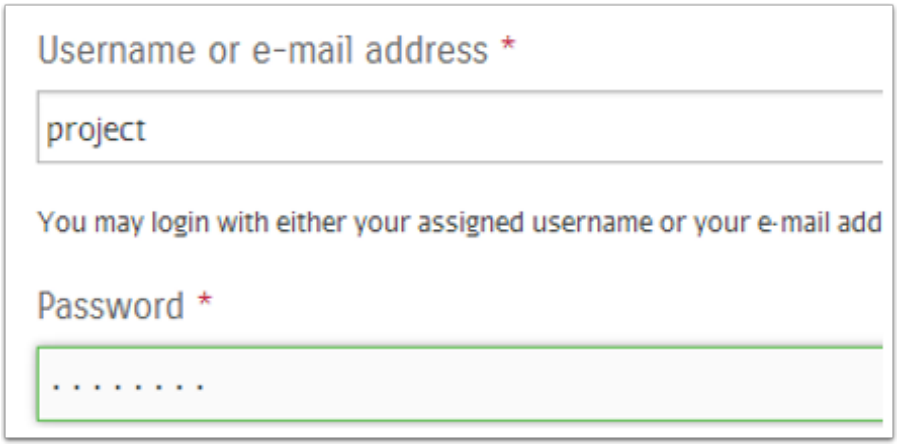
Mac OS X

Getting Started - Downloading the Software

Community Partners provides project leaders and staff access to financial reports via remote access to AccuFund, our accounting software. The remote access software is called Go-Global. The steps in this section will show you how to download and install Go-Global. If you already have Go-Global installed, you may skip this section.

If you did not receive an email with your login information, please contact us at admin@CommunityPartners.org.

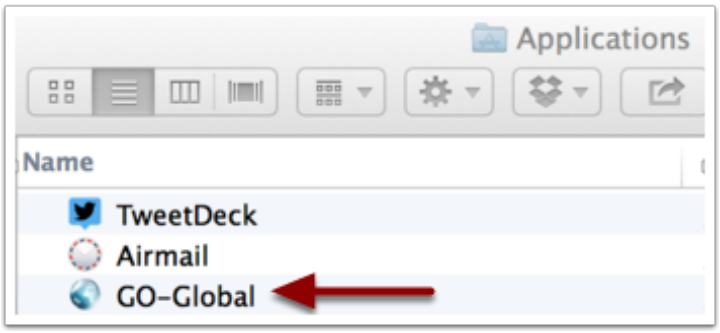
1. Visit **http://www.communitypartners.org/user**
2. Enter user name "**project"** and password "**leader14"**



3. On the left hand navigation bar, click 'Access Financial Reports'

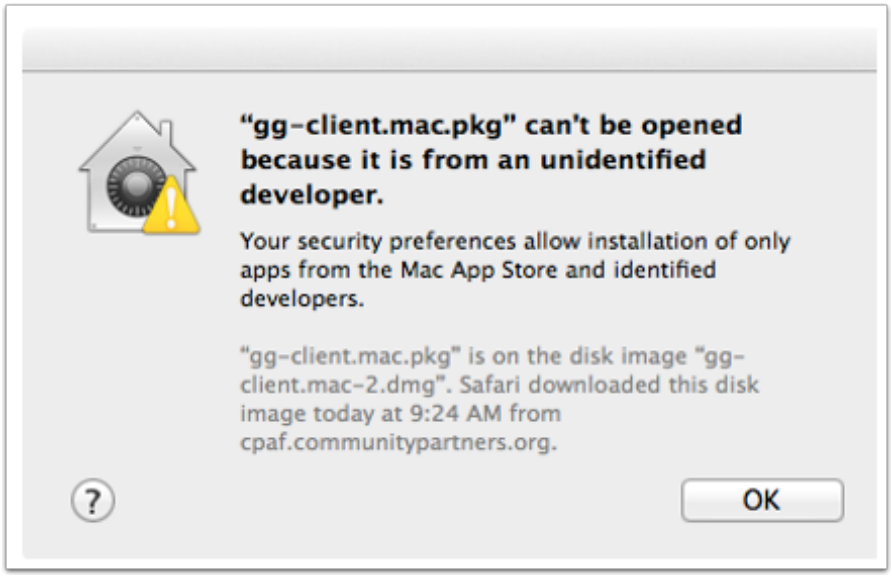
4. Click on Mac OS X link and follow the instructions listed on that page.

Download the **gg-client.mac.dmg** file to your computer. Open the file. Double-click on **gg-client.mac.pkg**. Run the installation wizard using the default settings. Once the application is installed, go to the Applications folder in Finder and double-click on GO-Global.



*If you're unable to open '**gg-client.mac.pkg**' because it is from an unidentified developer, please be assured that this is trusted software,*

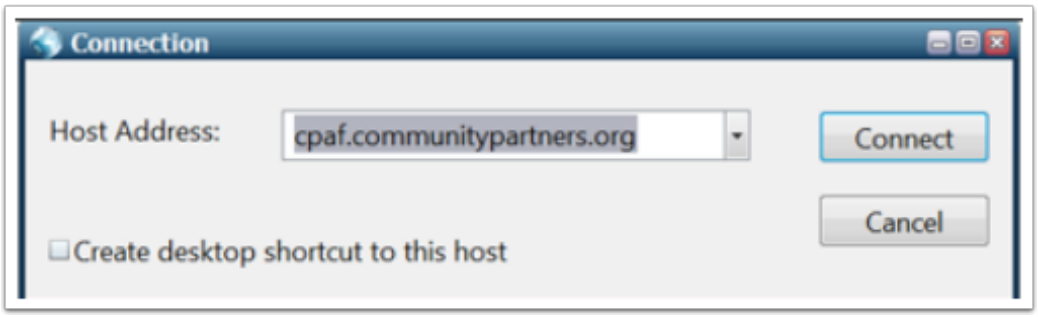
vetted by our IT consultant, and can be installed on your Mac without a problem. To allow installation, please go to the last section of this guide.



Opening the Software and Signing On

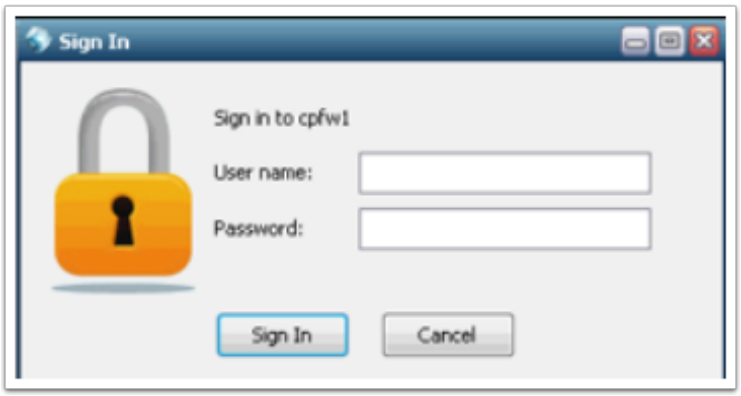
1. Once the software has been installed, open the application GO-Global. The application can be found in the Start Menu under 'All Programs.'

