



**admin  
bandit**<sup>®</sup>

*software for volunteer treasurers*

# USER MANUAL

## Part 2

### -Money, Events & Deposits

**Software** for the benefit of  
community group treasurers and

the peak bodies supporting them

# PART TWO

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Welcome back!

Part Two of the Admin Bandit user manual is where we get serious ... your software is set up, customised to your needs and ready to go.

So let's say "goodbye" to shoebox accounting or doing the books with pen and paper ... and "hello" to entering data into your computer and letting the microchips do all the hard work.

All you need is your receipts book, cheque book or bank statement.

Let's start tracking your organisation's income and expenses.

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# Money

Okay, this is where we start doing your accounts!

Admin Bandit generates all sorts of useful reports, but first, you need to enter some data. Don't worry, this is easy — as you've probably come to expect so far, the software will prompt you to enter all the information it needs.

Hold your mouse over **Money** on the main menu bar and six options appear in the pull-down menu:

1. **Add Receipt**
  2. **Add Payment**
  3. **Add Fee Receipt**
  4. **Print Receipts**
  5. **Transactions List**
  6. **Invoices Out List.**
- 



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## Stuff You Need Before You Start

Your first step is to gather together the records of money your organisation has earned and spent. You'll need:

1. Your receipt book with details of money people have given to you
2. Tax invoices for anything you've spent money on
3. Your cheque book
4. Bank statements
5. Your favourite CD to play while you work (although Admin Bandit is so fast, you'll probably only listen to a couple of songs!).

Got 'em? Let's get started.

## ADD RECEIPT

This is where you record details of the money your organisation has earned. The information is already in your receipt book – we just need to enter it into the software.

Click on **Add Receipt** in the **Money** pull-down menu and a screen called **Receive Money: Add Receipt** appears. This is divided into two parts:

1. **Receipt Details**
2. **Transactions**.

Receive Money: Add Receipt

**Receipt Details**

Date: 29 Oct 2009 1

From:

Receipt Number: 90

To pay Invoice Out: Select and click Plus to add +

To be Banked:  ?

**Transactions** 2

Category	Memo	Amount	minus GST	equals Net
<input type="text"/>	<input type="text"/>	\$ 0.00	\$ 0.00	\$ 0.00 <span>+</span>
Totals:		\$ 0.00	\$ 0.00	\$ 0.00

Save & Add Another Save & Finish Cancel

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### Receipt Details

There are five spaces to fill in **Receipt Details**.

#### 1. Date

Enter this manually in a dd/mm/yy format or click on the grid-like icon to the right of the space to set it by a calendar.

#### 2. From

Enter the name of the individual, company or organisation that the money came from.

### 3. Receipt Number

Admin Bandit will automatically generate the receipt number you're up to in the system but, in case you're not entering your receipts sequentially, we recommend you check this on your receipt stub (if you are entering receipts from a receipt book, that is) and amend as needed.

### 4. To Pay Invoice Out

If the payment is in response to an invoice you've created and sent, choose the corresponding one from the pull-down menu and click the "plus" icon, the white cross in the green circle (6). This will add the invoice to the screen as a red link (7) — click on this and a new window opens, displaying the invoice in question.

Sometimes, you'll receive a single payment to cover multiple invoices. In this case, choose another invoice from the pull-down menu and add it, again, by clicking on the white cross in the green circle.

If you make a mistake, simply click on the "minus" icon, the white dash in the red circle, to remove an invoice (8).

Of course, you'll have no invoices to select if you haven't created any yet. Don't fuss ... we'll learn how to do this later in this chapter.

### 5. To be Banked

Tick the box if the money needs to be physically banked, but hasn't yet been. Leave it blank if the payment was made by direct deposit.

#### Receive Money: Add Receipt

##### Receipt Details

Date: 29 Oct 2009  1

From:  2

Receipt Number: 90 3

To pay Invoice Out: Select and click Plus to add  4

To be Banked:   5

##### Transactions

Category	Memo	Amount	minus GST	equals Net
<input type="text"/>	<input type="text"/>	\$ 0.00	\$ 0.00 	\$ 0.00 
Totals:		\$ 0.00	\$ 0.00	\$ 0.00

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## Receive Money: Add Receipt

### Receipt Details

**Date:** 29 Oct 2009

**From:**

**Receipt Number:** 90

**To pay Invoice C** 7 #1 (To: Rory Gill | Tot: \$ 560.00) 8 -

Select and click Plus to add 6 +

**To be Banked:**  ?

### Transactions

Category	Memo	Amount	minus GST	equals Net
----------	------	--------	-----------	------------

## Money In: Examine Invoice Out

### Invoice Details

**Date:** 13th Sep 2009  
**To:** Rory Gill  
**ABN:** 23 232 232 322  
**Email:**  
**Address Line 1:** Up the creek  
**Address Line 2:**  
**City:** Lyneham  
**State:** ACT **Postcode:** 2602  
**Invoice Number:** 1  
**Due In:** 14 days  
**Paid with receipt num:**

### Transactions

Category	Memo	Amount	minus GST	equals Net
Sale of Goods	humour books	\$560.00	\$50.91	\$509.09
<b>Totals:</b>		<b>\$560.00</b>	<b>\$50.91</b>	<b>\$509.09</b>



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## Help ... My Computer Doesn't Recognise the Date!

Make sure the "Short Date" style on your computer is set to the dd/mm/yyyy format. If it isn't, your computer might think 10/03 is 3 October instead of 10 March!

Here's how to do it:

1. Click on your computer's "Start" button (on the bottom left of your screen)
2. Select "Control Panel" from the menu that appears
3. Click on the "Regional and Language Options" in the window (the icon looks like a world globe)
4. Choose the "Regional Options" tab
5. Make sure the language is set to "English (Australia)", which will automatically correctly set the "Short Date" style.

---

## Transactions

Now let's fill in the **Transactions** table in another four steps:

1. Select the **Category** the receipt falls into from the pull-down menu
2. Add a relevant **Memo**, or note, about the receipt
3. Enter the **Amount**
4. **Minus GST**: enter the amount of GST if your organisation is registered for this tax; alternatively, click the calculator-shaped icon and Admin Bandit will calculate it for you!

Note in the fifth column that the software automatically sets the net amount of income; that is, the total amount minus GST. Now, that's neat!

Receive Money: Add Receipt

**Receipt Details**

Date:

From:

Receipt Number:

To pay Invoice Out:

To be Banked:

---

**Transactions**

Category <span style="float: right;">1</span>	Memo <span style="float: right;">2</span>	Amount <span style="float: right;">3</span>	minus GST <span style="float: right;">4</span>	equals Net
Sale of Goods		\$ 560	\$ 93.33	\$ 466.67
<b>Totals:</b>		\$ 560.00	\$ 93.33	\$ 466.67

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## Do I Enter Every Single Receipt?

The answer is “no” — that’s not what you were expecting, was it?

Let us explain. This section of Admin Bandit is for all types of income, **except membership or playing fees**. Put receipts for these aside to be entered in the **Add Fee Receipt** section further on in this chapter.

## What if My Receipt Falls into Multiple Categories?

As we noted earlier, a single receipt may cover more than one invoice, which means the payment may also cover more than one category. So Admin Bandit allows you to split a receipt across multiple categories. We introduced you to the “plus” and “minus” icons a couple of pages ago. You’ll notice the “plus” icon (white cross in a green circle) in the sixth, and final, column of the **Transactions** table **(5)**. Click on it and a new row for another category appears.

You can add as many rows as you need. As you do so, you’ll notice the “minus” icon (white dash in a red circle) appears **(6)**. Fixing a mistake or deleting a row is as easy as clicking on this.

Receive Money: Add Receipt

**Receipt Details**

Date:

From:

Receipt Number:

To pay Invoice Out:

To be Banked:

---

**Transactions**

Category	Memo	Amount	minus GST	equals Net	
<input type="text" value="Sale of Goods"/>	<input type="text"/>	\$ <input type="text" value="560"/>	\$ <input type="text" value="93.33"/>	\$ 466.67	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">5</span>
<input type="text" value="Donations- Non-Tax Deductible"/>	<input type="text"/>	\$ <input type="text" value="100"/>	\$ <input type="text" value="0.00"/>	\$ 100.00	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">6</span>
<b>Totals:</b>		<b>\$ 660.00</b>	<b>\$ 93.33</b>	<b>\$ 566.67</b>	

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Now all you have to do is click the **Save & Finish** button.

But what if you haven't finished doing the books yet and have more receipts to enter? In this case, just click on the **Save & Add Another** button and Admin Bandit will save your first receipt and clear the table for you to add another. Keep doing this until you've entered your last receipt and click on the **Save & Finish** button to end your session, which will take you to the **Transaction List**, a function we'll cover later in this chapter.

Of course, if you don't wish to save your work, click **Cancel**, which will take you to the same place.

Phew ... learning to add a receipt wasn't too hard, so let's move onto how to add a payment.

# ADD PAYMENT

**Add Payment** is fairly similar to what we covered in how to add a receipt, so this lesson will take no time at all!

The main difference is that we're now dealing with money your organisation has spent, which means we'll be entering data from your cheque book or bank statement.

Let's go!

Click on **Add Payment** in the **Money** pull-down menu and a screen called **Spend Money: Add Payment** appears. This is divided into two parts:

1. **Payment Details**
2. **Transactions**.

**Spend Money: Add Payment**

**Payment Details** ①

Date: 29 Oct 2009

To:

Petty Cash Reimbursement:

Cheque Number:

Cheque Ratified:  ?

Capital Purchase:  ?

**Transactions** ②

Category	Memo	Amount	minus GST	equals Net
<input type="text"/>	<input type="text"/>	\$ 0.00	\$ 0.00	\$ 0.00
Totals:		\$ 0.00	\$ 0.00	\$ 0.00

Save & Add Another   Save & Finish   Cancel

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## Payment Details

There are six spaces to fill in **Payment Details**:

1. **Date**: enter this manually in a dd/mm/yy format or click on the grid-like icon to the right of the space to set it by a calendar
2. **To**: enter the name of the individual, company or organisation you paid the money to
3. **Petty Cash Reimbursement**: tick the box if the cheque is to refresh your petty cash float
4. **Cheque Number**: you'll find this on the cheque stub
5. **Ratified**: tick the box if the payment has been authorised by your committee
6. **Capital Purchase**: tick the box if the payment is for a capital purchase.

Spend Money: Add Payment

### Payment Details

Date: 29 Oct 2009  1

To: Bus Company 2

Petty Cash Reimbursement:  3

Cheque Number: 25 4

Cheque Ratified:  ? 5

Capital Purchase:  ? 6

### Transactions

Category	Memo	Amount	minus GST	equals Net
Association Activities	bus for excursion	\$ 330	\$ 30.00 	\$ 300.00 
Totals:		\$ 330.00	\$ 30.00	\$ 300.00

Save & Add Another   Save & Finish   Cancel

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## What is a Ratified Cheque?

A ratified cheque is a payment for previously planned goods or services that your committee has approved in advance. There are usually three steps to this process:

1. Your committee approves a request for expenditure
2. As treasurer, you write a cheque when an invoice is received
3. You confirm the expenditure with your committee at your monthly meeting.

Cheques for regular, ongoing expenses, such as cleaning or utilities, don't need to be continually ratified each time payment is due. These are usually approved in full at the beginning of your financial year when your annual budget is set.

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## What is a Capital Purchase?

