FINANCIALS

Table of Contents

I. Financial Systems Overview ............................................. Page 4
   1. Student Ledgers
   2. Statements
   3. (Bank) Account Ledgers
   4. Budgets
   5. Audit Trail
   6. School Budget

II. Financial Setup: (Bank) Ledgers, Fin. Defaults, Budgets.........Page 6
   1. Set Your Financial Defaults
   2. Create (Bank) Account Ledgers
   3. Create Budgets
   4. Enter Opening (Bank) Acct. Ledger Balance
   5. Account Ledger Transactions
   6. Why No Modify Button
   7. Transfer Between Accounts / Budgets

III. Taking Online Payments ...............................................Page 10
   1. Setup PayPal Merchant Account
   2. Posting PayPal Transactions
   3. Tech Support for PayPal
   4. AffiniPay
   5. School Pay
   6. RevTrak

IV. Managing the Miscellaneous (Misc.) Ledger .....................Page 14
   1. Student Miscellaneous Ledgers
   2. Transferring Money
   3. Setup Miscellaneous Items
   4. Globally Posting Payments or Credits
   5. Global Billing (All Same Amount)
   6. Reviewing Student Miscellaneous Transactions
   7. Miscellaneous Ledger Summaries
   8. Detail Reports
   9. Import Balances
   10. Transfer Report
V. Managing Fixed Payments ...................................................Page 21

1. What are Fixed Payments
2. Setting up Fixed Payments
3. Delete a Fixed Payment
4. Modify a Fixed Payment
5. Bill “By Student” Fixed Payment
6. Collecting Payments Individually
7. Collecting Payments Globally
8. Summary Screen
9. Statements and Reports

VI. Managing Your Trips ..............................................................Page 27

1. Setup Trips with the Trip Wizard
2. Setup or Modify Trips
3. Adding / Modifying Chaperones
4. Import Chaperones
5. Print Chaperone Labels
6. Chaperone Trip Payments
7. Chaperone Information Report
8. Global Assign Trips
9. Modify Trip Assignments, Add Options, or Remove Student From Trip
10. Collecting Individual Trip Payments
11. Transfer Trip Payments
12. Collecting Payments Globally
13. Trip Summary
14. Trip Detail Report
15. Trip is Canceled or Student Withdraws
16. Going on Your Trip

VII. Managing Your Fundraising ................................................Page 34

1. Setup Fundraising Activities
   A. Finances
   B. Merchandise With Fixed Cost and Profit
   C. Non-Merchandise with a Fixed Profit
   D. Prepaid Catalogue / Brochure Sales with Fixed or Floating Profit
   E. Merchandise with Varied Cost and a Floating Profit
2. Global Value Given
3. Global Money and Profit
4. Individual Fundraising Ledgers
5. Fundraising Summary
6. Special Topics
7. Fundraising Import Wizard
8. Butter Braids
VIII. Statements and Reports ..................................................Page 50

1. Student Statement Area
2. Student Financial Reports
   A. Fundraising Summary
   B. Trip Reports
   C. Fixed Payments
   D. Miscellaneous Ledger
   E. Individual Financial Statement Reports
3. Bank Reports
4. Cash Position Report (Budgets)

IX. Financial Reports ...............................................................Page 52

1. Reconciliation – Clearing Transactions
2. Prepare 1099 Forms
3. Prepare Form 990
4. Audit Trail
5. Account Budgets
6. Transfers
7. Deposit Summaries
I. Financial Systems Overview

The Charms financial systems are very sophisticated, yet easy-to-use, when you take the time to understand how they are put together and how they work. Our goal is to provide a financial system that is built around students and serves the needs of your organization. We are not providing a comprehensive accounting system designed to run a business. It is a simple Cash In/Cash Out tracking system. Our systems are designed to help school organizations manage the financial needs of their students and booster organizations. The Charms financial system consists of these basic elements:

➢ Student Ledgers

  o When a student is created in Charms, they are automatically assigned these four Ledgers (the IRS frowns on students having "accounts" so we call them "ledgers."

    ▪ **Fundraising Ledger** - tracks all the student fundraising transactions (product, as well as money and profit)

    ▪ **Trip Ledger** - tracks all the trip related transactions for students and chaperones

    ▪ **Fixed Payment Ledger** - tracks all the fixed payments owed and paid

    ▪ **Miscellaneous Ledger** - holds fundraising profits, partial payments, and lump sum payments that may need to be applied to multiple items.

  o The four ledgers can be used individually and exclusively, and all four ledgers have their own reports and summaries.

➢ Statements

  o The four ledgers come together to create the **Student Financial Statement**. At the top, the four ledger balances are totaled to create the Total Balance Due (or Credit Balance) for that student. Below the totals each ledger’s transaction detail is shown individually.

  o Go to SETUP > Profile > Adult/Student Pref's and set the Show Finances? option to YES for Student Financial
Statements to be viewed online by adults and students through the Charms website or the Mobile App. Statements can also be viewed by Teachers/Helpers on your mobile device, can be printed, or can be sent to ALL email addresses associated with an individual student, by going to FINANCES > Statements tab > Statements > choosing student name from dropdown menu > clicking the Email or Print icon.

- Statements can be provided to all students/adults listed in the account, at one time, by going to Statements Tab > Email Statements or Print Statements. Additional filtering is available for both of these options. (Specific Trip; Parents Only; Date Range; Balance Amt. and others) A message or note can be added to the top of the statement by going to Statement tab > Statement Email Text. The message will appear on all statements and can be edited at any time. Please keep these messages as brief as possible! Long messages may cause issues when emailing statements.

- Once the student financial statements have been sent, the screen will show the number of statements emailed, as well as the number of statements unable to be sent. Select the “View Student Missing Valid Email Addresses” icon to generate a list of students that did not receive a statement.

➤ (Bank) Account Ledgers

- One or more (Bank) Account Ledgers can be created within Charms. These ledgers can correspond to your organization’s actual bank accounts and/or the student activity fund maintained by your school’s office. Any transactions posted to the student ledgers, can also be posted to an Account Ledger, to reflect the deposit or withdrawal of funds in your actual bank account. One Account Ledger can be designated as your default.

➤ Budgets

- One budget can be created for each (Bank) Account Ledger, to track income and expenses. We do not offer the option of subcategories.

- Because Charms is a cash basis accounting system, there are no Asset or Liability categories. Charms only tracks money in (Income) or money out (Expense). Charms will be able to
track who owes you money on one or all of the four ledgers, but will not produce a Profit/Loss statement or a Balance Sheet.

➢ Audit Trail

o All transactions in Charms are posted to a read-only Audit Trail for your protection. The Audit Trail can be searched using the CTRL F function for names, keywords or amounts, and can be printed or exported directly to Excel for a user-specified date range. The Audit Trail lists the login of the person who posted each and every transaction.

➢ School Budget

o This area allows for the creation of budget categories and estimates expenses that will be drawn from the annual school district allotment for your program. Individual expense transactions can be entered, and current remaining balances for the year can be viewed. This is NOT a (Bank) Account Ledger or Budget area that is associated with Student Ledgers.

II. Financial Setup: (Bank) Account Ledgers, Financial Defaults and Account Budgets

➢ Set Your Financial Defaults

o Clicking on the FINANCES icon will bring you to the Financial Defaults screen. Here you will set your preferences for how transactions are displayed, and which (Bank) Acct. Ledger, Trip, Fundraiser, and Profit Location is currently preferred as the Default. The setting to allow Misc. Payments to be accepted through our Credit Card Processing Partners can also be found here.

o You can revisit this screen at any time, and change your default preferences as needed for your current data entry task, or as you add various fundraisers and/or trips.

o In the blue message bar at the top of this screen, you will find a link to a very detailed Help File which will assist you in setting up your (Bank) Acct. Ledgers and Budgets. This is a VERY USEFUL resource to read and/or print before you begin your budget setup.
Create (Bank) Account Ledgers

- FINANCES > Acct. Ledgers > Setup Acct. Ledgers OR SETUP > Financials > Acct. Ledgers
- Enter the name, and click Create Account.
- Edit the name by clicking the pencil icon. Set one account as your default account. ("Don't Post Money" is the default account.) Confirm Box appears, click "OK."
- If you will be using budgets, click "Yes" to activate budgeting. Confirm Box appears, Click "OK."
- REFRESH YOUR SCREEN to see your changes.
- Once an Account Ledger has had any transaction posted to it, it can no longer be deleted – the small red X on the Setup screen will disappear. Account Ledgers that are no longer needed, however, can be Inactivated by clicking on the small green dot to the right of the edit pencil on the Setup Account Ledger screen.

