

# Financial Report – User Manual

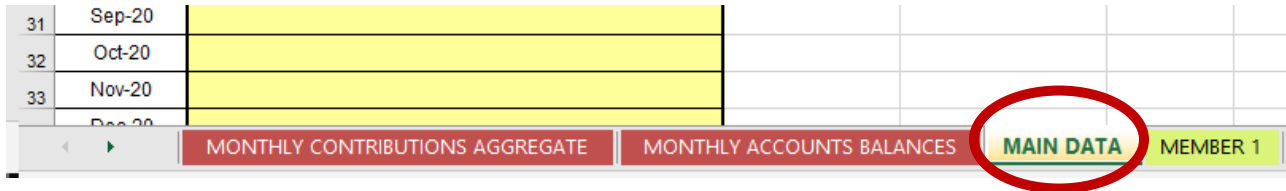
**Objective:** The purpose of this spreadsheet is to track individual member cash contributions as well as the aggregated data at the group level. At any given time in the life of a group/association, you will be able to provide members with their individual financial status (amount owed, credit or zero balance) as well as keeping track of the history in the form of a bank statement.

## Tabs available in the Financial Report spreadsheet:

- **Monthly Contributions Aggregate:** **Cannot be edited.** This is a workbook that allows you to view a list of all your members and their monthly cash contributions. The total amount represents the overall cash receipt for a specific month/meeting.
- **Monthly Accounts Balances:** **Cannot be edited.** This is a workbook that allows you to view a list of all your members and their respective account balance monthly. The balance could be one of the following values:
  - Positive Balance represents the amount owed by the member.
  - Zero Balance equals perfect good standing.
  - Negative Balance represents a credit.
- **Main Data:** **Only update yellow highlighted cells** This is where you must key in data related to your association including: group name, the first month you want to start tracking data from, and the meeting host(s). All the data entry completed in this tab will automatically be populated to the individual member workbook.
- **Individual Member Workbook:** **Only update yellow highlighted cells.** This is where you will update each member identity and monthly financial transactions as follows:
  - Member name: replace **Member 1** (for example) with the appropriate name.
  - **Member 1 Tab Name:** replace “Member 1” tab name (for example) with the appropriate first and last name as follows “Ekwalla, Ben”.
  - Balance: replace **\$0.00** with the member’s account balance for the month prior to the one you want to start tracking financial activities from. If the balance is \$0, just enter \$0. If the member owes money (for example \$120), just key in \$120. If the member has a credit (for example -\$120), just key in -120.
  - Member’s Due: Key in the amount due for that specific month.
  - Member’s Contribution: Key in the amount paid for that specific month.

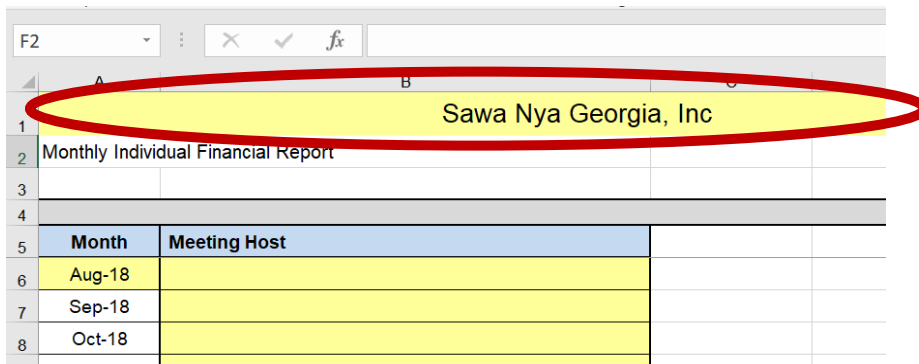
## Step 1: Update “Main Data” Tab

- 1) Click on “MAIN DATA” tab.



