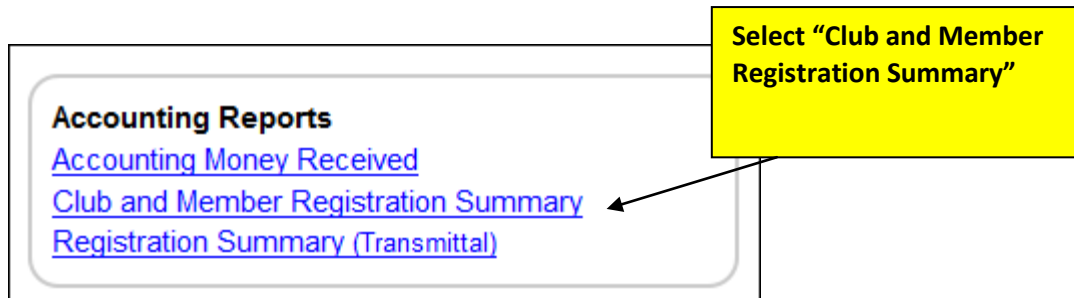


Club Assistant Monthly Accounting Reports

Anna Lea Matysek, 1/11/11

After the end of each month, you should run two accounting reports and send them to your LMSC treasurer. One report summarizes all of the paper registrations you entered for the month. The other report summarizes all of the online registrations for your LMSC for that month.

For either report, begin by selecting "Club and Member Registration Summary" from the main Club Assistant page:



Report Showing Paper Registrations

To run the report showing all of your paper (registrar-entered) registrations for the month, select "Received by LMSC (Cash, Checks) from the pull-down menu.

Next, select the time period. You can select a full month, or select a custom start and end date.

Paper registrations are those "Received by LMSC"

Use Month/Year Feb ▼ 2010 ▼
 Received By LMSC (Cash,Checks) ▼

Use Dates

Start Date 06/01/2010 (mm/dd/yyyy)

End Date 06/30/2010 (mm/dd/yyyy)

File Type Create Excel File

[Printable Version PDF](#)

We are selecting one month, February. To select a custom time period, fill in the Start and End dates

Next, select the "Update Report" button. Because we did not check the Excel File box, the report will be displayed on the screen. Here is part of the report (for privacy reasons we are not displaying the members' personal information in this document):

Payment Collected February 2010

5 Payments

Seq. No.	Chk. No.	Total	USMS Fees	Donation USMS	Donation ISHOF	LMSC Fees	Donation LMSC	LMSC Total
874	237457	\$37.00	\$27.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
875	237457	\$37.00	\$27.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
876	237457	\$37.00	\$27.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
877	237457	\$37.00	\$27.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
878	237457	\$37.00	\$27.00	\$0.00	\$0.00	\$10.00	\$0.00	\$10.00
		\$185.00	\$135.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00

After you've viewed the report and you're satisfied that it contains the data you want to send to your treasurer, you can re-run the report as an Excel spreadsheet. To do so, at the top of the page, select the same time period that you did before, but this time also check the "Create Excel File" box:

Select "Create Excel File"

<input checked="" type="radio"/> Use Month/Year	Feb	2010	Received By LMSC (Cash, Checks)
<input type="radio"/> Use Dates	Start Date	06/01/2010 (mm/dd/yyyy)	File Type <input checked="" type="checkbox"/> Create Excel File
	End Date	06/30/2010 (mm/dd/yyyy)	<input type="button" value="Update Report"/>
			Printable Version PDF

Depending on your computer's operating system, you will either be given a choice to open the file or to save it. Either way, you eventually will need to save it on your hard drive. Consider naming it something like "2010_Feb_checks.xls" to distinguish it from the next report you will run.

Report Showing Online Registrations

To run the report showing all of your online registrations for the month, select "Received by USMS (Credit Cards)" from the pull-down menu.

Next, select the time period. You can select a full month, or select a custom start and end date.

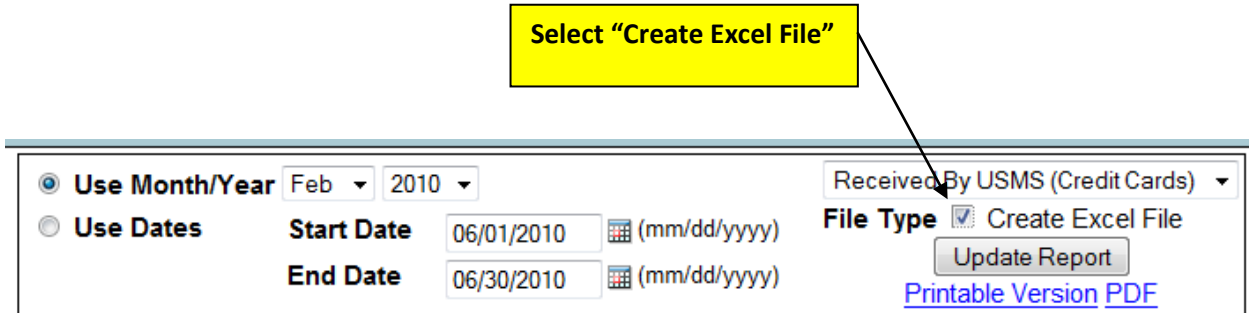
Online registrations are those "Received by USMS"

<input checked="" type="radio"/> Use Month/Year	Feb	2010	Received By USMS (Credit Cards)
<input type="radio"/> Use Dates	Start Date	06/01/2010 (mm/dd/yyyy)	File Type <input type="checkbox"/> Create Excel File
	End Date	06/30/2010 (mm/dd/yyyy)	<input type="button" value="Update Report"/>
			Printable Version PDF

We are selecting one month, February. To select a custom time period, fill in the Start and End dates

Next, select the "Update Report" button. As before, because we did not check the Excel File box, the report will be displayed on the screen. Once you're satisfied with the report, you can re-run it as an Excel spreadsheet. To do so, at the top of the page, select the same time period that you did before, but this time also check the "Create Excel File" box:

Select "Create Excel File"



The screenshot shows a report generation interface. At the top, a yellow callout box with the text "Select 'Create Excel File'" has an arrow pointing to the "Create Excel File" checkbox. The interface includes the following elements:

- Use Month/Year** Feb 2010
- Use Dates**
- Start Date** 06/01/2010 (mm/dd/yyyy)
- End Date** 06/30/2010 (mm/dd/yyyy)
- Received By** USMS (Credit Cards)
- File Type** Create Excel File
-
- [Printable Version PDF](#)

Depending on your computer's operating system, you will either be given a choice to open the file or to save it. Either way, you eventually will need to save it on your hard drive. Consider naming it something like "2010_Feb_creditcards.xls" to distinguish it from the previous report.