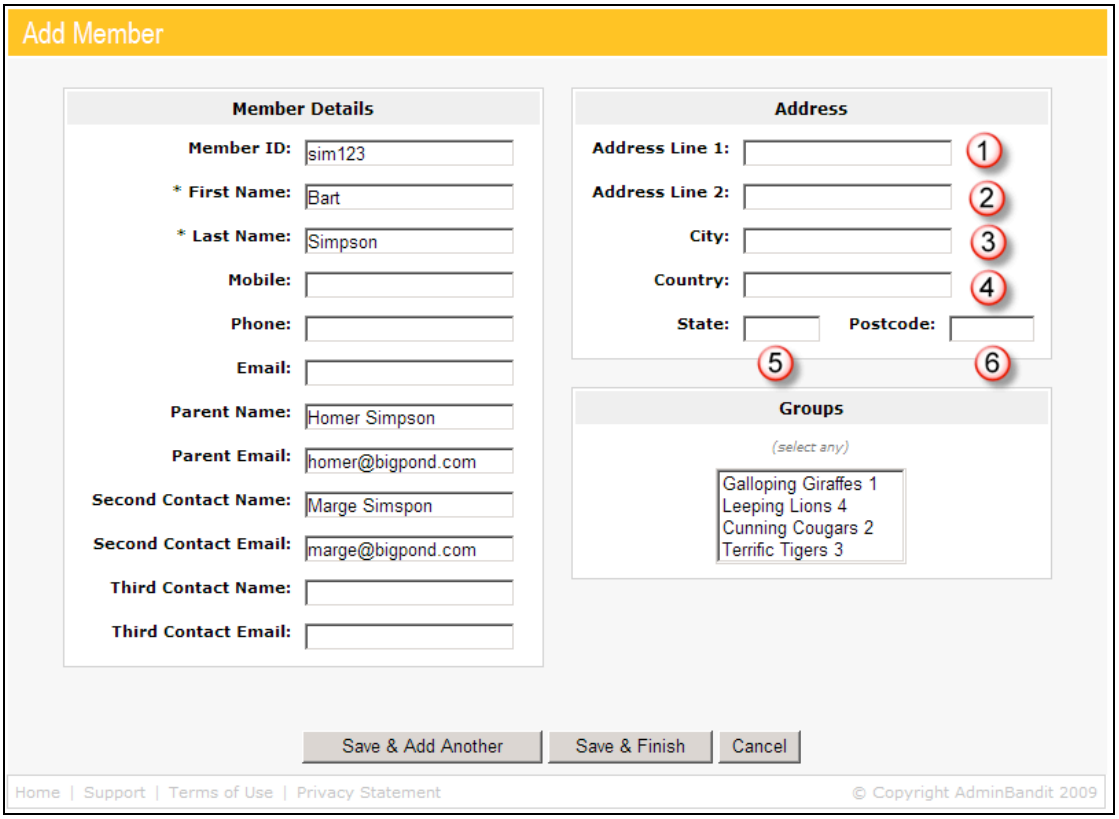
I Don't Have a Member's Full Details

It's okay to leave some of the spaces in **Member Details** blank — after all, not everyone has a mobile phone number or email address. In fact, you'll note, as marked by asterisks, that only first and last names are compulsory fields on the entire **Add Member** screen. However, your organisation may have a minimum requirement for information about members, such as their full names and at least one contact method. You might want to check this policy with your committee and, if you notice members are reluctant to give out information, develop and distribute a privacy policy.

Address

Now, let's fill in the six spaces in the **Address** box:

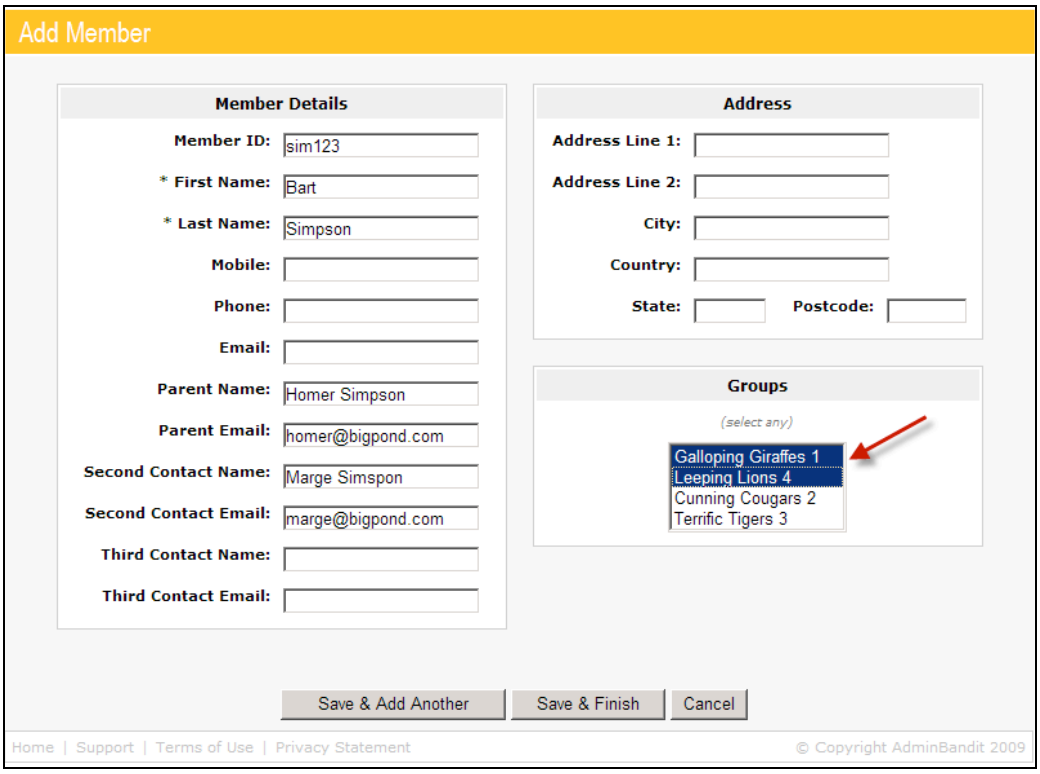
1. **Address Line 1**
2. **Address Line 2:** if you need more than one line; leave blank if you don't
3. **City:** city, suburb or town
4. **Country**
5. **State**
6. **Postcode**.



Groups

All that's left to do in **Add Member** is to select which group to which your member belongs. Simply click on a selection in the **Groups** box — you'll notice your choice becomes highlighted.

What if your new member belongs to more than one group? Hold down the "Control" (Ctrl) key on your keyboard while you click on all the appropriate options — again Admin Bandit highlights all your choices.

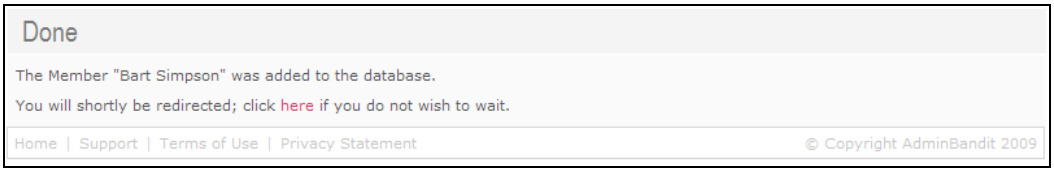


Please note that all members need to be part of at least one group. You see, Admin Bandit is set up for members' fees to be processed through the system of fee periods that exist in groups. So basically, no group equals no fee … and that's no way to run an organisation!

So how do you resolve this issue if your organisation doesn't really divide its members up? The answer is as simple as creating a single group with one fee period to which everyone belongs.

Click **Save & Add Another** to continue adding members — Admin Bandit will save the member you've just entered and clear the **Add Member** screen for you to keep working.

Click **Cancel** if you don't wish to save the information you've entered, which will take you to the **Group List** screen. Click **Save & Finish** if you only need to add a single member, in which case you'll also be taken to the **Group List** screen, via a **Done** message to confirm your work has been successfully saved.

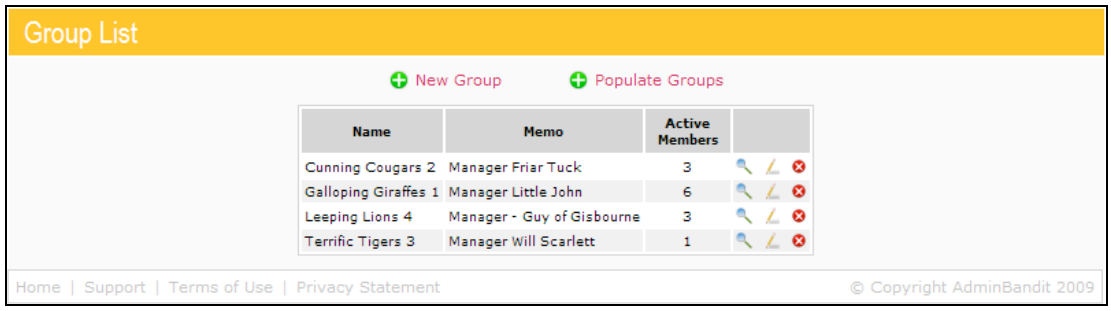


Group List is the fourth option in the People pull-down menu, which we'll cover on the next page.

GROUP LIST

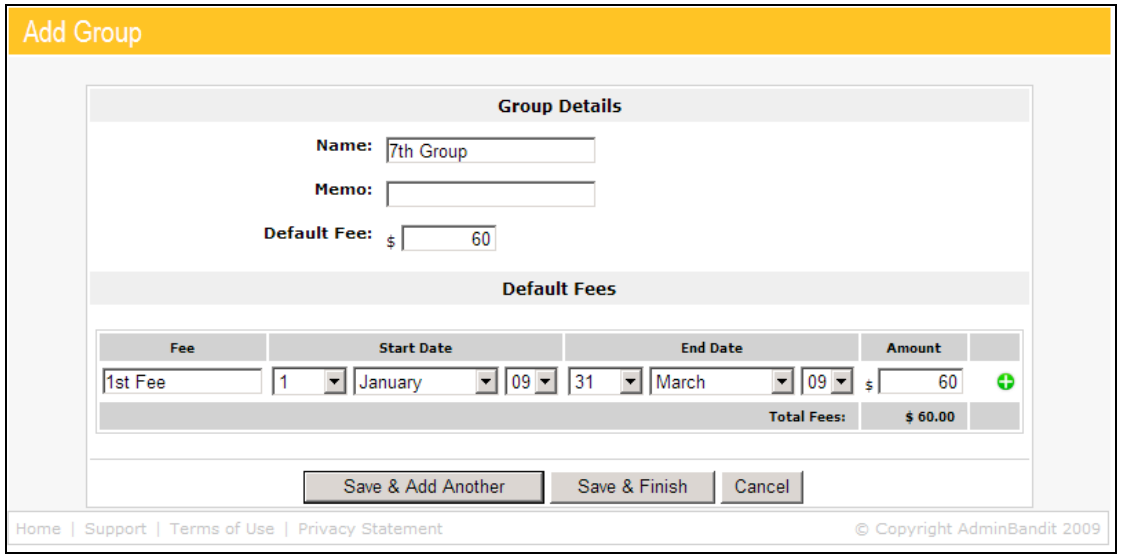
As the name suggests, the Group List is a summary table of all your groups — which provides a convenient, single location for viewing, editing and even deleting information about them.

Select **Group List** in the pull-down menu of **People** and a screen of the same name appears, which comprises a table of four columns. Let's start by looking at the **New Group** link above this table.



New Group

You've already learned how to add a new group in this user manual. However, here's a second way to get to the **Add Group** screen. Click on **New Group** to go to this familiar screen.



Populate Groups

The **Populate Groups** link appears next to the **New Group** link on the **Group List** screen. Don't worry about it for now — we'll cover it later in this chaper.

Examine Group

Back in the **Group List** screen … let's get cosy with that table. As you can clearly see, it provides a simple overview of all the groups in your organisation, showing each by:

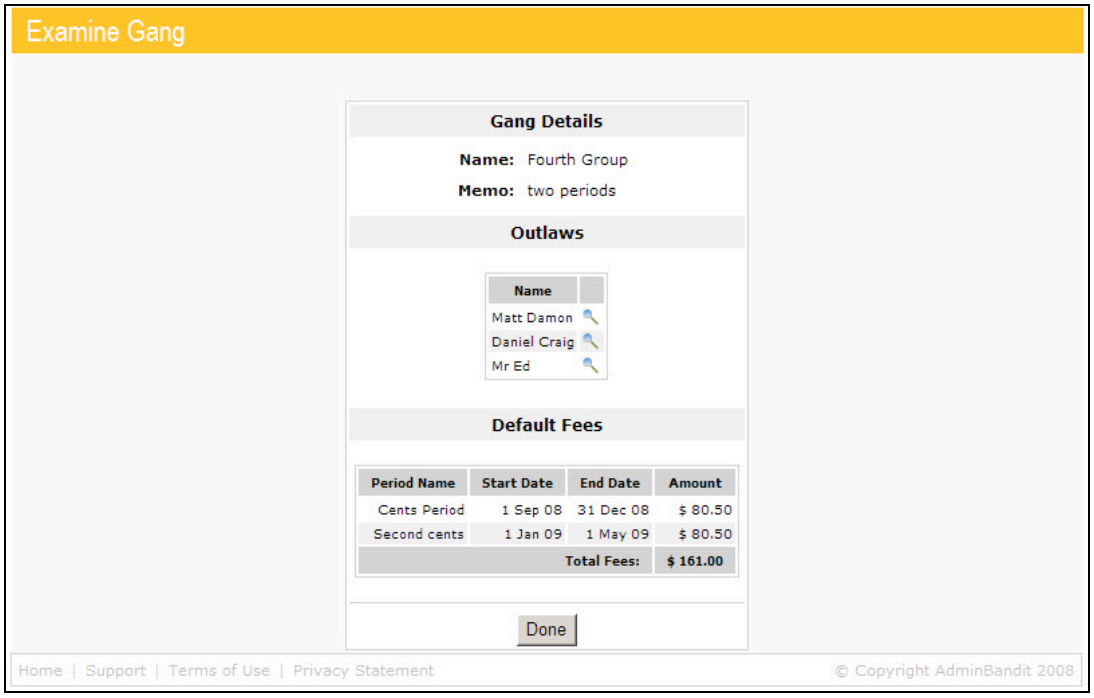
1. **Name**
2. **Memo**
3. The number of **Active Members**.

In the fourth column, you'll recognise those three icons that recur throughout Admin Bandit. As you know by now, they may be tiny, but they're the keys to examining, editing and deleting pretty much everything in the software. Here's a quick reminder of what they do:

1. **Examine:** Blue magnifying glass
2. **Edit:** Yellow pencil
3. **Delete:** White cross in red circle.

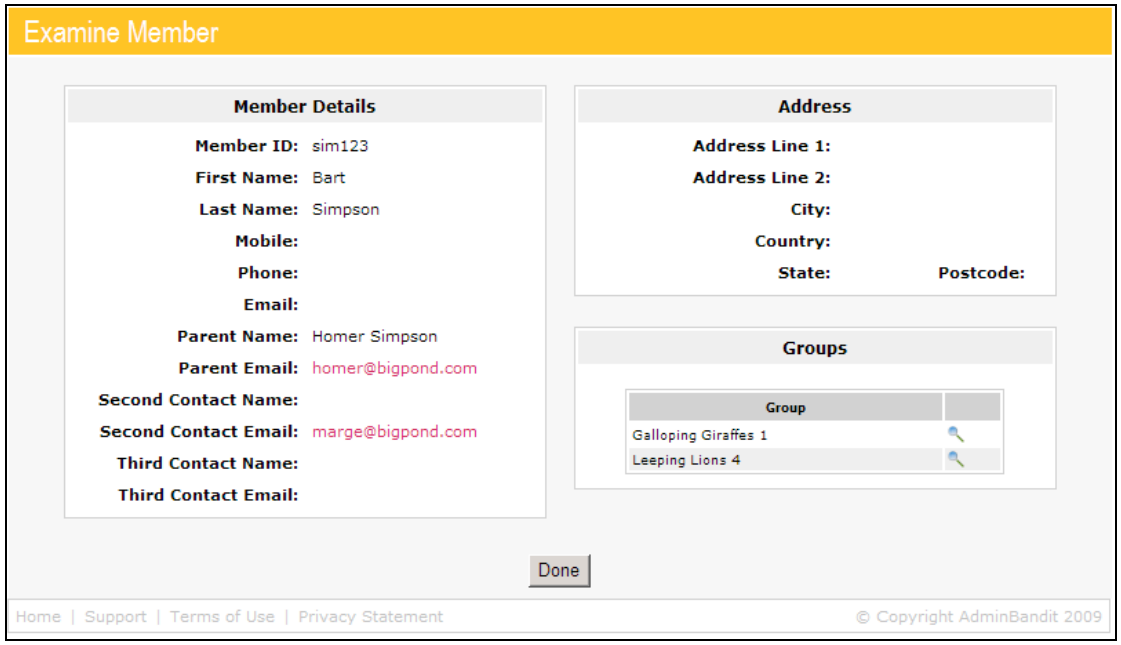
In this case, clicking on the blue magnifying glass takes you to an **Examine Group** screen, where you can view more detailed information about the group in question, such as:

1. **Group Details**, including
    a. **Name**
    b. Any **Memo** you've noted
2. **Members**:
    a. By **Name**
3. **Default Fees**, including:
    a. **Period Name**
    b. **Start Date**
    c. **End Date**
    d. **Amount**.



