

Welcome to Aplos Accounting Quick Start User Guide!

Please print this guide or scroll through to get familiar with Aplos Accounting. If you need additional help, please call 1(888)274-1316 or email support@aplossoftware.com.

Dashboard

1. **Dashboard** - When you sign up for a free trial, you will arrive here at the Aplos Dashboard. In your dashboard, you will find helpful oversight information about your organization including set-up status, account balances, and recent activity.

2. **Setup Status** - If you need help creating your custom chart of accounts, select the Chart of Accounts wizard. You can also find other tips to set up your account.

3. Click the **Settings** tab in the navigation bar to begin entering your organization's information.

Settings

1. **Settings** - Provide essential information about your organization here. (This information will be included in your reports.) Click the Update button when you are finished.

2. **Users** - Click the icon in the top navigation to add an auditor or other users.

3. Use the tabs in the left navigation bar to enter other sections of the software. Click on **Accounts** next.

If you get stuck, feel free to give us a call at 1(888)274-1316, or email us at support@aplossoftware.com

Accounts: Account List

1. **Accounts** - If you already created your chart of accounts with the wizard, you may edit your accounts here. Add new accounts or simply click on an existing account to edit/disable/delete.
2. Click on the account types to expand and edit a section.
3. To create an Account Group, click on **Create Account Group**. To add a new account to a group, click the + inside the group header or drag an account into the group.
4. To add a new fund click **Add Fund** here, or to edit an existing fund simply click on the account and click **Update** when finished.
5. To enter or edit your starting balances, click **Starting Balances** at the top.

Accounts: Starting Balances

Group	Account Number	Name	3000 General Fund	3010 Special Events Fund	3020 Building Fund	Total
ASSETS	1000	Checking	10000.00			\$10000.00
	1010	Cash on Hand	800.00			\$800.00
LIABILITIES	2000	Accounts Payable	5000.00			\$5000.00

1. **Starting Balances** - Starting Aplos with money in the bank? Enter the starting balances for your assets, liabilities, and fund balances here.
2. Fill in the text fields with your starting balances.
3. Be sure to click update when you are finished.
4. Tags and Budgeting can also be accessed from the Accounts section.

Transactions: Check Register

The screenshot shows the 'Check Register' interface. At the top, there are navigation tabs: CHECK REGISTER, JOURNAL ENTRY, CONTRIBUTIONS MANAGEMENT, CHECK PRINT, and ACCOUNTS PAYABLE. The left sidebar has a menu with 'TRANSACTIONS' selected. The main content area shows a dropdown for 'Fund # 1000 - Checking'. Below this are tabs for 'Check Register', 'Bank Integration', 'Bank Reconciliation', and 'Check Print'. A search bar is present with fields for Date From, Date To, Payee, Account, Comment, and Check #. A table of transactions follows, with columns for Check#, Date, Payee, Account, Comment, Cr, Payment, Deposit, and Balance. A 'Fund Balances' bar chart is at the bottom, showing balances for Building Fund and General Fund. Red callout boxes 1 through 4 point to the fund dropdown, search bar, balance column, and bar chart respectively.

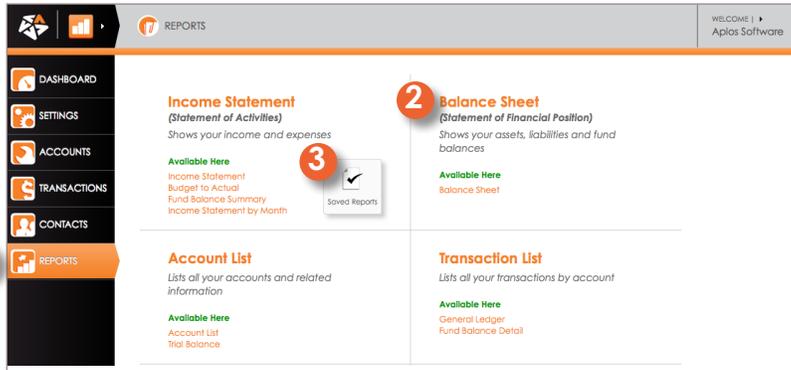
1. **Check Register** - Choose the cash account from which you wish to make a payment or deposit.
2. Enter transactions as you would in a checkbook, including: Date, Payee, Account and either Payment or Deposit amount. Once entered, press tab or enter to save the transaction.
3. This is the running total for this cash account you're working in and is updated with every transaction.
4. This graph will show you the balances of the funds you've set up.

