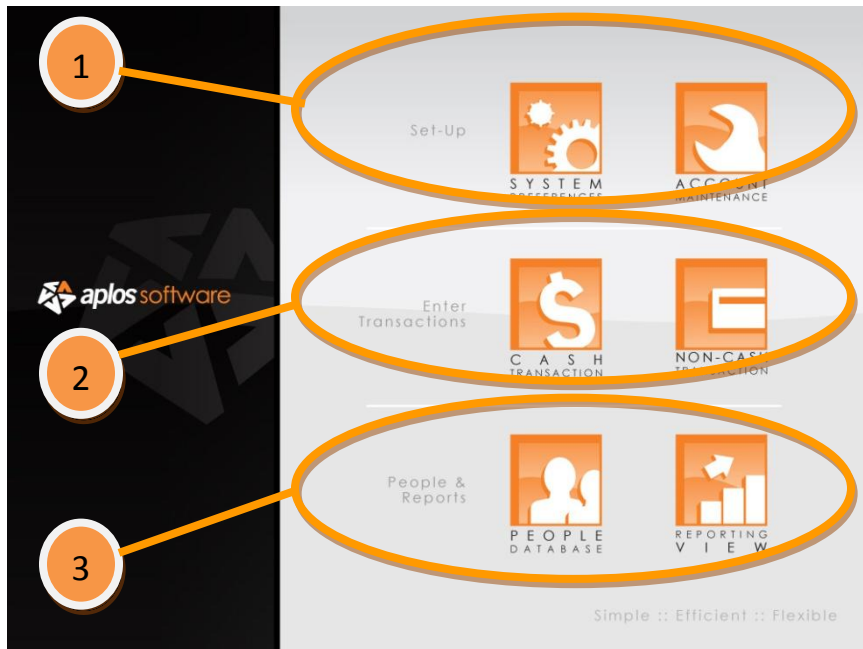


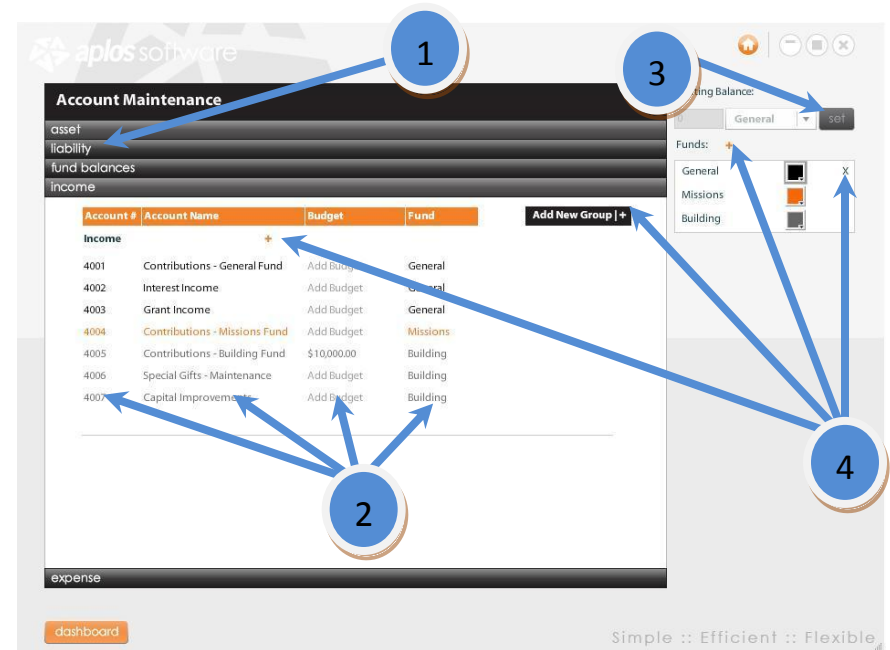
Welcome to Aplos Software's Quick Start Guide. This guide will help you get started. Please allow 30-45 minutes to get familiar with Aplos Software. If you need additional help visit [www.aplossoftware.com](http://www.aplossoftware.com) for the latest in screen shots, help videos, and frequently asked questions.