2. Enter host address cpaf.communitypartners.org in the 'Connection' pop-up box. Click Connect.

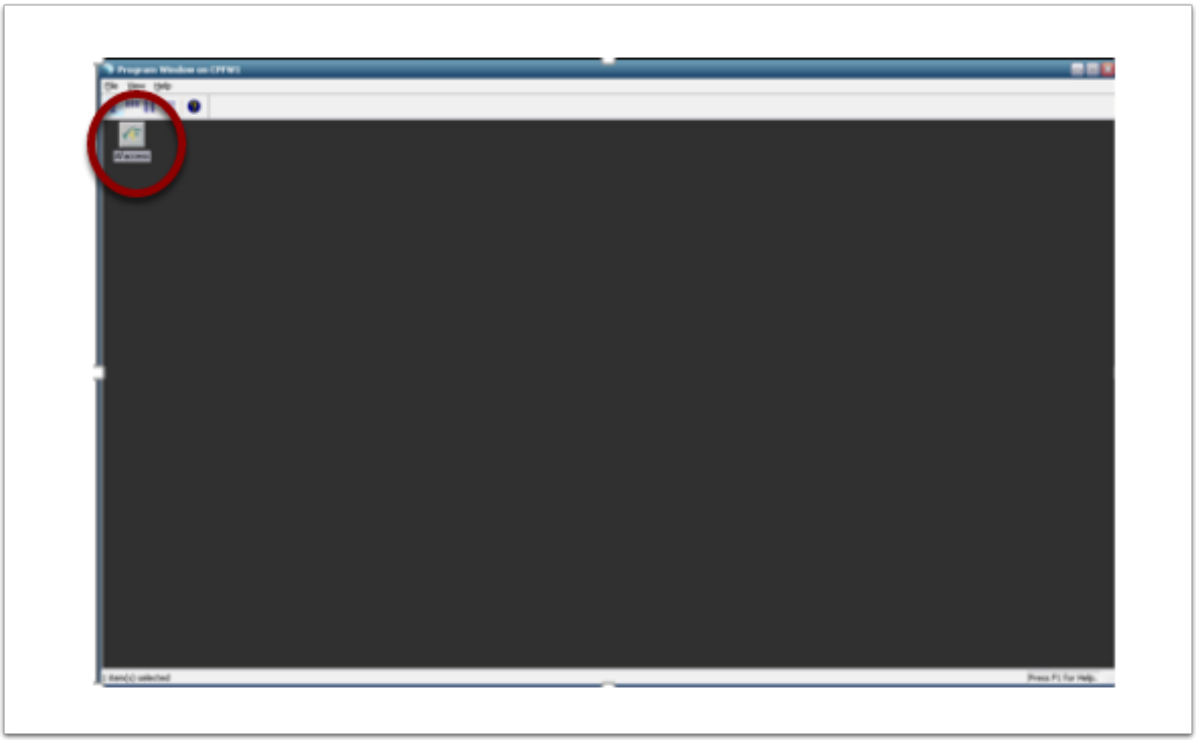


3. A pop-up 'Sign In' window will appear. Enter your project's unique user name and password. This information was sent to you by e-mail.

If you did not receive an email with your login information or if you are having trouble logging in, please contact us at admin@CommunityPartners.org.



4. Once signed in, a 'Program Window on CPFW1' will appear. On the top left hand corner, double click on 'Afaccess'.

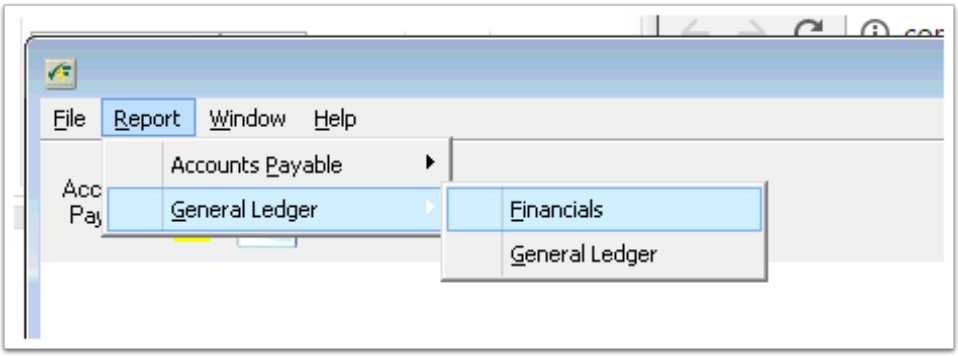


5. A pop-up 'Accufund Access' window will prompt you to enter your project's user name and password, which is the same as what you used to log into Go-Global. Make sure to select Database 'CP' before clicking 'OK'.

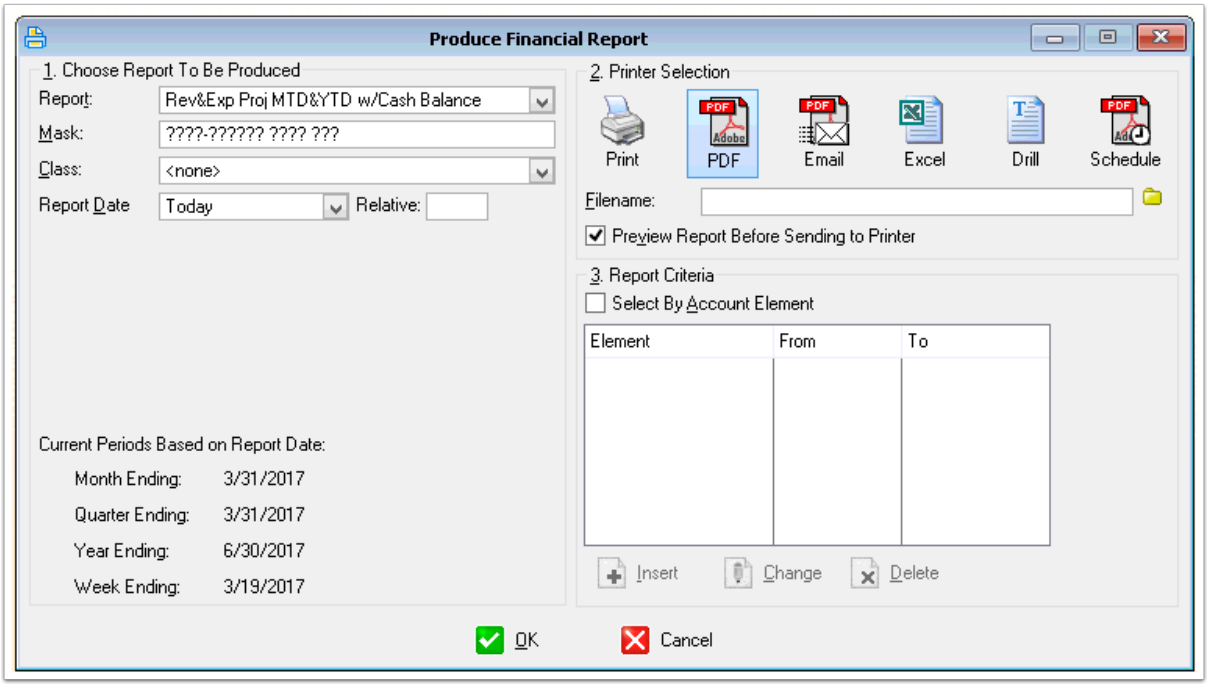
Generating Financial Reports (Cash Balance and Revenue and Expense Statements)

