

ASSISTANT SECRETARY

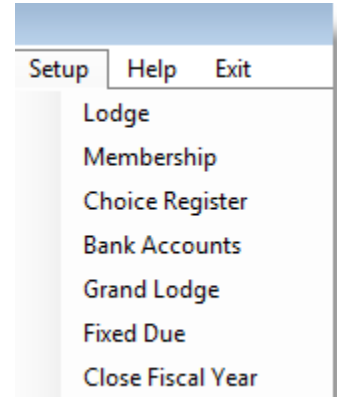
QUICK START GUIDE

The most important stage of the process is setting up your database correctly. Even if you don't like reading manuals, we highly recommend you follow this quick start guide to setup the database correctly.

Setup Sections

In order to setup the program correctly, we recommend you setup the sections in this order:

1. Membership Master
2. Choice Register
3. Fixed Dues
4. Grand Lodge
5. Lodge
6. Bank Accounts
7. Close Fiscal Year



Membership Master

Membership Master has three choices assigned:

1. Membership Status. Regular (REG), Home Bound (HB), 25 year Masons (25Y), etc. **The membership status is very important since it ties with fixed dues.** In other words, later in setup, you will assign fixed dues to each member status. When you are creating a member profile, you will be asked to assign that member a membership status. Once you do, the dues for that year are automatically assigned.
2. Rank. EA, FC, MM, etc.
3. Seat/Office. WM, SW, JW, etc.

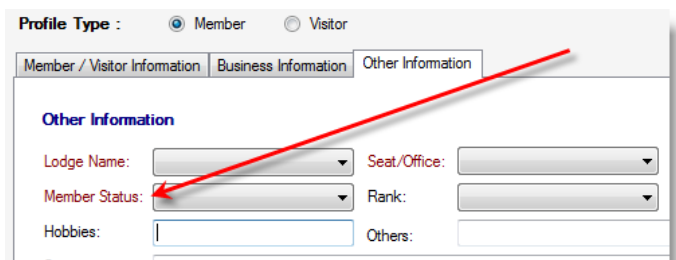
Choice Register/Master

Choice Master has five choices assigned:

1. Item Category. Tied to inventory. Assign the categories for each item you want to inventory.
2. State. You can add or delete a state/province. You can place the states you work with most in this section. You can put full name or abbreviation for state. Place "SC" (for South Carolina) in the description and click save. In the right hand window SC will appear. **We recommend a two-letter abbreviation for all states.**
3. Type of petition. From the petition info section (under members).
4. Sources of funds. Money coming into the Lodge. Includes member dues and donations. **Do not change the name for "Member Dues" or your dues module will cease to operate.**
5. Uses of Funds. Money going out of the Lodge.

Fixed Dues

Fixed dues are setup for use in the accounting section, member dues. You add the dues choices in the Membership Master > **Membership Status**. Once you start inputting data under members, you will see the membership status block you must assign each member (see screenshot below). From here dues are automatically entered into the accounting section, member dues.



Grand Lodge

Enter your Grand Lodge information.

Lodge

Enter one lodge or many lodges. If you are the Secretary of one Lodge, you would enter that Lodge. If you are the secretary of two Lodges, you can enter both Lodges. In the members Info field and several other places in the database, the program allows for lodge separation (i.e. you can print/email letter to all or separate by Lodge).

Bank Accounts

Enter your bank account details. Do you need to enter the account number? No, but you should ensure you are able to recognize the account. The field most used is "Bank Name." In the screenshots below, you can see different ways of entering accounts. For example, if you have several accounts with Bank Of America, you do not want to name the "Bank Name" as BOA. If you have checking and savings accounts, you can name them "BOA Checking" and BOA Savings".

Account Information

Account Number:

Account Name:

Bank Name:

Type of Account:

Opening Date: 5/27/2013

Lodge Name:

Description:

- Account number – Bank account number
- Name of account - if your bank does not name accounts or if you only have one account you can put checking or savings in this field.
- Bank name
- Type of account - checking/savings
- Opening date
- Lodge name
- Descriptions

When you setup the banking accounts (top screenshot), the "Bank Name" appears in accounting as "Bank Deposited." The bottom screenshot shows an example of where "Bank Name" might appear. **Note: you can keep account details on multiple Lodges or your Lodge can have multiple accounts.**

Sources of Funds

Fund Type: Donations Credit Balance:

Receipt Information "Bank Name" will show here

Description:

Payment From: Cash Check

Payee:

Amount: 0.00

Check No:

Bank:

Sources Date: 5/27/2013

Fiscal: 2013

Close Fiscal Year

We highly recommend that you save the database every time you close a fiscal year (FY). When you close a FY, you are performing a couple of actions. The most important has to do with dues. When you close the year, all dues a member has not paid is automatically sent to arrears! Please note, if he overpaid for dues, those funds are sent to arrears as a "-" (negative) number. Closing the FY resets reports as well. You can't undo this! **MAKE A BACKUP BEFORE CLOSING FY!**

Before you enter any accounting transactions, you will want to start your FY. Many Lodges may run a FY from 1 Oct to 30 Sep.

When the database is new, it looks similar to this screenshot:

After I save the FY from 10/1/2012 to 9/30/2013, the database reports:

As you can see the old FY is now being reported as the dates I inserted. When 2014 arrives, I can put 2014 in "New Fiscal Year" and the dates as 10/1/2013 from 9/30/2014 and press "Confirm Closure".

Close Fiscal Year

Old Fiscal Year: 2013 From: 1/1/2013 To: 12/31/2013

New Fiscal Year: 2013 From: 5/27/2013 To: 5/27/2013

Confirm Closure Cancel

Close Fiscal Year

Old Fiscal Year: 2013 From: 10/1/2012 To: 9/30/2013

New Fiscal Year: 2013 From: 5/27/2013 To: 5/27/2013

Confirm Closure Cancel

Ensure ALL of your accounting transactions are completed before closing the FY!