



OmegaFi

Officers Training Guide

2021 – 2022

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Membership Reporting

New Member Reporting

Accurate and timely membership reporting is vital for the Fraternity's success and growth. New members should be reported (aka added to the roster in Vault> Chapter> Add New Members) within five (5) days of their pledge date. *Late reporting may result in a fine of \$10 per man.*

New Member Registration

Within 24 hours of being added to the roster in Vault, new members will receive a welcome email from OmegaFi with a link to activate their myPIKE account. Once activated, they will complete new member registration through their myPIKE account. New members should complete registration via myPIKE within five (5) days of being added to the roster. New members are not eligible to be approved on a New Member Report (done by Fraternity staff) or submitted on an Initiation Report until they have completed registration. A new member may complete registration through the desktop myPIKE application or through the mobile myOmegaFi app. Reminder emails are sent by OmegaFi every 7 days to members who have not completed registration yet and to chapter officers of their respective chapter.

Officers can track new member registration statuses and send reminder emails to complete registration if needed in Vault> Chapter> Member Initiation Reporting> Incomplete Registration Status.

The 'Pending Pi Kappa Alpha Approval' section shows new members who have completed registration and are waiting on the New Member Report to be approved. Officers may also click the question marks by each section for help information.

Communications | Chapter | House | ΠΚΑ | Billing | Bill Pay | Accounting | How To

Home / Chapter / Membership / Member Initiation Reporting

Member Initiation Reporting

ⓘ Pi Kappa Alpha International Fraternity Reporting Requirements

View Approved Reports

INCOMPLETE REGISTRATION STATUS ⓘ Send Reminder Email

Member	Pledge Date	Registration Status	myPIKE Access Established	Action
Hunter, Walter	01/24/2021	Incomplete	Yes	✉
Murray, Nicholas	01/29/2021	Incomplete	Yes	✉
Tutrone, Joseph		Incomplete	Yes	✉
Wilson, Matthew	01/24/2021	Incomplete	Yes	✉

PENDING PI KAPPA ALPHA APPROVAL ⓘ

Member	Pledge Date	Status
Domingo, Justin	01/24/2021	Pending Pi Kappa Alpha Approval
Dzwonczyk, Eric	01/24/2021	Pending Pi Kappa Alpha Approval
Maher, Matthew	01/24/2021	Pending Pi Kappa Alpha Approval

New Member Report

Once a new member completes registration, they are eligible to be approved on a New Member Report. The New Member Report is approved in Compass (the Fraternity's database) by the Membership Records Coordinator once all new members from the class have completed registration. Partial New Member Reports may also be approved on an as needed basis.

Initiation Report

Once the New Member Report is approved in Compass, those members will be eligible to be submitted on an Initiation Report in Vault> Chapter> Member Initiation Reporting> Create Initiation Report. An officer should submit an Initiation Report five (5) days prior to each initiation ceremony. *Late reporting may result in a fine of \$10 per man.* The submitted report is sent to Compass to be reviewed by the Membership Records Coordinator. Initiation Reports will be reviewed for accuracy and approved 1-2 business days after the initiation ceremony. Initiation fees are billed to the chapter once the report is approved and member statuses updated from new member to initiate.

The screenshot shows the Vault web application interface. At the top, there's a header with the Vault logo and a search bar containing 'Zeta Epsilon - Western Kentucky University'. Below the header is a navigation menu with items like Communications, Chapter, House, Pi Kappa Alpha, Billing, Bill Pay, Accounting, and How To. The main content area is titled 'Member Initiation Reporting' and includes a link to 'Pi Kappa Alpha International Fraternity Reporting Requirements'. There are two tables: 'PENDING PI KAPPA ALPHA APPROVAL' and 'ELIGIBLE FOR INITIATION REPORT'. The 'ELIGIBLE FOR INITIATION REPORT' table has a 'Create Initiation Report' button circled in red.

Member	Pledge Date	Status
Webb, Jerrett	02/21/2021	Pending Pi Kappa Alpha Approval

Member	Pledge Date	Status
Cruse, Sawyer	02/21/2021	Not Reported as Initiated
Kraus, Robert	02/21/2021	Not Reported as Initiated
Owens, Elijah	08/28/2020	Not Reported as Initiated

Chapters should submit one Initiation Report per ceremony and may edit that Initiation Report in Vault until it is approved by Fraternity staff. If there is ever a need to edit an Initiation Report that is already approved (e.g. an individual was reported as initiated who actually depledged), please contact the Membership Records Coordinator.

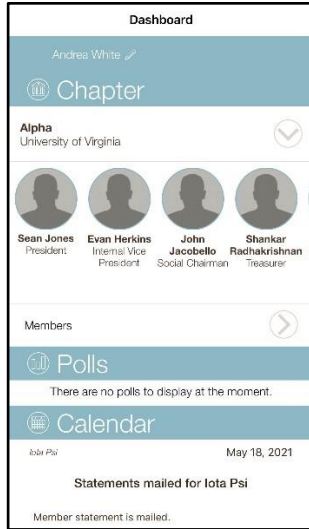
Membership materials (gold card and certificate) are ordered every two weeks by Fraternity staff for all chapters with an approved initiation report in the previous two weeks. Orders are placed automatically and are shipped addressed to the chapter president at the chapter's primary mailing address. Any questions about membership materials orders should be directed to the Membership Records Coordinator.

