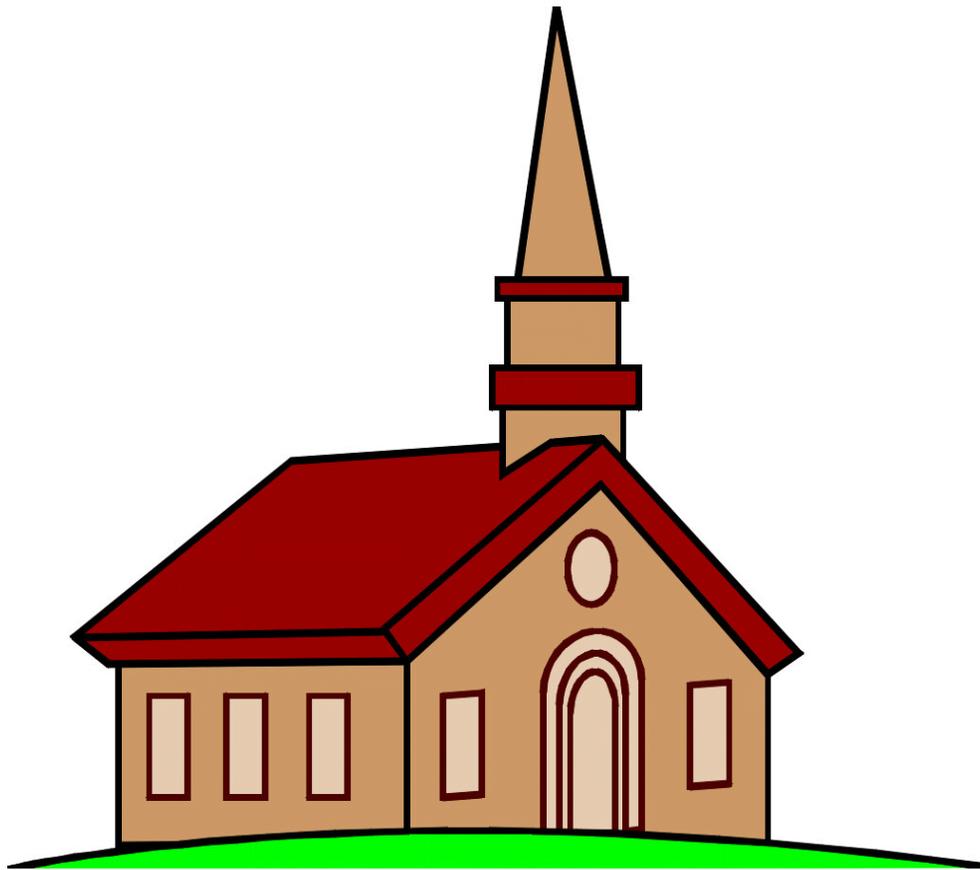# **E**xecutive **M**anagement **S**oftware
Donation Accounting

Version C.00.03.23

June 26, 2006

Union College
Information Systems
Lincoln, Nebraska

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This manual could contain technical inaccuracies or typographical errors. Changes are periodically made to the information herein; these changes will be incorporated in new editions of this manual.

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INTRODUCTION

The Donation Accounting Module has the following features:

* Name look-up feature does not require donor account numbers
* Up to 9999 unique fund/asset codes divided into six categories
* Breakdown of fund/asset balances by transaction type
* Allows budget information to be entered and reported
* Allows combined budget information to be entered using amounts, percentages or both
* Easy tithe/offering envelope information entry
* Easy entry of checks and other transfers of funds
* Prints donor receipts and other required reports
* On-screen queries of donor/offering history
* Allows different calendar year and fiscal year
* Will print on (special order) cut-sheet check forms

SYSTEM REQUIREMENTS

* PC with Intel processor or compatible.
* Windows 95/98/NT
* 16MB RAM (32MB recommended)
* 15MB of available hard disk space
* Will work with a wide variety of printers (a Hewlett Packard DeskJet or LaserJet is recommended)
* If you are planning to print checks with the program, you must have a cut-sheet printer and a special check form–see the Check Entry option (page 29) for information on the form you will need to order.

INSTALLATION

By installing or using this product, you acknowledge that you have read and agree to all provisions set forth in the Software License Agreement at the front of this manual. The following instructions (and instructions later in the manual) assume that you are installing the software to C:\EMSDA from a CD and that your CD drive is D:. If these assumptions are incorrect you will need to make the appropriate adjustments to the instructions. If you are using an earlier version of Donation Accounting for Windows and have received media containing a new version, follow the instructions in the Updates section (page 15). Follow the instructions below if you are installing the software for the first time:

• Exit all programs
• Insert the installation media in the appropriate drive; the setup program should auto-load; if the software doesn't autoload, click Start and then Run, type: D:\SETUP and click OK
• Follow the instructions on the screen; in most cases you can just click on the 'Next' button.
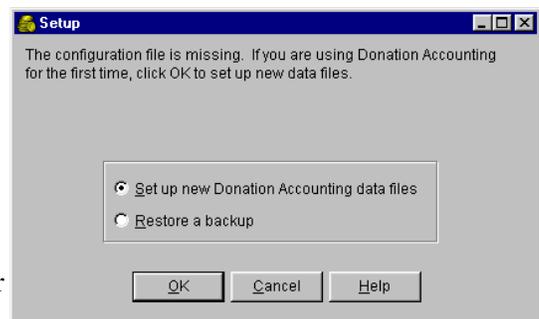
When you start the program for the first time, you will be given the option of either setting up new data files or restoring a backup. If you would like to do some experimenting before entering your own data, you can restore a backup of sample data that is on your program CD. If you do not wish to try the program with the sample

data, you will need to configure your software before you begin entering data. See the Getting Started section below for information on how to do that. To use the sample data, perform the following steps:
- Insert the Donation Accounting CD in your CD drive
- Start the program by clicking the Donation Accounting icon on the Windows Desktop
- Select the 'Restore a backup' radio button and click OK
- Click Cancel if a dialog box appears indicating the A: drive is not accessible
- Double-click on My Computer
- Double-click on the D: drive (or whatever your CD drive is)
- Double-click on the file, sampdat.bkd
- Click OK on the Restore screen
- Click Yes when asked if you are sure
- Click OK when the message indicates the restore was successful
- At this point you may spend as much time as you need experimenting with the software
- When you are finished with the sample data and are ready to set up your own data, go to the Utility Menu and run the Initialize Database option. Then follow the instructions in the Getting Started section to set up your own data.

GETTING STARTED

To start the program, click the Donation Accounting icon on the Windows Desktop. If the program does not start properly, or at all, you may need to update a portion of your Windows operating system. See the Troubleshooting section (page 18) for more information. Otherwise, a Setup screen will be displayed. Click the OK button with the 'Set up...' radio button selected. Because you are starting the program for the first time, the Configuration screen will come up automatically. Before you can use any other options you must fill in at least the following fields: Church Name, Current Period, Fiscal Year End, the Activity Code Range End fields, and the Checking Activity Code. See the Configuration section later in the manual (page 20) for more information on these and other fields. You may also want to look at the section labeled Conference Standardized Codes in the Utility Menu section (page 44).

If you start to use this program in the middle of the calendar year, careful consideration needs to be given to how donor receipts are handled. If you were using another software package or are doing your books manually, it would probably be easiest to issue each donor a year-to-date receipt using your old bookkeeping method. Then, at the end of the calendar year, issue receipts based on the information entered in the Donation Accounting program. Donors will need to keep both receipts for their tax records. The other option would be to re-enter all envelope information for the calendar year. The method you choose to use will determine the value you should enter in the Current Period field on the Configuration screen.

Most users will have their fiscal year be the same as the calendar year. Whether your fiscal year is the same as the calendar year or not, if you are starting to use the program in the middle of the fiscal year, you need to consider how you want to enter fiscal year beginning balances. Probably the easiest way to handle beginning balances would be to enter the ending balance of the previous month. That is, if your current period is July, you would enter the ending balances from June. For more information on entering fiscal year beginning balances see the Activity Code Maintenance section later in the manual (page 25).

If you are planning to use the bank reconciliation feature available in the program, you will need to make note of any transactions (checks, etc) that are included in the fiscal year beginning balance you entered for an asset account, which have not yet cleared the bank. Because the bank reconciliation option knows nothing of what

happened before the beginning balance you enter, it will be 'off' by the amount of those transactions until they clear the bank. As long as you are aware of these transactions it should not be a problem.

When you start the program for the first time you are in what is called "setup mode". While you are in setup mode you cannot enter offering envelopes, or other information such as checks. You will remain in setup mode until the Setup Complete utility option is run successfully. This option can only run successfully once your system is in balance. Technically, your system is in balance when you first start up, because no activity codes have been entered. However, for the program to be usable you will need to enter activity codes with fiscal year beginning balances in the Activity Code Maintenance option *before* you run Setup Complete.

There are two types of activity codes: funds and assets. If you bring up the Configuration screen (from the Utility Menu) you will notice five groupings of funds: Conference, Local Church, Interest Income, Other Income and Miscellaneous. You will most likely be adding activity codes for at least the conference and the local church groups. In some cases, particularly for local church funds, you will be entering a non-zero amount in the fiscal year beginning balance field. This value represents the amount of money that has been contributed to the account that has not yet been spent. On the asset side you will have your cash accounts such as checking and savings type accounts. Asset activity codes reflect where the money is actually residing. Fund activity codes reflect how the money has been allocated to be spent.

Your goal when you are in setup mode, is to get the sum of the fiscal year beginning balances for the *fund* activity codes to be equal to the sum of the fiscal year beginning balances for the *asset* activity codes. A simple example might be a new church that was going to start up but only had a building fund so far. The system would be in balance if the beginning balance for the building fund activity code was $100 and the checking (asset) activity code beginning balance was also $100. Once you have entered codes and fiscal year beginning balances you can check to see if the system is in balance by running the Financial Statement on the Report Menu. Make sure to select the *year-to-date* version of the report.

Once the system is in balance you may run the Setup Complete option on the Utility Menu and start entering data. See the Life Cycle section (page 22) for the order to perform the different operations. Once Setup Complete is run, certain fields may no longer be changed. See the Setup Complete section later in the manual (page 44) for more information.

BACKUPS

Before you actually begin to use the software, you should have a plan of how you will backup your data files. Regular backups are important because of the possibility of hardware failures, power outages, power surges, software problems, theft, or natural or manmade disasters. Also, if you perform certain steps in the software which are irreversible, you can restore a backup and be back where you were before. Diskettes are fairly inexpensive, so we suggest you keep three different kinds of backups. First, have five diskettes for weekly backups. After entering tithe envelopes each week, make a backup. These diskettes would be re-used each month and could be labeled "1st Week," "2nd Week," etc. You should also have twelve diskettes for monthly backups. Just prior to running the Close Month option, you should perform your monthly backup. These diskettes would be re-used each year and could be labeled "January," February," etc. Finally, we suggest that you make a permanent backup before you close the final month of the calendar year and/or the fiscal year. It is also a good idea to keep the software CD or diskettes in case you would ever want to look at the data from your permanent backups−by the time you want to look back, the current software may have changed enough to make it difficult to use with old data. It is also wise to keep at least one of your regular backups at another location or at least in a fire-proof vault. Your computer and software can be replaced, but insurance cannot replace your data.

When you make a backup of your data files, you are essentially taking a "snapshot" of your data in a particular state. If, for whatever reason, you need to restore the backup, all work done since that backup will be lost–your data will be restored to the exact state it was in at the time of the backup.

The easiest way to backup your data files is to use the Backup utility option in the program.

To restore a backup created using the program's Backup utility option use the Restore utility option.

SPECIAL KEYS/BUTTONS

The following keys and buttons have the same meaning, in most cases, throughout the program:

F1 - Brings up a context-sensitive help screen; generally, it is equivalent to clicking on the Help button

ESC - Backs up, without saving the information on the current screen, to the previous screen or the previous part of the current screen; it is equivalent to clicking the Cancel button; this key is very useful for getting out of situations you did not want to be in; this key will not work on the main menu screen–to close the program you must click on the 'x' in the upper right-hand corner, press ALT-F4, or click on the 'Exit' button

Tab - Moves the cursor to the next field (area of the screen allowing input) or other component (such as a button)

Back tab - Moves the cursor to the previous field; on most keyboards a back tab is achieved by pressing **Tab** with the **Shift** key down

Enter - The carriage return **Enter** confirms an operation and saves any changes that have been made; it is equivalent to clicking the OK button in most cases; in combo (selection) boxes, press **Enter** to select a highlighted item

Backspace - Deletes the character immediately to the left of the cursor and moves the characters at the cursor and to the right of the cursor one space to the left; if all or part of a field is selected (highlighted), pressing this key will delete the selected text

Del - Deletes the character at the cursor and moves the characters to the right of the cursor one space to the left; if all or part of a field is selected, pressing this key will delete the selected text

Home - Moves the cursor to the beginning of the current field

End - Moves the cursor to the end of text entered in the field

Arrow keys - The right and left arrows will allow you to move around within a field; the up and down arrows will move scroll bar lists (such as is found in a combo box) up and down one item at a time; these keys are equivalent to clicking on the up and down arrows on the scroll bar

Page Up - If a list is attached to a scroll bar (such as a combo box) pressing this key will display the page of items just above the current page; pressing this key is equivalent to clicking on the scroll bar between the thumb control and the up arrow

Page Down - See page up; pressing this key is equivalent to clicking on the scroll bar between the thumb control and the down arrow

CTRL-Z - Undo–cancels changes made in a field

CTRL-C - Copy–copies text selected in a field to the clipboard without affecting the field

CTRL-X - Cut–copies text selected in a field to the clipboard and deletes the text from the field

CTRL-V - Paste–copies text from the clipboard to the field where the cursor is

ALT-F4 - Closes the current window; is equivalent to clicking the 'x' in the upper right-hand corner of a window; the Donation Accounting application cannot be closed until all option windows are closed

ALT-   - This key, in conjunction with alphabetic or numeric keys, provides short-cuts for many operations; shortcut letters/numerals are denoted by being underlined; however, on many screens (such as menu screens) you can press the alphanumeric character *without* first pressing the Alt key; for example, to bring up the Offering Detail Entry option when you are at the Main Menu, press 'E' (for Entry Menu) and then 'O'; if you are on an option screen and your cursor is in a field that expects typed input, you *must* use the Alt key with the shortcut character if you wish to perform an operation associated with a shortcut (if you do not, the character will simply appear in the field)

OK   - This button confirms an operation and/or saves changes; in most cases it is equivalent to pressing **Enter**

Cancel   - This button cancels an operation; it is equivalent to pressing **ESC**

Print   - This button, used on report option screens, sends the requested report to the printer

View   - This button, used on report option screens, displays the requested report on the screen

Help   - This button, used on virtually every screen, displays context-sensitive help; generally, it is equivalent to pressing F1

MOUSE USE

The mouse can be used to perform many tasks. Throughout this manual references will be made about using the mouse. Wherever it talks about 'clicking' something on the screen, this means to press and release your *left* mouse button when the mouse pointer is over the referenced object. If the *right* mouse button is to be used, it will be explicitly stated. You can select text by pressing and holding the mouse button as you move the mouse pointer over the desired text. Once the text is selected (highlighted) there are a number of things you can do with it as described in the section above (page 9) on special keys. You can deselect text by simply clicking on it. You can move to a field on the screen by clicking on that field.