A screenshot of an Excel spreadsheet showing the bottom tabs. The tabs are: MONTHLY CONTRIBUTIONS AGGREGATE, MONTHLY ACCOUNTS BALANCES, MAIN DATA (circled in red), and MEMBER 1.

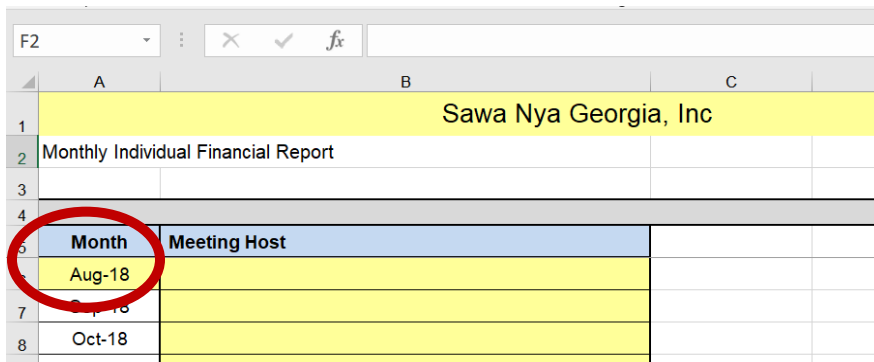
- 2) Update the name of the Association (**one-time data entry**)



A screenshot of an Excel spreadsheet showing the association name 'Sawa Nya Georgia, Inc' in cell B1, circled in red. The spreadsheet includes a title bar with 'F2', a formula bar, and a table with columns 'Month' and 'Meeting Host'.

Month	Meeting Host
Aug-18	
Sep-18	
Oct-18	

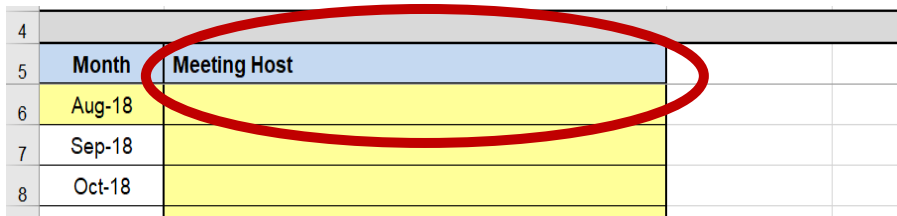
- 3) Update the first month you want to start tracking data from (**one-time data entry**)  
For example, if you want to start using the spreadsheet in September 2018, you should key in “Aug 2018” as the starting point.



A screenshot of an Excel spreadsheet showing the first month 'Aug-18' in cell B5, circled in red. The spreadsheet includes a title bar with 'F2', a formula bar, and a table with columns 'Month' and 'Meeting Host'.

Month	Meeting Host
Aug-18	
Sep-18	
Oct-18	

- 4) Update the Meeting Host (**monthly data entry**)



A screenshot of an Excel spreadsheet showing the 'Meeting Host' column in cell B5, circled in red. The spreadsheet includes a table with columns 'Month' and 'Meeting Host'.

Month	Meeting Host
Aug-18	
Sep-18	
Oct-18	

## Step 2: Update “Individual Member” Tab

1) Click on “MEMBER 1” tab.

17	Jul-19						
18	Aug-19						
19	Sep-19						
		MONTHLY CONTRIBUTIONS AGGREGATE		MONTHLY ACCOUNTS BALANCES		MAIN DATA	MEMBER 1

2) Change “MEMBER 1” tab designation with the appropriate name. (one-time data entry)

Double click on MEMBER 1

Type in the member name in this format “Ekwalla, Ben”

Then click on any cell in the workbook to validate your entry

17	Jul-19						
18	Aug-19						
19	Sep-19						
		MONTHLY CONTRIBUTIONS AGGREGATE		MONTHLY ACCOUNTS BALANCES		MAIN DATA	MEMBER 1