Create Budgets

- FINANCES > Acct Ledgers > Account Budgets OR SETUP > Financials > Account Budgets
- If you have selected a default (Bank) Acct. Ledger, it will already be selected. If not, select a (Bank) Acct. Ledger. Enter the budget category name, optional sequence number (Chart of Accounts number), choose Income or Expense, click Enter. Repeat as needed for all budget categories to be created.
- Click the \[\text{\uparrow}\] to import an Excel file with budget categories.
- A list of your budget categories appears below in sequence order. Click the pencil to modify the name, click the X to delete the category. NOTE: Not all budget categories can be deleted.
- Next, enter the anticipated (budgeted) amount in the boxes. Charms will display the actual amounts of transactions posted and the difference between the budgeted amount and the actuals. Click Update Budget to save your changes.
- To compare individual lines, (as sub categories) click
the appropriate buttons to the left of each category, and then **Compare and Display Checked Budget Lines.**
Click **Show All Budget Lines** to return to the budget screen.

- Click the name of the category to view a detailed transaction report for that category.

- Reports: Print Version, Excel, Detail (icons at the top).

- Budget Status: FINANCES > Account Ledgers > Budget Category Status - to hide unused or rarely used budget lines, click the toggle "Status" button to switch between active (A) and inactive (I).

- You cannot delete a category if there are any transactions posted to that category. You can, however, make them inactive.

- Budgetless Transactions – Once budgets have been activated for an Acct. Ledger, any transactions posted to that Acct. Ledger and not applied to a Budget line, will be listed under FINANCES > Acct. Ledger > Budgetless Transactions. Those transactions can be assigned to a Budget Line from this screen, without having to delete and re-post the transaction to correct it.

➤ **Enter Opening (Bank) Acct. Ledger Balance**

- FINANCES > Acct. Ledgers > Account Ledgers

- **NOT FOR STUDENT RELATED TRANSACTIONS! Student transactions should be posted on the individual student ledgers.**

- Select the date by clicking on the calendar icon, enter the description such as “Opening Balance.”

- For opening balance, select your opening income budget line. Click Deposit, enter the amount as cash and enter something such as OPEN BAL as the deposit group number. Click **Enter Transaction.** Once an Opening Balance has been entered, and applied as a lump sum, to an Opening Balance Budget Line, it may be redistributed to various budget lines from FINANCES > Acct. Ledgers > Transfer, if desired.

➤ **Account Ledger Transactions**

- Use this screen to enter non-student transactions, such
as donations from organizations, and payments to vendors.

- Checks can be printed for designated Withdrawal transactions. Fill in the Description. Assign the transaction to a Budget Line, if desired. Fill in the Amount, Check Number, Payee, Invoice Number (if applicable), and set the Mark For Printing? toggle switch to YES. Click the green Enter Transaction button. Once the transaction has been entered, click on the green Checkbook icon to the right of the title bar at the top of the screen, to print the actual checks. Multiple transactions can be entered and then printed all together, at one time. **NOTE:** Checks for Printing are the type designed as a Three-Part Check for Laser/Inkjet Printers, with the check in the top third, and two receipts underneath. See your Financial Institution for details. Be sure to print on plain paper first, to test for alignment, before using your actual bank issued checks.

- Withdrawals paid to clinicians, private teachers, etc. can be designated as a “1099 transaction” once you have entered the necessary information for these recipients in the Contacts area of Charms.

- A Transaction Summary appears at the bottom of this screen. Click on Deposit Number (or Deposit Amount) to see detail for that deposit. (You can combine deposits over several days into one deposit by clicking Modify Deposit Dates).

- Click a Withdrawal Amount to see the details for the withdrawals on that date.

- You can display the Current School Year’s transactions (default), Last School Year’s transactions, All Transactions, Last Month, Current Month, or a Custom Date Range.

- You can search the organization’s (Bank) Acct. Ledgers by Your Check Number, Student Check Number, Deposit Amount, Withdrawal Amount, and partial Student Name or Description Entered.

- **Why No Modify Button?**
  - Standard Accounting Practices - **No Editing!**
  - Adjusting Entries – in order to correct a posting error, the transaction must be **DELETED** from the Ledger to which it
was originally posted and then reposted correctly. Both actions will be recorded in the **AUDIT TRAIL**.

- **WARNING** – Do not delete student money transactions from the Bank ledger – delete them from the student ledgers so both entries are deleted!

**Transfer Between Accounts / Budgets**

- FINANCES > Account Ledger > Transfer

- This area can be used to transfer lump sums from one (Bank) Account Ledger to another, from one Budget Category to another within the same (Bank) Acct. Ledger, or from one Budget Category to another from different (Bank) Account Ledgers.

- Income and Expense Issues – Transfers can only be made from Income Budget to Income Budget or from Expense Budget to Expense Budget. Transfers cannot be made from Income to Expense or vice versa.

**III. Taking Online Payments**

- There are five separate options for online payments – Trip payments, Fixed Payment items, Miscellaneous payments, Fundraising payments and Store purchases.

- Each Trip, Fundraiser, or Fixed Payment you create offers a choice whether or not you would like to accept online payments. Those preferences can be set or edited from the Setup screens for each respective Ledger.

- The option to accept online payments for the Miscellaneous Ledger, is either turned ON or OFF. This preference is set on the main Finances Menu screen, which is accessed by clicking on the FINANCES icon. Scroll down to the bottom of the Set Financial Defaults area.

- For the Online Store, the preference is set by going to the ONLINE STORE icon > Control Panel tab > choosing from the dropdown menu in the Credit Payment Option field. This option applies to ALL items in the Online Store. There is no option to set payment preferences for each individual item that is sold.
Setup PayPal Merchant Account

- Go to the Hub icon > Resources tab > Accept Credit Cards tab > Click on the PayPal icon to access a short video on how to setup a PayPal account, and the information we need in order to link it to your Charms account.

- You must sign up for a PayPal Merchant Account.

- Website Payments standard (no need for anything else)

- Send us the PRIMARY email address associated with your PayPal account, your Business Name, and API credentials requested, to charmssupport@charmsmusic.com. Our office will activate the link between your PayPal account and your Charms account.

- Blue payment buttons will appear on the Adult/Student side Finances Screen and in the Online Store.

- Persons making payments DO NOT have to be a member of PayPal, and never have to join.

- Try not to use eChecks!! They don’t clear instantly.

- PayPal charges 2.9% plus $.30 per transaction! To cover your costs, there are two options:

  1. Add a shipping/handling charge for automatic surcharge (doesn’t affect posted payment in Charms). **Your state may have laws against this!** Currently, adding a surcharge for credit card transactions is limited (i.e., prohibited except for state agencies) in the states of CA, CO, CT, FL (under litigation), KS, ME, MA, NY, OK and TX. Please check with your state Consumer Credit agency.
     - SETUP > Profile > Adult/Student Preferences
     - Add handling charge: Yes/No
     - Amount or percentage: Enter amount
     - Optional notice to purchaser

  2. In states where a surcharge is prohibited, consider raising prices incrementally across the board, by 3% or more, to compensate for anticipated PayPal fees. So, a T-shirt normally costing $12 might be priced at $13 instead, to all buyers, regardless of payment method.
Posting Paypal Transactions

- Adults/Students that pay online, **MUST** select a specific Fixed Payment, Trip, Fundraiser or Online Store Order to apply the payment toward, or choose to make a Misc. Payment to the student’s Misc. Ledger. Once that selection is made, and the payment process completed, Charms will **Automatically post the Payment to the appropriate Student Ledger ONLY**, since the money still resides in PayPal until you transfer the funds.

- If the Adult/Student does not make a selection for the application of their payment, but still completes the payment process, Charms will not know where to post the payment, so while it may process through the actual Paypal site, it will not post to the Student Ledger. To locate any of these orphaned transactions, regularly balance your Charms Credit Summary Reports, found under the Statements tab, against the actual Transaction Report from the Paypal company.

- The Account Ledger side of the Paypal transactions must be posted MANUALLY. Charms does not post the Parent/Student payments to the Acct. Ledgers automatically for several reasons.
  - Not all Charms users utilize the Acct. Ledgers area.
  - Charms doesn’t know which Acct. Ledger or specific Budget Line, the transaction should be posted to. (it will vary depending upon what the parent chooses to pay for)
  - Most importantly, Charms doesn’t post the deposit to any Acct. Ledger, because the actual money IS NOT in the actual Bank Acct. yet. Paypal HOLDS the funds in the Paypal Acct. until they are contacted and authorized, to transfer those funds into the Bank Account, which leads us to the next step.

- When Paypal is authorized to move funds from the Paypal Acct. into the actual Bank Acct., those deposits will need to be posted to the appropriate Charms Acct. Ledger and Budget line (if Budgets are being used.) Posting the funds transfer, as several separate deposits into the Acct. Ledgers, may need to be done in order to apply the correct amounts to multiple Budget lines that may need to be credited. (This is where those Charms Credit Summary Reports, found under the Statements tab, will really come in handy)

- Another method, would be to post the fund transfer as a Lump Sum Deposit into a single Acct. Ledger/Budget Line, and then use the Transfer option under the Acct. Ledger tab


to redistribute the appropriate amounts to the correct Budget Lines.