Once you have logged in to Accufund Access, there are a number of financial reports available to you. This section will show you how to generate the Balance Sheet and Revenue and Expense Statement.

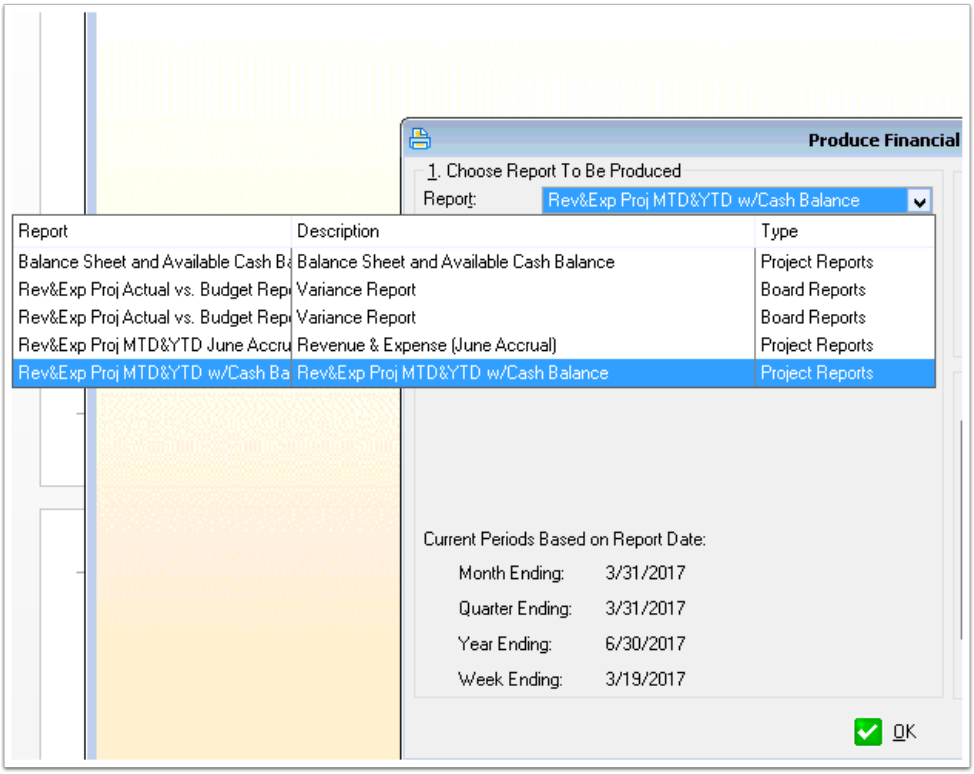
1. From the top menu bar, select 'Report'. Click on 'General Ledger' and then select 'Financials.'



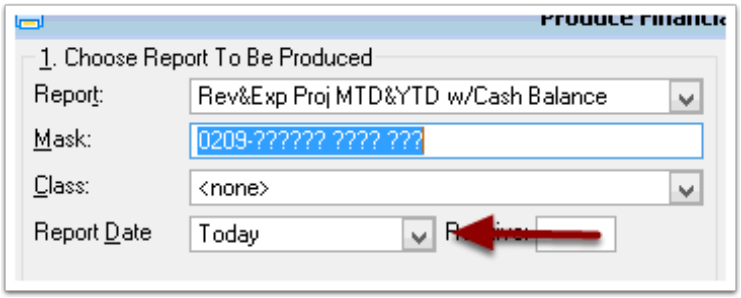
A window 'Produce Financial Report' will pop up.



Under the section '1. Choose Report To Be Produced', select the report you want to generate.



In the “Mask” field, enter your project’s 4 digit code (example: 0209). It should look like 0209-?????? ???? ???. For report date, select a date range from the pull down menu.



To save as a PDF, click here. To save as an Excel file, click here.

Saving to PDF

> ⚠ Since you are using Go-Global to remotely access our computer here at Community Partners, you will need to follow the steps below to ensure that you save reports to your computer, and not our computer at our office.

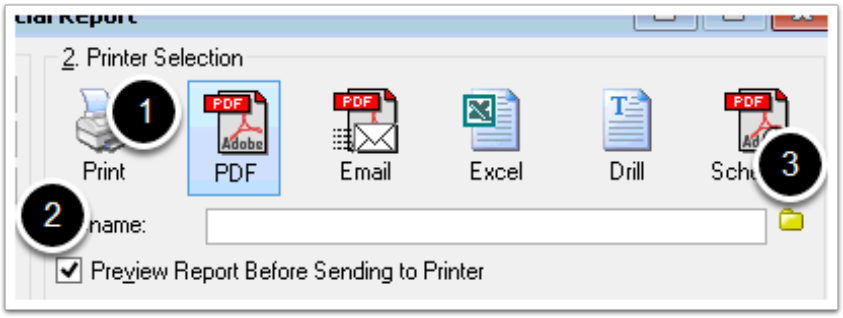
Under ‘2. Printer Selection’, select your preferred report output option. You can print, download to PDF, export to Excel or Drill (this feature will allow you to drill down to details of each line item). If you want to print, be sure to select the correct printer from the pull down menu.

To save to PDF:

1. Select the PDF icon.

2. Check ‘Preview Report Before Sending to Printer.' If you choose this option, you will see a preview of the report before you save. If you want to skip the preview and save directly, leave this box unchecked.