FIELDS AND OTHER WINDOWS COMPONENTS

Fields are sections of the screen which accept input of characters. The Special Keys/Buttons section above (page 9) describes how to move about in fields and from one field to another. Some fields require a specific type of input such as account numbers, dollar amounts, or dates. By default, when entering dollar amounts, there are two implied decimal places. That is, type 12345 for $123.45. If you would prefer to enter the decimal, you have the option to make that change in the Configuration option.

Whenever you are requested to enter a date, enter mm/dd/yy (the '/' characters are supplied), where 'mm' is the month, 'dd' the day, and 'yy' the year. To move from one segment to another (e.g. from month to day) use the left and right arrow keys. To modify a segment of the date (i.e. month, day, or year), type in the desired digits, use the up and down arrow keys, or use the plus and minus keys on the numeric keypad. If you prefer working with the mouse, click on the down arrow to the right of the date for a pop-up calendar. You can move to the previous or next month by clicking the arrows at the top of the calendar. You can also move to a specific month in the current year by clicking on the displayed month name and selecting the desired month from the drop-down list. You can select the year by clicking on the displayed year and using the up/down control. Once you see the day you want, simply click on the day number. You can click on either the black numbers for the current month or the gray numbers which will generally be displayed for a few days of the previous and next months. In many options you are limited as to the dates you can select. For example, in Offering Detail Entry you are only allowed to select a date in the current period. If you select a date outside of the current period, an error dialog box will be displayed when you click 'OK' and you will not be allowed to enter new

detail records (or save the current entry) until you change the date to a value in the current period. If you have trouble getting the date fields to work properly or at all, see the troubleshooting section (page 18) on how to correct the problem.

Radio buttons are used where you have the option of selecting one of several choices. For example, some screens will give you a choice of months. If one month is selected, but you want to choose a different month, you would click on the desired month (or use the shortcut key) and the dot would appear by your selected month.

Check boxes are used in situations where you have a yes/no choice. For example, Activity Code Maintenance has a check box where you can indicate by clicking (or using the shortcut key) if a fund/offering is tax deductible. A check mark will be placed in the box by the 'Tax Deductible' caption. To remove the check mark, click the box again (or press the shortcut key). If the check box is the current field (there is a dotted line around the title), you can also use the space bar to place and remove the check mark.

Scroll bars are devices that allow you to move around in a screen or list of items. Most scroll bars used in this program are vertical scroll bars and will be along the right edge of a list. The scroll bar consists of up and down arrow buttons and a thumb control that moves between the arrows and indicates your position in the list. Clicking the up and down arrow buttons will move the list by one position for each click and are equivalent to using the up and down arrow keys. Clicking between the thumb control and the up and down arrows will move you up or down a page in the list and is equivalent to using the Page Up and Page Down keys. You can also click-and-drag the thumb control to move to a specific location in the list. You click-and-drag by pressing down the left mouse button while the mouse pointer is on the thumb control and keeping it down while you move the mouse pointer/thumb control up and down the scroll bar column.

Combo boxes are specialized fields that are attached to a list with a scroll bar. They are used in many places in the program to select identities (donors/vendors) and activity codes. You can select items in the list by using just the keyboard, just the mouse, or a combination of the two. To select an item with the keyboard, just start typing the name of the donor/vendor or the name or code of an activity code. When you start typing a list will drop down and as you type, the items that most closely match what you are typing will be displayed in the box. The item you want will get closer to the top of displayed items in the list window as you type (unless you are selecting an item near the bottom of the list). When you have typed enough characters to uniquely define the item you want, just press enter. To use the mouse, click on the down arrow button on the combo box. This will cause the list to drop down. Then you can use the scroll bar as described above. Once you see the item you want, simply click on it to select it.

The menu screen, option forms, and message boxes are all windows. All of these windows have some features in common with each other and some differences. All of the windows may be moved by clicking and dragging the title bar of the window. This is done by positioning the mouse pointer on the title bar at the top of the window and then pressing and holding the left mouse button. When you move the mouse with the button held down, an outline of the window will move on the screen. Position the outline where you want the window to be and then release the mouse button.

Most message boxes are of two types. The first type simply displays a short information or error message and has a single button: OK. Before you can do anything else in the program you must close the message box. You can do that in one of four ways: click OK, press Enter, click the 'x' in the upper right-hand corner of the message box, or press ALT-F4. The second type of message box asks a question and you have a choice of three buttons: Yes, No, and Cancel. This type of message box usually appears as a result of an action you have requested such as closing an option window. Again, before you can do anything else, you must answer the question by clicking the Yes or No button or canceling the operation by clicking the Cancel button or the 'x' in

the upper right hand corner. Pressing enter is equivalent to clicking the button that is highlighted (usually Yes).

All windows are modal or non-modal. A modal window requires you to perform some action in the window before doing anything else in the program. All message boxes are modal windows. A non-modal window allows you to open up other option windows and work in them, and, if necessary, move back and forth between the windows. Almost all the option windows are non-modal. For example you could be entering envelopes in Offering Detail Entry and discover you have an envelope for a donor who has not yet been entered in Identity Maintenance. Rather than closing Offering Detail Entry and then opening Identity Maintenance, you can simply open Identity Maintenance with the Offering Detail Entry window still open. If you have several non-modal windows open you can move between them by clicking anywhere in the window where you want to be. In some cases you may need to move a window, as described above, in order to see an option window 'behind' it. Close Month, and other option windows which *are* modal, are that way because we do not want you to be performing other operations that might conflict with the work of these options. Some non-modal windows (specifically, maintenance and entry options) may act like modal windows in certain situations. For example, if you have selected the key information (say, identity name) and are now in the lower part of the screen, you will not be able to move to another option until you have clicked 'OK' or 'Cancel'.

All windows except for message boxes are sizable. To size a window, first move your mouse pointer close to the border of the window. When you get close enough to the border, the shape of the mouse pointer will change to be a double-headed arrow. Click and drag the outline of the window to the size you want. When you release the mouse button, the window will be re-sized to the outline shape. If you have made the window smaller, scroll bars may appear which will allow you to get to all of the components of the window.

In the upper right-hand corner of all windows, there are one or more small buttons. All windows have the button with the 'x' icon. Clicking that button will close (or attempt to close) the window. You cannot close the program (from the menu screen) until all option windows are closed.

Non-message windows have other buttons in the upper right-hand corner that have various functions. The button with the underscore icon will 'minimize' the window or application. If you click this button on the *menu screen* or on any *modal window* that has a minimize button, all Donation Accounting windows will disappear. However, the program and its windows are still open. Simply click on the Donation Accounting icon (stack of gold coins) on the task bar (usually at the bottom of the screen) and all windows will come back the way they were before you clicked the minimize button. If you click the minimize button on any *non-modal option window*, only that window will be minimized–the window will disappear and a small rectangle with part of the title bar of the window will be placed right above the task bar starting at the left edge of the screen.

The button with the rectangle will 'maximize' the window. When you click this button, the associated window will expand to fill the entire screen. This can be useful if you are working in a window but do not like the clutter of other windows and/or applications 'behind' it.

If you have maximized any window or minimized a non-modal option window you will see a button icon with two overlapping rectangles. Clicking this button will 'restore' the window to its previous size or state. For example, if you had maximized a window and then clicked on the restore button, it would change back to the size and position it was in before you maximized it.

If you have trouble remembering what the button icons in the upper right-hand corner mean, you can use the control menu of a window to achieve the same result as clicking on the buttons. All windows except message windows have the Donation Accounting icon displayed at the left side of the title bar. Click on that icon or press ALT-SPACEBAR to display the control menu for that window. You can also access the control menu by right-clicking anywhere on the title bar. It will give you options to minimize, maximize, restore, or close

your window. Also, there are options to size and move the window using your arrow keys rather than the mouse. If you choose to size or move the window from the control menu simply press Enter after you have the window the way you want it.

EXITING THE PROGRAM

Always terminate the program properly when you are finished using it. Exit by first closing all option windows and then pressing **ALT-F4**, clicking the 'x' in the upper right-hand corner of the title bar, clicking the 'Exit' button on the menu screen, or pressing the 'X' key. If you attempt to exit the program while an option window is open, the option window will be brought to the 'front'–this will give you the opportunity to save your work and close the window. Do not turn off the computer or re-boot the computer while using the Donation Accounting module. If for some reason the computer is re-booted or turned off while in the software, you may suffer a loss of data which would require you to restore a backup of your data.

USING MAINTENANCE AND ENTRY OPTIONS

Most of the maintenance and entry options described below will have their screens divided into upper and lower sections. To add or change information, you will first be required to enter key information in the upper section. Once the key information has been selected/entered, the bottom section will be highlighted for input. After you have added or changed the lower section, clicking OK will process/save the information. You will then be returned to the upper section where you can go through the whole procedure again. When you are finished adding or changing items, simply click Cancel when the upper section is blank, or press **ESC**. Either way you will be returned to the menu screen. The main difference between maintenance options and entry options is that maintenance options accept undated items (identities, codes, etc.) that can be changed at any time whereas entry options are for entering dated detail for the current period which cannot be modified or deleted once you move to a new period.

DELETING ITEMS

There will be times when you have entered a donor or a code and later decide that the item is not needed. All of the maintenance and entry options have a delete feature which allows you to delete an item or mark an item for later deletion. To delete an item in a maintenance or entry option, simply bring up the item as if you were going to change it and click the Delete button. Identity Maintenance and Activity Code Maintenance check to see if the identity or activity code is being used. If the item is not being used it is deleted immediately. If it is being used it will only be marked for later deletion. All the rest of the maintenance and entry options will always immediately delete the item. The Close Month option checks items marked for deletion. If they are not used by any detail, they will be physically deleted–in many cases this will not happen until the end of the fiscal and/or calendar year(s) when detail is deleted.

MESSAGES

If the software terminates abnormally, a message may be displayed on the screen. Copy the message down. Your support personnel will need this information.

SUPPORT

This manual comes with the program for those users who prefer that method of looking up information. There is a table of contents at the front of the manual just after the Software License Agreement and other legal information. A comprehensive index is located at the end of the manual.

Context-sensitive on-line help has also been provided with the program. Once you get used to using the on-line help you will find that it is much easier to use than a printed manual. Press the F1 key at any point in the program to bring up the on-line manual. A help window will pop up with information relevant to your current screen or field/component. One of the advantages of the on-line help is that you can quickly and easily jump from topic to topic. If you click on a word or phrase which is displayed in green with a solid underline, the new topic will be displayed in the help window. Click the Back button near the top of the window to move back to the previous topic displayed. Some words and phrases will be displayed in green with a dotted underline. If you click on these items, a definition box will be displayed over top of the original help topic window. Click again, anywhere, and the definition box will disappear. Contents, Index, and Print buttons near the top of the window have obvious functions. Drop-down menus also offer other features such as the ability to define and use bookmarks (if there is a page of help you want to mark so you can get to it quickly), change the font size used in the help window, and view a list of titles for help screens you have accessed. The Edit menu has an Annotate item. This will allow you to attach your own comments to a help page (such as clarification, procedures you use, etc.)

You will be able to find answers to most of your questions by reading the appropriate sections. If you are just starting out, try the Getting Started section (page 7). If you want to know the order to perform the different options see the Life Cycle section (page 22). Some common questions and problems are addressed in the Tips section of this manual (page 15). If the software terminates abnormally (see Messages above) or hangs, first consult the Troubleshooting section (page 18). If you are unable to solve an accounting or software problem on your own or if you have other software questions which the manual does not address, contact your local conference office. Before you call, please be by your computer and have it turned on. Also, you will need to have the following information available: the drive and directory where the software and data are located (if it is something other than the default: C:\EMSDA). If an option is not working the way you think it should, be as specific as possible in describing the steps leading to the problem and exactly what the problem is.

UPDATES

Software updates will be made available periodically. If you choose to upgrade your software and you receive an instruction sheet with the diskettes or CD, follow those instructions. Otherwise, follow the instructions in this section. Your data will not be affected by these updates. To install an update follow these instructions:

• Make a backup of your Donation Accounting data before installing the update
• Exit all programs
• Insert the installation media in the appropriate drive; if you are using a CD, the setup program should auto-load; if the software doesn't autoload, click Start and then Run, type: D:\SETUP and click OK (you will need to substitute a different drive letter if D: is not your CD drive)
• Follow the instructions on the screen; in most cases you can just click on the 'Next' button. Make sure you select the same folder or directory to install the update in which you originally installed the program. Generally this will be the default location: C:\EMSDA

TIPS

When entering donor names and addresses, activity code descriptions, and other text, use both uppercase and lowercase characters rather than just uppercase. This will make your reports more readable.

If you have money in an interest-bearing asset (checking/savings) account you will periodically receive statements indicating that interest has been added to the account. You will most likely want this interest to be reflected in your Donation Accounting asset account. There are several ways to get interest into the system, but the preferred method is to use the Asset Adjustment Entry option. Service charges and other charges and credits may also be entered in this option.

If a donor's check bounces and there appears to be no hope that it will ever clear successfully, there are several methods for straightening out the accounting. If the original entry in Offering Detail Entry was made in the current month, simply delete the entry. If Close Month has already been run, re-enter the envelope in Offering Detail Entry using negative amounts.

Occasionally, you may write and enter a check in Check Entry which is never cashed. The simplest way to handle this situation would be to enter the check again in Check Entry using a negative amount. However, if the original check entry is still in the system, you will need to enter a different check number, since check numbers may not be used more than once.

