
Affiliated Sports Clubs Management

Getting Started Manual

Table of Contents

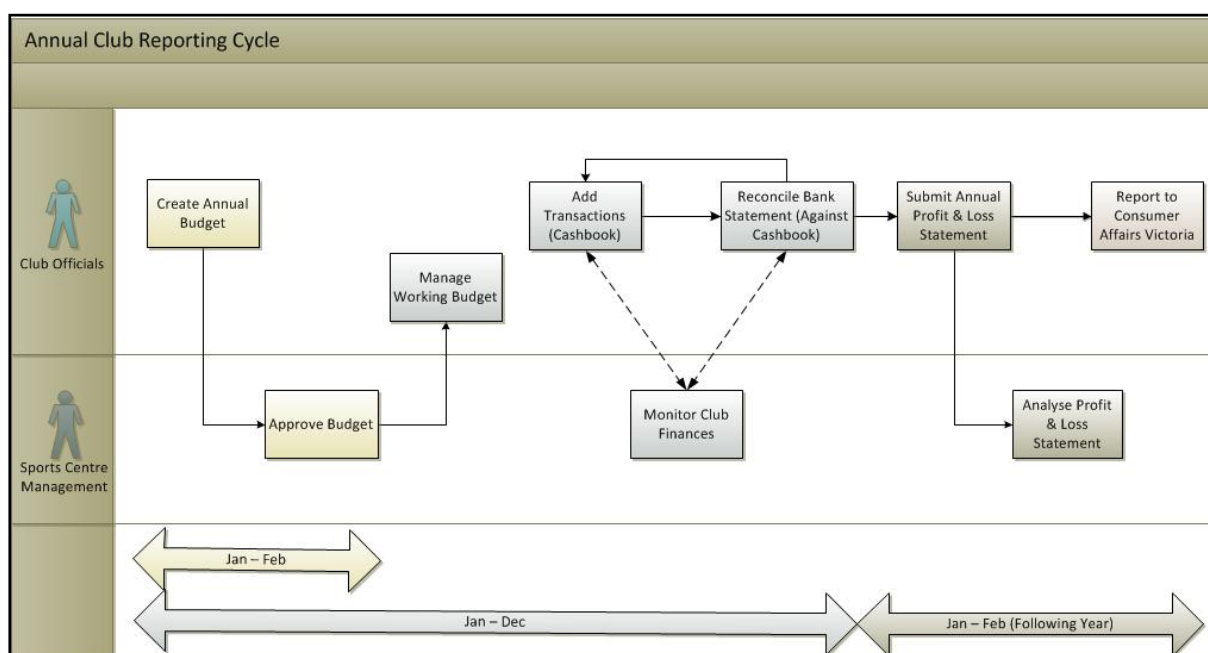
1	Introduction.....	3
1.1	Important Dates	3
2	Getting Started	4
2.1	Overview.....	4
2.2	Accessing the application	4
2.3	Once you have logged-in	5
3	Setting-up your bank account information	5
4	Setting-up your cash book.....	6
5	Recording your bank statement balances.....	7
5.1	Adding a bank statement.....	7
6	Creating and submitting your budget	9
6.1	Add budget item	10
6.2	Submitting your budget.....	11
7	Cash book transactions for 2011	12
8	“Initial Set-up” bank statement.....	14
9	Reconciling bank statements.....	15
10	Submitting your Profit and Loss Statement	17
11	Remove Dummy Account.....	19
12	Set-up 2012 Budget	19
13	From this point forward.....	20

1 Introduction

Welcome to the Affiliated Sports Clubs Management application. This application has been designed to assist your club with keeping track of income and expenditure over the calendar year. Specifically, it provides functionality for the following:

- Entering receipts and payments into a “Cash Book”
- Reconciling receipts and payments with bank statements at the end of each month
- Submitting a yearly budget to Sports Centre Management for approval
- Managing an ongoing budget throughout the year
- Compiling and submitting a Profit and Loss statement from reconciled transactions
- Email reminders and alerts

This functionality supports the annual club reporting cycle as illustrated below.



1.1 Important Dates

In order for the set-up process to flow smoothly your initial budget and profit and loss submissions are due on the following dates:

- **2011 Budget – 20 December 2011**
- **2011 Profit and Loss Statement – 15 January 2012**
- **2012 Budget – 10 February 2012**

2 Getting Started

2.1 Overview

The purpose of this exercise is to get your club up and running in the *Affiliated Sports Clubs Management* application for 2012. As the application relies on data from the previous year, it is essential that each club enters a summary of data from 2011 and produces a 2011 Profit and Loss statement. This will allow for a smooth transition into 2012.

It is also important that you complete this exercise to ensure you are familiar with how the application works.

To set-up your club you are required to complete the following tasks:

1. Set-up your bank account information and bring your final **2010** balance forward
2. Enter and submit your **2011** budget
3. Enter your **total 2011** income and expenditure for each category into your cash book (*Note: this is for set-up purposes only and will **not** be the usual way you use your cash book*)
4. Create a “dummy” bank account and statement to reconcile your 2011 cash book entries (*Again for set-up purposes only*)
5. Reconcile your “dummy” statement
6. Submit your **2011** Profit and Loss Statement

Then once the application administrator rolls the club over to 2012, the club is ready to start their annual reporting cycle for 2012 as described in the diagram above.

