

1

## **Adding Transactions**

## HOW IT WORKS

## Add transactions via Vault> Billing> Enter Transactions

Select 'Enter Transactions' to add transactions to a member's account.

	盦	Communications -	Chapter -	House -	KA 🕶	Billing <del>-</del>	Bill Pay 👻	Accounting	•
	Billi	ng Details and Reports	Administ	ration		St	atement Details	Fundraisir	ng Tools
	Bil	lling Roster	Update	Billing Roster		E	Billing Cycles	Contrib	utions Form
	Ac	counts Receivable Reports	Enter I	ransactions	siste	E	Silling Options	200	
	Or	mergaEi Decommendations	Order (	meraFi Swine [	)evice	- -	Statement Sett	inges	
	0	negal i Recommendations	Edit Cu	stom Billing Field	ds		itatement Sett	ings	
			Update	Member/Billing	Status Discrepar	ncies			
I									
2		There are two	<b>•</b>	Communications	- Chapter -	House		Dilling - Dill D	
Ζ.		options to add	Home / Rill		Chapter	House		Billing • Bill P	
		transactions to	nome / bin	- Auministration					
	mer	mber accounts:	Enter	Transact	ions				
		Add Group	A	dd Group Tra	ansactions	-			
	Tra	ansactions and							
		Add Multiple		dd Multiple	Iransactions	-			
		Transactions	E	nter Paymen	ts				
		i and a choice i choice							
			C	hart of Acco	unts				
			Т	ransaction Se	earch				
				liauu Danalin e	Turnerations	_			
			V	lew Penaing	Transactions	5			
7	Ad	d Group Transacti	ons						To add the
<b>J</b> .		Colort Marchan		O Catal			Desite		or credit to
		Select Members		Enter Transa	ICTIONS		Previe	w transactions	members
	В	Select Some Options		Billing Status	Active	Ŧ			Group Trap
		Member		Aging Status		Billing Sta	tus	Billing Group	From here y
		Adams, Samuel "Sam"		Past Due		Active		OOH Meals	the group of

ctions. u can select the group of members at random or select members of a specific billing group and billing status.

Once members are selected, enter the type of transaction to include a description, income account and amount.

Active

Active

Active

Active

Active

OOH Meals

OOH Meals

OOH Meals

Officer IV

IH Single

Select M	1embers	2 Enter Transactions 3 Preview	w Transactions
ype	Description	Income Account	Amount
Charge	Missed Chapter Meeting Fine	4610 - Fines	• 20.00
Credit	<ul> <li>Philanthropy Tshirt Credit</li> </ul>	4800 - Miscellaneous	• 15.0
	•		•
	•		•
	•		•

Past Due

Charge Off

Current

Current

Pending Charge Off

Armstrong, Cullen

Bethea, Edward "Parker"

Arnold, Peden

Bell, Andrew

Back, Jav

For more information or with questions, contact your OmegaFi Representative at 800.276.6342.

## The next step is to preview the transactions for accuracy. Once reviewed, select **Create Transactions.**

	Select M	Select Members				2 Enter Transactio	ons	3 Preview Transactions			
	Name Burton, William  Burton, William  Dean, Tanner		Type         Description           Charge		Description	Income Account		Amount			
					Missed Chapter Meeting Fine	4610 - Fines	T		20.00		
			Credit	۳	<ul> <li>Philanthropy Tshirt Credit</li> <li>Missed Chapter Meeting Fine</li> <li>Philanthropy Tshirt Credit</li> <li>Missed Chapter Meeting Fine</li> </ul>	4800 - Miscellaneous	٣		15.00		
			Charge	•		4610 - Fines			20.00		
	Dean, Tanner	r T		Credit Charge		4800 - Miscellaneous	٣		15.00		
	Evans, Steuart					4610 - Fines	٣		20.00		
	Evans, Steuart		¥	Credit	Ŧ	Philanthropy Tshirt Credit	4800 - Miscellaneous	×		15.00	
Samples, Jac	kson	Ŧ	Charge	۲	Miss	ed Chapter Meeting Fine	4610 - Fines		T		20.00
Samples, Jac	kson	۳	Credit	٣	Phila	nthropy Tshirt Credit	4800 - Miscellaneous		•		15.0
Smith, Ralston		Charge	Ŧ	Missed Chapter Meeting Fine		4610 - Fines		•		20.0	
Smith, Ralston 🔻 Crea		Credit	Ŧ	Philanthropy Tshirt Credit		4800 - Miscellaneous		T		15.0	

**6** To add multiple different transactions to member accounts, select **Add Multiple Transactions**.

<b>1</b>	Communications -	Chapter -	House -	KA 🗸	Billing -	Bill Pay 👻	Accounting -
Home	/ Billing / Administration / Ent	er Transactions					
Ent	er Transaction	IS					
	Add Group Trans	actions					
	Add Multiple Tran	sactions	>				
	Enter Payments						
	Chart of Account	S					
	Transaction Searc	ch					
	View Pending Tra	nsactions					

7.

Select each member from the name drop down, enter the type of transactions to include a descriptions, income accounts and amounts. Select **Create Transactions.** 

	Туре	Description	Income Account		Amount
Apply Defaults	•			¥	
Name	Туре	Description	Income Account		Amount
Bethea, Edward "Parker"	Charge 🔻	Philanthropy Tshirt	4800 - Miscellaneous	۲	15.00
Bell, Andrew	Charge 🔹	Missed Event Fine	4610 - Fines	•	20.00
Brown, Frank "McKee"	Credit •	Philanthropy Tshirt Credit	4800 - Miscellaneous	•	15.00
ell, Andrew 🔻	Charge •	Philanthropy Tshirt (2) Philanthropy Tshirt	4800 - Miscellaneous 4800 - Miscellaneous	۲ ۲	30.00
ethune, Greyson "Grey"					20.00