Capital purchases are assets you buy for your organisation. Brand new, second-hand or even imported — they broadly fit under the headings of real estate, plant or equipment. As a general rule, capital purchases:

- Cost at least \$300 for individual items
- If relevant, are not tax deductible in full for a given year, but are depreciated over time
- Have a useful life of longer than a year
- Are not acquired to be on-sold, such as retail stock.

Examples of capital purchases include cash registers, computers and other machinery. Equipment leases or rentals, and normal running expenses, such as stationery and repairs, are not capital purchases.

Contact the [ATO](#) for more information.

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## Transactions

Now let's fill in the **Transactions** table in another four steps:

### Step 1

Select the **Category** the receipt falls into from the pull-down menu.

### Step 2

Add a relevant **Memo**, or note, about the receipt. This field is compulsory if the purchase is for equipment.

### Step 3

Enter the **Amount**.

### Step 4

If your organisation is registered for GST, enter the amount of this tax in the **Minus GST** column. If this amount isn't listed separately on your cheque butt or invoice, simply click the calculator-shaped icon in this column and Admin Bandit will calculate it for you! If, for some reason, the invoice shows a different amount, you can just enter it yourself.

Like in Admin Bandit's **Add Receipt** section, the net amount of expenditure is automatically set in the fifth column. There's a little time-saver for you!

### Spend Money: Add Payment

#### Payment Details

Date: 29 Oct 2009

To: Bus Company

Petty Cash Reimbursement:

Cheque Number: 25

Cheque Ratified:

Capital Purchase:

#### Transactions

Category	Memo	Amount	minus GST	equals Net
Association Activities	bus for excursion	\$ 330	\$ 30.00	\$ 300.00
Totals:		\$ 330.00	\$ 30.00	\$ 300.00

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## What if My Payment Falls into Multiple Categories?

Once again, the software lets you split a payment across multiple categories. You'll notice the "plus" icon (white cross in a green circle) in the sixth, and final, column of the **Transactions** table (5). Click on it and a new row for another category appears.

You can add as many rows as you need. As you do so, you'll notice the "minus" icon (white dash in a red circle) appears (6). As before, fixing a mistake or deleting a row is as easy as clicking on this.

### Spend Money: Add Payment

#### Payment Details

Date: 29 Oct 2009

To: Hall Hire Venue

Petty Cash Reimbursement:

Cheque Number: 105

Cheque Ratified:  ?

Capital Purchase:  ?

#### Transactions

Category	Memo	Amount	minus GST	equals Net
Association Activities		\$ 220	\$ 20.00	\$ 200.00
Security Expenses		\$ 120	\$ 10.91	\$ 109.09
Totals:		\$ 340.00	\$ 30.91	\$ 309.09

Save & Add Another   Save & Finish   Cancel

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Now all you have to do is click the **Save & Finish** button. However, click the **Save & Add Another** button if you wish to add more payments — Admin Bandit will save your first payment and clear the table for you to add another. Click **Save & Finish** when you've entered your last payment.

Alternatively, if you don't to proceed, click **Cancel**, which will take you to back to the **Welcome** screen.

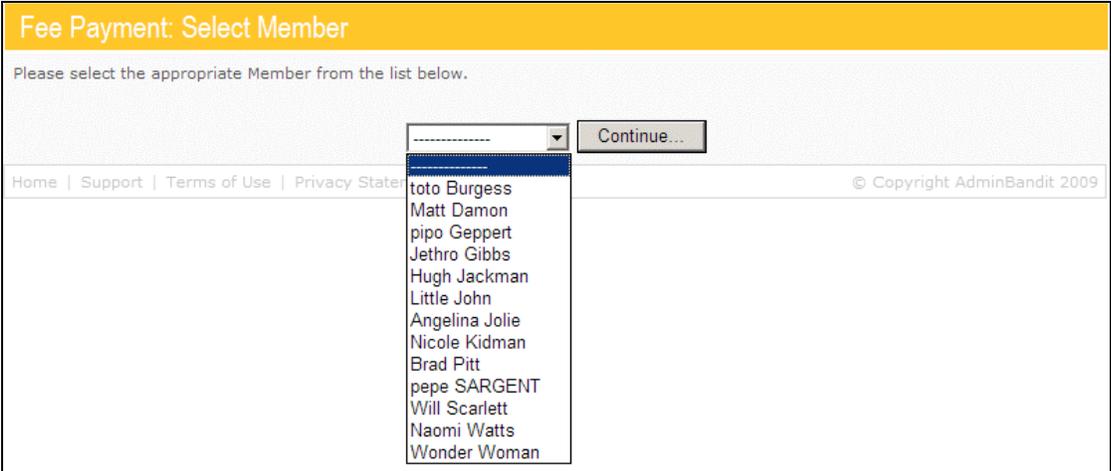
Well done ... let's continue the **Money** function with a run-through on entering member fees!

## ADD FEE RECEIPT

This is where you record the fees your members have paid to be part of your organisation. These might range from one-off joining fees, to annual membership fees, to seasonal participation fees.

Once again, you'll find the information you need for this section in your receipt book, or on your bank statement if the money has come in by direct deposit.

Click **Add Fee Receipt** in the **Money** pull-down menu and, if you have members with outstanding fees, a new screen appears called **Fee Payment: Select Member**.



The screenshot shows a web form titled "Fee Payment: Select Member" with a yellow header. Below the header, it says "Please select the appropriate Member from the list below." There is a pull-down menu with a downward arrow and a "Continue..." button to its right. A list of names is displayed in a dropdown menu, including: toto Burgess, Matt Damon, pipo Geppert, Jethro Gibbs, Hugh Jackman, Little John, Angelina Jolie, Nicole Kidman, Brad Pitt, pepe SARGENT, Will Scarlett, Naomi Watts, and Wonder Woman. At the bottom of the form, there is a navigation bar with links for Home, Support, Terms of Use, and Privacy Statement, and a copyright notice for AdminBandit 2009.

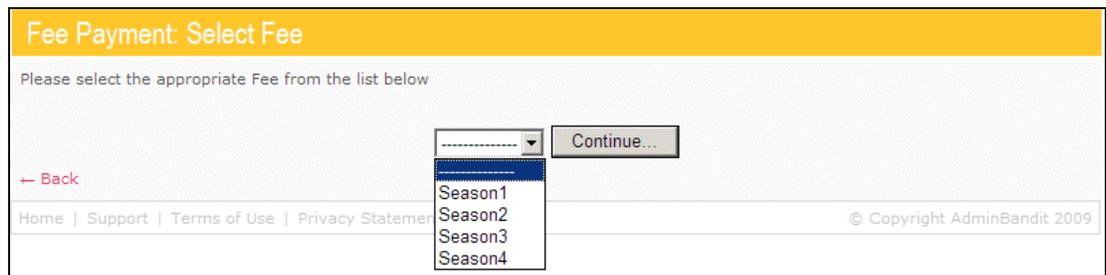
Choose the member who has made the payment from the pull-down menu and click the **Continue** button.

If the member you've selected has outstanding fees and is attached to more than one group, a screen called **Fee Payment: Select Group** appears. Choose the group the payment applies to. Before you click the **Continue** button, note the **Back** link to the left of the screen — if you've made a mistake, this is an easy way back to the previous step, which in this case is the **Fee Payment: Select Member** screen. You'll see the **Back** link throughout this section.



The screenshot shows a web form titled "Fee Payment: Select Group" with a yellow header. Below the header, it says "Please select the appropriate Group from the list below." There is a pull-down menu with a downward arrow and a "Continue..." button to its right. A list of groups is displayed in a dropdown menu, including: Leeping Lions 4 and Cunning Cougars 2. To the left of the dropdown menu, there is a red "← Back" link. At the bottom of the form, there is a navigation bar with links for Home, Support, Terms of Use, and Privacy Statement, and a copyright notice for AdminBandit 2009.

A new screen appears, called **Fee Payment: Select Fee**. Choose a fee period and click **Continue**.



Before we continue, what happens if you make a mistake that can't be fixed by clicking the **Back** link? You certainly don't want to enter a member as paying the same fee twice!

The good news is that Admin Bandit simply won't let this happen. If you select a member, group and fee that has already been paid, the software will take you to a **Sorry** screen, which notifies you that the payment has already been entered.

Of course, this doesn't necessarily mean you're off the hook — yes, you could be trying to enter a payment twice, but it could also mean you've chosen the wrong member, group or fee on one of the previous screens. We recommend you go back and check these details ... and also check through the **Transaction List** to find and check the transaction that is already in the system (we'll learn about the **Transaction List** soon).



Okay, let's keep going. A quick reminder of where we're at ... you've just chosen a fee period on the **Fee Payment: Select Fee** screen and clicked **Continue** to move to the next step, which is an **Add Member Fee** screen.

It's now time to stop selecting and start entering some data. As you can see, the **Add Member Fee** screen comprises two parts:

1. **Fee Details**
2. **Receipt Details.**

Add Member Fee

**Fee Details** ①

**Member:** Brad Pitt

**Group:** Leeping Lions 4

**Period:** Season1

**Amount:** \$ 255.55 ⓘ

**Receipt Details** ②

**Date:** 29 Oct 2009 ⓘ

**From:**

**Receipt Number:** 90

**To be Banked:**  ⓘ

Save & Add Another   Save & Finish   Cancel

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## Help — There are No Members or Fees to Select in the Pull-Down Menus!

This is simply because you haven't set them up. Remember how we learned to do this in chapter 2 on **People**? You need to go back and re-read the bits on **Add Group** and **Add member**.

---

### Fee Details

The **Fee Details** section is pretty straight-forward — in fact, chances are that you'll just need to review, rather than enter, any information. Here's what we have:

1. **Member:** displays the member's name
2. **Group:** displays the name of the particular group this fee applies to
3. **Period:** displays the time period this fee applies to
4. **Amount:** enter the amount being paid in this instance, which may not be the full fee (some members may choose to pay their fees in multiple payments).

**Add Member Fee**

**Fee Details**

**Member:** Matt Damon 1

**Group:** Fourth Group 2

**Period:** July08-Sep08 3

**Amount:** \$  i 4

---

**Receipt Details**

**Date:**

**From:**

**Receipt Number:**

**To be Banked:**

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## There's Already a Figure in the Amount Space

This means a default fee has been set for this particular **Period** and **Group**. This has been done to save you time — first, you don't need to check how much the fee is and, second, you don't need to enter the amount if it's being paid in full.

However, if the fee has changed or the member is only paying it in part, simply over-write the default fee by deleting it and typing in the new figure.

Now, if the member is paying their fees in multiple payments, there's a neat way to check how much they've paid so far. See the icon of the blue "i" in the green circle immediately right of the **Amount** space? Hover or click your cursor on this and the amount appears.

What if you need to update or delete a default fee? You do this through **Group List** in the **People** function, which is covered in detail in chapter 2.

---

## Receipt Details

You'll recognise the format of the second part of the **Add Member Fee** screen from our lesson on how to add a receipt. There are four spaces to fill in **Receipt Details**:

1. **Date:** enter this manually in a dd/mm/yy format or click on the grid-like icon to the right of the space to set it by a calendar, which is defaulted to today's date.
2. **From:** enter the name of who paid the fee (this isn't necessarily the member — for instance, the person might be a parent or partner)
3. **Receipt Number**
4. **To be Banked:** tick the box if the money hasn't yet been banked and needs to be. Leave this blank if the payment was made by direct deposit.

