



Chapter Reporting 101

Beta Alpha Psi



Chapter Reporting 101

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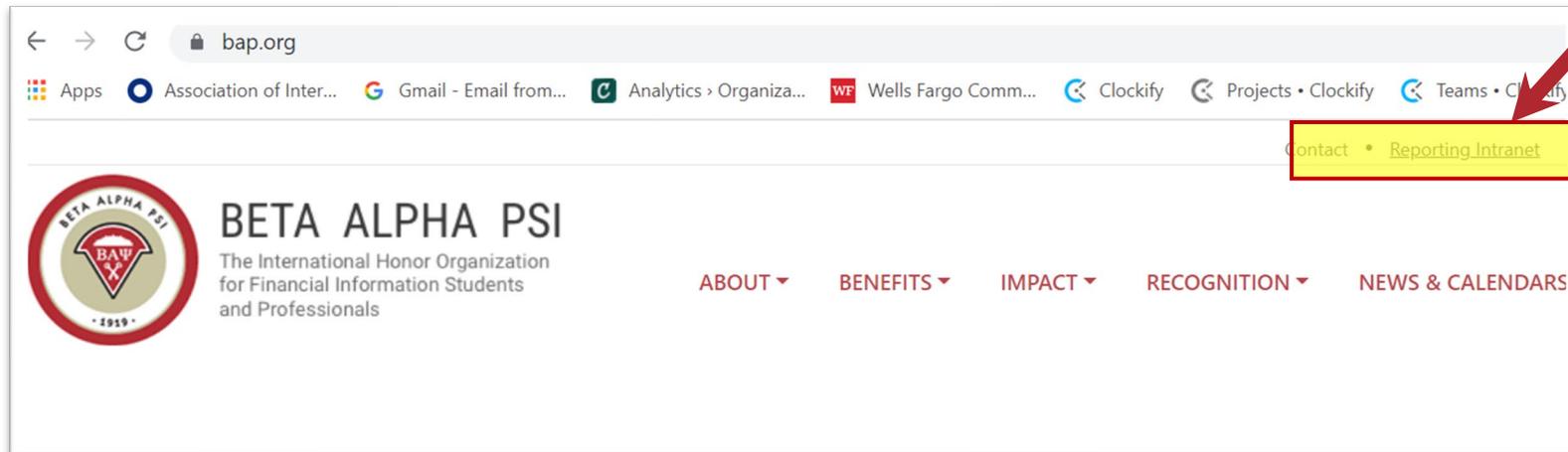
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Where Do I Login?

Reporting Intranet – top right corner on BAP.org home page.



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Topics for Today

- *Login to the Reporting Intranet*
- *Beginning of Year Report*
- *Enter candidates*
- *Enter activities*
- *Pay the chapter maintenance fee*
- *Pay dues*

Reporting Intranet Guide [here](#)

When in doubt, [contact us](#)



What If I Don't Have an Account?

Faculty advisor – Contact bap@bapeo.org

Student officer – Contact your advisor first

*Activation requests not pushing through?
It's a system issue – contact
bap@bapeo.org to resend*



Where do I Login?

Bap.org – Reporting Intranet

– top right corner

Valid Email Address + Unique Password

– No sharing!



Please enter your email address and password to login to the Reporting Intranet

Email Address:

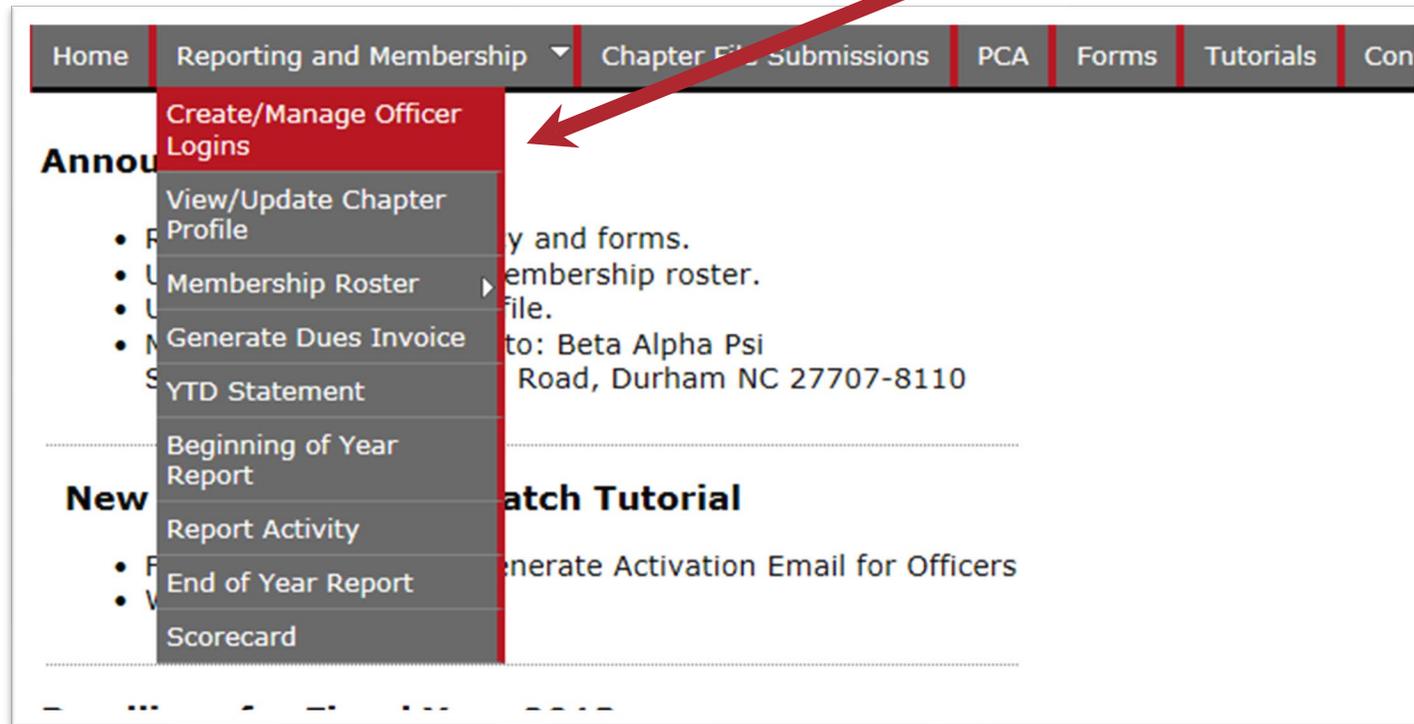
Password:

[Reset Password](#)



Login System Activation Process Officers

Faculty Advisors Enter the officers



Activation Process for Officers by Faculty Advisors

Create New RI Users

Advisors Officers Admins and Chapter Advocates

Note: Officer/Users Must Be Matched to Active Chapter Members

Select Chapter: 444 - Fab Four - Fab I

Search Members by Last Name: Search
Leave blank for all active members.