Many options have combo boxes that allow you to select donor/vendor names or activity codes. These lists of names and codes are loaded into memory the first time they are required. You may notice that if you go into the program and directly into Identity Maintenance it may take a few seconds before the screen comes up,

especially if you have entered a lot of identities. However, if you go into Identity Maintenance again later (without first exiting the program), it comes up instantly. Part of the reason for this is that the program was making the list of names for the combo box the first time you went in. The second and subsequent times you go into Identity Maintenance (or other options which require a name) will be quicker since this list is already made. Every effort has been made to ensure that this list and other lists are kept up to date with any additions, changes, or deletions that are made. However, occasionally you may see something in a list that does not look right. This should not be a cause for concern. If you do have a problem because the information in the list is not correct, simply exit the program and start it up again. If you have frequent problems with selection lists containing inaccurate information, contact your support office.

If you are having difficulty getting something to print on your printer, check the following items:

   --make sure your printer is turned on and is on-line
   --make sure you have the correct printer selected in Printer Setup
   --check to see that the paper is loaded properly
   --check the cable between the computer and printer
     --make sure it is attached to the proper connectors
     --make sure the connectors are attached tightly

If all of these items are satisfactory and you still are not able to print from the program, exit the program and perform the following steps:

• Click 'Start'
• Click 'Printers' in the Settings section

• Right click (use your right mouse button) on the icon of the printer you are trying to print to
• Click 'Properties'
• Click 'Print Test Page'

You will be asked if the test page printed correctly. If it did not print correctly, click 'No'. A help window will be displayed and will lead you through a series of troubleshooting questions, and you will be given suggestions of what to do to fix the problem. If you still cannot get a test page to print, you will need to contact your local support person.

If you are able to print a test page, try printing from Donation Accounting again. If you still cannot print from Donation Accounting, try printing from other Windows applications. If you cannot print from other Windows applications you will need to contact your local support person. If you *can* print from other Windows applications, but not from Donation Accounting call the support office (see page 14).

The program is installed so you can start it by double-clicking on an icon on your desktop. If you would prefer starting the program using a shortcut key combination, like CTRL-ALT-D, perform the following steps:

1. Right-click on the icon.
2. Click on 'Properties'.
3. Click on the 'Shortcut' tab.
4. Click on the 'Shortcut key' field.
5. Press 'CTRL' and 'ALT' simultaneously, and while holding them down, press 'D'.
6. Click 'OK'

Now you can start the program at any time, whether you are in other applications or not, by pressing CTRL-ALT-D. Also, if you have already started the program using that key combination, but you are currently working in another application, pressing CTRL-ALT-D will bring the Donation Accounting program to the front immediately.

Currently, the program only guarantees data to be available for the current fiscal and calendar years. If you want to be able to easily research past years you can do that by copying your data files to a different directory before closing the final month of a calendar (or fiscal) year. For example, say your current month is December 2003 and you want to archive your 2003 data. Below is one way you could do that:

• Make sure all data has been entered for 2003, but do not close December.
• Make a backup using the Backup utility option
• Use the Change/Setup Working Directory utility option to create a new directory
    • When you start this option it will automatically come up with your current working directory (eg. C:\EMSDA). If you want to create a sub-directory of your current working directory, you can do that by simply adding a backslash ('\') and the new directory name to the Directory Name field (eg. C:\EMSDA\2003). If you prefer putting your archived data in another location you can move around the directory tree by double-clicking on folder icons. While you can archive your data in an existing directory, it is recommended that you create a sub-directory (eg. C:\Old DA Data\2003).
    • Once you have selected a directory to use for archiving your data or have entered a new directory name, click OK.
    • If you have entered a new directory name, the following message will be displayed: "The specified directory does not exist. Create it?" Click Yes if you do want to create it.
    • If the directory you have selected has no Donation Accounting data or you have chosen to create a new directory, a message will appear indicating the directory is empty and asking if you want to set up a new set of data. Click Yes.

- Another window will be displayed asking whether you want to set up new data files or restore a backup. Insert your backup media, if necessary, select the "Restore a backup" radio button and click OK.
- Follow the instructions for restoring the backup.
- Once the backup is restored, your current working directory will be the directory you archived your data to. If you want to change back to your live data directory you can do that by changing it back in Change/Setup Working Directory or by simply exiting and restarting the program.
- The icon on your desktop will always put you into your live data. To access your archived data, simply change the directory in Change/Setup Working Directory. Generally, you should only do research and run reports from your archived data, since any changes you make will not be reflected in your current data.

Scripts are special files you can create which will run reports you specify with the options you specify. The first item on the Report Menu, 'Print Report(s) from Script', will bring up a menu which lists all available scripts. One pre-defined script, 'Required Reports', comes with the program. If executed, it will print two copies each of the Check Report, Transfer Report, Remittance Report, Consolidated Offering Detail Report, and current month and year-to-date Financial Statements. We recommend that you run this script just before you close a month. This script file can be found in the Donation Accounting directory (default: C:\EMSDA) and has the filename, " EMSDADSC.0".

If you wish to create additional script files, they must be created, as ASCII files, in this same directory, with names of the form, "EMSDADSC.n", where "n" is a digit from "0" to "9". You can create the script files in any text editor such as Edit (available at the DOS prompt), Notepad, or Wordpad. However, some editors such as Notepad and Wordpad insist on appending a TXT extension to the filename. So you will have to rename the file to the proper filename if you use such an editor. Once you make a script file, it will appear on the Script Menu along with the "Required Reports" script.
If you are planning to make your own script files, we suggest you first take a look at EMSDADSC.0 to get a general idea of how a script file should look. Spaces are ignored in the file and it does not matter whether you use uppercase or lowercase characters. However, you may want to use spaces and a mix of uppercase and lowercase characters to improve the readability of the file. The angle brackets (<>) in the instructions below, indicate something you are to type; do not type the brackets themselves.

The first line in the script file must be of the form: Script Name = <title to appear on Script Menu> After the script name line you will add one or more blocks of lines; one block for each report you want the script to print. The first line in each block must be of the form: Report Name = <reportname> The script processor can handle the following reports: Financial Statement, Consolidated Offering Detail Report, Check Report, Transfer Report, Remittance Report, Offering Summary Report, Offering Detail Report, and the Statistics Report.

All lines following the report name, up to the next report name or the end of the file, are considered to be options for the report. These options can be in any order. If you want more than one copy of the report, you will need a line as follows: Copies = <number of copies> Check box options may be selected by adding a line as follows: <Title of check box> = <Yes/No> 'Yes' would indicate the report is to be run as if the check box was checked. Radio button options may be selected by adding a line as follows: <Title at the top of the radio button box> = <1,2,3...> where '1' represents the top choice, '2' the second choice, etc. There are several restrictions on radio button use. You can only select radio buttons that do not require that a special date be selected. For example, if a radio button selects detail for the current period or the current year, that is fine. However, if the button selects detail for a specific date or range of dates, you cannot use that radio button in a script file. Likewise, you cannot select a month from a radio button box which lists the months of the year−reports with this type of selection will automatically print the report for the current month when run from a script file.

TROUBLESHOOTING

There is a known problem with a file that came with some of the earlier Windows 95 versions: COMCTL32.DLL. If you have Windows 95 (do not perform this procedure if you have a different version of Windows) and are having problems starting the program or selecting a date in the program options where you need to select a date, you can update this file as follows:

1) Exit all applications
2) Insert your installation media (CD or installation diskette #1)
3) If you are using a CD, the setup program should auto-load; if you are using a diskette, click Start and then Run, type: A:\SETUP and click OK
4) Select Custom on the Setup Types screen
5) On the Select Components screen, de-select all components except COMCTL32.DLL Update Program
6) Complete the installation procedure
7) Click Start
8) Click Run
9) Type: c:\emsda\40comupd
10) Click OK
11) Follow the instructions on the screen
12) Restart your computer

If the program terminates with an error message, contact your support office. If the office is closed there are several things you can try, to get going again:

• Simply go back into the program and try to do the same thing again
• Shutdown your computer, restart, and try to do the same thing in the program again
• Run ScanDisk and correct any errors; the path to ScanDisk is: Start, Programs, Accessories, System Tools, ScanDisk;
• Restore a backup

If, rather than terminating with an error message, or doing something else unexpected, the program simply "hangs" or stops responding to key presses or mouse clicks, you will have no choice but to terminate the program yourself. However, make sure that you have given whatever option you are in ample time to complete its operations. If you come to the conclusion that the program has "hung", you can terminate in several ways. Hold down the CTRL, ALT, and DELETE keys simultaneously. A Close Program dialog box should appear with Donation Accounting highlighted. Click the End Task button. If you have waited a while after pressing CTRL, ALT, and DELETE or after clicking End Task and nothing has happened, you may have to turn your computer off, wait a few seconds and turn it back on.

If something does not seem to be working the way it should, you may want to run the Diagnostics utility option. More information on this option may be found in the Utility section below (page 43).

If, when you print a report or view it on screen, the numeric columns do not line up, this means a proportional space font is being used. You can change the font being used by clicking the Report Settings button that is found on every report options screen.

The InstallShield program is used to install the Donation Accounting for Windows program. It works with the Windows operating system to 'register' the program with Windows. This means, among other things, that it helps Windows make a list of all programs that are used by Donation Accounting. If you choose to uninstall

the program, it uses this list to decide what files to delete from your hard drive. To uninstall the program perform the following steps:

- Click Start/Settings/Control Panel
- Double-click on the Add/Remove Programs item
- Click on the Donation Accounting title in the list of installed programs
- Click on the Add/Remove button and follow the instructions on the screen

The uninstall procedure has some limitations. For instance, files created after the program has been installed are not deleted when you uninstall the program. Generally this will not cause you any problems. However, if you wish to avoid the clutter of these unneeded files, you may remove them by deleting the EMSDA folder in 'My Computer' or Windows Explorer.

To get a better understanding of the files Donation Accounting uses, see the ABSTRACT.TXT file which may be found on the installation CD or the last installation diskette.

NAMES

Identity (donor/vendor) names, rather than ID numbers, are used to identify persons, businesses, and organizations. This eliminates the need of keeping a list with ID numbers and always having to refer to it. Certain options (such as Offering Detail Entry) require the donor name to be selected. See the Fields section above (page 10) for information about how to select an item from a combo box.

CONFIGURATION

When you start up the Donation Accounting Module for the first time, the "Configuration" screen will appear. You will need to enter your church name, address, and phone number in the top section. This information will appear on various reports. Your local conference may have assigned your church a number. If so, enter that value in the Church Number field. This number will be printed on the Remittance Report. If you have not been assigned a church number, leave this field blank or enter a zero.

Users in the United States should leave the RCT Reg # field blank. If this field is left blank, receipts will be printed according to IRS specifications. Canadian users should fill in the appropriate value. If this field contains a value, the Receipts reporting option will print receipts appropriate for use by Canadian taxpayers.

The Current Period should contain the month and year for which you start entering data. Enter the period as mmyy where mm is the month and yy is the year. Once the Setup Complete option has been run, this field will not be allowed to be changed. The Close Month option will update it every month. The Fiscal Year End field indicates the month in which your fiscal year ends. For most churches this will be December (12). This value is needed by the Close Month option so that Close Month can perform necessary year-end operations at the appropriate time. The Fiscal Year End field is also not allowed to be changed after the Setup Complete option is run. If a church decides to change when the fiscal year ends, that can be done in the Next Fiscal Year End field. This field can be changed at any time. Once the current fiscal year ends, the value in this field will replace the value in the Fiscal Year End field.

At the end of every month, the Close Month option determines what detail is no longer in the current fiscal and/or calendar year, and deletes it. However, if you use the bank reconciliation feature, there may be detail on occasion that is not in the current year but that should not be deleted because it (a check or deposit) has not cleared the bank. If you check the Will Use Bank Reconciliation check box, only detail which has been marked as clearing the bank will be deleted (subject to not being in the current fiscal/calendar year).

When you attempt to run the Close Month option, the program checks to make sure all the required reports have been run. If the reports have not been run, the month is not closed. We recommend that you perform a Backup before you close each month. If you are planning on using the Backup utility option, we strongly recommend that you check the Force Backups Before Finalize check box. If any detail has been entered or changed since the last backup, you will not be able to close the month until you do another backup using the Backup utility option.

One of the reports required is the Receipts report. However, since some churches do not print receipts every month, you have the option of selecting the receipt printing frequency by choosing one of the radio buttons: Monthly, Quarterly (March, June, September, and December), Semiannually (June and December), or Annually (December only).

You also have the choice of how to enter dollar amounts. If you choose Decimal Point Allowed, you must enter a decimal if the amount contains a non-zero cents value. That is, $1.23 must be entered as "1.23". However, $3 can be entered as "3", or "3." or "3.00". If you choose Decimal Point Not Allowed, then $1.23 must be entered as "123" and $3 must be entered as "300".

The Fixed Activity Codes for Offering Detail Entry allow you to enter six of the most common offerings for which donors turn in money. Offering Detail Entry will automatically display these codes so you do not have to type them in every time. You would just type in the corresponding amounts. If a donor turned in an envelope without any of these offerings you would just tab down to a blank line and enter the code and amount as normal. You may want to wait on entering codes in these fields until you have set up your activity codes–the values in these fields can be added or changed at any time.

The Default Report Settings button allows you to control how your reports look on paper or on the screen. On each report screen you have the option of selecting report settings individually tailored for that report. However, if you do not make special settings for a report, the default settings selected in Configuration will be used. The Report Settings section on page 31 describes each of the settings in detail.

The Select Screen Font button allows you to select the font you want to use for text displayed on the screen. Be aware that choosing too large or too small a font size may mean that text on some components of a screen, such as buttons, may become unreadable.

In the lower section, you will need to enter the ending code for the range of numbers for each of the six categories of activity codes. These categories are used for grouping and totaling purposes on various reports. Each number may be from one to four digits (0 is not a valid code), but the numbers must increase from one category to the next. If you are planning on using the Conference Standardized Codes option (page 44) you need to make sure the conference range end you use is sufficiently large to accommodate all the codes. Below is an *example* of how ending codes *could* be assigned:

	Description	Range End	Resulting Range
Funds:	Conference	2999	1 - 2999
	Local Church	4999	3000 - 4999
	Interest Income	5999	5000 - 5999
	Other Income	6999	6000 - 6999
	Miscellaneous	8999	7000 - 8999
Assets:	Checking/Savings	9999	9000 - 9999

Note: You do not need to enter the Range Begin values–they will be automatically filled in when you enter the Range End values.

The Checking Activity Code needs to contain a number in the range of numbers which makes up the "Checking/Savings" category. When receipts are entered in Offering Detail Entry, they will be "deposited", by default, in this code. The Checking Activity Code in the Check Entry option is defaulted to the number in this field to save you a few keystrokes. Note: The code you enter in this field must also be entered in Activity Code Maintenance.