➢ **Tech Support for Paypal**

  o For PayPal specific issues, **YOU must contact PayPal** directly.

  o Charms only provides the link between YOUR PayPal account, and Charms.

  o **We cannot access your PayPal account!**

➢ **AffiniPay**

  o Go to Hub > Resources tab > Accept Credit Cards tab > Click on AffiniPay icon for information

  o AffiniPay works differently from PayPal. They start the payment process in Charms, and enter their credit card in Charms to complete and post the transaction.

  o The big difference between AffiniPay and PayPal, is in how you receive your funds from them. PayPal holds money collected until it is requested for transfer. AffiniPay automatically sends the days collected money straight to your bank account in one batch within 2-3 business days, **and the Deposit is automatically posted to the default Acct. Ledger in Charms**, as well as to the appropriate Student Ledger.

  o Once your AffiniPay account is set up and linked to your Charms account, a default Charms Acct. Ledger, must be chosen to receive the payments from AffiniPay.

  o Contact AffiniPay at 855-656-4684 for registration information

➢ **School Pay**

  o Go to Hub > Resources tab > Accept Credit Cards tab > click on SchoolPay icon for information.
The big difference between School Pay and PayPal, is in how you receive your funds from them. PayPal holds money collected until it is requested for transfer. School Pay automatically sends the days collected money to your bank account in one batch within 2-3 business days, and the Deposit is automatically posted to the default Acct. Ledger in Charms, as well as to the appropriate Student Ledger.

Once your School Pay account is setup, you need to indicate which Charms bank ledger will be receiving the transactions from School Pay Payments.

For more information on setting up a School Pay account, call 1-888-886-9729 for personalized service.

RevTrak

RevTrak is another online payment processor that integrates with Charms. This system is primarily used for District-Wide Implementation. For more information, visit www.revtrak.com.

IV. The Miscellaneous (Misc.) Ledger

Student Misc. Ledgers

FINANCES > Misc. Ledger tab > Misc. Ledgers > Select a student from the dropdown menu. Remember your Filters!

Six Different Transaction Functions Available:

- Make Deposit - Collect money from a student for miscellaneous purposes.
- Make Withdrawal - Refund money to a student for miscellaneous purposes.
- Misc. Credit - Add CREDIT, instead of money, to the student’s ledger. This is not a Deposit of funds that would apply to your Acct. Ledgers. This is a CREDIT for funds that were previously deposited.
- Misc. Billing - Bill an amount to a student for miscellaneous purposes.
- Transfer Money – Transfer money to other ledgers, to pay Fixed Payments, Trips or Fundraisers, or to transfer money from one student to another.
- Bill & Collect - A fast one-step way to enter completed transactions.
• Entering transactions on the various sections follow the same conventions as the other transaction screens. Select a date, a (Bank) Acct. Ledger if needed, a budget line if needed, enter a check number, deposit number, etc. **Be aware however, that the Balance shown in the Misc. Ledger is REVERSED from the other ledgers. A negative number here, indicates Money Owed, and a positive number indicates a Credit Balance.**

• Any Misc. Bill that is applied to a student’s ledger, is entered as a negative amount and **immediately reduces any credit balance** on that Misc. ledger, toward payment of the Misc. Bill, regardless of what the credit balance was originally intended to be used for. If the existing balance on the Misc. Ledger is insufficient to pay the Misc. Bill in full, any future payments made to the Misc. Ledger will be **immediately applied toward the Misc. Bill first**, until it has been paid in full.

• We recommend that you do not use this screen if a student pays money for a fundraiser, or for a trip, or the full amount of fixed payments. Use the Fundraiser, Trip, or Fixed Payment screens instead. It’s faster and easier that way.

• This screen is generally used when a student has miscellaneous money to deposit, such as trip overages or private lesson payments, fundraising profits, or needs to collect money paid towards fixed payments that can’t be paid in full yet.

• You can, however, use this screen for **ALL** student transactions if you really want to.

➤ **Transferring Money**

• **FINANCES > Misc. Ledger tab > Misc. Ledgers > Choose Student Name from dropdown menu > Transfer Money tab**

• To transfer money collected to another ledger or student, select **Transfer Money**. There must be a positive balance to be able to transfer money.

• **Transfer Money To:** The fixed payments owed, trip balances, fundraising balances, and all your other students are listed in the drop down list. Select the ledger or another student, to which you want to transfer money.
o Enter the amount to transfer. (If a fixed payment is selected, there is no need to enter the amount.) If there is not enough money in the account to transfer, you will be notified.

o If the funds need to be shifted in budget lines, choose the "from" and "to" destinations as well.

o You can only shift budgets from income to income or expense to expense.

o Click Transfer to record the transfer transaction. Entries are made in the appropriate ledger and a negative entry is posted to the student’s Misc. Ledger, but money is not posted again to any (Bank) Acct. Ledger. An entry is made in the Audit Trail to show the transfer.

o If you want to transfer money to pay multiple fixed payments at one time, click the link to Transfer Multiple Fixed Payments. Check the payments you wish to pay. The total will automatically display in the amount box. Choose your budget area transfer destination, if it applies. Click Transfer to record your transfers.

o You can also reach this screen under Misc. Ledger > Multiple Transfers

o If transactions that have been paid by transfer are deleted, both sides are deleted.

➢ Setup Miscellaneous Items

o FINANCES > Misc. Ledger > Setup Misc. Items

o Charms provides an easy way to bill students for miscellaneous items that do not necessarily need to be setup as Fixed Payments. This is generally used for recurring items such as reeds and other accessories, lost items, repairs, cleaning, NSF charges, etc. You can create a name for this billing item, and select it on the Misc. Ledgers screen to bill to a student.

o NOTE: Miscellaneous items are not tracked through the Charms fixed payment reporting system.
• Simply enter the name for the item, and the amount of the item. (Enter as a positive number.)

• Once entered, Charms displays a list of your Misc. Items at the bottom of the screen. The far left-hand column shows who created the item, and when. Click the pencil icon to modify the item, click the red X to delete the item. Changing the amount of the item, will NOT adjust existing student billings or payments.

• When a student is billed for a Misc. Item, it will be shown in the transaction listings at the bottom of their Misc. Ledger as a NEGATIVE AMOUNT (amount owed.)

• TIP: You might consider using the Online Store for some of the frequently purchased items, as an alternative to Misc. Billing.

➤ Globally Posting Payments or Credits

• FINANCES > Misc Ledgers > Global Post Money/Credits

• To save time, enter one description and post money or credits to several students at once. Remember your Filters! The Total Amount Collected and the number of entries posted, will be displayed to the right of the green Enter Payments button. Clicking on the Enter Payments button, resets the Amount Collected and the Items Posted, to zero.

• You can also use this screen to post non-money credits to a student’s ledger when no money has been exchanged.

  • Example: The booster club wishes to give a scholarship to 10 students. The money has already been accumulated in the (Bank) Acct. Ledgers. Enter the amounts in the white box, and choose “Don’t Post Money” so the transactions will only add to the students’ balances, without affecting the (Bank) Acct. Ledger balance.

• You can also use this screen to post bills of different amounts to several students at once.
Example: Several students were caught spraying graffiti on the playground and will be fined $10 for each letter they sprayed. Enter a **negative number** in the white boxes for the appropriate students, choose “Don’t Post Money,” so the transactions will only post the bill and not affect the (Bank) Acct. Ledger balance.

➤ **Global Billing (All Same Amount)**

- FINANCES > Misc. Ledger > Global Billing

- When billing many students for the same thing, whether a miscellaneous item you already created, or a random amount, select the item by name and enter the quantity OR enter a description and enter the dollar amount.

- Click the switch next to the students that you wish to bill. Remember your Filters! Click **Enter** to record your bills. This will redirect you to the Misc. Summary Report

**Pop Quiz:** How do I global bill for different amounts?

➤ **Reviewing Student Miscellaneous Transactions**

- FINANCES > Misc. Ledger > Misc Ledgers > select student

- The bottom of the screen shows all transactions posted to the student’s Misc. Ledger. Each line shows the Paid Date, Notes (Description), $ Applied, Running Bal., Payee, Paid By (Cash or Check), Deposit Number, where the money was Paid To (Posted), and where the transaction came From.

- In the “From” column, the following abbreviations are used:

  - F: Fixed Payment Ledger
  - ML: Miscellaneous Ledger
  - LB: Library for lost items
  - G-MB: Global Misc. Bill
- T: Trip Ledger
- FR: Fundraising Ledger screen for the selected student.
- GM: Global Collect Money
- S: Transfer to Student

  - If the deposit was made to a (Bank) Acct. Ledger, click the deposit number to see the detail of that deposit in the (Bank) Acct. Ledger.

  - To delete a transaction, select the X. To print a receipt, click the dollar sign. Deleting here also removes the transaction from the (Bank) Acct. Ledger.