Choose Matching Member:

- Affleck, Ben
- Clooney, George
- Fiorentino, Margaret
- Harrison, George
- Jolie, Angelina

Note: Only Members with a valid e-mail address are listed above. If the member you want is missing, you must first record a valid e-mail address by editing the membership roster for the chapter.

Email Address: aj123@yahoo.com

First Name: Angelina

Last Name: Jolie

Select Officer/User Type: Reporter

Cancel Create User

2. Under the “Officers” tab, the FA will select the officer's name and officer's role.

3. Then, select “Create User”.



Activation Process for Officers by Faculty Advisors

Advisors Officers Admins and Chapter Advocates

Note: Officer/Users Must Be Matched to Active Chapter Members

Select Chapter: 444 - Fab Four - Fab f

Search Members by Last Name: Search
Leave blank for all active members.

Choose Matching Member:

- Affleck, Ben
- Clooney, George
- Fiorentino, Margaret
- Harrison, George
- Jolie, Angelina

Note: Only Members with a valid e-mail address are listed above. If the member you want is missing, you must first record a valid e-mail address by editing the membership roster for the chapter.

Email Address: aj123@yahoo.com

First Name: Angelina

Last Name: Jolie

Select Officer/User Type: President

The new user account has been successfully created. An activation e-mail has been sent to the address specified above.

Create Another User

4. The screen will confirm that an activation email was sent to that officer.



Why Should I Update the Chapter Profile Page?

List current advisors, Dean, Department chair for award letters!

List the new officers

Verify address for award letters

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Update Chapter Profile

The screenshot shows a navigation menu with the following items: Home, Reporting and Membership (dropdown), Chapter File Submissions, PCA, Forms, Tutorials, Contact, and BAP Home. The dropdown menu under 'Reporting and Membership' is open and contains the following items: Create/Manage Officer Logins, View/Update Chapter Profile (highlighted in red), Membership Roster, Generate Dues Invoice, YTD Statement, Beginning of Year Report, Report Activity, End of Year Report, and Scorecard. Below the menu, there is a section titled 'Annou' with a list of items: '• F...y and forms.', '• U...embership roster.', '• U...file.', '• M...to: Beta Alpha Psi', and 'S...Road, Durham NC 27707-8110'. Below this is a section titled 'New' with a list of items: 'atch Tutorial', 'Report Activity', 'generate Activation Email for Officers', and 'Scorecard'. At the bottom of the screenshot, there is a section titled 'Deadlines for Fiscal Year 2013'.



Update Chapter Profile

Update your chapter's school information—including website link, achievement level, and mailing address—under the "School" tab.

Chapter Profile Save Chapter

* indicates a required field

Your changes have been saved.

Admin Only Fields **School** Chapter Officers Chapter Contacts

Chapter Website:

LinkedIn Link:

Twitter Link:

Facebook Link:

Instagram Link:

School Year:

Achievement Type:



Update Chapter Profile

Add the officers' names here

Chapter Profile

* indicates a required field

Save Chapter

Admin Only Fields School **Chapter Officers** Chapter Contacts

President

Name: *

E-mail: *

Phone:

Note: Phone not required, but must be valid for your Chapter's country if supplied.

Reporter

Name: *

E-mail: *

Phone:

Note: Phone not required, but must be valid for your Chapter's country if supplied.





I'm Ready to Add a Candidate

*But have you collected the \$75 fee?**

Do you know the candidate's first day with Beta Alpha Psi?

**Fee increases to \$85 effective July 1, 2025*

View/Update Membership

Home
Reporting and Membership ▾
Chapter File Submissions
PCA
Forms
Tutorials
Contact
BAP Home

Membership Roster

[Add New](#)

Candidates

[Active \(4\)](#)

[Submitted for Initiation \(6\)](#)

[Inactive \(2\)](#)

Members

[Active \(0\)](#)

[On Leave \(0\)](#)

[Alumni \(0\)](#)

[Deleted \(0\)](#)

Active Candidates

Click Member/Candidate Name to Edit Profile Record

	Name	Member Number	E-mail	Candidate Date	Membership Type
<input type="checkbox"/>	Jackman, Hugh	201325010011	hjackman1@yahoo.com	6/10/2013	Undergraduate
<input type="checkbox"/>	Johnson, Sarah	201325010003	sjohnson@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Stevens, John	201325010008	jstevens@bap.org	9/3/2012	Undergraduate

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Add a New Candidate

Create New Chapter Candidate

Beta Alpha Psi University, Chapter 2502, Beta Alpha Psi University
* indicates a required field, all dates should be in the format MM/DD/YYYY

Member Number: Not Yet Assigned

Candidate Start Date*:

Initiation Date:

Current Folder: Adding to Active Candidates

Type of Membership*:

Major*:

Address Line 1*:

Address Line 2:

City*:

State / Province / Region*:

ZIP/Postal Code*:

Country*:

First Name*:

Middle Initial:

Last Name*:

Suffix:

E-mail Address*:

Primary Phone*:

Other Phone:

Gender:

Ethnicity:

Birth Date:

Comments:



View/Update Membership

Candidates Section includes folders for Active Candidates, Submit for Initiation, and Inactive Candidates.

Members Section includes folders for Active Members, On Leave, and Alumni.

