

Thank you for purchasing Ultimate Small Business Accounting for DNN from the Humble Bookkeeper a division of wheelingit.com, inc. Contact [support@thehumblebookkeeper.com](mailto:support@thehumblebookkeeper.com) for support.

This package contains a set of modules that will enable you to manage and report the financial results of your small business, organization or club through your DNN website.

### Package Contents

You will find the following 15 modules in the unzipped PA package you purchased.

- Wheelingit\_HB\_Account\_00.00.01\_Install
- Wheelingit\_HB\_AccountLedger\_00.00.01\_Install
- Wheelingit\_HB\_AccountReport\_00.00.01\_Install
- Wheelingit\_HB\_AccountType\_00.00.01\_Install
- Wheelingit\_HB\_DataImport\_00.00.01\_Install
- Wheelingit\_HB\_Department\_00.00.01\_Install
- Wheelingit\_HB\_Installkey\_00.00.01\_Install
- Wheelingit\_HB\_LedgerReport\_00.00.01\_Install
- Wheelingit\_HB\_Payment\_00.00.01\_Install
- Wheelingit\_HB\_Reconcile\_00.00.01\_Install
- Wheelingit\_HB\_ReimbursementClaim\_00.00.01\_Install
- Wheelingit\_HB\_Reimprocess\_00.00.01\_Install
- Wheelingit\_HB\_ReimbursementReport\_00.00.01\_Install
- Wheelingit\_HB\_UserAdministration\_00.00.01\_Install
- Wheelingit\_HB\_UserReport\_00.00.01\_Install

### Below is a description of each of those modules

HB_Account	Create your chart of accounts
HB_AccountLedger	Enter transactions and book journal entries
HB_AccountReport	Reporting by account. Transactions are summarized at the account level
HB_AccountType	Organize your accounts into types (Income, Expense, Assets etc.)
HB_DataImport	Import journal entry history from another system
HB_Department	Organize your financial transactions along the lines of your business or organization.
HB_Installkey	Enter product license key
HB_LedgerReport	Reporting by transaction. This provides the most detailed lowest level of reporting
HB_Payment	Automatically capture transactions and book JEs from other modules such as member registration or shopping carts
HB_Reconcile	Reconcile accounts
HB_ReimClaim	On-line expense reimbursement submissions. Employees, volunteers, even vendors, can submit requests for expense reimbursement on-line.
HB_ReimProcess	Process outstanding reimbursement claims and properly record the transaction in your ledger.
HB_ReimbursementReport	Manage outstanding and paid reimbursement requests.
HB_UserAdministration	Control access to individual modules
HB_UserReport	This is a very basic user listing. Future releases will provide transactional level detail by user for audit purposes.

## Installing the Modules on your Server

To ensure a successful installation on your server, it is important to install the modules in the order below.

Please install in the following order:

1. Account – This module creates several tables used by the other modules
2. Installkey
3. UserAdministration
4. AccountType
5. Department
6. AccountLedger
7. AccountReport
8. LedgerReport
9. Payment
10. Reimclaim
11. ReimbursementReport
12. Reimprocess
13. UserReport
14. Reconcile
15. DataImport

## SETTING UP YOUR GENERAL LEDGER

### STEP 1:

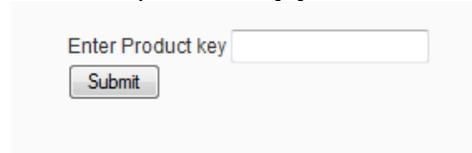
Enter your Product License Key

Module: **Installkey**

Your license key will be emailed to you within 24 hours of purchase. If you have not received your key within that time please contact us at [support@thehumblebookkeeper.com](mailto:support@thehumblebookkeeper.com).

Installed modules will not be visible until the product license key is entered. After installing all the modules on your server add the Installkey module to a page and enter your product licensing key. It is best to place this module on a non-public page viewable by administrators only.

Enter the product key you received with your package purchase and click submit.