The screenshot shows a web form titled "Add Member Fee" with a yellow header. The form is divided into two main sections: "Fee Details" and "Receipt Details".

**Fee Details:**

- Member: Matt Damon
- Group: Fourth Group
- Period: July08-Sep08
- Amount: \$ 80.50 (with an information icon)

**Receipt Details:**

- Date: 05 Jan 09 (with a calendar icon and callout 1)
- From: (empty text field with callout 2)
- Receipt Number: (empty text field with callout 3)
- To be Banked:  (with a question mark icon and callout 4)

At the bottom of the form are three buttons: "Save & Add Another", "Save & Finish", and "Cancel".

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Click the **Save & Finish** button when you're done. However, if you have another fee receipt to add, click **Save & Add Another**. This takes you back to the **Fee Payment: Select Member** screen, where you can start the process again by selecting a member, group and fee period.

Of course, if you don't wish to proceed, click **Cancel** instead to go to the **Transaction List** (once again, we'll cover this soon ... we promise!).

Woo-hoo ... we're half way through **Money**. Why don't you reward yourself with a mini-break before continuing.

## PRINT RECEIPTS

At times, you'll want hard copies of your receipts — either for your files or to give to members. Well, Admin Bandit's **Print Receipts** function does just that for you. This is another area where the software does all the work for you ... sit back, click your mouse a couple of times and let us select, re-arrange and print data for you!

Select **Print Receipts** in the **Money** pull-down menu and a **Select Date Range** screen appears.

Select Date Range

Start Date			End Date		
1	Jan	2009	29	Oct	2009

Don't show already printed receipts

Cancel Confirm

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You've come across similar screens before ... all you have to do is select a time range to view — that is, a **Start Date** and **End Date** — before clicking **Confirm** to continue or **Cancel** to go to the **Transactions List**.

This time, however, there's an extra choice. To filter receipts that have already been printed from your results, check the **Don't Show Already Printed Receipts** box.

**Print Receipts**

Check: All, None, Printed, Not Printed, Receipts Only, Fee Receipts Only \* To sort the list, click on the column headings

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
Date	Num	Who	Type	Amount	GST	Net Amount	Description	Printed
<input type="checkbox"/>	2 Jan 09	1 Angelina Jolie	Receipt	\$568.00	\$51.64	\$516.36	Sale of Goods	not yet
<input type="checkbox"/>	3 Jan 09	34 Big Blue Bear	Receipt	\$1620.00	\$147.27	\$1472.73	Sausage Sizzle	not yet
<input type="checkbox"/>	3 Jan 09	4 Angelina Jolie	Fee Receipt	\$500.00	\$0.00	\$500.00	Galloping Giraffes 1/Full year	not yet
<input type="checkbox"/>	3 Jan 09	46 Little John	Fee Receipt	\$500.00	\$0.00	\$500.00	Galloping Giraffes 1/Full year	not yet
<input type="checkbox"/>	3 Jan 09	5 Brad Pitt	Fee Receipt	\$150.00	\$0.00	\$150.00	Cunning Cougars 2/Season1	not yet
<input type="checkbox"/>	5 Jan 09	47 Matt Damon	Fee Receipt	\$150.00	\$0.00	\$150.00	Cunning Cougars 2/Season2	not yet
<input type="checkbox"/>	6 Jan 09	48 Naomi Watts	Fee Receipt	\$60.00	\$0.00	\$60.00	Terrific Tigers 3/Season1	not yet
<input type="checkbox"/>	28 Jan 09	87 Ben Affleck	Receipt	\$600.00	\$0.00	\$600.00	Sausage Sizzle	not yet
<input type="checkbox"/>	14 Oct 09	88 Ryan Gill	Receipt	\$240.00	\$40.00	\$200.00	Sale of Goods	not yet
<input type="checkbox"/>	14 Oct 09	89 Kathleen Fisher	Receipt	\$40.00	\$6.67	\$33.33	Sale of Goods	not yet

Print two receipts per page

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## The Many Ways to View Receipts

When you click **Confirm**, a **Print Receipts** screen appears, which contains an overview of all your receipts — both regular receipts and fee receipts — in table form.

This is another of Admin Bandit's fabulous interactive tables; that is, you arrange the information on display in various ways to suit your needs. All you have to do is click on one of the nine table headings to sort by:

1. **Date**: from most recent or least recent
2. **Number**: again, from most recent receipt or least recent
3. **Who**: member names in alphabetical order by first name
4. **Type**: receipt or fee receipt
5. **Amount**: from greatest or least
6. **GST**: again, from the greatest amount or the least
7. **Net Amount**: again, from the greatest amount or the least
8. **Description**: categories in alphabetical order
9. **Printed**: printed or unprinted status.

Here's a quick tip: click on a heading once to view its contents in order of least to greatest and again to view the information from greatest to least.

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.

## How to Select Receipts

There are almost as many ways to select which receipts you wish to print. The most obvious is to individually check the boxes in the first (far left) column of the column.

A quicker way is to click on one of the six links at **Check** directly above the table. These include:

1. **All**
2. **None**
3. **Printed**
4. **Not Printed**
5. **Receipts Only**
6. **Fee Receipts Only.**

The final thing to do before actually printing your receipts is to decide if you want one or two receipts per printed page. See the **Print Two Receipts Per Page** box immediately below the table? All you need to do is check this to choose.

As usual, click **Cancel** to return to the **Transaction List**. Click **Select Date Range** to go back to the screen of the same name and amend the time period. Or click **Preview and Print** to ... drum roll ... get the action started. When you choose this final option, a message will appear, asking you to confirm if you wish to continue.

**Print Receipts**

Check: [All](#), [None](#), [Printed](#), [Not Printed](#), [Receipts Only](#), [Fee Receipts Only](#) \* To sort the list, click on the column headings

	Date	Num	Who	Type	Amount	GST	Net Amount	Description	Printed
<input checked="" type="checkbox"/>	2 Jan 09	1	Angelina Jolie	Receipt	\$568.00	\$51.64	\$516.36	Sale of Goods	not yet
<input checked="" type="checkbox"/>	3 Jan 09	34	Big Blue Bear	Receipt	\$1620.00	\$147.27	\$1472.73	Sausage Sizzle	not yet
<input checked="" type="checkbox"/>	3 Jan 09	4	Angelina Jolie	Receipt	\$568.00	\$51.64	\$516.36	Antelope 1/Full year	not yet
<input checked="" type="checkbox"/>	3 Jan 09	46	Little Blue Bear	Receipt	\$1620.00	\$147.27	\$1472.73	Antelope 1/Full year	not yet
<input checked="" type="checkbox"/>	3 Jan 09	5	Brace	Receipt	\$568.00	\$51.64	\$516.36	Sugars 2/Season1	not yet
<input checked="" type="checkbox"/>	5 Jan 09	47	Matt D	Receipt	\$568.00	\$51.64	\$516.36	Sugars 2/Season2	not yet
<input checked="" type="checkbox"/>	6 Jan 09	48	Naomi Watts	Fee Receipt	\$0.00	\$0.00	\$0.00	Termite Traps 3/Season1	not yet
<input checked="" type="checkbox"/>	28 Jan 09	87	Ben Affleck	Receipt	\$600.00	\$0.00	\$600.00	Sausage Sizzle	not yet
<input checked="" type="checkbox"/>	14 Oct 09	88	Ryan Gill	Receipt	\$240.00	\$40.00	\$200.00	Sale of Goods	not yet
<input checked="" type="checkbox"/>	14 Oct 09	89	Kathleen Fisher	Receipt	\$40.00	\$6.67	\$33.33	Sale of Goods	not yet

Print two receipts per page

[Cancel](#) [Select Date Range](#) [Preview and Print](#)

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Click **Cancel** to remain on the **Print Receipts** screen without going further or **Okay** to generate the receipts you want to print. Admin Bandit will direct you to a new screen, also called **Print Receipts**.

**Print Receipts**

The receipts have been successfully generated.

Click [here](#) to download and print the file.

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Click the **Here** link to download your receipts in PDF format. A **Done** screen appears and, again, a message pops up, this time giving you the option to **Open** your document in Adobe Acrobat for printing or **Save** it to your hard drive (no matter what, we definitely recommend saving a copy).

**Done**

The file was downloaded from the server, you will redirected in 5 seconds

Click [here](#) if you do not wish to wait.

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Of course, you can also select **Cancel**, which will take you back to the original **Print Receipts** screen.

So what does a receipt ready to be printed look like? Check this out:

	<b>Cash Receipt/Tax Invoice</b> Robyn Hood's Merry Men Sherwood Forest Nottingham ACT 2602 ABN: 12 345 678 912 <b>Number:</b> 1
<b>Date:</b> 02 Jan 2009	
<b>Received from:</b> Angelina Jolie	
<b>The sum of:</b> Five hundred and sixty-eight dollars	
<b>Being for:</b> Sale of Goods	
<b>Produced by</b> Maid Marion	<b>Amount:</b> \$ 568.00 (GST included: \$ 51.64)
<small>Produced from Admin Bandit software on 29 Oct 2009 www.adminbandit.com.au</small>	

And there you have it, folks ... a super easy process for printing and storing your receipts. Keep reading because, after many mentions, we're finally about to tackle the **Transaction List**.

Bring it on!

# TRANSACTION LIST

Finally ... after many mentions, our attention turns to the **Transaction List**, which provides a summary of all the financial data you've entered into Admin Bandit in table form. You can view everything from receipts (money in) to payments (money out) to bank deposits (bundled receipts).

Plus, you can examine, edit or delete individual transactions, as well as find quick links to some of the software's other functions.

Select **Transaction List** in the **Money** pull-down menu and a screen of the same name appears.

Date	No.	Rat.	Who	Banked	Recon'd	Amount	GST	Memo	Balance
14 Oct 09	89		Kathleen Fisher	n/a	✓	\$40.00	\$6.67		\$1,700.73
14 Oct 09	88		Ryan Gill	n/a	✓	\$240.00	\$40.00		\$1,660.73
2 Feb 09	88	<input type="checkbox"/>	Ikea		✓	\$2,650.00	\$240.91	Office ...	\$1,420.73
28 Jan 09	89	<input checked="" type="checkbox"/>	Telstra		✓	\$85.65	\$7.79		\$4,070.73
28 Jan 09	87		Ben Affleck	n/a	✓	\$600.00	\$0.00		\$4,156.38
27 Jan 09	48	<input checked="" type="checkbox"/>	Brad Pitt		✓	\$99.26	\$7.29	Multiple	\$3,556.38
15 Jan 09	25	<input type="checkbox"/>	Rebel Sport		✓	\$887.36	\$80.67	balls	\$3,655.64
6 Jan 09	48		Naomi Watts	not yet		\$60.00	\$0.00		\$4,543.00
5 Jan 09	47		Matt Damon	not yet		\$150.00	\$0.00		\$4,483.00
3 Jan 09	5		Brad Pitt	n/a	✓	\$150.00	\$0.00		\$4,333.00
3 Jan 09	46		Little John	not yet		\$500.00	\$0.00		\$4,183.00
3 Jan 09	4		Angelina Jolie	n/a	✓	\$500.00	\$0.00		\$3,683.00
3 Jan 09	34		Big Blue Bear	not yet		\$1,620.00	\$147.27		\$3,183.00
2 Jan 09	55	<input type="checkbox"/>	Cadburys		✓	\$505.00	\$45.91		\$1,563.00

Let's start by exploring six things we can do within this table.