If you have any questions regarding this exercise, please contact **Rennie Cirillo** on **9479 1971**.

Please note: additional details on how to complete actions are on the application’s *Help* page.

2.2 Accessing the application

The application can be accessed using the following URL: www.latrobe.edu.au/ascm.

A link is also available from the Sports Clubs page: <http://www.latrobe.edu.au/sport/clubs>

Your club will be allocated two users for the *Affiliated Sports Clubs Management* application. These users will usually be your President and Treasurer.

If you are a La Trobe University student or staff member your username and password will be the same as those you use to access the University systems.

If you are external to the University, Sports Centre Management will create you an account and your account details will be emailed to the email address you have provided. When you login you will be asked to change your password. Your new password must adhere to the following criteria:

The password set should be no less than 8 characters and contain at least **3** of the following:

- Upper-case letter
- Lower-case letter
- Number
- Symbol

The password must also **not** contain more than 3 successive characters from the user's username.

If you have any queries regarding your access to the application, please contact Rennie Cirillo on 9479 1971.

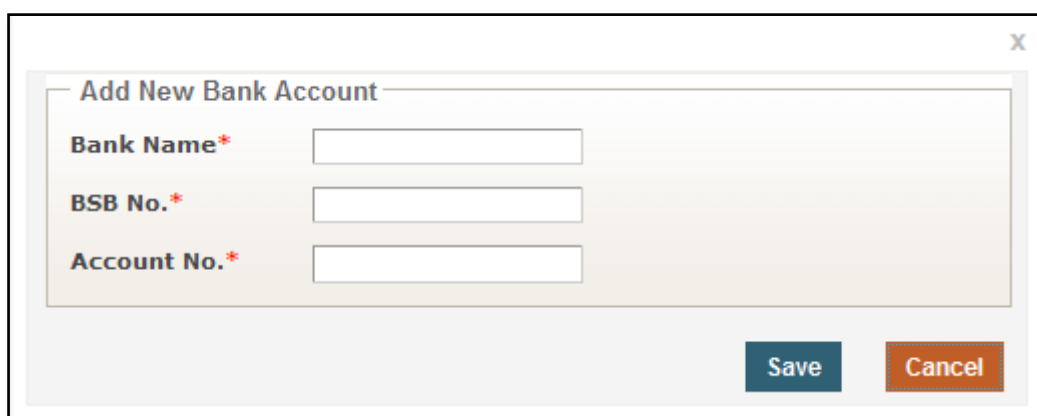
2.3 Once you have logged-in

When you login your *Cash Book Management* page will be displayed. This page shows your transactions for the current month by default. Note, at any time, you can modify the dates to display transactions for any period of time.

3 Setting-up your bank account information

The first thing you should set-up is your bank account information. To do this, select *Bank Account Management* from the left-hand menu.

From the *Bank Account Management* page select *Add New Bank Account*. The following screen will be displayed:



Enter your bank account details and click *Save*. If you have more than one account, repeat for each account you have.

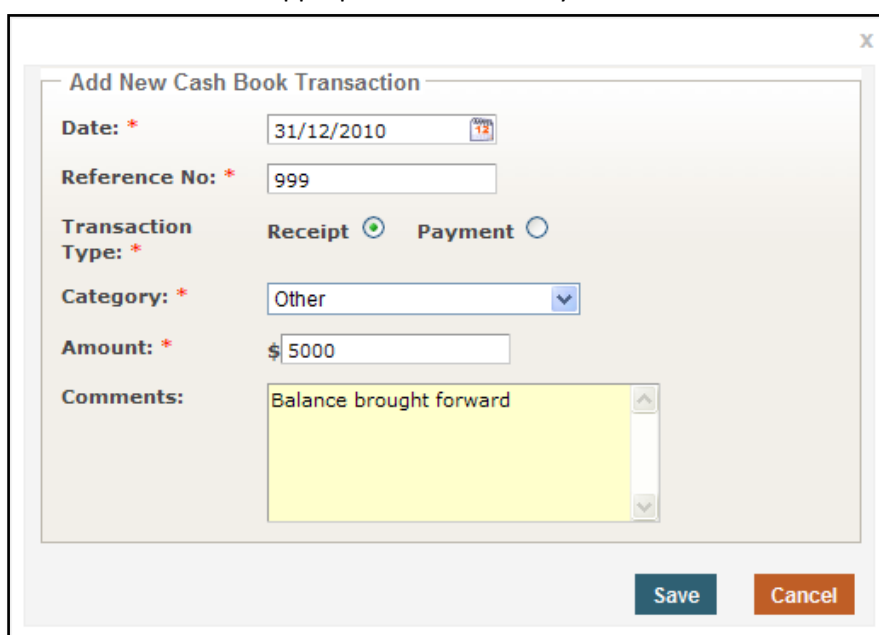
4 Setting-up your cash book

Navigate to the Cash Book. To do this, select *Cash Book Management* from the left-hand menu.