*See the 'Pi Kappa Alpha New Member and Initiation Reporting' reference document for more information.

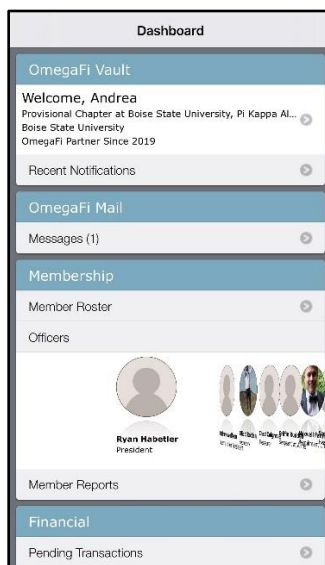
OmegaFi Apps



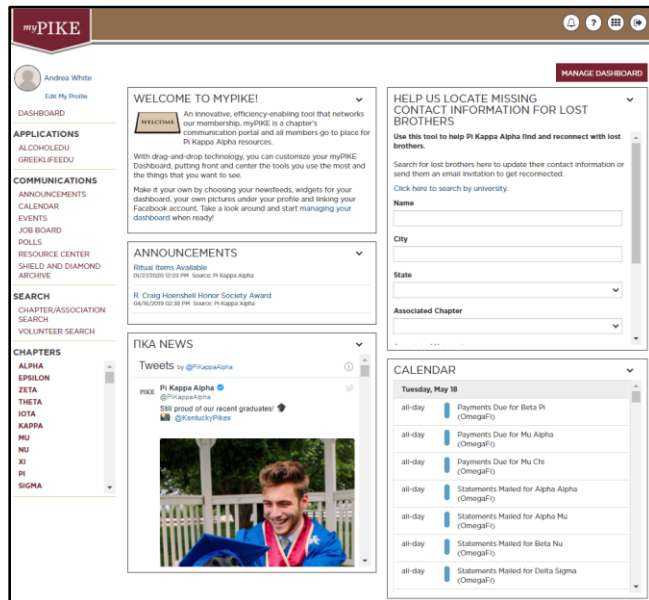
The myOmegaFi app is the mobile version of myPIKE that allows members to take their membership on the go. New member registration, payments and contact information updates may all be done on the app. The app is available on both Apple and Android devices.



The OmegaFi Vault app is the mobile version of Vault that allows officers to keep up with chapter operations on the go. The app is **only** available for Apple devices.



myPIKE



myPIKE is the branded version of myOmegaFi and is the member's portal that allows them to create an affinity with the Fraternity from the time they are added as a new member until they pass over into chapter eternal. The only exception are members who are not in good standing. In myPIKE, an undergraduate can:

- complete new member registration
- pay their balance & create saved payment profiles
- update contact information
- complete applicable LMS courses
- view announcements, calendar items and news feed from the Fraternity
- register for PIKEU events
- search for brothers
- view items in the resource center
- and more!

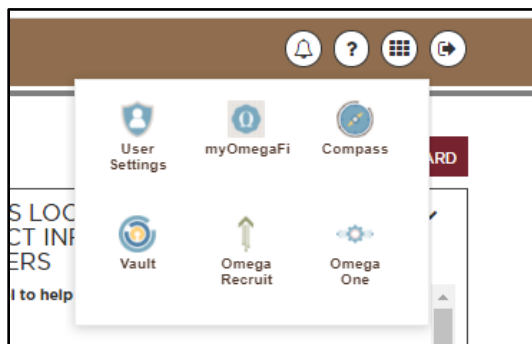
Alumni can:

- update contact information
- complete applicable LMS courses
- view announcements, calendar items and news feed from the Fraternity
- register for PIKEU events
- search for brothers
- help locate lost brothers
- view items in the resource center
- and more!

All contact information updates made by the member in myPIKE are updated on their record in Compass in real-time, and on their Vault record if they are an undergraduate.

The myPIKE user will be able to see details for any chapter they have a relationship to under the 'Chapters' menu on the left-hand side. All communication items will pull into myPIKE for each chapter the user has a relationship with as well.

From the grid in the top right-hand corner, the myPIKE user can access any other OmegaFi application they have access to.

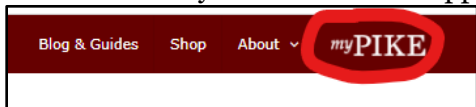


myPIKE Login Assistance Scenarios:

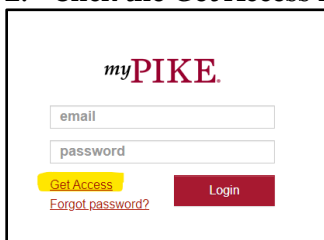
New member did not receive their “Welcome” email from OmegaFi.