Enter Product key

**STEP 2:**

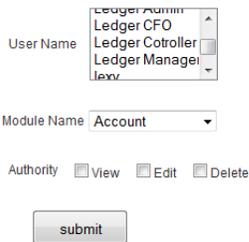
Managing Module Security

Module: **UserAdministration**

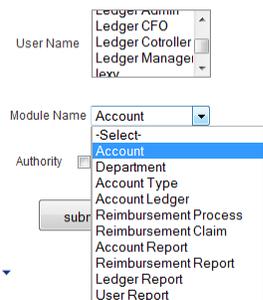
After entering the product key it is time to assign security rights to the various bookkeeping modules. To protect your financial data we've ensured that security is very robust. No one, even the site Admin, has the ability to view a module until access is assigned.

To begin, add the UserAdministration module to a page. Next, select the user name, module name and type of access from the select boxes, then click submit. Perform this for each module and each user. This step should be performed before all the modules are added to pages.

Assigning Access



Select the user name from the drop down box. Be sure to select your user name first.



Select the module you are assigning access to.



Assign the type of access and click submit.

**STEP 3:**

Organizing your Chart of Account

Module: **Acctype**

We've designed our modules to be adaptable to your organization. This module enables you to define the type of accounts in your ledger. Depending on your organization you may prefer something very simple such as Income, Expense, Asset, Liability and Equity. However you can just as easily build greater granularity into your chart of accounts by creating multiple Asset and Liability types.

Acctype Id   
Account Type   
Attribute

Define the name of the "Account Type" in the box.

Acctype Id   
Account Type   
Attribute

Select the attribute from the drop down list and click submit.

**STEP 4:**

Organizing your Financials

Module: **Department**

Set up Departments to further segment and manage your organization's finances. Departments can be created based on how you want to manage and report on your organization. For example if you are a nonprofit with different programs or one that caters to different age groups, you may wish to create a separate department for each program or age group.

Dept Id   
Dept Name   
Dept Desc   
created By   
created Date   
Inactive Date

Define the department name and provide a description then click submit

To stop using a department and keep it from showing up in select lists, simply specify the date that you wish to de-activate it. Your data will remain in a SQL table for audit and reporting purposes

**STEP 5:**

**Creating your Chart of Accounts**

**Module: Account**

After adding the Account module to a page, follow the steps below to define each of the accounts you'd like within the account types defined in step 3.

Pre-Populate

Accountid	<input type="text" value="80909"/>
AccountName	<input type="text"/>
Account Description	<input type="text"/>
Account Type	<input type="text" value="-Select-"/>
Beginning Balance	<input type="text"/>
CreatedBy	<input type="text" value="host1977"/>
Created Date	<input type="text" value="3/29/2013"/>
Inactive Date	<input type="text"/>
Report Category	<input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="View"/>

Specify the Account Name, provide a description, define a type and a beginning balance.

Accountid	<input type="text" value="80909"/>
AccountName	<input type="text"/>
Account Description	<input type="text"/>
Account Type	<input type="text" value="-Select-"/>
Beginning Balance	<input type="text"/>
CreatedBy	<input type="text" value="host1977"/>
Created Date	<input type="text" value="3/29/2013"/>
Inactive Date	<input type="text"/>
Report Category	<input type="text"/>
	<input type="button" value="Submit"/> <input type="button" value="View"/>

## USING YOUR NEW GENERAL LEDGER

### Making Journal Entries

#### Module: **AccountLedger**

Now that your chart of accounts is built its time to enter some transactions. Transactions are entered through the AccountLedger module. To enter transactions, type the date of the transaction and select New Entry. You'll then be taken to the transaction entry screen.

Date

Journal Id

Simply type the date of the transaction and select New Entry.

Date  Journal Id

Select the Department and Account for both the Debit and Credit side of the transaction. Click "NewRow" for additional lines.

Row Number	Department	Account	Debit	Credit	Memo	Cheque No
1	-Select-	-Select-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	-Select-	-Select-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A transaction list will appear after completion of each entry where you can edit or delete your transactions.