Let's take a closer look at that list of **Members**. Notice the **Examine** icon (the blue magnifying glass) also appears next to each member's name? Click on this to go to an **Examine Member** screen, where you can view information about an individual member.

We won't go into detail about this here because it's covered in more depth in the **Member List** section, which we'll look at next in this chapter. In the example below, however, you will note that Ben Affleck is one of our favourite actors … we just wish the phone numbers were real!

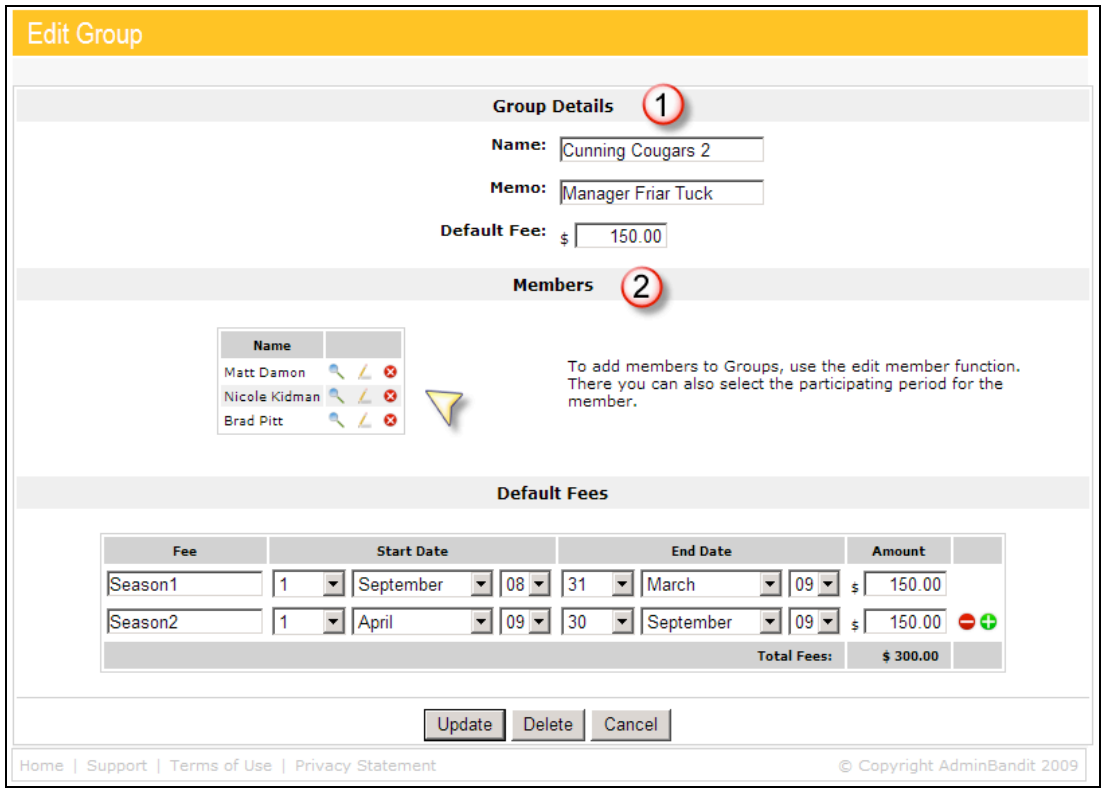


When you're finished checking out your members, click the **Done** button to return to the **Examine Group** screen. Click **Done** again to return to the **Group List** screen, where we'll check out the second icon.

Edit Group

To edit or update a group's details, click on the small yellow pencil, which takes you to an **Edit Group** screen. As you can see, the information here is the same as on the **Examine Group** screen … except, of course, that you can change information about:

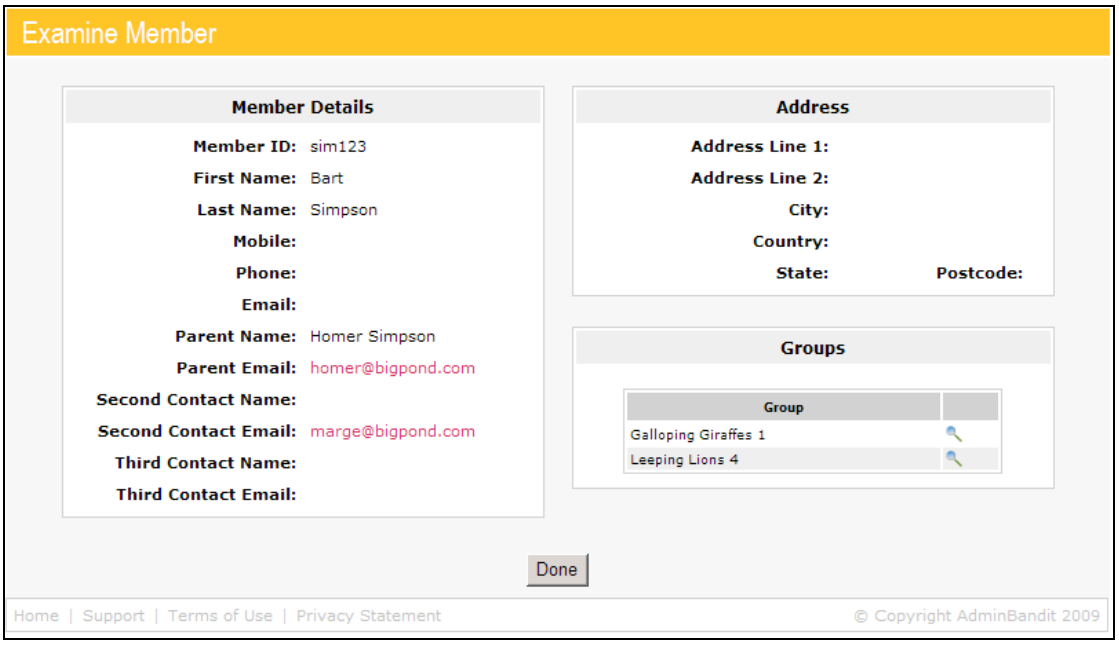
1. **Group Details**
2. **Members**
3. **Default Fees**.



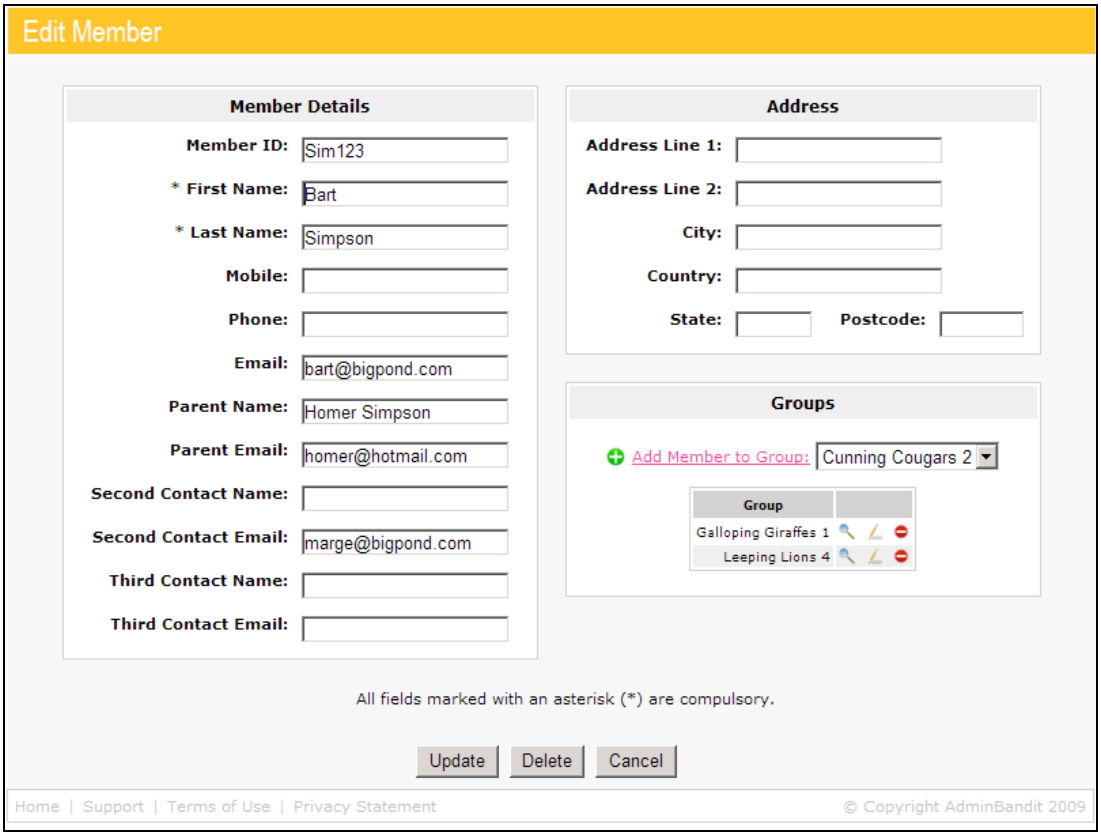
Once again, we'll spend a few extra moments on the list of **Members** (point 2), where our three icons are repeated next to each person's name (the cursor points to this in the sample above). These allow you to **Examine**, **Edit** or **Delete** information about individual members.

These are also covered in detail in **Member List**, the next part of this user manual, so we'll only give them a few moments here. In fact, we won't touch the **Delete** icon (the white cross in the red circle) at all. But let's take a quick look at the **Examine** and **Edit** icons (respectively, the blue magnifying glass and the yellow pencil).

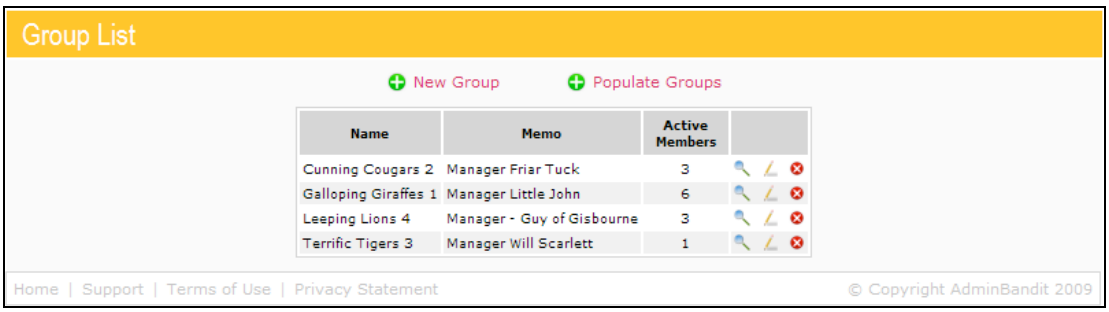
Click on the **Examine** icon to go to an **Examine Member** screen. Again, this is part of the **Member List** function of Admin Bandit, which is covered next in this chapter. So take a quick look and click **Done** to return to the **Edit Group** screen.



Now that you're back in the **Edit Group** screen, lick on the **Edit** icon to go to an **Edit Member** screen. Yet again, we're only allowing you a sneak peak here because we'll cover this material in the next section. For now, click **Cancel**. This automatically redirects you to the **Member List** screen, so go back to **People** on the main menu and choose **Group List** to get back to where we were originally. We know it's confusing while you're learning, but stick with us!



Okay, to refresh you're memory, here's a picture of the **Group List** screen again. We're looking at those three icons in the fourth column and have already covered the first two, which allow you to **Examine** and **Edit** details of groups in your organisation.

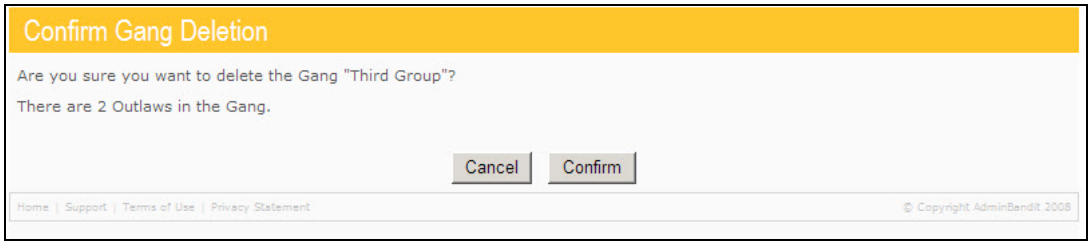


Delete Group

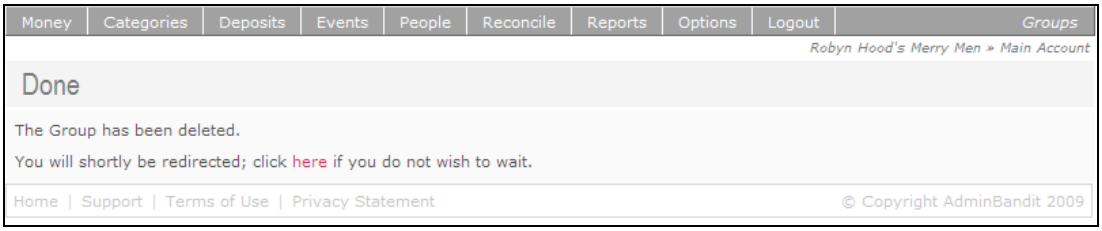
While the first two icons on this screen lead you on a merry little jaunt to the **Member List**, the third one, the **Delete** icon, definitely does not.

What it does do is delete a group from your organisation.

Click on it and you'll be taken to a **Confirm Group Deletion** screen, which asks you to **Cancel** or **Confirm** that you really do want to delete that group. After all, you don't want to accidentally delete a whole section of your organisation!



Click **Cancel** if you've made a mistake (phew!), which will take you back to the Group List screen. However, if you really do want to delete the group in question, click **Confirm**, which will take you to a **Done** screen to verify your success and then automatically back to **Group List**.



Okay, that's it for **Group List**. We're sure you're curious about **Member List** now, so let's tackle that next.

POPULATE GROUPS

Populate Groups is an amazing tool for assigning members to groups after they've been added into Admin Bandit. It's a huge time-saver because you can add members in bulk to any of your groups in a few simple steps.

For the time being, this is going to be the fastest tutorial in this user manual! You see, we're going to cover **Populate Groups** fully in **Import Members**, which is the last option in the **People function**.

All you need to know for the moment is that you can access **Populate Groups** in two ways:

1. Selecting **Populate Groups** (the fourth option) in the **People** pull-down menu on the main menu bar
2. Through the red **Populate Groups** links on the **Group List**, which we've just covered.

So consider yourself let off for the time being!