Transactions: Journal Entry

The screenshot shows the 'Journal Entry' interface. At the top, there are navigation tabs: CHECK REGISTER, JOURNAL ENTRY, CONTRIBUTIONS MANAGEMENT, ACCOUNTS PAYABLE, and ACCOUNTS RECEIVABLE. The left sidebar has a menu with 'TRANSACTIONS' selected. The main content area shows the 'Journal Entry' screen. It has a 'Transaction List' on the left and a 'Detail View' on the right. The 'Transaction List' shows a list of transactions with columns for Date and Memo. The 'Detail View' shows a form for entering a journal entry, including fields for Date, Memo, and a table for Accounts, Funds, Debit, and Credit. A 'Post' button is visible at the bottom right. Red callout boxes 1 through 5 point to the Journal Entry tab, Detail View, Post button, Transaction List, and Accounts Payable/Receivable tabs respectively.

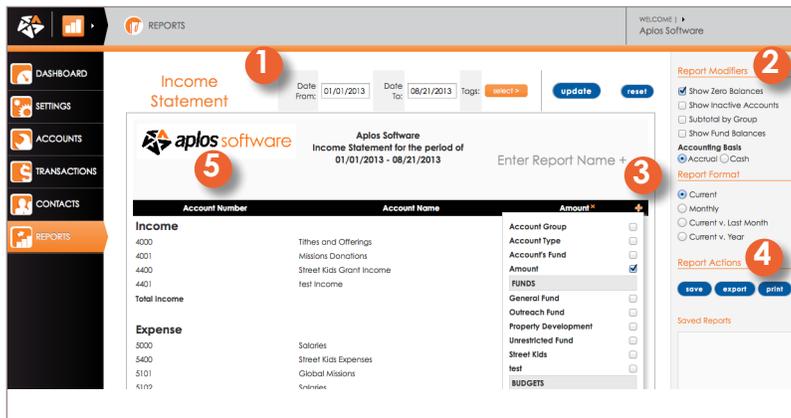
1. **Journal Entry** - Select Journal Entry for any account transfers, complete transactions or non-cash transactions. Start a new entry or select a previous entry in the Transaction List.
2. Edit the details of a previous transaction in the **Detail View**.
3. Make sure your debits/credits/funds all balance. When they do, click **Post** to save the transaction.
4. You can also perform a Fund Transfer or Payroll Import from the Journal Entry screen.
5. Accounts Receivable, Accounts Payable, Bank Integration, Bank Reconciliation, and Check Printing are all accessible from the Transactions section. Contributions Management becomes available if you purchase Aplos Donor Management. To learn more about Aplos Donor Management, click [HERE](#).

Reports: Reports Selection



1. All of the information you have entered in Aplos will be available to view in the Reports section.
2. Simply click on a report to access and then customize to your liking.
3. If you have created a custom report, you have the option to save it for later reference. All saved reports will be available on this screen for easy access.

Reports: Report Details



1. Almost every report can be customized with either date or account ranges. When you have selected the dates or accounts you desire, click **Update** to refresh the report
2. All reports have modifiers that may be turned on or off. Click the check box to add or remove these modifiers from your report.
3. The orange + button allows you to add additional columns to your report. Use this to build an extremely powerful custom report.
4. All reports can be saved, exported to Excel, or printed for your convenience. Before saving, make sure to enter a report name at the top right of the report.
5. To add your organization's logo to your reports, simply click **Add Logo**, then navigate to the file on your computer and click **Upload!**

More Features

The screenshot shows the Aplos Software interface. On the left is a navigation menu with icons for Dashboard, Settings, Accounts, Transactions, Contacts, and Reports. The main content area is titled 'Subscription Information' and contains a table with columns for App, Status, and Price. Below the table is a 'Details' section for 'ACCOUNTS PAYABLE' with a 'Monthly price: \$4.99' and a 'Disable ACCOUNTS PAYABLE' button. A red circle with the number '2' is placed over the button.

App	Status	Price
Aplos Web Suite	Base Subscription @ \$19.99 a month (up to 5 users)	\$19.99
Accounts Payable	Enabled	\$4.99
Bank Integration	Enabled	\$4.99
Bank Reconciliation	Enabled	\$1.99
Budgeting	Enabled	\$1.99
Check Printing	Enabled	\$1.99
Contribution Management	Enabled	\$4.99
Total		\$40.93

1. **Subscriptions** - Found in the Settings section, the Subscription page allows you to enable Aplos Donor Management, as well as turn on/off functionality.
2. **Functionality** - Not every nonprofit needs the same features. Feel free to turn on/off the features below, all for no additional cost. Below you can find some information on the editable features:

- **Budgeting** allows you to create a projected Net Income for your organization.
- **Bank integration** lets you import transactions directly from your financial institution to your Aplos account.
- **Bank Reconciliation** ensures the information entered in Aplos matches your bank statement.
- **Check Printing** allows you to print checks.
- **Accounts Payable** helps you enter, track and pay the bills your organization receives.
- **Accounts Receivable** lets you create custom invoices to send to your customers, as well as receive their payments.

Thank you for taking the time to read this Quick Start Guide! Also keep in mind that we can import your historical information, and we frequently host Webinars if you would like to attend! Our professional services are free, so please do not hesitate to reach out!

Thank you for using Aplos Software.