The first transaction you need to enter in your cash book will be a *receipt* transaction for the total amount in all your bank accounts. **This amount should be entered for the 31st of December 2010, as you do not want it to appear as a financial transaction for 2011.**

Return to the cash book by selecting *Cash Book Management* from the left-hand menu.

1. Select *Add Transaction*
2. Fill in the details with the appropriate *amount* for your club



3. Click *Save*

To view the transaction you just entered you will need to change the values for *Transactions for Period* in the Filter, as shown below.

Cash Book Management

Test (BU) Club

Filter

Transactions for Period: 31/12/2010 - 30/09/2011 Transaction Type: All Status: All

View Comments: ☒

Add Transaction
Print Cash Book

Summary for Period

			Total Receipts	Total Payments
Opening Balance:	\$0.00	Reconciled:	\$0.00	\$0.00
Closing Balance:	\$5,000.00	Unreconciled:	\$5,000.00	\$0.00
Cash Book Movement:	\$5,000.00	Total:	\$5,000.00	\$0.00

Date	Transaction Type	Reference No	Category	Amount	Bank Statement Link	Comments	Created By	Last Updated By
31/12/2010	Receipt	999	Other	5,000.00	Unreconciled	Balance brought forward	PTest	

[Edit](#)

5 Recording your bank statement balances

Initially you will put in your **final** 2010 bank statement from each account you have. This is because the closing balances of your accounts are displayed on your 2011 budget.

5.1 Adding a bank statement

Select *Bank Statement Management* from the left-hand menu.

1. Select *Add New Statement*
2. Enter the details for your final account statement for 2010. Your final statement is considered to be the last one to have an end date in 2010. **Make sure the *Statement Ends* date is in 2010.**

Add New Bank Statement

Bank Account: * 001-123456789

Statement Begins: * 18/11/2010

Statement Ends: * 17/12/2010

Statement No: * 999

Opening Balance: * 0

Closing Balance: * 2000

Make sure the *Statement Ends* date is in 2010 so that the statement is "picked-up" by the 2011 budget

Save Cancel

3. Click *Save*

The statement details will appear in the bank statement list. Here two statements have been added, each belonging to a different account.

Bank Statement Management						Add New Statement	
Bank	Account No.	Statement No.	Statement Begins	Statement Ends	Status		
A Bank	001 123456789	999	18/11/2010	17/12/2010	Open	Reconcile	Edit
A Bank	001 987654321	999	18/11/2010	17/12/2010	Open	Reconcile	Edit

6 Creating and submitting your budget

Your club's account has been set-up for the 2011 budget year.

Select *Submit* under *Budget Management* in the left-hand menu.

Notice that the bank statement(s) you added in the previous step appear in the *Summary* section of the budget.

Submit Budget

Test (BU) Club Budget 2011

Summary	
Income Summary	Expenditure Summary
Budget Amount: \$0.00	Budget Amount: \$0.00
Last Year Actuals: \$0.00	Last Year Actuals: \$0.00
Bank Acc: 001 123456789 Statement: 999, December 17th 2010	
Closing Balance: \$2,000.00	
Bank Acc: 001 987654321 Statement: 999, December 17th 2010	
Closing Balance: \$3,000.00	

[Add Budget Item](#)
[Submit Budget](#)
[Print Budget](#)

Income Items
No income items

Expenditure Items
No expenditure items

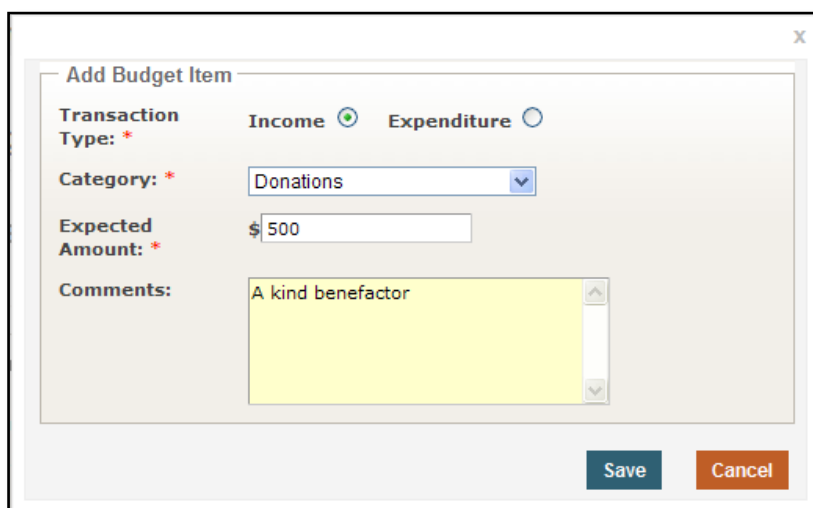
Profit/Loss:	\$0.00	\$0.00
---------------------	--------	--------

You are required to enter your 2011 budget items and submit your completed budget.