The screenshot shows the 'Membership Roster' page with a navigation bar at the top containing 'Home', 'Reporting and Membership', 'Chapter File Submissions', 'PCA', 'Forms', 'Tutorials', 'Contact', and 'BAP Home'. Below the navigation bar are buttons for 'Add New', 'Submit for Initiation', 'Make Inactive', and 'Delete'. The main content area is divided into two sections: 'Candidates' and 'Members'. The 'Candidates' section has a sub-section 'Active Candidates' which is highlighted by a red arrow. Below this is a table of active candidates with columns for Name, Member Number, E-mail, Candidate Date, and Membership Type. The 'Members' section has sub-sections for 'Active (0)', 'On Leave (0)', 'Alumni (0)', and 'Deleted (0)'. At the bottom of the page is a copyright notice: 'Copyright © 2013 Beta Alpha Psi | Privacy Policy'.

Name	Member Number	E-mail	Candidate Date	Membership Type
Jackman, Hugh	201325010011	hjackman1@yahoo.com	6/10/2013	Undergraduate
Johnson, Sarah	201325010003	sjohnson@bap.org	4/1/2013	Undergraduate
Smith, Elizabeth	201325010001	esmith@bap.org	4/1/2013	Undergraduate
Stevens, John	201325010008	jstevens@bap.org	9/3/2012	Undergraduate



Pop Quiz

How do I get a pdf file of membership certificates?



Submit a Candidate for Initiation

To submit a candidate for initiation, in the “Active Candidates” folder, check off the box next to the appropriate name and select “Submit for Initiation.”

Membership Roster

Submit for Initiation | Make Inactive | Delete

Candidates

- Active (4)
- Submitted for Initiation (1)
- Inactive (2)

Members

- Active (5)
- On Leave (0)
- Alumni (0)
- Deleted (0)

Active Candidates

Click Member/Candidate Name to Edit Profile Record

	Name	Member Number	E-mail	Candidate Date	Membership Type
<input type="checkbox"/>	Jackman, Hugh	201325010011	hjackman1@yahoo.com	6/10/2013	Undergraduate
<input checked="" type="checkbox"/>	Johnson, Sarah	201325010008	sjohnson@bap.org	4/1/2013	Undergraduate
<input checked="" type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/1/2013	Undergraduate
<input type="checkbox"/>	Stevens, John	201325010008	jstevens@bap.org	9/3/2012	Undergraduate

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The system will prompt the user to confirm that the candidate met the requirements and that the date is the same date for multiple candidates. Confirm both.



Submit a Candidate for Induction

The records will appear in the "Submit for Initiation" folder.

Membership Roster

Return to Active Make Member

Candidates
[Active \(2\)](#)
[Submitted for Initiation \(3\)](#)
[Inactive \(2\)](#)

Members
[Active \(5\)](#)
[On Leave \(0\)](#)
[Alumni \(0\)](#)
[Deleted \(0\)](#)

Submitted Candidates

Click Member/Candidate Name to Edit Profile Record

◇	Name	Member Number	E-mail	Initiation Date	Membership Type
<input type="checkbox"/>	Baum, Hadassah	201325010004	hhbaum@bap.org	5/2/2013	Faculty
<input type="checkbox"/>	Johnson, Sarah	201325010003	sjohnson@bap.org	4/22/2013	Undergraduate
<input type="checkbox"/>	Smith, Elizabeth	201325010001	esmith@bap.org	4/22/2013	Undergraduate

Once the fees for candidates that have been paid, the Executive Office will send a pdf file of membership certificates to the advisor upon request and move the records to the "Active Members" folder.



Pop Quiz

*When is the
Beginning of the
Year Report due?*



Beginning of Year Report

US Chapters, due October 15

Oceania Chapters, due June 15



Report Items	Our Chapter's Status
Update Chapter Profile	<input type="checkbox"/> Not Submitted
Enter Plan of Activities	<input type="checkbox"/> Not Submitted
Attach Chapter Bylaws <input type="checkbox"/> No Changes Needed to Bylaws	<input type="checkbox"/> Not Submitted
Your annual maintenance fee \$325.00	Payment Options
Annual Chapter Maintenance Fee View History	<input type="checkbox"/> Not Received
Overall Report Status	Not Credited

Plan of Activities

Professional Activity Plan

Activity Name	Month
KPMG Prof. Speaker	September
Audit Careers	October
Tax Careers	November
Corporate Finance	December
PwC Prof. Speaker	January
Passing the CPA Exam	March

Service Activity Plan

Activity Name	Month
Food Bank	October

Reaching Out Activities (Check at least three)

Activity	Sponsor	Planned
Annual Community Service Day Attendance	Executive Office	<input checked="" type="checkbox"/>
Annual Meeting Attendance	Executive Office	<input checked="" type="checkbox"/>
Annual Meeting Presentation	Executive Office	<input checked="" type="checkbox"/>
Nomination for Project Run With It	Executive Office	<input type="checkbox"/>
Nomination for Business Information Professional of the Year	Executive Office	<input type="checkbox"/>
Submitted Nomination for Outstanding Dean	Executive Office	<input type="checkbox"/>
Regional Meeting Attendance	Executive Office	<input type="checkbox"/>

Enter your chapter's plan for six Professional Activities, one Service Activity, and three Reaching Out Activities (ROAs), then select "Save."



Local Chapter Bylaws

Home | Reporting and Membership | Chapter File Submissions | PCA | Forms | Tutorials | Contact | BAP Home

Beginning of Year Report

Chapter Number 2501, Beta Alpha Psi University, Beta Alpha Psi University

Report Items	Our Chapter's Status
Update Chapter Profile	Not Submitted
Enter Plan of Activities	Not Submitted
Attach Chapter Bylaws <input type="checkbox"/> No Changes Needed to Bylaws	Not Submitted
Your annual maintenance fee \$300.00	Payment Options
Annual Chapter Maintenance Fee	Not Received
Overall Report Status	Not Credited

New bylaws? Upload them here! Need a template? Email bap@bapeo.org



Chapter Maintenance Fee

To download a PDF of the Chapter Maintenance fee invoice, select the tab titled “Check”.

Payment Options

Card Check

Check Payment

Please remit immediately. Make a check payable to **Beta Alpha Psi**, and include your chapter number on the check. Send your payment with the copy of this invoice to:

Beta Alpha Psi
c/o American Accounting Association
9009 Town Center Parkway
Lakewood Ranch, FL 34202

To download Chapter Maintenance Fee invoice for Current year [Click here](#).