  - Deleting a transfer will remove the transaction from both ledgers involved in the transfer.

- **Miscellaneous Ledger Summaries**

  - FINANCES > Misc. Ledgers > Misc. Summary

  - This screen displays a balance for each student who has transactions posted to his/her Misc. Ledger. Remember your filters!

  - From this main Summary report, you can choose to Print, get a Detail Report (Magnifier), or export to Excel.

  - Click on the student name, to open that person’s Misc. Ledger screen.

  - From the print version, **Report Options** allows you to access filters, Hide Zero Balances, ID numbers, and Names, Include Inactive Students, and export to Excel.

- **Detail Reports**

  - FINANCES > Misc Ledger > Detail Report

  - This screen allows you to PRINT statements to send or mail home. You cannot email these statements from this screen.

  - There are several **Report Options** you can use to limit the amount of information on the statement. You can hide the ID Numbers, or the Student Names. You can Hide Zero Balances. You can search the Notes field and print only people with
Balances Greater Than or Less Than, a user-designated amount. You can also pull summaries of partial payments made over time.

- Each statement will print on a separate page, or if you wish to save paper select, **Print Without Page Breaks**. You may also choose to export this information directly to Excel.

**Import Balances**

- FINANCES > Misc. Ledger > Import Balances

- **REMEMBER** – When Importing Balances or posting transactions in the Student Misc. Ledger, CREDIT amounts are entered as POSITIVE numbers and DEBIT amounts are entered as NEGATIVE numbers.

- Using the Charms Opening Balances Template, you may import opening Misc. Ledger Balances for your students. This comes in very handy when you are starting a new Charms account and have existing credit/debit balances to enter. This can also be done one student at a time, if you prefer.

- You can also use the **Global Post Money/Credits** and enter **Opening Balance** as the description, with **Don’t Post Money** for the bank ledger.

- **Read the Help file and watch the Training Video!!**

**Transfer Report**

- FINANCES > Misc. Ledger > Transfer Report

- Lists all transfers from the Miscellaneous ledger

- Can be sorted on any column header

- Export to Excel and various filters are available.
V. Managing Fixed Payments

> What are fixed payments?

- **Previously called “fees.”** Many states are now prohibiting the billing and collection of student “fees” in public schools. However, you can still create an item with a fixed payment amount and ask your students/members to pay that amount.

- Fixed payments are a convenient way to collect lots of money from lots of students at once, in one step, for a ONE-TIME TRANSACTION. **Fixed payments are either paid or not paid.**

> Setting up Fixed Payments

- **FINANCES > Fixed Payments > Setup Fixed Payments OR SETUP > Financials > Setup Fixed Payments**

- Enter a name for the fixed payment item.

- Enter the amount of the payment – remember “Fixed Payments” are either paid IN FULL, or not paid. Partial payments cannot be applied. (Partial payments MAY be collected on the Miscellaneous Ledger, and once enough money is accumulated, you may transfer the funds to pay the fixed payment in full.)

- Select the appropriate option from the Bill To drop down list. You can bill the item to ALL STUDENTS with one click, or to certain groups, or to individual students. Click **Create Fixed Payment** to record your item.

- **SOME GROUPS:** When you select this option, a list will appear of all your groups, select which groups need to pay this item. The students in those groups will automatically be billed for this item. The only way to remove this type of billing from an individual student, is to either **Waive the Selected Fixed Payment**, or remove the student from the group being billed. **NOTE:** If the item is not paid, and you remove the student from the group, the bill goes away as well.

- **SOME STUDENTS:** When you select this option, a
list of all your students will appear. Enter the QUANTITY of the item to bill to specific students. This is the only billing option where the student can be billed for multiple quantities of the same Fixed Payment. Once paid however, the same Fixed Payment cannot be billed to the same student again. Remember the filters! This billing option gives the most flexibility for instances where individual students might be added or removed from the billing at some point during the school year.

- If your Charms account is linked to an Online Credit Card Processor (like PayPal), an “Allow For Credit” option will be available during the Setup Fixed Payment process. Choose from the dropdown menu whether or not Online Payments will be allowed for this particular Fixed Payment Item. This setting can be edited at any time, in the Credit Option column of your Student Fixed Payment Entered list.

- Fixed Payments MUST be billed before you can collect the payment. And to save time, no – we are not changing this now, or in the future! 😊

- Once a Fixed Payment is created, it will appear in the Student Fixed Payment Entered list below the Setup area. If the Fixed Payment involves an Instrument Rental Fee, click the toggle switch in the “Inst FP?” column to YES. For Charms accounts with a District Portal, this will allow District Administrators to pull a report for that particular Fixed Payment.

- Hovering your mouse over the Person icon in the far left-hand column of the Student Fixed Payment Entered list, will show you the Login Name of the person who created the Fixed Payment Item, and the Date it was created.

**Delete a Fixed Payment**

- You can only delete fixed payment items that have no transactions against them in the current school year. Otherwise you have to wait until the end of the school year to archive or hide them.

**Modify a Fixed Payment**

- You can change the name and amount and either the list of students or the groups billed for the item. However, any payments already recorded will not be changed. You cannot change a fixed payment
from “by student” to “by group” or vice versa.

➤ **Bill "By Student" Fixed Payment**

- FINANCES > Fixed Payments > Bill Students

- This screen allows you to bill "by student" fixed items to the selected student. ("By Group" items are already billed to the whole group.)

- Select a student from the drop down list of students. Remember the Filters!

- Charms displays the fixed payments you set up to assign "By Student." It does not include any fees set up as "By Group."

- For each fixed payment, enter a number to indicate the **quantity** of that item to bill to the student. For example, if you have a "Water Bottle" item and the student wants two water bottles, enter "2" next to the Water Bottle item. **Enter the QUANTITY, not the price.**

- To remove a fixed payment bill from a student's record, enter a capital D next to the item.

- A green box indicates that the item has been paid and cannot be changed.

- Click **Enter Bills** to save your changes.

- Once billed, you will see a “Collect” button where you can immediately jump to a payment screen.

➤ **Collecting Payments Individually**

- FINANCES > Fixed Payments > Fixed Payment Ledgers > Select Student

- Enter the total amount of the payment **OR** check "Yes" to mark certain fixed payments as waived. **You can’t do both.** If you only want to waive a portion of the amount (a Partial Scholarship for example), you will have to post a Credit on the Student’s Misc. Ledger, post the reduced payment amount from the student on the Misc. Ledger as well, and then transfer the whole amount to the
Fixed Payment Ledger.

- Select the fixed payment items being paid or waived. If there is more than one item, use the Control Key or the Command Key to select multiple items. If the amount paid is more than the sum of the items selected, you can post the remainder to the student’s Misc. Ledger, adding a Note to identify where the money came from.

- Select the date from the calendar or leave the current date. You can set a default date while you work in Charms by moving the toggle switch to "yes." Select the "Paid By" option, enter a deposit group number. You can also set a default deposit group while you work.

- If you have a default bank ledger selected, it will appear. Otherwise select a ledger to post the money to, if desired. If you are using budgets, select a budget category for the transaction. You can enter notes for this transaction.

- Click Enter Transaction to complete the transaction. A list of transactions will appear at the bottom. You can delete the transaction by clicking the red X. You can show or print the receipt by clicking the Dollar Sign icon.

➢ Collecting Payments Globally

- FINANCES > Fixed Payments > Global Collect Payments

- Fixed payments can only be marked as Paid in Full. To accept partial payments, you post the payment to the student’s miscellaneous ledger, and these do NOT connect to the global screen.

- Enter the date paid (set a default if you like), and then select the fixed payment item from the drop down box. A list of students will appear who owe that item. Remember the Filters!

- Select the account to which the money will be deposited. Enter a deposit group number and select a budget category, if using budgets.
The students who have already paid for this item will indicate **$PAID** next to their name. For each student that is paying for the selected item, click the switch next to their name. If the student paid by check, enter the check number in the white box next to the student's name. If you leave it blank, the transaction is marked as Cash.

The Total Amount Collected and the number of entries posted will be displayed to the right of the green Enter Payments button. Clicking on the Enter Payments button resets the Amount Collected and the Items Posted to zero.

Select **Enter Payments** to record the transaction. If you are working on a long list of Student payments, it will be to your advantage, to do the data entry in smaller pieces.

Two Quick Reports are available here – **Who Has Paid**, and **Who Hasn't Paid**. From here you can email students and adults who have not paid a particular fixed payment.

### Summary Screen

- FINANCES > Fixed Payments > Fixed Payment Summary

In the upper section, the Fixed Payment Summary lists the Item Name, the Item Amount, the Amt. Expected to be collected, the actual Amount Collected, the number of people who have made payments (not quantity of items), and the number of people expected to pay. This section can be printed as a summary of all Fixed Payments. Click an Item Name to isolate payments for that item in the lower section.