6.1 Add budget item

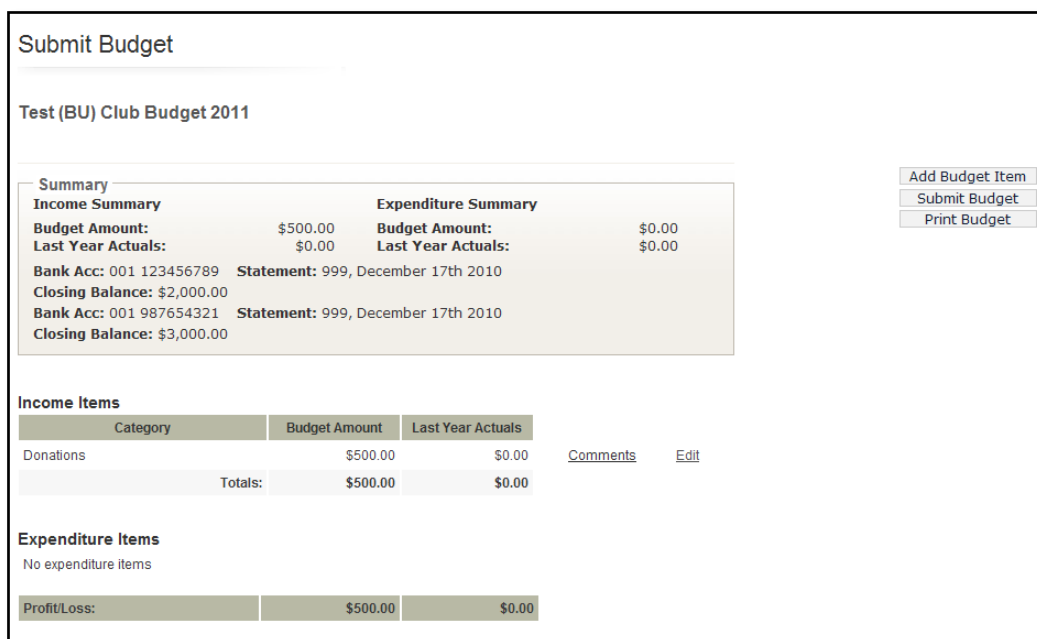
To add budget items complete the following steps:

1. Select *Add Budget Item*
2. Select *Transaction Type (Income or Expenditure)*
3. Select the category (note, all categories are defined by Sports Centre Management)
4. Enter the *Expected Amount*
5. Enter any necessary comments



6. Click *Save*

The budget item is saved and all totals are updated.



Submit Budget

Test (BU) Club Budget 2011

Income Summary		Expenditure Summary	
Budget Amount:	\$500.00	Budget Amount:	\$0.00
Last Year Actuals:	\$0.00	Last Year Actuals:	\$0.00

Bank Acc: 001 123456789 Statement: 999, December 17th 2010
 Closing Balance: \$2,000.00
 Bank Acc: 001 987654321 Statement: 999, December 17th 2010
 Closing Balance: \$3,000.00

Category	Budget Amount	Last Year Actuals
Donations	\$500.00	\$0.00
Totals:	\$500.00	\$0.00

Expenditure Items
 No expenditure items

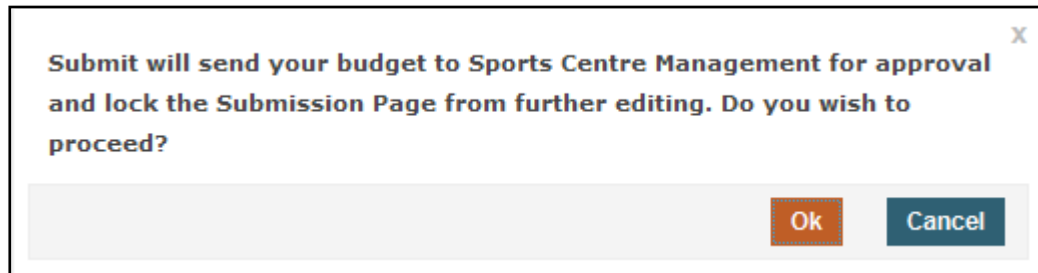
Profit/Loss:	\$500.00	\$0.00
--------------	----------	--------

7. Repeat steps 1 – 6 above until all budget items are entered.

6.2 Submitting your budget

Once you have entered all your 2011 budget items select *Submit Budget*.

The following message will be displayed:



Click *OK*.