Add Payment Close Print



Online Activity Reporting System

The screenshot displays the top navigation bar of the Online Activity Reporting System. The navigation bar includes the following items: Home, Reporting and Membership (highlighted in red), Chapter File Submissions, Award Letters, PCA, Reporting Intranet Resources, Contact, and BAP Home. A dropdown menu is open under the 'Reporting and Membership' item, listing the following options: View/Update Chapter Profile, Membership Roster, Generate Chapter Email Lists, Generate Dues Invoice, YTD Statement, Request Replacement Certificate, Beginning of Year Report, Report Activity, Mid Year Report, End of Year Report, and Scorecard. The main content area shows a 'Welcome' message and a 'Deadline' section for the year 2025. The 'Deadline' section lists the following tasks: Update Chapter Profile Screen, Enter Plan of Activities, Upload Chapter Bylaws (if needed), and Pay \$325 Chapter Maintenance Fee online.

Home | Reporting and Membership | Chapter File Submissions | Award Letters | PCA | Reporting Intranet Resources | Contact | BAP Home

Annou
Make Membership Roster [Tutorials and online guide.](#)
Facult Generate Chapter Email Lists **ate their officer accounts.**

Welco You have any questions about the Reporting Intranet you can contact us at:

Deadli **2025**
Date **10/15/2025**
10/15/2025 **Year Report** Make sure to complete the following tasks:

- Update Chapter Profile Screen
- Enter Plan of Activities
- Upload Chapter Bylaws (if needed)
- Pay \$325 Chapter Maintenance Fee online



Online Activity Reporting

Entering an Activity

The online reporting activity screen is in a tabbed format. To add a new Professional Activity, select “Add”.

Report Chapter Activities

Professional | Service | Resigning Out | Induction | Hours Summary | Scorecard | Student Participation Verification Report

Filter by Year:

Showing 1 to 1 of 1 entries

	Status	Name	Date	Year	At Least 50 Minutes Long?	In Name of BAP?	% Participation	Points
Edit/Delete	N/A	Nonprofit Accounting	12/3/2024	2024 - 2025	Yes	Yes	33%	1

Search:



Online Activity Reporting

Entering an Activity

Add New Professional Activity

Save Cancel

Date of Activity:

Was the Activity at Least 50 Minutes Long?: Yes No

Confirm that the Activity was Performed in the Name of Beta Alpha Psi: Yes

Professional Activity Type:

Name of firm/company/org:

Essential Skill?

Activity Name:

Impact Activity?:

Enter the date of the activity.

Confirm the length was at least 50 minutes long.

Confirm that your chapter sponsored the activity.

Choose the activity type from the drop-down list.

Select "Save".



Online Activity Reporting

Once the activity information has been saved, the system will pull up all the records as of the “effective activity date” in the Active Candidate, Submitted for Initiation and Active Member folders.

Check off attendance for the candidates and members who participated in the activity by using the tab function for each record and then select “Save”.

Then close the screen.



Add New Professional Activity

Confirm that the Activity was Performed in the Name of Beta Alpha Psi: Yes

Professional Activity Type:

Name of firm/company/org:

Essential Skill?:

Activity Name:

Impact Activity?:

What to do if there are missing or extra members in this list.
 The Chapter Activity was saved at 1:31 PM. Click "Close" to exit this window, or edit member participation below.
 Showing 1 to 9 of 9 entries

Member Number	Name	<input type="checkbox"/> Check if attended
201104440002	Affleck, Ben	<input type="checkbox"/>
201204440002	Best, Pete	<input checked="" type="checkbox"/>
201004440004	Fiorentino, Margaret	<input checked="" type="checkbox"/>
200904440003	Lennon, John	<input type="checkbox"/>
201204440004	Osborne, Ozzie	<input type="checkbox"/>
201104440001	Pattison, Robert	<input type="checkbox"/>
201204440008	Smith, Mary	<input checked="" type="checkbox"/>

New: Impact Categories

- *Media Promotion (TV or Print)*
- *Tutoring*
- *Mentoring*
- *Financial Volunteer Support (donating accounting or bookkeeping services)*
- *Sharing business/college knowledge (volunteering with high school, incoming freshmen, and undeclared students)*
- *VITA*
- *Community College Associate Candidates*
- *AACSB Societal Impact Goal for your business school*



Online Activity Reporting

Complete Wufoo form for each activity to earn Impact Activity Point

▼ IMPACT ACTIVITY POINTS - NEW!

IMPACT ACTIVITY POINTS

An Impact Activity is a Professional or Service Activity that demonstrates a strong effect has been made to your university or community. Impact activities earn an extra point toward award status (i.e., an extra professional or service point). Impact activities may include but are not limited to the following elements:

- Media Promotion (TV or Print)
- Tutoring
- Mentoring
- Financial Volunteer Support (donating accounting or bookkeeping services)
- Sharing business/college knowledge (e.g. volunteering with high school, incoming freshmen, and undeclared students)
- VITA (Impact Requirements Below)
- Community College Associate Candidates
- AACSB Societal Impact Goal for your business school



Online Activity Reporting

Add New Impact Activity

Save Delete Close

Activity Name:

Date of Activity:

Was the Activity at Least 50 Minutes Long?: Yes No

Submit Impact Activity Form

Please make sure to submit the form in the link mentioned to complete the add impact activity process [Click Here for Impact Activity Form](#).

Ok

Enter the activity name and date

Confirm that it was at least 50 minutes long and sponsored by the chapter

Select Impact Category

Complete form with metrics

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Online Activity Reporting

Add New Service Activity

Save Delete Close

Date of Activity:

Was the Activity at Least 50 Minutes Long?: Yes No

Confirm that the Activity was Performed in the Name of Beta Alpha Psi: Yes

Service Activity Type:

Activity Name:

Impact Activity?:

Impact Category:

What to do if there are missing or extra members in this list.

The Submit Impact Activity Form link is located in the top right corner of the page. If you need to edit member information, click on the Edit member link.

Submit Impact Activity Form

Please make sure to submit the form in the link mentioned to complete the edit impact activity process, if needed or not done already [Click Here for Impact Activity Form](#).

