

Empowering your student government and giving them ownership of their business, accounts, and class. Settings for your students who are in ASB. Allow them to run their balance reports. Have them track their own sales. The power of presales - ways students can get revenue and place orders without in-house inventory. Creating sales goals.

## Helping Leaders Lead

### Goals:

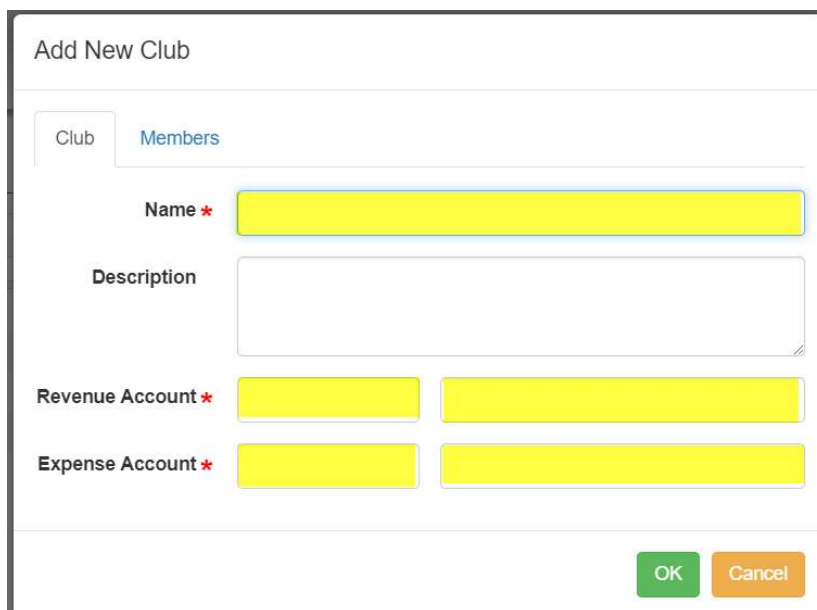
To empower both teacher and students with ASBWorks accounting tools.

### Agenda:

- ✓ Tracking sales with fundraisers
- ✓ Budgeting cost
- ✓ Running Account Balance and reporting them
- ✓ Setting up Pre-Sales

### Setting up a fundraiser

- ✓ Set up your Clubs.
  - Admin > Club Admin
  - Add New Club



Add New Club

Club Members

Name \*

Description

Revenue Account \*

Expense Account \*



OK Cancel


- ✓ Set up your fundraiser > Admin > Fundraiser > Select Club > Add Fundraiser

## ✓ Adding a Fundraiser

### Add New Fundraiser

**Name \***



**Start Date**   **End Date**  

**Notes**  

## ✓ Adding Estimates

### Items for Fundraiser: Tri-Tip Dinner for 4 - Soccer Club

Item Costs Fixed Items **Item Sales** Summary

Name	Quantity	Amount	Subtotal	Actions
Tri Tip Dinner Ticket	160	40.00	6,400.00	 

Total: 6,400.00

## ✓ Understanding the summary

Items for Fundraiser: Tri-Tip Dinner for 4 - Soccer Club

Item Costs Fixed Items Item Sales Summary

Item Sales	
Total Item Sales:	6,400.00
<b>Total Estimated Sales:</b>	<b>6,400.00</b>
Item Costs	
Total Item Costs:	3,200.00
Total Fixed Items:	0.00
<b>Total Estimated Costs:</b>	<b>3,200.00</b>
<b>Estimated Profit:</b>	<b>3,200.00</b>

Close

Once the fundraiser is set up you now can add it to:

- ✓ The Item Admin
- ✓ Write new receipt.
- ✓ Write new Check.
- ✓ As items are being sold or purchased the income and expenses will generate information in your fundraising report.
- ✓ You can now run a fundraising report for your meetings.

Summary of estimates vs actuals

ASB Registration Site Tri-Tip Dinner for 4 - Soccer Club Activity Recap

Through October 29, 2019

Summary			
Start Date:	10/04/2019	End Date:	10/18/2019
Item Sales			
Total Item Sales:	\$ 6,400.00		
<b>Total Estimated Sales</b>	<b>\$ 6,400.00</b>	<b>Actual Sales:</b>	<b>\$ 6,280.00</b>
Item Costs			
Total Item Costs:	\$ 3,200.00		
Total Fixed Items:	0.00		
<b>Total Estimated Costs</b>	<b>\$ 3,200.00</b>	<b>Actual Costs:</b>	<b>\$ 2,640.00</b>
<b>Estimated Profit:</b>	<b>\$ 3,200.00</b>	<b>Actual Profit:</b>	<b>\$ 3,640.00</b>
Notes: Drive through dinner pickup will be 5pm-7pm at the Gym located on 7th street.			