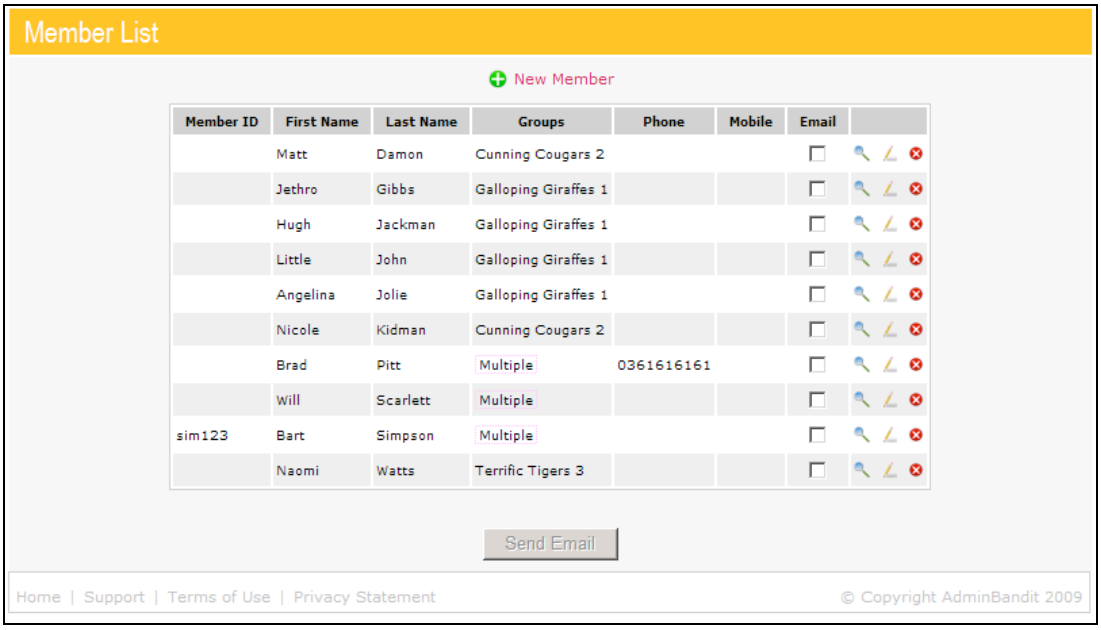
MEMBER LIST

Select Member List in the pull-down menu of the People function and a summary table of all your members appears. This provides an overview of your members, their contact details and where they fit into your organisation.

Like Group List this is a "one stop shop" — one that lets you send group emails, and to examine, edit and delete information about your members.

Group Email

Say goodbye to frantically hunting for email addresses and hello to contacting multiple members at once with a couple of mouse clicks! Admin Bandit's group email function is a dream come true — simply tick the boxes in the **Email** column (fifth from the left) to select recipients and then click the **Send Email** button to send a bulk email. You might use this handy function, for example, to notify a fundraising group of a meeting or a sports team of a change in fixtures.



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

New Member

Okay, so you've already learned how to add a new member. But you're now going to discover a second way to access the **Add Member** screen. See the **New Member** link above the table and next to the icon of a white cross in a green circle? Click on this and you can add new members to your heart's content!

Add Member

Member Details

Member ID: sim123

* First Name: Bart

* Last Name: Simpson

Mobile:

Phone:

Email:

Parent Name: Homer Simpson

Parent Email: homer@bigpond.com

Second Contact Name: Marge Simspon

Second Contact Email: marge@bigpond.com

Third Contact Name:

Third Contact Email:

Address

Address Line 1:

Address Line 2:

City:

Country:

State: Postcode:

Groups

(select any)

Galloping Giraffes 1
Leeping Lions 4
Cunning Cougars 2
Terrific Tigers 3

Save & Add Another | Save & Finish | Cancel

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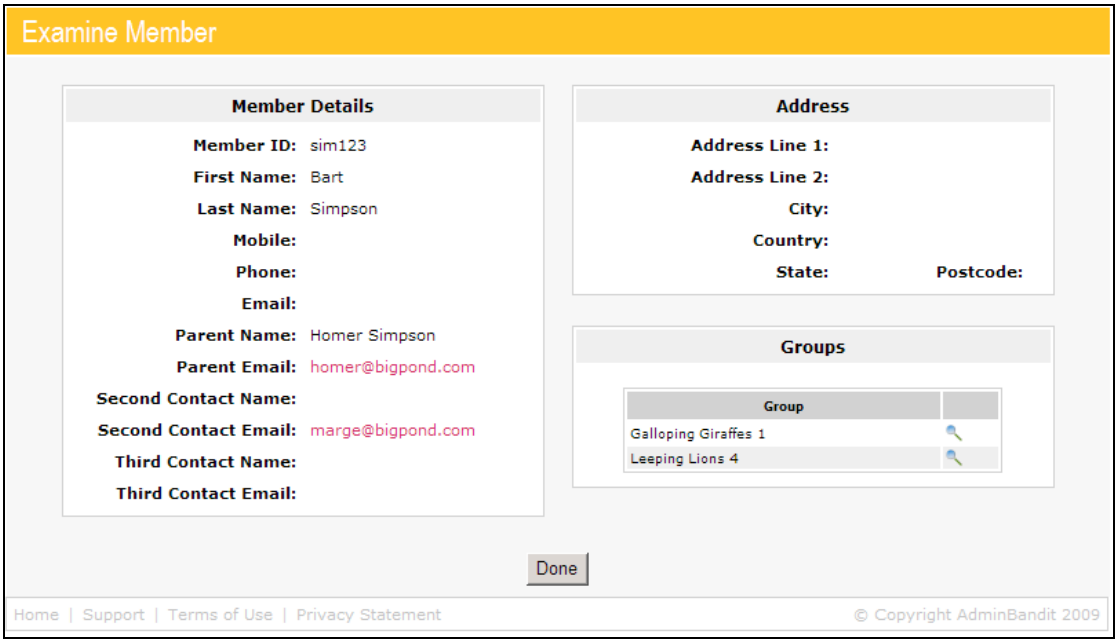
Examine Member

Remember those three tiny icons we covered not long ago in **Group List**? Well, they're back, this time in the final column of the **Member List** table. As you know, the specific functions of these icons change slightly to suite each circumstance. In this instance, we'll use them to **Examine**, **Edit** and **Delete** records of individual members (all that stuff we told to temporarily ignore in the last section!). To re-cap, from left to right, the icons are:

1. **Examine Member:** blue magnifying glass
2. **Edit Member:** yellow pencil
3. **Delete Member:** white cross in red circle.

Click blue magnifying glass, or **Examine** icon, and an **Examine Member** screen appears, which allows you to view an individual member's personal details, address and the groups to which they belong.



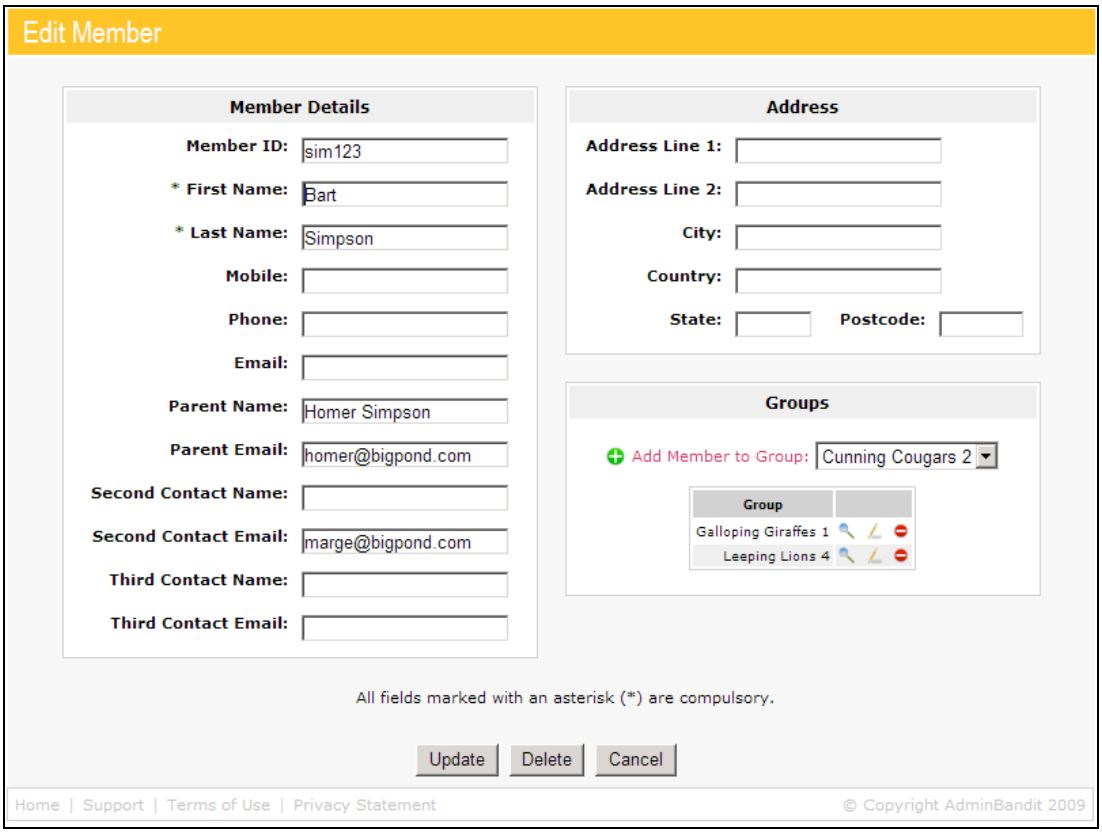
Note: the **Examine** icon also appears in the **Groups** box, so you can see in greater detail the groups that member belongs to and the fees they pay. If you do this, simply click **Done** to return to the **Examine Member** screen.

Click **Done** again when you've finished reviewing a member's details to return to the **Member List** table.

Edit Member

Click on the small yellow pencil icon and an **Edit Member** screen appears, which contains three boxes that allow you to edit or update:

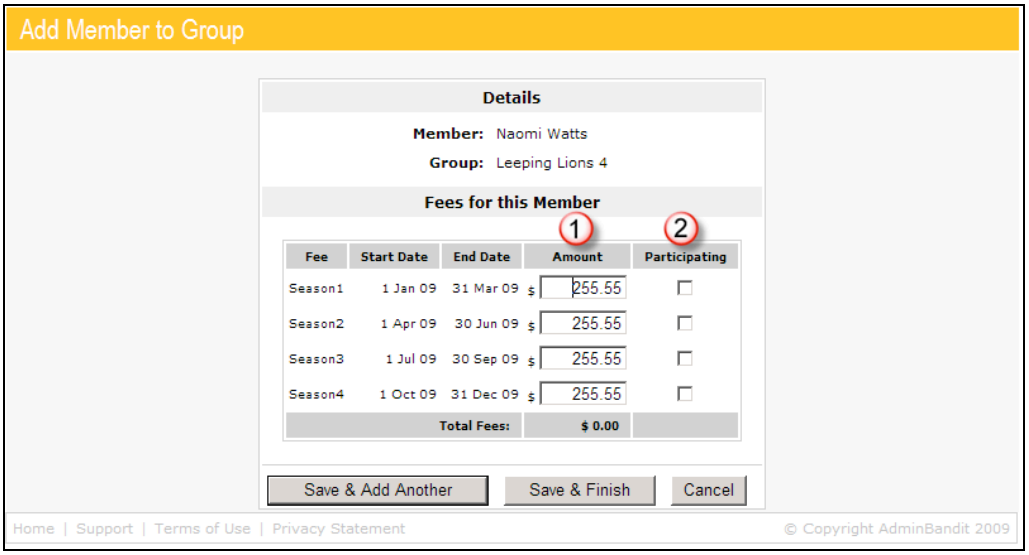
1. **Member Details**
2. **Address**
3. **Groups**.



As you can see, editing the **Member Details** and **Address** boxes are easy, but the **Groups** box requires more effort. In summary, this box allows you to add a member to additional groups, indicate which activities they are participating in and when, and amend additional details.

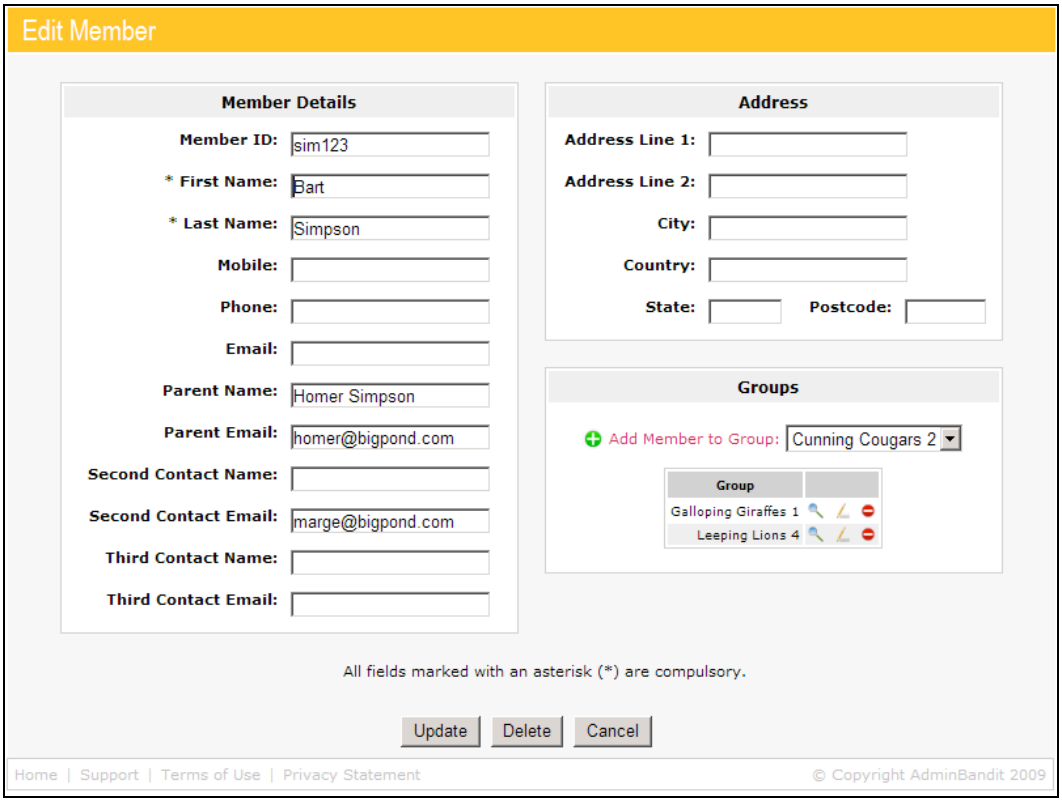
Let's start with how to add a member to a group using the pull-down menu. Select the appropriate group and you'll automatically be taken to an **Add Member to Group** screen, where you can select:

1. The **Fee** that applies to this group
2. If the member is **Participating** in this particular fee period.



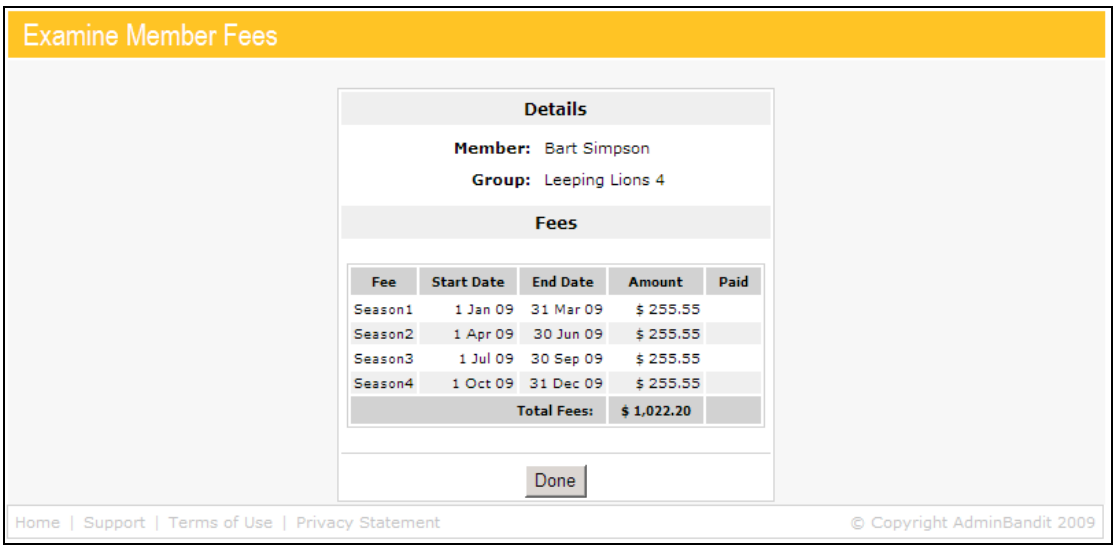
Click **Save & Add Another** if you wish to update this member's activity, **Save & Finish** to move onto another activity or **Cancel** if you don't wish to save any information you've entered. All three buttons will return you to the **Member List** screen.