3. Click on the folder icon on the right.

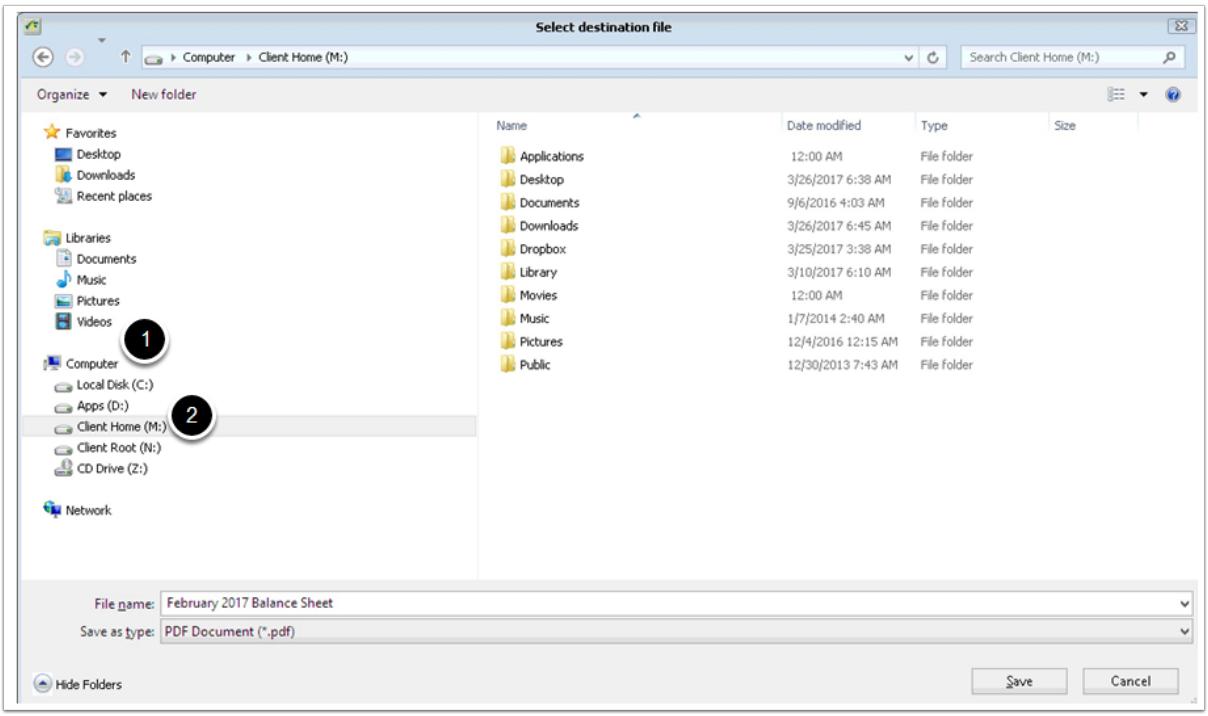


After clicking on the folder icon, a 'Select destination file' window will appear.

1. Click on ‘Computer’.

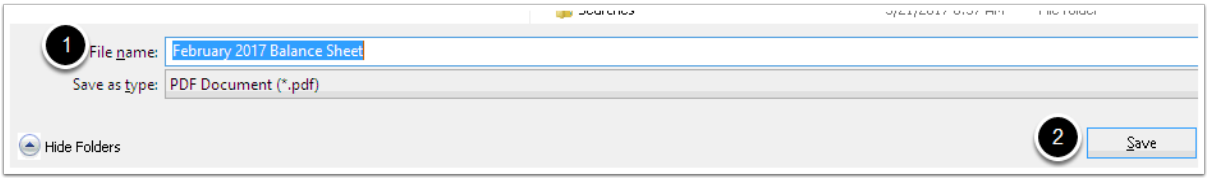
2. Select ‘Client Home’ (M:)

- Choose a destination to save your file such as 'Documents,' 'Dropbox,' or 'Desktop'. You can create a new folder using the New Folder button near the top of the window (circled below).

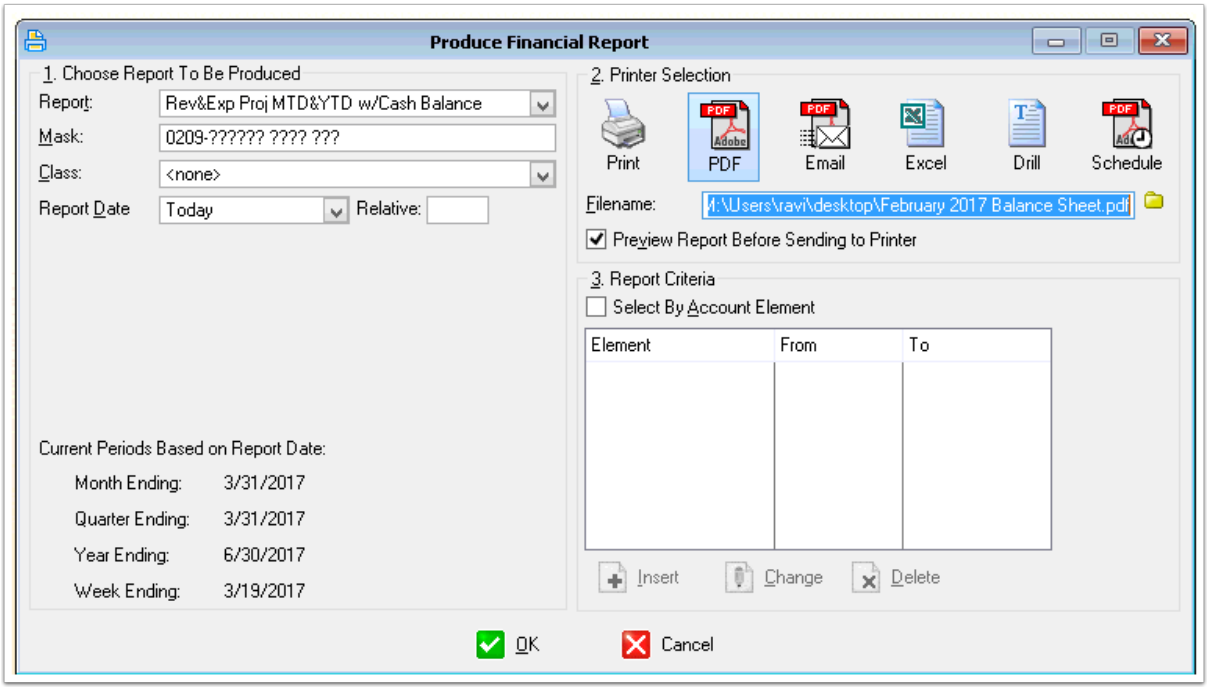


1. Enter a file name. The name should include the report type and date. Do not include periods (.) or slashes (/). Example: February 2017 Balance Sheet

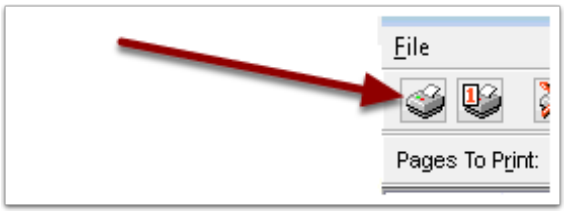
2. Click 'Save.'