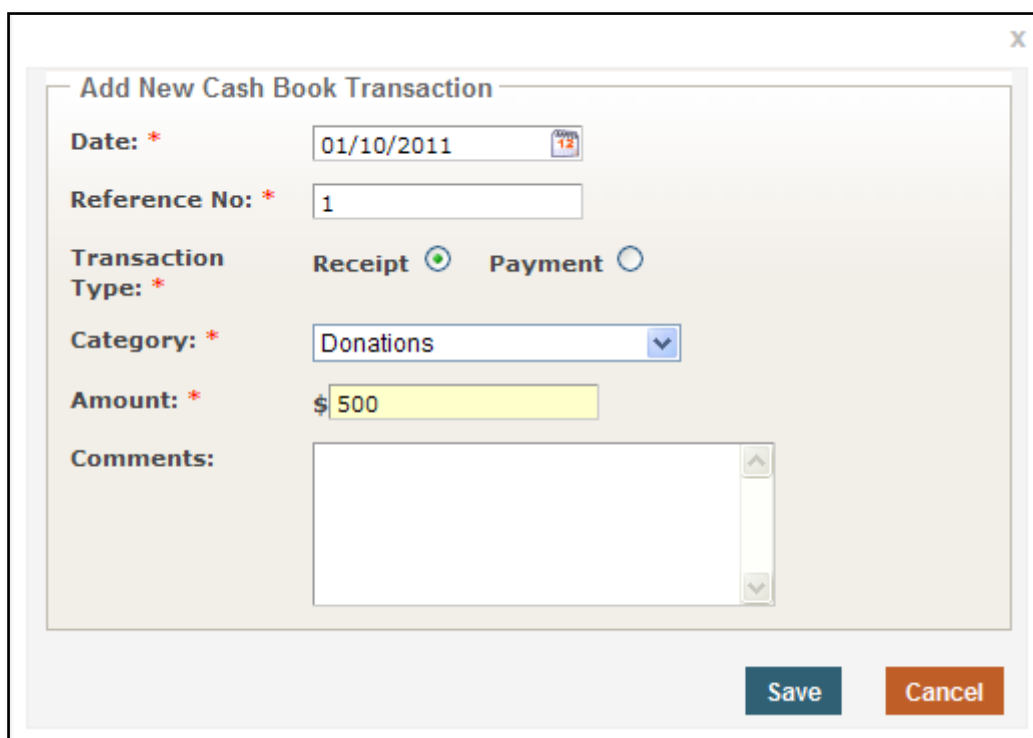
Provided your budget matches that originally submitted to Sports Centre Management it will be approved. When your budget is approved you will receive an email. The email is sent to both the President and Treasurer and also to the club email address (if one has been provided).

7 Cash book transactions for 2011

We want you to become familiar with the application and set-up this year's data ready to use the application in 2012. To do this we want you to generate your 2011 Profit and Loss Statement. Profit and Loss statements are generated from all your reconciled Cash Book transactions for the current budget year.

In this instance, we do not require you to enter each individual transaction, as you would normally do (i.e. from 2012 onwards). Instead we ask that you enter your category totals for 2011 as they are to appear on your 2011 Profit and Loss Statement.

For example, if the total amount you received in *Donations* for 2011 was \$500, you would enter this amount as shown below.



Add New Cash Book Transaction

Date: * 01/10/2011

Reference No: * 1

Transaction Type: * Receipt ☒ Payment ☐

Category: * Donations

Amount: * \$ 500

Comments:

Save Cancel

Note: Please enter all 2011 transactions for this exercise on the 1/10/2011. This is an arbitrary date chosen for set-up purposes only, to ensure all 2011 profit and loss transactions are entered in the correct year. This is further illustrated in the following screen shot.

Cash Book Management

Test (BU) Club

Filter
Transactions for Period: 01/10/2011 - 31/10/2011
View Comments: ☒

Transaction Type: All
Status: All

[Add Transaction](#)
[Print Cash Book](#)

Summary for Period

		Total Receipts	Total Payments
Opening Balance:	\$5,000.00	Reconciled: \$0.00	\$0.00
Closing Balance:	\$5,870.00	Unreconciled: \$2,625.00	\$1,755.00
Cash Book Movement:	\$870.00	Total: \$2,625.00	\$1,755.00

Date	Transaction Type	Reference No	Category	Amount	Bank Statement Link	Comments	Created By	Last Updated By
01/10/2011	Receipt	1	Donations	500.00	Unreconciled		PTest	Edit
01/10/2011	Payment	1	Administration	100.00	Unreconciled		PTest	Edit
01/10/2011	Receipt	2	Fund Raising Social / Raffles	300.00	Unreconciled		PTest	Edit
01/10/2011	Payment	2	Advertising & Promotion	500.00	Unreconciled		PTest	Edit
01/10/2011	Receipt	3	LTU Sports Subsidies	700.00	Unreconciled		PTest	Edit
01/10/2011	Payment	3	Affiliation Fees	700.00	Unreconciled		PTest	Edit
01/10/2011	Receipt	4	Membership fees	1,125.00	Unreconciled		PTest	Edit
01/10/2011	Payment	4	Bank Charges	55.00	Unreconciled		PTest	Edit
01/10/2011	Payment	5	Fund raising costs	400.00	Unreconciled		PTest	Edit

Note that all your transactions are currently *Unreconciled*.