## Mark Ratified Cheques

Abbreviated to **Rat.**, tick the box for any payment in the third column to mark a cheque as ratified. Note that when you do this, a red border pops up around the table and a **Save Changes** button appears below. Remember to save every change you make before you leave this screen.

Hint: to jump to the bottom of the table on a PC use the "End" key and use the "Home" key if you need to jump back.

Transaction List												
+ New Receipt		+ New Payment		+ New Fee Receipt		+ New Bank Deposit		Reconcile				
14 Oct 09	88		Ryan Gill	n/a	✓	\$240.00	\$40.00		\$1,660.73			
2 Feb 09	88	<input type="checkbox"/>	Ikea		✓	\$2,650.00	\$240.91	Office ...	\$1,420.73			
28 Jan 09	89	<input checked="" type="checkbox"/>	Telstra		✓	\$85.65	\$7.79		\$4,070.73			
28 Jan 09	87	<input type="checkbox"/>	Ben Affleck	n/a	✓	\$600.00	\$0.00		\$4,156.38			
27 Jan 09	48	<input checked="" type="checkbox"/>	Brad Pitt		✓	\$99.26	\$7.29	Multiple	\$3,556.38			
15 Jan 09	25	<input checked="" type="checkbox"/>	Rebel Sport		✓	\$887.36	\$80.67	balls	\$3,655.64			
6 Jan 09	48	<input type="checkbox"/>	Naomi Watts	not yet		\$60.00	\$0.00		\$4,543.00			
5 Jan 09	47	<input type="checkbox"/>	Matt Damon	not yet		\$150.00	\$0.00		\$4,483.00			
3 Jan 09	5	<input type="checkbox"/>	Brad Pitt	n/a	✓	\$150.00	\$0.00		\$4,333.00			
3 Jan 09	46	<input type="checkbox"/>	Little John	not yet		\$500.00	\$0.00		\$4,183.00			
3 Jan 09	4	<input type="checkbox"/>	Angelina Jolie	n/a	✓	\$500.00	\$0.00		\$3,683.00			
3 Jan 09	34	<input type="checkbox"/>	Big Blue Bear	not yet		\$1,620.00	\$147.27		\$3,183.00			
2 Jan 09	55	<input type="checkbox"/>	Cadburys		✓	\$505.00	\$45.91		\$1,563.00			
2 Jan 09	44	<input checked="" type="checkbox"/>	Petty Cash Float		✓	\$100.00	\$0.00		\$2,068.00			
2 Jan 09	1	<input type="checkbox"/>	Angelina Jolie	not yet		\$568.00	\$51.64		\$2,068.00			
1 Jan 09	n/a	<input type="checkbox"/>	Opening Balance	n/a	✓	\$1,500.00	\$0.00	Opening ...	\$1,500.00			

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## Examine Banked Status of Transactions

Fifth from the left, the **Banked** column provides a handy insight into the banked status of transactions. You can see:

1. The date a receipt or fee was deposited into your bank account
2. Transactions that need to be banked, but haven't been yet; these are marked "not yet"
3. Transactions that do not need to be banked, which are marked "n/a" — these include receipts and fee receipts that have come into the account electronically.

## Mark Reconciled Transactions

Abbreviated to **Recon'd**, a tick appears against a row when that transaction has been included in a reconciliation.

## Examine Transaction

Those three familiar icons that recur throughout Admin Bandit, albeit in slightly different guises, are back. You'll see these in the final column of the **Transaction List**:

- Blue magnifying glass
- Yellow pencil
- White cross in red circle.

In this case, the blue magnifying glass is used to **Examine** a Transaction; that is, review it in detail. Now, depending on the type of transaction you want to examine, you'll be directed to one of four screens:

1. **Receipt — Receive Money: Examine Receipt**
2. **Payment — Spend Money: Examine Payment**
3. **Bank Deposit — Deposit Details: Examine**
4. **Fee Receipt — Examine Member Fee.**

**Receive Money: Examine Receipt**

**Receipt Details**

**Date:** 14th Oct 2009  
**From:** Ryan Gill  
**Receipt Number:** 88  
**To pay Invoice Out:** #3 (To: Ryan Gill | Tot: \$ 270.00)  
**To be Banked:** n/a  
**Reconciled:** 21st Oct 2009

**Transactions**

Category	Memo	Amount	minus GST	equals Net
Sale of Goods		\$240.00	\$40.00	\$200.00
Totals:		\$240.00	\$40.00	\$200.00

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**Spend Money: Examine Payment**

**Payment Details**

**Date:** 2nd Feb 2009  
**To:** Ikea  
**Petty Cash Reimbursement:**   
**Cheque Number:** 88  
**Cheque Ratified:**  ?  
**Capital Purchase:**  ?  
**Reconciled:** 21st Oct 2009

**Transactions**

Category	Memo	Amount	minus GST	equals Net
Equipment	Office furniture	\$2650.00	\$240.91	\$2,409.09
Totals:		\$2,650.00	\$240.91	\$2,409.09

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Deposit Details – Examine

UnBanked Income			
Date	Receipt No.	Received From	Amount
2 Jan 09	1	Angelina Jolie	\$ 568.00
3 Jan 09	34	Big Blue Bear	\$ 1,620.00

Deposit Details	
<b>Date:</b>	29th Oct 09
<b>Repay Petty Cash:</b>	\$ 0.00
<b>Total Deposit:</b>	\$ 2,188.00
<b>Reconciled:</b>	Not Reconciled
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

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Examine Member Fee

Fee Details	
<b>Member:</b>	Matt Damon
<b>Group:</b>	Cunning Cougars 2
<b>Period:</b>	Season2
Receipt Details	
<b>Date:</b>	5 January 2009
<b>From:</b>	Matt Damon
<b>Receipt Number:</b>	47
<b>To be Banked:</b>	not yet
<b>Amount:</b>	\$ 150.00
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Cancel"/>	

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For each screen, simply click **Cancel** to return to the **Transaction List**. However, you can also **Edit** and **Delete** transactions from these screens.

Click **Edit** for any of the above and you'll be directed to the following screens:

1. **Receipt – Receive Money: Edit Receipt**
2. **Payment – Spend Money: Edit Payment**
3. **Bank Deposit – Deposit Details: Edit**
4. **Fee Receipt – Edit Member Fee.**

## Receive Money: Edit Receipt

### Receipt Details

**Date:**

**From:**

**Receipt Number:**

**To pay Invoice Out:** There are no available invoices to associate.

**To be Banked:**

### Transactions

Category	Memo	Amount	minus GST	equals Net
<input type="text" value="Donations- Non-Tax Deductible"/>	<input type="text"/>	\$ 5000.00	\$ 0.00	\$ 5000.00
<b>Totals:</b>		<b>\$ 5000.00</b>	<b>\$ 0.00</b>	<b>\$ 5000.00</b>

## Spend Money: Edit Payment

### Payment Details

**Date:**

**To:**

**Petty Cash Reimbursement:**

**Cheque Number:**

**Cheque Ratified:**

**Capital Purchase:**

### Transactions

Category	Memo	Amount	minus GST	equals Net
<input type="text" value="Equipment"/>	<input type="text" value="tennis nets"/>	\$ 1253.00	\$ 113.91	\$ 1139.09
<b>Totals:</b>		<b>\$ 1253.00</b>	<b>\$ 113.91</b>	<b>\$ 1139.09</b>

### Deposit Details – Edit

**UnBanked Income**

	Date	Receipt No.	Received From	Amount
<input checked="" type="checkbox"/>	2 Jan 09	1	Angelina Jolie	\$ 568.00
<input checked="" type="checkbox"/>	3 Jan 09	34	Big Blue Bear	\$ 1,620.00
<input type="checkbox"/>	3 Jan 09	46	Little John	\$ 500.00
<input type="checkbox"/>	5 Jan 09	47	Matt Damon	\$ 150.00
<input type="checkbox"/>	6 Jan 09	48	Naomi Watts	\$ 60.00

**Deposit Details**

Date:

Memo:

**Total Deposit:** \$ 2188.00

**Repay Petty Cash:** \$

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### Edit Member Fee

**Fee Details**

**Member:** Little John

**Group:** Galloping Giraffes 1

**Period:** Full year

**Amount:** \$

**Receipt Details**

Date:

From:

Receipt Number:

To be Banked:

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You'll recognise the **Receipt**, **Payment** and **Fee Receipt** screens from other parts of this chapter on **Money**. The **Bank Deposit** screen, however, will be new — that's because this is part of Admin Bandit's **Deposit** function, which we'll cover in chapter 6.

Now, back on any of the four **Examine** screens, clicking **Delete** is a little more complex. In each case, you'll be directed to a **Confirm Delete** screen, which asks you to **Cancel** or **Confirm** your decision.

**Confirm Delete**

Are you sure you want to delete the selected receipt?

**Date:** 1st February 2009

**Memo:**

**Category:** Donations- Non-Tax Deductible

**Amount:** \$5000.00

---

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Where these take you depend on whether you're looking at a **Receipt**, **Payment**, **Bank Deposit** or **Fee Receipt**:

1. **Receipt:**
  - a. **Cancel** — **Receive Money: Edit Receipt**
  - b. **Confirm** — **Transaction List**
2. **Payment:**
  - a. **Cancel** — **Spend Money: Edit Payment**
  - b. **Confirm** — **Transaction List**
3. **Bank Deposit:**
  - a. **Cancel** — **Deposit Details: Examine**
  - b. **Confirm** — **Bank Deposit**
4. **Fee Receipt:**
  - a. **Cancel** — **Transaction List**
  - b. **Confirm** — **Transaction List.**




---

### Can I Tell a Transaction's Type by Looking at the Transaction List?

Yes!

Follow: this guide:

1. **Receipts** and **Fee Receipts** are completely **black** across all columns
  2. In the **Amount** and **GST** columns, payments are in **red**
  3. In the **Who** column, **Bank Deposits** are **blue**.
-

## Edit Transaction

Click on the yellow pencil, or **Edit Transaction** icon, to update or amend a transaction.

Wait ... we're about to save you a lot of time!

You see, you've already learned how to edit a transaction in the information above. The yellow pencil icon is just another way to achieve the same thing.

## Delete Transaction

You've also already covered how to delete a transaction in the information above. The final icon, the white cross in the red circle, is simply another way to perform this task.

Note, however, that this isn't all there is to deleting a transaction in Admin Bandit. Be aware that situations exist where the software **will not** let you delete an item or will give you a warning you first:

1. If a receipt or fee receipt has already been marked as banked in deposit, you'll need to delete the deposit record first
2. If a transaction has already been reconciled, you'll need to clear the reconciliation first.

In both instances, the software will show an error message. Sometimes, this will advise why you can't delete the item in question and what you need to change in order to do so. Other times, it will be a warning message before confirming if you want to continue.

**Error**

This receipt has been banked in a deposit, you will need to delete the bank deposit before deleting the receipt.  
Click [here](#) to go to the Transaction List.

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**Confirm Delete**

Are you sure you wish to delete the selected deposit? Note that it has already been reconciled.

**Date:** 6th Dec 08

**Memo:**

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## The Many Ways to View the Transaction List

You're now an expert at examining, editing and deleting individual transactions in the **Transaction List**, but let's take a peek at the many ways you can view the data as a whole in table form.

We've covered interactive table headings before, but let's revisit how clicking on these re-arranges your perspective. The important thing to remember is that clicking on a heading once gives you a view from small to large or "a" to "z", whereas clicking on it again reverses this order.