Details of estimated cost and sales

<b>Estimated</b>				
<b>Item Costs</b>				
	<u>Item Name</u>	<u>Quantity</u>	<u>Amount</u>	<u>Subtotal</u>
	Tri Tip Dinner	160	\$ 20.00	\$ 3,200.00
		<b>Total Estimated Item Costs</b>		<b>\$ 3,200.00</b>
<b>Fixed Items</b>				
	<u>Item Name</u>	<u>Quantity</u>	<u>Amount</u>	<u>Subtotal</u>
		<b>Total Estimated Fixed Items</b>		<b>\$ 0.00</b>
<b>Item Sales</b>				
	<u>Item Name</u>	<u>Quantity</u>	<u>Amount</u>	<u>Subtotal</u>
	Tri Tip Dinner Ticket	160	\$ 40.00	\$ 6,400.00
		<b>Total Estimated Item Sales</b>		<b>\$ 6,400.00</b>

### Details of actual sales and cost

<b>Actual</b>					
<b>Sales</b>					
<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	
<b>Athletics</b>					
10/29/2019	RECEIPT	390	Athletics: Receipts for 132 Dinners Sold - Athletics	\$	5,280.00
10/29/2019	ADJUSTMENT	1718927	Online Donation to Tri Tip Dinner - Soccer Club Fundraiser - Athletics		1,000.00
10/29/2019 4:51 PM				Page 1 of 2	
<b>ASB Registration Site</b>					
<b>Tri-Tip Dinner for 4 - Soccer Club Activity</b>					
<b>Recap</b>					
Through October 29, 2019					
<b>Sales</b>					
				\$	6,280.00
		<b>Total Actual Sales</b>		<b>\$</b>	<b>6,280.00</b>
<b>Costs</b>					
<u>Date</u>	<u>Type</u>	<u>Number</u>	<u>Description</u>	<u>Amount</u>	
<b>Athletics</b>					
10/29/2019	CHECK	9875	Grid Iron BBQ: Purchase of 132 Dinners - Athletics	\$	2,640.00
				\$	2,640.00

### Running Account Balance and reporting them.

- ✓ To give access to a user select Person icon on the right side of the individuals make. This allows you to assign positions to other individuals and give them access to view selected accounts.
- ✓

**Individuals**

Names		Type	Student ID	Name	ASB Card Year	Role	Active?	Actions
Groups		-- All --				-- All --	Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Statuses		Student			N/A	Activities Director	Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			2015-2016		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			N/A		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			2015-2016		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			N/A		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			N/A		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			2015-2016		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Other			N/A		Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Student			N/A	Student	Y	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- ✓ Enter email address.
- ✓ Enter a password.
- ✓ Select Role (see Role Guide)
- ✓ Enter Expiration Date (date user should no longer be able to access the program)
- ✓ Select the accounts you wish this user to have access to view the Account Statement/Account Activity Reports for.
- ✓ To remove a user's access, select the Remove Login button.

### Create/Change Login

Username (Email) \*

Password \*

Role \*

Expiration

Choose accounts this user can view with the Account Statement Report

Account

Select All  
 Select None

Accounts Payable  
 Accounts Receivable  
 Art Club  
 ASB General  
 Athletics

0)	Ackerman, A	N/A
0)	Adams, Alex	N/A

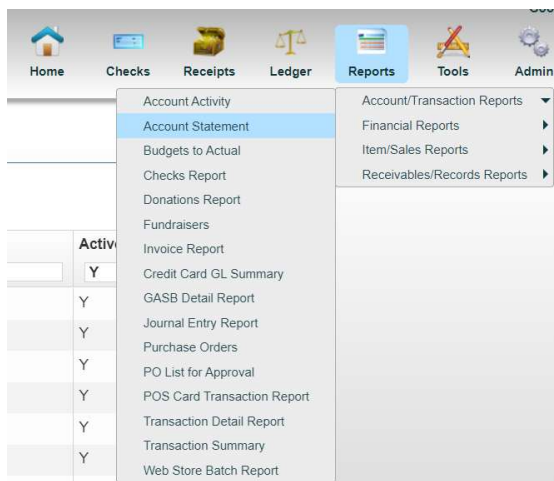
- ✓ Your individuals screen will show all users that have access and what role is assigned to them. If the role is Green the user is current, if it is Red the user is expired.

Type	Student ID	Name	ASB Card Year	Role	Active?	Actions
Teacher			N/A	Administration	Y	
Student			N/A	School Pay	Y	
Teacher			N/A	Store Student	Y	
Other			N/A	Store Teacher	Y	
Other			N/A	Store Teacher	Y	
Other			2017-2018	Student	Y	
Teacher			N/A	Teacher	Y	
Other			N/A	Teacher	Y	
Student			2017-2018		Y	
Student			2017-2018		Y	

Print Add New Individual

## Viewing account statement report

✓ Reports > Account/Transaction Report > Account Statement



Enter in the account number or skip over to the account name.

Pick a date range or leave for this school year.

### Account Statement

Report By  Account  Group

Account

Date Range

Start

End

Sort By

Include Encumbrances?  Yes  No

Include Budget Amounts?  Yes  No

Reporting Style  Basic  Accounting

Report Format

## Setting up Pre-Sales

- ✓ Use the Web Store
- ✓ Use QR Codes
- ✓ Give discounts if bought ahead of time.
- ✓ Eliminate inventory on hand.

**Please scan if you would like more information.**