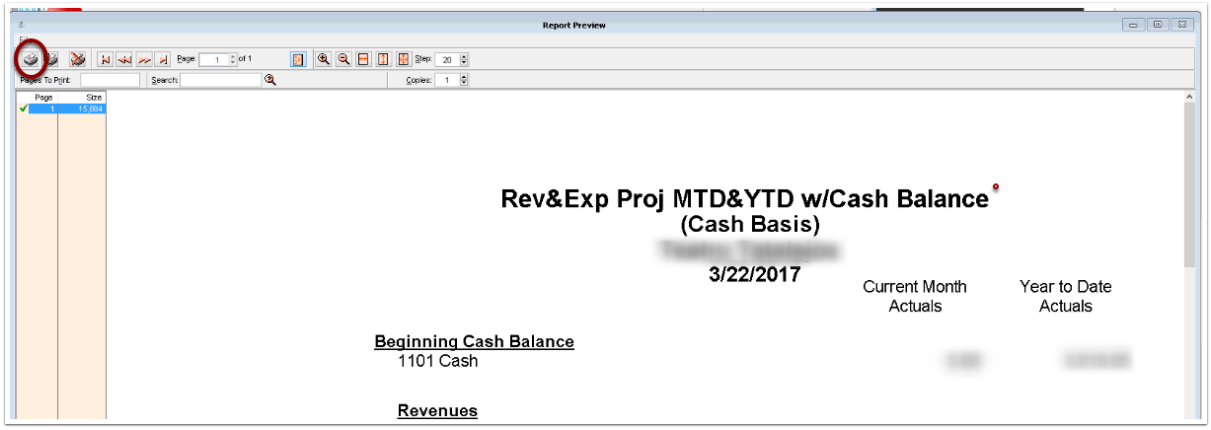


After clicking 'Save,' you should now see this window:



Click OK. A preview of the report will generate. **The report has NOT been saved yet.** To save the report, **click on the printer icon** in the upper left corner of the window.



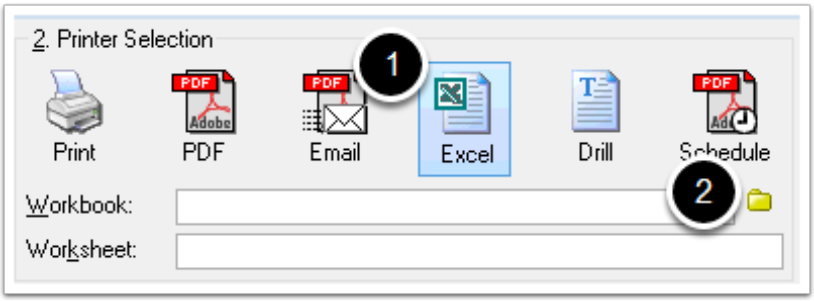


Check the folder where you saved the report on your computer to confirm that it was properly saved.

Saving to Excel

Under '2. Priner Selection', select the Excel icon.

Click on the folder icon on the right.

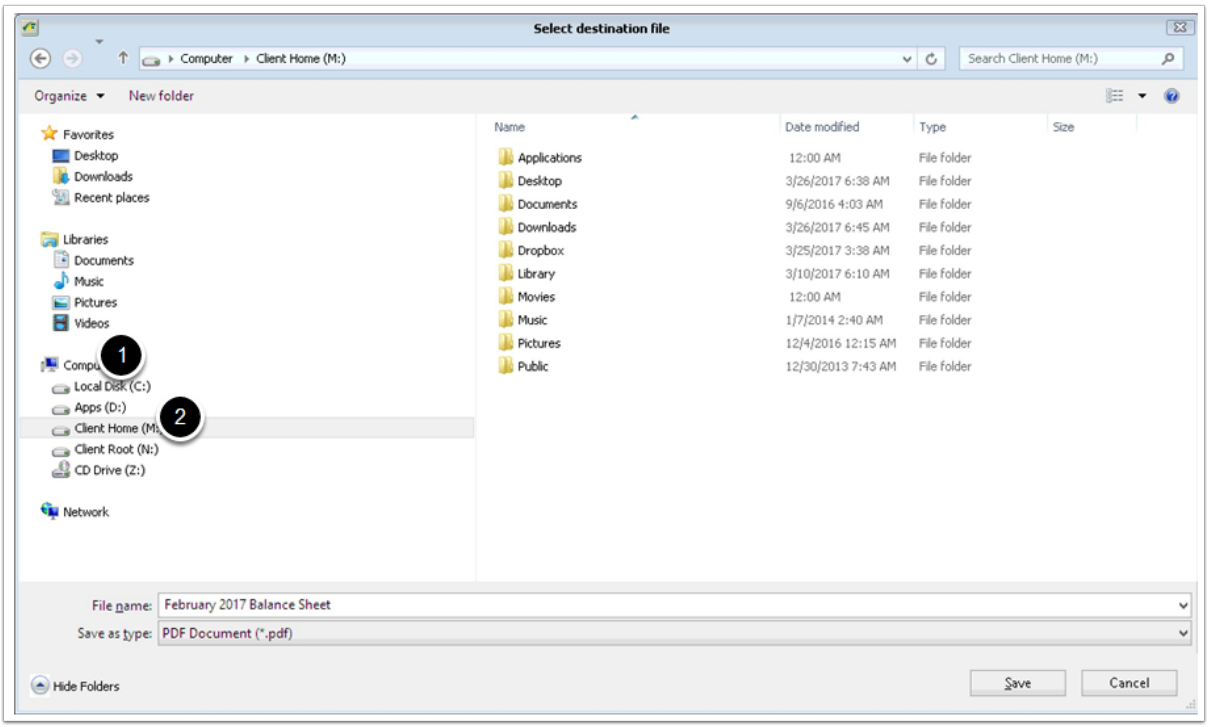


After clicking on the folder icon, a 'Select destination file' window will appear.