1. Set-Up Section:: Should be done first and will be used rarely after you have completed your Set-Up
2. Enter Transactions Section:: You will spend most of your time in the Cash Transactions Screen
3. People & Reports Sections:: Manage your contacts and create custom reports

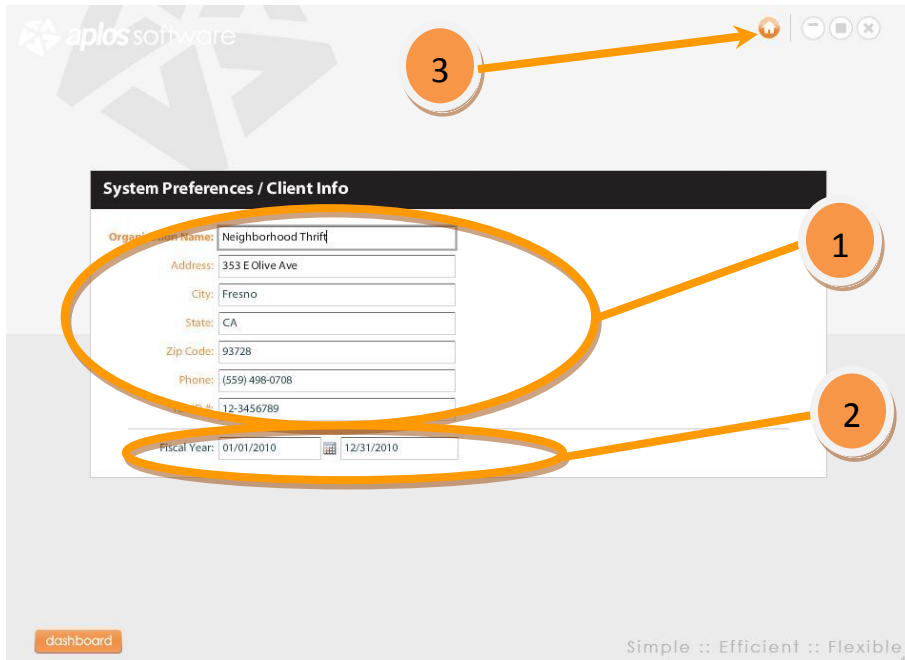
## General Tips

Feel free to explore by clicking on different items.



1. Click on a bar to expand a section
2. Click directly on an item you would like to edit
3. Buttons will be grayed out if you are missing something required for a function to work and the text will turn white when you can execute
4. To add an item (account, group, person, etc) click on a "+" and to delete, roll your mouse over an item and click on the "x" that appears

## System Preferences



System Preferences / Client Info

Organization Name: Neighborhood Thrift

Address: 353 E Olive Ave

City: Fresno

State: CA

Zip Code: 93728

Phone: (559) 498-0708

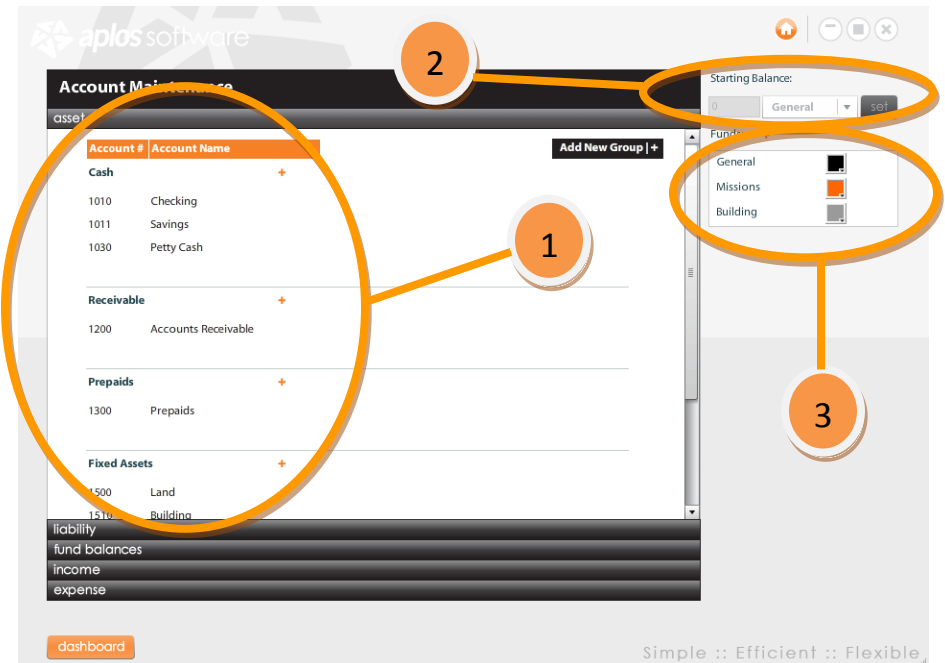
Phone: 12-3456789

Fiscal Year: 01/01/2010 - 12/31/2010

dashboard Simple :: Efficient :: Flexible

1. Enter your organization's data
2. Enter your fiscal year
3. Go back to home screen when finished

## Account Maintenance



Account Maintenance

Starting Balance: 0 General set

Account #	Account Name
<b>Cash</b>	
1010	Checking
1011	Savings
1030	Petty Cash
<b>Receivable</b>	
1200	Accounts Receivable
<b>Prepays</b>	
1300	Prepays
<b>Fixed Assets</b>	
1500	Land
1510	Building
<b>Liability</b>	
<b>fund balances</b>	
<b>income</b>	
<b>expense</b>	