If, at a later time, you decide the information on this screen needs to be changed, you can do so by choosing the Configuration option on the Utility Menu. However, you should be very careful about changing code ranges after offering detail, checks, or transfers have been entered.

Notice that the first five categories are classified as funds while the last category is titled assets. The sum of the balances of the first five categories should always be equal to the sum of the balances of the last category. There are things you can do in the Donation Accounting Module which can throw this equation out of balance. Changing code ranges is one of the ways to become out of balance.

Canadian users will notice (once an RCT number has been entered) a group of fields near the lower right-hand corner of the screen. The Canadian government apparently has a program that allows for half of the GST applied to purchases to be refunded to charitable organizations and there is a similar program in some provinces that applies to the PST. Check with your local conference for complete details on these programs. The block of fields allows you to enter the current rate as well as receivable accounts (funds) to which the money to be refunded should be applied. Check Entry allows you to indicate if a particular check includes

GST or PST, and if it does, an entry or entries will be created to automatically move the calculated amount(s) to the appropriate receivable account(s). See the help for the Check Entry option for more information.

MENUS

After you have saved your configuration information, the Donation Accounting Main Menu will be displayed. (Whenever you start the program from now on, this screen will be displayed first.) To access a sub-menu you may either click the appropriate button or press the key corresponding to the underlined character on the button. Once the sub-menu is displayed, again, click a button or press a key to access the individual options. For example, once the Maintenance Menu is displayed, press 'I' to run Identity Maintenance.

LIFE CYCLE

This section outlines the order in which to perform various operations once the software has been installed. See also other sections for more detailed help.

A.   Configuration: This option will automatically come up the first time the software is used. Church name and address information can be entered on the configuration screen as well as activity code ranges and other information. Changes may later be made to the configuration by using the option on the Utility Menu.

    (Step A need only be performed at initial setup or if the configuration information needs to be changed.)

B.   Conference Standardized Codes: This utility option will automatically add the conference codes which the entity you specify suggests the local churches use. Using this option will facilitate data entry for your local conference when they receive your remittance report.

    (Step B need only be performed, if at all, at initial setup.)

C.   Identity Maintenance: This option allows you to add, change, delete, and research donors and vendors.

D.   Activity Code Maintenance: This option allows you to add, change, delete, and research activity codes (funds and assets).

    (Steps C and D need only be performed at initial setup or if changes or additions need to be made in these options.)

E.   Setup Complete: This option checks to make sure the system is in balance and then locks in certain values such as Current Period and Fiscal Year End in the Configuration option, and Fiscal Year Beginning Balance in the Activity Code Maintenance option. This option must be run before you can enter detail such as envelopes or checks.

(Step E need only be performed at initial setup.)

F.   Offering Allocation Maintenance: This option allows you to distribute offerings from one activity code to several based on percentages or set amounts.

(Step F need only be performed at initial setup or if changes or additions need to be made to allocations.)

G.   Offering Detail Entry: This option allows entry of information from tithe envelopes.

H.   Check Entry: This option allows entry of checks that have been written.

I.   Transfer Entry: This option allows entry of transfer of money from one activity code to another.

J.   Asset Adjustment Entry: This option allows entry of miscellaneous transactions affecting checking and savings accounts, such as interest and service charges.

(Steps G, H, I, and J may be performed whenever there is offering detail, checks, transfers or other transactions which need to be entered.)

K.   Report Options: Specific reports which are useful at this point in the cycle are Offering Detail Report, Consolidated Offering Detail Report, Offering Summary Report, Check Report, and Transfer Report. Other reports may also be printed.

(Step K may be performed at any time.)

L.   Processing Options:
    Backup: You should perform a backup before closing the month.
    Reports: Specific reports which are useful at this point in the cycle are Bank Reconciliation Report, Financial Statement, Receipts, and Remittance Report.
    Close Month: This option will finalize the process and move the system to the next month.

Note: Certain reports must be run before the month is closed. If the reports have not been run and you attempt to run Close Month, a list of the required reports are displayed.

(Step L should be performed after all transactions for the month have been entered.)

Note: Your monthly cycle will generally consist of steps G through L.

M.   Query Options: These options allow several ways to perform on-screen look-up of donor, offering and check information.

(Step M may be performed at any time.)

IDENTITY MAINTENANCE

This option allows you to add and change donor and vendor information. To add an identity that is an individual, click on the Add button. To add a business, organization, or any entity that is not a person, click on the Add Business button (the four name fields available for adding an individual will be changed to a single, long field for adding an organization name). Enter the name and as much of the address and phone number as desired. If you have added an identity as an individual or a business and then later decide the identity should be of the other type, simply select the desired name type using the radio buttons in the box at the bottom of the form. You may also need to make some adjustments to the name field(s).

Three check boxes are displayed at the bottom of the screen. If you are entering a donor, the Donor Name check box should be checked. If you are entering a vendor, the Vendor Name check box should be checked. There may be some situations where an identity is both a donor and a vendor. For example, someone who turns in offering envelopes (a donor) may also be someone that you would need to reimburse for supplies they purchased for the church (a vendor). The Print Receipt check box should be checked if a receipt is to be printed for a donor. Almost all donors should have this box checked. The exception may be "donors" such as Loose Offering or No Name. Note: Only donors with the Print Receipt check box checked will be taken into account when calculating the values for the Statistics Report. The values on this report may be more meaningful if they are not skewed by including donors such as Loose Offering. However, you may make the decision of whether such donors are taken into account or not by whether or not the check box is checked.

To change an identity, select the identity in the combo box, make the necessary changes and click OK.

This option may be accessed from the Maintenance Menu. However, there may be times you are entering checks or offering envelopes and discover that the vendor or donor you need has not been entered in Identity Maintenance. Both the Check Entry and Offering Detail Entry options have 'Identity Maintenance' buttons which will allow you to bring up Identity Maintenance so you can quickly add a vendor or donor. Once you have added the new identity, simply click anywhere on the Check Entry or Offering Detail Entry screen and you will be able to enter a check or envelope using the new identity.

ACTIVITY CODE MAINTENANCE

This option allows you to add or change activity codes, descriptions, tax deductible flags, monthly budgets, and fiscal year beginning balances as well as research other information associated with activity codes. To add an activity code click on the Add button. To change an activity code, select the code or name from the combo box.
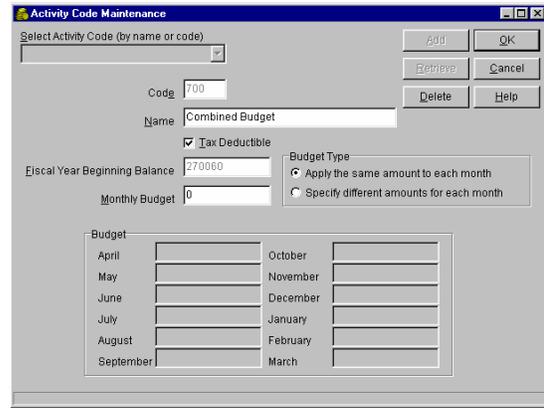
For most offerings the Tax Deductible check box should be checked. The only codes for which it should not be checked are for things that the IRS does not allow as deductions. Some examples would be solicited ingathering donations (not the donor's money) or personal magazine subscriptions (donor is getting a tangible benefit.) If a donor turned in money for a code that is not tax deductible, it will appear on their receipt with an asterisk ('*') beside it. A note at the bottom of the receipt will indicate that these items are not tax deductible.

The budget fields must contain negative values since the budget is compared to the "Paid Out" or checks column on the financial statement–if you enter a positive value, it will be changed automatically to a negative value. If the fund you are working with requires a monthly budget that is the same for all months of the year, simply enter the monthly amount in the Monthly Budget field and leave the "Apply the same amount to each month" radio button selected. However, if you want monthly budgets to vary depending on the time of year select, the "Specify different amounts for each month" radio button and fill in the desired budgets month-by-month.

You will need to enter codes for all the ranges defined on the Configuration screen (at least those you plan to use) including the Checking/Savings category. Also, make sure to add the Checking Activity Code you entered on the Configuration screen. The Fiscal Year Beginning Balance field may only be changed before the Setup Complete option has been run. This restriction prevents your system from getting out of balance.

OFFERING ALLOCATION MAINTENANCE

This option allows you to allocate money by amount or percent from one fund to one or more other funds. The final allocation of funds will take place during the month end process. However, anytime a financial Statement is run, up-to-date allocation figures will appear on the report. For example, donors may contribute to a combined budget fund, but the money needs to be transferred to other funds such as Utilities or Sabbath School Expense. A specific fund allocation may be added or changed by selecting a fund from the From Activity Code combo box. The money from this fund can be allocated to up to 51 other funds using dollar amounts or percents or some of each. If most (or all) of your allocations will be one or the other, you can select the radio button for dollar amount or percent as the Default Amount Type. Now you will be able to add or change allocation information. The To Activity Code combo boxes will allow
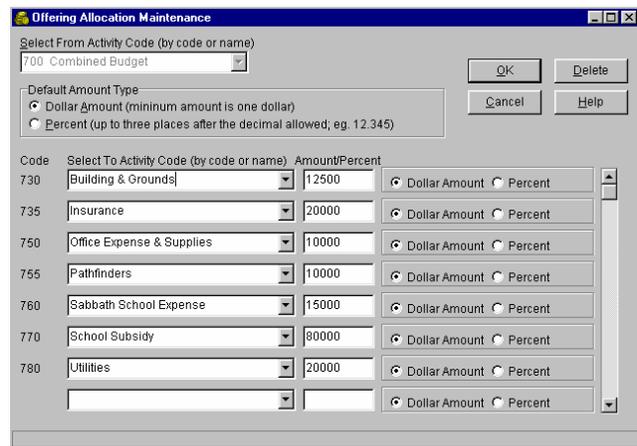
25

you to indicate funds (previously added in Activity Code Maintenance) to which money will be transferred (from the From Activity Code). The Amount/Percent field can contain either a dollar amount or a percent; indicate which you are using by selecting the appropriate radio button.

You must enter a decimal if you want to use a fractional percent. (Eg. enter 12.345 for 12.345%) Percent values must be less than 100%. Enter dollar amounts as you would in any other option. (Whether you need to enter a decimal or not for a dollar amount is dependent on the setting you selected in the Configuration option.) Dollar amounts must be at least $1.00. If you use just dollar amounts, a mixture of dollar amounts and percents, or your percents do not add up to 100%, when the month end process is complete, the "From Activity Code" may not end up at zero. In fact, it is quite possible for the fund to end up with a negative balance. If you use a mix of dollar amounts and percents, the dollar amounts are taken out first, and then percentages are calculated based on what is left. If your percents add up to 100 (whether or not you have dollar amount allocations) there may be a round off error consisting of a few pennies. This amount will be added to or subtracted from the fund with the largest allocation percent, depending on which way the error goes.

The maximum amount allowed for dollar amounts is 21,474.83. If you have an allocation to an account that needs to be more than that amount, split the allocation between two or more lines, so that each amount is less than that value.

OFFERING DETAIL ENTRY

This option allows you to add and change offering detail information. Generally, this information can be entered straight from the tithe/offering envelope.

To add or change offering detail, enter the day (the month and year is forced to be the current period) and select a donor name from the combo box. In the lower section enter the total of the envelope and the individual line items: codes (or code names) and amounts. If you entered codes in the Fixed Activity Codes fields in the Configuration option, you only need enter amounts for those offerings, since the code and name will already be displayed. You must fill in a value in the Total field. However, if you are not using the Fixed Activity Codes feature, once you move to the first line of detail, the value you used in the Total field will be copied to the Amount field of the first detail line. If you plan to enter only one line of detail, you will want to leave that value there. If you want to enter another line, change the amount to the appropriate value. When you move to the second detail line, the Amount field on that line will be computed and filled in by subtracting the first detail line amount from the total. Amounts for any additional detail lines will be computed and filled in a similar manner. When you have finished entering codes and amounts you have several options. If you have a stack of envelopes that are in alphabetical order, just click the Next Donor button (or press ALT-N) until the next name in your stack comes up. If you have two or more envelopes for the same donor for the same date, click Next Envelope. If you just want to save what you entered but return to the top part of the screen click OK (or press Enter).
On most screens you move from field to field by pressing the Tab key. The Tab key will work in this option also. However, when you are in the lower section moving between Total, Amount and Activity Code fields, you can also use the plus ('+') key on the numeric keypad. This allows you to stay on one part of the keyboard rather than moving all the way from one side to the other every time you want to move to the next field.

Clicking on any of the following buttons (or using the keyboard shortcuts) will save the current envelope information: OK, Next Donor, Previous Donor, Next Envelope, Previous Envelope. The Previous Donor

button will bring up the previous donor name (alphabetically). Similarly, the Next Donor button will bring up the next donor name. The program can keep track of multiple envelopes for a donor for the same date. The envelope number you are on is displayed below the buttons. If a donor has more than one envelope for the same date and you are on the second or subsequent envelope, clicking the Previous Envelope button will bring up the previous envelope for this donor on that date. Similarly, if you click the Next Envelope button and the donor has an additional envelope for the date, it will be displayed. If you are already on the last envelope for the donor for that date, a blank screen will come up allowing you to enter new envelope information for that donor/date combination.

You may find that a donor has a pattern of giving to the same offerings (and possibly the same amounts) every month (or week). When you are adding an envelope for such a donor you can click the Lookup button and the program will find the last envelope entered for the donor and fill in the total and detail lines based on the offerings and amounts from that prior envelope. Then you can make changes if necessary. Whenever you are adding an envelope, whether or not you clicked Lookup first, you can click the Clear button to erase the total field and all offering detail for the current envelope.

In most cases you will want amounts entered on this screen to be deposited in the checking account code which you entered on the Configuration screen (this code must also have been entered in Activity Code Maintenance). However, in certain situations you may want the money to be recorded in a different account. You may change the account the money will go to by modifying the value in the Select Deposit Code combo box. For example: Suppose a donor makes a large contribution and you want to deposit it directly into a savings account or CD. You may select the asset account in the Select Deposit Code combo box and then enter the information for the donor and offering code(s) as you would for any other envelope.

If you have entered a date for an envelope, but later decide the date needs to be changed, you can make that change any time up until you close the month. However, when you change the date on an envelope, the Next Envelope and Previous Envelope buttons will be temporarily disabled. If you need to access other envelopes with the same date, save the current envelope (click OK, etc) and re-select the donor/date combination.

If you find that you need to enter an envelope for a donor that has not been added in Identity Maintenance, click on the button labeled 'Identity Maintenance'. This will allow you to bring up that option so you can quickly add the new donor. Once the donor has been added, click anywhere in the Offering Detail Entry window and you will be ready to add an envelope using the new donor.