Ok

Enter the activity name and date

Confirm that it was at least 50 minutes long and sponsored by the chapter

Select Impact Category

Complete form with metrics



Online Activity Reporting

Impact Activities
Please complete the below information to show the impact of your activity in your community.
Please complete this form for each impact activity.

School Name *

Chapter Name *

Chapter Number *

Region *

Year

Activity Name *

Date of Activity *
 / / 
MM DD YYYY

Please indicate which Impact Activity your chapter completed. *

Select Impact Category
Complete form with metrics



Online Activity Reporting

Description of Impact Activity *

Please upload any photos or additional documentation here. Please title the submission with your school name and Impact Activity.

Choose File No file chosen

Submit

Add description of activity and support.

Include date, summary and audience.



Online Activity Reporting

The new activity has been added to the online reporting screen, including the total number of minutes and a scorecard point has been factored in since the participation percentage is over 20%. If attendance is below 20%, a point will not be generated.

Report Chapter Activities

Professional Service Reaching Out Induction Hours Summary Scorecard Student Participation Verification Report

Add Add Non BAP Activity Filter by Year: 2024 - 2025

Showing 1 to 1 of 1 entries

	Status	Name	Date	Year	At Least 50 Minutes Long?	In Name of BAP?	% Participation	Points
Edit/Delete	Reject	Campus Food Bank	11/26/2024	2024 - 2025	Yes	Yes	33%	2

Search:



Online Activity Reporting

Add New Professional Activity

Save
Cancel

Date of Activity:

Was the Activity at Least 50 Minutes Long?:

Confirm that the Activity was Performed in the Name of Beta Alpha Psi:

Professional Activity Type:

Name of firm/company/org:

Essential Skill?

Activity Name:

Impact Activity?:

- ES-Business Writing Skills
- ES-Negotiation Skills
- ES-Emotional Intelligence
- ES-Facilitation Skills
- ES-Managing Distractions
- ES-Conflict Management
- ES-Change Management
- ES-Interpersonal Skills at the Workplace
- ES-Diversity and Inclusion
- ES-Ethical Decision Making Skills
- ES-Accepting Feedback

*Essential Skill –
required for award
seeking chapters*

*Choose 1 from 11
listed for a
Professional session*



Online Activity Reporting

Each activity that is saved and meets the 20% participation requirement automatically gets registered on the Scorecard screen.

PCA Achievements		PCA Requirements	
Mission Based (Bronze) Requirements	YTD Credited	Mission Based (Bronze) Points Required	
Beginning of Year Report	1	1	
Induction	0	1	
Mid Year Report	0	0	
End of Year Report	0	1	
Reaching Out Activities (ROAs)	0	3	
Professional Activities	0	6	
Service Activities	0	2	
Total Points	1	14	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Silver	Required for Gold
Additional ROAs	0	5	8
Additional Professional Activities	0	4	6
Additional Service Activities	0	2	4
Mandatory Essential Skills Activity	0	1	1
Overall Chapter Status	Under Review <input type="button" value="v"/>	Yes	Yes



Non-BAP Activities

Add Non BAP Activity

Save Cancel

Activity Type:

Date of Activity:

Was the Activity at Least 50 Minutes Long?: Yes No

Activity Name:

Only three entries for fall and three entries for spring are allowed.

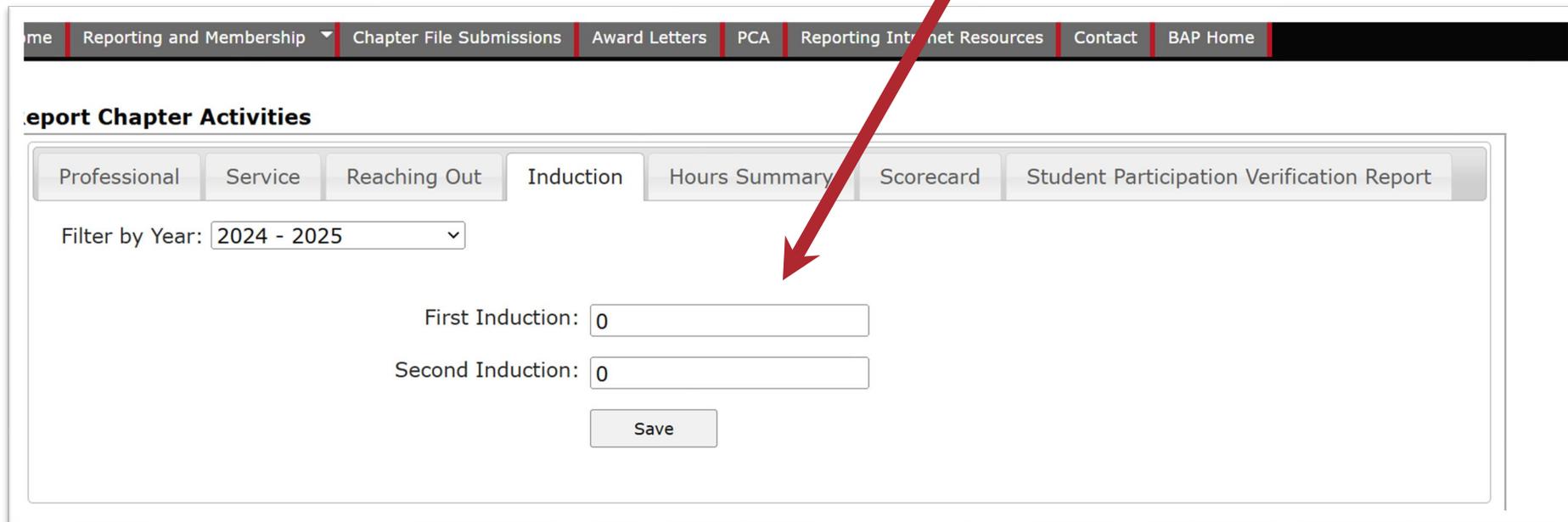
At the individual level, chapters may report a maximum of 3 professional activities and 3 service activities that are not sponsored by Beta Alpha Psi.