We've got ten columns to play with:

1. **Date**: from most recent or least recent
2. **No.**: the receipt or cheque number from smallest or largest
3. **Rat.**: groups ratified and unrated cheques by most recent or least recent date
4. **Who**: member names in alphabetical order by first name
5. **Banked**: groups banked payments by most recent or least recent date
6. **Recon'd**: groups reconciled and unreconciled transactions by most recent or least recent date
7. **Amount**: from greatest or least
8. **GST**: again, from the greatest amount or the least
9. **Memo**: groups transactions with memos attached by alphabetical order
10. **Balance**: from greatest or least.

As soon as you start re-arranging the view, a green **Restore (11)** link appears at the top of the last column, the one that contains the **Examine**, **Edit** and **Delete** icons. Simply click this to return to the default view.

Now, the view will be in default mode when you start each Admin Bandit session. However, if you've been playing around and can't remember the current setting, look for a red arrow next to one of the column headings. Hover your cursor over this for a description of the current layout order.

## New Receipt

Finally, let's explore the five links above the **Transaction List**:

1. **New Receipt**
2. **New Payment**
3. **New Fee Receipt**
4. **New Bank Deposit**
5. **Reconcile**.

These are all shortcuts to other parts of Admin Bandit, some of which we've already covered in this chapter.

Transaction List

[+ New Receipt](#)  
 [+ New Payment](#)  
 [+ New Fee Receipt](#)  
 [+ New Bank Deposit](#)  
 [Reconcile](#)

①   ②   ③   ④   ⑤   ⑥   ⑦   ⑧   ⑨   ⑩   ⑪

Date	No.	Rat.	Who	Banked	Recon'd	Amount	GST	Memo	Balance	Restore
14 Oct 09	89		Kathleen Fisher	n/a	✓	\$40.00	\$6.67		\$1,700.73	
6 Jan 09	48		Naomi Watts	not yet		\$60.00	\$0.00		\$4,543.00	
28 Jan 09	89	<input checked="" type="checkbox"/>	Talstra		✓	\$85.65	\$7.79		\$4,070.73	
27 Jan 09	48	<input checked="" type="checkbox"/>	Brad Pitt		✓	\$99.26	\$7.29	Multiple	\$3,556.38	
2 Jan 09	44	<input checked="" type="checkbox"/>	Petty Cash Float		✓	\$100.00	\$0.00		\$2,068.00	
3 Jan 09	5		Brad Pitt	n/a	✓	\$150.00	\$0.00		\$4,333.00	
5 Jan 09	47		Matt Damon	not yet		\$150.00	\$0.00		\$4,483.00	
14 Oct 09	88		Ryan Gill	n/a	✓	\$240.00	\$40.00		\$1,660.73	
3 Jan 09	4		Angelina Jolie	n/a	✓	\$500.00	\$0.00		\$3,683.00	
3 Jan 09	46		Little John	not yet		\$500.00	\$0.00		\$4,183.00	
2 Jan 09	55	<input type="checkbox"/>	Cadburys		✓	\$505.00	\$45.91		\$1,563.00	
2 Jan 09	1		Angelina Jolie	29 Oct 09		\$568.00	\$51.64		\$2,068.00	
28 Jan 09	87		Ben Affleck	n/a	✓	\$600.00	\$0.00		\$4,156.38	
15 Jan 09	25	<input checked="" type="checkbox"/>	Rebel Sport		✓	\$887.36	\$80.67	balls	\$3,655.64	

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See the **New Receipt** link above the table, to the far left and next to the icon of a white cross in a green circle? Click on this to go to the **Receive Money: Add Receipt** screen — we covered this in **Add Receipt** at the beginning on this section on **Money**.

Receive Money: Add Receipt

**Receipt Details**

Date:

From:

Receipt Number:

To pay Invoice Out:

To be Banked:

**Transactions**

Category	Memo	Amount	minus GST	equals Net
Sale of Goods		\$ 560	\$ 93.33	\$ 466.67
Donations- Non-Tax Deductible		\$ 100	\$ 0.00	\$ 100.00
<b>Totals:</b>		<b>\$ 660.00</b>	<b>\$ 93.33</b>	<b>\$ 566.67</b>

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## New Payment

Back to the **Transaction List** ... the next link, which is for a **New Payment**, fast-tracks you to the **Spend Money: Add Payment** screen — again, we covered this in **Add Payment** earlier in this chapter.

### Spend Money: Add Payment

#### Payment Details

Date:

To:

Petty Cash Reimbursement:

Cheque Number:

Cheque Ratified:  ?

Capital Purchase:  ?

#### Transactions

Category	Memo	Amount	minus GST	equals Net
Association Activities		\$ 220	\$ 20.00	\$ 200.00
Security Expenses		\$ 120	\$ 10.91	\$ 109.09
Totals:		\$ 340.00	\$ 30.91	\$ 309.09

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## New Fee Receipt

The third link, the **New Fee Receipt** link, takes you through the process of entering membership and other fees. You'll also recognise this from **Add Fee Receipt** earlier in this chapter.

### Fee Payment: Select Member

Please select the appropriate Member from the list below.

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## New Bank Deposit

A-ha, now for something new ... click on this link and you'll be taken to a **Deposit Details: Add** screen, which is part of Admin Bandits **Deposits** function.

As we said earlier, it's best for you to read the chapter on this function for a full explanation of how it works (you can do this later). All you need to know right now is that you can create a **New Bank Deposit** from the **Transactions List**. We're sure you won't feel robbed by our refusal to divulge more just yet!

### Deposit Details – Add

UnBanked Income			
Date	Receipt No.	Received From	Amount
<input type="checkbox"/> 3 Jan 09	46	Little John	\$ 500.00
<input type="checkbox"/> 5 Jan 09	47	Matt Damon	\$ 150.00
<input type="checkbox"/> 6 Jan 09	48	Naomi Watts	\$ 60.00

**Deposit Details**

Date:

Memo:

Total Deposit: \$ 0.00

Repay Petty Cash: \$

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## Reconcile

The final link takes you to **Reconcile**, which is the sixth function on the main menu bar. Again, we won't explain this just yet because it'll make better sense after you've read the chapter 5, which is dedicated to this. All you need to know for now is that you can access the **Account Reconcile** from here.

## Account Reconcile

Check below the Deposits and Payments/Cheques that appear on your bank statement.

You will not be able to reconcile until the difference is zero; if you need to make adjustments, do so via the [list of adjustments](#).

**Note:** you must Save or Print the Reconciliation Report after reconciling or it cannot be completed.

Money Out/Cheques/Debits				
	Date	Cheque No.	Paid To	Amount
<input type="checkbox"/>	17 Jul 08	1	Teacher	\$ 100.00
<input type="checkbox"/>	1 Dec 08	11	Cadburys	\$ 1,000.00
<input type="checkbox"/>	5 Dec 08	55	Local Council	\$ 88.00
<input type="checkbox"/>	12 Dec 08	6	Cleaning Co	\$ 324.00

[Check All](#) - [Uncheck All](#)

Money In/Deposits/Credits		
	Date	Memo
<input type="checkbox"/>	18 Jun 08	\$ 21
<input type="checkbox"/>	19 Jul 08	
<input type="checkbox"/>	18 Sep 08	MF
<input type="checkbox"/>	19 Sep 08	MF
<input type="checkbox"/>	12 Dec 08	

[Check All](#) - [Uncheck All](#)

### Summary

Bank Statement End Date:

Ending Balance: \$

On these notes of intrigue ... let's move onto the final section of this chapter on **Money**.

# INVOICES OUT LIST

The final function in Admin Bandit's **Money** section, the **Invoices Out List** is an inbuilt invoicing tool. First, you can create professional and consistent electronic invoices that, second, you can then print for your records or email to members or suppliers.

Select **Invoices Out List** in the **Money** pull-down menu and a **Select Date Range** screen appears, which comprises a table divided into **Start Date** and **End Date** columns.

Select Date Range

Start Date			End Date		
1	Jan	2009	30	Oct	2009

Cancel Confirm

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Select the day, month and year for each, and then click **Cancel** to return to the **Transaction List** or **Confirm** to proceed to the **Invoices Out List**.

Invoices Out List

+ New Invoice Out

Check: All, None, Printed, Not Printed, Not Emailed, New \* To sort the list, click on the column headings

Date	Num	Paid	Receipts	Who	Amount	GST	Net	Description	Printed	Emailed
<input type="checkbox"/> 9 Oct 09	3		Details	Ryan Gill	\$270.00	\$24.55	\$245.45	Sale of Goods	15 Oct 09	
<input type="checkbox"/> 13 Sep 09	2			Rory Gill	\$270.00	\$24.55	\$245.45	Sale of Goods		
<input type="checkbox"/> 13 Sep 09	1			Rory Gill	\$560.00	\$50.91	\$509.09	Sale of Goods		

Cancel Change Date Range Bulk Delete Preview and Print Send Email

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As you can see, the **Invoices Out List** follows the same format as the **Print Receipts** tool, which we described earlier in this chapter. If Admin Bandit is new to your organisation, the table on this screen will be empty, so let's start by learning how to create a new invoice.

## How to Create a New Invoice

You'll find the **New Invoice Out** link above the table and in the centre of the screen. Click this to go to a **Money In: Add Invoice** Out screen, which is comprised of a box divided into two parts:

1. **Invoice Details**
2. **Transactions.**

Let's fill the **Invoice Details** section in 11 steps. Note that the details required are those for the person or group you're sending the invoice to, not yourself:

1. **Date:** the software automatically defaults to today's date; however you can overwrite this manually or use the calendar icon
2. **To:** to whom the invoice will be sent
3. **ABN:** if the amount is greater than \$1,000, you need to enter the recipient's ABN or address to make your invoice valid for taxation reasons
4. **Email:** it's compulsory to enter the recipient's email address if you wish to email the invoice
5. **Address Line 1:** again, if the amount is greater than \$1,000, you need to enter the recipient's ABN or address to make your invoice valid for taxation reasons
6. **Address Line 2:**
7. **City:**
8. **State:**
9. **Postcode:**
10. **Invoice Number:** Admin Bandit will automatically insert the invoice number you're up to; if needed, just click in the space to overwrite it
11. **Due In:** payment terms vary, so check your organisation's standard turn-around with your committee. As a general rule, 14 or 30 days from an invoice's date of issue are common.

### Invoice Details

**Date:**  1

**To:**  2

**ABN:**     3

**Email:**  4

**Address Line 1:**  5

**Address Line 2:**  6

**City:**  7

**State:**  8 **Postcode:**  9

**Invoice Number:**  10

**Due In:**  days 11

---

### Transactions

Category	Memo	Amount	minus GST	equals Net
<input type="text" value="Sponsorships"/>	<input type="text" value="folders"/>	\$ 4400	\$ 400.00	\$ 4000.00
<b>Totals:</b>		\$ 4400.00	\$ 400.00	\$ 4000.00

Now let's fill the **Transactions** table in four steps:

1. Select the **Category** the invoice falls into from the pull-down menu
2. Add a relevant **Memo**, or note, about the receipt
3. Enter the **Amount**
4. **Minus GST**: enter the amount of GST if your organisation is registered for this tax; alternatively, click the calculator-shaped icon and Admin Bandit will do the hard work!

