**Therap Finance Module Instructions**

To enter a new **Financial Transaction**:

1. Logon to Therap
2. Click on the **Individual** tab
3. Scroll down to the **Finance** section
4. Click **New**
5. Click Program Name
6. Click the name of the individual whose transaction you are entering

You will see a table with ten columns (Note: if a pull-down menu does not have the label you want to enter, click Other, click the Arrow  in the Details column, and type in the label you want in the Other box. If you choose Other, your entry will not be accepted until you specify the category; you will get a red error message.)

To enter a **Deposit** (General Instructions)

1. Choose Deposit from the pull-down menu in the **Deposit/Expense** column **(Required Field)**
2. Choose the type of account (COH, Savings, etc) from the pull-down menu in the **Account Name** column (**Required Field**)
3. Choose the type of deposit from the pull-down menu in the **Transaction Category** column (**Required Field**)
4. Choose the date by clicking on the calendar icon in the **Date** column (**Required Field**)
5. Type in the amount of the deposit in the **Amount** column (Required Field) Note **\*the amount cannot be $0\*.** If using an Ipad, click Go and then submit to enter theamount.
6. If applicable, type the receipt number in the Check/Receipt column (Optional Field)
7. Any relevant information not covered in one of the other columns can be typed in the Remarks column (Optional Field)
8. Attach any substantiating document(s) to the transaction whenever applicable (Receipts, PA check stubs, paystubs from wages, etc.) (See instructions for **Attach File**)
9. Click **Submit**

**Balance Forward**

Balance Forward is a one-time Deposit for a newly created Therap account. Therap will keep a running balance for subsequent months. To create a Balance Forward transaction:

1. Choose Deposit from the pull-down menu in the **Deposit/Expense** column
2. Choose the type of account from the pull-down menu in the **Account Name** column
3. Choose **Balance Check** from the pull-down menu in the **Transaction Category** column
4. Choose the date by clicking on the calendar icon in the **Date** column
5. Type in the amount of the balance from previous ledger/statement in the **Amount** column
6. Type **Balance Forward** in the **Remarks** column
7. Click **Submit**

To enter a **Withdrawal** (General Instructions)

1. Choose Expense from the pull-down menu in the **Deposit/Expense** column **(Required Field)**
2. Choose the type of account (COH, Savings, etc) from the pull-down menu in the **Account Name** column **(Required Field)**
3. Choose the type of expense from the pull-down menu in the **Transaction Category** column **(Required Field)**
4. Choose the date by clicking on the calendar icon in the **Date** column **(Required Field)**
5. Type in the amount of the expense in the **Amount** column **(Required Field)** Note **\*the amount cannot be $0\*** If using an Ipad, click Go and then submit to enter theamount.
6. Type the Request For Funds number in the **Check/Receipt** column (Optional Field)
7. Any relevant information not covered in one of the other columns can be typed in the Remarks column (Optional Field)
8. Choose a vendor from the pull-down menu in the **Merchant** column if appropriate (Optional Field) \*Note: if the vendor you are looking for does not appear on the pull-down menu, click Other, click the Arrow  in the Details column, and type in the label you want in the box below Other.
9. Attach picture of the incomplete Request Form. See How to **Attach File**.

To **Attach File**

1. In the **File** column, click Attach
2. Click Add File
3. Click Browse
4. Choose **Take Photo or Video** to take a picture and attach it, or click **Photo Library** to attach a picture you have already taken
   1. To take a picture, line up the lens with the form you want to take a picture of and press the picture button. You will be given a choice to keep the picture or retake. If the picture is illegible, retake. Otherwise, save the picture.
   2. To add a picture from the Photo Library, Click the picture(s) you want to attach
5. If you chose the wrong image, click Remove and go back to Step 2
6. Only one file can be attached to a Transaction. If more than one item needs to be attached, take a picture of all items at once and attach as a single file. If file is mistakenly added without all of the necessary elements, Search for the Transaction, click Remove and then do a new attachment including all necessary elements by following instructions for Attach file to transaction that has already been submitted.
7. Click Upload

To **Attach File** to transaction that has already been submitted

1. In the Finance Section next to Personal Finance Transaction, Choose **Search**
2. In the **Individual** box, type and select the name of the individual and click **Search**
3. Choose Expense or Deposit in the **Category** box: **\*only transactions of this type will be shown\***
4. Use the **Transaction Date** calendar buttons to enter a range of dates to Search
5. Click on the Transaction that you want to attach a picture to
6. Follow **Attach File** procedure above
7. You must add a Remark in order for it to be submitted. You will get an error message if there is no Remark. Type in what file you attached.

To **Attach File** using Therap on desktop/laptop computer with Ipad attached as camera

1. Create a folder on your laptop/desktop to store images of your forms
2. Take pictures of each form that you will need to attach
3. Connect your Ipad to your computer using a USB cord
4. Click “Trust” on your Ipad when prompted

Your Desktop/Laptop screen will ask if you want to Import pictures and videos or Open device to view files. Choose Open device to view files. (If you need to get back into the pictures folder, navigate to your Ipad by clicking on your Computer Icon, then the Ipad icon, then navigate to the picture folder by clicking on Internal Storage/DCIM/folder named with a long string of characters)

1. Copy images from the Ipad folder to the folder on your desktop/laptop
2. Rename files. Therap will not accept files that have names automatically generated by the Ipad when you are uploading from desktop/laptop. Use a descriptive name that is easy to identify e.g. Receipt 1
3. Follow **Attach File** instructions above