Just add a new activity, enter the activity name as, “Non BAP xxxxx”, enter the date, and leave the activity time and BAP confirmation at the default of “No”. Then, select, “Save” and enter the attendance accordingly.



Online Activity Reporting Induction

*Enter the total number of initiates
for first and second inductions.
Make sure to “Save”.*



The screenshot shows a web application interface for reporting chapter activities. At the top is a navigation menu with items: Home, Reporting and Membership (selected), Chapter File Submissions, Award Letters, PCA, Reporting Internet Resources, Contact, and BAP Home. Below the menu is a section titled "Report Chapter Activities" with several tabs: Professional, Service, Reaching Out, Induction (selected), Hours Summary, Scorecard, and Student Participation Verification Report. Under the "Induction" tab, there is a "Filter by Year:" dropdown menu set to "2024 - 2025". Below the filter are two input fields: "First Induction:" with a value of "0" and "Second Induction:" with a value of "0". A "Save" button is located below these fields. A red arrow points from the text above to the "First Induction" input field.



Student Participation Verification Report

Home | Reporting and Membership | Chapter File Submissions | Award Letters | PCA | Reporting Intranet Resources | Contact | BAP Home

Report Chapter Activities

Professional | Service | Reaching Out | Induction | Hours Summary | Scorecard | Student Participation Verification Report

Filter by Activity type: All Filter by Year: 2024 - 2025 Refresh Excel Export

Member Number	Member Name	test
(All) ...	(All) ...	(All) ...
200904440003	Lennon, John	Yes
201204440005	Vaughn, Vince	No
201204440007	test, test	Yes
201204440004	Osborne, Ozzie	No
201204440002	Best, Pete	Yes
201104440002	Affleck, Ben	Yes
201104440001	Pattison, Robert	Yes
201204440008	Smith, Mary	Yes
201004440004	Florentino, Margaret	No

The Student Participation Verification screen is a tool for faculty advisors and officers to keep track of candidates and members attendance. Always make sure to “Refresh”.

The screen will default to “All”, Professional Activities highlighted in blue and Service Activities highlighted in yellow. You can filter by Professional or Service Activities under the Filter by Activity Type.

Download into Excel to verify attendance.

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Chapter Scorecard

Always make sure to check your chapter's final scorecard.

Chapter Scorecard
 Chapter #444, Fab Four, Fab Four University
 Planned Achievement Level: Award-Seeking

PCA Achievements		PCA Requirements	
Mission Based (Bronze) Requirements	YTD Credited	Mission Based (Bronze) Points Required	
Beginning of Year Report	1	1	
Induction	0	1	
Mid Year Report	0	0	
End of Year Report	0	1	
Reaching Out Activities (ROAs)	0	3	
Professional Activities	0	6	
Service Activities	0	2	
Total Points	1	14	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Silver	Required for Gold
Additional ROAs	0	5	8
Additional Professional Activities	0	4	6
Additional Service Activities	0	2	4
Mandatory Essential Skills Activity	0	1	1
Overall Chapter Status	Under Review	Yes	Yes



Pop Quiz

*Can you name
some fun
Reaching Out
Activities?*



Online Activity Reporting

Reaching Out Activities (ROAs)

Report Chapter Activities

Professional Service Reaching Out Initiation Hours Summary Scorecard

Showing 1 to 31 of 31 entries

Reaching Out Activities	Sponsor	Status	Upload Required?
2024 Annual Meeting Attendance	Executive Office	<input type="checkbox"/>	No
2024 Annual Community Impact Day Attendance or Participation in Back to School Supplies drive	Executive Office	<input type="checkbox"/>	No
2024 Annual Meeting Presentation - Best Practices or Chapter Operations	Executive Office	<input type="checkbox"/>	No
2025 Participation In Project Run With It	Executive Office	<input type="checkbox"/>	No
AAA/CTLA Annual Meeting	Executive Office	<input type="checkbox"/>	No
Hosting or co-hosting Mid-Year Meeting - verified by Chapter Advocate	Executive Office	<input type="checkbox"/>	No
2025 Mid-Year Meeting Attendance	Executive Office	<input type="checkbox"/>	No
2025 Mid-Year Meeting Presentation - Best Practices or Chapter Operations	Executive Office	<input type="checkbox"/>	No
2025 Winner for Business Information Professional of the Year - Online Competitions Page	Executive Office	<input type="checkbox"/>	No



Online Activity Reporting Reaching Out Activities (ROAs)

2025 Nomination for Outstanding Dean - Submit online on the Competitions Page.	Executive Office	<input type="checkbox"/>	No
1st Round Winner EY Leadership Award	Executive Office	<input type="checkbox"/>	No
Societal Impact Goal	Executive Office	<input checked="" type="checkbox"/>	Yes
100 Books Donation	Executive Office	<input type="checkbox"/>	Yes
Virtual Chapter Reporting 101 Attendance - Fall 2024	Executive Office	<input checked="" type="checkbox"/>	No
Virtual Culture & Community Event-fall	Executive Office	<input checked="" type="checkbox"/>	No
Chapter Mentorship Program	Executive Office	<input checked="" type="checkbox"/>	No
Attendance at Live Virtual Induction-fall or spring	Executive Office	<input type="checkbox"/>	No
Mentoring a Developing Chapter-Must have CA Approval	Executive Office	<input type="checkbox"/>	No
IS & Finance Interaction	Executive Office	<input checked="" type="checkbox"/>	No
Alumni Advocate Podcasts-2	Executive Office	<input type="checkbox"/>	Yes
BAP Podcast Takeover	Executive Office	<input type="checkbox"/>	Yes
Craft and Chat Nov 6 with Dr. Patricia Poli	Executive Office	<input type="checkbox"/>	No
Natural Disaster Relief	Executive Office	<input type="checkbox"/>	Yes
Literacy/College Application	Executive Office	<input type="checkbox"/>	No
Community College/High School Outreach	Executive Office	<input type="checkbox"/>	Yes
Quiz on 2024-2025 PCA	Executive Office	<input checked="" type="checkbox"/>	No
Alumni Activity (25% + significant alumni participation)	Chapter	<input checked="" type="checkbox"/>	No



Online Activity Reporting

Reaching Out Activities (ROAs)