A new member may register their account without the “Welcome” email by following these steps.

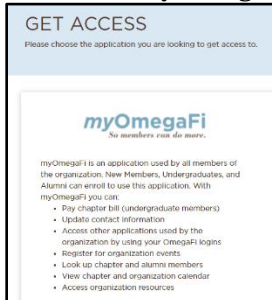
1. Click the myPIKE link in the upper right-hand corner of pikes.org.



2. Click the Get Access link.



3. Select myOmegaFi.



4. Select Pi Kappa Alpha as the organization.
5. Select Undergraduate Enrollment as the enrollment type.
6. Enter Member Account Number and Legal Last Name.

*An officer can look up the member's OmegaFi member account number on the member roster in Vault:

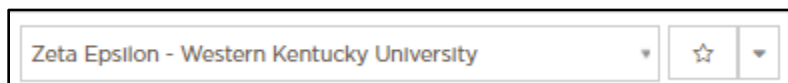
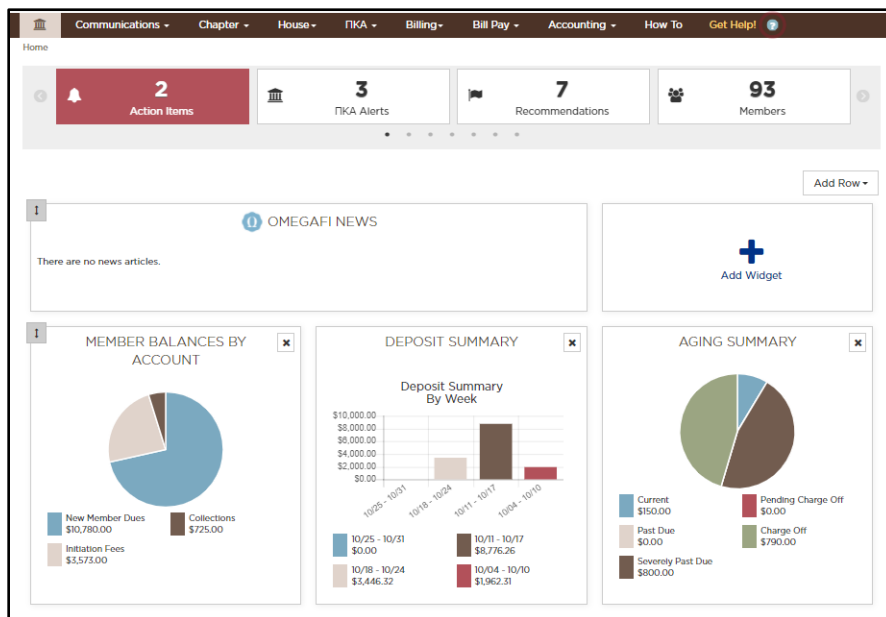
Member Roster						
ACTIVE RECORDS						Add Member
Showing 1 to 16 of 16 entries						Search... Export
Last Name	First Name	Informal First Name	Account #	Member Status	Pledge Date	Initiation Date
Grande	Castor	Castor	16H451	New Member	04/18/2021	

Vault

Vault is the officer's platform that allows the chapter to manage reporting and/or financial operations for the chapter. A handful of chapters are non-Vault, meaning they do not bill members through OmegaFi, but majority of chapters use OmegaFi for member billing and collections. Non-Vault chapters include those who are required to use their university's bursar system or Canadian chapters. Vault is permission based so only officers and their non-undergraduate contacts have access.

Dashboard

Each Vault user may customize their dashboard by rearranging or editing the widgets. The scrolling banner at the top displays key statistics or items that need to be reviewed by an officer.



Vault users may manage their “favorites” by selecting the star icon, found at the top, on frequently visited pages. Once favorites are added, they will appear in a picklist for easy navigation throughout Vault.



Bell

Notifies Vault user of action items.

Envelope

OmegaFi Mail is an internal messaging system between Vault users and their OmegaFi contact. Any Vault user may see a message that is outstanding from OmegaFi and reply to it.

Gear

- Vault Users – After a new officer or non-undergraduate contact is added, they must be given user permission to have access to Vault. Each menu in Vault is permission based and a user may either be given no access, view access or manage access to a menu. Permission levels are usually determined by the office the member serves in.
- Custom Member Fields – Vault users may create custom member fields that live on a member's record.
- Contract Management – Vault Contract Management allows Vault users to send members and/or guarantors contracts to be e-signed, instead of using paper contracts. An additional fee applies for each signed contract. All signed contracts are stored in Vault and on the member's record. Examples for using contract management include lease agreements, social media agreements, payment plans, etc.

Question Mark

By clicking the question mark icon, a menu from the right-hand side of the screen will pop out with helpful information pertaining to whichever page you are on in Vault. This is a great help tool for after business hours and on the weekends!