General Missions Building

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1. Use preloaded accounts or add and delete accounts as needed
2. Set beginning balances for accounts as required
3. Rename, add or delete funds

## Cash Transactions

Account: **Checking**

Check number	Date	Payee	Account	Comment	Clr	Payment	Deposit	Balance
	06/30/2009	Test batch	Contributions - Missions Fund				\$350.00	(\$675.00)
	06/30/2009	Another batch	Contributions - Building Fund				\$235.00	(\$440.00)
	07/02/2009		Utilities			\$25.00		(\$465.00)
	07/04/2009		Alarm Service			\$125.00		(\$590.00)
	07/07/2009		Office Supplies			\$17.00		(\$607.00)
	08/02/2009		Utilities			\$25.00		(\$632.00)
	08/04/2009		Alarm Service			\$125.00		(\$757.00)
	08/24/2009		Repairs and Maintenance			\$30.00		(\$787.00)
	09/02/2009		Utilities			\$25.00		(\$812.00)
	09/04/2009		Utilities			\$125.00		(\$937.00)
	10/04/2009		Credit Card				\$100.00	(\$637.00)
10025	10/25/2009		Savings		C	\$100.00		(\$537.00)

Totals by Funds: [Bar Chart]

Balance: [Line Chart]

1. Choose the account you want to work in
2. Enter transactions as you would in a check book including:
  - a. Date, Payee, Account & either Payment or Deposit
3. Check the balance of your checking account and your funds

## Non-Cash Transactions

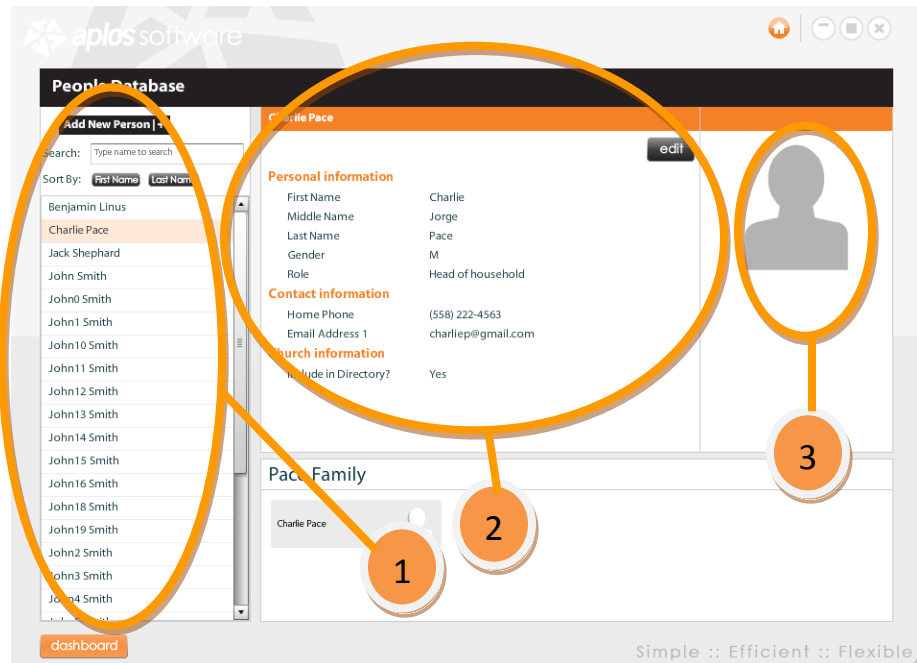
Date: 10/04/2009 Memo: [Transaction 23]

Date	Memo	Account #	Account Name	Debit Amount	Credit Amount
05/02/2009	[Transaction 16]	1010	Checking	\$300.00	
05/04/2009	[Transaction 7]		Credit Card		\$300.00
06/02/2009	[Transaction 17]				
06/04/2009	[Transaction 8]				
06/14/2009	[Transaction 1]				
06/24/2009	[Transaction 2]				
06/30/2009	[Transaction 24]				
06/30/2009	[Transaction 25]				
07/02/2009	[Transaction 18]				
07/04/2009	[Transaction 9]				
07/15/2009	[Transaction 22]				
08/02/2009	[Transaction 19]				
08/04/2009	[Transaction 10]				
08/24/2009	[Transaction 21]				
09/02/2009	[Transaction 20]				
09/04/2009	[Transaction 11]				
10/04/2009	[Transaction 23]				
10/25/2009	[Transaction 26]				