As you've seen previously in this user manual, as soon as you've filled the above four spaces, the software automatically calculates the **Equals Net** amount for you **(5)**. Now that saves you a bit of time!

## Money In: Add Invoice Out

### Invoice Details

Date: 30 Oct 2009

To: Westpac

ABN: 22 222 222 222

Email: someone@westpac.com.au

Address Line 1: in the city

Address Line 2:

City: Canberra

State: ACT Postcode: 2600

Invoice Number: 4

Due In: 30 days

### Transactions

Category	Memo	Amount	minus GST	equals Net
Sponsorships	folders	\$ 4400	\$ 400.00	\$ 4000.00
Donations- Non-Tax Deductible		\$ 100	\$ 0.00	\$ 100.00
Totals:		\$ 4500.00	\$ 400.00	\$ 4100.00

Save & Add Another   Save & Finish   Cancel

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## What if My Invoice Falls into Multiple Categories?

At times, you may wish to request payment from a member or entity for multiple items or services in a single invoice, so Admin Bandit allows you to split money across more than one category. You're well-and-truly familiar with this process from previous lessons in this manual — click the white cross or "plus" in the final column **(6)** to add more rows. When you do so, an icon of a white dash or "minus" in a red circle appears **(7)** — click this to delete unnecessary rows.

If you want to create just one invoice, click the **Save & Finish** button to return to the **Invoices Out List**. Clicking **Cancel** will take you to the same place, without creating a new invoice, of course.

However, click **Save & Add Another** if you wish to generate another invoice — the software will save your current invoice and refresh a blank version of the **Money In: Add Invoice Out** screen.

## Copy Invoice

If you're not there already, get back to the **Invoices Out Screen**, where we'll go through our now super familiar **Examine**, **Edit** and **Delete** icons in the final column of the table.

Hey, wait ... a fourth icon has appeared, the **Copy Invoice Out** icon, which looks like a couple of tiny pieces of paper. Why on earth would you want to make a duplicate invoice? Well, you might receive regular income from a grant or sponsor, and it's much easier to copy an existing invoice and edit any necessary information than start totally from scratch.

Click on the **Copy Invoice Out** icon for any row and you'll see what we mean (of course, it goes without saying that you'll need to have created at least one invoice first!). As you can see in our example below, Admin Bandit gathers all the information from the existing invoice and copies it into the **Money In: Copy Invoice Out** screen. Just to reinforce ... this is not your original invoice, but rather an identical copy. As such, there's no way you can accidentally overwrite your original invoice.

### Money In: Copy Invoice Out

#### Invoice Details

Date:   **1**

To:

ABN:

Email:

Address Line 1:

Address Line 2:

City:

State:  Postcode:

Invoice Number:  **2**

Due In:  days

#### Transactions

Category	Memo	Amount	minus GST	equals Net
<input type="text" value="Sponsorships"/>	<input type="text" value="folders"/>	\$ 4400.00	\$ 400.00 	\$ 4000.00
<input type="text" value="Donations- Non-Tax Deductible"/>	<input type="text"/>	\$ 100.00	\$ 0.00 	\$ 100.00  
<b>Totals:</b>		<b>\$ 4500.00</b>	<b>\$ 400.00</b>	<b>\$ 4100.00</b>

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As you can see, the **Money In: Copy Invoice Out** screen is identical to the **Money In: Add Invoice Out** screen that we covered just a few moments ago. The only difference, of course, is that this screen comes pre-filled with information, which you can edit as required by clicking your cursor into any of the fields. As such, we won't go through it again.

However, we will draw your attention to two very clever features:

1. **Date:** Admin Bandit automatically replaces the date on the original invoice with today's date
2. **Invoice Number:** the software automatically replaces the invoice number on the original invoice with the latest invoice number in the sequence.

## Examine Invoice

Let's get back to familiar territory and revisit the **Examine Invoice Out** icon. If you're not already there, get back to the **Invoices Out List** screen and click on the little blue magnifying glass in the final column. This takes you to the **Money In: Examine Invoices Out** screen, where you can view the details on the invoice in question. Once again, we won't go through this information in detail because this is the third time you've seen it in a couple of pages!

Money In: Examine Invoice Out

**Invoice Details**

**Date:** 9th Oct 2009  
**To:** Ryan Gill  
**ABN:** 88 232 232 322  
**Email:**  
**Address Line 1:** Down the Street  
**Address Line 2:**  
**City:** Lyneham  
**State:** ACT **Postcode:** 2602  
**Invoice Number:** 3  
**Due In:** 14 days  
**Paid with receipt num:** #88 (From: Ryan Gill | Tot: \$ 240.00)

**Transactions**

Category	Memo	Amount	minus GST	equals Net
Sale of Goods	cycling books	\$270.00	\$24.55	\$245.45
<b>Totals:</b>		<b>\$270.00</b>	<b>\$24.55</b>	<b>\$245.45</b>

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So let's skip straight to the boxes at the bottom of the screen.

**Cancel** is the simplest — click this to return to the **Invoices Out List**.

Choose **Edit** to go to the **Money In: Edit Invoice Out** screen, which allows you amend the invoice in question. We'll look at this in more detail in a moment.

Select **Delete** to permanently remove an invoice from your records. As a safety measure, a message pops up, asking if you wish to go ahead with your decision.

The screenshot shows a web application interface titled "Money In: Examine Invoice Out". The main content area is titled "Invoice Details" and contains the following information:

- Date: 9th Oct 2009
- To: Ryan Gill
- APN: 88 222 222 222
- Invoice Number: 3
- Due In: 14 days
- Paid with receipt num: #88 (From: Ryan Gill | Tot: \$ 240.00)

Below the details is a "Transactions" section with a table:

Category	Memo	Amount	minus GST	equals Net
Sale of Goods	cycling books	\$270.00	\$24.55	\$245.45
Totals:		\$270.00	\$24.55	\$245.45

At the bottom of the main content area are three buttons: "Edit", "Delete", and "Cancel".

A "Windows Internet Explorer" dialog box is overlaid on the screen, containing a question mark icon and the text: "This invoice will be permanently deleted from the database. Are you sure?". It has "OK" and "Cancel" buttons.

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Click **Cancel** to abandon the action and choose another button on the **Money In: Examine Invoice Out** screen. However, if you do wish to proceed, click **OK**, which will permanently delete the invoice in question from the system before returning you to the **Invoices Out List**.

## Edit Invoice

There's often more than one way to achieve the same end in Admin Bandit, so now let's check out a second path to the **Money In: Edit Invoice Out** screen. Make sure you're back at the **Invoices Out List** and click on the **Edit** icon in the last column. As you can see, this is almost identical to the **Money In: Examine Invoice Out** screen, except that you can amend information as required.

When you're finished, click **Update** to save any changes and return to the **Invoices Out List**. **Cancel** takes you to the same place, obviously without saving any changes.

You can also delete invoices from here (not that the proliferation of delete options in this software is a subliminal message to you!). As before, a message pops up when you click **Delete**. Click **OK** to proceed and then return to the **Invoices Out List** or **Cancel** to terminate the action and make a different selection in the **Money In: Edit Invoice Out**.

## Delete Invoice

Forgive us ... we're going to sneak just one more delete option into this chapter. Back on the **Invoices Out List**, click on the **Delete** icon and a message immediately pops up, asking if you wish to continue. Click **Cancel** to opt out and remain on the **Invoices Out List**. Click **OK** to delete the invoice in question and refresh the **Invoices Out List** screen.

## The Many Ways to View Invoices

If you're not there already, get back to the **Invoices Out List** screen because we're about to explore how you can customise your view of the table it contains.

As with some other tables in Admin Bandit, the 11 column headings are links that, when activated, re-arrange the information they contain:

1. **Date**: from most recent or least recent
2. **Num**: again, from most recent or least recent
3. **Paid**: paid or unpaid status
4. **Receipts**: shows paid invoices for which receipts have been created; hover your cursor over Details to view full information
5. **Who**: recipient names in descending or ascending alphabetical order by last name
6. **Amount**: great greatest or least
7. **GST**: again, from the greatest amount or the least
8. **Net**: yet again, from the greatest amount or the least
9. **Description**: categories in ascending or descending alphabetical order
10. **Printed**: printed or unprinted status
11. **Emailed**: emailed or non-emailed status.

The first time you click on a heading, dates show from the earliest in the calendar year, names or titles show in reverse alphabetical order and numbers from the smallest. These turn around when you click on a heading for a second time.

A small red triangle next to a heading indicates which column the table is sorted by. Hover your cursor over this to reveal the current view, ascending or descending.

Now, as soon as you start customising the table view, a green **Restore** link appears at the top of the last column, the one that contains the **Examine**, **Edit** and **Delete** icons. Simply click this to return to the default view.

## How to Select Invoices

As with other lists in Admin Bandit, there are stacks of ways to select invoices from the **Invoices Out List** to print or email. The most of obvious is to individually check the boxes in the first column. However, if you want to work with invoices of a specific status, it's easier to select them in bulk using the links at **Check** immediately above the table:

1. **All**
2. **None**
3. **Printed**
4. **Not Printed**
5. **Not Emailed**
6. **New.**

## How to Print and Email Invoices

It's time to see some results ... let's print and email some invoices!

We do this using the five buttons below the table. First, if you decide not to go ahead after all, click **Cancel** and you'll be directed to the **Transaction List**.

Perhaps you do want to print or email, but want to alter the date range first — click **Change Date Range** to go back to the **Select Date Range** screen. Enter the right dates and click **Confirm** to get back to the **Invoices Out List**.

Alternatively, your reason for coming to this list in the first place might be to delete a heap of invoices at once. If so, select those in question and click **Bulk Delete**. A message pops up, asking if you wish to continue. Click **Okay** to permanently remove the invoices from Admin Bandit and refresh an amended **Invoices Out List** or **Cancel** to choose to do something else with the invoices.

To generate an invoice, click **Preview and Print**, which takes you to a **Print Invoice** screen. Click the **here** link to download your invoice as a PDF, or **Cancel** generating the invoice altogether. Whether you generate the invoice through **Open** or **Save**, we highly recommend that you save a copy in a dedicated file on your hard drive.



Your invoice will open in Adobe Acrobat. Meanwhile, Admin Bandit will return you to the **Invoices Out List** screen.

So what will your invoice look like? Here's a sample:

		<b>Tax Invoice</b>	
		Robyn Hood's Merry Men Sherwood Forest	
		Nottingham ACT 2602	
		ABN: 12 345 678 912	
		Number:	4
		Due In:	30 days
<b>Date:</b>	30 Oct 2009		
<b>To:</b>	Westpac		
<b>Email:</b>	someone@westpac.com.au		
<b>Address:</b>	in the city		
		Canberra ACT 2600	
<b>Being for:</b>	Sponsorships >> folders Donations- Non-Tax Deductible		
		<b>Amount:</b>	<b>\$ 4,500.00</b>
		(GST Included: \$ 400.00)	
		<b>Amount owing:</b>	<b>\$ 4,500.00</b>
<b>Produced by:</b>	Maid Marion		
<small>Produced from Admin Bandit software on 30 Oct 2009 www.adminbandit.com.au</small>			

Of course, it may be easier for you to email invoices. If so, select those you want from the **Invoices Out List** and click the **Send Email** button, which takes you to a **Send Invoice by Email** screen.