Of course, we haven't finished exploring the functions of the **Groups** box, so let's click the **Edit** icon again to return to the right spot. Let's also take another look at our sample.



As you can see in the small **Group** table, Bart Simpson belongs to two groups: Leeping Lions 4 and Galloping Giraffes. Once again, our three recurring icons appear.

For any group, click the **Examine** icon to go to an **Examine Member Fees** screen. In the example below, you'll see that Bart is registered for four fee periods in 2009, but (tsk tsk) hasn't paid a single one.



Click **Done** to finish examining a member's fee and return to the **Edit Member** screen.

Now click the **Edit** icon and you'll be directed to an **Edit Member Fees** screen. This, of course, is the same as the **Examine Member Fees** screen, except that you can amend the amounts due and the fee periods a member is participating in, and mark any fee payments received.

Note that when you mark a payment as received, you're directed to an **Add Member Fee** screen, where you can record the details. We'll look at this in a subsequent chapter.

Let's return to the **Edit Member Fees** screen for a moment. Click **Cancel** to return to the **Edit Member** screen or Update to save your changes and return to the **Member List** screen.

Okay, if you're not there, find your way back in the **Edit Member** screen, where we'll check out the **Delete** icon in the **Group** table.

Click on this to remove a member from a specific group. To ensure you're doing the right thing, a **Confirm Delete** screen appears. Click **Cancel** to keep the member in this group and return to the **Edit Member** screen. Or click **Confirm** to remove the member from this group before also returning to the **Edit Member** screen.

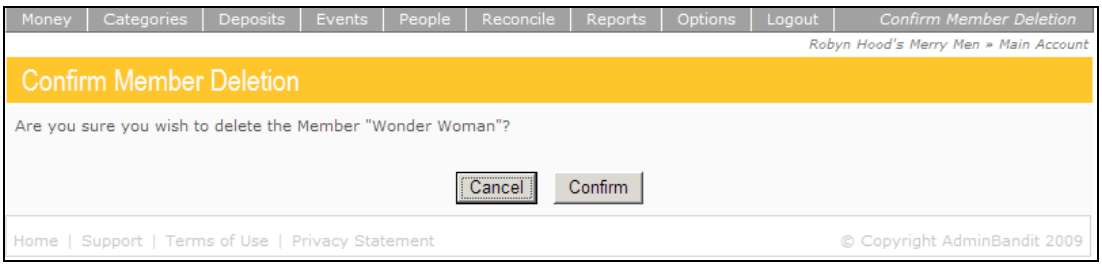
Phew … the **Edit Member** section is pretty deep, but we're done now. In fact, we're almost done with this rather lengthy lesson on the **Member List**. All you need to do now is click Update to save your changes before going back to the **Member List** via another one of those **Done** screens or **Cancel** to go to the same place without saving your changes. Click **Delete** to remove the member entirely. As you've probably come to expect, you'll be directed to a **Confirm Member Deletion** screen as part of this process.

Now, there is a situation where Admin Bandit won't let you delete a member. Check the smiley face over the page for how to resolve this.

Delete Member … Another Way

All this power to delete members could go to a person's head! Of course, we don't encourage volunteer treasurers to become megalomaniacs, but here's another way to electronically remove people.

Make sure you're back in the **Member List**. For any member, click the **Delete** icon in the final column. The now familiar **Confirm Member Deletion** screen will appear. As we've outlined previously, click **Cancel** to return to the **Member List** or **Confirm** to remove the member in question and also return to the **Member List**.



Why Won't Admin Bandit Let Me Delete a Member?

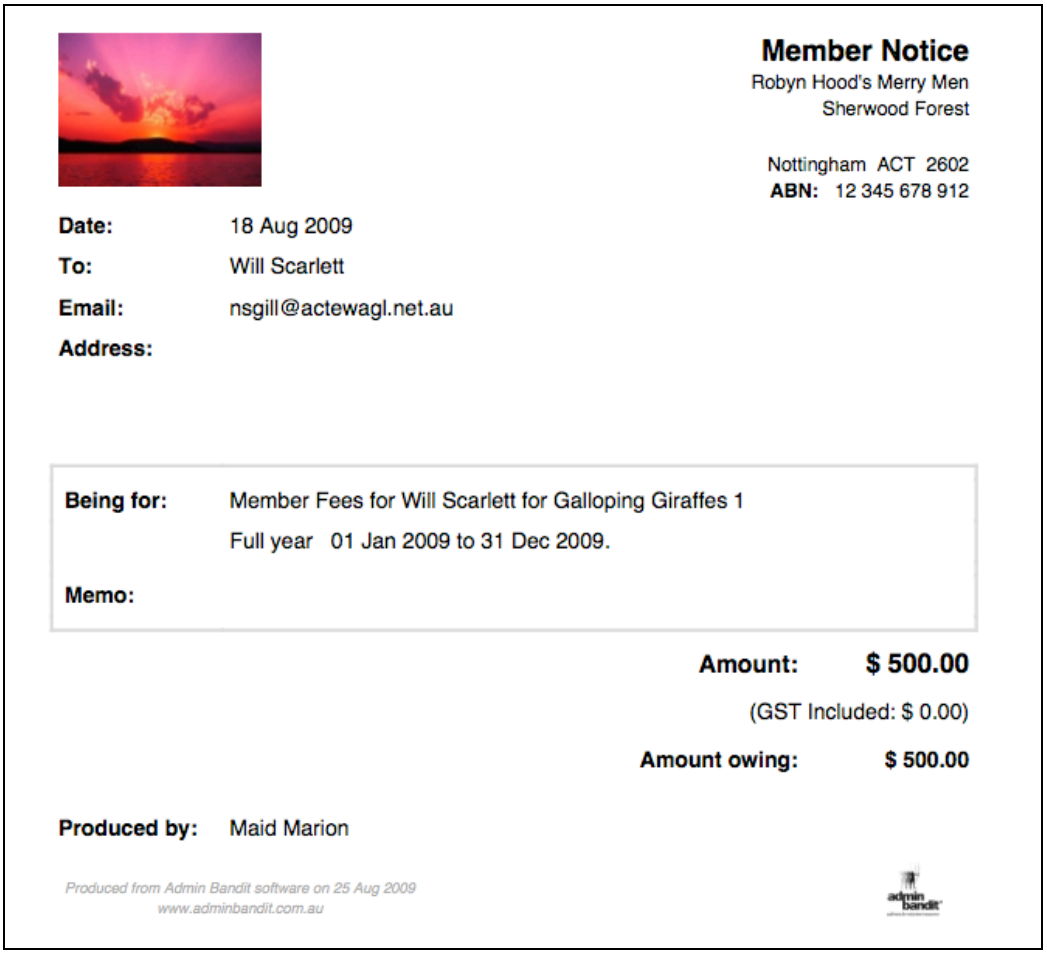
There is also one instance when Admin Bandit simply won't let you delete a member: if they have fee receipts recorded against their name (this task is covered in chapter 4 on **Money**). In this case, you need to access the **Add Member to Group** screen through the **Edit Member** screen and uncheck that member's activities in the **Participating** column. Then you're free to delete.

MEMBER NOTICES LIST

Fast and convenient, the Member Notices List is your way of communicating with members about their fees.

What is a Member Notice?

A member notice is somewhere between a memo and an invoice. Essentially, it's a piece of communication that you email or post to members to keep them up-to-date about their fee status. For example, is the next round of fees due soon? Do some members have overdue fees? Do you want to give others a single record of all paid fees this financial year? See the example below. Member Notices provide a snapshot of members obligations at the time you generate them.



Member Notice
Robyn Hood's Merry Men
Sherwood Forest

Nottingham ACT 2602
ABN: 12 345 678 912

Date: 18 Aug 2009
To: Will Scarlett
Email: nsgill@actewagl.net.au
Address:

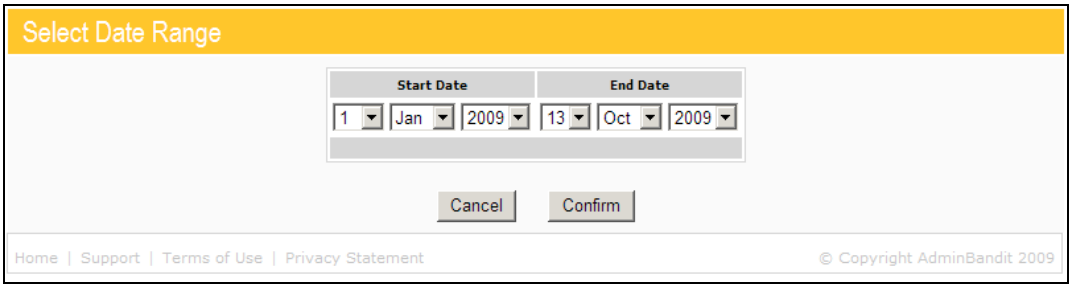
Being for: Member Fees for Will Scarlett for Galloping Giraffes 1
Full year 01 Jan 2009 to 31 Dec 2009.
Memo:

Amount: **$ 500.00**
(GST Included: $ 0.00)
Amount owing: **$ 500.00**

Produced by: Maid Marion

Produced from Admin Bandit software on 25 Aug 2009
www.adminbandit.com.au

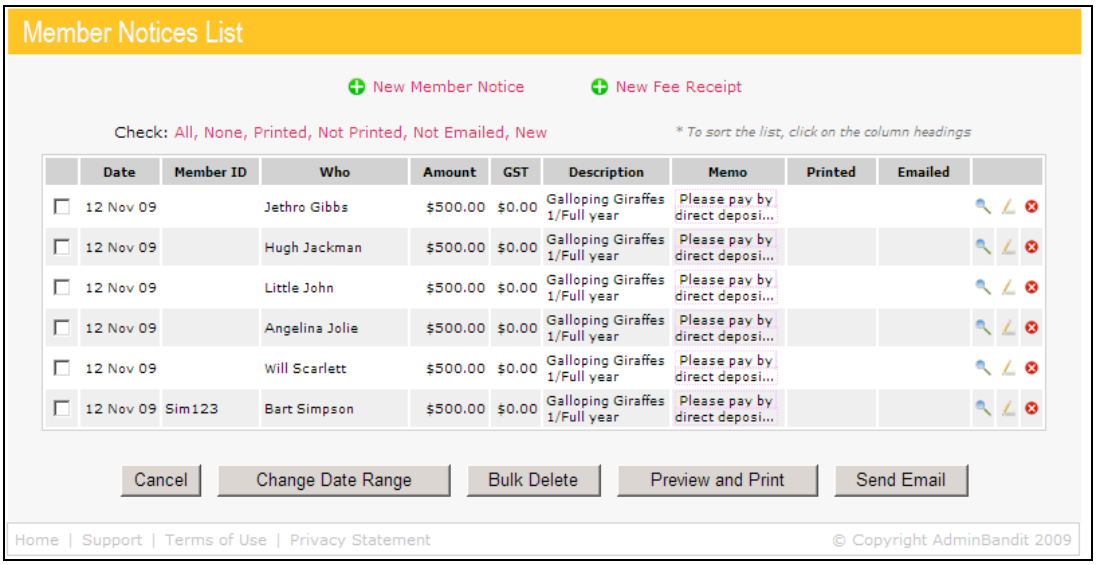
Click on **Member Notices List**, the final option in the **People** pull-down menu, and a **Select Date Range** screen appears.



Choose the period for which you wish to examine or generate member notices. Most likely, this will be either the financial year to date or a specific fee period. For instance, a sports club might have a summer season or an arts centre might follow terms.

If you don't wish to continue, click **Cancel** and you'll be redirected to a **Transaction List** screen (we'll cover this in the **Money** section of this user

manual). To proceed, click **Confirm**, which takes you to a **Member Notices List** screen.

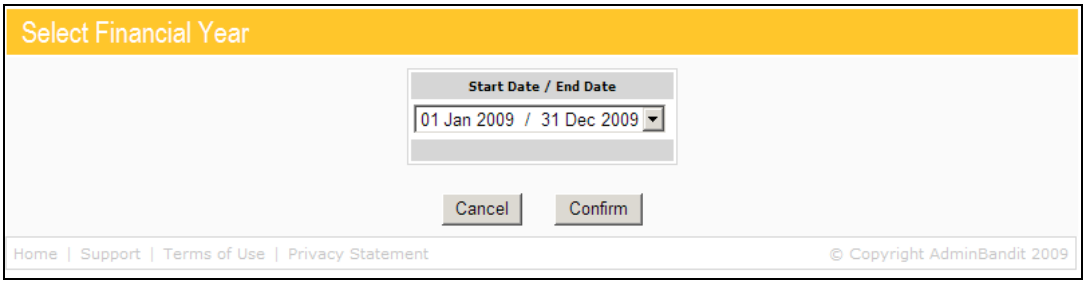


The look of this screen follows a set pattern that you've probably come to expect in Admin Bandit: as you can see, there's a table that gives an overview of the groups your members belong to and the fees these attract, and, above this, links for creating new entries.

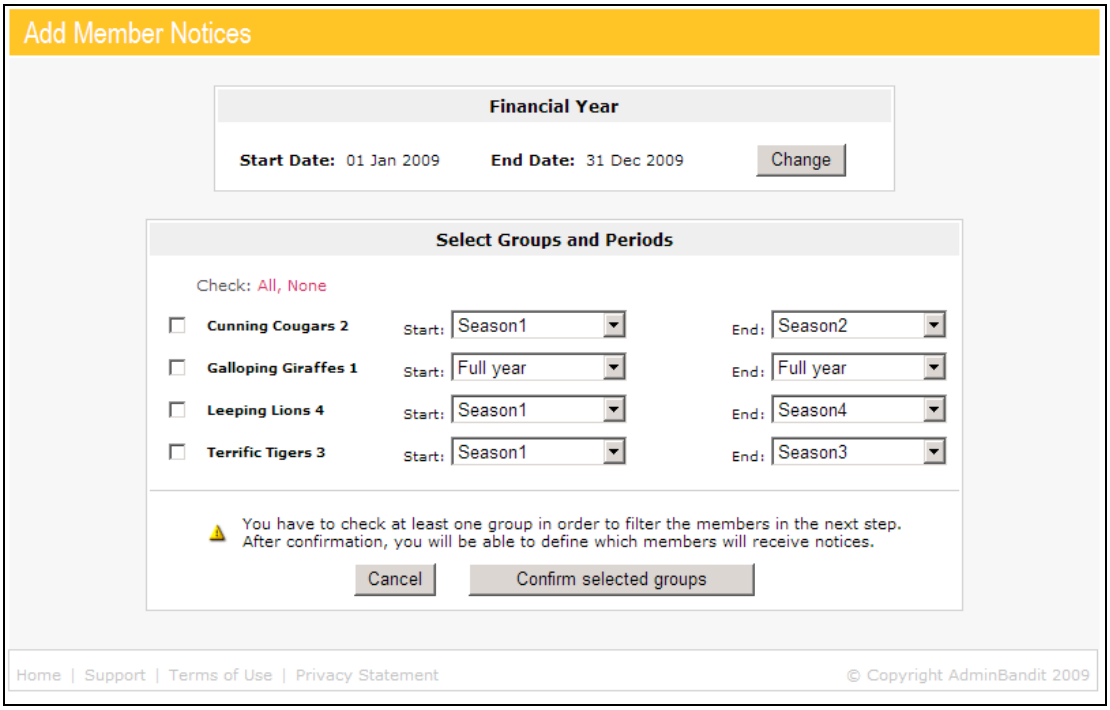
This page is amazing: you can almost make the information it presents jump through hoops — there are just so many ways you can make it work for you.