1. Click on 'Computer'.

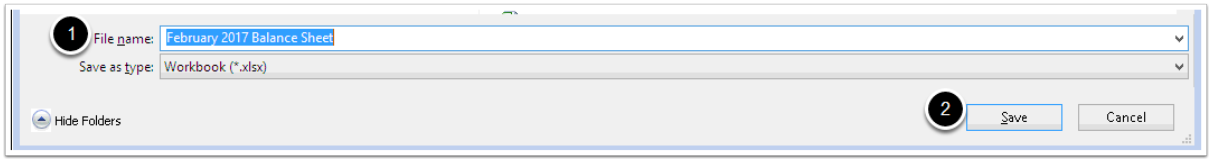
2. Select 'Client Home' (M:)

- Choose a destination to save your file such as 'Documents,' 'Dropbox,' or 'Desktop'. You can create a new folder using the New Folder button near the top of the window (circled below).



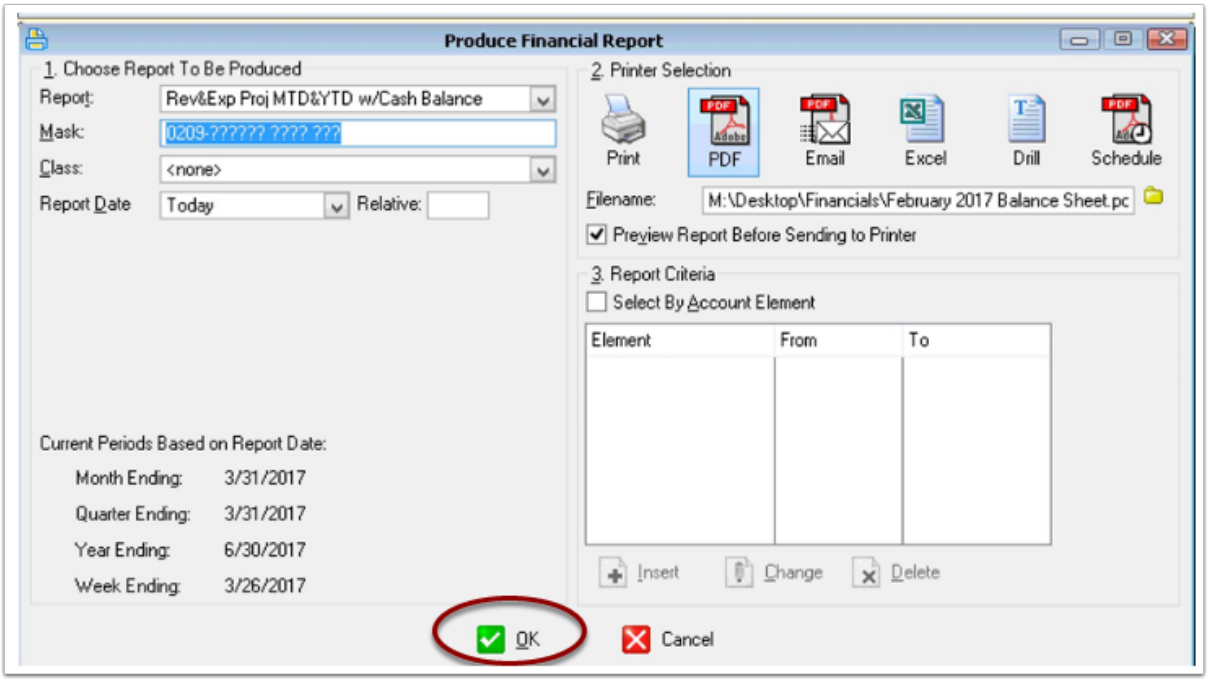
1. Enter a file name. The name should include the report type and date. Do not include periods (.) or slashes (/). Example: February 2017 Balance Sheet

2. Click 'Save.'

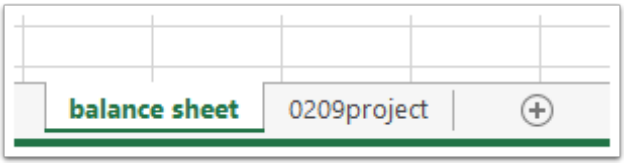


After clicking 'Save,' enter a name in the 'Worksheet' field. Example: balance sheet

Click OK.

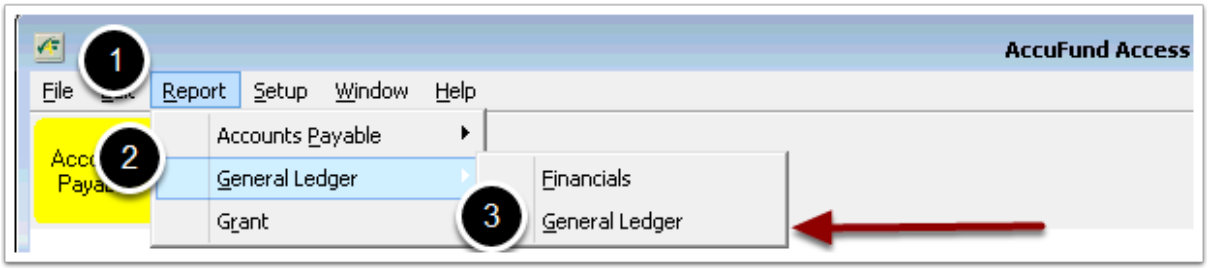


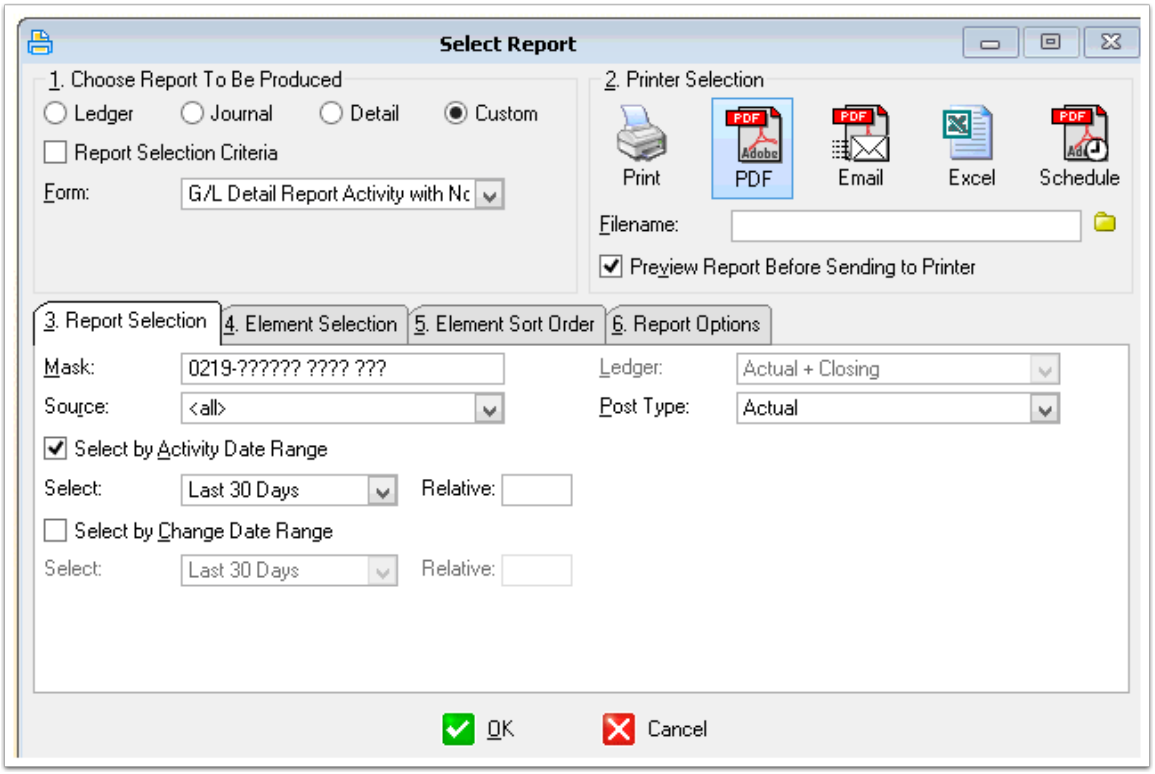
If you open the Excel file and find a blank sheet, look for a second tab or spreadsheet at the bottom of Excel. The report you just generated should be there.