CHECK ENTRY

This option allows you to add, change, and print checks. The default checking account will be displayed automatically and the next check number in sequence (the last check number added, plus one) will also be displayed. If you want to add the check referenced by the check number field simply click OK (or press Enter). To add or change a check with a different number, enter the number and click OK. Then, in the lower section of the screen, select a vendor (that has previously been added in Identity Maintenance) from the combo box, enter a total (0 for a voided check), and enter one or more individual line items: code (or code name), amount and description. You must fill in a value in the Total field. However, once you move to the first line of detail, the value you used in the Total field will be copied to the Amount field of the first detail line. If you plan to enter only one line of detail, you will want to leave that value there. If you want to enter another line, change the amount to the

appropriate value. When you move to the second detail line, the Amount field on that line will be computed and filled in by subtracting the first detail line amount from the total. Amounts for any additional detail lines will be computed and filled in in a similar manner. NOTE: Most churches will send a check to the local conference every month that clears out the balances of all the conference funds. While this information can be entered in Check Entry, there is a utility option, Create Remittance Check Entries, that will streamline the operation. If you do choose to make entries that affect conference funds, a warning message will be displayed giving you the option to save the check entries or change/cancel them.

In most cases you will be entering check transactions in this option. However, occasionally you may have the need to enter some other type of transaction. Radio buttons allow you to indicate whether the transaction you are adding or changing is a check or a pre-authorized payment. Whenever you come into the Check Entry option, the Check radio button is selected and the default check number is the next number in sequence as described above. If you choose to enter a non-check transaction (or change one that has already been entered), select the pre-authorized payment radio button, enter the appropriate reference number in the Check No field and click OK. There are two advantages to entering non-check transactions with this method: You can use a different sequence of numbers that won't interfere with your default check numbers and these numbers can overlap with your check numbers with no problem. Second, all non-check transactions will be identified on other screens (eg. Reconcile Bank Statement) and reports (eg. Check Report) with a 'P' in front of the reference number.

On most screens you move from field to field by pressing the Tab key. The Tab key will work in this option also. However, when you are in the lower section moving between Total, Amount, Description and Activity Code fields, you can also use the plus ('+') key on the numeric keypad. This allows you to stay on one part of the keyboard rather than moving all the way from one side to the other every time you want to move to the next field.

You may find that often when you enter a check for a vendor, it is similar to the last check you entered for that vendor–against the same fund(s), possibly for the same amount. Once you have selected a vendor when adding a new check, you have the opportunity to click the Lookup button which will find the last check for the vendor and fill in the total and detail lines based on the values in the prior check. Then you can make changes if necessary. Whenever you are adding a check, whether or not you clicked Lookup first, you can click the Clear button to erase the total field and all detail for the current check.

Check Entry allows you to enter check information for checks that were filled out elsewhere (typed, handwritten, etc). However, you also have the option to enter information for a check on this screen and then print the check by clicking the Print button. You can print the check without filling in the detail, but you do need to select a vendor and fill in the total for the check. If you want information printed on the check stub, click the Enter/View Check Stub button and fill in whatever you want to appear on the stub. NOTE: The program does *not* store the stub information. As soon as you exit out of the displayed check, the stub info is gone. To return to the detail, click the Enter/View Check Detail button. The check form (see below for ordering information) is an 8½" x 11" sheet divided by perforations into three sections–a top stub, a bottom stub, and the check itself. One stub is intended for you to keep for your records. The other stub can be sent with the check. Both stubs contain the same information. The program prints the check number in the upper right-hand corner of the stubs. You should compare this number against the actual pre-printed check number on the check. This will ensure that the check number used in the software matches the number on the check you send out. Near the top of the stubs, the vendor name, date, and amount of the check will be printed. Just below this line, any stub information you entered will be printed. The middle section is the check itself. The check form will work well with #10 window envelopes. If the information on the form is not lining up the way it should, you can make adjustments by clicking the Report Settings for Checks button. If you would prefer to keep an 8½" x 11" copy of the check for your records, simply click the Print button with plain paper in the printer.

If you find that you need to enter a check for a vendor that has not been added in Identity Maintenance, click on the button labeled 'Identity Maintenance'. This will allow you to bring up that option so you can quickly add the new vendor. Once the vendor has been added, click anywhere in the Check Entry window and you will be ready to add a check using the new vendor.

This program only supports cut sheet checks. You can order checks directly from Corporate Express. Call (800) 481-0524 and ask for Sandy Hutson. Order form #9307 and ask that the Arabic and MICR check numbers be pre-printed on the check (middle) section but *not* on the stubs. *Considerable* discounts are given for group orders. Local conferences or unions may want to look into collecting orders from churches once a year and turning them in to Corporate Express, which will print them all at once (with each church's unique information) and send them to (and bill) the individual churches.

The check form we picked is a fairly standard form used with other accounting software. You can probably find forms from other check printing companies which will work with the Donation Accounting software. However, we strongly encourage you to get sample checks and test them with the software before ordering large quantities.

Canadian users that have set up GST (and PST) receivable fund(s) and rate(s) will also have an Includes GST check box (and an Includes PST check box). These check boxes will appear when the lower part of the screen is highlighted.

If only the Includes GST check box is checked, the total value you enter is assumed to be the sum of the GST and the before-tax amount. The GST is calculated and an entry is automatically made to the GST receivable account (set up in Configuration) for half the GST. The difference between this entry and the total is put on the next entry line.

If both the Includes GST and Includes PST check boxes are checked, the total value is assumed to be the sum of the GST, the PST and the before-tax amount. The GST and PST are then calculated. The GST is calculated based on the before-tax amount. The PST is calculated based on the sum of the before-tax amount and the GST. Entries are automatically made to the GST and PST receivable accounts (set up in Configuration) for half of the respective taxes. These amounts are then subtracted from the total amount and the new amount is put on the next entry line.

TRANSFER ENTRY

This option allows you to add or change transfers. This option is similar to the Check Entry option. However, a vendor is not needed. Also, if the From Account is a fund, the accounts in the lower section must be funds and if the From Account is an asset, the accounts in the lower section must be assets. The '+' key will function as a tab key in a similar manner to the Check Entry and Offering Detail Entry options.

ASSET ADJUSTMENT ENTRY

This option allows you to enter miscellaneous charges and credits (such as service charges or interest) for your bank accounts. Once you have entered a unique reference number (not used by a check or transfer for this asset account) press Enter or click OK. Indicate by selecting the appropriate radio button whether the transaction is a credit or charge and then fill in the rest of the transaction.

QUERY OFFERING DONORS

This option allows you to enter an activity code and research the donors who have contributed to that fund. the Code field must contain a valid code previously entered in Activity Code Maintenance. If the Display amounts check box is checked, amounts will be displayed. Otherwise, only donor names will be displayed. By selecting a radio button you may choose to display information for the current period, current calendar year, or specified date range. Once the information is displayed on the screen you may also print it by clicking on the Print button.

QUERY DONOR TOTALS

This option allows you to enter a donor name and research the funds the donor has contributed to and also the total amount for each fund. You may select a radio button to determine whether the amounts displayed are for the current period, the current calendar year, or for the specified date range. Once the information is displayed on the screen you may also print it by clicking on the Print button.

QUERY DONOR ENVELOPES

This option allows you to enter a donor name, and research the funds the donor has contributed to, on an envelope by envelope basis. When you select a donor from the combo box, by default, the first envelope in the current year for the donor will be displayed. By entering a different Starting Date, you can indicate which envelope to display first. Click the Next Envelope and Previous Envelope buttons to move from one envelope to another. Once the information is displayed on the screen you may also print it by clicking on the Print button.
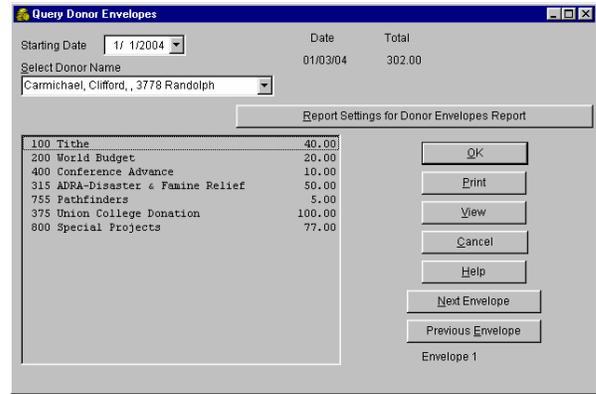
QUERY CHECKS

This option allows you to view all checks for a vendor. Select a vendor name in the combo box. Once the information is displayed on the screen you may also print it by clicking on the Print button.
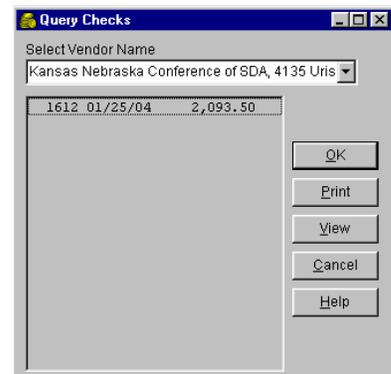
REPORT SETTINGS

This screen can be accessed in two different ways. The default report settings can be accessed from the Configuration option. Also, each report screen allows the user to make report setting selections specific for that report. The screen that comes up for individual report settings is slightly different than the screen for default report settings, as described below.

The first field allows you to select the printer to print your report on. Most users will only have one printer available and that will be the printer displayed. However, if you have multiple printers connected to your computer, either directly, or via a network, those printers will be available in the drop-down box to select. Below the printer selection, the currently selected font is displayed along with a button that allows you to change the font. There is also a check box that allows you to indicate if the font size should be adjusted or not to fit the page width. There may be reports where you want to use a larger font and simply cut off the text on the right side of the report–in this case you would need to remove the check mark.
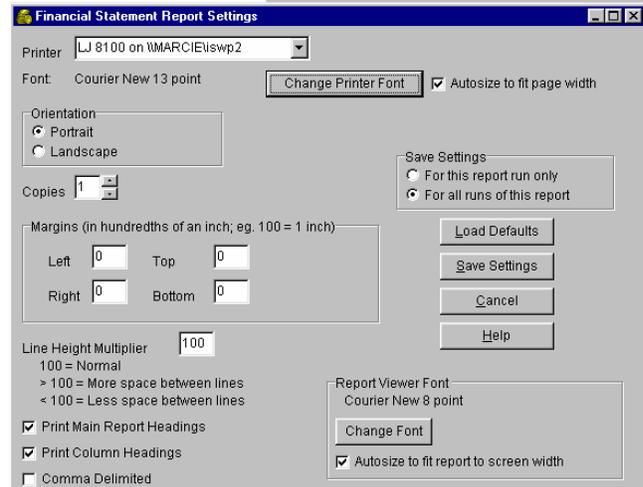
A radio button group allows you to select the orientation of the print on the page. Portrait would be the 'normal' orientation, like the text on the pages in this manual. A report printed in landscape would be printed

sideways on the page. If you have a wide report, such as the Financial Statement, and would like to use a larger font, it would be appropriate to select landscape orientation.

The Copies field allows you to select the number of copies of a report you would like to print. You can either type the number of copies you want directly into the edit box, or click the up or down arrows to select the desired number. If you have a multi-page report (say a Financial Statement that extends to two pages) and enter '2' in the Copies field, the program will print the report collated; i.e. in the following order: page 1, page 2, page 1, page 2. If your printer has a control panel that allows you to set the number of copies and you set it to 2, you will not get a collated report; it would print in this order: page 1, page 1, page 2, page 2.

The Margins fields allow you to increase the amount of space between an edge of the paper and the text of the report. For example, if you need to punch holes in the top or side of the report so it can be placed in a binder, you could enter a 50 in the 'Top' or 'Left' margin fields. That value would increase the white space at the top or left edge of the report by half an inch. An error will be displayed if you enter margin values that would make the printable area less than five inches vertically or horizontally. For example, entering a top margin of 900 (nine inches) is not allowed since this would force the report into less than three vertical inches.

The Line Height Multiplier allows you to adjust the amount of space between lines. In most cases you will not need to change the value from 100. However, there may be situations where you want to make a small adjustment. Perhaps you want to distribute the Financial Statement at a board meeting. It turns out to be a three-page report, with a single line printing on the third page. If you would prefer to pass out two sheets rather than three, you could enter a 95 in the Line Height Multiplier field and squeeze it all on to two pages.

Nearly every report prints two main heading lines. The first line is centered and contains the name of the school followed by Donation Accounting. The second line has three parts. At the left edge is a date/time stamp—the exact date and time (according to your computer) when the report was printed. Centered in the middle is the name of the report along with other pertinent information (eg.Financial Statement—Activity for January 2004). The page number is printed at the right edge of the second line. After the main headings are printed there is a blank line and then up to two lines of column headings are printed that vary depending on the report. If you would rather not print the main headings and/or column headings you have that option by unchecking the appropriate checkboxes in the lower left-hand corner. One reason you may not want headings would be if you want to export a report as a comma delimited file to some other piece of software. If so, you would uncheck the headings checkboxes and check the comma delimited checkbox. See the Report Menu on page 33 for more information about exporting data.

Each report option allows you to print the report on your printer or view the report on screen. In the lower right part of the Report Settings screen you are able to select the font that the report viewer uses. There is also a checkbox where you can indicate if the font should be autosized depending on the width of the report. If you choose to autosize you will always be able to see the full width of the report without scrolling. If you choose not to autosize and you have picked a larger font, when viewing a wide report you will need to use the horizontal scroll bar to view the entire width of the report.

If you are viewing the Default Report Settings screen in Configuration, the only other components on the screen will be the Save Settings and Cancel buttons with obvious meanings. However, if you are on a report settings screen for a specific report, there will also be a Load Defaults button and a Save Settings radio button group. If you click the Load Defaults button, the default report setting values from Configuration will replace any settings you have changed. Click the Save Settings button to confirm that you want to keep the default settings or click Cancel to return to the settings you previously had.

The Save Settings radio button group allows you to decide if you want to make permanent changes to the settings or just for this run of the report. For example, suppose you normally run one copy of the Financial

Statement report, but this time you need ten copies for a board meeting tonight. To achieve this you would go into the Financial Statement report option and click the Report Settings for Financial Statement button. Then you would change the Copies value to 10. Since you only want to print 10 copies this time, not every time you print the report, you would click on the "For this report run only" radio button and then click on the Save Settings button. Now, as long as you stay in the Financial Statement report option, every time you click Print, 10 copies of the Financial Statement will be printed. If you exit out of the Financial Statement option and then go back in and click Print, you will only get one Financial Statement report.