Undeclared Recruitment Event #1	Chapter	<input checked="" type="checkbox"/>	No
Undeclared Recruitment Event #2	Chapter	<input checked="" type="checkbox"/>	No
Multi-Chapter Event (25% membership participation)	Chapter	<input type="checkbox"/>	No
Promoting Careers in Accounting/Finance/Data Analytics #1	Chapter	<input checked="" type="checkbox"/>	Yes
Promoting Careers in Accounting/Finance/Data Analytics #2	Chapter	<input checked="" type="checkbox"/>	Yes
Second Initiation	Chapter	<input checked="" type="checkbox"/>	No
Wellness Session	Chapter	<input checked="" type="checkbox"/>	Yes

Some ROAs require an upload (description of event)



Executive Office Sponsored Reaching Out Activities

- *Virtual Induction*
- *Mid-Year Meeting*
- *Annual Meeting*

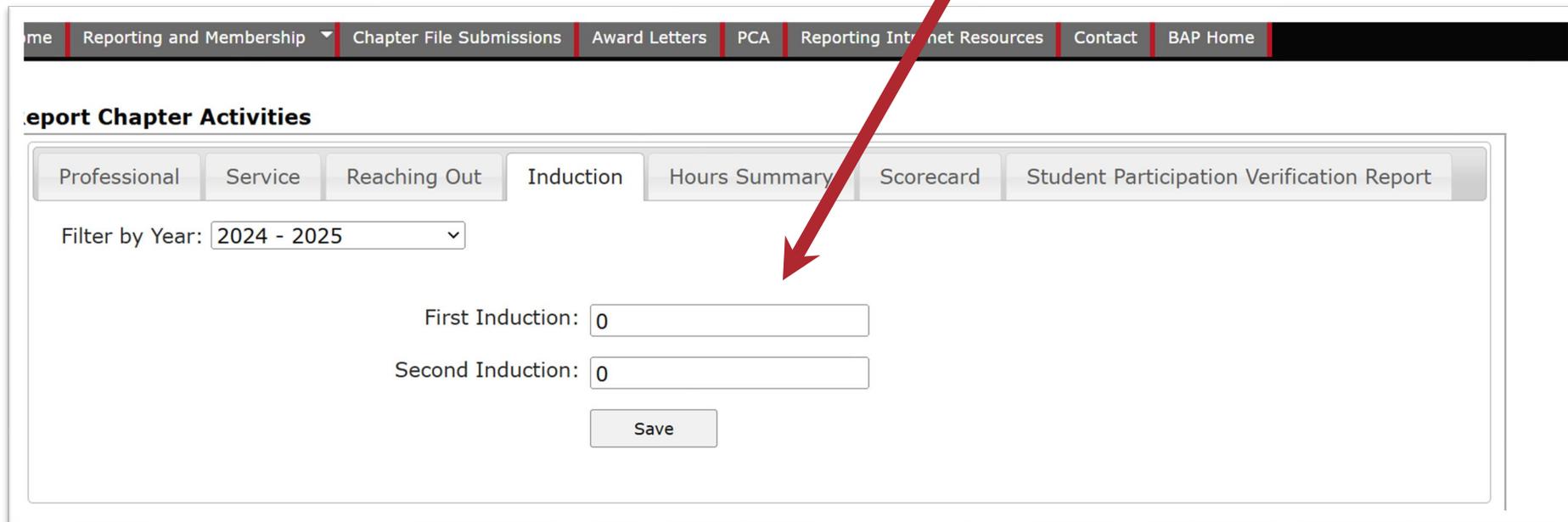


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Online Activity Reporting Induction

*Enter the total number of initiates
for first and second inductions.
Make sure to “Save”.*



The screenshot shows a web application interface for reporting chapter activities. At the top is a navigation menu with items: Home, Reporting and Membership (selected), Chapter File Submissions, Award Letters, PCA, Reporting Internet Resources, Contact, and BAP Home. Below the menu is the title "Report Chapter Activities". A horizontal tab bar contains several options: Professional, Service, Reaching Out, Induction (selected), Hours Summary, Scorecard, and Student Participation Verification Report. Under the "Induction" tab, there is a "Filter by Year:" dropdown menu set to "2024 - 2025". Below the filter are two input fields: "First Induction:" with a value of "0" and "Second Induction:" with a value of "0". A "Save" button is located below these fields. A red arrow points from the text above to the "First Induction" input field.



Chapter Scorecard

Always make sure to check your chapter's final scorecard.

Chapter Scorecard

Chapter #444, Fab Four, Fab Four University

Planned Achievement Level: Award-Seeking

PCA Achievements		PCA Requirements	
Mission Based (Bronze) Requirements	YTD Credited	Mission Based (Bronze) Points Required	
Beginning of Year Report	1	1	
Induction	0	1	
Mid Year Report	0	0	
End of Year Report	0	1	
Reaching Out Activities (ROAs)	0	3	
Professional Activities	0	6	
Service Activities	0	2	
Total Points	1	14	
Additional Requirements for Award-Seeking Chapters Only	YTD Achieved	Required for Silver	Required for Gold
Additional ROAs	0	5	8
Additional Professional Activities	0	4	6
Additional Service Activities	0	2	4
Mandatory Essential Skills Activity	0	1	1
Overall Chapter Status	Under Review	Yes	Yes



Membership Dues Payment by Credit Card

Membership Dues Invoice for Fiscal Year
2021 - 2022

Chapter Number 444, Fab Four University, Fab Four

Chapter Balance Prior to Fiscal Year 2021 - 2022: \$275.00

<input checked="" type="checkbox"/>	Member #	Member Name	Charge Year	Charge Date	Total Charge	Amount Owed
<input checked="" type="checkbox"/>	202204440007	Bynum, Sam	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440008	Carruthers, Harrison	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440005	Douglas, Beth	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440003	Drummond, Will	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440010	Higgins, Mark	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440006	Patterson, Andrew	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440009	Powell, Amy	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440011	Roberts, John	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440002	Sanz, Paul	2022	02/10/2022	75.00	75.00
<input checked="" type="checkbox"/>	202204440004	Sullivan, Amy	2022	02/10/2022	75.00	75.00

Total Amount Owed: \$1025.00
Unpaid Members in Current Fiscal Year: 10

Check off the names of the records to be paid by credit card.