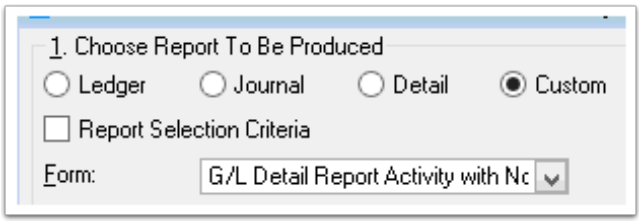
Generating Detailed Transaction Report

1. On the top menu bar, select 'Report'. Then click on 'General Ledger' and select 'General Ledger'. A 'Select Report' window will pop up.

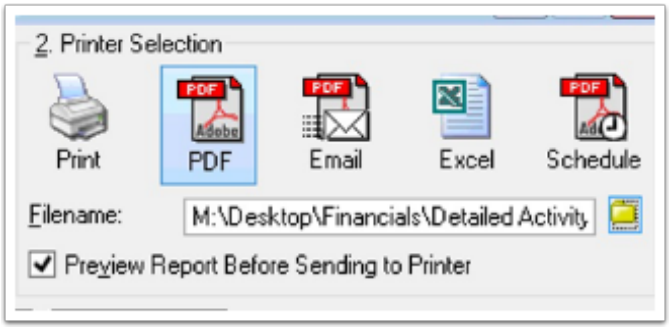




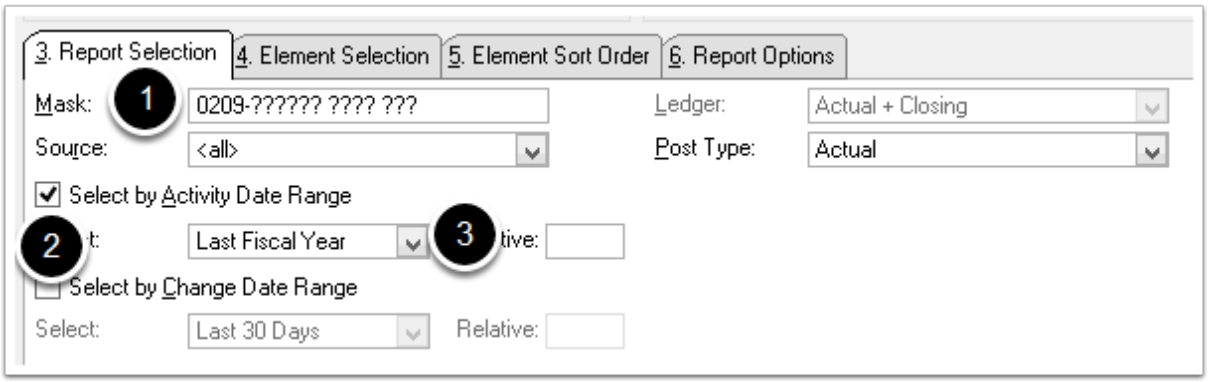
2. Under '1. Choose Report To Be Produced', select 'Custom'. The form to choose is 'G/L Detail Report Activity With Notes'



3. Under '2. Printer Selection', select report output option. See other sections for guidance on saving a report as a PDF or Excel file.



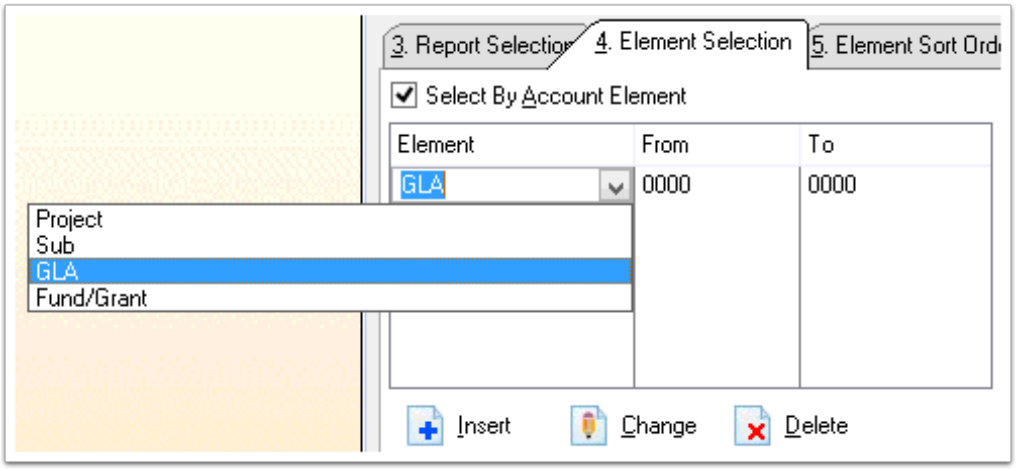
4. Under tab '3. Report Selection', enter Mask, which is your project 4 digit code (example: 0209). It should look like 0209-?????? ???? ???. Then check the 'Select by Activity Date Range' box. Once checked, select a date range from the pull down menu.