How to Create a New Member Notice

Let's start with the basics: learning how to create a **New Member Notice**. Click on the link of the same name above the table. If you've set up more than one financial year in Admin Bandit, you'll be directed to a **Select Financial Year** screen and asked to choose a date range.



Click **Cancel** to return to the **Member Notices List** or **Confirm** to proceed to an **Add Member Notices** screen.



This screen is divided into two parts:

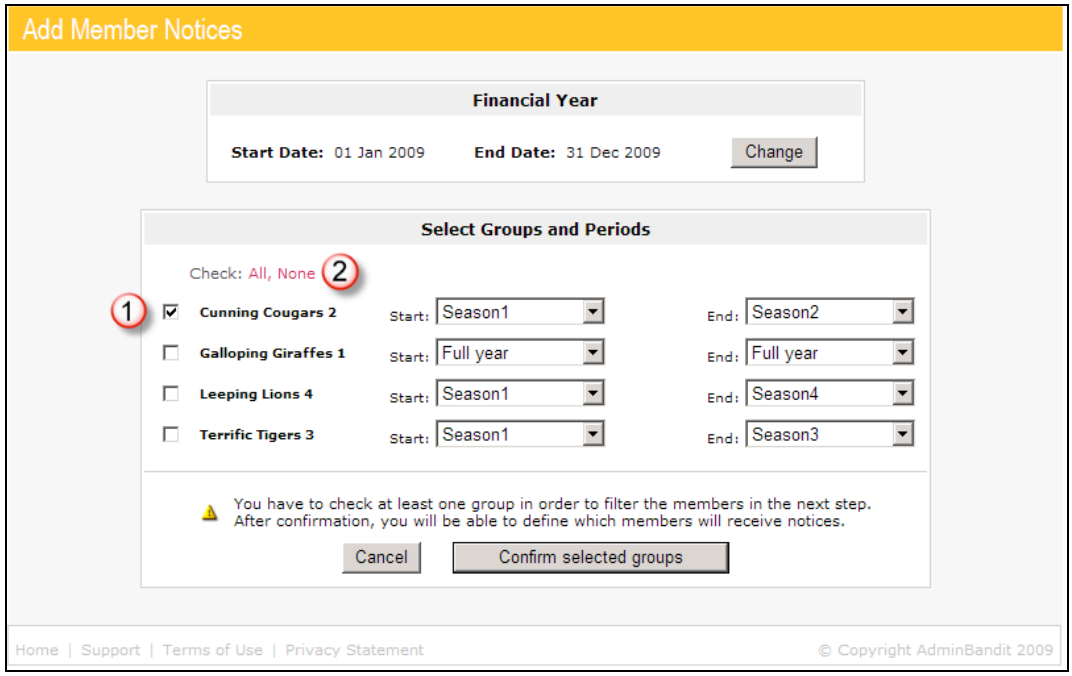
1. **Financial Year**
2. **Select Groups and Periods**.

The **Financial Year** box is easy — there's nothing more to do than hit the **Change** button to return to the **Select Financial Year** screen, where you can choose a different year.

The **Select Groups and Periods** box is more complex. As you can see, this lists every group and fee period in your organisation.

First, you need to select each group for which you wish to create a member notice. You can do this in two ways:

1. Individually check the boxes on the far left of the box
2. Click on one of the two links at **Check**, which, in this case, are **All** or **None**.



Second, for each checked group, you need to select fee periods to **Start** and **Finish** in the adjacent pull-down menus.

Click **Cancel** to return to the **Member Notices** List screen or click **Confirm Selected Groups** to proceed.

Hey, Admin Bandit Won't Let Me Continue!

This is for one of two reasons:

1. You must check at least one group. Please remember that checking one or more groups **does not** mean you're about to create a member notice for every single group; you'll select individuals in the next step.
2. You've reversed the start and end fee periods. In the same way that you can return from a holiday before you leave home, you can't start a fee period with the last season of the year and finish with the first … unless, of course, you've got a time machine!

Of course, you don't have to select two fee periods that are immediately consecutive … for instance, if you select "fee period 1" and "fee period 3" … the notice generated will automatically cover "fee period 2".

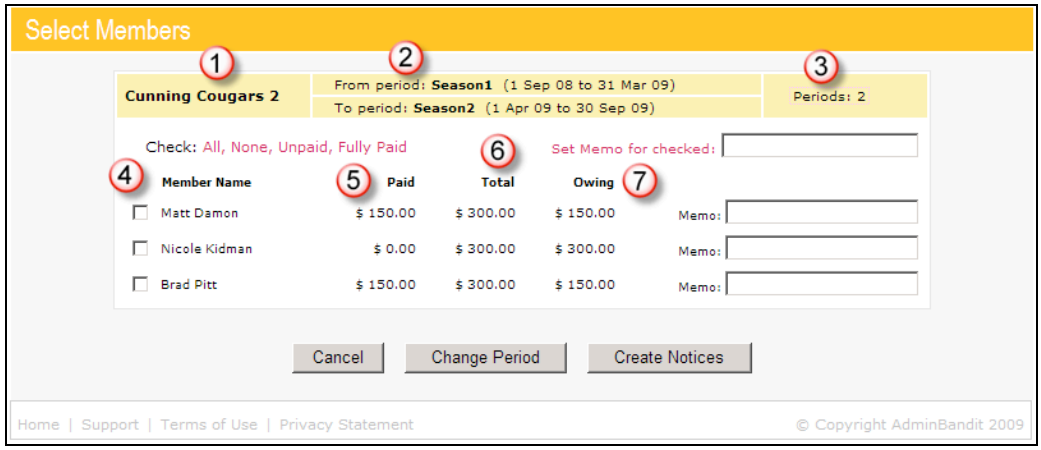
You're now at the **Select Members** screen, where, as the title suggests, you can choose individual members to create member notices for. Let's start by going through some of the basic components of the table on this screen.

In the cream-coloured title bar, you can see

1. The group/s from which you are selecting members
2. The fee period/s in question
3. The number of fee periods.

Within the table, you can see:

4. Each member of the group/s by name
5. The fees they have **Paid**
6. The **Total** fees
7. How much is still **Owing**.



Let's take a look at our example above:

1. We're selecting members from the group, Cunning Cougars 2
2. The fee periods are from Season 1 to Season 2
3. These comprise two fee periods
4. The group has three members
5. Of these, Matt Damon has paid $150 in fees
6. Yet his total fees are $300

7. Which means he still owes the organisation $150.

Now let's look at the nifty things you can do on this screen. Obviously, you can select members to create member notices for, which can be done in two ways:

1. Individually check members in the boxes to the left of each name
2. At **Check** above **Member Name**, click on one of the four links to select:
    a. **All**
    b. **None**
    c. **Unpaid**
    d. **Fully Paid**.

Next, you can write memos for member notices, which can be done in three ways:

1. Write individual memos for each member notice in the **Memo** spaces
2. Write the same memo for every member notice by typing in the **Set Memo for Checked** space and then clicking the **Set Memo for Checked** link
3. Write a single memo in the **Set Memo for Checked** space, but personalise any required by individually editing in the **Memo** spaces.

Now let's generate some notices!

Well actually, if you've made a mistake or you don't want to do to this after all, click **Cancel**, which takes you back to the **Member Notices List**. Click **Change Period** to return to the **Add Member Notices** screen and make amendments (note that Admin Bandit hasn't saved your data, so you'll need to enter it all again).

And click **Create Notices** to generate the beasts … this takes you to an **Add Notices** screen, which advises you to wait five seconds while the software does its magic before taking you back to the **Member Notices List**.

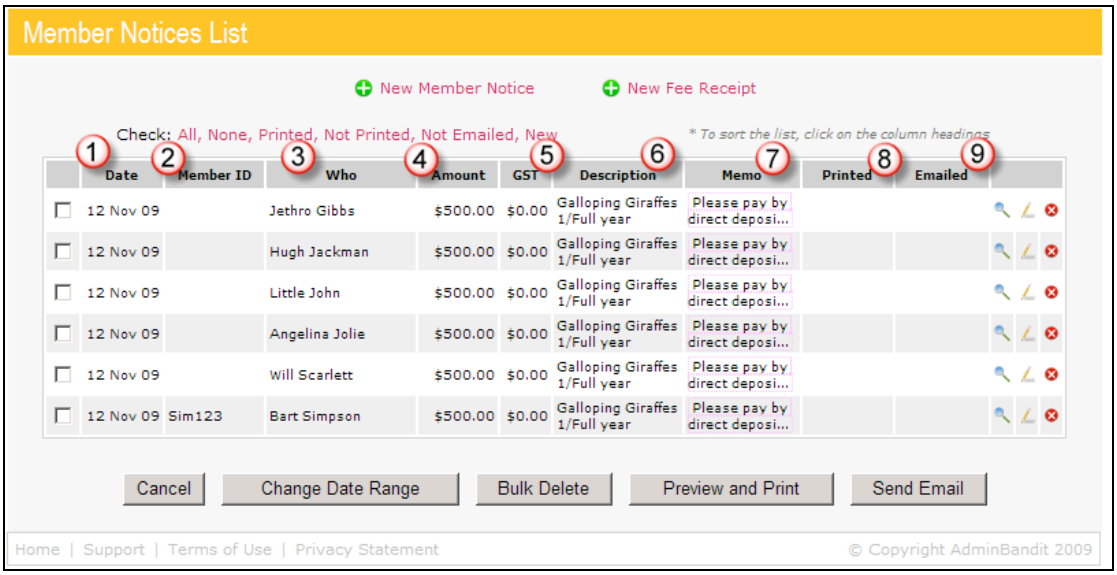
Back on this screen and after all the effort of learning to create new member notices, you'll be pleased to hear that we're going to skip the **New Fee Receipt** link … we'll cover this in the chapter on **Money**.

Tips for Viewing Member Notices

Let's delve into the table instead, which provides an overview of all the member notices you've created. Specifically, it shows:

1. The **Date** the notice was created
2. The **Member Id** for the member
3. **Who** the notice was created for
4. The total **Amount** of fees accumulated
5. Any **GST** that applies to these fees
6. A **Description** of the groups and fee periods in question

7. A **Memo**, if noted
8. Whether the member notice has been **Printed**
9. Or **Emailed**.



Now here's something really cool — you can click on these headings to re-arrange how the information is displayed:

1. **Date**: from most recent or least recent
2. **Member Id**: ascending or descending order number or alphabetical order depending on what you are using
3. **Who**: ascending or descending alphabetical order by surname
4. **Amount**: from largest amount or smallest amount
5. **GST**: by notices that attract GST or notices that do not (this is worked out from what you indicated at the GST setting in Categories and Client Details screen.
6. **Description**: ascending or descending alphabetical order
7. **Memo**: ascending or descending alphabetical order
8. **Printed**: from most recent or least recent
9. **Emailed**: from most recent or least recent.

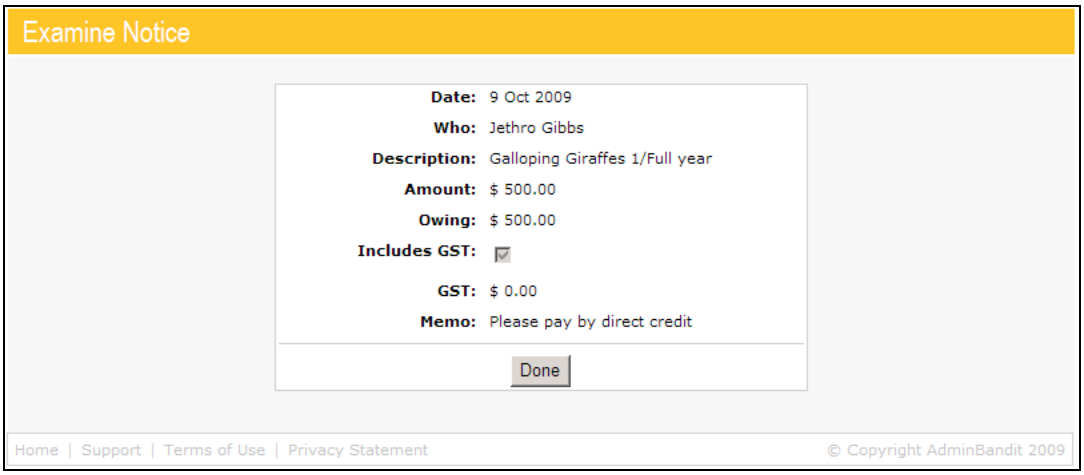
How do you know which view the table is currently set for? If you haven't altered the arrangement in your current session, it will be in default mode. However, as soon as you change the view, a red arrow appears next to the heading by which the arrangement is set — hover your cursor over this for a description of the present layout order.

When you start re-arranging the screen, green **Restore** link appears above the icons in the final column of the table. Simply click this to reset the table to its original order.

How to Amend Member Notices

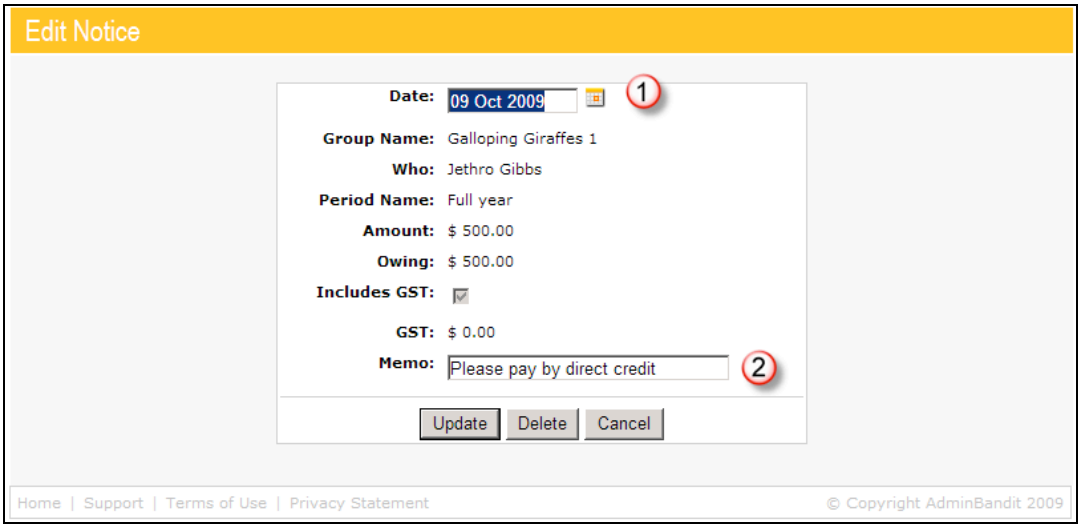
Now this is going to be easy — because, by now, you're an expert at using Admin Bandit's **Examine**, **Edit** and **Delete** icons, which are always to be found in the final column of a table.

As usual, let's start with **Examine**. For any row, click this icon to go to an **Examine Notice** screen. As you can see in the example below, for the notice in question, this provides a full view of the same information provided in the **Member Notices List**. Click **Done** to return to this screen.



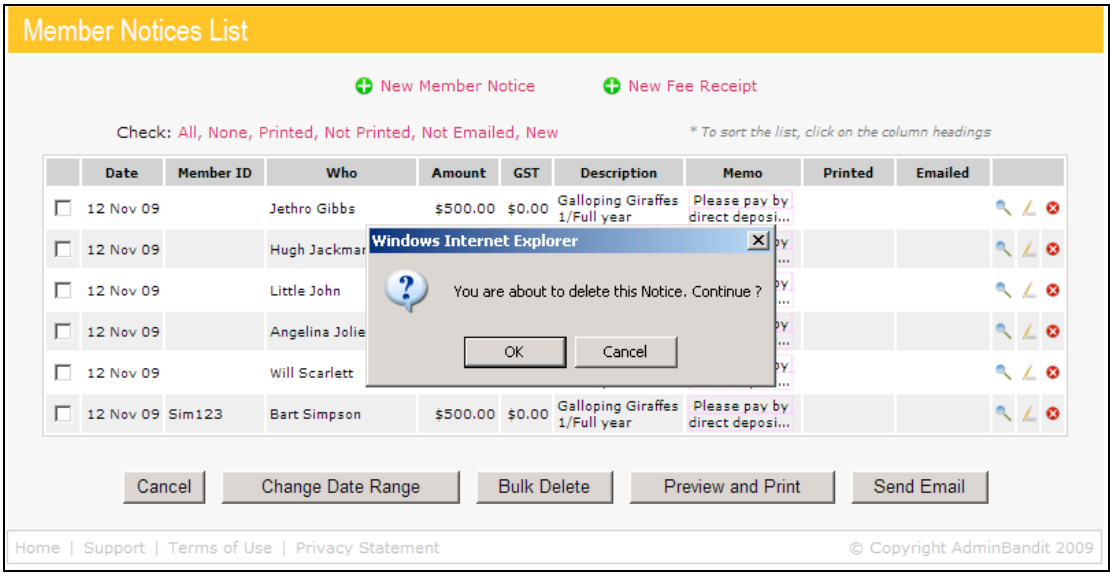
The **Edit** icon takes you to a similar screen, called **Edit Notice**, which allows you to amend two fields:

1. **Date**: by manual entry or clicking the yellow calendar icon
2. **Memo**: by manual entry.