Journal Id	Date	Department	Account	Debit	Credit	Memo	Cheque No	
3	10/16/2012 12:00:00 AM	Federation	Fed Checking	500.00	0.00			<a href="#">Edit</a> <a href="#">Delete</a>
3	10/16/2012 12:00:00 AM	Princesses	Princess-Registration	0.00	400.00			<a href="#">Edit</a> <a href="#">Delete</a>
2	10/11/2012 12:00:00 AM	Federation	Event Supplies	50.05	0.00	FFN		<a href="#">Edit</a> <a href="#">Delete</a>
2	10/11/2012 12:00:00 AM	Federation	Marketing Expense	100.20	0.00	FFN		<a href="#">Edit</a> <a href="#">Delete</a>
2	10/11/2012 12:00:00 AM	Federation	Fed Checking	0.00	150.25	FFN	101	<a href="#">Edit</a> <a href="#">Delete</a>
3	10/16/2012 12:00:00 AM	Federation	Registration Fees	0.00	100.00			<a href="#">Edit</a> <a href="#">Delete</a>
4	1/5/2013 12:00:00 AM	Princesses	Princess-Registration	0.00	51.25		528	<a href="#">Edit</a> <a href="#">Delete</a>
4	1/5/2013 12:00:00 AM	Princesses	Fed Checking	51.25	0.00		528	<a href="#">Edit</a> <a href="#">Delete</a>
				701.50	701.50			

## REPORTING

The Ultimate Small Business Accounting package provides two options for reporting. Account level and Transaction level.

### Account Level Reporting

#### Module: **AccountReport**

The Account Report module enables you to view transactions summarized at the account level. Simply complete the fields you want to filter on and click Report. Leaving all fields blank will return all accounts.

From Date	<input type="text"/>	To Date	<input type="text"/>
Aval.Bal From	<input type="text"/>	To	<input type="text"/>
Balance	= <input type="text"/>	Account Type	-Select-
AccountName	-Select-	<input type="button" value="Report"/>	

### Transaction Level Reporting

#### Module: **LedgerReport**

The Ledger Report module enables you to view detail level transactions by account. Simply complete the fields you want to filter on and click Report. Leaving all fields blank will return all accounts.

From Date	<input type="text"/>	To Date	<input type="text"/>
Income	<input type="text"/>	Expense	<input type="text"/>
User Name	-Select-	Account Name	-Select-
Department	-Select-	<input type="button" value="Report"/>	

## DYNAMICALLY CAPTURING TRANSACTIONS

### Automating Journal Entries

#### Module: **PaymentCapture**

Our payment capture module assists with capturing and booking entries, in real time, data collected by other modules within your DNN website. This eliminates the need for importing or manually entering ecommerce or registration data into your ledger.

To set up a payment capture select the name of the table where the transactions reside, this could be a table from an ecommerce or registration module. Then select the debit and credit accounts from your general ledger used to book the transaction. Lastly select the name of the column in the table that contains the amount of the transaction you want to capture. Then Click submit to save. From now on, each time the selected table is updated with a new record, an entry will be posted to your general ledger.

The screenshot shows a configuration form for the PaymentCapture module. The form includes the following fields:

- Table Name: -Select (dropdown)
- Date: 3/29/2013 (text input)
- Username: -Select (dropdown)
- Credit Account: -Select (dropdown)
- Debit Account: -Select (dropdown)
- Credit Department: -Select (dropdown)
- Debit Department: -Select (dropdown)
- Amount: -Select (dropdown)
- Memo: -Select (dropdown)
- Cheque/Ref No: -Select (dropdown)
- Additional dropdown: -Select (dropdown)
- Buttons: Submit, Delete

Callouts from the right side of the form:

- Arrow pointing to Table Name: Name of table containing the transactions you want to book in your G/L.
- Arrow pointing to Credit Account and Debit Account: The accounts and departments from your G/L where you want the entries to be booked.
- Arrow pointing to Amount: The column name from the table you selected above that contains the transaction amounts you want to capture.