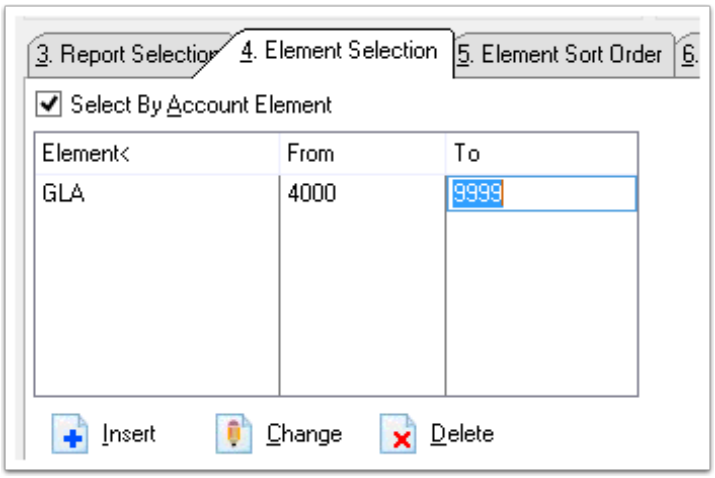
5. Under tab '4. Element Selection', check 'Select By Account Element'.

> This section allows you to filter your report to show only revenue or expense transactions or both. All revenue will be between 4000 and 5000. Salaries and benefits are between 5000 and 6000, and all other expenses are between 6000 and 9999. If you only want the Detailed Transaction Report to show revenue, enter 4000 in the 'From' column and 5000 in the 'To' column.

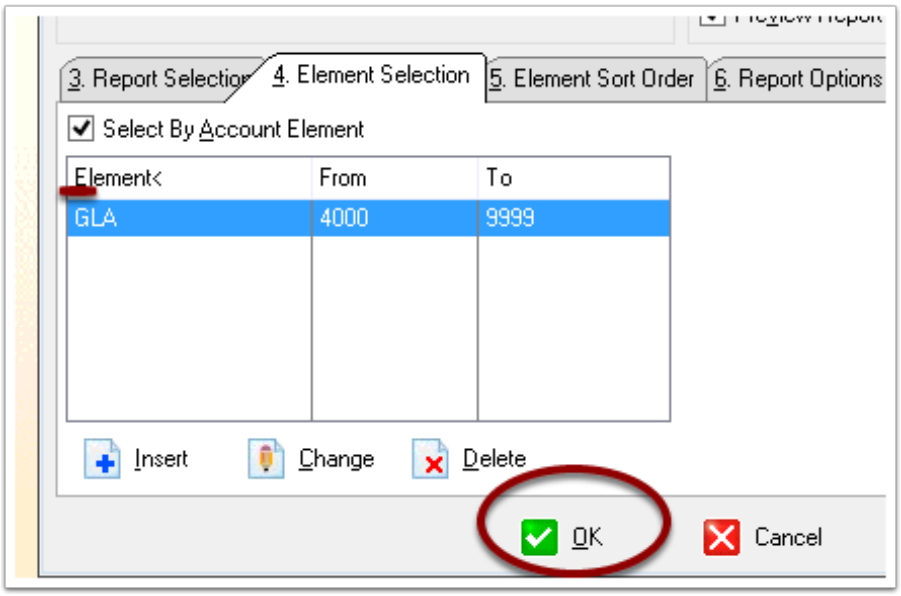
6. Click 'Insert'. Under 'Element' drop-down selection, select 'GLA'.



7. Under 'From', type 4000. Under 'To', type 9999. This will give you all detail in each revenue and expense category. '



8. Last, click 'OK' to generate report.



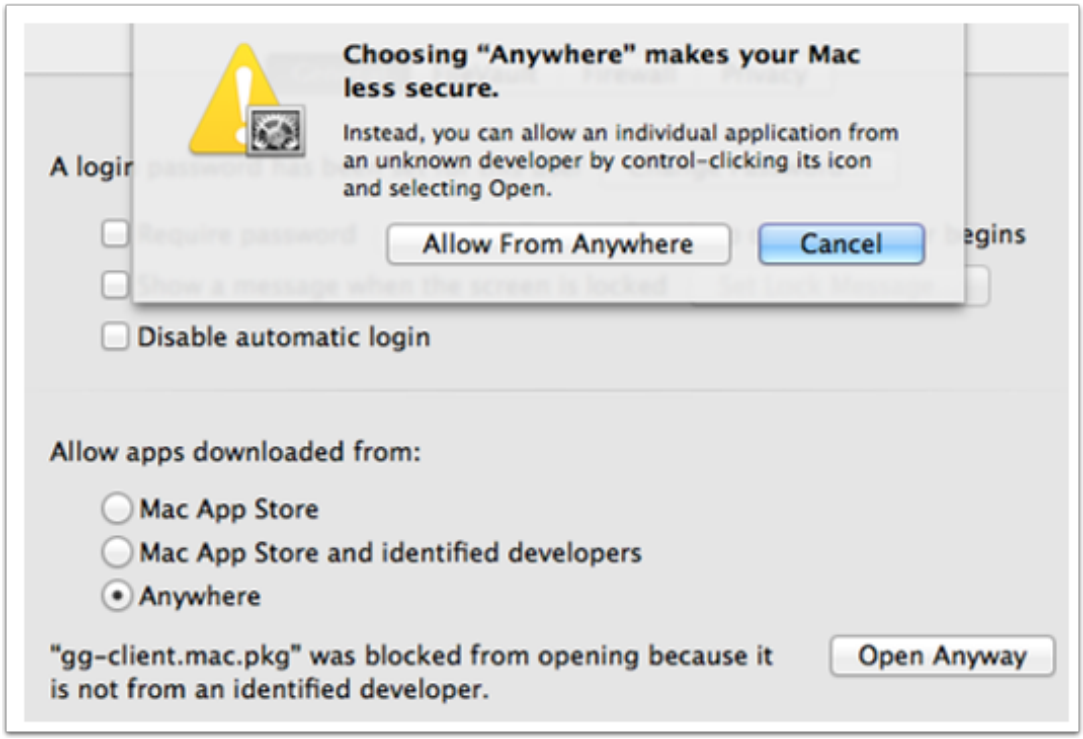
Is Go-Global not installing on your Mac? Unidentified Developer?

1. Click on the Apple icon on the upper left-hand corner of your screen. Select 'System Preferences.'
2. Select the 'Security and Privacy' option.

3. On the bottom of the 'General' tab, click on the lock. You will need to enter your password to unlock and make changes to your settings.

4. Once unlocked, go the 'Allow apps downloaded from' section and select 'Anywhere.'

5. A prompt will appear. Select 'Allow form Anywhere'. (You can change this back to the original setting of 'Mac App Store and identified developers' after the installation of GO-Global is complete.



6. Open '**gg-client.mac.pkg'** and complete the installation using the default settings.