Send Invoice by Email

**Recipients**

Invoice Number:	To:	Email (mandatory)
2	Rory Gill	<input type="text" value="homie@gmail.com"/>
1	Rory Gill	<input type="text" value="homie@gmail.com"/>
3	Ryan Gill	<input type="text" value="bikerider@hotmail.com"/>
4	Westpac	<input type="text" value="someone@westpac.com.au"/>

Update invoice information on send

**Email Message**

**Subject:**

**Text:**

Hi,

Please find attached an invoice from Robyn Hood's Merry Men.  
If you have any questions, please contact me.

Regards,

Maid Marion

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As you can see, the format resembles that of your regular email software. Let's go through the information on your screen. Under the **Recipients** section, we have:

1. The **Invoice Number**
2. The name of the person or organisation **To** which the invoice is addressed
3. The recipient's **Email** address: this will automatically appear if it's in your system; otherwise you'll have to enter it manually. Obviously this is mandatory — you can't send an email without an address!
4. An **Update invoice information on send** box: check this if you've entered the email address manually, but wish to save it to Admin Bandit for future use.

Under the **Email Message** section, we've got:

1. **Subject:** Admin Bandit automatically generates this, but you can click in the field to adapt it to your needs
2. **Text:** Again, we've given you a basic message, which you can alter as you please (note how your name, as treasurer, automatically appears! Your telephone number will also be included if it is recorded too).

Click **Cancel** if you don't wish to proceed, which takes you back to the **Invoices Out List**. Or click **Send** to deliver your message. You'll be directed to a **Notice Delivery** screen, from which you can click **here** to return to the **Invoices Out List** or click **sign up here** to be directed to a page on the Admin Bandit website that tells you how the software emails messages.

### Notice Delivery

The emails are being delivered!  
It could take some minutes for the messages to reach the destinations depending on server workload and network traffic.  
You will redirected in 5 seconds, Click [here](#) if you do not wish to wait.

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So what will recipients see in their email inbox? Below is a sample of a message, with an invoice attached as a PDF.

From	Subject	Date Received
Majura Toastmasters Treasurer	Invoice from Majura Toastmasters	Today 10:17 AM

Well, that's the end of our rather in-depth chapter on **Money**. We're thrilled that you stuck with us ... because you're now well-and-truly on the back straight of this user manual.

Why don't you get out of your chair, stretch a little and come back to the remainder of this manual later.

# Events

Events to raise money or celebrate milestones are vital to not-for-profit organisations. Apart from being fun and nurturing community spirit, they're a crucial way to raise much-needed funds.

As mostly one-off or annual activities, it's convenient for volunteer treasurers to be able to monitor the financial aspects of **Events** separately, not to mention valuable for evaluating past activities and planning future ones.

Hold your mouse over **Events** on the main menu bar and two options appear in a pull-down menu:

1. **Add Event**
2. **Events List.**

---

## ADD EVENT

This is where you create new events, including setting budgets for expenses and income.

Click on **Add Event** in **Events** on the main menu bar and you'll be directed to a screen of the same name. This contains a box with six items for attention:

1. Enter the **Name** of the event you wish to create
2. Tick this box if this event is a **Fundraiser** — hover your cursor over the small question mark icon next to the box and you'll see doing this automatically stops the event from being included in your Business Activity Statement (BAS) if you set **Fundraising Separate for GST Purposes** in **Client Details** under **Options** (see chapter 1)
3. Add a relevant **Memo**, or note, about the event if appropriate
4. Enter the **Income Budget** for the event
5. Enter the **Expenses Budget** for the event

6. Click on the figure at **Net Budget** and the software will calculate the profit or loss.

**Add Event**

**Name:** Sausage Sizzle

**Fundraiser:**  ?

**Memo:** Bunnings

**Income Budget:** \$ 1,500

**Expense Budget:** \$ 500

**Net Budget:** \$ 1,000

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If you wish to leave this screen without creating a new event, click **Cancel**, if you wish to add just one event, click the **Save & Finish** button. However, click **Save & Add Another** to create further events in this session.

Now, in the name of successful fundraising, Admin Bandit's warning bells go off if your **Net Budget** records a loss. In this case, after clicking on either of the buttons above, the software will record your event, but direct you to a **Done** screen that brings your attention to the projected loss.

**Done**

The Event was updated successfully. Note that the income budget for this Event is less than the expense budget ...  
You will shortly be redirected; click [here](#) if you do not wish to wait.

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Now, how easy was that? Read on to learn how to alter or delete the events you've just learned to create.

## EVENTS LIST

This is where you can view your organisation's one-off or seasonal activities – whether they're for fundraising or just fun – with the option to edit or delete individual events.

Click on **Events List** in **Events** on the main menu bar and a screen, also called **Events**, appears. As you've come to expect in Admin Bandit's reviewing facilities, this comprises a summary in table form of all your events. For each one, you can see:

1. The **Name** of the activity
2. If it's a **Fundraiser**
3. A **Memo**, or note, you've made
4. The **Budgeted Income**
5. The **Budgeted Expense**
6. The **Net** profit or loss.

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

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### Examine Event

Now let's move onto the functions in the seventh, and final, column, starting with the blue magnifying glass, which, in this instance, is the **Examine Event** icon. As you've come to expect, click on this in any row and you'll be taken to a page of the same name, where you can view an event and its details separately.

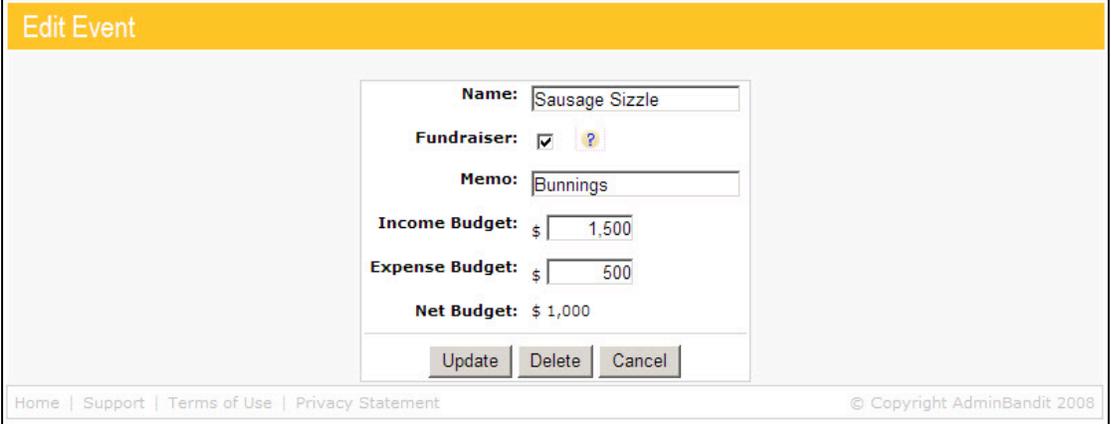
<b>Name:</b>	Chocolate drive
<b>Fundraiser:</b>	✓
<b>Memo:</b>	cadbury's
<b>Income Budget:</b>	\$ 2,000
<b>Expense Budget:</b>	\$ 1,000
<b>Net Budget:</b>	\$ 1,000

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Simply click the **Done** button to finish and return to the **Events List** screen.

## Edit Event

The yellow pencil is, of course, the **Edit Event** icon. Click on this for any row to go to a page of the same name, where you can update or amend details of the event in question.



**Edit Event**

Name: Sausage Sizzle

Fundraiser:  ?

Memo: Bunnings

Income Budget: \$ 1,500

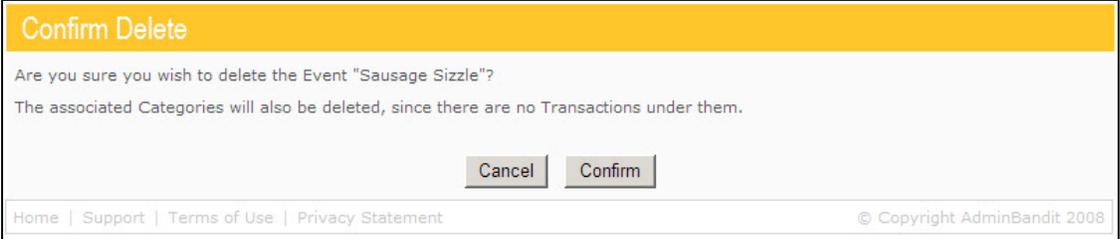
Expense Budget: \$ 500

Net Budget: \$ 1,000

Update Delete Cancel

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As usual, click the **Update** button to save your changes and return to the **Events List** page. The **Cancel** button will take you to the same place without saving your changes. And the **Delete** button will direct you to a **Confirm Delete** message, where you can decide to cancel or go ahead with your decision. Choose **Cancel** to stay on the **Edit Event** screen and choose another option or **Confirm** to remove the event from the system and return to the **Events List**.



**Confirm Delete**

Are you sure you wish to delete the Event "Sausage Sizzle"?

The associated Categories will also be deleted, since there are no Transactions under them.

Cancel Confirm

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## Delete Event

The **Events List** has been a breeze so far and that's not about to change. Back in the **Events** table, click on the white cross in the red circle, or **Delete Event** icon, and you'll be directed to the same **Confirm Delete** screen above.

## New Event

You can also access the **Add Event** screen from the **Event List**. See the red **New Event** above the table and next to the white plus sign in the green circle? All you have to do is click on this and you'll be directed to the **Add Event** screen.

The screenshot shows a web form titled "Add Event" with a yellow header. The form contains the following fields and values:

- Name:** Sausage Sizzle
- Fundraiser:**  ?
- Memo:** Bunnings
- Income Budget:** \$ 1,500
- Expense Budget:** \$ 500
- Net Budget:** \$ 1,000

At the bottom of the form are three buttons: "Save & Add Another", "Save & Finish", and "Cancel".

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Wow ... this chapter has been so easy that even a trained monkey could master it within a few minutes (um ... not that we'd ever compare you or any other volunteer treasurer to a trained monkey!).

# Deposits

The **Deposits** function is the electronic equivalent of a book of bank deposit stubs — it keeps a record of all the income you put into your bank, which makes reconciling your accounts so much easier.

What's more, this function uses data you've entered elsewhere in Admin Bandit to compile a list of income that you need to, but haven't yet, deposited.

Hover your cursor over this function on the main menu bar and two options appear in a pull-down menu:

1. **Add Deposit**
2. **Deposits List.**

---

## ADD DEPOSIT

This is where you record income that you need to physically deposit into your bank account.

The handy thing about **Add Deposit** is that most of the work is already done for you. Data you've entered in other parts of the software is imported for you ... so all you have to do is arrange it and add a few details, such as the date.

Read on for a full explanation....

Select **Add Deposit** and a screen called **Deposit Details: Add** appears. This contains two boxes: a list of un-banked income at the top and deposit details beneath.

### Un-banked Income

This box is about the individual items of income, or receipts, that will make up your deposit. It's also where all that data you've previously entered in Admin Bandit's **Money** function starts to pay off and do some work for you!

Remember when we learned how to add a receipt in chapter 4 on **Money**? You were asked to tick a **To Be Banked** box if the money you received was to be manually banked.

Receive Money: Add Receipt

**Receipt Details**

Date: 29 Oct 2009

From: Rory Gill

Receipt Number: 90

To pay Invoice Out: #1 (From: Rory Gill | Owing: \$ 560.00)

To be Banked:  ?