Click **Update** to save your changes and return to **Member Notices List** or **Cancel** to return to this screen without saving changes. Click Delete to remove the notice from Admin Bandit — a message will appear, asking you to choose **Okay** or **Cancel**. **Okay** will permanently remove the member notice from the database before returning you to **Member Notices List**, whereas **Cancel** will leave you on the **Edit Notice** screen to choose another option.

Only one more icon to go and that's **Delete**. Make sure you're on the **Member Notices List** and, for any row, click the red circle containing the white cross. This performs the same function as **Delete** on the **Edit Notice** screen that we just looked at — again, a message appears asking you to choose **Okay** or **Cancel**. **Okay** will permanently remove the member notice in question from Admin Bandit, while **Cancel** will keep the member notice intact.



How to Process Member Notices

You're doing well … we know getting through all this information is taking a bit of stamina, but you're about to actually see what a member notice looks like when it's printed or emailed!

Okay, let's play with the buttons below the table, starting with **Cancel**, which takes you to the **Transactions List** — we've mentioned this screen before … it's part of the software's **Money** function that we'll cover later.

Click **Change Date Range** for another way to go to the **Select Date Range** screen (we've already shown you two other ways).

Before you **Bulk Delete**, you need to select the relevant notices. There are two ways to do this, as when we learned to create new member notices:

1. Individually check the boxes on the far left of the box
2. Click on one of the six links at **Check**, which, in this case, are **All**, **None**, **Printed**, **Not Printed**, **Not Emailed** or **New**.

When you click **Bulk Delete**, a message will ask you to choose **Okay** or **Cancel** — **Okay** will permanently remove the notices, while, obviously, **Cancel** will retain them. In both cases, you'll remain on the **Member Notices List** screen.

To **Preview and Print** notices, make your selections as outlined above. Clicking this button takes you to a **Print Notices** screen — within seconds, your notices will be ready to download in PDF format. Click the **Here** link to **Download** (we also recommend saving a copy on your hard drive) and print your document in Adobe Acrobat.

Once a notice is downloaded and open, Admin Bandit will return you to the **Member Notices List**.

So, let's check out a sample member notice:

Member Notice
Robyn Hood's Merry Men
Sherwood Forest

Nottingham ACT 2602
ABN: 12 345 678 912

Date: 18 Aug 2009
To: Will Scarlett
Email: nsgill@actewagl.net.au
Address:

Being for: Member Fees for Will Scarlett for Galloping Giraffes 1
Full year 01 Jan 2009 to 31 Dec 2009.
Memo:

Amount: **$ 500.00**
(GST Included: $ 0.00)
Amount owing: **$ 500.00**

Produced by: Maid Marion

Produced from Admin Bandit software on 25 Aug 2009
www.adminbandit.com.au

Finally, the **Email** button sends selected notices directly to the members in question. Click this and a **Send Notices by Email** screen appears, which contains a box comprised of two sections:

1. **Recipients**
2. **Email Message**.

Let's start with the **Recipients** section:

1. The name/s of the **Member/s** you're emailing
2. The **Groups** to which they belong
3. Their **Email** addresses
4. **Parent Name**: if your member/s are under 18
5. **Parent Email**: again, if your member/s are under 18.

Now, you won't have a thing to do here if you've already entered email addresses, parent names and parent emails when you set up members' details

in our **Add Member** section … Admin Bandit will automatically fill the spaces for you!

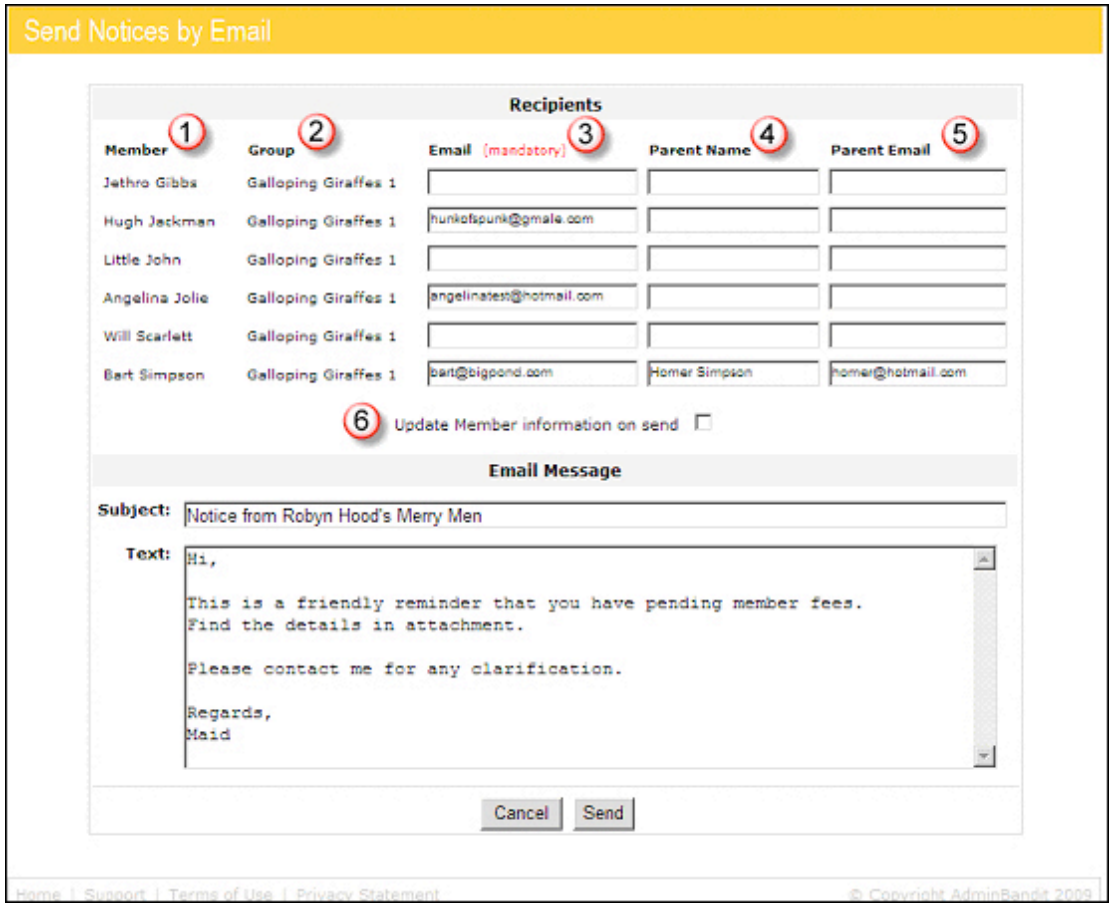
Unfortunately, you'll have to add these details manually if you haven't previously set them up. However, the good news is that you can check the **Update Member Information on Send** button (6.) to save them for future use.

How nifty is all this!

The stuff that Admin Bandit remembers for you gets even better in the **Email Message** section:

7. **Subject**: is automatically generated from information entered in **Client Details**
8. **Text**: a "form" letter automatically loads, which is signed using the name you entered in **User Details**.

Of course, you're welcome to adapt the **Subject** and **Text** we've provided to suit your individual needs. All you need to do is click your cursor in either space and start making changes.



To finish, click **Cancel** to go back to the **Member Notices List** or **Send** to email your member/s. When you **Send**, a **Notice Delivery** screen appears, advising that you're messages are on their way, before directing you back to the **Member Notices List**.

So why not practise sending a member notice to yourself right now. But first, check out our examples below.

Member Notice

Robyn Hood's Merry Men
Sherwood Forest

Nottingham ACT 2602
ABN: 12 345 678 912

Date: 18 Aug 2009

To: Will Scarlett

Email: nsgill@actewagl.net.au

Address:

Being for: Member Fees for Will Scarlett for Galloping Giraffes 1
Full year 01 Jan 2009 to 31 Dec 2009.

Memo:

Amount: **$ 500.00**

(GST Included: $ 0.00)

Amount owing: **$ 500.00**

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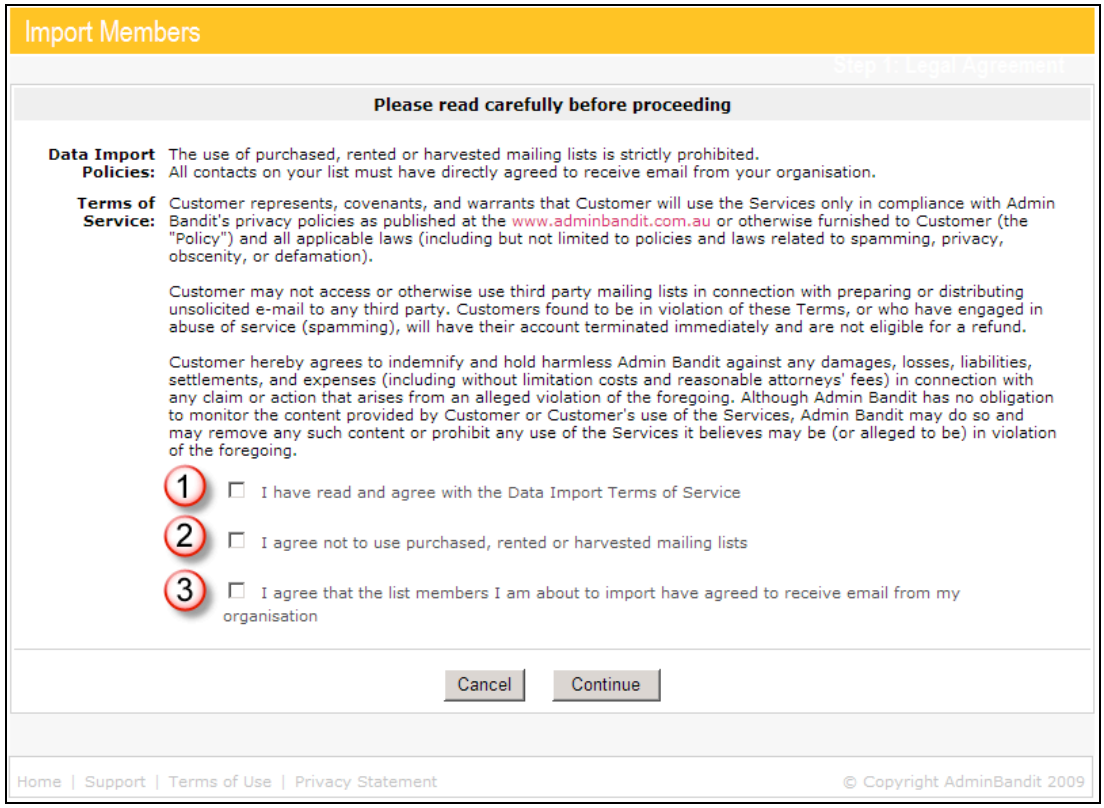
IMPORT MEMBERS

You learned how to add members to Admin Bandit earlier in this chapter. Well, now be prepared to be amazed … because we're about to introduce you to a function that allows you to import member details in bulk from pre-existing files on your computer.

That's right … Import Members is one of our favourite functions because it allows you to transfer lists of your members made in other programs into the exact right spots in the database.

It probably sounds like impossible magic, but in a few minutes you'll be clapping your hands in glee … because this function saves you hours and hours of data entry.

Under **People** on the main menu bar, choose **Import Members**. This takes you to a screen, also called **Step 1: Legal Agreement** (the heading is on the upper right side) which carries a very important message about the conditions under which Admin Bandit allows you to use this function in the database.



Step 1: Legal Agreement

Reading Admin Bandit's **Data Import Policies** and **Terms of Services** is the first step of the **Import Members** process. We realise a page of "small print" is probably the last thing you expected in an accounting software program, but it's vital for you to understand what you legally can and can't do with this function. Australia has tough privacy laws, so we want to make sure Admin Bandit and our users are protected from potential problems.

There are three boxes to check once you've read this page:

1. **I have read and agree with the Data Import Terms of Service**
2. **I agree not to use purchased, rented or harvested mailing lists**
3. **I agree that the list members I am about to import have agreed to receive email from my organisation**.

You have two options for how to proceed. The first is to click the **Cancel** button and … well … not proceed at all! This will take you to the **Transaction List** and means you will not be able to access the **Import Members** function.

The second is to check all three boxes and click **Continue**, which activates the **Import Members** function. We'll move onto this in a minute, but, first ….

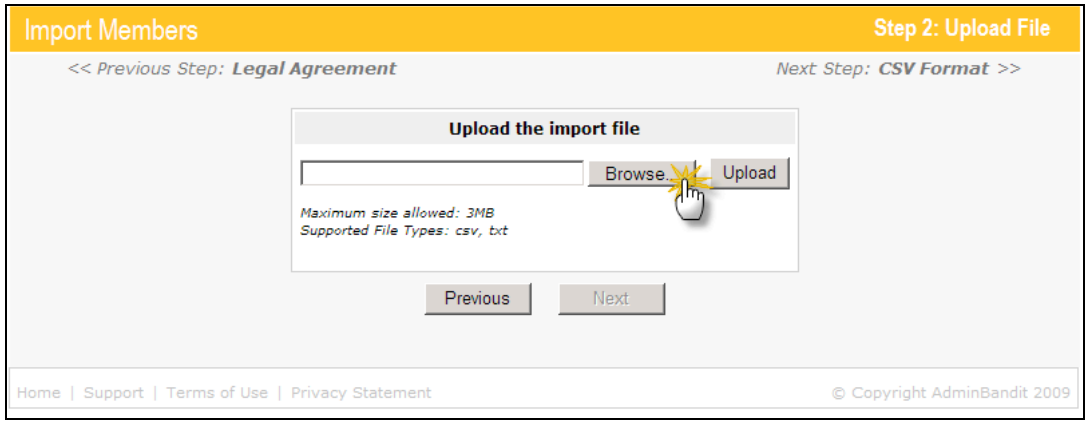
What happens if you don't check the boxes, or check just one or two? A message pops up advising that you have to check all three agreements to continue.

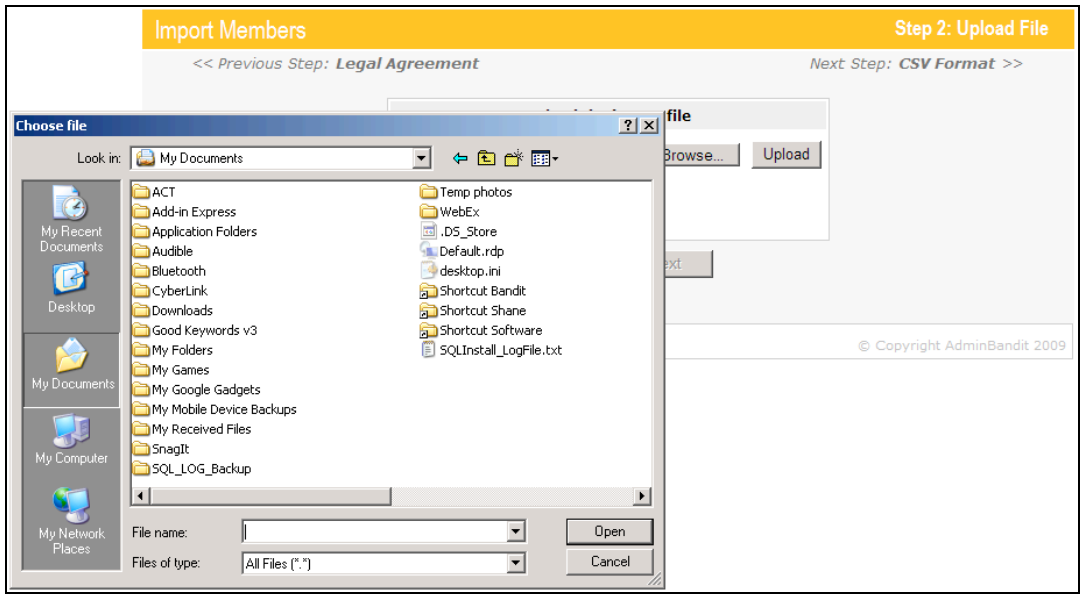
Want More Information on Privacy Laws?