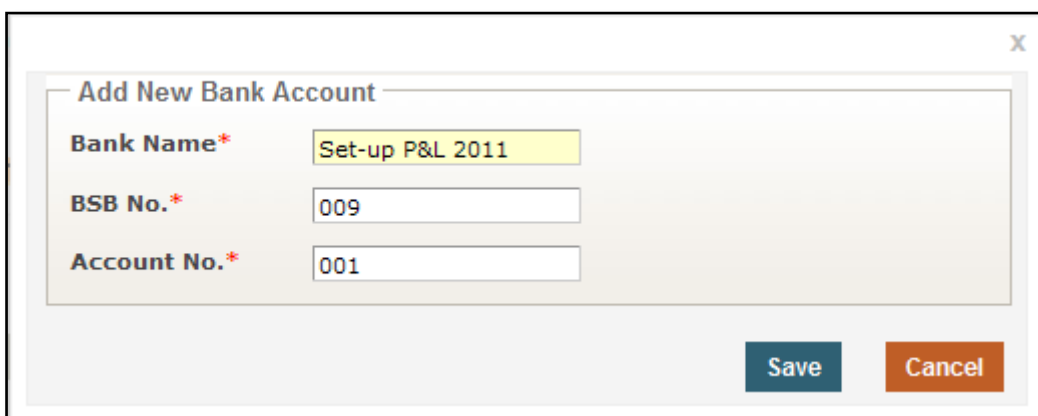
To reconcile your transactions, and therefore have them appear on your Profit and Loss Statement you will need to create an *Initial Set-up Bank Statement* so that you can reconcile these transactions.

Before proceeding to the next step, please note the Opening and Closing balances as at 1/10/2011.

8 “Initial Set-up” bank statement

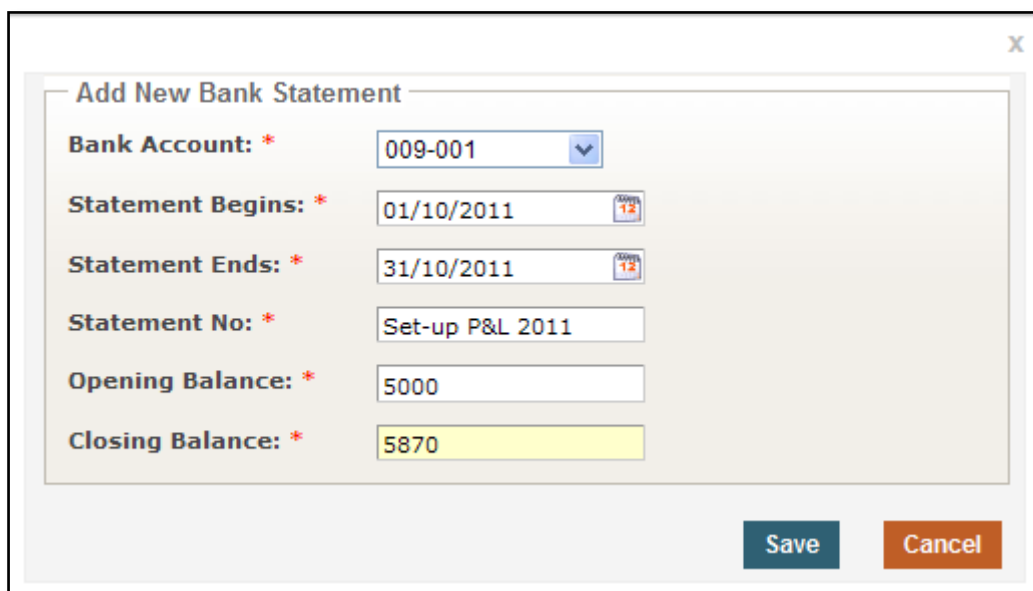
The application requires that all transactions need to be reconciled against a bank statement before the Profit & Loss report can be produced. In order to do this initially, we will ask you to set up a dummy bank account and statement. Note, the account is for reconciliation purposes only and will be closed at the end of the set-up process.

Firstly, set-up a “dummy” bank account under which to create the statement



The screenshot shows a dialog box titled "Add New Bank Account". It contains three input fields: "Bank Name*" with the value "Set-up P&L 2011", "BSB No.*" with the value "009", and "Account No.*" with the value "001". At the bottom right, there are two buttons: "Save" (blue) and "Cancel" (orange).

For October 2011 set-up a bank statement with an *Opening Balance* and *Closing Balance* the same as those in your Cash Book as at 1/10/2011.



The screenshot shows a dialog box titled "Add New Bank Statement". It contains six input fields: "Bank Account:" with a dropdown menu showing "009-001", "Statement Begins:" with the date "01/10/2011", "Statement Ends:" with the date "31/10/2011", "Statement No:" with the value "Set-up P&L 2011", "Opening Balance:" with the value "5000", and "Closing Balance:" with the value "5870". At the bottom right, there are two buttons: "Save" (blue) and "Cancel" (orange).

Reconcile your October 2011 cash book transactions against this statement.

Basic reconciliation is explained below.

9 Reconciling bank statements

Select *Reconcile* next to the “dummy” bank statement you have set-up to reconcile your 2011 profit and loss transactions.