3) Update the “Member 1” name in the workbook with the appropriate name. (one-time data entry)

Type in the member name in this format “Ekwalla, Ben”

A3						Member 1	
	A	B	C	D	E	F	
1	Sawa Nya Georgia, Inc						
2	Monthly Individual Financial Report						
3	Member 1						
4							
5	Month	Host	Member's Due	Member's Contribution	Balance		
6	Aug-18				\$0.00		
7	Sep-18						
8	Oct-18						
9	Nov-18						

- 4) Update the “Beginning Balance” cell (**one-time data entry**)  
Key in the beginning balance for the individual member.  
If you start using this spreadsheet in September 2018, the beginning balance represents the member’s financial situation as of August 31, 2018.

Note: If a member owes money, simply key in the amount owed (for example \$120). If a member is in perfect good standing, key in 0. If a member has a credit balance, key in the amount with a negative sign (for example -120).

Sawa Nya Georgia, Inc					
Monthly Individual Financial Report					
Member 1					
Month	Host	Member's Due	Member's Contribution	Balance	
Aug-18				\$0.00	
Sep-18					
Oct-18					
Nov-18					

- 5) Update the “Member’s Due” cell (**monthly data entry**)  
Key in the monthly dues.

Sawa Nya Georgia, Inc					
Monthly Individual Financial Report					
Member 1					
Month	Host	Member's Due	Member's Contribution	Balance	
Aug-18				\$0.00	
Sep-18					
Oct-18					
Nov-18					

- 6) Update the “Member’s Contribution” cell (monthly data entry)  
Key in the monthly cash contributions.

Month	Host	Member's Due	Member's Contribution	Balance
Aug-18				\$0.00
Sep-18				
Oct-18				
Nov-18				

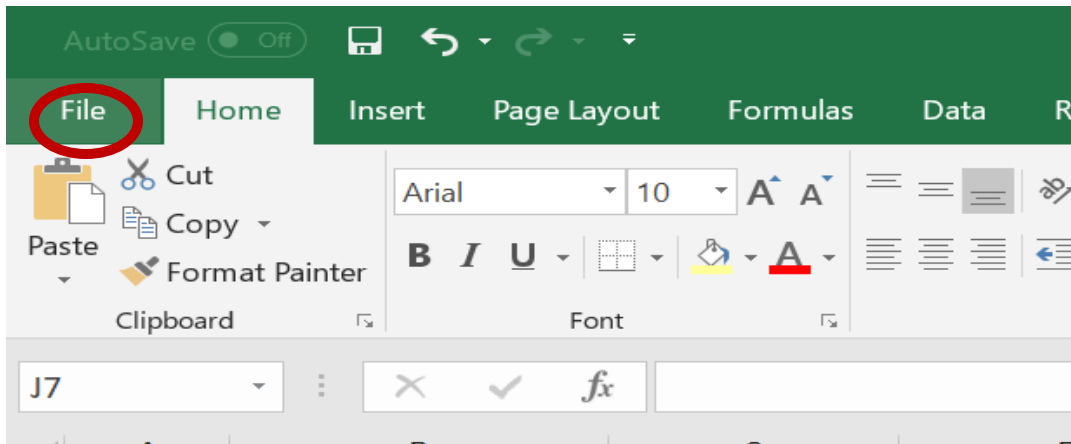
### Step 3: Issue “Individual Member” Financial Report