The federal government has an excellent website on the Privacy Act, which includes information written in "plain English"; that is, terminology that we all can understand.

Uploading Members to Import

Clicking **Continue** takes you to a **Step: 2 Upload File** screen, which contains an **Upload the Import File** box. All you have to do to is click the **Browse** button — this opens a window that allows you to choose a file on your computer. When you've found your file, simply click **Upload**.





File Requirements

You'll notice two file requirements in the **Upload the Import File** box:

1. You file size **cannot** be larger than 3MB
2. Only file names that end with .csv and .txt are allowed.

How do I Tell if My File is Too Big?

Don't wait for Admin Bandit to give you an error message — you can check your file size before you try to upload it. All you've got to do is open the file in the program in which it was created and examine the "properties", which is usually found under the "File" menu.

Of course, 3MB is absolutely huge, so the chance of your file being too big to upload is small. However, if your file is too big, simply divide it into two or three smaller files, which you can upload separately.

What on Earth are .csv and .txt Files?

You've gotta love computer lingo!

These are file types and the good news is that it's easy to convert Word documents and Excel files to this format (these are the most common programs for creating member lists, so we're guessing you use one of them).

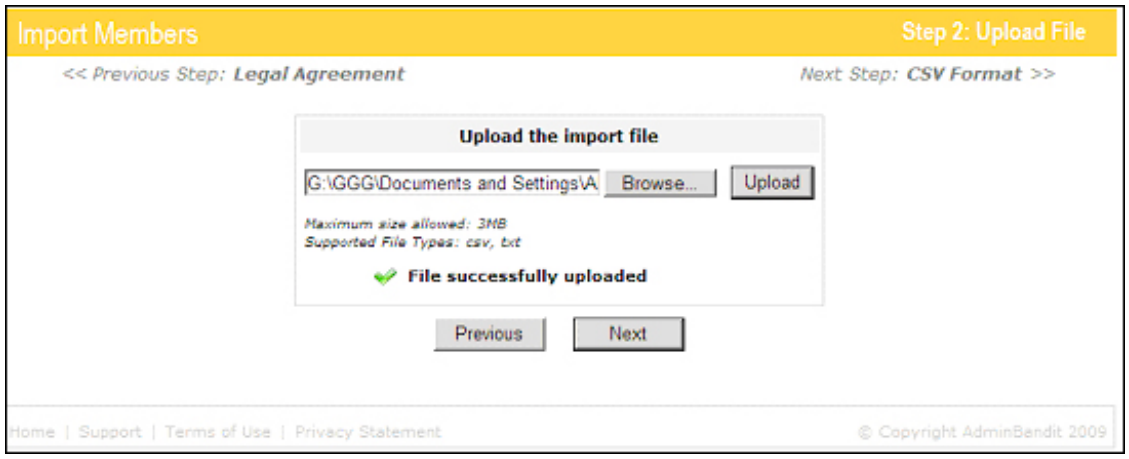
Here's what to do:

1. Open the document contain your member list in the program used to create it
2. If you're using Word and the list is in a table, you first need to convert this to text:
    a. Click on Table
    b. Choose Convert
    c. Choose Table to Text
    d. Choose how you wish to separate the text (tabs or commas are most common
    e. Click OK
3. Save a copy of your document. There'll be a scroll-down menu that allows you to choose what type of file you wish to save it as:
    a. Choose Plain Text for a Word document
    b. Choose CSV (Comma delimited) for an Excel document.

Uploading Your File

Once you've chose your file, click **Upload**. If everything is okay, a **File Successfully Uploaded** message appears, which means you can now click **Next** to proceed.

Of course, you can also choose **Previous**, which will return you to our policies and service agreement.



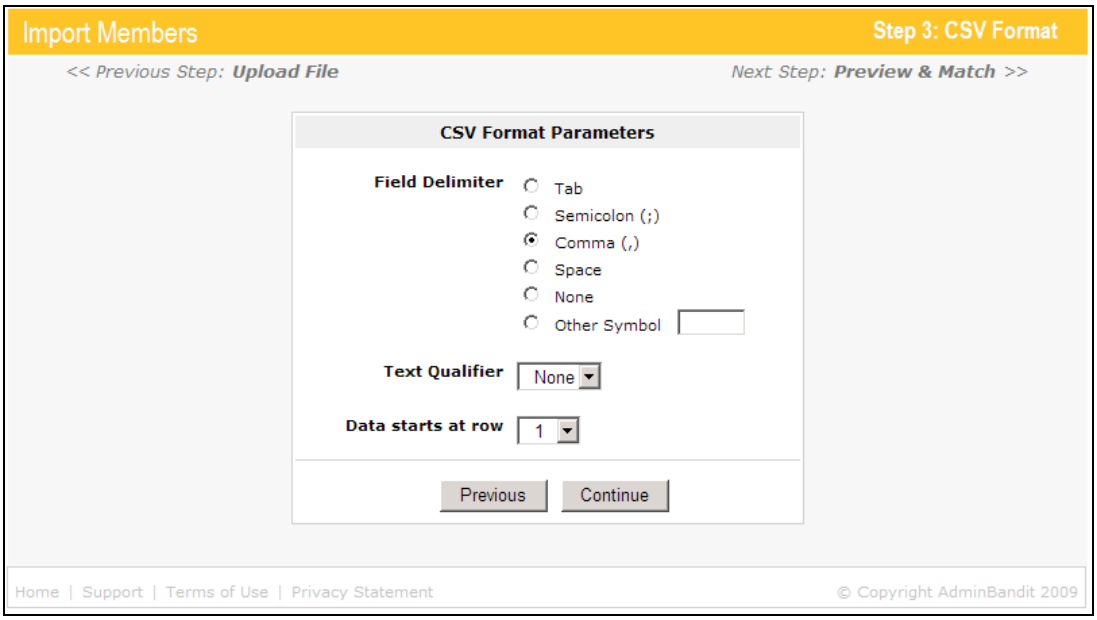
Choose Your Parameters

When you click next, a **Step 3: CSV Format** screen appears, which contains a **CSV Format Parameters** box. Basically, this asks you to tell Admin Bandit how the information in your document is set out, so it can be easily transfer it into the database.

There are three types of information to set:

1. **Field Delimiter**: how is the information separated (remember how we said tabs or commas are the most common in Word)?
2. **Text Qualifier**: is the information set within quote marks?
3. **Text starts at row**: does the information start immediately or is there a row of headings first?

Click **Continue** to proceed or **Previous** to go back to the **Upload the import file** box.



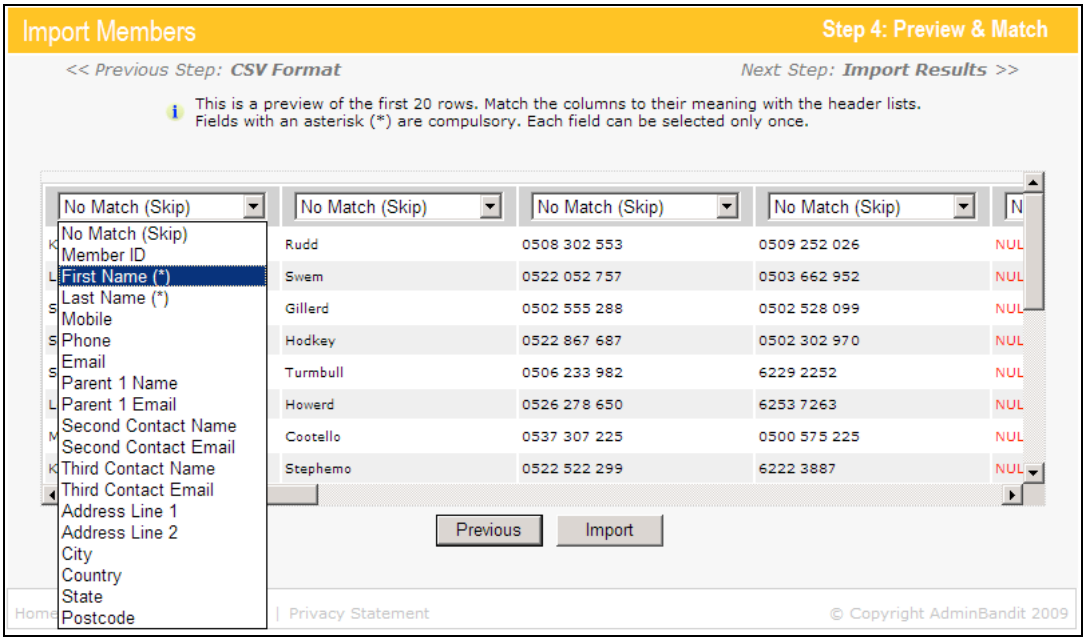
Match Your Data

If you chose **Continue**, the next screen, **Step 4: Preview & Match**, allows you to insert the information in your imported file into the right fields in Admin Bandit; that is, you want people's surnames, phone numbers and so on to go in the right spots.

If you don't have columns to match then go back to the previous screen and try a different **Field Delimiter** until you get the one to match the file you're importing.

This screen is easy — the database has arranged your imported member details into columns, and all you need to do is choose the column heading that matches in the pull-down menus.

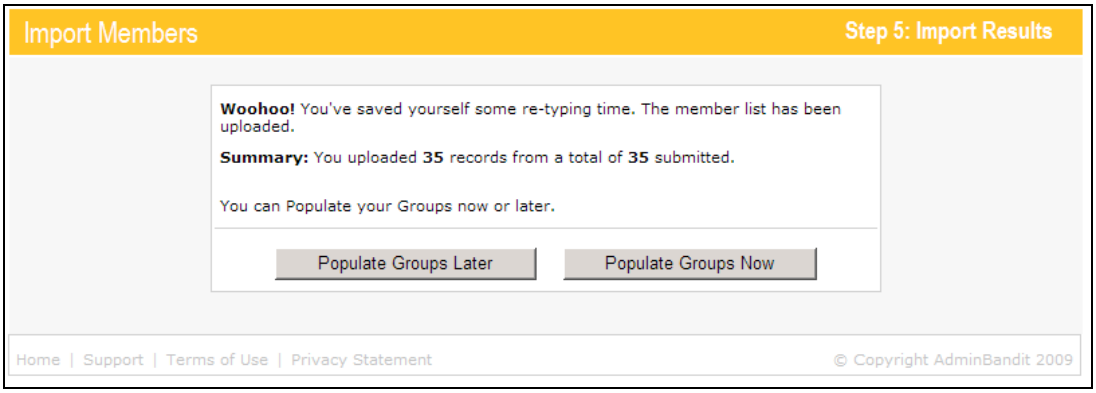
It will be a matter of seconds before you're ready to hit **Import** to continue or **Previous** to go back a step.



Populate Your Groups

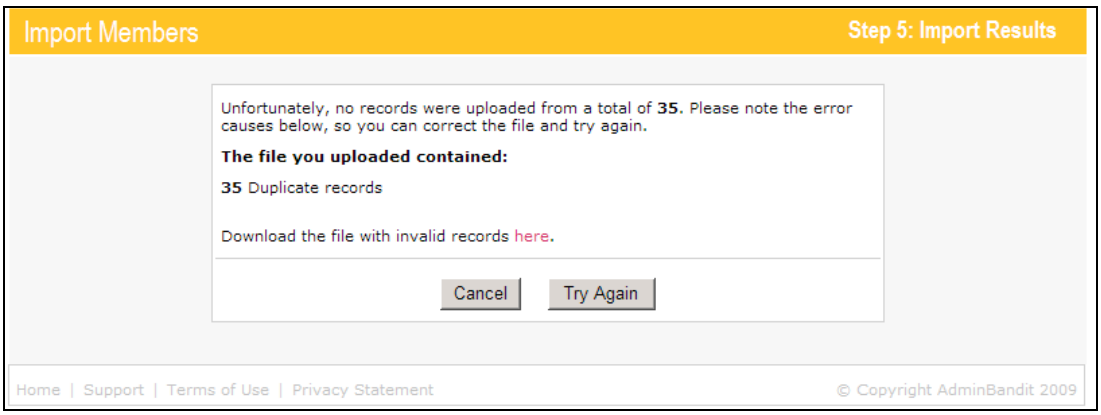
Congratulations!

If you chose **Import**, you've now successfully transferred your members from an existing document into Admin Bandit. Think about the enormity of what you've just done — you've not only saved yourself hours and hours of mind-numbing data entry work … you've also done something that officially makes you a … computer geek!



Okay, we've got a confession … it's not all over yet because, as you can see on the **Populate Groups** screen, you can go the next step and add all the members you've just imported into the groups to which they belong.

If any of the records you wish import contain errors, they will not be imported. If this happens, you'll be notified at Step 5 and given a link to an error file. Below is an example of what would happen if you tried to import the same file a second time.



An invalid email address will also reject but the rest of the record will be uploaded.

Of course, if you've had enough for now, click the **Populate Groups Later** button to go to the **Transaction list**. We'll cover what to do in this situation shortly.

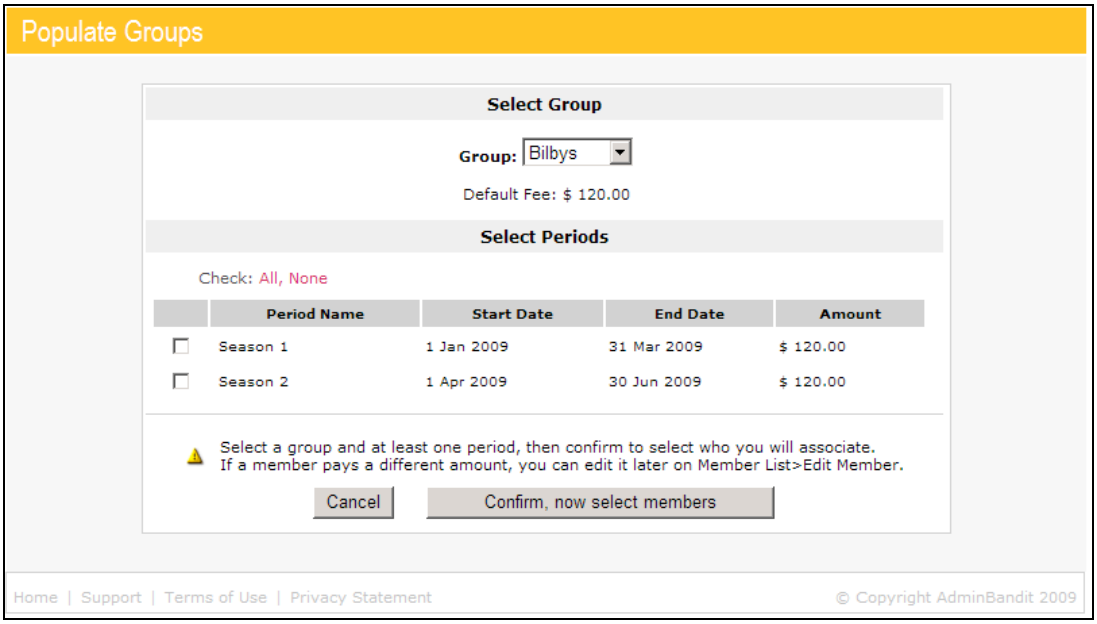
However, if you do wish to forge ahead, lucky for you, populating your groups is as easy as pie. To start, click the **Populate Groups Now** button, which takes you to a **Populate Groups** screen. This contains a box, divided into two parts:

1. **Select Group**: choose the group you'd like to populate first from the pull-down menu
2. **Select Periods**: select the relevant fee periods you wish to populate in the table. Note that you must select at least one fee period.