- Items with a red dot in the Item Amount column indicate a “by student” item, which can be billed in multiple quantities.

- The bottom section lists all students who have made at least one payment, with the Total Owed, Total Paid, Total Waived and the Total Due. This section can be printed as a summary of All of the student...
Fixed Payment transactions, or filtered to one particular Fixed Payment.

- Click a student name to visit their individual Fixed Payment Ledger.

➤ **Statements and Reports**

- **FINANCES > Fixed Payments > Reports**

- **Student Statements** allow you to PRINT detailed Fixed Payment statements to send home. Remember your Filters! You can also export Fixed Payment Statements to Excel.

- **NOTE:** Complete Student Financial Statements can be viewed online by Parents and Students, through the Charms website or our Mobile App, if you go to SETUP > Profile > Adult/Student Pref. and set **Show Finances** to Yes.

- **Who Has Paid** lists all your items, with a list of students who have paid for that item. You can sort by Primary Group or Date Received. You can select filters for this report at the top, or export it to Excel. If you select one Fixed Payment for the report, you can email ALL addresses associated with the individual students who have paid by clicking on the email icon.

- **Who Hasn’t Paid** lists all your items with a list of students who have not paid for that item. You can select filters for this report at the top, or export it to Excel. If one Fixed Payment for the report has been selected, you can email ALL addresses associated with the individual students who haven't paid by clicking on the email icon.

- **Fixed Payment Detail** lists every payment made toward a Fixed Payment during the time period chosen in the Report Options. The report can be pulled for the current school year or a self-defined date range, can be sorted by Payment Date, by Student Name, or by individual Fixed Payment, and lists the amount paid and method of payment, as well as which Acct. Ledger the payment was credited to. This report also lists the Receipt Numbers for each transaction.
VI. Managing Your Trips

➢ Setup Trips with the Trip Wizard

- FINANCES > Trips > Setup Trips > Wizard Button
  OR SETUP > Financials > Trip Wizard

- Enter the name of the trip, enter the base cost to everyone. If you want this trip to be your default trip, select Yes. (The base cost is the basic cost for everyone, before add-ons, discounts, chaperones, etc.) Click Create New Trip

- Allow for CREDIT – each trip can be individually selected (or not) for CC payments.

- Create optional costs (insurance, tickets, meals, etc.) or optional discounts (chaperones, sibling, no meals, etc. as negative amounts). Click Add Option to record your option. A list of options will appear at the bottom of the screen. Add more options or click Continue.

- Add Chaperones. Click Add Chaperone, or Continue. Entered chaperones are shown below.

- Global Assign – A list of students and chaperones will appear. Remember your Filters! Select the individuals, or click Check All to select everyone. Click Assign to Trip.

- Click on a link to visit the listed screens.

➢ Setup or Modify Trips

- FINANCES > Trip Ledgers > Setup Trips OR SETUP > Financials > Trips

- Create a new trip, or see the list of created trips.

- Allow for CREDIT – each trip can be individually selected (or not) for CC payments.

- Modify existing trip names, amounts, create/modify options, or globally assign students or chaperones to the trip. You can set a default trip here. If a trip has no transactions this school year, you can delete the trip.
o Hovering your mouse over the Person icon in the far left-hand column of the Current Trips Entered list, will show you the Login Name of the person who created the Trip, and the Date it was created.

➤ Adding / Modifying Chaperones

o A “Chaperone” is anyone who travels that is not a regular member of your organization, including siblings and guests.

o FINANCES > Trips > Chaperones

o Create New Chaperones by assigning them a unique ID number, and filling in their personal information. Then click Add Chaperone. A toggle switch is now available to copy an address from a student record.

o To modify or delete chaperones, click on the pencil to the right of the chaperones’ name.

➤ Import Chaperones

o Click the up-arrow "Import" button next to "Add Chaperone Info." Download the CharmsChapsTemplate to your computer. Fill in the info and save the file. Click Browse and choose the file to upload your data.

➤ Print Chaperone Labels

o Click the label icon next to "Add Chaperone Info.” Choose the names and trips you want the labels for. Select your label type. Choose the information you want included on the label, and then click Show Labels. Print from your browser control menu.

o NOTE: You are no longer in the "Trips" area of Charms. Click the FINANCES icon to return to the trip area.

➤ Chaperone Trip Payments

o Post chaperone Trip Payments to their individual Trip Ledger, by clicking on the green $ sign to the right of their name in the chaperone screen.
Chaperones can also be found at the bottom of the student list in the trip ledger screen.

- **NOTE:** If a student wants to transfer money they have accumulated in their Misc. Ledger to a Parent/Chaperone Trip Ledger, it is a two-step process. A transfer from the Student Misc. Ledger to the Student Trip Ledger must be made first. Then the Transfer button on the Student Trip Ledger can be used to transfer the money to the Chaperone’s Trip Ledger. See “Transfer Trip Payment” below.

- Individual Trip Statements can be printed, emailed, or exported to Excel, from the Chaperone Trip Ledger by clicking the blue button above the chaperone transaction summary. Chaperones can also view their Trip Statements online, by logging into the Chaperone area of the Charms website, using their unique ID number.

➤ **Chaperone Information Report**

- FINANCES > Trips > Chaperone Report

- Select your Filters. Select fields to display and click **Get Report.** This report may be printed, or exported to Excel.

➤ **Global Assign Trips**

- FINANCES > Trips > Global Assign Trips

- Choose trip and choose participants. Click **Assign to Trip.**

- This immediately bills everyone selected for the base cost of the trip.

- You can get a quick report of who is **Not Going,** to print or export to Excel.

➤ **Modify Trip Assignments, Add Options, or Remove Student From Trip.**

- FINANCES > Trips > Trip Ledger > select a student from dropdown menu

- Modifying Trip Assignments – A list of trips
already assigned to this student appears at the top of the screen. Select a trip from the drop down menu to add this student to a new trip.

- Click the shopping cart, to the right of an assigned trip, to add/remove Trip Options.

- Click the X to remove the student from the trip. If no payments have been made, no problem. If payments have been made, you will need to decide how to handle the money that has already been applied to the trip. You have four choices:

1. Move all payments to Student’s Misc Ledger
2. Apply payments to another trip.
3. Refund to Student from (Bank) Acct. Ledger
4. Don’t Refund Money

➢ Collecting Individual Trip Payments

- FINANCES > Trips tab > Trip Ledger > Choose Student Name from Dropdown Menu

- Select the student or chaperone from the dropdown list.

- To enter a Trip Payment, choose the date, and select the appropriate trip from the dropdown menu. Enter the amount of payment, method of payment, and a deposit group number. Select a (Bank) Acct. Ledger and budget category, if applicable, and enter notes if needed. Click Enter Transaction.

- A list of transactions appears at the bottom of the screen. Delete the transaction by clicking on the red X. Deleting a transaction from this ledger will also delete it from the designated (Bank) Acct. Ledger. Print a receipt by clicking on the dollar sign.

- Individual Trip Statements can be Printed, Emailed, or exported to Excel, from the student’s individual Trip Ledger.

- NOTE: Complete Student Financial Statements
can be viewed online through the Charms website or our Mobile App: SETUP > Profile > Adult/Student Pref. >Show Finances to Yes.

➢ Transfer Trip Payments

- Click the red Transfer switch to green, to show the transfer section. Select the trip to take the money FROM, select the location to transfer the money TO, whether a fixed payment, another trip, or another student or chaperone. Enter the amount and click Transfer.

- **NOTE:** If a student wants to transfer money they have accumulated in their Misc. Ledger to a Parent/Chaperone Trip Ledger, a transfer from the Student Misc. Ledger to the Student Trip Ledger must be made first. Then the Transfer button on the Student Trip Ledger can be used to transfer the money to the Chaperone’s Trip Ledger.

➢ Collecting Payments Globally

- FINANCES > Trips > Global Collect Money

- Select a trip from the list. A list of students/chaperones assigned to the trip will appear.

- Select the date, select the (Bank) Acct. Ledger, enter a deposit group number, and select a budget category, if you are using budgets.

- Students/Chaperones listed in black, with tan boxes, are paid in full for that trip. Enter the amount of the payment in the white box, enter the check number in the green box (leave blank for cash) and click Enter Payments.

- The Total Amount Collected and the number of entries posted will be displayed to the right of the green Enter Payments button. Clicking on the Enter Payments button resets the Amount Collected and the Items Posted to zero.
Trip Summary

- FINANCES > Trips tab > Trip Summary

- All Trips are listed in the top section, with Amount Applied, Trip Options, Base Cost per person, and Number of People w/Transactions. Click on the shopping cart for the Option Report. Every student/chaperone with any trip related transaction is listed in the lower section.

- Click on one trip name to isolate the summary for that trip – Now, only the students with transactions pertaining to that trip, appear in the lower section.

- Click on a student name to take you to their individual Trip Ledger.