Your printer may have additional features, such as duplexing or multiple trays, that the report settings screen does not address. You can access those features by clicking the Printer Setup button which is in the upper left-hand corner of every menu screen.

REPORT MENU

Below is a list of reporting options available on the Report Menu. Once you have selected an option from the Report Menu, a report option dialog box specific to that report will appear. No matter which report you select the following buttons will be available: Print, View, Cancel, Help and Report Settings. The Cancel and Help buttons have obvious meanings and are discussed elsewhere. The effect of clicking the Report Settings button is addressed in the previous section. Clicking the Print button will send the report to the printer. While data is being sent from the program to the printer (or more accurately, the Windows print spooler), the Abort Printing button will be displayed on the screen and all other components will be hidden. If you wish to stop the printing of the report, click this button. For most reports this button will remain visible for only a fraction of a second. Once the program has sent all the information, it has no control over what the Windows print spooler does with it. However, you may still be able to cancel the print job by clicking on the printer icon in your system tray (usually in the lower right-hand corner of the screen) or canceling the job at the printer.

Clicking the View button has the program perform all the same processing as if you had clicked the Print button, but rather than sending the output to the printer, it sends it to a file instead. Once the file is created it is displayed in a report viewer window. If the report is longer than will fit on one screen, you may scroll down to see the rest of the report by using the scroll bar at the right of the screen or the down arrow or page down keys. If the combination of the font size and the report width truncate the report on the right, you may scroll across and view the rest of the report using the scroll bar at the bottom of the screen or the right arrow key.

The vertical scroll bar (at the right edge of the screen) will automatically be displayed for any report which will not fit vertically on the screen. However, if you would prefer to see the character(s) at the right edge of the screen that the scroll bar may be covering, and do not want to scroll down using the scroll bar, you can uncheck the Show Vertical Scroll Bar checkbox. Clicking the OK or Cancel buttons will close the report viewer window and return you to the report options screen.

Clicking the Print button will either send the entire report to the printer or display a dialog box if you have selected part of the report. The dialog box will allow you to indicate whether you want to print the entire report or just the selected text. You can select text in a report by holding down the left mouse button and dragging the mouse.

If you are viewing a long report, such as the Detail Report for the entire year for all accounts, and wish to locate some specific text, such as an exact amount or a vendor name, enter the text to search for in the field next to the Find button and then click Find. The program will search for the first instance of the search text starting from the cursor position in the report. If you want to make sure to find the very first instance of the search text in the report, scroll to the top of the report and click on the first line, before doing your search. Once you have successfully found the search text, you can find the next and subsequent instances of the text by repeatedly clicking the Find button. If no more instances of the search text are found, a message to that effect will be displayed.

As stated above, when you click the View button, a file containing the text of the report is created. The name of this file is EMSDAPRN and is located in the same directory as your data. This file is overwritten every time you view a new report, so if you want to keep the information in the file, you should rename the file or copy it to another location. The file consists of plain ASCII text and so can be opened in any wordprocessor (Notepad, WordPad, Word, WordPerfect, etc.). If you want to import data from a report into a spreadsheet or some other program that can import text files, you will probably want to strip the headings off and create the report file as a comma delimited file. See the Report Settings section for more information on how to do that. If you choose to create a comma delimited file, the filename will be EMSDAPRN.CSV.

Print Report(s) From Script–Report scripts are ASCII files which contain instructions for running multiple reports with certain settings. A pre-defined script will run all required reports. We suggest you use this script right before you run the Close Month option. If you are interested in making your own script files, see the Tips section above (page 15) for information on how to do that.

Financial Statement–Lists offering codes grouped and totaled by category with much of the information on the Activity Code Maintenance screen. The funds and the assets are also totaled. A message will be printed if the fund/asset equation is not in balance. The items and totals on the report can be checked and, if necessary, you can make additional corrections or additional entries.

There are several option fields for this report. The Select Report Month radio buttons allow you to print the report for any month in the current fiscal year. Generally you will want to print the Financial Statement for the current period; that radio button will be selected by default. You may also indicate using the Select Report Type radio buttons whether to print activity for the specified month only, or a year-to-date report. If you leave the Print YTD Paid Out check box unchecked, the budget and variance columns will print at the right edge of the report. If the check box is checked when running the report for a specified month, the YTD Paid Out column will be printed in place of the budget and variance columns.
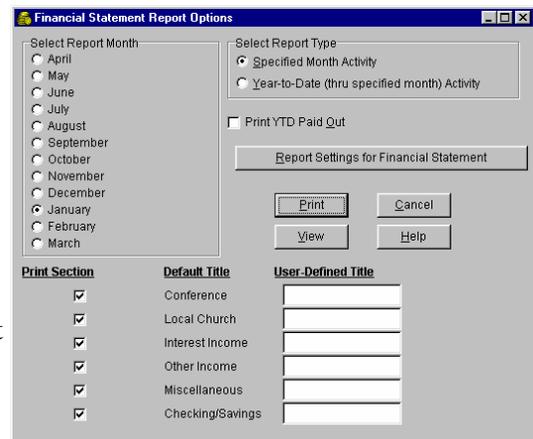
The Financial Statement has up to eight columns of dollar amounts. If you are running the year-to-date report, the first column shows the fiscal year beginning balance for each code. For the monthly activity report the first column will have the last month balance. The next four columns, Direct, Allocations, Transfers and Paid Out will show year-to-date activity *through* the month you specified if you are running the year-to-date report. Otherwise these figures will only reflect activity *in* the month you specified. The sixth column is simply the

sum of the first five columns which is the balance of the code at the end of the month specified. If you have questions about the figures in the Direct, Allocations, Transfers or Paid Out columns, there are supporting reports that give you information on how these figures are arrived at. The supporting reports are, respectively, as follows: Combined Offering Detail Report, Offering Allocations Report, Transfer Report and Check Report. The Query Offering Donors option may also be useful if you have questions about the donors giving to a specific offering code.

By default, all codes which have activity or a non-zero balance for the specified time period, will have a line printed on the Financial Statement. Each section will be totaled using the title as shown in the Configuration option. You may specify your own title for a section in the edit box and/or indicate you do not want a section to print by removing the check mark for the line. User defined titles are stored and will be used each time you run this report. You can go back to the default title by blanking out the user defined title.

By default, there are five sections of fund codes and one section of asset codes. While asset codes cannot be divided into additional sections, fund codes can be divided into up to 21 different sections. If you would like more than the standard five sections with sub-totals, click the User-Defined Sections button. A new window will be opened where you can enter the section titles and the range-end values. You can also indicate whether or not a particular section should be printed. The first row contains the values for the conference fund section-- you can change the title but cannot change the range-end value. Section titles and range-end values should be filled in starting at the top with no gaps except for the last fund section. The title for that section will be in the next to last line and you can change it if desired--the range-end value will be displayed automatically and cannot be changed here. Similarly, you can change the title for the asset section in the last row, but you cannot change the range-end value. If you have made changes in this window, click the 'OK' button to save them. If you do not want to save changes, click the 'Cancel' button. If you have added sections in the past, but now want to return to the default sections and titles, click the 'Revert to Default Sections' button.

Consolidated Offering Detail Report–Lists offering detail in a condensed format. At the bottom of the report, any miscellaneous credit adjustment entries (such as interest) to asset (bank) accounts which were entered in the Asset Adjustment Entry option are printed. To get a complete list for the month, run this report after the last offering detail has been entered but before Close Month is run.

To print all detail for the current month, select the In Current Period Only radio button. Otherwise, you can print the report for a single day or between a range of dates. This report is, to some extent, user-defined. That is, following the name and date columns on the report there are four columns which will contain the amounts for four offerings which you define. These would generally be the offerings donors most frequently give to, such as Tithe, Church Budget, Conference Advance, and World Budget. The Activity Code combo boxes and Heading fields allow you to enter the codes for the offerings you would like to appear in separate columns on the report and also an abbreviated title to be printed as each column heading. Following the four user-defined columns on the report, is a column containing any offerings in the Conference range of funds not included in the first four columns. Next is a column containing any offerings not found in the previous columns. The last column contains the total for the donor.
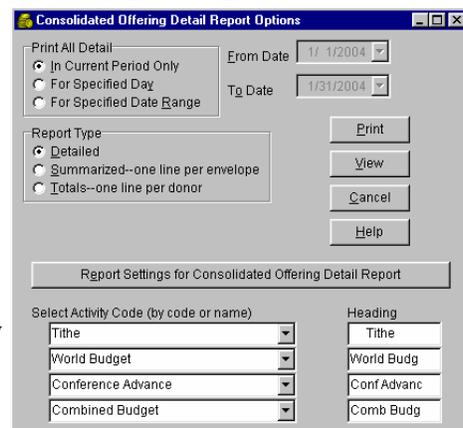
There are three Report Type radio buttons that determine how condensed the report is. A Detailed report will have the offerings for each donor broken down by date. Also, if a donor contributed to an offering not in the first four columns, the activity code and amount of the offering will be listed in the Conference or Other columns depending on which category the offering falls into. A Summarized report also breaks down the offerings for each donor by date. However, if a donor contributed to an offering not in the first four columns,

only totals for the donor's Conference and Other offerings will be printed rather than a break-down of the individual offerings. A Totals report prints one line per donor with the totals for that donor for the four user-defined columns and also for the Conference and Other columns.

Offering Summary Report–Lists all funds with the total donations for each. You have the option of printing these totals for the current period, the current fiscal year, a specific day, or for a range of dates.

Receipts–Prints offering receipts with current month and year-to-date totals. Receipts will not be printed for donors who do not have the Print Receipts check box checked. Receipts will not be printed for donors with no activity in the current month unless the 'Skip donors with no activity in the current period' check box is *not* checked. If you run receipts every month, this check box should generally be checked except for the year-end receipt run. Receipts will never be printed for donors if they have no activity for the entire year. To get a complete set of receipts, run this report after the last offering detail has been entered.

There are several fields on the Receipts screen that need to be filled in before receipts can be printed. The information entered in the 'Receipts For' field will appear on the receipt after the words "Receipts For," so something like "February 2004," or "1st Quarter, 2004" would be appropriate. Whatever you enter in the Treasurer field will be printed on the receipt and will be identified as the Church Treasurer. There are several radio button options for how to print the receipts on the page. Two receipts may be printed per page, a single receipt per page with comments on the lower half, or a single receipt which takes up as much of the page as necessary. You may also choose to print a single receipt per page which is formatted so the address is in the proper position for a #10 window envelope. To satisfy IRS rules, we print envelope dates and totals on the lower part of the receipt. Radio buttons allow you to choose whether to print envelope totals for just the current month, the current quarter, all envelope totals for the year, or for a specified date range. Another radio button box allows you to choose whether to print all donors (subject to meeting other criteria), a single donor, or a range of donors.
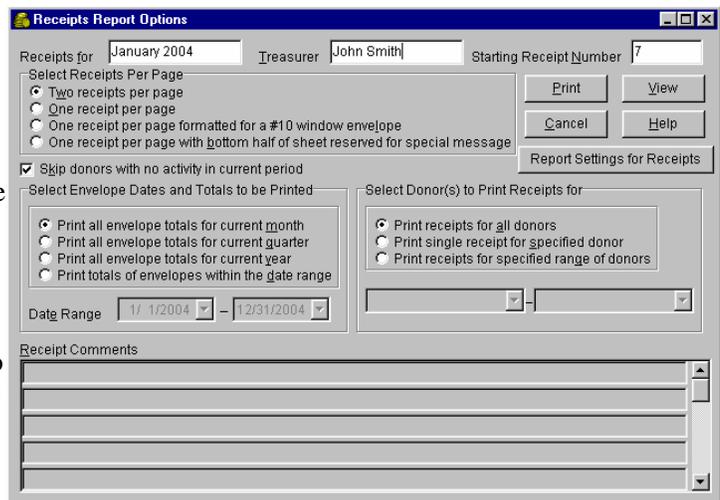
Different receipts are printed for Canadian users. One type of receipt is printed for users in the Quebec Conference and another receipt is printed for all other Canadian users. To print Canadian receipts with this option, you must have first filled in an RCT registration number in Configuration. You will notice that many of the fields mentioned above are not available for you, so much of the information in the above paragraphs will not apply to you if you are a Canadian user. Much of the information below applies to non-Quebec users. For information specific to Quebec users only, see the last eight paragraphs in this section.

There are several items that will show up for Canadians users that are not described above. A radio button group will allow you to choose whether to print receipts for current month activity only, current quarter activity only, calendar year-to-date activity (the 'official' receipt) or activity during a range of dates you specify. Also, there is a field where you can enter your organization's official name as registered with the government. It is important that what you enter in this field matches up exactly with how your organization is listed as a charitable institution. This name will be printed on the top section of the official receipt.

If you choose to print receipts for all donors with activity for a range of dates, the dates you enter are stored. If you choose this same option in the future, for all donors, the date range you enter is compared with the stored date range. If there is any overlap between the two ranges a warning will be issued. At that point you can decide whether you want to continue with the printing of the receipts or cancel the printing.

The Canadian receipt is intended to be printed on an 8½" x 11" form with a horizontal perforation at 3½". See your local conference for more information about the form. After receipts are printed and signed, a photocopy of each one should be made for the church's records. The original receipt (the entire sheet) should be given to the donor. The top section contains all of the information that the Canadian government requires for tax purposes.

There are a number of differences with the receipt for Quebec users—both with the actual layout of the receipt as well the management of the receipts relating to printing receipts at different times and printing of replacement receipts. When December is closed, the receipt number will be set to 1 for the new year. The program will automatically increment the receipt number as receipts are printed—you are not allowed to change the value. Whenever you start the receipts option, the next receipt number to be printed will be displayed in the Starting Receipt Number field.

When you select the Year-To-Date option, receipts will be printed for any donors that have made contributions since the last time this option was selected, with certain exceptions. Receipts cannot be printed when the current period is January. If the current period is February through November you can print receipts, but the total on the receipt will only reflect contributions entered through the prior month. If you print receipts when the current period is December, the total will reflect all contributions for the year. However, in this case, you will want to make sure that all envelopes have been entered, because once you print receipts in December you cannot enter any more contributions in Offering Detail Entry.

The total on a receipt only reflects contributions made since the last time you printed a receipt for a donor. For example, suppose you have a donor that requests a receipt when the current period is April. When you print a receipt for the donor, the program will store the receipt information indicating that the receipt was printed for contributions from January through March. When you print your December receipts (assuming you have printed no other receipts during the year), a receipt will print for this donor if he made contributions in April through December, and the total will not include donations he made in the first three months of the year. Receipts for all other donors will reflect all contributions made for the entire year (again, assuming no other receipts were printed during the year).