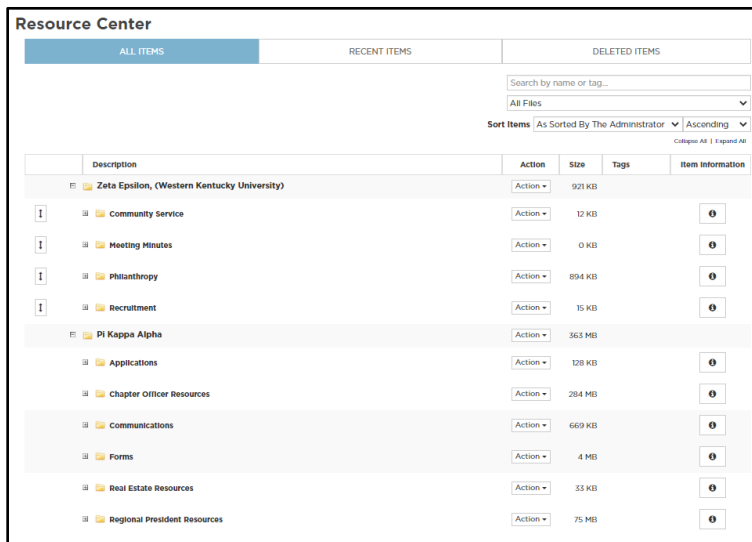


OmegaFi's support widget can be found in the bottom right-hand corner of any page in Vault. This is OmegaFi's preferred method of contact for all support related questions or technical assistance request.

Communications

- Announcements, Calendar & Polls – These features allow Vault users to add items that push down to a chapter member's myPIKE.
- Mass Email – The mass email option allows Vault users to select from pre-filtered templates, or create their own, and send emails to members quickly.
- Resource Center – The resource center is the chapter's digital filing cabinet. The 'Pi Kappa Alpha' folder is filled with resources provided by the Fraternity that may be

viewed in an officers Vault account or myPIKE by all members. It is audience based so items can be added and restricted to a particular audience to view. For example, a resource may be added just for alumni advisors, chapter presidents or new members. There is also a folder for the chapter to build out their own filing cabinet. Examples of resources that may be added by the chapter include chapter meeting minutes, chapter by-laws, new member or officer training documents, and much more! Resources added by the chapter are pushed down to chapter member's myPIKE. The resource center is a great place for filing since it creates a central location for members and officers to access documents and eliminates the need for moving documents from one officers computer to the next during officer transitions.



- myPIKE Logins – See which members have or have not activated their myPIKE login and send a reminder to do so if necessary.

*See the 'Pi Kappa Alpha Communication Tool' reference document for more information.

Chapter

- Member Roster – From the member roster, a Vault user may access a members record, view their member details and make edits if needed. The member roster is divided into two sections – (1) active records – new members and initiates and (2) other records – depledged, alumnus, and suspended.
- Add New Members – Where a Vault user will add members to their roster. New members may be added to the roster in mass by completing and uploading the 'Add Members in Mass' template.
 - Initiates may also be added to the roster in the event of a membership transfer. If a chapter receives a transfer, a membership transfer form should be completed and submitted to the International Fraternity.
- Archive Members – Any member with an inactive member status (depledged, alumnus, suspended, etc.), inactive billing status and a \$0.00 balance may be archived from the chapter's Vault roster. Archiving members helps keep the chapter's

- Vault roster “clean” by clearing the record from the “other records” section of the member roster.
- Update Member Statuses – Officers should maintain an accurate roster by updating the roster appropriately in Vault anytime a member has moved from New Member to Depledged or Initiate to Alumnus.
 - Note – An initiate **should not** be updated to alumnus if they owe an outstanding balance. The balance must first be cleared and then the status change made. If a member, not in good financial standing, is moved to the status of alumnus, the International Fraternity will automatically update their member status to suspended and send them a delinquent account letter.
 - OmegaFi uses “Billing Statuses” to differentiate between members who should (active billing) and should not (inactive billing) be billed. When a member status is updated to Depledged or Alumnus, the billing status should also be updated to Inactive so that member is no longer billed.
 - Any member status changes back to new member or initiate must be done by Fraternity Staff. Contact the Membership Records Coordinator to request these status changes.
 - If a new member has depledged, but is now returning to rush again, contact the Membership Records Coordinator to have his status updated from depledged to new member. He should **not** be added to the roster in Vault again.
 - Officers – The officer roster in *Vault > Chapter > Officers* should be updated immediately after each officer election or any other change in positions. **Note** – after the officer roster is updated, Vault user access must also be added, edited or removed under the *Gear icon (Administration) > Vault Users*.
 - Contacts – Any non-undergraduate contact may be added to the chapter’s account in *Vault > Chapter > Contacts*. The contact may be anyone who provides assistance to the chapter such as a Fraternity staff member, alumni/chapter advisor, House Corporation officer, House Manager, Accountant, etc. **Note** – after the contact roster is updated, Vault user access must also be added, edited or removed under the *Gear icon (Administration) > Vault Users*.