- Print Version of report with export to Excel and options.

- Bottom of report lists students who still have payment on a trip, but are not listed as going on a trip.

Trip Detail Report

- FINANCES > Trips tab > Reports > Trip Detail Report

- You can print detailed Trip Statements, for each student and chaperone with payments applied to any assigned trip. Filtering is available and you can export to Excel. Trip Statements can also be emailed to Students/Adults all at once from this screen.

Trip is Canceled or Student Withdraws

- Deal with the Money FIRST. Run a Trip Summary Report that has been filtered on the specific trip in question, and print it out. Go to each student/chaperone Trip Ledger, and remove them from the trip, Click on the red X to the right of the trip name. You will be prompted to decide how to handle the money already applied to the trip. You have four choices:
  - Move all payments to Student’s Misc Ledger
  - Apply payments to another trip.
- Refund to Student from (Bank) Acct. Ledger
- Don’t Refund Money

- Next, remove any remaining students/chaperones who were assigned to the trip, but had not made any payments yet, by going to Trips tab > Global Assign Trips > Click student’s name > Click Red X next to the trip you want unassigned.

- Only after all money and all people have been removed from the trip, can the Trip itself be deleted. Go to the Trips tab > Setup Trips, and click on the red X to the right of the trip name, to delete the trip.

➤ Going On Your Trip

- Student Info Page Printouts – You can print out contact info for a 3-ring binder, from STUDENTS > Reports > Student Data Sheets.

- Have all forms been collected? Go to COMMUNICATION > Student Forms > Collect By Form. Choose the Not-Collected Report using the white drop down arrow. Filter to the correct form, and Run Report. Email people with missing forms.

- Who still owes money? Use FINANCES > Statements > Balances Due for a quick look.

- Send email to only trip attendees using the filters in the Charms Group Email. Go to COMMUNICATIONS > Group Email > Prepare and Send.

- Purchase units of calls or text messaging ahead of time in the COMMUNICATIONS area.

- Plan and schedule phone calls or text messages ahead of time

- Create a Seating Chart by going to STUDENTS > Globals > Seating Charts. They come in very handy for buses, planes, camels, etc.

- Print a “Not Going” Report to leave with your office or the substitute teacher.

- Use the mobile app to stay connected on the go!
VII. Managing Your Fundraising

- NOTE: The primary purpose of the fundraising section is to BALANCE the amount of Product Sold with the Amount of Money Collected. At the end of your fundraiser, students should have a ZERO Balance on their individual Fundraising Ledger. The money they turned in should EQUAL the value of the product sold, so the two amounts should cancel each other out. The student profit will be posted to either the Student’s Misc. Ledger, or applied toward a trip on their Trip Ledger, so the resulting balance is $0.00. Please watch the Video located in the HUB > Resources tab > Charms TV, read the help files on the fundraising screens, and refer to the examples in this section of the manual before setting up your fundraiser.

- Setup Fundraising Activities
  - FINANCES > Fundraising > Setup Fundraisers
  - Activity name is required, everything else is optional. There are many types of fundraisers, we help you track four main kinds:
    1. Merchandise with a Fixed Cost and Profit
    2. Non-Merchandise with a Fixed Profit
    3. Prepaid Catalogue/Brochure Sales with Fixed or Floating Profit
    4. Merchandise with Varied Cost and a Floating Profit
  - MERCHANDISE WITH FIXED COST AND PROFIT:
    - Activities such as Candy Bar sales, Discount Cards, Passbooks, etc. Student RECEIVES merchandise first, TURNS IN money at end of sale, and EARNs a fixed percentage of profit.
    - Select NO to the Automatically Match Value Given To Money Turned In.
    - If you would like to track the total number of items the student was given to sell, click YES to Track By Item Count. Enter the Price of each item. This only applies to
fundraisers where everything that you are selling is the same price. It is better to track each individual item (1 candy bar = $1.00) as opposed to a case of product (1 case of candy = $60.00), because if product is returned unsold, lost, or stolen, and you want to give the student credit for the merchandise, you can enter a negative value given for the number of items returned (-5 for example). This will reduce the money owed by the student, by the proper amount automatically (-$5.00).

- Select **Computed** for Student Profit and enter the percentage.

- EXAMPLE: Students receive passbooks to sell for $30 each. You will post the **Value Given** first. Students turn in money and unsold product at the end of sale. You will post **Money Turned In** and the **Profit** will be automatically **Computed** by Charms. You will post negative adjustments to Value Given for any product returned.

- **NON-MERCHANDISE WITH A FIXED PROFIT:**
  - Activities such as car washes, concession stands, Fair Share grocery store earnings, etc. Students TURN IN money, and EARN a fixed percentage of profit, but do not receive any merchandise.
  - Select **YES** for **Automatically Match Value Given to Money Turned In**.
  - Select **NO** to **Track by Item Count**.
  - Select **Computed** for Student Profit and enter a percentage.
  - EXAMPLE: Student works at a concession stand. They turn in $60. You post **Money Turned In**, and then Charms automatically posts matching **Value Given**, and the automatically **Computed** fixed percentage of **Profit**. (Usually 100%). ONE-STEP POSTING OF THE ENTIRE FUNDRAISER!!
PREPAID CATALOGUE/BROCHURE SALES WITH FIXED OR FLOATING PROFIT

- Activities where students take prepaid orders, and the Money Turned In, is the same as the Value of merchandise the student will receive to deliver.
- Click YES to Automatically Match Value Given To Money Turned In.
- Click NO to Track By Item Count.
- The Student Profit can be Manual or Computed, depending on whether the items sold have a set profit percentage. If students are selling from multiple brochures at one time, the profit percentage could be different for each brochure. If so, you will have to figure and post the profit Manually. If all the merchandise has the same profit percentage, then you can allow Charms to Compute it for you.
- EXAMPLE: A prepaid brochure sale, which delivers only the amount of merchandise that has already been paid for. You post Money Turned In, when you submit your orders, and then Charms automatically posts matching Value Given, and the Computed fixed percentage of Profit. (OR) you post the Profit Manually. ONE-STEP POSTING OF THE ENTIRE FUNDRAISER!!

MERCHANDISE WITH VARIED COST AND A FLOATING PROFIT

- Activities where students sell an assortment of various priced, actual merchandise, with different profit percentages for different items. This is the most complicated type of fundraiser and will require more time and effort to post. Take your shoes off and get your calculator out!
- Click NO to Automatically Match Value Given To Money Turned In. The sale is not prepaid, so the Value Given must be tracked first.
- Click NO to **Track By Item Count**. Charms can only track items that are the same price.

- Student **Profit** will be set to **Manual**, as it will vary, depending on the items sold. It could be a flat amount per item, instead of a percentage of the sale price.

- EXAMPLE: Students are selling several different kinds of nuts. Pecans cost $10.00 with a $3.00 profit and the cashews cost $14.00, with a $5.00 profit, etc. You will have to determine the amount of **Value Given** depending upon how many of each kind they sell, and then determine their **Profit** individually, when their **Money Is Turned In**.

  - NOTE: Track by Item Count allows you to enter the RETAIL cost of the items, so Charms can automatically calculate the amount the student owes. Students are responsible for the RETAIL cost of the items, not the wholesale cost.

  - **Profit Goal** will appear on the Fundraising Summary screen, and will calculate the profit earned toward your goal.

  - Allow for Credit Payments – you can decide whether to accept online payments towards this fundraiser.

  - Click **Create Fundraiser** when ready.

  - NOTE: You can modify all this information, but entered transactions will not recalculate profit percentages or retail value given. Changes to the setup only affect transactions made from **that point FORWARD**. You can set one of your fundraising activities as your Default, which will automatically load on each fundraising screen.

- **Global Value Given**

  - When you give merchandise to students for sale, or to deliver, they are responsible for the RETAIL value of the merchandise, not the wholesale value. Your organization might pay $5.00 for a bag of lollipops, but will sell them for $10.00. The student owes the full $10.00.
Select the Activity (or your default activity appears). Enter the date of the transaction.

In the White box, enter the QUANTITY of merchandise delivered to the student. If you entered an amount in the Track by Item Count box during setup, Charms will calculate the money the student owes when you press the tab key. If not, enter the RETAIL VALUE of the merchandise given to the students in the Green box. Be sure to click Enter Values when you are done.

**Global Money & Profit**

This screen is used to collect and post lots of money from different students at once.

Select the activity (or the default activity appears), enter the date. The screen will alert you if the selected activity is a computed or manual profit.

Select a (Bank) Acct. Ledger to post the money to, if desired. Enter a deposit group number (set default if wanted). Select a budget line if required.

Enter the **AMOUNT TURNED IN** in the white box. If the profit is set to be Computed, Charms will enter the **profit** in the brown box automatically, when you press the tab key. If not, enter the profit in the brown box. Enter a check number in the green box, or leave it blank for cash payments.

