

a) Viewing your Group Record

To view the **Group Record** for your Group, click on the Group name in the Groups List (see 5.1), or elsewhere where Group names are shown. Groups for which you are a Leader or for which you have editing rights are **highlighted blue**.

Each Group Record comprises four sub-pages:

- **Details** see 5.2
- **Schedule** see 5.3
- **Members** see 5.4
- **Ledger** see below

You can select between these on the row beneath the Group Record title. The active sub-page has its name in black.



Note: The things that you can view and the operations that you can perform may differ from those described below, according to the System Access and Privileges allocated to your Role by your U3A Committee.

b) Editing the Group Ledger

The Group **Ledger** page can be used as a basic facility to account for monies paid out and received, for your group. There is no connection between this ledger and the main Treasurer's ledger, however, the Treasurer is able to see an overview of your ledger and add the income and expenditure to the main ledger.

All transactions are shown for the Group between the selected **From** and **To** dates (which default to the current financial year), together with the incremental current balance.

Group Record for Wine Tasting

Details
Schedule
Members
Ledger

Group Ledger

From to

Date	Payee	Detail	In	Out	Balance	
		Brought forward			£ 0.00	
2 Jan 2019	Tesco	Wine purchase		£ 90.00	£ -90.00	edit - delete
3 Jan 2019	Members	12 x £10	£ 120.00		£ 30.00	edit - delete
3 Jan 2019	Leisure centre	Room hire		£ 20.00	£ 10.00	edit - delete
3 Mar 2019	Tesco	Wine purchase		£ 85.00	£ -75.00	edit - delete
6 Mar 2019	Members	11 x £10	£ 110.00		£ 35.00	edit - delete
6 Mar 2019	Leisure centre	Room hire		£ 20.00	£ 15.00	edit - delete
Date	Payee	Detail	In	Out	Balance	

Add transaction

Date	Payee	Detail	In	Out
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Transactions can be edited or deleted by clicking the blue links on the right of the page.

An Excel copy of the ledger can be downloaded by pressing the **Download Excel** button (according to your access privileges).

c) Adding to a Group Ledger

To add a new **Transaction** to the Group Ledger - fill in the Date, Payee, Detail (the reason for the transaction) and the amount **In** or **Out** before pressing the **Save** button.

*Note: In Beacon terminology, **Payee** can refer to both a person to whom money is paid and a person paying money to you.*

Download Excel				
Add transaction				
Date	Payee	Detail	In	Out
08/03/2019	The Wine Shop	Wine purchase		99.00
Save				