*See the ‘Pi Kappa Alpha Roster Updates’ and ‘Pi Kappa Alpha Officer Updates’ reference documents for more information.

PiKA

- PiKA Billing – This page pulls directly from the chapter’s billing account with the International Fraternity so the chapter can view and manage all Fraternity transaction activity.
 - Summary – The summary tab gives the chapter the option to view the most recent statement and activity for their account. All Vault billing chapters should be making Fraternity assessment payments through Bill Pay, but there is also the option to use the ‘Pay Now’ button to submit a payment via e-check from an external bank account. The ‘Pay Now’ option is how non-Vault chapters submit a payment to the International Fraternity through Vault.

- Payments – Register of unprocessed and processed payments for Fraternity assessments.
 - Statement History – PDFs of all chapter billing statements from the International Fraternity.
 - Statement of Account – Chapter billing account register with the International Fraternity.
 - Scheduled Invoices – Display of upcoming Fraternity Fees and Assessments.
- Fraternity Fees & Assessments – All Fraternity Fees and Assessments are due upon receipt. Below are the dates in which the scheduled fees and assessments are due. Any fees and assessments not paid on-time will be subject to a late fee of 1% of the total past due balance.

Fall:

- September 1 – LPP Assessment:
 - Chapter size < 60: \$3,000
 - Chapter size 60-90: \$3,500
 - Chapter size 90+: \$4,000
 - *Housed chapters: Additional \$1,000
 - \$1,000 credit if chapter elects to go substance-free
- October 1 – Chapter/Provisional Chapter Assessment:
 - \$1,500 + \$30.00/initiate
 - This is only for initiates on the roster that were initiated in a previous semester. This does not include new members.
- One-time Membership Fee:
 - \$300/new initiate
 - The Fraternity recommends it is collected five (5) days prior to initiation.
 - This fee is assessed to the chapter upon approval of the initiation report. Pi Kappa Alpha does not assess individual members.

Spring:

- January 1 – LPP Assessment:
 - Chapter will be billed the same amount as the fall
- February 1 – Chapter/Provisional Chapter Assessment:
 - \$1,500 + \$30.00/initiate
- One-time Membership Fee:
 - \$300/new initiate
 - The Fraternity recommends it is collected five (5) days prior to initiation.
 - This fee is assessed to the chapter upon approval of the initiation report. Pi Kappa Alpha does not assess individual members.

* Housed chapters are defined as: any facility or property owned, operated, or leased by a chapter, by its host institution for the purpose of housing chapter members, or by a recognized house corporation. Any facility that displays Pi Kappa Alpha letters or is regularly used to hold chapter meetings or host other chapter events may be considered chapter housing.

Billing

Reminder – the Fraternity does not have an “inactive” undergraduate member status. Billing statuses are for OmegaFi billing purposes only and should not be confused with the member status.

- Member List by Billing Group – The chapter’s billing roster is separated by active billing members at the top and inactive billing members at the bottom. Billing statuses should only be used to designate whether the chapter **is** or **is not** billing the member at the current time. Billing statuses are separate from member statuses and must be updated separately as well.
- Update Billing Groups – Billing groups are a way for the chapter to bill individuals’ different charges based on the group they belong to or bill individuals in different installments. For example, a chapter with varying chapter house rooms may have billing groups for Single Room, Double Room, Triple Room, etc. Or a chapter could have a billing group that bills all charges in full at the beginning of the term, another that bills the same charges in 2 installments, and another that bills the charges in 3 installments.
- Update Billing Statuses - The billing roster should be reviewed and edited before each terms billing begins to ensure members are billed correctly, as well as anytime member status changes are made.
 - All depledged, alumnus and suspended members should have their billing status updated to **inactive** to ensure they are no longer billed by the chapter.
 - All new members and initiates should have an **active** billing status, except for initiates who are studying abroad, away on military assignment or on medical leave. These exceptions are at the discretion of chapter leadership.
- Billing Overview – The billing overview page allows Vault users to review each terms scheduled billing, edit future billing cycle dates, edit future charges per billing group and set up billing for the next term.
 - Setting up billing – When setting up billing, chapters must first copy over a schedule of charges from a previous term but can go back into the newly created schedule of charges and make edits to the cycles and charges if needed.
- Enter Payments – Members should be encouraged to submit payments through an OmegaFi platform so the applicable fees may be withdrawn appropriately, but if a check or cash payment is accepted locally by the chapter, a Vault users may record that payment on the members record in ‘Enter Payments’.
- Add Transactions in Mass & Add Transactions to a Group – A schedule of charges should be created each term for all regular member charges, but Vault users may add miscellaneous charges to member accounts at any time through ‘Add Transactions in Mass’ or ‘Add Transactions to a Group’. These pages are for charges and credits only, payments should be entered on the ‘Enter Payments’ page.
- Transaction Activity by Member – Report to view all member transaction history in the specified date range.
- Send Members to Collections – Vault users have the option to send a member’s delinquent balance to a collection agency through Vault. This process may **ONLY** be initiated by a Vault user.
 - A member’s balance must be in the “charge off” aging status to be sent to collections. Charge off means the member has been sent four consecutive statements for the balance due without paying the balance in full.