Select the location for the student profit, if any. This can be set on the main Financial Default screen, by clicking on the FINANCES icon.

You can use BOTH the amount and profit boxes, or EITHER box individually.

Click **Enter Payments** when ready. Charms will redirect to the Fundraising Summary screen.

The Total Amount Collected and the number of entries posted will be displayed to the right of the green Enter Payments button. Clicking on the Enter Payments button resets the Amount Collected and the Items Posted to zero.
Individual Fundraising Ledgers

- Select student from drop down lists. (Remember your Filters!)
- First, select the date and activity (set a default activity if you like.)
- Three sections on this screen. Can be used individually or concurrently.
- MERCHANDISE
  - For any fundraiser that is set up to Automatically Match Value Given to Money Turned In, this section will say “Non-Merchandise Fundraiser”.
  - For fundraisers set up to Track By Item Count, enter the QUANTITY of merchandise sold in the Items Given field, and hit the tab key. The Per Item Price, entered on the Fundraiser Setup screen, will be multiplied by that quantity, and the total Retail Value Given will self-load automatically.
  - When both buttons on the Fundraiser Setup screen are set to NO, all three portions of the fundraiser must be posted manually. The Items Given field is optional. Tracking how many items were sold is not required. The Retail Value Given needs to be filled in with the total RETAIL cost of the products/services sold. (Students owe the RETAIL Value, not the Wholesale Value.)
  - Click on the green Enter Transaction button to post only Value Given in this transaction. Continue down to the next section when posting transactions also involving Money Turned In, and/or Profit.
- MONEY
  - Choose the payment method for this transaction. For CASH or CHECK transactions, also set the Deposit Number at this time, or leave it at the default value. Enter the check number, if any, the amount of money turned in, the Acct. Ledger to post to, if any, and the Budget Line. To post only Money Turned In, click on the green Enter Transaction button. The transaction
will appear at the bottom of the student’s ledger. To post Profit or Value Given as well, refer to the other two sections in this area.

- **Choose Multiple Items** as the payment method, if multiple checks, and/or cash, will be posted all in one transaction. A new pop-up window will open. In this window, list each check turned in by this particular student, as well as any cash. The system links all the entries to a single transaction, which can only be posted to a single Acct. Ledger and a single Budget Line. In this Fundraising Multiple Items window, Amount and Check Number are required, Name and Phone are optional. To enter cash, just type Cash in the Check Number field.

**USE THE TAB KEY OR MOUSE ONLY**, to navigate from field to field. **Do not use the Return/Enter key until all entries for this transaction have been completed.** See example of Multiple Item pop-up window below.

- Clicking on the Enter/Return key or the Green “Enter Items” button, will total all the entered items, and the amount will be displayed in the “Amount Turned In” field,
in the Money section of the Main Fundraising screen, and the pop-up box will disappear. A message will appear on the main fundraising screen that says: Fundraising Items Entered Successfully.

- **NOTE:** Once you choose multiple items you cannot adjust the amount turned in manually!

- **You must return to this main screen to finish the transaction** by choosing the appropriate Acct. Ledger and/or Budget Line for the funds. If the Profit was set up to automatically compute, it will be entered automatically. If not, it will be entered at this time. Click on the green ENTER TRANSACTION button. This will post the transaction to the student ledger at the bottom of the screen. A Multiple Check icon will be displayed in the Paid By column.

- Clicking on that icon, will produce a report that list each item included in that transaction.
If you have setup the activity to be Computed, Charms will compute the profit automatically. If not, enter the profit manually. Select the location for the profit, whether Misc. Ledger, a specific Trip, or Don’t Post it At All.

Individual Fundraising Statements can be PRINTED from the students’ individual Fundraising ledger, by clicking on the printer icon, located just above the Transaction List in the lower portion of the ledger screen.

NOTE: Complete Student Financial Statements can be viewed online by Parents and Students, through the Charms website or our Mobile App, if you go to SETUP > Profile > Parent/Student Pref. and set Show Finances to Yes.

**Fundraising Summary**

- The top section lists all the entered activities, showing the number of items sold, the RETAIL Value Given to students, the Amt. Paid, and the difference between the two, (which is the Amt. Owed by the student), the Amt. Profit earned for that activity, the profit goal if any, and the difference towards the goal.

- You can isolate the student list to one fundraising activity by clicking on the name of the activity in the top section.
To get Who Has Paid/Who Has Not Paid reports, click the button at the top of the screen. This report can be filtered and printed. Select one activity from the Report Options to prepare an email to ALL addresses associated with the listed students.

The bottom section lists the students who have participated in at least one fundraiser. The number of Items Sold by each person, the RETAIL Value Given, the Amt. Paid, the Amt. Owed, and the Profit earned.

You can print a Detail Report, Print Version, and Excel export from the appropriate button. You can filter the lower section by group, by selecting the group name from the drop down list. You can also include Inactive Students in the report.

- Special Topics
  - Why does it show that I owe students money? (Why does the student have a negative balance?)
  - Money to boosters, disbursed to students?
  - Concessions, car wash, etc.
  - Fair share?
  - Percentage profit to boosters, balance to students?
  - Tracking booster profits?
  - Do you really need to use the fundraising section?

- Fundraising Import Wizard
  - You can use an Excel-based “.csv” file to import fundraising product and profit data, before or after funds turned in by students have been entered. The “Fundraising Import” feature can take either the .csv file provided by your fundraising company, or data that you enter yourself.
  - The import wizard is designed for Pre-Paid Fundraisers, such as Brochure Sales. The Import Wizard can be used in one of two ways:
The students’ payments can be posted manually, as they are turned in. (usually as the merchandise is initially ordered)

Or, wait until the merchandise is delivered, and have the Import Wizard do ALL of the posting from the .csv File upload. Procedures for both methods will be discussed below.

- **Setup the Fundraiser** – For any Fundraiser, the initial setup is the same:
  - FINANCES > Fundraising > Setup Fundraising
  - Enter the Activity Name.
  - Click NO to Automatically Match Value Given to Money Turned In.
  - Click NO to Track by Item Count.
  - Set the Student Profit to Manual
  - Click on the green Create Fundraiser button.

- **Run Your Fundraiser.** As the orders/money starts coming in, decide how you want to handle the money: 1) Post the students’ payments manually as they are turned in or 2) Wait until the merchandise is delivered and have the Import Wizard do ALL of the posting from the .CSV file.

- You will need to create your own .CSV file with the following columns to import in Charms:
  - Last Name
  - First Name
  - Retail Value Given (Product Value)
  - Number of Items Sold
  - Profit Amount

  Do not use a header row – just start your own data on row 1.

- Once you have completed the building of your .CSV file:
  - Save the .CSV file on your desktop as a “.csv” file, named “FundraiserImport.csv”
  - Go to FINANCES > Fundraising > Fundraising Import in Charms
  - Select the Fundraiser from the dropdown menu
- Browse to locate and select your .csv file and click “Upload.”
- Review the data for accuracy. If there are problems, fix the data in the file and re-save it, then attempt to re-upload.
- When uploading the .CSV file, be mindful of your two choices:
  - If you’ve already collected and entered money in the system for this fundraiser, click “NO” to Automatically Enter Money Turned in to Match Value Given.
  - If you haven’t collected or entered money, click “Yes” to Automatically Enter Money Turned in to Match Value Given.
- The system will Validate the file upload. If any errors are found, a message will be displayed. If the file successfully uploads, it will post the Value Given and the Student Profit for each of the participants.
- The most common reasons for the Import to fail are invalid names and badly formed numbers. The first and last names that the students write on the Order Forms must match exactly to what is in Charms. If they don’t match, the system cannot link the two together and the upload will cause an error. And please only enter numbers in the number fields, no dollar signs are needed.

➢ **Butter Braids**

- FINANCES > Fundraising > Butter Braids
- A special section for Butter Braids fundraisers, so your parents can order online
- IMPORTANT! You will need to contact your local dealer to set-up your fundraising dates and obtain the Dealer Code to activate the fundraiser.
  - Click the blue “Find Dealer” button to find the contact information for your dealer.
  - This will direct you to your local dealer’s website where you can find their contact information.
If a local dealer is not in your area, you will see the 800 number to contact the manufacturers of Butter Braid pastries – Country Maid. They may be able to direct you to a dealer that is able to cover your area and help set-up a Butter Braid pastry fundraiser.

Once you have been in communication with your dealer and have set up fundraising dates and details, you may then enter the Dealer Code and click the green “Enter Dealer Code” button.

If your Dealer Code is accepted, you will see your dealer’s information and be asked to “Activate a Butter Braid pastry sale?” To do this, click on the “No” button so that the “Yes” button becomes highlighted.

In talking with your dealer, you should have discussed your fundraiser start and end dates. Proceed to enter those in the respective fields and confirm by clicking the green “Setup Sale” button. An email will be sent to your dealer to let them know you have activated and setup your fundraiser on Charms!

