

## ***Using Pocket Ledger at Auburn University at Montgomery***

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The Student Manager Pocket Ledger feature is used to track income and expenses and monitor financial performance. We will review the pocket ledger screen, demonstrate how to add and edit records, perform mass distributions, and view different types of ledger reports. We will see a detailed Income/Enrollment Summary with Profit/Loss, and how to add instructor pay to ledger. See Pocket Ledger in action then try it in your program!

### Overview

- What is Pocket Ledger and how is it used
- View and understand the Pocket Ledger Screen
- How to add and edit records
- How to mass distribute expenses across multiple programs
- How to add instructor pay to classes
- View different types of Pocket Ledger reports

### Pocket Ledger Screen

- Actual or Projected expenses
- Record if an Expense or if Income
- Classify the type of expense
- Identify the Account code
- Note a description of what your expense is
- Note if you have a specific vendor used for the expense
- View listings of “cost center” entries and reports

### Adding/Editing Records

- Making sure your ledger codes are created
- Adding/Editing records from the Course screen
- Adding/Editing records from Module
- Expense Classifications and Categories
- Multiple expenses for one course
- Previewing the expenses you entered

### Mass Distributions

- Plan ahead for the courses you wish to dispense the expenses
- Where to find the mass-distribution of expenses tool
- Specify the type of expense, and any other data you wish to disperse
- Add a description to your expense
- Multiple options for distributing the expense to courses “Distribute Ledger Entry” screen

- Preview before distributing

#### Adding Instructor Pay

- See how to add instructor pay to Pocket Ledger from the Course Instructor Tab
- Pay type, expense codes, hours taught, rates, etc.
- Adding notes
- Viewing the ledger entries
- Modifying or updating existing entries

#### Pocket Ledger Reports

- View how to run reports from the Course Pocket Ledger screen
- Running reports for Expense Listings
  - Cost Center
  - Expense Class
  - Account Number
  - Vendor
- Running reports for Income/Expense Balances
- Add your report to Favorites!

#### Questions