- It is recommended an OmegaFi membership agreement and social security number be on file for the member before they are sent to collections.
- Without an SSN on file, the collections agency will not be able to report the delinquent balance to the credit bureau. The agency will still try to pursue the balance, but collection of the balance is far less successful.
- The delinquent balance is reported to the credit bureau 90 days after it is received by the collection's agency. The balance may be removed from collections before 90 days without it affecting an individual's credit.
- If an OmegaFi membership agreement is on file, the collection agency fee may be passed through to the member rather than deducted from the future payment sent to the chapter if collections are successful. For example: if the collections agency fee is 50%, the member's balance is \$1000.00, then the member would actually owe \$1500.00 so that the full \$1000 could be sent to the chapter if collection of the payment is successful. If a contract is not on file, the chapter would only recoup \$500.
- Collection agency fees vary by state, but average 33% - 50% of the balance. OmegaFi can tell the Vault user what their states fee is.
- Vault users should contact their OmegaFi contact if an account should be removed from collections.
- **Sending a member's balance to collections through OmegaFi does not remove them from the member roster. Until their member status is reconciled, they will be considered active members of the fraternity.**
- To remove a delinquent member from the member roster, an academic expulsion or Delinquent Account Report Form must be submitted. Both forms may be found in the Resource Center.
- Submitting the Delinquent Account Report Form allows the Fraternity to pursue collections of the balance on the chapter's behalf.
- Balances by Income Account – Report showing what balances are owed by member per income accounts.
- Create a Donations Form – Vault users can create a donations form to distribute to members, parents, alumni or friends to solicit donations for the chapter. The form may be added to social media via a link, sent as a link in an email or a button placed on a website. An OmegaFi processing fee and merchant discount fee (if applicable) will be applied to payments. All funds collected are sent to the chapter primary bank account on file.
- Graphic Cow T-shirts – OmegaFi partners with Graphic Cow for customized t-shirts at a discounted priced if purchased through Vault. Vault users may upload an existing t-shirt design or choose from thousands of designs in Graphic Cow's library. The t-shirts are high quality, similar to comfort colors. Once a Vault user creates an order, a notification is sent to all chapter members with instructions on how to place their order through myPIKE. The fee for their order is billed to the individual member's OmegaFi account, not the chapter. The chapter does not pay for the t-shirts out of pocket. Once the order closes, on the date set by the Vault user, Graphic Cow prints, bags and ships the order to the chapter. The t-shirts come individually bagged with the member's name on them for easy distribution.
- OmegaFi Swipe – OmegaFi's card reader that allows the chapter to accept member payments via credit card locally.

- First device is FREE. Each additional device is \$30.00.
- Can be connected to an iPhone or iPad.
- Works directly with the Vault app.
- Plug in device, open app, select member making payment, enter amount and swipe!

Accounting

- Account Registers – An overview of all account registers, both internal at OmegaFi and any external bank accounts linked to an internal OmegaFi account. The full account register may be viewed by clicking on it.
 - Bank Accounts - Any external bank account the chapter may have linked to an internal OmegaFi account is displayed here. The bank account register does not include a full transaction history and running balance of that external account, but is rather *just* the transaction history of any transfers to or from that bank account to an OmegaFi Bill Pay Fund.
 - OmegaFi has the option to allow Vault users to add an external bank account and import external transactions automatically into the account registers so all account registers may be reconciled in one location. This feature works like Mint.

BANK ACCOUNTS					
Account	Collected Balance	Pending Deposits	Pending Payments	Current Balance	Actions
Alpha Eta Chapter of PIKE					Click to Activate
HC PIKE - Univ FL					Click to Activate

- Bill Pay Funds – All Bill Pay funds the chapter may have activated in Vault. Bill Pay funds are OmegaFi's internal bank accounts for chapters. A chapter may have an unlimited number of Bill Pay funds for any purpose – Chapter Operating, Rent, Meals, Housing Fees, Security Deposits, Social, Philanthropy, Savings, Foundation, etc.. **All PIKE chapters have a Chapter Operating Bill Pay fund that is set as the chapters default for deposit.**
- OmegaFi Account – A running register of all member payments received, the associated fees withdrawn from the payments, any miscellaneous credits or debits assessed to the chapter, and which account the deposit is made to.
 - Miscellaneous credits or debits may include tax filing fees, returned member check payments, website fees, outstanding OmegaFi fees, etc.
 - The Merchant Discount Fee is a processing fee, charge by credit card companies, that is passed through to the chapter by being deducted from member payments made via credit card. The MDF for Visa, MasterCard and Discover is 2.95%. The MDF for Amex is 3.15%.
 - Sales and Use Tax – as of XXXXX OmegaFi Customers with a mailing address in Arizona, Massachusetts, New York, Ohio, Pennsylvania, South Carolina, Tennessee, Texas, Washington State, and Washington DC will likely be charged sales tax to comply with the taxing authorities in those states. As laws change, additional states may be added or

removed. Specific tax rates depend on the city, county and state where it is located. Rates will typically range from 0% to 9.0%. You can view your chapter's tax rate in *Vault > Accounting > Vault Billing Fee Details*. The sales and use tax will be applied to the chapter's OmegaFi Account Register.