You will have the option to Post Profits to Student Miscellaneous Ledgers, or Don’t Post Profits, if
the profits will go into a general fund.

- Now you are ready to run your fundraiser on your selected dates! Be sure to contact your Butter Braid pastry dealer with any fundraiser related questions! For any technical questions, your Charms Office Assistant representative will be happy to help!

- Your parents/students will login as usual with their school code and student ID.

- When the sale dates are active, your parents/students will now see a Butter Braid pastry icon in the top level navigation.

- After clicking on the icon, they will be able to input each Butter Braid pastry order they receive!
Note: Amount Paid is only used as a reference for the student. The amount entered here is NOT entered in the student fundraising ledger.

As the orders come in, you as the teacher, will be able to keep track of orders by flavor and by each student, using the tabs under the Butter Braid Fundraising section.

Under the Reports tab, you will find useful reports to be used before, and on delivery day to keep both you and the student organized during the sale.
Once the sale is complete, you will submit your Butter Braid pastry order, to your dealer, on the agreed upon date. Click on the “Setup” tab to get started.

Click the large, green **Submit Order to Dealer** button located at the bottom of the page. This will send your fundraiser results to your dealer! You should also see a confirmation email and notification on the page! Enjoy your fundraising profits!

*Please note: if you don’t see the green “Successfully Submitted” message, you will need to click the compatibility view icon in the top right corner of your internet browser window, if you are using Internet Explorer.

**Fundraiser Questions:** Be sure to contact your Butter Braid pastry dealer with any fundraiser related questions!
VIII. Statements and Reports

➢ Student Statement Area

- Individual Financial Statement has Summary of four main areas (Trip, Fixed Pymt., Fundraising, and Misc.) balances at top with one Total Balance Due directly underneath.
- Transaction detail histories below for all four areas.
- Parents see same statement, online
- Remember Your Filters!
- Individual Statement – can be emailed or printed

![Financial Statement - Yuke Aleyee](image)

- Additional options to email all statements to all students, and add your own message in body of email – emailed statements sent to both student and parent emails.
- Can also print statements for multiple students, from dropdown list
- Printed Statement has additional option choices to Hide Name or ID#, Ignore Zero Balances, only show trip group, Show Only Balances Greater Than, etc.

➢ Student Financial Reports

- Reports of various types available in all financial areas
- Typically offer summary or details
- All Activities listed at top, all students with transactions listed at bottom
· Click on one Activity, to get only associated students in new list at bottom.

· Fundraising Summary
  - Shows Value Given, Paid/Owed, Profit for entire F/R and Student
  - “Who Has Paid” and excel export available
  - Can sort by Group, for F/R competitions

· Trip Reports
  - Chaperone Details
  - Trip Financial Summary and Detail available
  - Options report – click on “shopping cart” – who needs which options?

· Fixed Payments
  - Summarizes FP amount, totals expected, what has been received
  - Who Has / Hasn’t Paid reports available
  - Can get/print Has/Hasn’t report for all FPs or just selected FPs
  - Email students and parents who have or haven’t paid.

· Misc Ledger – all the same as above

· Individual Financial Statement Reports
  - Balances Due Reports – Simple, or expanded, can export to Excel
    - Credit Summary – List either by activity or by Student/Chaperone, exportable to Excel.

➢ Bank Reports

· Account Ledgers
- Checkbook balance and reconciliation
- Deposit Summary – Date Searchable
- Used only for non-student related transactions (accepting general donations, writing checks to vendors, etc.)
- Modify Deposit Dates: when you collect money over several days with one deposit number, you can modify the date of the deposit without affecting student transactions.
- Filters for summaries for various dates
- Click on deposit number/withdrawal amount for details.
- Printable deposit slip

➢ **Cash Position Report (Budgets)**
  - Similar to Income/Expense or Profit/Loss Statement
  - Based solely on Budget categories
  - Will show “orphaned” transactions

**IX. Financial Reports – Follow Up**

➢ **Reconciliation – Clearing Transactions**
  - FINANCES > Acct Ledgers > Register – Reconciliation
  - Click the toggle switch to "Yes" or "No" to clear or uncleared deposits or withdrawals as they match your bank statements. Can be filtered by selections in drop down list.
  - By Deposit Number! – If you haven’t consolidated deposits into one listing, click on item and all deposits with that number will be marked cleared!
  - Only transactions in the current school year are affected – if you have to reconcile transactions from the previous school year, please contact our office.
  - Print Version
➢ **Prepare 1099 Forms**

- First, setup your recipients in Contacts (HUB > Contacts), and check box for “need 1099?”
- When entering Payments in the bank ledger, toggle the switch for “1099 Transaction?” and select the person from the list.
- **IMPORTANT NOTE:** The IRS copy of the 1099 forms have NOT yet been approved by the IRS at this time. We have tried to contact them, but as you would guess, they have NOT returned emails or phone calls. Please consult your CPA before submitting the Copy A to the IRS. (Forms for the individual recipients are fine.)
- You may need to enter your organization’s Federal and State Tax ID. (if required)
- Need to enter each person’s Tax ID.
- Screen shows you red dots for needed information and green dots for information entered.
- You can also print a blank 1099 form if needed.
- Click **Display 1099 Forms** to open a PDF file ready for printing of your 1099s.

➢ **Prepare Form 990**

- Charms has the ability to help you prepare the Form 990 or Form 990-EZ, if you are setup as a non-profit corporation with the IRS.
  - Remember: We are not accountants and cannot legally offer accounting advice or guidance. For any specific accounting questions, contact a licensed CPA.
  - Select either the Prepare Form 990 or Prepare Form 990-EZ button. If you do not know which form to use, contact a CPA.
  - The 990 or 990-EZ report gathers transactions from all your bank ledgers and all your budget categories.
  - Your Income and Expense categories appear on the left. Select an appropriate 990 or 990-EZ line
from the list on the right. You can exclude budget lines from your 990/990-EZ reports if you desire.

- You do not need to click Enter. Once you select a 990/990-EZ category, it records your changes.

- Repeat this process for your other bank ledgers, if you choose to do so.

- To prepare your report, enter a date range in the boxes at the bottom of the screen (usually the calendar year or your fiscal year) and click the green Prepare Report button. Charms reads through all your transactions, groups them into the appropriate 990/990-EZ categories, and displays a printable report. You can click on any underlined amount to view a detail of every transaction Charms has included in your 990/990-EZ category.

- REMEMBER: We are not accountants, and cannot offer accounting advice. Nor can we wade through your transactions to help you understand what you see.

➢ Audit Trail

<table>
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<tr>
<th>Date</th>
<th>Description</th>
<th>Deposits</th>
<th></th>
<th></th>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>6/06/11</td>
<td>Lobster Festival-J Amahlorn</td>
<td></td>
<td>875.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/10/11</td>
<td>Transfer from Big Bank Account (see Ke)</td>
<td></td>
<td>26.00</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/10/11</td>
<td>Transfer to Big Bank Account (see Ke)</td>
<td></td>
<td>0.00</td>
<td></td>
<td>26.00</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/10/11</td>
<td>Picture Frame Sales: G Jammimn (100)</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6/10/11</td>
<td>Picture Frame Sales: G Jammimn DELETE: Reason: my mistake</td>
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<td>null</td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

- Read-only, shows who made each transaction and who deleted each transaction.

- Report defaults to all transactions for the school year. Select any date range for a subset or earlier transactions. Click the blue school year button to return to the current school year.
Print Version can pull audit trails from previous years.
  ▪ Export to Excel

➤ **Account Budgets**

- Sequence number is equivalent to “Chart of Accounts” numbering.
- Actual vs. Budgeted shows difference.
- Summary print report – can pull from previous years
- Detail report (magnifying glass icon) – also can pull from previous years.
- Export to Excel for both reports.
- Drill Down/Matching
  ▪ Click on switch to select various budget lines for comparison/subtotals
  ▪ Click **Compare and Display Check Budget Lines** to see filtered results (filters follow through to print and excel versions)
- Budget Category Status – show/hide budget lines as needed.

➤ **Transfers**

- Posted to wrong bank ledger or budget line? Use the transfer to adjust your balances without having to delete.
- Select From account and budget line, select TO account and budget line.
- Current Balances display.
- Select date of transfer, enter amount to transfer.
- Notes are required and will display on ledgers.
  ▪ **NOTE:** You cannot transfer money from an Income category to an Expense category and vice versa! Why? Ask your CPA! (You’re confused enough at this point to go into the deep discussion of debits/credits/reverse postings.)
- Budgetless Transactions – a way to move orphaned transactions to a budget line. **NOTE:** You may have to activate budget lines to see them all.
Deposit Summaries

- A summary report grouped by Deposited Items such as Fixed Payments, Fundraisers, Trips, and every description entered into the Misc Ledger or Account Ledger.
- Very useful for tracking money paid for one specific item.