

NSBTM Bookkeeping Procedure – Purchasing Skype Credits

1. Start and Sign In to Skype using the **NSBTM.meetings** username. (Passwords are obtained from the NSBTM Web Content Editor.)
2. Assuming you are using Skype on a PC running windows, open the **Skype** menu and select **Buy Skype Credit**
 - Select either \$10 or \$25 (we purchased \$25 in August 2014)
 - * About \$6 is an adequate balance for a Board Meeting with two people participating by phone
 - If necessary, change the Billing Address
 - If necessary, change the Credit Card Number
 - Make a decision about whether you want to leave the checkbox for “Auto Recharge” selected so if the balance falls below \$2.00, the Credit Card is automatically charged.
 - Complete the purchase.
3. Sign-out, Close and Quit Skype
4. When Skype Credits have been purchased during the month
 - Print the email confirming the order to an Adobe PDF file for archive purposes
 - Save the copy of the email in the folder ... \NSBTM\Treasurer\Skype Reports\2015
 - Name the email Skype-Credit-Order-2015-mm-dd.pdf.

Note: The Skype Credits balance will expire 180 days after the last use. This balance can be preserved by using Skype to send an SMS message to any cell phone for 12¢.

A warning message will be sent automatically from Skype to nsbtm.acct@gmail.com 7 days before the Credits expire.

The NSBTM Balance Sheet (Excel spreadsheet) contains a formula automatically calculating and displaying the current Skype Credits Expiration Date.