As implied above, once receipts are printed they cannot be printed again. For example, if you print receipts for all donors and then immediately attempt to print receipts again, nothing will print, since there would be no outstanding contributions for which to print receipts. This is a safety feature that prevents duplicate receipts from being printed. However this has the potential to cause problems. For example, the program sent the receipts to the printer, but due to a printer malfunction, nothing was printed. You should make a backup before you print receipts so you can recover from such a situation.

One other safeguard is built into the receipts option—you can limit the number of receipts that are printed at one time. For example, suppose your church is a large one and you will be printing about 800 receipts. You make a backup, but when printing the receipts your printer runs out of toner/ink when printing the 790th receipt. The program thinks they all printed. You could restore your backup and print all 800 again, but that will waste a lot of paper. If you limit the number of receipts printed in a group, the program gives you the chance to indicate whether or not that group printed successfully. If you indicate a group of receipts printed successfully, the information for those donors/receipts will be stored and it will attempt to print the next group. If you indicate that the group of receipts did not print successfully, none of the receipt information for that

group will be stored—you should destroy any receipts that did happen to print. Once you have fixed the printer problem and start your receipt run again, it will pick up where it left off. You can indicate how many receipts are in a group in the Maximum Number of Receipts in a Group field. By default this field has a value of 50, but you can change it to any value.

Quebec Receipts must be printed on special forms that have logos and other pre-printed text. See the conference office for information on getting these forms. When you print a group of receipts, several different things are printed. First, one page per donor is printed that contains three identical receipts—one for the donor to keep, one for the provincial government and one for the federal government. After the last donor receipt is printed for a group, a total page is printed that indicates the receipt numbers that have been used in this group of receipts along with a total for the group. This page will also show the entire range of receipt numbers that have been used in the current year along with the total for all those receipts. Next, a separator page will be printed indicating that the subsequent pages are the church copies of the receipts just printed. Finally, the church copies are printed, three donors per page.

If a donor loses their receipt, a replacement can be printed by selecting one of the Replacement radio buttons and entering the receipt number of the original receipt. When you click Print, a confirmation dialog box will be displayed. If you choose to print the replacement receipt, make sure to follow the instructions in the dialog box. If you select the 'Replacement with the ORIGINAL donor's information' radio button, the receipt that is printed will be identical to the original receipt except that the receipt number will be followed by the letter 'R' indicating that it is a replacement receipt and there will be a message printed indicating the receipt cancels and replaces the earlier receipt. If you select the 'Replacement with the CURRENT "on-file" donor's information' radio button, the same receipt will print, but with the current name and address information for donor rather than the original name and address which may or may not be the same.

For Quebec users the receipt option will have two buttons that allow for the printing of two other reports: Receipt List Report and Donor Summary Report. The Receipt List Report prints a list of all receipts that have been printed so far in the current year. This report must be run before closing the month whether or not receipts were printed during the month. The Donor Summary Report prints one page per donor with a breakdown by offering of what the donor has given for the entire year or in a date range you specify. You can print this report for an individual donor, for all donors or for a range of donors.

Check Report—Lists all checks entered either in the current period or for a specified date range. At the bottom of the report, any miscellaneous charge adjustment entries (such as service charges) to asset (bank) accounts which were entered in the Asset Adjustment Entry option are printed. To print the physical check documents, use the Check Entry option.
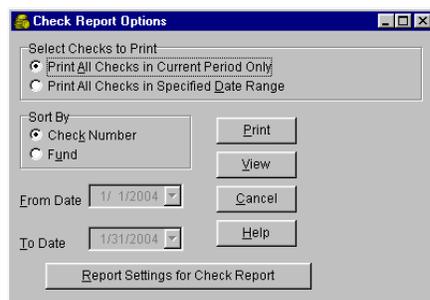
Transfer Report—Lists all transfers entered either in the current period or for a specified date range. You have the option of sorting transfers either by the 'From Code' and within from code by reference number, or strictly by the reference number.
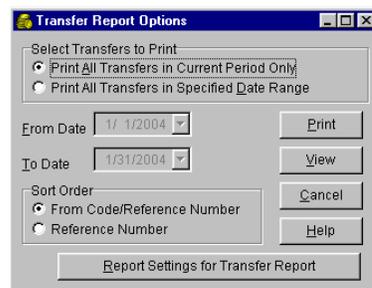
Remittance Report–A report with offering totals to be sent to your local conference. You may run this report for any month in the current fiscal year. However, normally it would be run for the current period.
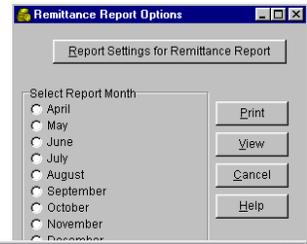
Mailing Labels–Prints donor names and addresses on cut-sheet labels. If you only want to print labels for donors with offerings in the current month, check the "Skip if no activity in current period" check box. To print labels for only those donors who receive receipts (as specified in Identity Maintenance), click the radio button labeled "Only donors flagged to receive receipts". Otherwise, click the "All donors" radio button to print labels for all donors regardless of
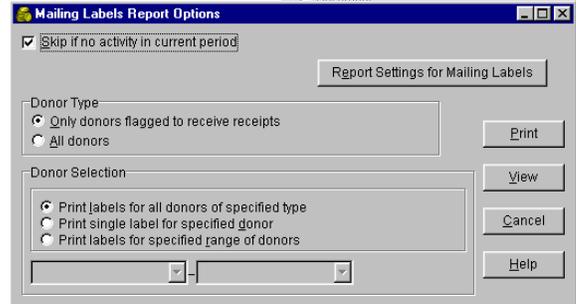
whether or not they receive receipts. You may also indicate if you want to print all donors, a range of donors, or a single donor by clicking on the appropriate radio button and selecting donor name(s) if necessary. This option supports Avery Address Labels #5260 (Qty: 25 sheets), #5160 (Qty: 100 sheets) and #5960 (Qty: 300 sheets). Each label sheet has 30 labels. These may be found at any office supply store. Other labels made for cut-sheet printers may be used if they have the following format: three columns and ten rows of labels of size 1" x 2 ⅝", ½" top and bottom margins, 3/16" left and right margins.

Bank Reconciliation Report–This report may be used in conjunction with the Reconcile Bank Statement utility option. You may optionally enter a bank Statement Balance and an As Of Date. All outstanding transactions will be printed along with totals and the difference value between the bank statement balance and Donation Accounting's cleared balance.
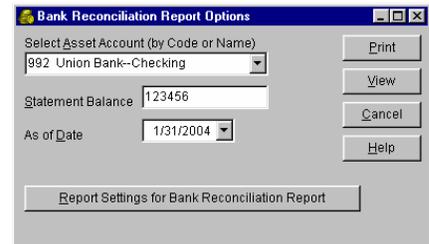
Offering Detail Report–Lists offering detail entered in Offering Detail Entry for either the current period or a specified date range. This report differs from the Consolidated Offering Detail Report in that every offering for every envelope for every donor is printed on a separate line with both the offering name and amount. As a result, this report will generally be considerably longer than the Consolidated Offering Detail Report. You also have the option of printing this report for all donors or for a single selected donor.
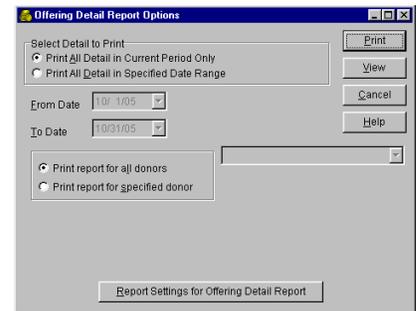
Statistics Report–This option prints a report with various statistical information useful for determining giving patterns. The report may be run reflecting giving for the current period, the current calendar year, the current fiscal year, a specified day, or a specified date range. Donors that are not flagged to receive receipts (in Identity Maintenance) will not be used in arriving at the figures on this report. Usually the only 'donors' that are not marked to receive receipts are ones similar to a 'Loose Offering' donor or a 'No Name' donor. We have chosen not to include such donors to avoid skewing the figures. As a result, totals on this report may not match with other reports, such as the Offering Summary Report. If you would prefer to have all donors reflected on this report, simply make sure all donors are flagged to receive receipts.
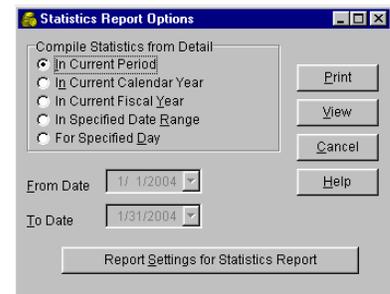
The report will be in two sections. The first will include statistics for each of the five fund ranges (see the Configuration option). The second section contains statistics for individual offerings such as Tithe and Combined Budget. In both cases, eight columns of statistical information will be printed. The first column contains the number of donors who have contributed to the range/offering. If a donor has turned in two or more envelopes in the specified time period, the donor is still only counted once (for the value in this column). The second column contains the percent of the total donors who gave to the range/offering. The third column contains the actual dollar amount given to the range/offering. The fourth column is the percent of the total amount given which was given to the range/offering. The next two columns contain average offering amounts calculated in two different ways. The column labeled Per Capita Donation is the total amount for the range/offering divided by the number of donors who gave to *any* range/offering. The column labeled Average Donation is the total amount for the range/offering divided by the number of donors who contributed to *that* range/offering. Again, a donor is only counted once even if the donor turned in more than one envelope. The seventh column is a count of the number of screens of Offering Detail Entry entries (envelopes) which contained a contribution to the range/offering. In this case, if a donor did give more than once to the range/offering in the specified time period, each instance (one per envelope) will be counted. The last column is the percent of total envelopes received which contained a contribution for the range/offering. Following the section containing the range information is a totals line. The totals for columns one and seven will rarely be the sum of the values in the column since many donors will be contributing to offerings in more than one fund range. The total in the Per Capita Donation column may not add up exactly due to rounding error. Also, note that none of the percent columns will total to 100% since donors give to more than one range/offering.

Activity Detail Report–This option prints the detail (offering detail, checks, transfers, adjustments, allocations) for: all activity codes, just funds, just assets, a single activity code, or a range of codes. You have the option of printing detail for the current period, the current fiscal year, or for a specified date range. You need to be aware that one line will print for every offering envelope which contains an offering for a code for which you are printing a detail report. This means that the report can be rather lengthy.
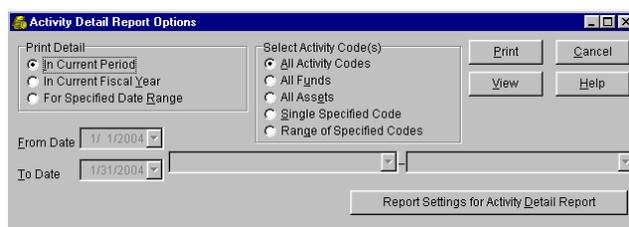
Receipt for Non-cash Contributions–This option allows you to enter some basic information which will be printed out for use as a receipt for non-cash donations. There are no restrictions on what you enter, other than that the date must be a valid date if you choose to enter it. The information you enter here is not stored on your disk and does not affect any other reports that you print. If you have any questions about non-cash contributions, contact your local conference office.
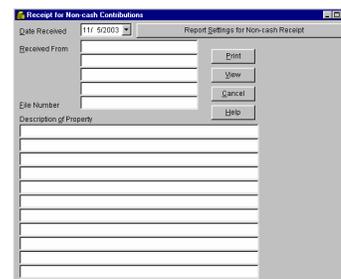
Identity Report–Lists donor and/or vendor name and address information. You have the option to print one or the other or both by checking the appropriate check boxes. You may also choose to print only identities not marked for deletion, only identities marked for deletion, or all identities in the database.
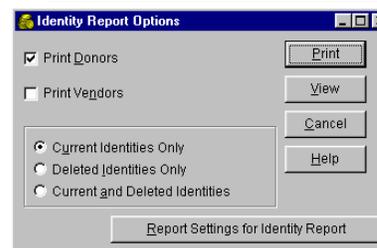
Activity Code Report–Lists all codes entered in Activity Code Maintenance along with the information associated with each fund or asset.

Offering Allocation Report–Lists all fund allocations as entered in Offering Allocation Maintenance.
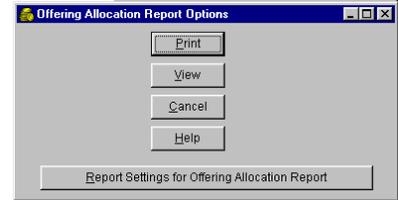
UTILITY MENU

The following utility options are available on the Utility Menu:

Backup-This option allows you to backup your data without leaving the program, with several restrictions. First, your data must be able to fit onto the media you are backing up to. The media (diskette, etc.) should be formatted, but need not be empty. The data files will be compressed and stored in a single file in the directory you specify on the selected media. If you want to change the directory, click the Change Backup Location button. A Select Directory dialog box will be displayed. You can change the drive in the lower right-hand corner of the window. You can move around in the directory tree for that drive by double-clicking on the folder icons. Once the folder (directory) you want to back up to is selected (the icon shows an open folder), click OK. By default, the backup filename is BKyymmdd with an extension of bkd, where yymmdd is the current date. If you leave the default filename, and a backup already exists in the specified directory with that name, a new backup file will be created with the name BKyymmddA.bkd. If that file already exists, BKyymmddB.bkd is used, and so on. If you change the name of the backup and that file already exists, the old file will be overwritten.   See the "Backups" section (page 8) for more information about making backups and restoring from a backup.
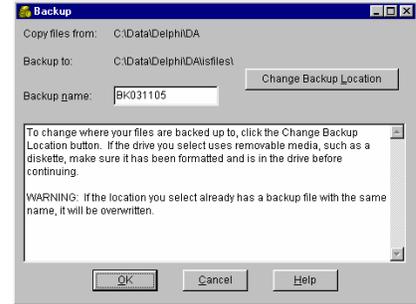
Create Remittance Check Entries–This option will create check entries based on the current balance of activity codes in the conference range. The check entries created with this option may be modified or deleted in the Check Entry option. See the Check Entry section (page 27) for more information about the fields on this screen. This option should be used after all transactions (envelopes, checks, etc.) affecting conference funds have been entered. If you have created the remittance check entries and then add more envelopes, delete the check in Check Entry and run this option again.
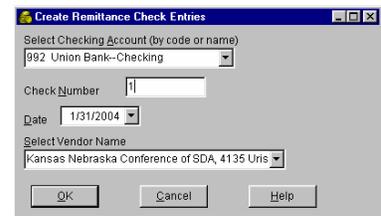
In addition to creating check entries, this option creates an export file, DARemityyyymm.txt, where 'yyyy' and 'mm' are your current year and month, respectively. This file is automatically created in the C:\Windows\TRSExport folder. If the folder doesn't exist, the program creates it. This file can be used with the North American Division remittance software to transfer remittance information to your conference office.