- Deposit Splits – All deposit splits the chapter may have activated.
 - Deposits splits are a feature that allow portions of member payments to be automatically separated into different accounts. Deposit splits may be created as a percentage of member payments or tied to an income account. The money separated through the deposit split may be deposited into any active Bill Pay fund or an external bank account.
 - Percentage Split Example – 2% of all member payments are sent to the chapter's external savings account.
 - Income Account Example – All member payments categorized as Rent are sent to the chapters Housing Bill Pay fund or directly to the house corporation.
- Vault Billing Fee Details – A breakdown of what is due and has been collected for the chapter's OmegaFi Fee for each term. Vault billing chapters pay a per member fee of \$67.68 annually for the members on their **active billing roster**. The fee is collected in Fall and Spring semesters or Fall, Winter and Spring quarters. It is not billed over the summer. It is withdrawn from member payments as a percentage until the balance due for the term is met. The standard percentage is 10%, but chapters may elect it be withdrawn at a different percentage (e.g. 25%, 50%, 100%).
 - The OmegaFi Fee is calculated based on the total number of members on the **active billing roster** on the first statement date for the term, plus any additional members added to the active billing roster during the term.
 - Semester schools are billed \$33.84/member in fall and spring, and quarter schools are billed \$22.56/member in fall, winter and spring. The OmegaFi Fee is not assessed in summer.
 - If a chapter has not paid the balance due by the time the last cycle of statements is sent for the term, OmegaFi will automatically apply the outstanding balance to the chapter's OmegaFi account register and deduct the amount due from member payments until it is paid in full.

*See the 'PIKE Per Member Pricing' reference document for more information.

- Budgets – OmegaFi's interactive budget tool is a great way for the chapter to build their budget each term and is an approved alternative to PIKE's budget spreadsheet. Budget's created in Vault interact with Vault accounting reports for seamless financial tracking and reporting.

*See the 'Pi Kappa Alpha Budget Tool' reference document for more information.

Tax Filing – As a 501(c)7 organization, all PIKE chapters are required to file a 990 tax form each year to maintain their tax exemption status. The tax filing deadline for chapters is November 15th every year. Chapters may file taxes through OmegaFi, File990.org, or a local accountant. Chapters who do not file taxes for three consecutive years will have their tax-exempt status revoked by the IRS and may be liable for paying taxes on income (member payments) collected. You may contact finance@pikes.org for assistance in regaining your chapter's tax-exempt status.

- PIKE chapters have a fiscal period of 7/1 – 6/30 and should file their 990 each year by 11/15.
- The type of 990 filed by the chapter depends on their annual gross receipts (income).
- The chapter may complete their 990 with OmegaFi through *Vault > Accounting > Tax Filing* for a fee. If all receivables and payables were done through Vault, tax filing through OmegaFi is very quick and easy since all figures will auto-populate on the form.
- The 990-N form may also be e-filed for free on IRS.gov.

How To

The 'How To' menu is an excellent resource for chapters after business hours, on the weekends or when their OmegaFi contact cannot be reached. There are numerous "how to" reference documents and videos for Vault users to access.

Get Help!

The 'Get Help!' menu is another after hours resource and acts as a FAQ section for all OmegaFi applications.

Bill Pay

Bill Pay is OmegaFi’s internal banking service that allows the chapter to be “bankless” – meaning all banking needs can be met through OmegaFi without the need for an external bank account. Majority of OmegaFi’s Bill Pay services are included in the chapter’s OmegaFi Fee already being paid.

- Registers - The registers page provides an overview of all Bill Pay funds and Officer Purchasing Cards. Each Bill Pay funds account register can be accessed by clicking on it.

Registers						
BILL PAY FUNDS						Add Fund
Bill Pay Fund	Current Balance	Pending Deposits	Pending Payments	Pending Transfers	Available Balance	Action
Chapter Operating	\$14,878.11	(\$388.20)	\$0.00	\$0.00	\$14,489.91	
Security Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Totals:	\$14,878.11	(\$388.20)	\$0.00	\$0.00	\$14,489.91	
OFFICER PURCHASING CARDS						
Bill Pay Fund	Current Balance	Pending Deposits	Pending Payments	Pending Transfers	Available Balance	Action
Zack Danninger	\$7.00	\$0.00	\$0.00	\$0.00	\$7.00	
Totals:	\$7.00	\$0.00	\$0.00	\$0.00	\$7.00	

