EMS DONATION ACCOUNTING

PROCEDURES FOR END OF THE MONTH

1. Select: Entry Menu option
   Select: Check Entry option
         Enter information for each check issued for the month

2. Select: Entry Menu option
   Select: Asset Adjustment Entry option
   Select: Interest (or other credit) option
         The reference number is automatically continuous from month to month.
         Enter a date other than a Sabbath Date
         Enter amount of interest received on bank statement
   Select: Service Charge (or other charge) option
         Enter amount of service charge or other charges (check charges etc.) shown on the bank statement

3. Select: Report Menu option
   Select: Offering Summary Report
         Mark: In Current Period Only
   - Balance the summary report total to the total of the deposits and interest
   - Add the deposit totals from the copies of the bank deposit slips
   - Check the activity code totals for reasonableness

4. Select: Utility Menu option
   Select: Create Remittance Check Entries
         Enter the check number you will issue to Rocky Mountain Conference
         Vendor name is Rocky Mountain Conference

5. Select: Report Menu option
   Select: Check option
         Add amounts of checks from checkbook and balance to total on check report

6. Select: Report Menu option
   Select: Financial Statement
         Mark: Specified Month Activity
   - Check the Financial Statement report for accuracy
   - Balance the Direct column total with the deposits and interest total
   - Balance the Paid Out column with the total of checks issued and bank charges
   - Check transfers and allocations for accuracy
   - Check Last Month Balance column with previous months ending balance

7. If the Financial Statement is OK, proceed to Step 8. If changes need to be made – enter corrections on computer; rerun the Financial Statement and re-check totals.

8. Manually write the check to Rocky Mountain Conference for the amount shown on the Financial Statement, in the Paid Out column, Conference Total.

9. Select: Report Menu option
   Select: Remittance Report option
         Check report for accuracy

10. Select: Report Menu option
    Select: Offering Detail Report option
             Mark: Print All Detail in Current Period Only
                  Check ending total deposits amount, with the direct column total on Financial Stmt

11. Select: Utility Menu option
    Select: Reconcile Bank Statement option
             Enter: Statement Balance from Bank Statement
                     Click off all cleared deposits and checks
                     (At this point, ignore the Cleared Balance amount at the top of the screen)
             Click : OK
    Select: Bank Reconcilement Report (can be selected on this screen or from the Report Menu option)
             The DIFFERENCE amount on the last line of this report should be zero. If it is not, see
             further instructions on page 37 of the EMS Donation Accounting Manual.

12. Select: Report Menu option
    Select: Receipts option
             Enter: Receipts for - Month & Year
                     Treasurer   - Your first and last name
             The Receipt Number is automatically continuous from month to month
             Mark: - Two receipts per page
                    - Skip donors with no activity in current period, EXCEPT do not mark in
                       December, so receipts will print for all donors for the year.
                    - Print all envelope totals for current year

         -        - Print receipts for all donors
         -           See page 33 of the EMS Donation Accounting Manual for additional instructions.

                 Print two sets of receipts: One for Donor, One for church file.

                 The Conference prefers that you run the receipts monthly; but it is up to you how
                 often they are handed out or mailed to the donor.

    Select: Mailing labels under the Report option for envelope labels for the receipts.

13. Select: Utility option
    Select: Backup option
             Insert disk into A drive
             Mark: verify backup
             Click: OK
             Label disk: "BEFORE Close Month – Month & Year"

14. Select: "Close Month" option located on the top line of the Main Menu screen
             Mark: Yes
             Click: OK
             This only takes a few seconds, then you will receive a message indicating the current
             month is closed and has moved to the next month.

15. Repeat Step 13
    Use a different disk and label:
             "AFTER Close Month – Month & Year"
    See page 8 of the EMS Donation Accounting Manual for a suggested procedure for keeping
    your backups.

PRINT 2 SETS OF THE FOLLOWING REPORTS.
KEEP 1 SET FOR THE CHURCH FILES, SEND 1 SET TO THE CONFERENCE OFFICE

       Check Report
       Transfer Report
       Financial Statement for Month
       Remittance Report (signed by Church Treasurer)
       Offering Detail Report   (full report – not the Consolidated Rept)
       Bank Reconcilement Report