**Transactions**

Category	Memo	Amount	minus GST	equals Net
Sale of Goods		\$ 560	\$ 93.33	\$ 466.67
Donations- Non-Tax Deductible		\$ 100	\$ 0.00	\$ 100.00
<b>Totals:</b>		<b>\$ 660.00</b>	<b>\$ 93.33</b>	<b>\$ 566.67</b>

Save & Add Another   Save & Finish   Cancel

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Well, the software has remembered all those transactions and now lists them in an easy-to-reference table for you to see exactly what needs to be banked. As you can see, the table shows you a range of useful information about each item of income, including:

1. The **Date** it was received
2. The **Receipt Number**
3. Who it was **Received From**
4. The **Amount**.

Even better, you can choose which of these you'd like to include in the current deposit — simply tick the individual boxes in the first column. As you tick these, notice how Admin Bandit automatically adds up the amount at **Total Deposit** in the new deposit table below!

Deposit Details – Add

UnBanked Income				
	Date	Receipt No.	Received From	Amount
<input checked="" type="checkbox"/>	3 Jan 09	46	Little John	\$ 500.00
<input checked="" type="checkbox"/>	5 Jan 09	47	Matt Damon	\$ 150.00
<input type="checkbox"/>	6 Jan 09	48	Naomi Watts	\$ 60.00

Deposit Details	
Date:	30 Oct 2009  1
Memo:	Banked by Little John 2
Total Deposit:	\$ 650.00 3
Repay Petty Cash:	\$ 0.00 4
<input type="button" value="Save &amp; Add Another"/> <input type="button" value="Save &amp; Finish"/> <input type="button" value="Cancel"/>	

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## Deposit Details

This box is about the actual deposit you're creating, and requires you to do four things:

1. Enter the **Date** manually in the dd/mm/yy format or click on the grid-like icon to the right of the space to set it by a calendar
2. Add a relevant **Memo**, or note, about the deposit
3. As noted previously, the **Total Deposit** already displays the amount of your deposit; however, if you're also depositing petty cash, click on the actual number to update this amount.
4. If you want to **Repay Petty Cash** in this deposit, enter the amount

If you don't wish to proceed, click **Cancel** to go back to the **Bank Deposits** screen. If you've just got the one deposit to add, click the **Save & Finish** button — otherwise, click **Save & Add Another** to continue adding new deposits.

Deposit Details – Add

UnBanked Income			
Date	Receipt No.	Received From	Amount
<input checked="" type="checkbox"/> 3 Jan 09	46	Little John	\$ 500.00
<input checked="" type="checkbox"/> 5 Jan 09	47	Matt Damon	\$ 150.00
<input type="checkbox"/> 6 Jan 09	48	Naomi Watts	\$ 60.00

**Deposit Details**

Date:  1

Memo:  2

Total Deposit: \$ 650.00 3

Repay Petty Cash: \$  4

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## Remember to Actually Bank Your Deposits!

It might sound obvious, but you do need to remember that the above process simply records a deposit in your books — it doesn't actually do the deposit for you. You still need to go to the bank and put the money in your account!



## Do I Need to Bank the Money on the Same Day I Create a Deposit?

No, although it might be practical to do so, especially as the accounts will be fresh in your mind.

However, some volunteer treasurers prefer to create deposits when they get their bank statement, just before they reconcile the accounts. Others have no choice when money is deposited into a bank account — for example, someone else might be in charge of physically going to the bank.

It doesn't really matter when you record deposits in Admin Bandit ... the important thing is that you keep a good record of which receipts make up each deposit.



---

## Why Would I Want to Deposit Petty Cash?

You only need to deposit/repay petty cash once at the end of the financial year. The reason is a little complex, so let's go through it step-by-step:

1. You probably set up a petty cash float at the beginning of your financial year. This is money you keep on-hand for small cash purchases.
2. The petty cash float is maintained throughout the year — usually you'd review it once a month when you reconcile the receipts and write a cheque to replenish it to the original float amount.
3. The petty cash float is cash sitting outside your bank account, but technically it is still an asset. As a result, you'll notice that when you record a petty cash float payment the balance in your accounts is not reduced.
4. Here's where we get to the real issue. All this means it looks like there's a discrepancy between your records and your bank's records — essentially, your records are going to say you have more money (the exact amount of your petty cash float) in the bank than you actually do.
5. What do we do about it? Well, we need put the petty cash float back in the bank before you send your books to the auditor at the end of the financial year. We do this by recording the amount as a deposit in Admin Bandit in the **Repay Petty Cash** box.
6. Now, you could take this amount of money and physically put it in your account, but you'd just need to withdraw it again because you'll need to re-start your petty cash float in the next financial year. The good news is that you can skip doing this if you follow the method above — instead, you can carry your petty cash float over from the previous financial year.

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Okay, we're half way through learning about the **Deposits** function. Keep reading to learn how to examine, edit and delete deposits.



# DEPOSITS LIST

If you're working through this user manual in the order suggested, you'll be totally familiar with the format of the **Deposits List**. In the form of a simple and easy-to-navigate table, this is where you can glance over all the deposits you've made in the financial year.

Essentially, this function helps you generate the equivalent of a bank statement from your deposit book, but with a few handy extras added in.

Select **Deposits List** in the **Deposits** pull-down menu and a **Bank Deposits** screen appears. As already mentioned, the table on this page gives an overview of all your bank deposits for the year to-date, including:

1. The **Date** of each deposit
2. The total **Amount** of the deposit
3. A **Memo**, or note, if you have made one
4. The number of **Receipts** that make up the deposit.

Date	Amount	Memo	Receipts	
19 Sep 08	\$ 225.00		2	  
20 Jul 08	\$ 175.00		2	  

## New Bank Deposit

Here's where you find another way to access the **Deposit Details: Add** screen that we explored in the first section of this chapter.

Instead of clicking on **Add Deposit** in the **Deposit** pull-down menu on the main tool bar, simply click on the **New Bank Deposit** link above the table (it's highlighted in red and next to an icon of a white cross in a green circle).

## Examine Deposit

Back in the **Deposits List** screen, let's turn our attention to those familiar little icons in the far right column.

In this case, the blue magnifying glass is the **Examine Deposit** icon. Click on this for any row and Admin Bandit will direct you to a **Deposit Details: Examine** screen, which comprises a table and a box.

The table provides a summary of information about the individual receipts that make up the deposit in question, including:

1. The **Date** of the receipt
2. The **Receipt No.** (or number)
3. Who the payment was **Received From**
4. The **Amount**.

The screenshot shows a web interface titled "Deposit Details – Examine". It features a table of "UnBanked Income" and a "Deposit Details" summary box. The table has four columns: Date, Receipt No., Received From, and Amount. The summary box lists: Date: 29th Oct 09, Repay Petty Cash: \$ 0.00, Total Deposit: \$ 2,188.00, and Reconciled: Not Reconciled. There are "Edit", "Delete", and "Cancel" buttons below the summary box. The footer contains "Home | Support | Terms of Use | Privacy Statement" and "© Copyright AdminBandit 2009".

1	2	3	4
Date	Receipt No.	Received From	Amount
2 Jan 09	1	Angelina Jolie	\$ 568.00
3 Jan 09	34	Big Blue Bear	\$ 1,620.00

**Deposit Details**

**Date:** 29th Oct 09

**Repay Petty Cash:** \$ 0.00

**Total Deposit:** \$ 2,188.00

**Reconciled:** Not Reconciled

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The box provides a summary of the actual deposit, including the:

1. **Date**
2. **Repay Petty Cash** amount
3. **Total Deposit** amount
4. **Reconciled** the date the deposit was reconciled or Not Reconciled if it hasn't yet been reconciled.

This screenshot is identical to the one above, but with four red circles containing numbers 1 through 4. Circle 1 points to the "Date" field, circle 2 points to the "Repay Petty Cash" field, circle 3 points to the "Total Deposit" field, and circle 4 points to the "Reconciled" field.

UnBanked Income			
Date	Receipt No.	Received From	Amount
2 Jan 09	1	Angelina Jolie	\$ 568.00
3 Jan 09	34	Big Blue Bear	\$ 1,620.00

**Deposit Details**

**Date:** 29th Oct 09 **1**

**Repay Petty Cash:** \$ 0.00 **2**

**Total Deposit:** \$ 2,188.00 **3**

**Reconciled:** Not Reconciled **4**

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Simply click the **Cancel** button when you're ready to return to the **Deposits List** screen. Alternatively, click **Edit** to go to the **Deposit Details: Edit Screen**, where you can make changes as needed (we'll look at this in further details in the next paragraph) ... or click **Delete** to permanently remove the deposit from your system. Again, we'll check this out in full in a moment.

## Edit Deposit

Now let's take a look at the yellow pencil or **Edit Deposit** icon, which provides another way to access the **Deposit Details: Edit** screen, which looks pretty similar to the **Deposit Details: Add** screen. The essential difference, however, is that it's already filled with information, which you're free to update or amend.

### Deposit Details – Edit

UnBanked Income			
Date	Receipt No.	Received From	Amount
<input checked="" type="checkbox"/>	2 Jan 09	1 Angelina Jolie	\$ 568.00
<input checked="" type="checkbox"/>	3 Jan 09	34 Big Blue Bear	\$ 1,620.00
<input type="checkbox"/>	3 Jan 09	46 Little John	\$ 500.00
<input type="checkbox"/>	5 Jan 09	47 Matt Damon	\$ 150.00
<input type="checkbox"/>	6 Jan 09	48 Naomi Watts	\$ 60.00

#### Deposit Details

Date:

Memo:

Total Deposit: \$ 2188.00

Repay Petty Cash: \$

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When you're finished making changes, click the **Update** button. Alternatively, choose **Cancel** to go back to the **Bank Deposits** screen without making changes. Or click **Delete** to remove the deposit in question from your accounts. As usual, you'll be taken to a **Confirm Delete** screen first — click **Cancel** to go back to the **Deposit Details: Edit** screen to make another choice or **Confirm** to permanently remove the deposit in question and return to the **Bank Deposits** screen.

### Confirm Delete

Are you sure you wish to delete the selected deposit?

Date: 29th Oct 09

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Note, however, that you cannot edit a reconciled transaction. If the transaction you wish to edit has been reconciled, the box of transactions will be inactivated, so you can't change any details, and a **Clear Reconciliation** button will appear directly opposite the box of transactions on the screen. Click this to restore the screen to its above format.

UnBanked Income				
	Date	Receipt No.	Received From	Amount
<input checked="" type="checkbox"/>	18 Nov 08	16	Rob Caruso	\$ 35.00
<input checked="" type="checkbox"/>	18 Nov 08	19	Fines Master	\$ 42.70

**Clear Reconciliation**  
to edit amounts.

**Deposit Details**

Date: 02 Dec 2008

Memo:

Total Deposit: \$ 77.70

Repay Petty Cash: \$

Update Delete Cancel

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## Delete Deposit

Alternatively, you can delete a deposit from the **Bank Deposits** screen by clicking on the **Delete Deposit** icon, or white cross in a red circle. This takes you directly to the **Confirm Delete** screen described above, where you can cancel or confirm this action. Choose **Cancel** to abort the action and return to the **Bank Deposits** screen or choose **Confirm** to permanently remove the deposit in question from the system and also return to the **Bank Deposits** screen.

Well, that's it for **Deposits** and Part 2 of this manual. We bet you're bearing up so well that you've still got plenty of oomph to tackle Part 3, which is where Admin Bandit starts crunching the numbers you've entered and generating all sorts of useful reports.

C'mon ... you get to sit back and watch the software do most of the work!