- Bill Pay Fund
 - A chapter may have an unlimited number of Bill Pay funds for any purpose – Chapter Operating, Rent, Meals, Housing Fees, Security Deposits, Social, Philanthropy, Savings, Foundation, etc.. **All PIKE chapters have a Chapter Operating Bill Pay fund that is set as the chapters default for deposit.**
 - Register – A detail transaction history of all credits and debits applied to that Bill Pay fund. By clicking the pencil icon next to a payment, a Vault user can view details of the payment and make edits if needed. **Note** – the effective date of deposits will tell you when the funds are available to use.
 - Bills – An overview of any outstanding bills to be paid.
 - Profile – Account details for the Bill Pay fund.
- Officer Purchasing Cards
 - Register – A detail transaction history of all credits and debits applied to the Officer Purchasing Card.
 - Profile – Card details for the Officer Purchasing Card. The OPC may be reported lost/stolen or cancelled from the Profile.
- Payments – An overview of any outstanding bills to be paid. Vault users may also approve bills to be billed from this page or edit the bill if needed. Bills are paid to the vendor via check from the selected Bill Pay fund. All payments made to the International Fraternity are made via ACH. OmegaFi processes payments Monday – Friday at 2:00pm

EDT. All bills approved at that time will be paid and mailed that day. Any bill approved after 2:00pm EDT will be paid and mailed the next business day.

- Partial Payments - Vault users may submit a partial payment on a bill at any time by clicking on the grey portion of the bill, clicking the pencil edit icon next to the payment amount, and changing the amount to be paid. Vault users should then create a new payment on the bill so the remaining balance shows outstanding.

OUTSTANDING BILLS									
	Payee/Vendor Name	Invoice Date/Number	Due Date	Bill Amount	Processed Payments/Credits	Bill Balance	Unprocessed Payments	Balance After Payments	Approval Status
	Pi Kappa Alpha	04/01/2021	04/01/2021	\$20.00	\$0.00	\$20.00	\$20.00	\$0.00	Unpaid
				Unprocessed Payments					
				Payment Fund	Pay On	Pay Amount	Approval Status		
				Chapter Operating	04/06/2021	\$20.00	Requires Others Approval		

- Editing a Bill – Vault users may edit the expense account for a bill by clicking on the grey portion of the bill and changing the income account under the ‘Bill’ tab.
- Adding a Bill – Vault users may add a bill in Bill Pay themselves using the red ‘Add’ button. Bills may be created to be paid once (one-time), over a recurring schedule or scheduled to be paid on a future date. Bills may also be set to be auto-approved.
- In addition to Vault users entering bills themselves, bills may be emailed (vaultbillpay@omegafi.com) or mailed directly to OmegaFi to be uploaded in Bill Pay.
- Print Local Checks – Vault users have the option to print checks from their Bill Pay funds locally instead of checks being printed and mailed by OmegaFi. This is a great option for chapters who need to pay a vendor immediately in person; for example, paying a local venue or lawn maintenance company. Vault users need to order check stock from OmegaFi and will use their own printer for the checks. Check stock is \$45.00 for 500 checks or \$60.00 for 1,000 checks. The check stock comes blank and images do not appear on the checks until they are printed on.
 - Printing Checks – To print checks, Vault users will add a new bill and select to “Print Locally” instead of having OmegaFi process the payment. Once the check is printed locally, the amount of the check is automatically deducted from that Bill Pay fund.
 - A Vault users must contact OmegaFi to have local check printing turned on.
- Transfers – One-time or scheduled transfers may be initiated between any Bill Pay fund, Officer Purchasing Card and/or external bank account. Transfers between Bill Pay funds and OPCs process in real-time and the funds are available immediately. ACH transfers to or from Bill Pay to or from an external bank account take 2-3 business days to process and for funds to be available. Wire transfers to or from Bill Pay to or from an external bank account are processed same day and are an additional \$75.00 fee.
- Officer Purchasing Card – OmegaFi’s pre-paid debit card connected to the chapter’s Bill Pay funds allowing quick, easy access to the money being held.
 - Each chapter gets one **FREE** OPC at all times. Each additional OPC is \$120 annually.

- Funds must be loaded on the card before it can be used. This helps with budgeting and overspending.
- Funds may be transferred from any Bill Pay fund or linked external bank account. Transfers from a Bill Pay fund to the card happen immediately.
- The card cannot be used at an ATM to withdrawal cash or at a liquor store.
- Vendors – Records for all vendors a payment has been sent to. A vendor record must be created before a payment may be issued to them.
 - Vendor records for an ACH payment to the International Fraternity must be created by OmegaFi.
- User Access – Allows Vault users to manage Bill Pay access for other users. Permission may be customized for each Bill Pay fund.
- Chart of Accounts – Pi Kappa Alpha has a customized chart of accounts that all chapters use in Vault. A handful of chapters have been given permission to make edits to the chart of accounts. Requests to edit the custom chart of accounts must go through Chief Financial Officer J.R. Parsons.

Miscellaneous

- If a chapter needs to deposit money into one of their Bill Pay Funds, they may mail a check or money order to OmegaFi. Be sure to include the chapter name and the Bill Pay fund name so OmegaFi knows where to deposit the funds.