Click the **Confirm, now select members** button to proceed to the next screen, which contains a **Select Members** box, comprising all your members, in alphabetical order by surname, who are not in this group.

There are two ways you can select those you wish to add to the group in question:

1. Individually check members using the boxes in the first colum
2. Use the links at **Check** above the table of member names to select:
    a. **All** members
    b. **None**
    c. Only those members who are **Ungrouped**.

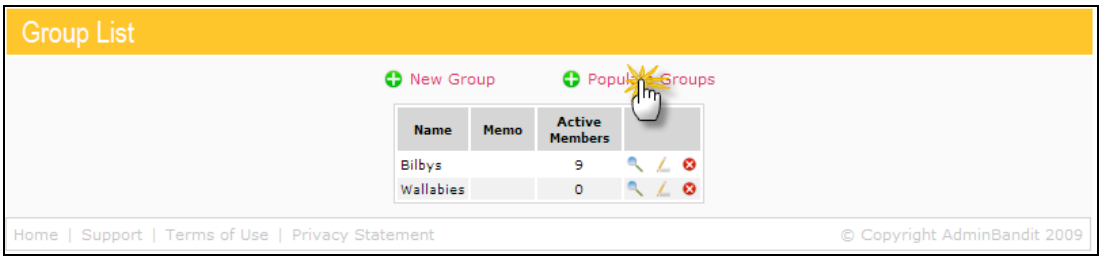


Click **Populate Groups** when your members have been selected. This takes you to another screen that advises the group has been successfully populated, before directing you to the **Group List**. While you're here, why not examine the group (using the blue magnifying icon) to see how your new members have been added!

Alternatively, if you've made a mistake, click **Change Group** to return to the screen listing your organisation's groups and fee periods. Or Click **Cancel** to return to the **Group List**.

What if You Have More Groups You Want to Populate?

Not a problem … all you have to do is click on the red **Populate Groups** link above and to the right of the **Group List** — this is another way to access the process we've just been through.



Remember the **Population Groups Later** button from a few paragraphs ago? If you selected this, the above process is the way to go when you're ready to start adding newly imported members to your groups.

Congratulations … didn't we tell you importing members was a dream come true?

Well, you're now an expert at using every part of Admin Bandit's **People** function — give yourself a pat on the back! Even better, take a break and grab a snack, preferably something sweet and indulgent.

And make sure you have a mouthful for us!

Categories

This function is another essential part of customising Admin Bandit to suit your organisation's financial needs, one that has to be set up before you can actually start doing any accounts.

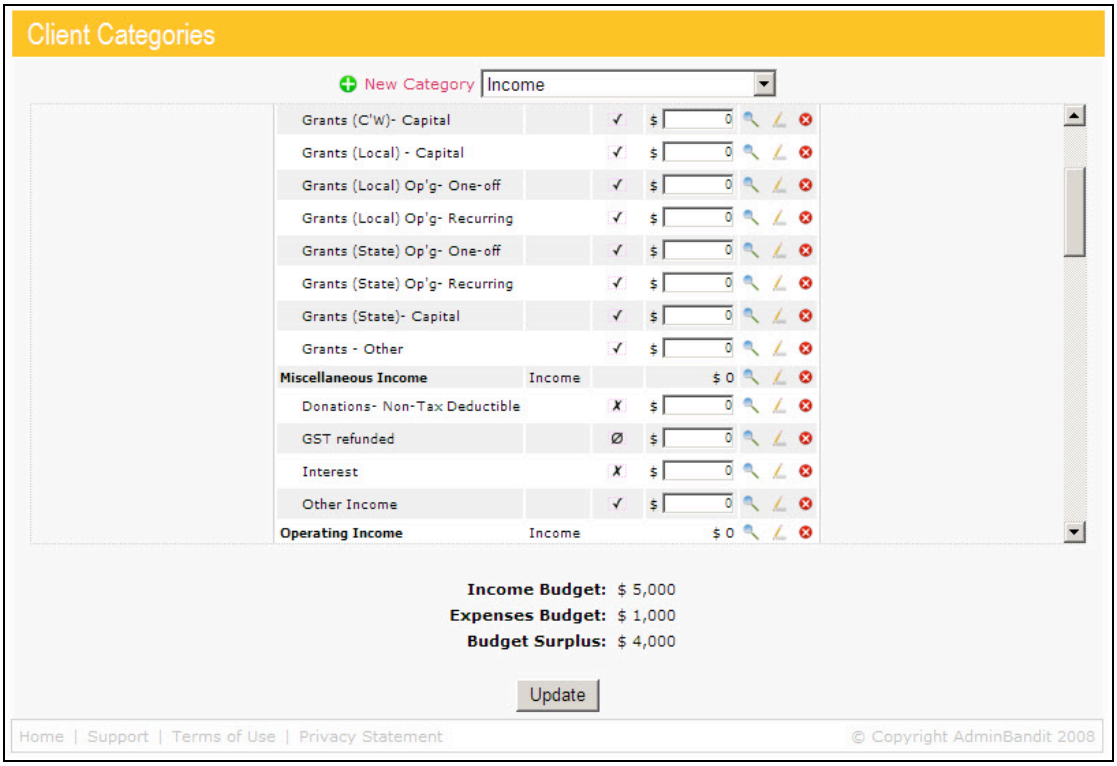
CATEGORIES

Let's start by defining a "category". Think of all your money in a filing system, indexed according to exactly where it comes from or where it is spent — essentially, you've itemised, or "categorised" your money.

Fundraising income, administrative expenses and operating expenses are examples of categories. Of course, as with any substantial list, you'll need to divide these into sub-categories. For example, your organisation's operating expenses might include: postage, stationery, insurance, and rent.

So, let's get started.

No pull-down menu appears when you click on **Categories** on the main menu bar. Instead, you're directed straight to a **Client Categories** screen, which contains a scroll-down table of categories. Some will appear even if you haven't actually set them up yourself — that's because we've already set up some of the most common ones to give you a head start, especially if you're new to accounting.



You may recognise the above set-up by another name: **Chart of Accounts**. In fact, we've based our system of categories on the Standard Chart of Accounts developed at Queensland University of Technology for not-for-profit organisations.

It's important to note that you can add to, edit or delete the categories we've provided to further customise Admin Bandit to your needs.

What is a Chart of Accounts?

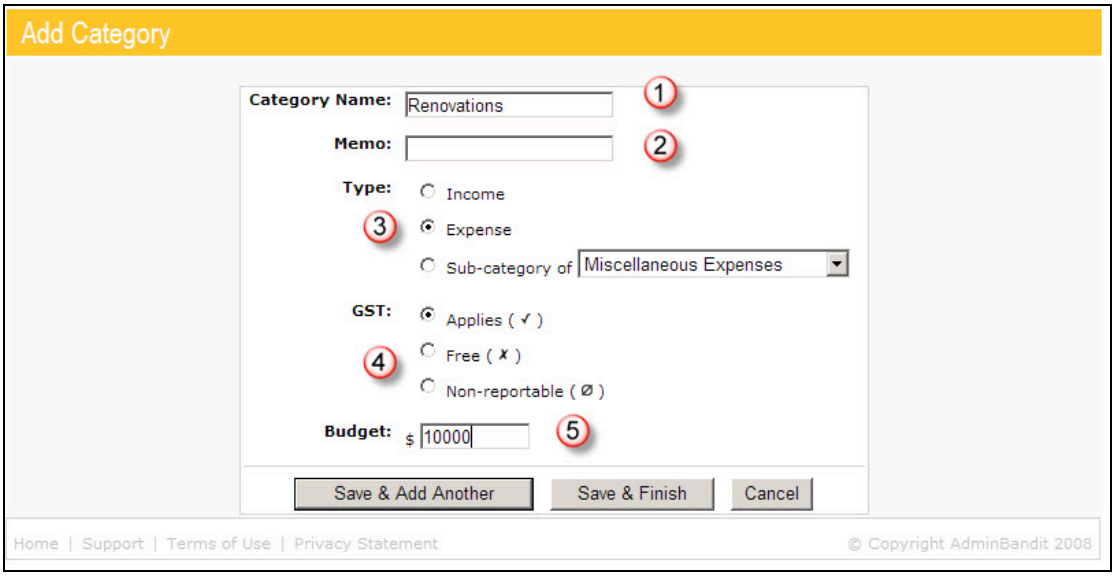
It's a fancy name, but a **Chart of Accounts** is simply a list of names and/or numbers used to classify financial transactions by type. Having each item of income or expenditure in your accounts accurately classified and recorded helps you produce more meaningful reports — it's easy to see where your money is going and coming from, and to compare these amounts across financial years. This enables you to monitor performance and identify trends, which means you're better positioned to make budgetary and strategic decisions for the future.

How to Create a Category

So let's learn how to create a category.

See the **New Category** link above the table and next to the icon of a white plus in a green circle? Click on this and you'll be directed to an **Add Category** screen, which contains five spaces for you to fill:

1. Enter the new **Category Name**
2. Add a relevant **Memo**, or note about the category if you need to
3. Tick the general category **Type**:
   a. **Income**
   b. **Expense**
   c. **Sub-category**: choose from the categories in the pull-down menu — either income, expense or a sub-category; of course, you'll need to have set up at least one category already to create a sub-category
4. Tick the **GST** status of the category
5. How much money has your committee set for this category in your **Budget**? You can leave this blank or at zero if an amount hasn't been allocated, but you really should discuss this with your committee and update it later in the name of good financial management. Plus, if you don't include a budget amount, the category will not display on your **Budget Report** (you can learn more about this in chapter 8 on **Reports**).



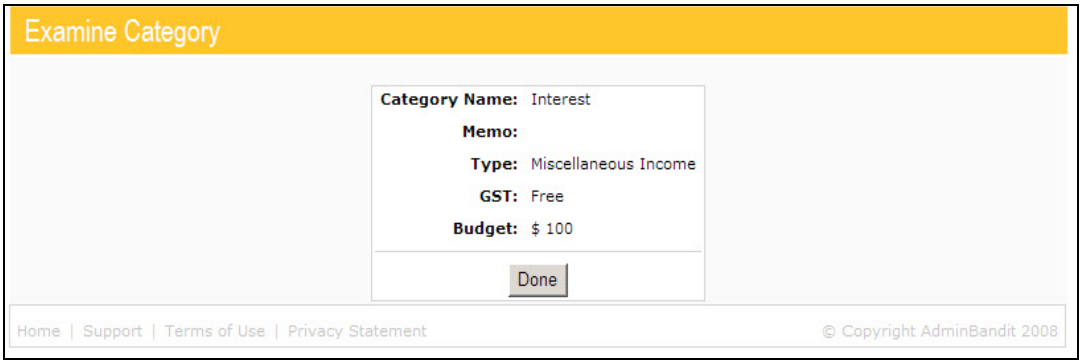
Click **Save & Finish** to return to the **Client Categories** screen, or click the **Save & Add Another** button to continue creating new categories — Admin Bandit will save the category you've just added and clear the spaces for you to add another. **Cancel** takes you back to **Client Categories** with no changes saved.

Examine Category

Hopefully you're working through this user manual in the order we suggested in "How to Use this Manual". If so, you'll been familiar with what we're about explore from what you read in the section on **People**.

If you're not already there, return to the **Client Categories** screen. Let's look at those familiar three icons in the sixth, far right, column.

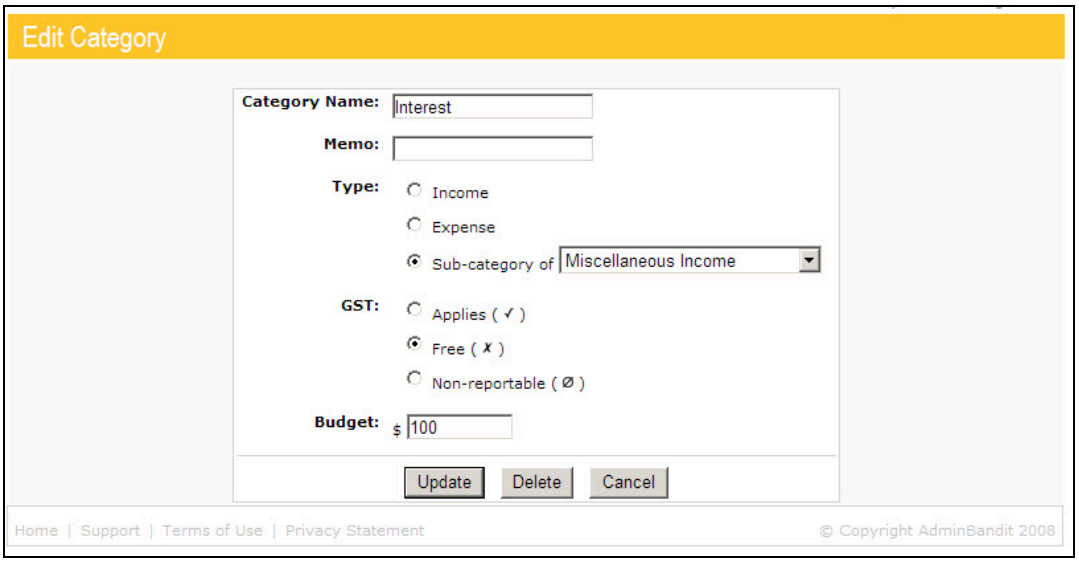
In any row, click on the blue magnifying glass, or **Examine** icon. This directs you to a screen of the same name, where you can review the details of the category in question.



Click the **Done** button to return to the **Client Categories** screen.

Edit Category

The yellow pencil, or **Edit** icon, also directs you to a screen of the same name, where you can amend the details of a category.



Click the **Update** button to save your changes and return to **Client Categories**. The **Cancel** button takes you to the same place, without saving any changes, of

course. And the **Delete** button removes a category, taking you to a **Confirm Delete** screen first to make sure disaster never strikes!

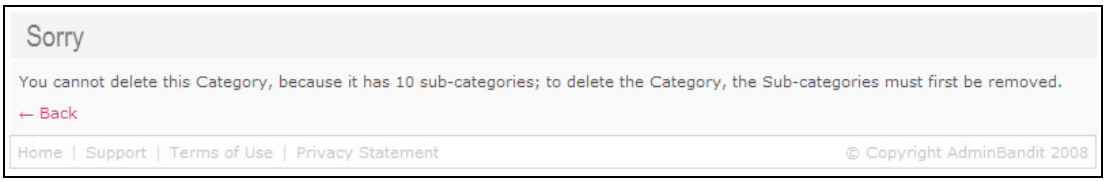
Delete Category

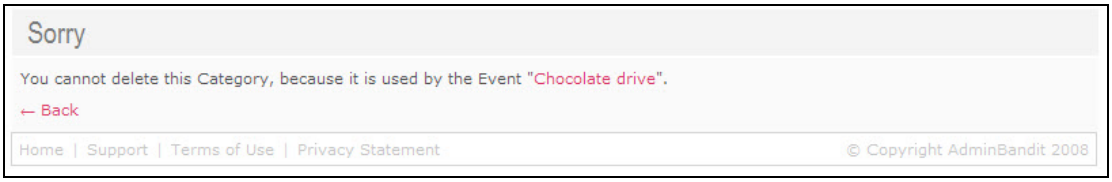
The white cross in the red circle, or **Delete** icon, is another pathway to removing a category. Click this and the same **Confirm Delete** screen above appears first, asking you to **Cancel** or **Confirm** your decision.

Now, to protect your accounts, there are circumstances in which Admin Bandit will not let you delete a category, including:

1. The category in question has sub-categories. In this case, you'll need to delete all the sub-categories first if you still wish to delete the umbrella category.
2. The category is linked to an **Event** (these are covered in chapter five).

In both cases, you'll be will directed to **Sorry** screens, which explain why the software won't let you delete the category at this time.





Well, that's it for this short chapter on **Categories** and it's also the end of Part One of this user manual. Let's continue with Part Two, where we get into some serious "hands-on" action with your accounts.