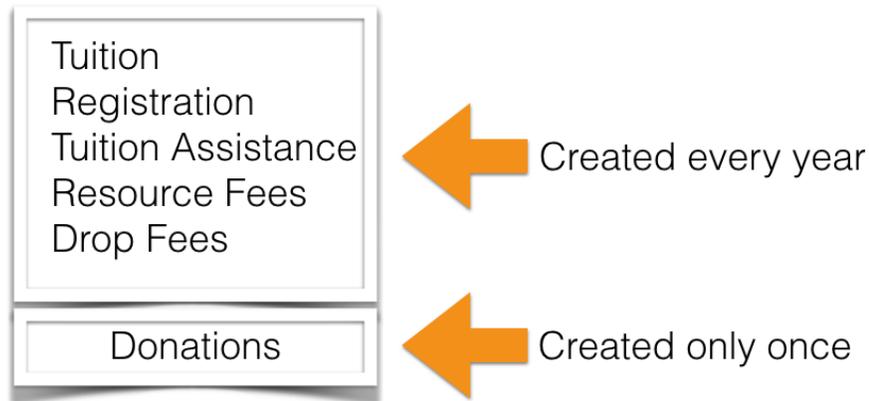


Explanation of how to create accounts that are unique to your organization.

Please note several accounts are already created by StudyPlace, as they are frequently used by most organizations. These include:



Donations is only created once, and is used perpetually.

Please note, Money can be transferred from one account to another when necessary, such as transferring money from Donations to Tuition Assistance.

Accounts that are special or unique to your organization must be created by an admin or super admin.

For example, all resource fees, such as books, lab materials, photocopies etc. should have an account for each vendor you use. StudyPlace makes sure that all created Vendor accounts track the adds and drops in your classes and adjust what is owed to each vendor accordingly.

To create your own specific accounts:

1. Login to the StudyPlace System to reach the main interface.
2. Click "Setup"
3. Click "Accounts"
4. Click "Add Account" at the bottom of the screen.
5. Enter the name of the account and details that will help you identify what money belongs in that account.

6. Click “Update.”

To make a change to an account

1. Select the specific account you want to change
2. Click “Edit Account”

To remove an account,

1. Select the specific account you want to remove
2. Click “remove account” Note that StudyPlace will not let you remove an account if there is money in it.