## EXPENSE REIMBURSEMENT AND INVOICE MANAGEMENT

One of the many challenges of a small organization, particularly one with volunteers, is to manage the expense reimbursement or invoicing process. With the Ultimate Small Business Accounting Expense management modules volunteers and vendors can submit a request for payment on-line and the bookkeeper can track it, approve it and pay it.

### Submitting Expense Claims

#### Module: **ReimbursementClaim**

Submitting of claims is handled through the Reimbursement Claim module. Anyone requiring payment for an expense or invoice can submit the request on-line through the Reimbursement Claim module.

The screenshot shows a form for submitting expense claims. The form includes the following fields:

- Request Date: 3/29/2013 (text input)
- Due Date: (text input)
- Username: Ledger Manager (text input)
- Department/Business: -Select (dropdown)
- Event: (text input)
- Payable To: (text input)
- Amount: (text input)
- Description purpose: (text input)
- Button: Submit

Callouts from the right side of the form:

- Arrow pointing to Event: The particular event or function an expense is related to can be input here if desired.
- Arrow pointing to Payable To: The name of the person or vendor the payment should be made to goes here.
- Arrow pointing to Amount: Enter the amount of the reimbursement being requested.

## Processing Expense Claims

### Module: ReimbursementProcess

Submitted expense forms are approved and paid through the Reimbursement process module. The information entered is booked to the general ledger upon submission. Select the submitted claim to work on then complete the form fields and click Submit.

The screenshot shows the 'ReimbursementProcess' module interface. At the top, there are radio buttons for 'Approval', 'Request', and 'Both', with 'Both' selected. A callout box labeled 'Select the View' points to these buttons. Below is a table of expense claims:

Request Date	Due Date	UserId	Department/Business	Event	Payable To	Amount Due	Description Purpose
10/3/2012	10/5/2012	host11977	Princesses	FFN	Vendor	200	food <a href="#">View</a>
3/29/2013	4/1/2013	Ledger Manager	Federation	Fund Raiser	Vendor	100.00	Test Expense Statement <a href="#">View</a>

Below the table is a legend for 'Approval' (blue square) and 'Request' (white square). The main form area contains fields for: Request Date (3/29/2013), Due Date (4/01/2013), UserId (Ledger Manager), Department/Business (Federation), Event (Fund Raiser), Payable To (Vendor), Amount (100.00), and Description Purpose (Test Expense Statement). There are also 'Approval' and 'GoBack' buttons.

Two callout boxes provide definitions: 'Pay to: The account being debited for the expense.' and 'Pay from: The account being credited for the amount being paid'. Arrows point from these boxes to the 'Pay To' and 'Pay From' dropdown menus in the form.

## Reporting Expense Claims

### Module: ReimbursementReport

The status of submitted claims can be viewed through the Reimbursement Report module. Complete the form fields and click Report to view submitted or approved expense reimbursements.

Approval
  Request

From Date: 
 To Date:

Event: 
 User Name:

Amount From: 
 To:

Amount:



Request Date	Due Date	User Name	Department/Business	Event	Payable	Amount Due	Purpose
3/29/2013	4/1/2013	Ledger Manager	Federation	Fund Raiser	Vendor	100.00	Test Expense Statement

## User Reporting

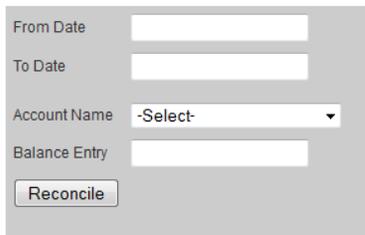
Module: **UserReport**

Reporting by user is handled through the UserReport module.