Bank Statement Management

Select to reconcile this bank statement
 Add New Statement

Bank	Account No.	Statement No.	Statement Begins	Statement Ends	Status		
Set-up P&L 2011	009 001	Set-up P&L 2011	01/10/2011	31/10/2011	Open	Reconcile	Edit
A Bank	001 123456789	999	18/11/2010	17/12/2010	Open	Reconcile	Edit
A Bank	001 987654321	999	18/11/2010	17/12/2010	Open	Reconcile	Edit

The following page will be displayed

Statement Reconciliation

Test (BU) Club

Statement Details

Bank Name:	Set-up P&L 2011	Statement Begins:	01/10/2011
Account No:	009 001	Statement Ends:	31/10/2011
Statement No:	Set-up P&L 2011		

Confirm Reconciliation
 Print

Reconciliation Summary

Bank Statement		Transaction Summary	
Opening Balance:	\$5,000.00	Reconciled Receipts:	\$0.00
Closing Balance:	\$5,870.00	Reconciled Payments:	\$0.00
Statement Balance:	\$870.00	Reconciled Balance:	\$0.00
Difference: \$870.00			

Reconciled Transactions

No reconciled transactions

Add New Cash Book Transaction

Unreconciled Transactions

Cash Book Entry Date	Transaction Type	Reference No.	Category	Amount	Comments		
31/12/2010	Receipt	999	Other	5,000.00	Balance brought forward	Reconcile	ReconcileAltDate
01/10/2011	Receipt	2	Fund Raising Social / Raffles	300.00		Reconcile	ReconcileAltDate
01/10/2011	Receipt	3	LTU Sports Subsidies	700.00		Reconcile	ReconcileAltDate
01/10/2011	Receipt	4	Membership fees	1,125.00		Reconcile	ReconcileAltDate
01/10/2011	Payment	5	Fund raising costs	400.00		Reconcile	ReconcileAltDate
01/10/2011	Payment	1	Administration	100.00		Reconcile	ReconcileAltDate
01/10/2011	Payment	2	Advertising & Promotion	500.00		Reconcile	ReconcileAltDate
01/10/2011	Payment	3	Affiliation Fees	700.00		Reconcile	ReconcileAltDate
01/10/2011	Receipt	1	Donations	500.00		Reconcile	ReconcileAltDate
01/10/2011	Payment	4	Bank Charges	55.00		Reconcile	ReconcileAltDate

Reconcile all the October 2011 transactions against this statement without changing the statement date.

1. To reconcile a transaction where the date on the cash-book entry is the **same** as the date of the transaction on the bank statement, click *Reconcile* next to the transaction.
2. The transaction is moved into the reconciled transactions section and all balances are updated
3. Reconcile all transactions that belong to this statement

When the statement is reconciled, the *Difference* between the *Statement Balance* and the *Reconciled Balance* will be **zero**. This is illustrated in the screen-shot below.

Statement Reconciliation

Test (BU) Club

Statement Details

Bank Name: Set-up P&L 2011
 Account No: 009 001
 Statement No: Set-up P&L 2011

Statement Begins: 01/10/2011
 Statement Ends: 31/10/2011

[Confirm Reconciliation](#)
[Print](#)

Reconciliation Summary

Bank Statement		Transaction Summary	
Opening Balance:	\$5,000.00	Reconciled Receipts:	\$2,625.00
Closing Balance:	\$5,870.00	Reconciled Payments:	\$1,755.00
Statement Balance:	\$870.00	Reconciled Balance:	\$870.00
Difference: \$0.00			

When the statement is reconciled the Statement Balance is the same as the Reconciled Balance and therefore the difference is zero

Reconciled Transactions

Cash Book Entry Date	Transaction Type	Reference No.	Category	Amount	Comments	Transaction Statement Date	
01/10/2011	Receipt	2	Fund Raising Social / Raffles	300.00		01/10/2011	Remove
01/10/2011	Receipt	3	LTU Sports Subsidies	700.00		01/10/2011	Remove
01/10/2011	Receipt	4	Membership fees	1,125.00		01/10/2011	Remove
01/10/2011	Payment	5	Fund raising costs	400.00		01/10/2011	Remove
01/10/2011	Receipt	1	Donations	500.00		01/10/2011	Remove
01/10/2011	Payment	1	Administration	100.00		01/10/2011	Remove
01/10/2011	Payment	2	Advertising & Promotion	500.00		01/10/2011	Remove
01/10/2011	Payment	3	Affiliation Fees	700.00		01/10/2011	Remove
01/10/2011	Payment	4	Bank Charges	55.00		01/10/2011	Remove

[Add New Cash Book Transaction](#)

Unreconciled Transactions

Cash Book Entry Date	Transaction Type	Reference No.	Category	Amount	Comments		
31/12/2010	Receipt	999	Other	5,000.00	Balance brought forward	Reconcile	ReconcileAltDate

Now confirm the reconciliation by clicking the *Confirm Reconciliation* button on the right-hand side of the screen.

The page heading will change to *Reconciled Statement* and the only option available will be to print the statement.

10 Submitting your Profit and Loss Statement

Before you can submit your Profit and Loss statement, your budget will need to have been approved by Sports Centre Management. If it hasn't yet been approved, contact Rennie Cirillo (9479 1971).