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Reconcile Bank Statement–Usually you will be reconciling your main checking account on a monthly basis. However, if you have other asset accounts, you should periodically reconcile them as well. To reconcile your bank account, enter the balance that appears on the bank statement and click OK. The cleared balance and difference (between the bank statement balance and cleared balance) will be displayed on the screen as well as a list of all outstanding transactions.
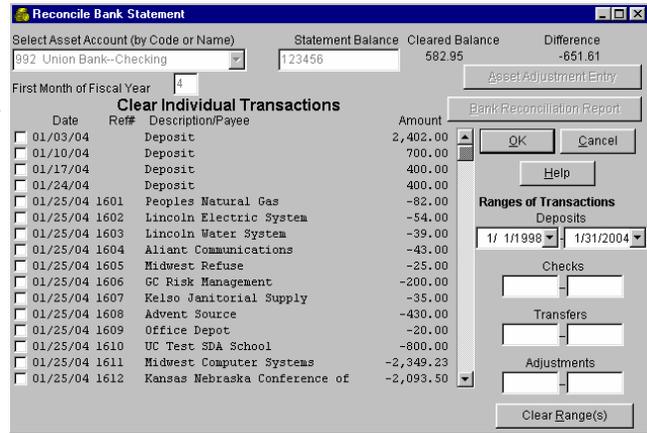
You may mark transactions as having cleared the bank (those transactions that appear on your bank statement) in one of two ways. First, if you have a range of transactions, say checks 16100 to 16200, that appear on the bank statement, you may clear the range in the Ranges of Transactions section. Otherwise, you can clear transactions individually right in the list using the check boxes and scroll bar. Your goal is to get the difference to zero. If it is not zero, that means a transaction was marked cleared that has not appeared on the bank statement, a transaction was not marked cleared that is on the bank statement, or the amount of a transaction does not agree between the bank statement and what was entered in Donation Accounting. Transactions that you have marked as cleared can be unmarked on this screen up to the point you click OK. If you have saved the work you have done here and later discover you marked a transaction as cleared that actually did not appear on the bank statement, you can unmark the transaction by running the Unmark Cleared Transaction utility option.

For this option to properly compute the Cleared Balance it must know when the fiscal year started. In most situations this is easy to determine–if it ends in December, it starts in January; if it ends in June it starts in July. However, if you have changed the value of the Next Fiscal Year End in Configuration and are now in the new (shortened) fiscal year, it is not as easy to determine when the fiscal year began. In this type of situation, you will need to enter the correct value in the First Month of Fiscal Year field in order to get an accurate calculation of the Cleared Balance value.

Since the functions of the Asset Adjustment Entry and Bank Reconciliation Report options are often needed when reconciling a bank account, buttons to allow quick access to these two options are provided on this window.
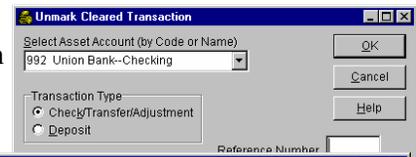
Unmark Cleared Transaction–This option can be used in conjunction with the Reconcile Bank Statement option. If a transaction was marked cleared by mistake, you can correct the problem using this option.

Configuration–This option is described in detail above (page 20) in the Configuration section.

Diagnostics–This utility checks your data files and reports any errors that it finds. You may run Diagnostics at any time. However, generally you would not need to run this option unless you are having a problem or support personnel ask you to run it. It is possible to damage your data files if you use the "fix errors" feature of this option, so you may want to check with your support personnel before fixing errors. In any case you should always make a backup before fixing errors.

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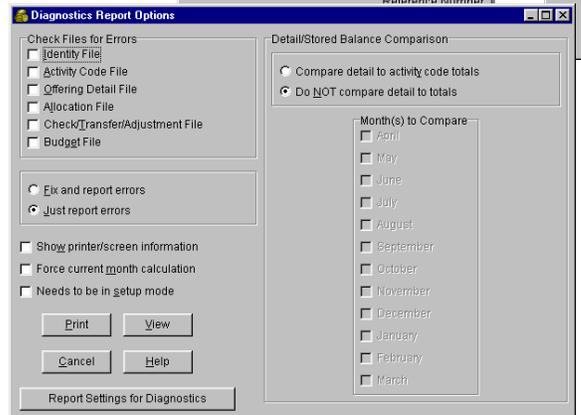
Change/Setup Working Directory–This option allows you to create new sets of data or change to another existing set of data. When you start this option a Select Directory dialog box will be displayed. You can select an existing directory by double-clicking folder icons in the directory tree. When you have selected the desired directory, click OK. If the directory has valid Donation Accounting files, your working directory will be immediately changed to that directory. If the directory you selected does not have Donation Accounting files, you are given the option to set up the directory with data files. If you decide you do want data files in the directory, you can choose whether to set up new data files or restore them from a backup.
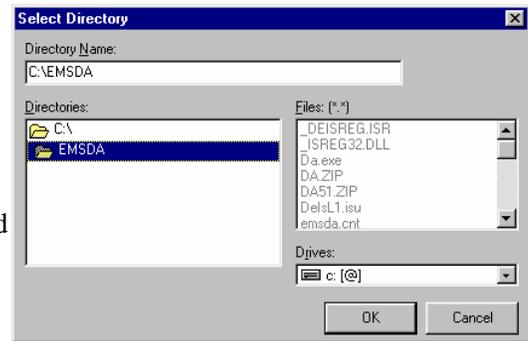
You can also create a new directory using the Select Directory dialog box. Simply enter the desired name in the Directory Name field and click OK. At this point you can choose how you want to set up data files in the directory as described in the previous paragraph.

Restore–This option restores a backup of data files made with the Backup utility option. It can handle backups made with older versions as well as the current version–follow the instructions in the indicated paragraph below. When you first select the Restore option, it may attempt to look on the A: drive for the backup. If your backup is not on a diskette in drive A: and an error appears indicating the A: drive is not accessible, simply click Cancel.
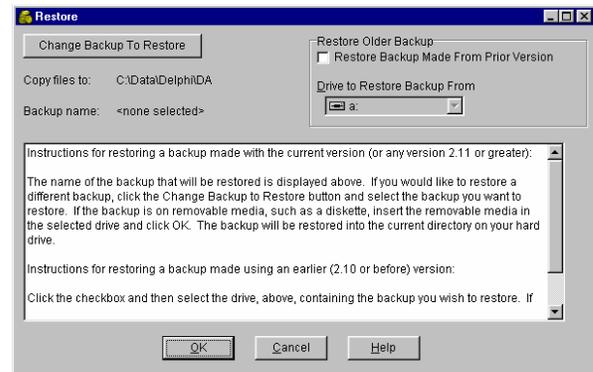
For backups made with versions 2.11 or later, follow the instructions in this paragraph. When the Open dialog box appears, select the backup to restore. If necessary, double-click on My Computer to get a list of drives, select the drive and then the folder your backup is located in. Once you see the backup you want to restore, double-click it. The Restore window will then be displayed. If everything appears as it should, simply click OK. If you want to restore a different backup, click the Change Backup to Restore button, select the desired backup and then click OK on the Restore screen.

For backups made with versions 2.10 and earlier, follow the instructions in this paragraph. When the Open dialog box appears, click Cancel. When the Restore window is displayed, check the Restore Backup Made From Prior Version check box and select the drive the backup is on. Then click OK.

Answer or respond to any prompting messages that are displayed. Be aware that when you restore a backup, the data files on your hard drive will be lost.

Merge Identities–This option allows you to merge the records for one donor or vendor into those of another identity. Select the name of the identity you wish to eliminate in the Select "From" Identity combo box. Then select the name of the identity you wish to merge with in the Select "Merge With" Identity combo box. The name and address of the "From" identity will be eliminated and all of the "From" identity records will be transferred to the "Merge With" identity.
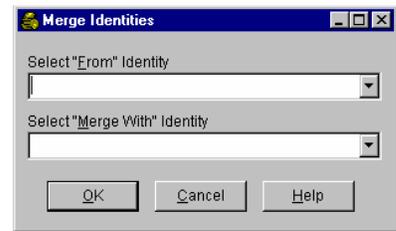
Change Activity Code–This option allows you to change an activity code in all files. The From Code field must contain a code previously entered in Activity Code Maintenance. The To Code must be a code not previously used and must be of the same type (fund or asset) as the From Code. Since this option searches nearly all your files, it may take a while for it to complete, depending on the amount of data you have. When it is finished, all references in the data files to the From Code value will have been changed to reference the To Code value. However, the lists stored in memory for use with the combo selection boxes will not have been updated. Exiting and re-starting the program will allow these lists to be updated.

Password Maintenance–This option allows you to enter a password or change a password previously entered. Once a password is entered, only persons who know the password will be able to run the program. WARNING: If a password is forgotten, there is no alternative but to restore a backup from before the password was created. Your support office cannot recover a forgotten password. When typing the password on this screen and when entering the program, the characters corresponding to the keys you press will not be displayed on the screen. To add a password for the first time, enter this option and enter a password from one to eight characters in length. You will be asked to verify the password. If the verify fails or you click Cancel (or press **ESC)** before the password is verified, the password will not be in effect. Once a password is entered and verified, you will be required to enter the password whenever you enter the Donation Accounting program. If you enter this option and a password is already in effect, you will be asked to enter the current password. You may then enter and verify a new password (leave the field blank if you no longer want a password). If you click Cancel any time before the new password is verified, the old password will remain in effect. NOTE: While a password will give you some measure of security, the recommended method of securing your data is to restrict physical access to your computer.

Setup Complete–This option checks to make sure the system is in balance and then locks in certain values, such as Current Period and Fiscal Year End in the Configuration option, and Fiscal Year Beginning Balance in the Activity Code Maintenance option. This option must be run before you can enter detail such as envelopes or checks.

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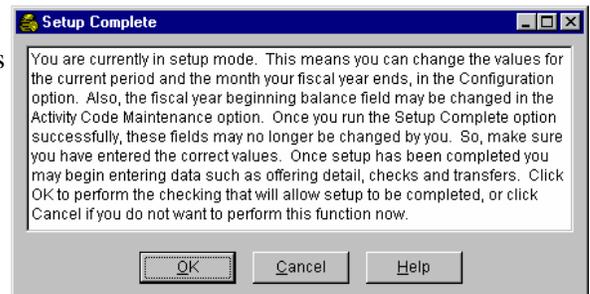
Conference Standardized Codes–This option automatically adds conference type offering codes determined by the entity (union, conference, etc.) you select in the radio group box. Generally, you would want to use this option before adding other information in Activity Code Maintenance. In fact, if you have already used this option or you have entered conference codes directly in Activity Code Maintenance, you are not allowed to run this option again. Before you use this option, make sure you have the proper range set up for your conference funds in the Configuration option (page 20). If your range end value is too small some of the codes will not be added. If you want to see the codes corresponding to the different entities, check the on-line help for this option. If there is the possibility that you will change you mind after running this option and decide you do not want these codes, you may want to perform a backup first. Then you can restore your data to its previous state if you do change your mind.

Initialize Database–This option will erase all of your *Donation Accounting* data including your configuration information. You will probably never need to use this option. However, if, for whatever reason, you wish to destroy all your data, this option will allow you to do it quickly and easily. However, as a safeguard, this screen will not treat pressing the Enter key as being equivalent to an OK click (unless the OK button is highlighted). To delete your data you must change the radio button to "Yes, erase configuration file and all other data files" and click on the OK button (or press ALT-O).

PROCESSING OPTIONS

Several reports, as well as the Activity Code Maintenance and Close Month options, require that the detail be posted and balances be updated. However, this function will be performed automatically when needed. You may see a screen come up briefly that indicates a calculation is occurring, but there is no action you need to take.

Close Month–This option may be accessed directly from the Main Menu. That is, when you click Close Month (or press 'C'), the Close Month option will be activated immediately. You do, however, have the option to continue or cancel the operation once the Close Month screen comes up. This option requires certain functions to be completed before it can be run. For example, if a report or a backup is required and has not been done, it will be on a list in the Close Month screen indicating what needs to be done. The Close Month option will not be allowed to run until all required reports and other functions are complete. Once this option has run successfully, you will be able to enter data (envelopes, checks, etc.) in the new month and in the new month only. If, once you have closed a month, you find that additional information needed to be entered for the old month, you will have to restore a backup from before Close Month was run.

Since the Close Month option knows when it is moving to a new fiscal year or calendar year, it automatically performs some clean-up operations at these points. When moving to a new fiscal year, the fiscal year beginning balance for each activity code is replaced with the current balance of the account. Also, the fiscal year-to-date amounts (direct, allocation, transfers, paid out) that are stored for each activity code are reset to

zero. When moving to a new fiscal or calendar year, detail that is not in the current fiscal year and not in the current calendar year will be deleted (unless you are using the bank reconciliation feature and an item has not been marked cleared). If you think you may want to research information in past years (fiscal or calendar), it would be a good idea to archive your data before you run the Close Month option for the final month of the fiscal and/or calendar year.

After you press Enter or ESC, or click OK or Cancel, a message will be displayed as the Close Month option window is closing. It will indicate whether or not the month was closed and what the current period is. Also, if the month was successfully closed, another message will be displayed if one or more Sabbaths for the month being closed did not have any envelopes entered for it. If you did have a week for which there were no envelopes, you need take no action–the month was closed. However, if you find that a week's worth of envelopes were not entered that should have been, you will need to restore a backup.

For Canadian users in the Quebec Conference, this option will perform three operations when closing December in addition to those described above. First, before any changes are made to the data, Close Month will attempt to create a sub-folder in the working directory (usually C:\EMSDA), and put a copy of the current data files in it. The sub-folder name will be '20' followed by the year portion of the current period (e.g. 2005). If the directory already exists or for some other reason the sub-folder cannot be created, a message will be displayed indicating the situation and December will not be closed–the program must be able to make a copy of the data before it will allow Close Month to complete. The data in this directory can be accessed later by using the Change/Setup Working Directory option on the Utility Menu.

The second operation performed only for Quebec users will be that the receipt number will be reset to the value in the 'Starting receipt number for new year' field. In most cases this should be 1. There are a few churches that are using the conference registration number, and in such cases the conference will provide the number that should be entered in this field. This coordination with the conference will prevent duplicate receipt numbers being used under the same registration number.

Finally, all receipt information for the current year will be deleted.

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