**Returning Change from a purchase to COH:**

1. Choose **Deposit** from the pull-down menu in the **Deposit/Expense** column
2. Choose **COH** from the pull-down menu in the **Account Name** column
3. Choose **Return Change** from the pull-down menu in the **Transaction Category** column
4. Enter the **date the change was returned** by clicking on the calendar icon in the **Date** column
5. Type in the **Full Amount given in the original withdrawal** in the **Amount** column
6. Type **the actual change** in the **Remarks** column
7. Attach the **completed Request For Funds Form** to the Deposit transaction
8. For each receipt that is returned:
   1. Choose **EXPENSE** from the **Deposit/Expense** menu
   2. Choose **COH** from the **Account Name** menu
   3. Choose the appropriate expense category from the **Transaction Category** menu
   4. Enter the **date the change was returned** by clicking on the calendar icon in the **Date** column
   5. Enter the **total spent from the receipt** in the **Amount** box
   6. Enter the **Receipt #** in the **Receipt/Check Number** column
   7. Type the **date of purchase from receipt** in the **Remarks** column
   8. **Attach** a picture of the Receipt
9. Once all Receipts have been entered with attachments as Expense lines, click **Submit.** The **Deposit** of the full amount along with all **Expense** transactions for each receipt can be submitted at the same time.

**Staff Access Procedures**

1. Begin a new **Financial Transaction** to move money from COH to Staff Access
2. Choose **Expense**
3. Choose **To Staff Access**
4. Choose the **Date**
5. Enter the **Amount**
6. Enter **Request #**
7. **Attach** incomplete Request For Funds Form
8. Enter a Deposit on **Paper Staff Access Ledger**

To **Reconcile Staff Access**

1. Take remaining money from the Staff Access Box and return it to COH.
2. Enter as Withdrawal on the **Paper Staff Access Ledger** and update balance to $0
3. Begin a new **Financial Transaction**
4. Choose **Deposit**
5. Choose **From Staff Access**
6. Choose **Date**
7. Enter **Full Amount** sent to Staff Access
8. Enter **Request #**
9. **Attach** completed Request For Funds form
10. On new lines, enter an **Expense** for each Staff Access receipt and **Attach** a picture of the receipt to the transaction
    1. Choose **EXPENSE** from the **Deposit/Expense** menu
    2. Choose **COH** from the **Account Name** menu
    3. Choose the appropriate expense category from the **Transaction Category** menu
    4. Enter the **date the change was returned** by clicking on the calendar icon in the **Date** column
    5. Enter the **total spent from the receipt** in the **Amount** box
    6. Enter the **Receipt #** in the **Receipt/Check Number**  column
    7. Type the **date of purchase from receipt** in the **Remarks** column
    8. **Attach** a picture of the Receipt
11. Do a **Balance Check** entry (see instructions below) and **Attach** a picture of the **paper Staff Access Ledger** to the bottom $1 entry

To do a weekly **Balance Check**

1. Count the money in the safe with a second staff and compare it to the balance in the COH Report (see Report instructions below) at least weekly
2. Both staff sign the Balance Check Signature Form. Check the box for either Balance Matches or Balance Does Not Match.
3. Begin a new financial transaction by following steps 1-6 above
4. To enter the Balance Check, you will need to do two transactions, one Withdrawal and one Deposit. These entries can be made simultaneously on the same screen and submitted at the same time.
   1. Choose Balance Check as your label for both the Expense Transaction Category and the Deposit Transaction Category
   2. Make both the Expense and Deposit $1 so that the running balance will not change.
   3. Choose the date of the Balance Check for both entries
   4. In the Remarks column (column 7) type whether the balance matched, and steps taken to correct if the balance did not match
   5. If an error is found, follow Correction instructions below. (Note: you can add a new line instead of beginning a new transaction.)
   6. Take a picture of the Balance Check Signature Form and **Attach** to the top Balance Check entry.
   7. Attach a picture of the Staff Access ledger to the second Balance Check entry (see instructions for reconciling Staff Access)

To do a monthly **Balance Check** for bank accounts

1. Create an Expense and Deposit transaction for $1 each for the appropriate account, as with weekly Balance Checks
2. Attach a picture of the passbook or bank ledger to the top line
3. If transactions for current month spans more than one page of the passbook, or the bank ledger is more than one page, Attach additional picture to the second line.

To enter a **Correction**

1. Begin a new **Financial Transaction**
2. Choose **Deposit** or **Expense**, whichever is needed to make the balance correct
3. Choose **Correction** for the **Transaction Category**
4. Choose the **Date** you are making the correction
5. Enter the **Amount** that will make the original transaction correct
6. Type the **Number** of the Request/Receipt that the error is correcting
7. Type the reason for the correction (math error, typed wrong amount, etc.) in the Remarks column.

To generate a **Report**

1. Logon to Therap
2. Click on the Individual Tab
3. Scroll down to the Finance Section
4. Click Report
5. Check boxes for all information that you want to appear on the Report. Uncheck any boxes for information that you do not want on the Report.
6. By default, the Report will show Transactions from the first day of the current month to the Current Day. Use the calendar buttons to create custom date ranges.
7. On the bottom right, chose the type of report you want generated: PDF, Excel Spreadsheet, or an onscreen Report.

To create an **Audit** transaction (For Business Office Use Only)

1. Create two transactions as with **Balance Check** above, one Expense and one Deposit, with an amount of $1 for each, for the Account that has been reviewed
2. Choose **Audit** for the label and choose the date of the review using the calendar icon.
3. Follow **Correction** instructions above if any mistakes were found

To create an **AD Review** transaction

1. Create two transactions as with **Balance Check** above, one Expense and one Deposit, with an amount of $1 for each, for the Account that has been reviewed
2. Choose **AD Review** for the label and choose the date of the audit using the calendar icon.
3. Under Remarks, document all Requests for purchases of greater than $100 and Handwritten Receipts that were signed during monthly managers’ meeting