To complete the transaction, still need [ ] [Post]

1. Enter journal entry including:
  - a. Date, Memo, Account #'s, Account Name's & Amounts
2. Confirm entries are in balance before you post
3. See list of posted transactions

## People Database



**People Database**

Add New Person | edit

Search: Type name to search

Sort By: First Name Last Name

Benjamin Linus  
Charlie Pace  
Jack Shephard  
John Smith  
John0 Smith  
John1 Smith  
John10 Smith  
John11 Smith  
John12 Smith  
John13 Smith  
John14 Smith  
John15 Smith  
John16 Smith  
John18 Smith  
John19 Smith  
John2 Smith  
John3 Smith  
John4 Smith

**Charlie Pace**

**Personal information**

First Name: Charlie  
Middle Name: Jorge  
Last Name: Pace  
Gender: M  
Role: Head of household

**Contact information**

Home Phone: (558) 222-4563  
Email Address 1: charliep@gmail.com

**Church information**

Include in Directory?: Yes

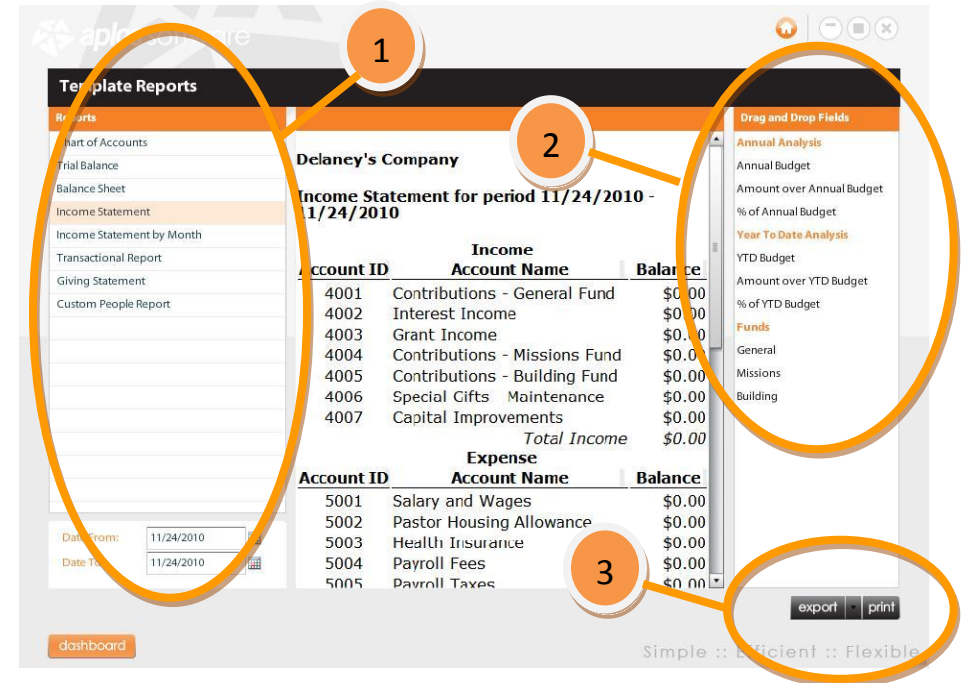
**Pace Family**

Charlie Pace

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1. Add new person or sort/find existing person
2. Edit information about a person
3. Upload a photo of a person

## View Reports



**Template Reports**

Reports

Chart of Accounts  
Trial Balance  
Balance Sheet  
Income Statement  
Income Statement by Month  
Transactional Report  
Giving Statement  
Custom People Report

**Delancy's Company**

**Income Statement for period 11/24/2010 - 11/24/2010**

Date From: 11/24/2010  
Date To: 11/24/2010

Account ID	Account Name	Balance
<b>Income</b>		
4001	Contributions - General Fund	\$0.00
4002	Interest Income	\$0.00
4003	Grant Income	\$0.00
4004	Contributions - Missions Fund	\$0.00
4005	Contributions - Building Fund	\$0.00
4006	Special Gifts Maintenance	\$0.00
4007	Capital Improvements	\$0.00
Total Income		\$0.00
<b>Expense</b>		
5001	Salary and Wages	\$0.00
5002	Pastor Housing Allowance	\$0.00
5003	Health Insurance	\$0.00
5004	Payroll Fees	\$0.00
5005	Payroll Taxes	\$0.00

export print

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1. Select report and date range for that report
2. Modify by dragging a field and dropping it directly into your report
3. Export to spreadsheet or pdf or print