Payment Options for Membership Dues

Payment Options

Card Check

All fields are required.

Credit/Debit Card

First Name

Middle Name

Last Name

Card Type

Card Number

CVV Expiration Date

Payment Options

Card Check

Check Payment

Please remit immediately. Make a check payable to **Beta Alpha Psi**, and include your chapter number on the check. Send your payment with the copy of this invoice to:

Beta Alpha Psi
c/o American Accounting Association
9009 Town Center Parkway
Lakewood Ranch, FL 34202



Membership Dues Payment by Credit Card

You will be prompted to confirm the records and the total amount that you are paying for by credit card. Select "Confirm."

Payment confirmation

Showing 1 to 10 of 10 entries

Member #	Member Name	Amount Owed
202204440007	Bynum, Sam	75.00
202204440008	Carruthers, Harrison	75.00
202204440005	Douglas, Beth	75.00
202204440003	Drummond, Will	75.00
202204440010	Higgins, Mark	75.00
202204440006	Patterson, Andrew	75.00
202204440009	Powell, Amy	75.00
202204440011	Roberts, John	75.00
202204440002	Sanz, Paul	75.00
202204440004	Sullivan, Amy	75.00

Search:

Total: \$750.00

Card Details

Card Type: Master Card
 Card Number: xxxx xxxx xxx 0896
 Expiration Date: 06/2024

Billing Address

Name: Donald H Williams
 Address: 447 Horseshoe Lane, Philadelphia, Pennsylvania, US, 19108

Cancel Confirm



Payment by Credit Card for Membership Dues

Enter valid credit card information.

Select "Submit".

Payment Options

Card Check

All fields are required.

Credit/Debit Card

Card Type

Card Number

CW Expiration Date

Billing Address

First Name Last Name

Address

City State

Country ZIP *



Payment by Credit Card for Membership Dues

You will be prompted to confirm the records and the total amount that you are paying for by credit card. Select "Confirm."

Payment Options

Card Check

All fields are required.

Credit/Debit Card

Card Type

Card Number

CVV Expiration

Billing Address

First Name

Address

City

Country ZIP

Cancel Submit

Payment confirmation

Showing 1 to 3 of 3 entries

Member #	Member Name	Amount Owed
201325010004	Baum, Hadassah	75.00
201325010006	Boop, Betty	75.00
201325010002	Doeson, John	75.00

Search:

Total: \$ 225.00

Card Details

Card Type

Card Number

Expiration Date

Billing Address

Name

Address

Cancel Confirm



Payment by Credit Card for Membership Dues

Print

Payment Successful!
 Thank you Margaret Fiorentino for your payment of **\$225.00**.
 Your transaction ID is **8DF65609Y2607953H**.

Chapter Balance Prior to Fiscal Year 2019 - 2020: \$0.00

<input type="checkbox"/>	Member #	Member Name	Charge Year	Charge Date	Total Charge	Amount Owed
<input type="checkbox"/>	201325010011	Jackman , Hugh	2020	6/10/2020	75.00	75.00
<input type="checkbox"/>	201325010012	Jackson, Janet	2020	6/10/2020	75.00	75.00
<input type="checkbox"/>	201325010009	Johns, Steven	2020	5/20/2020	75.00	75.00
<input type="checkbox"/>	201325010001	Smith, Elizabeth	2020	5/20/2020	75.00	75.00
<input type="checkbox"/>	201325010008	Stevens, John	2020	5/20/2020	75.00	75.00
<input type="checkbox"/>	201325010010	Test, BAP	2020	6/10/2020	75.00	75.00
<input type="checkbox"/>	201325010007	Wagon, Chuck	2020	5/20/2020	75.00	75.00

Total Amount Owed: \$525.00
Unpaid Members in Current Fiscal Year: 7



Payment by Credit Card for Membership Dues

A payment in the amount of **\$225.00** has been processed successfully towards the membership dues for chapter 2501 (Beta Alpha Psi University, Beta Alpha Psi University).

Transaction ID is **8DF65609Y2607953H**.

Chapter Number 2501, Beta Alpha Psi University, Beta Alpha Psi University

Member ID	Member Name	Year	Amount Due	Item Total
322529	Baum, Hadassah	2020	75.00	\$75.00
322531	Boop, Betty	2020	75.00	\$75.00
322527	Doeson, John	2020	75.00	\$75.00
			Subtotal	\$225.00

Billing Information

Full Name : Margaret Fiorentino
Address : 220 Leigh Farm Road
City : Durham
State : NC
Zip/Postal Code : 27707
Country : US



Payment by Credit Card for Chapter Maintenance Fee

Payment Options

Card Check

All fields are required.

Credit/Debit Card

Card Type:

Card Number:

CVV: Expiration Date:

Billing Address

First Name: Last Name:

Address:

City: State:

Country: ZIP:



Payment by Credit Card for Chapter Maintenance Fee

Payment confirmation

Annual maintenance fee total: \$325.00

Card Details

Card Type	American Express
card Number	xxxx xxxx xxxx 0005
Expiration Date	03/2026

Billing Address

Name	Margaret Fiorentino
Address	9009 Town Center Parkway Lakewood Ranch, FL 34202

Cancel Confirm

Once submitted, the screen will prompt you to confirm the payment of \$325. Select "Confirm". Chapter Maintenance fee is due on October 15 for U.S. chapters, June 15 for Oceania. A \$50 late fee will be added after the due date



Did You Know?

Paper Certificates Discontinued Effective June 1 Faculty advisors may request a PDF version.

For spring semester, paper certificates may be provided upon request.

Digital Badges Inducted members will receive an email from admin@credly.com with instructions on claiming their digital badge. Once claimed, it can be added to their [LinkedIn](#) profile. [Click [here](#) for instructions on claiming your digital badge.]



Quiz on Program for Chapter Activities (PCA)

Score 80% or better for the ROA



Alumni & Member Network

BAP members may join



Program for Chapter Activities (PCA)



4:33 Tutorial on Beginning of Year Report



Mid-Year Report in 90 Seconds



Questions?

Contact the Executive Office

- Email – bap@bapeo.org
- Phone – 919.402.4044