1. To submit your Profit and Loss Statement, select *Profit and Loss Statement* from the left-hand menu.
2. Your 2011 Profit and Loss Statement will be displayed by default

Profit and Loss Statement

Filter
Year: 2011

Save as PDF
Submit

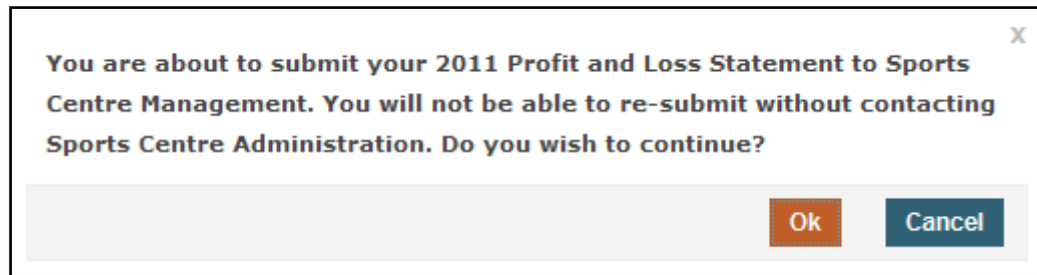
Income			
Category	Actual	Budget	Variance to Budget
Donations	\$500.00	\$500.00	\$0.00
Fund Raising Social / Raffles	\$300.00	\$300.00	\$0.00
Interest Received	\$0.00	\$5.00	\$-5.00
LTU Sports Subsidies	\$700.00	\$700.00	\$0.00
Membership fees	\$1,125.00	\$1,125.00	\$0.00
Totals:	\$2,625.00	\$2,630.00	\$-5.00

Expenditure			
Category	Actual	Budget	Variance to Budget
Administration	\$100.00	\$150.00	\$-50.00
Advertising & Promotion	\$500.00	\$400.00	\$100.00
Affiliation Fees	\$700.00	\$700.00	\$0.00
Bank Charges	\$55.00	\$60.00	\$-5.00
Fund raising costs	\$400.00	\$450.00	\$-50.00
Totals:	\$1,755.00	\$1,760.00	\$-5.00

Profit/Loss:	\$870.00	\$870.00	\$0.00
---------------------	-----------------	-----------------	---------------

3. Select *Submit*

The following confirmation message will be displayed:



4. Select *OK*

Sports Centre Management will receive an email notifying them you have submitted your Profit and Loss Statement. They will then be able to rollover your budget to 2012.

11 Remove Dummy Account

Now that you have reconciled all your transactions for 2011 and submitted your Profit and Loss statement, you may now close the dummy account that was created for this purpose.

To do so, click on *Bank Account Management* and *edit* the dummy account. This will enable you to Close the account. At this point, you should only have your actual back accounts open.

12 Set-up 2012 Budget

Before you are able to set up the 2012 budget, you will need to enter your final 2011 bank statements for each account you have. This is similar to the steps taken to Step 5 previously, where you had to enter your 2010 final balances before creating your 2011 budget.

Your 2012 budget will include *Last Year Actuals*; these are calculated from your reconciled 2011 transactions, the same as your Profit and Loss Statement.

Submit Budget

Test (BU) Club Budget 2012

Summary

Income Summary		Expenditure Summary	
Budget Amount:	\$0.00	Budget Amount:	\$0.00
Last Year Actuals:	\$2,625.00	Last Year Actuals:	\$1,755.00
Bank Acc: 001 987654321 Statement: Set-up P&L 2011, October 31st 2011 Closing Balance: \$3,870.00 Bank Acc: 009 001 Statement: Set-up P&L 2011, October 31st 2011 Closing Balance: \$5,870.00			

Add Budget Item

Submit Budget

Print Budget

Income Items

Category	Budget Amount	Last Year Actuals		
Donations	\$0.00	\$500.00	Comments	Edit
Fund Raising Social / Raffles	\$0.00	\$300.00	Comments	Edit
LTU Sports Subsidies	\$0.00	\$700.00	Comments	Edit
Membership fees	\$0.00	\$1,125.00	Comments	Edit
Totals:	\$0.00	\$2,625.00		

Expenditure Items

Category	Budget Amount	Last Year Actuals	> 10% Deviation		
Administration	\$0.00	\$100.00	\$0.00	Comments	Edit
Advertising & Promotion	\$0.00	\$500.00	\$0.00	Comments	Edit
Affiliation Fees	\$0.00	\$700.00	\$0.00	Comments	Edit
Bank Charges	\$0.00	\$55.00	\$0.00	Comments	Edit
Fund raising costs	\$0.00	\$400.00	\$0.00	Comments	Edit
Totals:	\$0.00	\$1,755.00			

Profit/Loss:	\$0.00	\$870.00
---------------------	---------------	-----------------

Follow the same steps as you did to submit your 2011 budget to submit your 2012 budget to Sports Centre Management.

13 From this point forward...

Once you have submitted your 2012 budget, ensure that your Cash Book reflects the total balance of your accounts by adding in any transactions that have occurred since the beginning of 2012.

You can now begin adding your receipts and payments as they occur.

You are required to reconcile your Cash Book receipts and payments with your bank statement each month. If, in any particular month, you have not entered any transactions you will receive an email reminding you to do so. This email is automatically generated. So, if your club didn't have any transactions for that month, please ignore the email. Similarly, if you have not reconciled any transactions for over a month, you will also receive an automatically generated email reminding you to do so.

If you have any questions regarding the use of the application these should be directed to **Rennie Cirillo**, on 9479 1971 or via email: r.cirillo@latrobe.edu.au.

Remember, there is also help available on the application's *Help* page.