- 1) Click on the “Individual Member” tab

17	Jul-19								
18	Aug-19								
19	Sep-19								

MONTHLY CONTRIBUTIONS AGGREGATE    MONTHLY ACCOUNTS BALANCES    MAIN DATA    **EKWALLA, BEN**

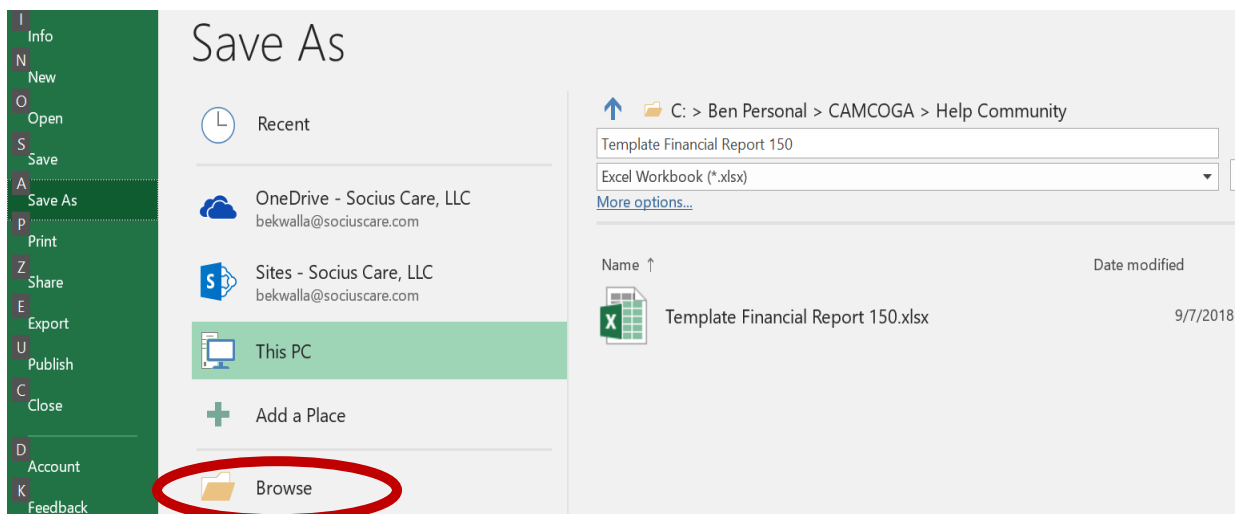
- 1) Click on File



2) Click on Save As

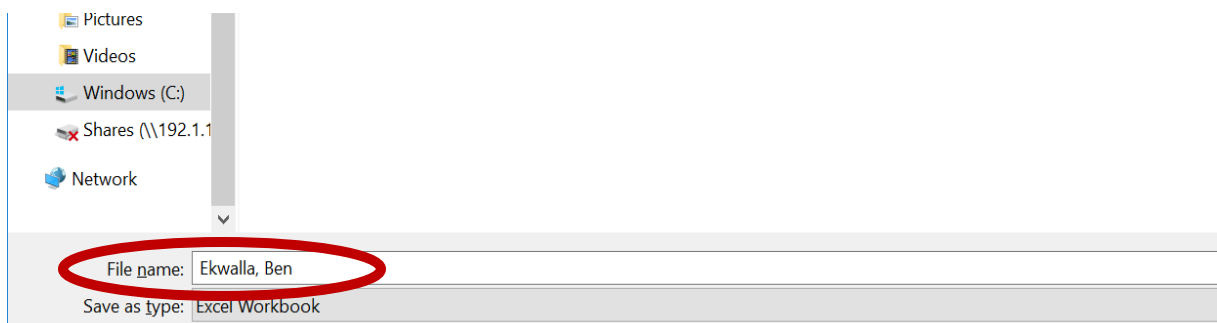


3) Click on the "Browse" folder



4) Change the file name

Type in the individual member name "Ekwalla, Ben"



5) Change the Save as Type from “Excel Workbook to PDF”



A screenshot of a file save dialog box. The dialog has a light gray background. At the top, there is a small dropdown arrow. Below it, the text "File name:" is followed by a text box containing "Ekwalla, Ben". Below that, the text "Save as type:" is followed by a dropdown menu showing "PDF". A red oval is drawn around the "Save as type:" label and the "PDF" option in the dropdown menu.

6) Then save the document. Repeat the process for each individual member.