## Reconciling the Books

Module: **Reconcile**

To reconcile an account complete the fields in the reconcile module form page and click “reconcile”. If the account reconciles you’ll be notified through a popup window and you’re done. If the account balance does not match what was entered into the reconciliation form, click “OK” in the popup box and be taken back to the reconciliation page. Click the “Transaction Check” link at the bottom and review the transaction details for that account. Make any necessary adjustments, then submit the reconciliation form again.



From Date

To Date

Account Name

Balance Entry



From Date

To Date

Account Name

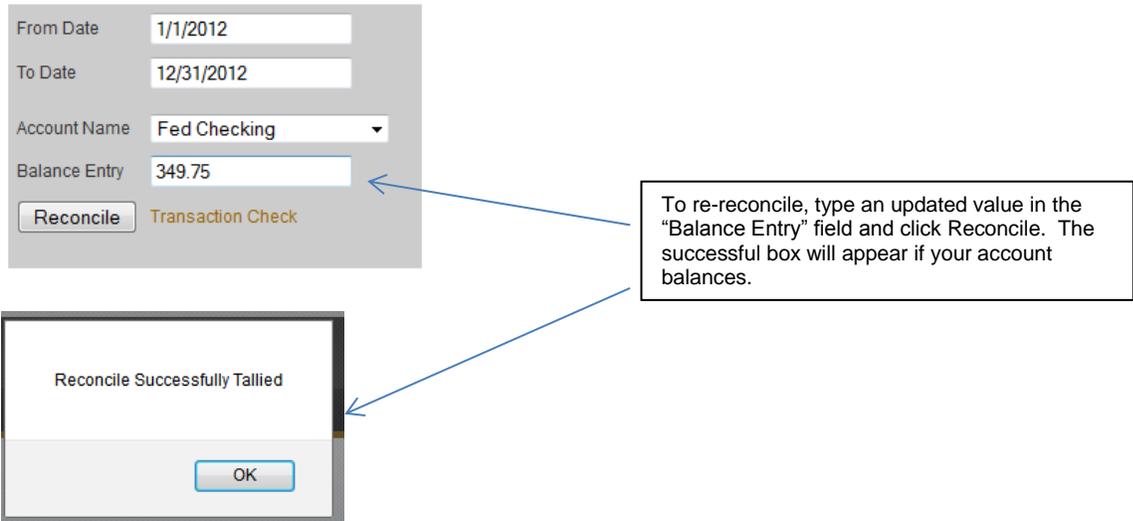
Balance Entry

[Transaction Check](#)

In the even your account does not reconcile, click the “Transaction Check” link to review record level detail of the account in question.

Journal Id	Date	Department	Account	Credit	Debit	Memo	Cheque No
3	10/16/2012 12:00:00 AM	Federation	Fed Checking	0.00	500.00		
2	10/11/2012 12:00:00 AM	Federation	Fed Checking	150.25	0.00	FFN	101

[Add Transaction Entry](#)



**Migrating from Another System**

**Module: DataImport**

Migrating your bookkeeping process from excel or even another accounting system is made easier with the Data Import module. The Data Import module enables you to upload journal entry transactions from an MS Office 2010 excel spreadsheet (.xlsx). Use the column headings listed below

acc_id	account_user	date	department	account	chequeno	memo	credit	debit	jid
--------	--------------	------	------------	---------	----------	------	--------	-------	-----

**Column definitions:**

- Acc\_id: Account ID for the account being used
- Account\_user: User name of the user entering the transactions
- Date: Transaction date (format mm/dd/yyyy)
- Department: Department the transaction is being booked to.
- Account: Account name of the account being used
- Chequeno: Enter a cheque number if desired
- Memo: Enter a description of the transaction if desired
- Credit: Enter the amount of the credit
- Debit: Enter the amount of the debit
- Jid: Enter the journal id.

**An example upload sheet**

acc_id	account_user	date	department	account	chequeno	memo	credit	debit	jid
101	treasurer	2/1/2014	Organization	Checking			0	100	2
201	treasurer	2/1/2014	Program 1	Member Dues			25	0	2
201	treasurer	2/1/2014	Program 2	Member Dues			75	0	2